



City Council Meeting AUGUST 10, 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. PRESENTATIONS & PROCLAMATIONS
 - A. Proclamation for Rev. Dr. Michael T. McQueen
- V. CONSENT AGENDA
 - A. Council Meeting Minutes (Meeting of 7/27/2020)
 - B. Financial Management Report: Month Ending June 30, 2020
 - C. Alcoholic Beverage License Applications
 - 1. PH-20-AB-07 Wrig Back Alley, LLC
d/b/a Back Alley Bar and Grill
10 N. Broad Street
Alpharetta, GA 30009

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

Owner: Brian Will
Registered Agent: Brian Will
 - 2. PH-20-AB-08 Fueling Point Inc.
d/b/a Shell Food Mart
5005 Windward Parkway
Alpharetta, GA 30004

Retail Package Sales
Beer, Wine & Sunday Sales

Owner: Almas Jilani
Registered Agent: Malik Thobani
- VI. PUBLIC HEARING
 - A. PH-20-09 City of Alpharetta Capital Improvement Element
Consideration of a resolution authorizing transmittal of the 2020 Capital Improvement Element and Annual Report.

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

This item was tabled on July 27, 2020 and must be removed from the Table for consideration.

Consideration of a variance and exception to allow a 3-story, 90,000 square foot self-storage facility on 14.9 acres. A parking variance is requested to reduce the minimum required parking from 91 to 28 spaces and to increase the building height from 35' to 36'-4". The property is located at 11425 Morris Road and is legally described as being located in Land Lot 856, 1st District, 2nd Section, Fulton County, Georgia.

VII. OLD BUSINESS

A. PH-19-09 Unified Development Code Text Amendments – Signs (2nd Reading)

Sponsored By: Mayor Pro Tem Mitchell

Consideration of text amendments to the Unified Development Code related to Sign regulations.

B. PH-19-28 Unified Development Code and Code of Ordinance Text Amendments – Massage and Spa Establishment (2nd Reading)

Consideration of text amendments to the Unified Development Code and Code of Ordinances related to Massage and Spa Establishment regulations.

VIII. NEW BUSINESS

A. Comprehensive Compensation and Classification Study

B. Microsoft Enterprise Agreement for Software Services

C. Replacement of Web Help Desk Software

D. Virtual Learning Site MOU with the YMCA

IX. WORKSHOP

**A. Update and Discussion on School Year Impact Due to COVID-19
(Sponsors: Gilvin, Binder, Burnett, Richard)**

B. TSPLOST Projects Update

X. PUBLIC COMMENT

XI. REPORTS

XII. ADJOURNMENT TO EXECUTIVE SESSION



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By:

Sponsored By:

Meeting Date: August 10, 2020

I. AGENDA ITEM TITLE: COUNCIL MEETING MINUTES (MEETING OF 7/27/2020)

II. RECOMMENDATION:

III. REPORT IN BRIEF:

IV. ALTERNATIVES:

V. ATTACHMENTS:

Council Meeting Minutes Draft 7-27-2020



City Council Meeting
July 27, 2020
Office of the City Clerk
CITY HALL 2 PARK PLAZA | 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 (absent)

- **Staff**

- o Bob Regus, City Administrator
- o Steven Jones, Asst. 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 John Robison, Director of Public Safety
- o Kathi Cook, Director of Community Development
- o Michael Woodman, Senior Planner
- o Bret Schroeder, Code Enforcement Manager

III. PLEDGE TO THE FLAG

IV. CONSENT AGENDA

A. Council Meeting Minutes (Meeting of 7/20/2020)

- ❖ Council Member Burnett offered a motion to approve the consent agenda
 - The motion received a second from Council Member Merkel
 - The motion was approved unanimously (6-0)

V. PUBLIC HEARING

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

- Senior Planner, Michael Woodman, came forward to present this item.
- Staff is recommending that Mayor and Council deny V-20-01/E-20-02 Midgard Self Storage Variance & Exception.
- If approval is considered, recommend the following conditions:
 1. Property shall be developed substantially in accordance with submitted plan prepared by AEC, dated 11/1/2019, except for modifications required to comply with the conditions below.
 2. Maximum building height shall be 3-stories and 36'-4".
 3. Self-storage facility shall appear as an office building and shall be substantially brick on 3 sides (West, North and East) with breaks and relief in the elevations, final approval by DRB. Parapet heights shall be approved by DRB.
 4. Dumpster shall have brick enclosure with painted metal doors, with final approval by DRB.
 5. Retaining walls facing Old Milton Parkway or Georgia 400 shall be bricked to match the building. Retaining walls exceeding 16' in height shall be terraced with landscaping, as approved by DRB.
 6. Interior storage units shall not be visible through windows.
 7. Loading/unloading areas shall not be visible from Georgia 400 or Old Milton Parkway and shall be heavily screened with landscaping and decorative walls or berms.
 8. Fences and walls visible from Georgia 400 or Old Milton Parkway shall be decorative, subject to approval by DRB.
 9. "Moving vehicles/vehicles for hire" shall not be sold or leased from the property and shall not be parked between the building and Georgia 400 or Old Milton Parkway.
 10. Outside storage shall be prohibited.
 11. Existing tree buffer along Old Milton Parkway shall remain undisturbed, except to accommodate the driveway extension from Morris Road, as depicted on the plan prepared by AEC, dated 11/1/2019. Additional landscaping may be required to be installed within the Georgia 400 where sparse subject to Staff approval.
 12. Wall signs shall not be permitted facing Georgia 400 and all signage shall be approved by DRB.
 13. CC&R's shall be recorded and shall limit the use of the subject property to conditioned, self-storage with no lodging or dwelling.

- The applicant, Midgard Self Storage, is requesting a variance to reduce the required number of parking spaces and an exception to increase the building height in order to construct a 3-story, 91,000 square foot self-storage facility on 14.9 acres. The subject property is located at 11425 Morris Road at the southeast corner of Old Milton Parkway and Georgia 400.
- The submitted request, if approved, would allow for the construction of a 3-story, 91,000 square foot self-storage facility on 14.9 acres. A variance is requested to reduce the required number of parking spaces from 91 to 28 parking spaces and an exception is requested to increase the building height from 35' to 36'-4". The subject property is located at 11425 Morris Road at the southeast corner of Old Milton Parkway and Georgia 400.
- The subject property is zoned LI (Light Industrial) and O-I (Office-Institutional) and is currently undeveloped with a significant amount of floodplain impacting the property. The proposed self-storage use is located on a portion of the property zoned LI and is only allowed in that zoning district. The remainder of the property zoned O-I and is undevelopable due to the presence of floodplain. Surrounding properties are zoned LI and O-I to the South, O-P (Office-Professional) to the North and O-I and CUP (Community Unit Plan) to the East. Avanti Senior Living is located to the South, undeveloped property and Morris Road right-of-way are located to the East, Georgia 400 is located to the West and an undeveloped property approved for office is located to the North. The Comprehensive Land Use Plan designation of the property is 'Corporate Office'.
- The applicant is requesting the following variance and exception from the Unified Development Code (UDC):
- UDC Subsection 2.5.1 (C), Number of vehicle parking spaces required, Wholesale and Industrial Uses. One (1) parking space per 1,000 square feet is required for Industrial uses, which includes self-storage facilities. The applicant is requesting a variance to reduce the parking requirement from 91 spaces to 28 spaces. Parking variances for self-storage facilities as well as data centers have been granted in the past. However, subject to a condition requiring that land be set aside to accommodate additional parking in the future, if determined to be necessary by Staff.
- UDC Subsection 2.2.17(D), Light Industrial District Regulations. The applicant is requesting to increase the maximum building height from 35' to 36'-4". The first-floor height of the building is 15', 2nd-floor is 10'-8" and 3rd-floor is 10'-8" for a total height of 36'-4". According to the applicant, approval of the height exception would allow for a larger first-floor height (15') to accommodate fire access with the building overhanging a portion of the driveway adjacent to Georgia 400.
- The submitted site plan depicts a 3-story, 91,000 square foot self-storage building on 14.9 acres. Access is proposed by way of a new project driveway connecting to an existing private road easement. The adjacent property to the South, Avanti Inspired Living, constructed the private road easement in conjunction with their development, which provides direct access to the traffic light at Old Milton Parkway and Morris Road. The building overhangs the project driveway on the West side of the property adjacent to Georgia 400. This condition is directly related to the applicant's request to increase the height of the building from 35' to 36'-4".
- Approximately 10% of the site is buildable due to the presence of stream buffer and floodplain. 28 surface parking spaces are provided around the perimeter of the building, except on the side adjacent to Georgia 400. 91 spaces are required, and land is not available to construct additional parking if required or use changes. Additionally, there is not an adjacent buildable parcel that could accommodate additional parking for heavy use times. The site plan depicts a

stormwater management facility to the East of the proposed building and within the 150' impervious setback.

- The submitted elevations depict a flat-roof building with a vertical mix of materials, including brick, EIFS and fiber cement siding. Loading entrances are proposed on the East and West building elevations; however, it is recommended that loading areas not be visible from Old Milton Parkway or Georgia 400. Since GDOT's Georgia 400 Express Lane project will impact the existing tree buffer along Georgia 400 and the City does not have jurisdiction within the Old Milton Parkway right-of-way, it is recommended that the building be substantially brick on 3- sides (West, North and East) with breaks and relief in the elevations. It is likely that the building would be visible from Georgia 400 and possibly from Old Milton Parkway in the future.
- The three (3) story building has a 1st floor height of 15', 2nd floor height of 10'-8" and 3rd floor height of 10'-8" for a total building height of 36'-4". Parapets range in height from 3'-4" to 10'- 10". It is recommended that the Design Review Board approve final parapet heights based on the need to screen rooftop equipment.
- Staff has reviewed the applicant's proposal and finds that it could support the requested parking variance if land were available outside of the floodplain to build additional spaces if required. Past City approvals for parking reductions for storage facilities and data centers have required land available onsite to accommodate a future use change or need for additional parking. The 14.9-acre property is encumbered by stream buffer and floodplain resulting in only 10% of the site being buildable. The height exception appears to be the minimum necessary to accommodate fire access with the proposed building overhanging a portion of the driveway adjacent to Georgia 400. If approved, conditions are recommended requiring that the structure have the appearance of an office building, prohibiting signage facing Georgia 400 and requiring a set aside of land to accommodate UDC required parking in the future.
- The report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that no comments were received.
- The CZIM was held on December 11, 2019. There were no public comments.
- Attorney, Don Rolader, 1865 Lockeway Dr #601, Alpharetta, GA 30004, came forward to speak on behalf of the applicant.
- The registered applicant, Steve Rowe, 50 Warm Springs Circle, Roswell, GA 30075, came forward to speak on behalf of the item.

Public Comment:

- No Public Comment

- ❖ Mayor Pro Tem Mitchell offered a motion to approve V-20-01/E-20-02 Midgard Self Storage Variance & Exception with the following conditions:

1. Property shall be developed substantially in accordance with submitted plan prepared by AEC, dated 11/1/2019, except for modifications required to comply with the conditions below.
2. Maximum building height shall be 3-stories and 36'-4".
3. Self-storage facility shall appear as an office building and shall be substantially brick on 3 sides (West, North and East) with breaks and relief in the elevations, final approval by DRB. Parapet heights shall be approved by DRB.
4. Dumpster shall have brick enclosure with painted metal doors, with final approval by DRB.
5. Retaining walls facing Old Milton Parkway or Georgia 400 shall be bricked to match the building. Retaining walls exceeding 16' in height shall be terraced with landscaping, as approved by DRB.
6. Interior storage units shall not be visible through windows day or night with final approval by Staff.
7. Loading/unloading areas shall not be visible from Georgia 400 or Old Milton Parkway and shall be heavily screened with landscaping and decorative walls or berms.
8. Fences and walls visible from Georgia 400 or Old Milton Parkway shall be decorative, subject to approval by DRB.
9. "Moving vehicles/vehicles for hire" shall not be sold or leased from the property and shall not be parked between the building and Georgia 400 or Old Milton Parkway and shall be limited to four vehicles and the parking areas for those vehicles shall be screened with landscaping as approved by DRB.
10. Outside storage shall be prohibited.
11. Existing tree buffer along Old Milton Parkway shall remain undisturbed, except to accommodate the driveway extension from Morris Road, as depicted on the plan prepared by AEC, dated 11/1/2019. Additional landscaping may be required to be installed within the Georgia 400 where sparse subject to Staff approval.
12. Wall signs shall not be permitted facing Georgia 400 and all signage shall be approved by DRB.
13. CC&R's shall be recorded and shall limit the use of the subject property to conditioned, self-storage with no lodging or dwelling.
14. Parapet height shall seek the review and height approval by DRB.

- The motion received a second from Council Member Merkel
- Council Member Burnett offered a substitute motion to deny
- The motion to deny did not receive a second
- Council Member Binder offered a motion to table the item and be brought back before Council as early as the next City Council Meeting
- The motion received a second from Council Member Burnett
- The motion was approved (5-1); Council Member Merkel voting in opposition

B. PH-19-09 Unified Development Code Text Amendments – Signs (1st Reading)

Sponsored By: Mayor Pro Tem Mitchell

- Director of Community Development, Kathi Cook, and Code Enforcement Manager, Bret Schroeder, came forward to present this item.
- Staff is recommending that Mayor and Council approve amendments to the Unified Development Code as it relates to the Sign Code.
- Consideration of text amendments to Unified Development Code (UDC) Sections 2.6 Signs and 2.10 North Point Overlay.
- The following text amendments are proposed to the Sign Code:
 1. Subsection 2.6.4 (A) Permit Required. Change to require any change to an existing sign, including only a face change, obtain a permit.
 2. Subsection 2.6.8 (26) Prohibited signs and devices. Reduce the maximum height of a monument sign from 15' to 10'.
 3. Subsection 2.6.8 (29) Prohibited signs and devices. Prohibit neon signs with exposed neon lighting and any illumination used to create a neon tube look.
 4. Subsection 2.6.11 (B)(6) Illumination of Signs. Prohibit the use of neon to illuminate signs.
 5. Subsection 2.6.12 (A)(2) and Subsection 2.6.12 (B)(2)(d) Requirements for non-residential zoning districts. Allow unused sign area for wall and perpendicular signs to be aggregated and distributed to a certain building elevation but limited to no more than 2 wall signs and 1 perpendicular sign on the same building elevation and not internally illuminated.
 6. Subsection 2.6.12 (A)(3) Requirements for non-residential zoning districts. Allow rear entrance wall sign to be a maximum 50% of the allowed front facing wall sign. This is to address buildings that have front and rear pedestrian entrances, and those with access from the Big Creek Greenway and future Alpha Loop.
 7. Subsection 2.6.12 (B)(1) Reduce the maximum height of a monument sign to 10' or less. Remove subsection (1)(g) which allowed increased copy area when one or more of the monument signs otherwise permitted are foregone. Allow rear entrance wall sign to be a maximum 50% of the allowed front facing wall sign.
 8. Subsection 2.6.12 (C)(1) Signs Permitted in Industrial and Office Parks. Reduce the maximum height of a monument sign from 15' to 10' and reduce the permitted copy area of a monument sign from 150 square feet to 75 square feet.
 9. Subsection 2.6.12 (C)(2) Signs Permitted in Industrial and Office Parks. Allow a blade sign in lieu of a wall sign with a sign area not to exceed 50% of the allowable wall sign area.
 10. Subsection 2.6.12 (D)(1) Add "no digital copy is allowed" for clarification.
 11. Subsection 2.6.12 (E)(6) Change buildings of 3 stories to 2 stories are permitted a wall sign at top of the free-standing commercial building.
 12. Subsection 2.6.12 (G) Add maximum height of a monument sign not to exceed 6' and remove last sentence, which states the regulation does not apply if only changing sign face.
 13. Subsection 2.10.9 North Point Overlay, Signs. Delete subsection (C) regarding rear wall signs.
- Asst. City Attorney, Steven Jones, read the ordinance aloud.

Public Comment:

- No Public Comment

- ❖ Mayor Pro Tem Mitchell offered a motion to approve amendments to the Unified Development Code as it relates to the following Sign Code

1. Subsection 2.6.4 (A) Permit Required. Change to require any change to an existing sign, including only a face change, obtain a permit.

- The motion did not receive a second
- Council Member Burnett offered a motion to reconsider Mayor Pro Tem Mitchell's original motion and offered a second
- Mayor Gilvin referred to Asst. City Attorney, Steven Jones, who recommended that we renew the motion

- ❖ Mayor Pro Tem Mitchell offered a motion to approve amendments to the Unified Development Code as it relates to the following Sign Code

1. Subsection 2.6.4 (A) Permit Required. Change to require any change to an existing sign, including only a face change, obtain a permit.

- The motion did not receive a second

- ❖ Council Member Hipes offered a motion to approve amendments to the Unified Development Code as it relates to the following Sign Code

1. Subsection 2.6.4 (A) Permit Required. Change to require any change to an existing sign, including only a face change, obtain a permit with the following conditions:

- o The word “materially” remains in the ordinance, strike through the last sentence in Section 2.6.4 (A) (as presented) and with the inclusion of a change in the copy area shall constitute a material change.

- The motion received a second from Mayor Pro Tem Mitchell
- The motion was approved (5-1); Council Member Binder voting in opposition

- ❖ Mayor Pro Tem Mitchell offered a motion to approve amendments to the Unified Development Code as it relates to the following Sign Code

3. Subsection 2.6.8 (29) Prohibited signs and devices. Prohibit neon signs with exposed neon lighting and any illumination used to create a neon tube look.

- The motion received a second from Council Member Merkel
- The motion failed (4-2); Mayor Gilvin, Council Member Burnett, Council Member Binder, and Council Member Hipes voting in opposition

- ❖ Mayor Pro Tem Mitchell offered a motion to approve amendments to the Unified Development Code as it relates to the following Sign Code
 - 4. Subsection 2.6.11 (B)(6) Illumination of Signs. Prohibit the use of neon to illuminate signs.
 - The motion received a second from Council Member Merkel
 - The motion was a tie (3-3) and does not pass; Council Member Burnett, Council Member Binder and Council Member Hipes voting in opposition
 - Council Member Burnett offered a motion to reconsider
 - The motion received a second from Council Member Binder
 - Council Member Burnett withdrew the motion
 - A motion to reconsider this part of the item will need to be brought forward at the next City Council Meeting
- ❖ Mayor Pro Tem Mitchell offered a motion to approve amendments to the Unified Development Code as it relates to the following Sign Code:
 - 2. Subsection 2.6.8 (26) Prohibited signs and devices. Reduce the maximum height of a monument sign from 15' to 10'.
 - 5. Subsection 2.6.12 (A)(2) and Subsection 2.6.12 (B)(2)(d) Requirements for non-residential zoning districts. Allow unused sign area for wall and perpendicular signs to be aggregated and distributed to a certain building elevation but limited to no more than 2 wall signs and 1 perpendicular sign on the same building elevation and not internally illuminated.
 - 6. Subsection 2.6.12 (A)(3) Requirements for non-residential zoning districts. Allow rear entrance wall sign to be a maximum 50% of the allowed front facing wall sign. This is to address buildings that have front and rear pedestrian entrances, and those with access from the Big Creek Greenway and future Alpha Loop.
 - 7. Subsection 2.6.12 (B)(1) Reduce the maximum height of a monument sign to 10' or less. Remove subsection (1)(g) which allowed increased copy area when one or more of the monument signs otherwise permitted are foregone. Allow rear entrance wall sign to be a maximum 50% of the allowed front facing wall sign.
 - 8. Subsection 2.6.12 (C)(1) Signs Permitted in Industrial and Office Parks. Reduce the maximum height of a monument sign from 15' to 10' and reduce the permitted copy area of a monument sign from 150 square feet to 75 square feet.
 - 9. Subsection 2.6.12 (C)(2) Signs Permitted in Industrial and Office Parks. Allow a blade sign in lieu of a wall sign with a sign area not to exceed 50% of the allowable wall sign area.
 - 10. Subsection 2.6.12 (D)(1) Add "no digital copy is allowed" for clarification.
 - 11. Subsection 2.6.12 (E)(6) Change buildings of 3 stories to 2 stories are permitted a wall sign at top of the free-standing commercial building.
 - 12. Subsection 2.6.12 (G) Add maximum height of a monument sign not to exceed 6' and remove last sentence, which states the regulation does not apply if only changing sign face.
 - 13. Subsection 2.10.9 North Point Overlay, Signs. Delete subsection (C) regarding rear wall signs.

- The motion received a second from Council Member Burnett
- The motion was approved unanimously (6-0)

**C. PH-19-28 Unified Development Code and Code of Ordinance Text Amendments –
Massage and Spa Establishments (1st Reading)**

- Director of Community Development, Kathi Cook, came forward to present this item.
- Staff is recommending that Mayor and Council approve amendments to the Unified Development Code and Code of Ordinances as it relates to Massage and Spa Establishments.
- Consideration of text amendments to Unified Development Code (UDC), Section 1.4 Definitions. Proposed amendments include:
 1. Amend the definitions of 'Massage Therapy' and 'Spa Services' to match the definitions in the City's Code of Ordinances and including distance requirements from the Code of Ordinances Subsection related to Massage and Spa Establishments.
- Consideration of text amendments to the Code of Ordinances, Article IX Massage and Spa Establishments. Proposed amendments include:
 2. Amend the definitions of 'Massage or Massage Therapy' and 'Spa Establishment' to match the definitions in the Unified Development Code (UDC) and including distance requirements from the Code of Ordinances Subsection related to Massage and Spa Establishments.
 3. Replace the City's Public Safety Department with the City's Community Development Department as the administrator of the ordinance.
 4. Delete last 2 sentences of subsection 10-279 (a) which limits massage and spa establishment licenses to no more than 20 such licenses.
- Council Member Hipes inquired about the 2,000 feet separation requirement between a massage therapy business and a spa. Director of Community Development, Kathi Cook, agreed this would be beneficial.
- Asst. City Attorney, Steven Jones, read the ordinance aloud.

Public Comment:

- No Public Comment

- ❖ Mayor Pro Tem Mitchell offered a motion to approve PH-19-28 Unified Development Code and Code of Ordinance Text Amendments as it relates to Massage and Spa Establishments with the following conditions:
 - o Include massage establishments in the 2,000 feet distance requirement in order to match the spa requirements listed in the UDC
 - o Remove the language in Section 10-279(14) which requires a copy of a \$25,000.00 surety bond
 - The motion received a second from Council Member Burnett
 - The motion was approved unanimously (6-0)

VI. OLD BUSINESS

A. PH-20-08 Code of Ordinances Text Amendments – Litter Ordinance (2nd Reading)

- Director of Community Development, Kathi Cook, came forward to present this item.
- Staff is recommending that Mayor and Council approve amendments to the Code of Ordinances as it relates to Litter.
- Consideration of text amendments to the Code of Ordinances, Article IV to amend regulations pertaining to Litter.
- In 2001 the Georgia General Assembly created the Metropolitan North Georgia Water Planning District to develop comprehensive regional and watershed-specific water resource management plans to be implemented by local governments. In accordance with the June 2017 Water Resources Management Plan, Alpharetta is required to adopt policies, ordinances, and regulations that match the surrounding 15 counties and 93 municipalities that make up The District.
- The Plan requires cities and counties to enforce regulations to prevent littering. Amendments are proposed to the definition of Litter and violation fine amounts. The District has developed a model ordinance for local governments to adopt for this compliance. The ordinance presented here for adoption and approval is the model ordinance.
- There have been no changes made to the ordinance since the first reading.
- Asst. City Attorney, Steven Jones, read the ordinance aloud.

Public Comment:

- No Public Comment
- ❖ Mayor Pro Tem Mitchell offered a motion to approve PH-20-08 Code of Ordinances Text Amendments – Litter Ordinance (2nd Reading)
 - The motion received a second from Council Member Merkel
 - The motion was approved unanimously (6-0)

VII. NEW BUSINESS

A. Resolution for National Endowment for the Arts Our Town Grant

- Director of Community Development, Kathi Cook, came forward to present this item.
- Staff requests the approval of a resolution authorizing the submittal of an application for the National Endowment for the Arts Our Town Grant and to designate funds up to \$60,000 for the required local match if the grant is awarded.
- Consideration of a resolution authorizing the submittal of an application for the National Endowment for the Arts Our Town Grant and to designate funds up to \$60,000 for the required local match if the grant is awarded.
- The funding if approved will be used to design the proposed Gateway Park connection to the Alpharetta Greenway at North Point Parkway and Encore Parkway. The City of Alpharetta agrees to a 50% match requirement (\$60,000) of the project budget total of \$120,000.
- Asst. City Attorney, Steven Jones, read the resolution aloud.

Public Comment:

- No Public Comment
- ❖ Mayor Pro Tem Mitchell offered a motion to approve a resolution authorizing the submittal of an application for the National Endowment for the Arts Our Town Grant and to designate funds in an amount not to exceed \$60,000 for the required local match
 - The motion received a second from Council Member Merkel
 - The motion was approved (5-1); Council Member Burnett voting in opposition

B. Resolution Requesting Sales Tax Information from The Georgia Department of Revenue Sponsored By: Council Member Burnett

- Director of Finance, Tom Harris, came forward to present this item.
- Staff is recommending that Mayor and Council approve a resolution requesting sales tax information from The Georgia Department of Revenue.
- The presented resolution designates the Director of Finance as the designated officer to receive certain information related to vendor/taxpayers that have submitted sales tax reports within a designated period in accordance with OCGA 48-2-15(d.1).
- Asst. City Attorney, Steven Jones, read the resolution aloud.

Public Comment:

- No Public Comment

- ❖ Council Member Burnett offered a motion to approve a resolution requesting sales tax information from The Georgia Department of Revenue
 - The motion received a second from Council Member Merkel
 - The motion was approved unanimously (6-0)

VIII. PUBLIC COMMENT

- No Public Comment

IX. REPORTS

- Council Member Merkel announced the ribbon cutting ceremony for the new pop-up skate park at Union Hill Park Friday, July 31st at 2:00 P.M.
- Council Member Binder announced the Fulton County COVID-19 numbers and that school openings were going to be postponed due to those numbers. Additionally, Council Member Binder requested a workshop be presented at the August 10th City Council Meeting regarding how this will impact residents and City employees and to open discussion about possible programs and/or services.
- City Administrator, Bob Regus, came forward to present Asst. City Administrator, James Drinkard, with his 20-year service award.
- City Administrator, Bob Regus, will email Mayor and Council an update on City operations.

X. ADJOURNMENT TO EXECUTIVE SESSION

- ❖ Council Member Merkel offered a motion to adjourn into Executive Session
 - The motion received a second from Mayor Pro Tem Mitchell
 - The motion was approved unanimously (6-0)
- ❖ With no further business to discuss or items to be heard, Mayor Gilvin adjourned the meeting to Executive Session at 8:36 P.M.

Respectfully submitted,



Erin Cobb, City Clerk



City Council Meeting STAFF REPORT

Submitting Department: Finance

Submitted By:

Sponsored By:

Meeting Date: August 10, 2020

I. AGENDA ITEM TITLE: FINANCIAL MANAGEMENT REPORT: MONTH ENDING JUNE 30, 2020

II. RECOMMENDATION:

Approve the Financial Management Reports for the month ending June 30, 2020 (period 12 of Fiscal Year 2020).

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

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

EXTERNAL FUNDING SOURCES:

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

IV. REPORT IN BRIEF:

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

In addition, this report includes:

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

V. ALTERNATIVES:

VI. ATTACHMENTS:

Financial Management Report (June 2020)

City of Alpharetta, GA

Finance Department
2 Park Plaza, Alpharetta, GA 30009
Thomas G. Harris, Finance Director
(678) 297-6094 (o)
www.alpharetta.ga.us

Financial Management Reports



for the month ending
June 30, 2020
(period 12 of 12 – unaudited)

Financial Management Reports

Fiscal Year 2020

Table of Contents

Transmittal Letter	1
General Fund	8
Revenue Summary and Collection Comparison	9
Expenditure Summary by Department	11
Expenditure Summary by Category	12
Grant Funds	13
Capital Project Funds	17
Special Revenue Funds (with CIP)	27
Other Items	
Payments \$5,000 and Greater	32
PO's between \$5,000 and \$50,000	36
Bid/RFP Status	38
GAAP Financial Statements	41
Alpharetta Development Authority	72
Revenue & Expenditure Report	73
GAAP Financial Statements	75



2 PARK PLAZA
ALPHARETTA, GA 30009
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TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: THOMAS G. HARRIS, FINANCE DIRECTOR *TH*

DATE: AUGUST 10, 2020

RE: FINANCIAL MANAGEMENT REPORTS AS OF JUNE 30, 2020

The documents contained herein represent the financial management reports for the City of Alpharetta ("city") as of the period ending June 30, 2020. The Finance Department is currently in the process of closing the accounting books for Fiscal Year 2020 (FY 2020). The figures represented herein are subject to change in accordance with accounting entries made during the closing process.

General Fund

Revenue: The following section pertains to information detailed in the attached Revenue Summary and Collection Comparison report. FY 2020 revenues are budgeted at \$70 million (net of Carryforward Fund Balance totaling \$8 million). As of June 30, 2020, actual revenue collections total 99% or \$69 million.

Many of our revenue sources are distributed with a one-month delay. As part of the year-end close process, the Finance Department will accrue revenue back to the period in which it was earned. As such, revenues for FY 2019 will increase during the closing process. The 2020 Estimated column represents the Finance Department's forecast of final revenue collections.

The following financial forecast for FY 2020 operations is based on actual/estimated impacts of COVID-19. With that in mind, billing/collection trends, along with preliminary estimated impacts of COVID-19, indicate a net surplus compared to budget of \$783,360 with the detail as follows:

• Property Taxes (current):	\$ 1,198,627
• Motor Vehicle Title Fee:	725,000
• Local Option Sales Taxes:	(850,000)
• Franchise Taxes:	142,022
• Insurance Premium Taxes:	168,841
• Alcohol Beverage Excise Taxes:	(150,000)
• Building Permit Fees:	330,275

MAYOR
JIM GILVIN

MAYOR PRO TEM
DONALD F. MITCHELL

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

CITY
ADMINISTRATOR
ROBERT J. REGUS

• Recreation/Special Event Fees:	(488,937)
• Hotel/Motel Taxes:	(881,250)
• Investment Earnings:	701,629
• Other:	<u>(112,847)</u>
Estimated Gain:	\$ 783,360

Property tax collections as of June 30th total \$24.8 million and exceed budgetary estimates by \$1.2 million.

Motor Vehicle Title Tax (TAVT) collections is trending 82% higher than FY 2019 (\$1 million was collected in FY 2019) and is estimated to total \$1.8 million by year-end (non-standard revenue collection as it is dependent upon vehicle sales) which is \$725,000 greater than budget. Main driver includes a revision in the TAVT formula in January 2019 that increased the local share to 65%. COVID-19 impacts have been variable ranging from a -30% decline (over the prior year) in May to a -6% decline in June.

Local Option Sales Tax collections is trending -5% lower (overall) than FY 2019 (\$16.8 million was collected in FY 2019) with April, May, and June reflecting declines of -19%, -30%, and -21% respectively due to the impact of COVID-19. With these trends in mind, FY 2020 collections are estimated to total \$15.6 million by year-end which is -\$850,000 less than budget.

Franchise Tax collections are estimated to total \$6.7 million in FY 2020, which represents an increase over budget of \$142,022. Collections in FY 2019 totaled \$6.8 million. The largest portion of Franchise Fees comes from GA Power and Suwanee (electric) and totaled \$4.8 million in 2020 (2019 collections totaled \$4.7 million).

Insurance Premium Tax collections total \$4.4 million in FY 2020 (\$168,841 greater than budget) and represent a 6% increase over FY 2019 collections of \$4.1 million.

Alcohol Beverage Excise Tax collections is trending -5% lower than FY 2019 (\$2.3 million was collected in FY 2019) and is estimated to total \$2.2 million by year-end which is \$150,000 less than budget. COVID-19 impacts have been consistent with a -28% decline (over the prior year) in May to a -27% decline in June.

Building Permit Fee collections total \$2.1 million in FY 2020 (\$330,275 greater than budget) and represent a 26% decline compared to FY 2019 collections of \$2.9 million.

Recreation/Special Event Fee collections is being especially impacted due to the timing of COVID-19 and its impact on summer program activities. All areas of recreation programming are estimated to be impacted including Aquatics, Community Center, Wills Park Recreation center, Senior Center, Arts Center, Equestrian Center, etc. The revenue loss for FY 2020 is estimated at \$808,000. However, collections from the City of Milton, under the previous Recreation MOU for FY 2019 activity, somewhat mitigate the financial impact in FY 2020 resulting in a net estimated loss of \$488,937.

Hotel/Motel tax collections is discussed within the Special Revenue Funds section of this letter.

Investment Earnings is trending -6% lower (overall) than FY 2019 and is estimated to total \$701,629 by year-end (\$745,578 was collected in FY 2019) which is \$501,629 greater than budget.

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

As of June 30, 2020, city departments (not including General Government¹) have encumbered and expensed 91%, or \$58 million, of their FY 2020 budget appropriations. Due to COVID-19 and its estimated economic impact, Departments have been notified that expenses through year-end are limited to essential needs only. Additionally, savings will be recognized in other areas impacted by COVID-19 social distancing policies (e.g. recreation provider professional service cost savings will be recognized as corresponding programs are cancelled). As detailed within the expenditure report, departmental expenditure trends in 2019 totaled 97% of budget as of June. Comparing that to the current trend of 91% highlights the restrictions placed on spending under the COVID-19 pandemic.

It should be noted that the General Fund, much like our E-911 Fund and Solid Waste Fund, has a 21% Emergency Reserve that is structured to protect operations against short-term revenue and/or expense fluctuations should budgetary adjustments prove insufficient. The Finance Department will continue to monitor departmental budgets and alert Administration on any potential cost savings measures to assist in offsetting impacts from erosion of our revenue base.

Contingency: The General Fund contingency balance totals \$653,613.

Special Revenue Funds (large funds only)

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

Hotel/Motel Fund:

Hotel tax collections is trending -23% lower (overall) than FY 2019 (\$9 million was collected in FY 2019) with April, May, and June reflecting declines of -65%, -91%, and -80% respectively due to the impact of COVID-19. With these trends in mind, FY 2020 collections are estimated to total \$6.5 million by year-end which is \$2.4 million less than budget.

Based on current estimates, the budgetary impacts are as follows:

- ACVB (43.75% of collections)
 - o Budget: \$3.9 million
 - o Estimate: \$2.8 million
 - o Shortfall: \$1 million
- City (37.50% of collections)
 - o Budget: \$3.3 million
 - o Estimate: \$2.4 million
 - o Shortfall: \$881,250

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

- Facility/TPD (18.75% of collections)
 - o Budget: \$1.7 million
 - o Estimate: \$1.2 million
 - o Shortfall: \$440,625

The City shortfall is reflected within the General Fund. The Facility/TPD shortfall will be covered through a reduction in the debt service reserve within the Hotel Fund (currently \$1.4 million). This reserve figure will be replenished to its \$1.5 million target level once revenues within the Fund strengthen.

E-911 Fund: FY 2020 revenues are budgeted at \$4.2 million (net of carryforward fund balance totaling \$918,566 for capital initiatives and reserve balances in excess of the 21% Emergency Reserve target). As of June 30, 2020, the city has collected 85% of budget or \$3.6 million (ten-months of collections).

Expenditures/encumbrances during the same time period total \$3.9 million and represent general operations, blanket purchase orders that will sustain operations/capital initiatives, and one-time capital initiatives. Forecasted impacts of COVID-19 on these revenue sources are uncertain and information will be provided once trend data is available. COVID-19 impacts have been variable ranging from a -7% decline (over the prior year) in May to 5% growth in June.

It should be noted that the E-911 Fund, much like our General Fund and Solid Waste Fund, has a 21% Emergency Reserve that is structured to protect operations against short-term revenue and/or expense fluctuations should budgetary adjustments prove insufficient.

Debt Service Fund

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

FY 2020 property tax revenues are budgeted at \$5.1 million (net of carryforward fund balance totaling \$1.2 million). As of June 30, 2020, actual property tax revenue totaled in excess of 100% of budget (\$5.6 million).

Grant Funds

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

Operating Grant Fund (Fund 220): Available funding totals \$301,519 and represents unencumbered/unspent project appropriations of \$217,626 and a non-allocated reserve for future projects (grant matches) of \$83,893.

Capital Grants Fund (Fund 340): Available funding totals \$398,035 and represents unencumbered/unspent capital project appropriations of \$1,526 and a non-allocated reserve for future capital projects (grant matches) of \$396,509.

Capital Project Funds

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

General Capital Project Fund (Fund 301): Available city funding totals \$7.6 million and represents unencumbered/unspent capital project appropriations of \$3.4 million and a non-allocated reserve for future capital projects of \$4.3 million.

Stormwater Capital Fund (Fund 302): Available funding totals \$624,074 and represents unencumbered/unspent capital project appropriations of \$263,271 and a non-allocated reserve for future capital project appropriations of \$360,803.

Parks and Transportation Bond Fund (Fund 317): This fund accounts for proceeds of the voter approved General Obligation Bonds, Series 2016. Available funding totals \$3.4 million and represents unencumbered/unspent capital project appropriations.

TSPLOST Capital Project Fund (Fund 335): This fund accounts for collections under the Transportation Special Local Option Sales Tax (TSPLOST) that went into effect on April 1, 2017. Available funding totals \$24.2 million.

Enterprise Fund

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

Solid Waste Fund: FY 2020 revenues are currently budgeted at \$4.1 million (net of carryforward fund balance totaling \$326,593 constituting reserve balances in excess of the 21% Emergency Reserve designation). As of June 30, 2020, the city has collected \$5.4 million, which represents the 1st-4th quarter billings, associated investment earnings, and the 1st quarter advanced billing for FY 2021 (\$1.2 million). During the year-end close process, the 1st quarter advanced billing will be accrued to FY 2021. After adjusting for the FY 2021 advanced billing, FY 2020 revenues approximate \$4.1 million. Expenditures/encumbrances during the same time period total \$4.4 million and represent general operations/blanket purchase orders (e.g. sanitation hauler). There are no budget variances anticipated at this time.

Other Items

Council Member Stipend Activity Listing: The FY 2020 budget includes appropriations of \$9,000 for the Mayor and \$5,000 for each City Council Post and the available balances as of June 30, 2020 are as follows:

	Budget	Expenditures (year-to-date)	Available Balance
Mayor: Jim Gilvin	\$ 9,000	\$ 9,000	\$ 0
Post #1: Donald Mitchell	\$ 5,000	\$ 4,692	\$ 308
Post #2: Ben Burnett	\$ 5,000	\$ 5,000	\$ 0
Post #3: Karen Richard	\$ 5,000	\$ 4,596	\$ 404
Post #4: John Hipes	\$ 5,000	\$ 4,472	\$ 528
Post #5: Jason Binder	\$ 5,000	\$ 4,999	\$ 1
Post #6: Dan Merkel	\$ 5,000	\$ 3,527	\$ 1,473

Development Authority² (Component Reporting Unit)

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

As of June 30, 2020, the Development Authority has \$57,913 in available resources to support its main functions of promoting the public good and general welfare, trade, commerce, industry, general tax base and the employment opportunities available in the city.

Other reports included with this packet are as follows:

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

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



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GENERAL FUND

Revenue Report



CITY OF ALPHARETTA
 Financial Management Reports
 General Fund (Unaudited)
Revenue Summary and Collection Comparison
 For the month ended June 30, 2020

	Current Fiscal Year					Prior Fiscal Year		
	2020 Budget	2020 YTD	% Collected	2020 Estimated	Variance	2019 Actual	2019 YTD	% Collected
Top 10 Revenues:								
Property Taxes								
Current Year	\$ 23,605,000	\$ 24,803,627	105.1%	\$ 24,803,627	\$ 1,198,627	\$ 24,550,694	\$ 24,550,694	100.0%
Delinquent	282,000	314,983	111.7%	314,983	32,983	216,452	168,845	78.0%
Motor Vehicle Tax	95,000	94,128	99.1%	95,000	-	140,918	132,784	94.2%
Motor Vehicle Title Fee	1,025,000	1,723,496	168.1%	1,750,000	725,000	1,022,296	946,449	92.6%
Local Option Sales Tax	16,450,000	14,739,960	89.6%	15,600,000	(850,000)	16,849,321	15,451,430	91.7%
Franchise Tax	6,570,000	6,466,763	98.4%	6,712,022	142,022	6,787,133	6,367,703	93.8%
Insurance Premium Tax	4,200,000	4,368,841	104.0%	4,368,841	168,841	4,112,996	4,112,996	100.0%
Alcohol Beverage Excise Tax	2,300,000	1,997,781	86.9%	2,150,000	(150,000)	2,330,292	2,098,982	90.1%
Building Permit Fees	1,800,000	2,130,275	118.3%	2,130,275	330,275	2,887,710	2,887,710	100.0%
Business and Occupational Tax	1,175,000	1,165,046	99.2%	1,165,046	(9,954)	1,170,422	1,170,422	100.0%
Municipal Court Fines	1,675,000	1,653,003	98.7%	1,653,003	(21,997)	1,834,716	1,828,781	99.7%
Recreation/Special Event Fees	2,803,963	2,320,060	82.7%	2,315,026	(488,937)	3,068,901	3,068,901	100.0%
Hotel/Motel Tax (City portion)	3,300,000	2,396,104	72.6%	2,418,750	(881,250)	3,394,250	3,106,059	91.5%
subtotal	\$ 65,280,963	\$ 64,174,065	98.3%	\$ 65,476,573	\$ 195,610	\$ 68,366,102	\$ 65,891,757	96.4%
Other Revenues	4,697,910	5,268,082	112.1%	5,285,660	587,750	5,523,625	5,402,470	97.8%
Total Revenues	\$ 69,978,873	\$ 69,442,148	99.2%	\$ 70,762,233	\$ 783,360	\$ 73,889,726	\$ 71,294,228	96.5%
Carryforward Fund Balance	7,537,018							



GENERAL FUND

Expenditure Reports



CITY OF ALPHARETTA
 Financial Management Reports
 General Fund (unaudited)
Expenditure Summary by Department
 For the month ended June 30, 2020

Expenditures by Department:

	Current Fiscal Year						Prior Fiscal Year		
	2020 Budget	2020 Encumbrances	2020 Exp. (YTD)	Funds Available	% Enc./Exp.	% Exp.	2019 Exp. (Total)	2019 Exp. (YTD)	% Exp.
Mayor & Council	\$ 382,496	\$ 135	\$ 365,815	\$ 16,546	95.7%	95.6%	\$ 351,543	\$ 350,207	99.6%
City Administration	2,029,672	5,647	1,624,763	399,262	80.3%	80.1%	1,714,638	1,678,137	97.9%
Finance	3,609,190	23,009	3,290,046	296,135	91.8%	91.2%	3,247,984	3,171,064	97.6%
City Attorney	750,000	-	489,346	260,654	65.2%	65.2%	842,459	358,452	42.5%
Information Technology	2,119,345	20,663	1,931,987	166,695	92.1%	91.2%	1,701,499	1,653,805	97.2%
Human Resources	643,973	706	539,614	103,653	83.9%	83.8%	450,955	439,374	97.4%
Municipal Court	1,119,715	4,978	859,702	255,035	77.2%	76.8%	973,898	944,957	97.0%
Public Safety	30,074,241	155,131	27,886,673	2,032,437	93.2%	92.7%	27,622,038	26,791,389	97.0%
Public Works	8,956,657	65,121	8,144,969	746,567	91.7%	90.9%	8,415,314	8,225,072	97.7%
Recreation, Parks & Cultural Svcs	10,372,634	125,534	9,136,201	1,110,900	89.3%	88.1%	9,628,772	9,384,740	97.5%
Community Development	3,465,510	6,583	3,272,994	185,933	94.6%	94.4%	3,080,445	2,994,535	97.2%
subtotal	\$ 63,523,433	\$ 407,506	\$ 57,542,110	\$ 5,573,817	91.2%	90.6%	\$ 58,029,544	\$ 55,991,732	96.5%
General Government:									
Non-Departmental	\$ -	\$ -	\$ -	\$ -	-	-	\$ -	\$ -	-
Insurance Premiums (Risk)	667,500	-	667,500	-	100.0%	100.0%	689,500	689,500	100.0%
Gwinnett Tech Bond P&I	291,190	-	291,190	-	100.0%	100.0%	286,590	286,590	100.0%
Transfer(s) to other Funds	12,316,268	-	10,316,268	2,000,000	83.8%	83.8%	11,580,047	10,600,065	91.5%
Contingency	717,500	-	63,888	653,613	8.9%	8.9%	114,858	114,858	100.0%
subtotal	\$ 13,992,458	\$ -	\$ 11,338,846	\$ 2,653,613	81.0%	81.0%	\$ 12,670,995	\$ 11,691,013	92.3%
Total Expenditures	\$ 77,515,891	\$ 407,506	\$ 68,880,955	\$ 8,227,430	89.4%	88.9%	\$ 70,700,539	\$ 67,682,745	95.7%



CITY OF ALPHARETTA
Financial Management Reports
General Fund (unaudited)
Expenditure Summary by Category
For the month ended June 30, 2020

	Current Fiscal Year						Prior Fiscal Year		
	2020 Budget	2020 Encumbrances	2020 Exp. (YTD)	Funds Available	% Enc./Exp.	% Exp.	2019 Exp. (Total)	2019 Exp. (YTD)	% Exp.
Expenditures by Category:									
Salaries & Benefits:									
(1) Regular Salaries	\$ 27,402,583	\$ -	\$ 25,020,884	\$ 2,381,699	91.3%	91.3%	\$ 25,351,498	\$ 24,261,204	95.7%
Overtime	2,101,448	-	1,865,205	236,243	88.8%	88.8%	2,049,636	1,972,508	96.2%
Group Insurance	8,352,669	-	7,968,242	384,427	95.4%	95.4%	7,430,991	7,319,119	98.5%
FICA and Social Security	2,271,233	-	1,951,030	320,203	85.9%	85.9%	1,983,757	1,897,748	95.7%
Defined Benefit Pension	2,675,532	-	2,675,532	-	100.0%	100.0%	2,599,935	2,599,935	100.0%
401(A) Retirement/Match	2,081,779	-	2,124,889	(43,110)	102.1%	102.1%	1,915,111	1,915,111	100.0%
(2) Other	1,450,643	-	1,444,811	5,832	99.6%	99.6%	1,360,750	1,360,285	100.0%
subtotal	\$ 46,335,887	\$ -	\$ 43,050,593	\$ 3,285,294	92.9%	92.9%	\$ 42,691,679	\$ 41,325,911	96.8%
Maintenance & Operations:									
Professional Services	\$ 3,275,192	\$ 73,683	\$ 2,534,558	\$ 666,951	79.6%	77.4%	\$ 2,785,455	\$ 2,792,265	100.2%
Legal Services	750,000	-	489,346	260,654	65.2%	65.2%	842,459	358,452	42.5%
Vehicle Fuel/Maintenance	996,400	3,853	819,177	173,370	82.6%	82.2%	965,234	957,879	99.2%
Maintenance Contracts	2,575,003	153,034	2,267,245	154,725	94.0%	88.0%	2,099,593	2,078,389	99.0%
IT Professional Services	1,974,752	80,001	1,661,336	233,415	88.2%	84.1%	1,416,647	1,319,884	93.2%
General Supplies	1,113,892	17,224	962,459	134,210	88.0%	86.4%	957,602	954,389	99.7%
Utilities	2,743,440	-	2,589,649	153,791	94.4%	94.4%	2,609,678	2,550,323	97.7%
Other	3,063,955	56,859	2,488,226	518,870	83.1%	81.2%	2,894,177	2,887,220	99.8%
subtotal	\$ 16,492,634	\$ 384,653	\$ 13,811,996	\$ 2,295,985	86.1%	83.7%	\$ 14,570,845	\$ 13,898,800	95.4%
Capital:									
OSSI/Fire Truck Leases	\$ 631,289	\$ -	\$ 631,280	\$ 9	100.0%	100.0%	\$ 630,405	\$ 630,405	100.0%
Software Leases	-	-	-	-	-	-	76,942	76,942	100.0%
Other	63,623	22,852	48,242	(7,471)	111.7%	75.8%	59,673	59,673	100.0%
subtotal	\$ 694,912	\$ 22,852	\$ 679,521	\$ (7,462)	101.1%	97.8%	\$ 767,021	\$ 767,021	100.0%
General Government:									
Non-Departmental	\$ -	\$ -	\$ -	\$ -	-	-	\$ -	\$ -	-
Insurance Premiums (Risk)	667,500	-	667,500	-	100.0%	100.0%	689,500	689,500	100.0%
Gwinnett Tech Bond P&I	291,190	-	291,190	-	100.0%	100.0%	286,590	286,590	100.0%
Transfer(s) to other Funds	12,316,268	-	10,316,268	2,000,000	83.8%	83.8%	11,580,047	10,600,065	91.5%
Contingency	717,500	-	63,888	653,613	8.9%	8.9%	114,858	114,858	100.0%
subtotal	\$ 13,992,458	\$ -	\$ 11,338,846	\$ 2,653,613	81.0%	81.0%	\$ 12,670,995	\$ 11,691,013	92.3%
Total Expenditures	\$ 77,515,891	\$ 407,506	\$ 68,880,955	\$ 8,227,430	89.4%	88.9%	\$ 70,700,539	\$ 67,682,745	95.7%

Notes:

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



GRANT FUNDS

Revenue & Expenditure Reports



CITY OF ALPHARETTA
Financial Management Reports
Grant Funds

Operating Grant Fund Detail (Fund 220: life-to-date for active projects)
As of June 30, 2020

			Project Snapshot		FY 2020							
			Total Project Authorization	Prior Year Collections/ Expenditures	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Remaining		
Account #	Project											
Revenues												
City Administration												
22013230-371000	C2100	MURAL ART PROJECT	\$	6,140	\$	-	\$	6,140	\$	6,140	\$	-
subtotal												
			\$	6,140	\$	-	\$	6,140	\$	6,140	\$	-
Public Safety												
22031150-331110	C1730	2017 BULLETPROOF VEST (DOJ)	\$	13,179	\$	-	\$	4,880	\$	4,164	\$	717
22031150-331110	C1831	2018 BULLETPROOF VEST (DOJ)		15,375		-		15,375		-		15,375
22031150-331110	C2018	2019 BULLETPROOF VEST (DOJ)		19,187		-		19,187		-		19,187
22031150-371000	C2041	TOP DOG PRIZE		10,000		-		10,000		10,000		-
22031150-371000	C2045	2019 HOMELAND SECURITY GRANT		22,656		-		22,656		-		22,656
22031150-371000	C2047	FIRE SPRINKLER COALITION		500		-		500		500		-
subtotal												
			\$	72,598	\$	-	\$	72,598	\$	14,664	\$	57,935
Recreation, Parks & Cultural Services												
22061150-371000	C1930	GRPA CONTRIBUTION		1,000		-		-		-		-
22061150-336000	C2013	2019 CAMP HAPPY HEARTS		11,250		-	\$	11,250	\$	11,250	\$	-
22061150-336000	C2014	2019 FC ARTS & CULTURE		4,200		-		4,200		4,200		-
22061150-336000	C2015	LCI COMMUNITY MEETINGS		18,200		-		18,200		19,700		(1,500)
22061150-336000	C2022	2019 LIVING OUT LOUD		4,800		-		4,800		4,800		-
22061150-336000	C2024	2020 OPPORTUNITY GRANT		10,000		-		10,000		10,000		-
22061150-347509	C2037	HBD CONCERTS (ACVB SPONSOR)		50,000		-		50,000		50,000		-
22061150-347509	C2039	WIRE & WOOD (ACVB SPONSOR)		52,000		-		52,000		52,000		-
subtotal												
				150,450		-		150,450		151,950		(1,500)
Community Development												
22074150-371000	C2016	ARBOR DAY GRANT (PRIVATE DONATION)		2,775		-	\$	2,775	\$	2,095	\$	680
subtotal												
			\$	2,775	\$	-	\$	2,775	\$	2,095	\$	680
General Government												
22090200-361000		INTEREST EARNINGS										
								-		3,338		(3,338)
22090200-395000		CARRYFORWARD FUND BALANCE										
								118,038		-		118,038
subtotal												
			\$	118,038	\$	-	\$	118,038	\$	3,338	\$	114,700
Total												
			\$	343,861	\$	-	\$	350,001	\$	178,187	\$	171,814
Expenditures												
City Administration												
22013230-521200	C2100	MURAL ART PROJECT	\$	6,140	\$	-	\$	6,140	\$	-	\$	6,140
subtotal												
			\$	6,140	\$	-	\$	6,140	\$	-	\$	6,140



CITY OF ALPHARETTA
Financial Management Reports
Grant Funds

Operating Grant Fund Detail (Fund 220; life-to-date for active projects)
As of June 30, 2020

			Project Snapshot		FY 2020						
			Total Project Authorization	Prior Year Collections/ Expenditures	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Remaining	
Account #	Project										
Public Safety											
22031150-542100	C1617	2015/16 BULLETPROOF VEST (DOJ)	\$ 68,400	\$ 68,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22031150-542100	C1730	2017 BULLETPROOF VEST (DOJ)	26,357	22,654	3,703	-	3,703	2,271	-	-	1,432
22031150-542100	C1831	2018 BULLETPROOF VEST (DOJ)	30,750	-	30,750	-	30,750	5,113	-	-	25,637
22031150-542100	C2018	2019 BULLETPROOF VEST (DOJ)	38,374	-	38,374	-	38,374	-	-	-	38,374
22031150-531100	C2041	TOP DOG PRIZE	10,000	-	10,000	-	10,000	-	-	-	10,000
22031150-531600	C2045	2019 HOMELAND SECURITY GRANT	22,656	-	22,656	-	22,656	-	-	-	22,656
22031150-531100	C2047	FIRE SPRINKLER COALITION	500	-	500	-	500	-	-	-	500
subtotal					\$ 105,983	\$ -	\$ 105,983	\$ 7,384	\$ -	\$ -	\$ 98,599
Recreation, Parks & Cultural Services											
22061150-521200	C1930	PROFESSIONAL SERVICES (GRPA)	\$ 710	\$ -	\$ 710	\$ -	\$ 710	\$ 90	\$ -	\$ -	\$ 620
22061150-523400	C1930	PRINTING & BINDING (GRPA)	50	-	50	-	50	-	-	-	50
22061150-531000	C2013	2019 CAMP HAPPY HEARTS	11,250	-	11,250	-	11,250	1,650	-	-	9,600
22061150-531100	C2014	2019 FC ARTS & CULTURE	4,200	-	4,200	-	4,200	4,200	-	-	-
22061150-531100	C2015	LCI COMMUNITY MEETINGS	18,200	-	18,200	-	18,200	18,200	-	-	-
22061150-531100	C2022	2019 LIVING OUT LOUD	4,800	-	4,800	-	4,800	4,800	-	-	-
22061150-541200	C2024	2020 OPPORTUNITY GRANT	10,000	-	10,000	-	10,000	10,000	-	-	-
22061150-521200	C2037	HBD CONCERTS (ACVB SPONSOR)	50,000	-	50,000	-	50,000	-	-	-	50,000
22061159-521200	C2039	WIRE & WOOD (ACVB SPONSOR)	52,000	-	52,000	-	52,000	-	-	-	52,000
subtotal					\$ 151,210	\$ -	\$ 151,210	\$ 38,940	\$ -	\$ -	\$ 112,270
Community Development											
22074150-531100	C2016	ARBOR DAY GRANT (PRIVATE DONATION)	2,775	-	\$ 2,775	\$ -	\$ 2,775	\$ 2,158	\$ -	\$ -	\$ 617
subtotal					\$ 2,775	\$ -	\$ 2,775	\$ 2,158	\$ -	\$ -	\$ 617
Non-Allocated											
(1) 22090200-579000		RESERVE FOR CITY GRANT MATCHES			\$ 83,893	\$ -	\$ 83,893	\$ -	\$ -	\$ -	\$ 83,893
subtotal					\$ 83,893	\$ -	\$ 83,893	\$ -	\$ -	\$ -	\$ 83,893
Total					\$ 343,861	\$ -	\$ 350,001	\$ 48,482	\$ -	\$ -	\$ 301,519

Notes:

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



CITY OF ALPHARETTA
 Financial Management Reports
 Grant Funds
Capital Grant Fund Detail (Fund 340; life-to-date for active projects)
 As of June 30, 2020

			Project Snapshot		FY 2020					
			Total Project Authorization	Prior Year Collections/ Expenditures	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Remaining
Account #	Project									
Revenue										
Public Safety										
34031150-371000	C1907	TRAFFIC PREEMPTION SYSTEM	308,000	-	\$ 308,000	\$ -	\$ 308,000	\$ 308,000		\$ -
					\$ 308,000	\$ -	\$ 308,000	\$ 308,000		\$ -
Public Works										
34041100-334310	C1219	MILLING AND RESURFACING (LMIG)	\$ 4,027,837	\$ 3,371,176	\$ 656,661	\$ -	\$ 656,661	\$ 656,661		\$ 0
34041100-331350	C1927	WINDWARD TRIPLE LEFTS (GDOT-FED)	2,330,368	117,151	2,213,217	-	2,213,217	475,629		1,737,588
34041100-334350	C1927	WINDWARD TRIPLE LEFTS (GTIB-NFCID)	1,420,776	35,295	1,385,481	-	1,385,481	256,340		1,129,141
					\$ 4,255,359	\$ -	\$ 4,255,359	\$ 1,388,630		\$ 2,866,729
Community Development										
34074150-331150	C1921	NORTHPOINT PLACEMAKING PLAN	75,001	63,192	\$ 11,809	\$ -	\$ 11,809	\$ 11,789		\$ 20
34074150-334310	C2017	NORTHPOINT FEASIBILITY STUDY	120,000	-	120,000	-	120,000	42,000		78,000
					\$ 131,809	\$ -	\$ 131,809	\$ 53,789		\$ 78,020
General Government										
34090200-361000		INTEREST EARNINGS			\$ -	\$ -	\$ -	\$ 6,063		\$ (6,063)
34090200-395000		CARRYFORWARD FUND BALANCE			275,400	-	275,400	-		275,400
					\$ 275,400	\$ -	\$ 275,400	\$ 6,063		\$ 269,337
					\$ 4,970,568	\$ -	\$ 4,970,568	\$ 1,756,482		\$ 3,214,086
Expenditures										
Public Safety										
34031150-541410	C1907	TRAFFIC PREEMPTION SYSTEM	\$ 308,000	\$ -	\$ 308,000	\$ -	\$ 308,000	\$ 308,000	\$ -	\$ -
34031150-521200	C2043	ASSIST FIREFIGHTERS GRANT	3,000	-	3,000	-	3,000	1,500	-	1,500
					\$ 311,000	\$ -	\$ 311,000	\$ 309,500	\$ -	\$ 1,500
Public Works										
34041100-541410	C1219	MILLING AND RESURFACING (LMIG)	\$ 4,027,838	\$ 3,371,177	\$ 656,661	\$ -	\$ 656,661	\$ 656,661	\$ -	\$ 0
34041100-541410	C1927	WINDWARD TRIPLE LEFTS	3,744,704	303,067	3,441,637	-	3,441,637	1,577,023	1,864,613	1
					\$ 4,098,298	\$ -	\$ 4,098,298	\$ 2,233,683	\$ 1,864,613	\$ 1
Community Development										
34074150-52100	C1921	NORTHPOINT PLACEMAKING PLAN	93,751	78,990	\$ 14,761	\$ -	\$ 14,761	\$ 14,736	\$ -	\$ 25
34074150-521200	C2017	NORTHPOINT FEASIBILITY STUDY	150,000	-	150,000	-	150,000	66,250	83,750	-
					\$ 164,761	\$ -	\$ 164,761	\$ 80,986	\$ 83,750	\$ 25
Non-Allocated										
(1) 34090200-579000		RESERVE FOR CITY MATCHES			\$ 396,509	\$ -	\$ 396,509	\$ -	\$ -	\$ 396,509
					\$ 396,509	\$ -	\$ 396,509	\$ -	\$ -	\$ 396,509
					\$ 4,970,568	\$ -	\$ 4,970,568	\$ 2,624,170	\$ 1,948,363	\$ 398,035

Notes:

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



CAPITAL PROJECT FUNDS

Revenue & Expenditure Reports



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
 As of June 30, 2020

			Project Snapshot		FY 2020					
			Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2020 Appropriations	FY 2020 Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Account #	Project									
Revenue										
30113230-336000	C0924	ECONOMIC DEVELOPMENT PLAN	\$ 37,500	\$ -	\$ -	\$ 37,500	\$ 37,500	\$ -		\$ 37,500
30131150-393500	C2019	SCBA REPLACEMENTS (LEASE)	200,000	-	200,000	-	200,000	-		200,000
30141100-336000	C1410	RUCKER RD WATERLINE	1,782,351	1,391,214	391,137	-	391,137	-		391,137
30141100-371000	C1410	RUCKER RD-WEITZ SEWER LINE	68,080	68,080	-	-	-	(29,122)		29,122
30141100-336000	C1702	KIMBALL BR RD IMPROVEMENTS	6,083,354	-	6,083,354	-	6,083,354	-		6,083,354
30141100-392200	C1704	92 MILTON AVE PARKING - CONDO SALE	863,600	-	863,600	-	863,600	863,600		-
30141100-371000	C1712	ALPHALOOP (AVALON)	1,000,000	-	1,000,000	-	1,000,000	-		1,000,000
30141100-371001	C1712	ALPHALOOP (CID)	250,001	213,212	36,789	-	36,789	12,690		24,099
30141100-336000	C1714	BETHANY/MID BROADWELL ROUNDABOUT	292,195	-	292,195	-	292,195	-		292,195
30141100-336000	C1715	BETHANY/MAYFIELD ROUNDABOUT	436,492	-	436,492	-	436,492	-		436,492
30141100-336000	C1828	WARSAW SIDEWALKS (ROSWELL)	83,914	-	83,914	-	83,914	83,914		0
30141100-336000	C1927	WINDWARD TRIPLE LEFTS (FC WATER)	490,517	-	490,517	-	490,517	405,906		84,611
30141100-371001	C1927	WINDWARD TRIPLE LEFTS (NFCID)	160,137	-	160,137	-	160,137	-		160,137
30141100-371002	C1927	WINDWARD TRIPLE LEFTS (NFCID-FC)	500,001	40,188	459,813	-	459,813	66,599		393,214
30141100-336000	C1928	RUCKER ROAD - ROSWELL CONTRIBUTION	2,905,158	-	2,905,158	-	2,905,158	276,867		2,628,291
30161150-371000	C1911	EQUESTRIAN CENTER	37,810	-	37,810	-	37,810	-		37,810
30161150-371000	C1926	NORTHSIDE MOU (PARKS)	80,000	40,000	-	40,000	40,000	40,000		-
30161150-371000	C1929	COMM AG PROGRAM	12,565	1,907	10,658	-	10,658	10,657		1
30161150-371000	C2021	RESURDENS FOUNDATION	35,000	-	35,000	-	35,000	35,000		-
30161150-371000	C2023	CITY CENTER TREE REPLACEMENT	30,000	-	30,000	-	30,000	30,000		-
30174150-337000	C0910	TREE REPLACEMENT FUND (CONTRIBUTION)	15,000	-	15,000	-	15,000	15,000		-
30176100-371000	C1442	MAIN ST. IMPROVEMENTS (ABC)	1,808,084	1,774,772	33,312	-	33,312	33,312		-
30176100-371000	C1712	ALPHALOOP (ABC)	689,187	329,189	359,998	-	359,998	110,793		249,205
subtotal					\$ 13,924,884	\$ 77,500	\$ 14,002,384	\$ 1,955,216		\$ 12,047,168
Non-Departmental										
30190200-395000		CARRYFORWARD FUND BALANCE			\$ 7,069,174	\$ 3,000,000	\$ 10,069,174	\$ -		\$ 10,069,174
30190200-391100		TRANSFER-IN FROM THE GENERAL FUND (MATCH)			2,000,000	7,766,268	9,766,268	7,766,268		2,000,000
30190200-361000		INTEREST EARNINGS			146,126		146,126	254,272		(108,146)
subtotal					\$ 9,215,300	\$ 10,766,268	\$ 19,981,568	\$ 8,020,540		\$ 11,961,028
Total					\$ 23,140,184	\$ 10,843,768	\$ 33,983,952	\$ 9,975,756		\$ 24,008,196



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
 As of June 30, 2020

Account #Project			Project Snapshot		FY 2020						Funds Available
			Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances		
Expenditures											
Administration											
30113230-544100	C0924	ECONOMIC DEVELOPMENT PLAN	\$ 81,390	\$ -	\$ 6,390	\$ 75,000	\$ 81,390	\$ 35,000	\$ 46,390	\$ -	
30113230-544100	C1300	CITY ECON DEVELOPMENT TOOLKIT	202,010	187,010	(72,500)	87,500	15,000	7,500	-	7,500	
30113230-544200	C1527	VETERANS MEMORIAL	105,544	75,806	29,738	-	29,738	-	-	29,738	
subtotal					\$ (36,372)	\$ 162,500	\$ 126,128	\$ 42,500	\$ 46,390	\$ 37,238	
Finance											
30115150-542400	C1101	ARCHIVE FILING & SCANNING	\$ 5,810	\$ 5,537	\$ 273	\$ -	\$ 273	\$ 272	\$ -	\$ 1	
30115150-542400	C1102	FINANCE SOFTWARE IMPROVEMENT	87,002	85,117	1,885	-	1,885	1,885	-	-	
30115150-542400	C1141	TYLER ERP SYSTEM	344,043	315,517	28,526	-	28,526	18,025	500	10,001	
subtotal					\$ 30,684	\$ -	\$ 30,684	\$ 20,183	\$ 500	\$ 10,001	
Information Technology											
30117400-542400	C0900	CISCO DATA NETWORK	\$ 300,001	\$ 155,751	\$ 144,250	\$ -	\$ 144,250	\$ 13,915	\$ -	\$ 130,335	
30117400-542400	C1000	GIS AERIAL MAPPING	50,001	25,487	24,514	-	24,514	675	10,625	13,214	
30117400-542400	C1103	NETWORK AND VOIP	167,678	112,961	54,717	-	54,717	2,195	26,791	25,731	
30117400-542400	C1312	BACKUP DATA STORAGE MGMT.	510,002	475,874	34,128	-	34,128	7,894	-	26,234	
30117400-542400	C1313	TECHNOLOGY REPLACEMENT	2,262,367	1,849,302	113,065	300,000	413,065	232,573	47,311	133,181	
30117400-542400	C1400	PW DATA CTR SERVER REPLACEMENT	417,503	202,215	215,288	-	215,288	-	161,858	53,430	
30117400-542400	C1615	APP/DESKTOP VIRTUALIZATION	400,145	87,779	312,366	-	312,366	12,025	100,291	200,050	
30117400-542400	C1725	CITY FIBER RELOCATION	8,781	7,695	1,086	-	1,086	1,086	-	-	
30117400-542400	C1809	GIS PARCEL CORRECTIONS	80,000	76,725	3,275	-	3,275	3,275	-	-	
30117400-542400	C2042	COVID-19 COSTS	14,856	-	14,856	-	14,856	14,856	-	0	
subtotal					\$ 917,545	\$ 300,000	\$ 1,217,545	\$ 288,494	\$ 346,876	\$ 582,175	



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
 As of June 30, 2020

Account #Project			Project Snapshot		FY 2020						Funds
			Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2020 Appropriations	FY 2020 Total Budget	Collections / Expenditures	Encumbrances	Available	
Public Safety											
30131150-541300	C1111	EXHAUST REMOVAL SYSTEM	\$ 65,642	\$ -	\$ (10,358)	\$ 76,000	\$ 65,642	\$ 65,641	\$ -	\$ 1	
30131150-542200	C1202	FLEET REPLACEMENT	5,771,892	5,054,937	955	716,000	716,955	342,845	341,275	32,834	
30131150-542400	C1205	SEC CAMERA SY	77,170	-	77,170	-	77,170	75,000	-	2,170	
30131150-541300	C1229	PS ROOF REPAIR	431,583	67,458	(875)	365,000	364,125	358,478	5,647	-	
30131150-542100	C1401	PS EQUIPMENT REPLACEMENT	854,472	626,422	(90,750)	318,800	228,050	184,025	15,132	28,894	
30131150-541300	C1706	RAPSTC IMPROVEMENTS	530,112	-	530,112	-	530,112	173,695	139,724	216,693	
30131150-544200	C1707	LICENSE PLATE REC GRANT	76,837	-	76,837	-	76,837	76,837	-	0	
30131150-542200	C1810	NEW FLEET	54,250	-	-	54,250	54,250	41,347	-	12,903	
30131150-541410	C1907	TRAFFIC PREEMPTIVE SYSTEM	300,000	357	149,643	150,000	299,643	299,643	-	-	
30131150-544200	C2006	HAZMAT TRUCK AND TRAILER	94,250	-	-	94,250	94,250	393	75,446	18,411	
30131150-542400	C2007	SERVER MIGRATION	13,728	-	(11,272)	25,000	13,728	13,728	-	0	
30131150-542100	C2019	SCBA REPLACEMENTS (LEASE)	200,000	-	200,000	-	200,000	-	-	200,000	
30131150-581200	C2019	CAPITAL LEASE PRINCIPAL	98,158	-	98,158	-	98,158	98,158	-	0	
30131150-582200	C2019	CAPITAL LEASE INTEREST	1,842	-	1,842	-	1,842	1,842	-	0	
subtotal					\$ 1,021,462	\$ 1,799,300	\$ 2,820,762	\$ 1,731,631	\$ 577,223	\$ 511,907	
Public Works											
30141100-541410	C0041	TRAFFIC SIGNAL INTERCONNECT	\$ 279,779	\$ 133,038	\$ 146,741	\$ -	\$ 146,741	\$ 54,753	\$ 20,800	\$ 71,188	
30141100-541410	C0042	STREET LIGHTING	50,000	-	50,000	-	50,000	13,667	3,165	33,168	
30141100-541200	C0910	TREE REPLACEMENT FUND	1,292,249	482,738	809,511	-	809,511	277,367	210,660	321,483	
30141100-541200	C1008	CEMETERY AUTHORITY-MAINTENANCE	460,275	145,702	314,573	-	314,573	15,795	14,895	283,883	
30141100-541410	C1207	BRIDGE MAINTENANCE	1,403,383	1,088,172	140,211	175,000	315,211	45,604	-	269,607	
30141100-541410	C1208	MAST ARM MAINTENANCE	502,396	452,946	(550)	50,000	49,450	49,450	-	-	
30141100-541410	C1215	STRIPING & SIGNAGE	1,398,587	1,068,752	129,835	200,000	329,835	288,110	33,653	8,072	
30141100-541410	C1217	TRAFFIC CALMING & INTERSECTION IMP	303,584	251,888	1,696	50,000	51,696	51,696	-	-	
30141100-541410	C1218	TRAFFIC SIGNAL SYSTEM MAINTENANCE	504,266	368,905	35,361	100,000	135,361	111,161	-	24,200	
30141100-541410	C1219	MILLING AND RESURFACING	18,570,951	13,438,630	632,321	4,500,000	5,132,321	3,012,285	2,181,916	(61,880)	
30141100-541410	C1220	TRAFFIC CONTROL EQUIPMENT	687,490	519,013	68,477	100,000	168,477	143,314	-	25,163	
30141100-541410	C1221	DESIGN SERVICES	755,798	568,255	112,543	75,000	187,543	79,131	32,336	76,076	
30141100-542200	C1223	FLEET REPLACEMENT	1,081,649	935,413	15,236	131,000	146,236	134,039	-	12,197	
30141100-541200	C1302	TREE PLANTING & LANDSCAPING IMP	757,769	508,069	149,700	100,000	249,700	224,189	25,511	-	
30141100-541420	C1325	RUCKER SIDEWALK (DEVPR CONTR)	50,000	5,000	45,000	-	45,000	45,000	-	-	
30141100-541410	C1407	MINOR INTERSECTION UPGRADES	112,168	90,176	21,992	-	21,992	18,990	-	3,002	



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
 As of June 30, 2020

Account #	Project	Project Snapshot		FY 2020					Funds Available
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	
30141100-541410	C1410 RUCKER RD CORRIDOR IMPROVEMENTS	2,580,880	2,296,921	283,959	-	283,959	51,931	222,533	9,496
30141100-541420	C1512 SIDEWALK IMPROVEMENTS	829,802	711,116	118,686	-	118,686	5,000	113,686	-
30141100-541410	C1637 OLD ROSWELL ST PEDESTRIAN IMP	-	-	-	-	-	-	-	-
30141100-541410	C1702 KIMBALL BR RD IMPROVEMENTS	6,083,354	-	6,083,354	-	6,083,354	1,754,072	4,329,282	-
30141100-541300	C1704 WEST PARKING GARAGE	7,414,474	7,289,412	125,062	-	125,062	114,840	3,374	6,848
30141100-541420	C1712 ALPHALOOP	1,328,368	94,212	1,234,156	-	1,234,156	426,983	451,476	355,697
30141100-541410	C1714 BETHANY/MID BROADWELL ROUNDABOUT	292,195	-	292,195	-	292,195	10,820	281,375	0
30141100-541410	C1715 BETHANY/MAYFIELD ROUNDABOUT	436,492	-	436,492	-	436,492	237,143	199,349	0
30141100-541410	C1723 TEASLEY ST IMPROVEMENTS	11,875	-	11,875	-	11,875	11,875	-	-
30141100-541420	C1801 SIDEWALK MAINTENANCE/REPAIR	500,001	36,491	263,510	200,000	463,510	358,770	104,740	-
30141100-542100	C1802 PW EQUIPMENT REPLACEMENT	50,000	-	-	50,000	50,000	50,000	-	-
30141100-541300	C1836 PARKING GARAGE REPAIRS	204,617	165,349	39,268	-	39,268	39,268	-	0
30141100-541410	C1901 TRAFFIC RESPONSIVE SYSTEM MAINT	100,000	7,162	42,838	50,000	92,838	11,585	16,647	64,606
30141100-541300	C1902 FIRE STATION RENOVATIONS	250,001	20,181	104,820	125,000	229,820	173,600	24,844	31,376
30141100-541300	C1904 PW HQ RENOVATIONS	78,036	28,051	9,985	40,000	49,985	19,300	30,685	-
30141100-541300	C1905 GYM RENOVATIONS	35,000	4,594	30,406	-	30,406	19,775	3,460	7,171
30141100-541300	C1906 CITY HALL RENOVATIONS	12,490	1,600	(4,110)	15,000	10,890	-	10,890	-
30141100-541500	C1909 PARK PLAZA SIGNAL	218,073	90,539	127,534	-	127,534	127,533	-	1
30141100-541410	C1918 PEDESTRIAN SAFETY STUDY	296,116	124,279	(28,163)	200,000	171,837	147,266	24,570	1
30141100-541410	C1923 BUICE RD TRAFFIC CALMING	250,000	-	250,000	-	250,000	250,000	-	-
30141100-541410	C1927 WINDWARD TRIPLE LEFT	1,157,093	192,908	964,185	-	964,185	395,614	567,554	1,016
30141100-541410	C1928 RUCKER RD - ROSWELL CONTRIBUTION	2,905,158	276,867	2,628,291	-	2,628,291	691,457	1,936,833	1
30141100-541410	C2001 MUNICIPAL COURT RENOVATIONS	37,697	-	(32,303)	70,000	37,697	37,696	-	1
30141100-541300	C2002 ROSWELL ST TRASH ENCLOSURE	75,787	-	(49,213)	125,000	75,787	75,787	-	0
30141100-541300	C2003 HVAC REPLACEMENTS	75,000	-	-	75,000	75,000	69,925	-	5,075
30141100-541300	C2004 GENERATOR REPLACEMENTS	95,075	-	(4,925)	100,000	95,075	11,674	83,401	-
30141100-544200	C2005 CITY HALL BEAUTIFICATION	-	-	(10,000)	10,000	-	-	-	-
30141100-541410	C2012 HOPEWELL/VAUGHAN RD ROUNDABOUT	88,829	-	(25,021)	113,850	88,829	88,829	-	0
30141100-542400	C2026 TCC HARDWARE/SOFTWARE	60,000	-	60,000	-	60,000	49,626	-	10,374
30141100-541410	C2027 N/S BROAD ST TO ONE-WAY	40,000	-	40,000	-	40,000	25,817	-	14,183
30141100-541410	C2028 LILLY GARDEN EXT	13,434	-	13,434	-	13,434	10,283	3,150	1
30141100-541410	C2029 MARIETTA ST HAWK	200,000	-	200,000	-	200,000	429	191,984	7,587
subtotal				\$ 15,878,962	\$ 6,654,850	\$ 22,533,812	\$ 9,831,449	\$ 11,122,770	\$ 1,579,593



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
 As of June 30, 2020

Account #Project			Project Snapshot		FY 2020						Funds Available
			Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances		
Recreation, Parks & Cultural Services											
30161150-541500	C1221	DESIGN SERVICES	\$162,001	\$118,414	\$23,587	\$20,000	\$43,587	\$42,336	\$1,250	\$1	
30161150-541300	C1229	REC & PARK BLDG. RE-ROOF	947,039	926,485	20,554	-	20,554	20,554	-	-	
30161150-542200	C1232	FLEET REPLACEMENT	485,090	335,090	-	150,000	150,000	150,000	-	-	
30161150-542100	C1402	RP EQUIPMENT REPLACEMENT	473,058	392,999	(39,941)	120,000	80,059	80,059	-	0	
30161150-541500	C1524	ADAPTIVE PLAYGROUND EQUIPMENT	28,501	20,422	8,079	-	8,079	8,079	-	-	
30161150-544200	C1600	DOWNTOWN SCULPTURE PROGRAM	165,000	134,367	30,633	-	30,633	30,633	-	-	
30161150-541500	C1614	THE STORIES PROJECT	25,000	10,000	15,000	-	15,000	15,000	-	-	
30161150-541510	C1636	GREENWAY REPAIR AND MAINTENANCE	352,169	102,169	-	250,000	250,000	51,883	54,060	144,058	
30161150-541500	C1641	PARK MASTER PLANS	296,451	275,132	21,319	-	21,319	21,319	-	-	
30161150-541300	C1708	GREENWAY EXT TO FORSYTH COUNTY	146,126	-	146,126	-	146,126	17,777	128,129	220	
30161150-541500	C1804	PARK REPAIRS/IMPROVEMENTS	315,895	208,149	7,746	100,000	107,746	107,727	-	19	
30161150-541500	C1806	PARKS PLAYGROUND EQUIPMENT	140,720	43,259	97,461	-	97,461	97,461	-	-	
30161150-544100	C1807	PUBLIC ARTS PROGRAM	170,000	144,500	25,500	-	25,500	-	25,500	-	
30161150-531600	C1834	NUTCRACKER PROGRAM	31,500	29,706	1,794	-	1,794	-	-	1,794	
30161150-541500	C1908	WAYFINDING SIGNAGE	75,000	8,898	66,102	-	66,102	66,102	-	-	
30161150-541500	C1911	EQUESTRIAN CENTER	37,810	-	37,810	-	37,810	-	37,810	-	
30161150-541500	C1920	PARK DEVELOPMENT	566,307	46,862	519,445	-	519,445	299,489	149,704	70,252	
30161150-541500	C1926	NORTHSIDE MOU (PARKS)	80,000	40,000	-	40,000	40,000	-	40,000	-	
30161150-541500	C1929	COMMUNITY AGRICULTURE PROGRAM	12,566	43	12,523	-	12,523	5,485	-	7,038	
30161150-541500	C2010	PARK ENHANCEMENTS	150,000	-	-	150,000	150,000	129,609	16,408	3,983	
30161150-541500	C2021	RESURGENS FOUNDATION-PLAYGROUND	35,000	-	35,000	-	35,000	-	35,000	-	
30161150-541200	C2023	CITY CENTER TREE REPLACEMENT	30,000	-	30,000	-	30,000	30,000	-	-	
30161150-541500	C2025	TOWN GREEN ELECTRICAL	33,571	-	33,571	-	33,571	33,570	-	1	
30161150-541500	C2030	TOWN GREEN IMPROVEMENTS	17,664	-	17,664	-	17,664	5,841	-	11,823	
30161150-541500	C2031	INNOVATION ACADEMY IGA	250,000	-	250,000	-	250,000	-	-	250,000	
subtotal					\$1,359,973	\$830,000	\$2,189,973	\$1,212,923	\$487,861	\$489,188	



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
 As of June 30, 2020

			Project Snapshot		FY 2020													
			Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available								
Account #	Project																	
Community Development																		
30174150-544100	C0019	DOWNTOWN PARKING FUND	\$	438,249	\$	260,748	\$	177,501	\$	-	\$	177,501	\$	37,000	\$	-	\$	140,501
30174150-542400	C1222	RECORDS MANAGEMENT		32,169		28,803		3,366		-		3,366		559		2,806		1
30174150-542200	C1433	FLEET REPLACEMENT		280,327		225,925		4,402		50,000		54,402		51,632		1,879		891
30174150-541410	C1603	DESIGN SERVICES		328,003		216,846		31,157		80,000		111,157		65,767		29,505		15,885
30174150-541300	C1824	OFFICE BUILDOUT (CITY HALL)		168,002		74,704		5,298		88,000		93,298		21,191		65,552		6,554
30174150-541410	C1917	MILTON AVE. CONCEPT DESIGN		36,425		33,226		3,199		-		3,199		-		3,198		1
30174150-542200	C2000	FLEET (2020 NEW CODE OFFICERS)		49,930		-		(70)		50,000		49,930		49,930		-		-
subtotal							\$	224,853	\$	268,000	\$	492,853	\$	226,079	\$	102,940	\$	163,834
Alpharetta Business Community Sidewalk Projects																		
30176100-541420	C1712	ALPHALOOP	\$	689,187	\$	380,581	\$	308,606	\$	-	\$	308,606	\$	105,347	\$	203,260	\$	-
subtotal							\$	308,606	\$	-	\$	308,606	\$	105,347	\$	203,260	\$	-
Non-Departmental																		
30190200-579000		NON-ALLOCATED					\$	3,434,471	\$	829,118	\$	4,263,589	\$	-	\$	-	\$	4,263,589
subtotal							\$	3,434,471	\$	829,118	\$	4,263,589	\$	-	\$	-	\$	4,263,589
Total							\$	23,140,184	\$	10,843,768	\$	33,983,952	\$	13,458,606	\$	12,887,821	\$	7,637,526



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
Stormwater Capital Fund Detail (Fund 302; life-to-date for all projects)
 As of June 30, 2020

		Project Snapshot		FY 2020					
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Account #	Project								
Revenue									
Non-Departmental									
30241100-343900 C2020	DRAINAGE MAINTENANCE	\$ 4,434	\$ -	\$ 4,434	\$ -	\$ 4,434	\$ 4,434		\$ 0
30290200-361000	INTEREST EARNINGS			-	-	-	36,199.61		(36,199.61)
30290200-391100	TRANSFER IN/GENERAL FUND MATCH			-	2,550,000	2,550,000	2,550,000		-
30290200-395000	CARRYFORWARD FUND BALANCE			888,752	-	888,752	-		888,752
	Total			\$ 893,186	\$ 2,550,000	\$ 3,443,186	\$ 2,590,633		\$ 852,553
Expenditures									
Public Works									
30241100-541430 C1216	SW DRAINAGE MAINTENANCE	\$ 519,948	\$ 226,470	\$ 143,478	\$ 150,000	\$ 293,478	\$ 111,767	\$ 161,733	\$ 19,978
30241100-541430 C1308	SW PIPE & STRUCTURE R&M	5,249,213	2,746,933	302,280	2,200,000	2,502,280	1,742,872	624,308	135,100
30241100-541430 C1503	STORMWATER STUDIES	300,001	132,474	67,527	100,000	167,527	44,913	26,380	96,234
30241100-541430 C1604	STORMWATER INSPECTIONS	334,056	236,114	(2,058)	100,000	97,942	63,120	34,821	1
30241100-541430 C2020	DRAINAGE IMPROVEMENT	11,958	-	11,958	-	11,958	-	-	11,958
30261150-541430 C1919	WILLS PARK STREAM RESTORATION	16,412	7,214	9,198	-	9,198	-	9,198	1
	subtotal			\$ 532,383	\$ 2,550,000	\$ 3,082,383	\$ 1,962,673	\$ 856,439	\$ 263,271
Non-Departmental									
30290200-579000	NON-ALLOCATED			\$ 360,803	\$ -	\$ 360,803	\$ -	\$ -	\$ 360,803
	subtotal			\$ 360,803	\$ -	\$ 360,803	\$ -	\$ -	\$ 360,803
	Total			\$ 893,186	\$ 2,550,000	\$ 3,443,186	\$ 1,962,673	\$ 856,439	\$ 624,074



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds

Parks and Transportation Bond Fund Detail (Fund 317; life-to-date for all projects)
As of June 30, 2020

				Project Snapshot		FY 2020					
				Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Account #	Project										
Revenue											
31741100-392200	C1702	KIMBALL BR RD IMP-LAND SALE		39,698	-						\$ -
subtotal											\$ -
Non-Departmental											
31790200-395000		CARRYFORWARD FUND BALANCE									\$ 33,230,158
31790200-389000		MISCELLANEOUS REVENUS									107,848
31790200-361000		INTEREST EARNINGS									(132,144)
subtotal											\$ 33,205,863
Total											\$ 33,205,863
Expenditures											
31741100-541410	C1410	RUCKER RD CORRIDOR		14,850,002	7,001,516	\$ 7,848,486	\$ -	\$ 7,848,486	\$ 6,477,195	\$ 1,371,290	\$ 1
31741100-541420	C1512	SIDEWALK IMP (NON-ALLOCATED)		271,647	271,647	-	-	-	-	-	-
31741100-541410	C1631	MCGINNIS RD IGA (FORSYTH)		3,400,000	400,000	3,000,000	-	3,000,000	-	-	3,000,000
31741100-541410	C1702	KIMBALL BR RD IMPROVEMENTS		9,787,283	689,309	9,097,974	-	9,097,974	876,290	8,182,013	39,671
31741100-541410	C1703	WINDWARD PKWY IMPROVEMENTS		401,613	401,613	-	-	-	-	-	-
31741100-541420	C1712	ALPHALOOP		500,001	171,697	328,304	-	328,304	47,974	31,391	248,939
31741100-541420	C1715	BETHANY/MAYFIELD ROUNDABOUT		403,154	43,390	359,764	-	359,764	109,764	250,000	-
31741100-541420	C1726	SIDEWALKS IMP PHASE 1		356,162	356,162	-	-	-	-	-	-
31741100-541420	C1727	MAYFIELD RD SIDEWALK		914,337	914,337	-	-	-	-	-	-
31741100-541420	C1814	SIDEWALKS IMP PHASE 3		276,441	276,441	-	-	-	-	-	-
31741100-541420	C1818	SIDEWALKS IMP PHASE 4		276,490	276,490	-	-	-	-	-	-
31741100-541420	C1820	SIDEWALKS IMP PHASE 5		209,395	209,395	-	-	-	-	-	-
31741100-541420	C1826	SPRUELL CIRCLE SIDEWALK		308,628	7,444	301,184	-	301,184	-	301,184	-
31741100-541420	C1828	WARSAW AREA SIDEWALKS		176,206	176,206	-	-	-	-	-	-
31741100-541420	C1829	PROVIDENCE AREA SIDEWALKS		1,017,121	339,743	677,378	-	677,378	344,470	339,407	(6,499)
31741100-541420	C1925	MORRISON PARKWAY SIDEWALKS		921,833	-	921,833	-	921,833	190,939	701,520	29,374
31761150-541000	C1100	PARK LAND ACQUISITION		3,488,751	3,488,751	-	-	-	-	-	-
31761150-541500	C1424	WILLS PK POOL EXPANSION		2,700,000	2,700,000	-	-	-	-	-	-
31761150-541500	C1611	ARTS CENTER IMP		1,500,002	1,494,633	5,369	-	5,369	5,369	-	-
31761150-541300	C1708	GREENWAY EXT TO FORSYTH		9,786,177	1,241,975	8,544,202	-	8,544,202	2,937,178	5,604,511	2,513
31761150-541300	C1709	EASTSIDE COMMUNITY CTR		2,500,000	-	2,500,000	-	2,500,000	1,391,096	1,108,904	-
31761150-541000	C1711	CULTURAL ARTS LAND/PARK LAND		-	-	-	-	-	-	-	-
31741100-579000		PW RESERVE		143,362	-	(590,702)	734,064	143,362	-	-	143,362
31761150-579000		PARKS RESERVE		-	-	-	-	-	-	-	-
31790200-584000		BOND ISSUANCE COST (S2016 BOND)		361,301	361,301	-	-	-	-	-	-
Total											\$ 3,457,361



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
TSPLOST Fund Detail (Fund 335; life-to-date for all projects)
 As of June 30, 2020

		Project Snapshot		FY 2020					
		Total Project Authorization	Prior Year Expenditures	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Account #	Project								
Revenue									
Non-Departmental									
33590200-395000	CARRYFORWARD FUND BALANCE			\$ 16,653,031	\$ 4,372,820	\$ 21,025,851	\$ -		\$ 21,025,851
33590200-313400	TSPLOST			-	11,400,000	11,400,000	9,962,914		1,437,086
33541100-361000	INTEREST EARNINGS								
	Total			\$ 16,653,031	\$ 15,772,820	\$ 32,425,851	\$ 10,308,245		\$ 22,117,606
Expenditures									
33541100-541410	ROADWAY IMPROVEMENTS	\$ 9,064,915	\$ 22,040	\$ (6,729,945)	\$ 15,772,820	\$ 9,042,875	\$ -	\$ -	\$ 9,042,875
33541100-541410	C1631 MCGINNIS RD IGA (FORSYTH)	2,400,000	-	2,400,000	-	2,400,000	-	-	2,400,000
33541100-541410	C1638 ACADEMY ST/WEBB BR RD OP IMP	404,577	380,208	24,369	-	24,369	12,780	4,021	7,568
33541100-541410	C1713 KIMBALL BR RD OP IMPROVEMENTS BETHANY RD @ MID BROADWELL RD	1,359,597	219,423	1,140,174	-	1,140,174	45,271	1,048,028	46,875
33541100-541410	C1714 BETHANY RD @ MID BROADWELL RD	1,247,355	272,879	974,476	-	974,476	431,245	543,230	1
33541100-541410	C1715 BETHANY RD @ MAYFIELD RD	1,768,505	301,550	1,466,955	-	1,466,955	889,441	569,091	8,423
33541100-541410	C1716 MORRIS RD OPERATIONAL IMP	3,480,759	1,614,714	1,866,045	-	1,866,045	1,549,767	299,701	16,577
33541100-541410	C1717 OLD MILTON PKWY CAPACITY IMP	1,790,676	759,586	1,031,090	-	1,031,090	17,567	2,321	1,011,202
33541100-541410	C1718 WINDWARD PKWY IMP	185,600	185,100	500	-	500	-	-	500
33541100-541410	C1800 HAYNES BRIDGE RD IMP	5,000,000	-	5,000,000	-	5,000,000	59,075	205,028	4,735,898
33541100-541410	C1932 ACADEMY ST IMPROVEMENTS	289,576	84,423	205,153	-	205,153	185,974	19,178	1
33541100-541410	C1933 WEBB BRIDGE RD IMPROVEMENTS	727,981	9,208	718,773	-	718,773	444,288	274,485	0
33541100-541410	C1934 WINDWARD PKWY EAST IMPROVEMENTS	1,463,547	40,596	1,422,951	-	1,422,951	312,548	-	1,110,403
33541100-541410	C1935 WINDWARD PKWY WEST IMPROVEMENTS	1,264,184	17,694	1,246,490	-	1,246,490	222,981	-	1,023,509
33541100-541410	C2054 GA 400 BRIDGES (WEBB; KIMBALL) GREENWAY EXTENSION TO	4,886,000	-	4,886,000	-	4,886,000	44,800	1,200	4,840,000
33561150-541300	C1708 FORSYTH	1,000,000	-	1,000,000	-	1,000,000	-	1,000,000	-
	Total			\$ 16,653,031	\$ 15,772,820	\$ 32,425,851	\$ 4,215,736	\$ 3,966,283	\$ 24,243,832



SPECIAL REVENUE FUNDS WITH CAPITAL PROJECTS

Revenue & Expenditure Reports



CITY OF ALPHARETTA
 Financial Management Reports
 Special Revenue Funds
Confiscated Assets Fund (Fund 210; life-to-date for active projects)
 As of June 30, 2020

		Project Snapshot		FY 2020						
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available	
Account #	Project									
Revenue										
DEA										
21031110-351300	CONFISCATION/FEDERAL SEIZURE	2,752,512	2,752,512	\$ -	\$ -	\$ -	\$ 157,910		\$ (157,910)	
21031110-361000	INTEREST EARNINGS	5,290	5,290	-	-	-	1,623		(1,623)	
21031110-395000	CARRYFORWARD FUND BALANCE	481,733	-	56,683	425,050	481,733	-		481,733	
	Total			\$ 56,683	\$ 425,050	\$ 481,733	\$ 159,533		\$ 322,200	
Expenditures										
DEA										
21031110-51*	PERSONNEL SERVICES	1,821,389	1,526,339	\$ -	\$ 295,050	\$ 295,050	\$ 255,807	\$ -	\$ 39,243	
21031110-52*	MAINTENANCE AND OPERATIONS	163,933	130,330	33,603	-	33,603	33,602	-	1	
21031110-531600	SMALL EQUIPMENT	25,903	8,082	17,821	-	17,821	17,820	-	1	
21031110-531700	EMPLOYEE UNIFORMS	24,234	-	24,234	-	24,234	23,887	-	347	
21031110-573000	DONATION TO PRIVATE SOURCE	10,000	-	10,000	-	10,000	10,000	-	-	
21031110-579007	NEXT YEAR BUDGET RESERVE	26,333	-	26,333	-	26,333	-	-	26,333	
21031110-542100	C2009 PATROL RIFLE PROGRAM	74,692	-	(55,308)	130,000	74,692	74,691	-	1	
	Total			\$ 56,683	\$ 425,050	\$ 481,733	\$ 415,807	\$ -	\$ 65,926	



CITY OF ALPHARETTA
 Financial Management Reports
 Special Revenue Funds
State Confiscated Assets Fund (Fund 211; life-to-date for active projects)
 As of June 30, 2020

		Project Snapshot		FY 2020					
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Account #	Project								
Revenue									
State									
21131120-351301	CONFISCATION/STATE SEIZURE	75,246	8,722	\$ 66,524	\$ -	\$ 66,524	\$ 71,733		\$ (5,209)
21131120-391210	TRANSFER IN/DEA FUND	26,776	26,776	-	-	-	-		-
21131120-395000	CARRYFORWARD FUND BALANCE	12,905	-	12,905	-	12,905	-		12,905
	subtotal			\$ 79,429	\$ -	\$ 79,429	\$ 71,733		\$ 7,696
	Total			\$ 79,429	\$ -	\$ 79,429	\$ 71,733		\$ 7,696
Expenditures									
State									
21131120-532400	NON-RECURRING EXPENSES	102,021	22,592	\$ 79,429	\$ -	\$ 79,429	\$ 35,697	\$ -	\$ 43,732
	subtotal			\$ 79,429	\$ -	\$ 79,429	\$ 35,697	\$ -	\$ 43,732
	Total			\$ 79,429	\$ -	\$ 79,429	\$ 35,697	\$ -	\$ 43,732



CITY OF ALPHARETTA
 Financial Management Reports
 Special Revenue Funds
Impact Fee Fund (Fund 270; life-to-date for active projects)
 As of June 30, 2020

				Project Snapshot		FY 2020					
				Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Account #	Project										
Revenue											
27074110-341321	IMPACT FEES STREETS & HIGHWAYS			\$ 1,937,940	\$ 1,764,622	\$ 173,318	\$ -	\$ 173,318	\$ 182,291		\$ (8,973)
27074110-341323	IMPACT FEES RECREATION & PARKS			4,043,255	3,693,255	350,000	-	350,000	592,472		(242,472)
27074110-341324	IMPACT FEES PUBLIC SAFETY			747,438	747,438	-	-	-	91,329		(91,329)
	subtotal					\$ 523,318	\$ -	\$ 523,318	\$ 866,093		\$ (342,775)
Non-Departmental											
27074110-395000	CARRYFORWARD FUND BALANCE					\$ 1,800,788	\$ 1,595,128	\$ 3,395,916	\$ -		\$ 3,395,916
27074110-361000	INTEREST EARNINGS					-	-	-	74,870		(74,870)
	subtotal					\$ 1,800,788	\$ 1,595,128	\$ 3,395,916	\$ 74,870		\$ 3,321,046
	Total					\$ 2,324,106	\$ 1,595,128	\$ 3,919,234	\$ 940,963		\$ 2,978,271
Expenditures											
Public Safety											
27031150-544200	C2006	HAZMAT TRUCK & TRAILER		\$ 155,750	\$ -	\$ -	\$ 155,750	\$ 155,750	\$ -	\$ 155,750	\$ -
	subtotal					\$ -	\$ 155,750	\$ 155,750	\$ -	\$ 155,750	\$ -
Public Works											
27041100-541410	C1410	RUCKER RD CORRIDOR		\$ 1,150,000	\$ 23,700	\$ 1,126,300	\$ -	1,126,300	\$ 556,968	\$ 20,645	\$ 548,687
27041100-541410	C1723	TEASLEY ST IMPROVEMENTS		56,925	-	56,925	-	56,925	38,125	-	18,800
27041100-541410	C1909	PARK PLAZA SIGNAL		45,935	-	45,935	-	45,935	45,935	-	0
27041100-541410	C2012	HOPEWELL/VAUGHAN ROUNDABOUT		28,206	-	(7,944)	36,150	28,206	16,553	11,652	1
	subtotal					\$ 1,221,216	\$ 36,150	\$ 1,257,366	\$ 657,581	\$ 32,297	\$ 567,488
Recreation, Parks & Cultural Services											
27061150-541200	C1708	GREENWAY EXT TO FORSYTH		1,051,402	-	\$ 1,051,402	\$ -	1,051,402	\$ -	1,051,402	\$ -
27061150-541500	C1920	PARK DEVELOPMENT		433,693	-	433,693	-	433,693	380,670	53,023	0
	subtotal					\$ 1,485,095	\$ -	\$ 1,485,095	\$ 380,670	\$ 1,104,425	\$ 0
Non-Departmental											
27074110-579001		NON-ALLOCATED STREETS & HIGHWAYS				\$ 164,933	\$ 826,691	\$ 991,624	\$ -	\$ -	\$ 991,624
27074110-579002		NON-ALLOCATED RECREATION & PARKS				(523,453)	523,453	-	-	-	-
27074110-579003		NON-ALLOCATED PUBLIC SAFETY				(23,685)	53,084	29,399	-	-	29,399
	subtotal					\$ (382,205)	\$ 1,403,228	\$ 1,021,023	\$ -	\$ -	\$ 1,021,023
	Total					\$ 2,324,106	\$ 1,595,128	\$ 3,919,234	\$ 1,038,251	\$ 1,292,472	\$ 1,588,511



CITY OF ALPHARETTA
 Financial Management Reports
 Special Revenue Funds
Hotel/Motel Fund (Fund 275; life-to-date for active projects)
 As of June 30, 2020

		Project Snapshot		FY 2020					
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2020 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Account #	Project								
Revenue									
27590150-314100	HOTEL/MOTEL TAXES	50,855,794	42,055,794	\$ -	\$ 8,800,000	\$ 8,800,000	\$ 6,227,102		\$ 2,572,898
27590150-319201	PENALTY/INTEREST HOTEL/MOTEL TAXES	2,066	2,066	-	-	-	3,711		(3,711)
	subtotal			\$ -	\$ 8,800,000	\$ 8,800,000	\$ 6,230,813		\$ 2,569,187
Non-Departmental									
27590150-395000	CARRYFORWARD FUND BALANCE	2,697,155	-	\$ 1,882,685	\$ 814,470	\$ 2,697,155	\$ -		\$ 2,697,155
	subtotal			\$ 1,882,685	\$ 814,470	\$ 2,697,155	\$ -		\$ 2,697,155
	Total			\$ 1,882,685	\$ 9,614,470	\$ 11,497,155	\$ 6,230,813		\$ 5,266,342
Expenditures									
Alpharetta Convention & Visitors Bureau									
27590150-572002	ALPHA CONV & VISITORS BUREAU DISTRIBUTION	22,540,835	18,690,835	\$ -	\$ 3,850,000	\$ 3,850,000	\$ 2,796,455	\$ -	\$ 1,053,545
	subtotal			\$ -	\$ 3,850,000	\$ 3,850,000	\$ 2,796,455	\$ -	\$ 1,053,545
City/Other									
27590150-521200	PROFESSIONAL SERVICES	16,490	13,490	\$ -	\$ 3,000	\$ 3,000	\$ 5,500	\$ -	\$ (2,500)
27590150-611100	CITY OF ALPHARETTA DISTRIBUTION	19,720,285	16,420,285	-	3,300,000	3,300,000	2,396,104	-	903,896
	subtotal			\$ -	\$ 3,303,000	\$ 3,303,000	\$ 2,401,604	\$ -	\$ 901,396
Tourism Product Development									
27590150-541500	C1908 WAYFINDING SIGNAGE	\$ 39,600	\$ -	\$ (60,400)	\$ 100,000	\$ 39,600	\$ 39,599	\$ 1	\$ 1
27590150-544100	C1908 WAYFINDING SIGNAGE	14,319	-	(80,681)	95,000	14,319	14,319	-	0
27590150-541500	C1911 EQUESTRIAN CENTER	250,000	-	250,000	-	250,000	-	37,810	212,190
27590450-541500	C2011 WILLS PARK MASTER PLAN	850,000	-	-	850,000	850,000	147,577	43,762	658,661
27590150-541000	C2046 LAND ACQUISITION	795,398	-	795,398	-	795,398	795,398	-	0
27590150-579000	RESERVE (TOURIST PRODUCT DEVELOPMENT)	-	-	(440,507)	440,507	-	-	-	-
27590150-579006	DEBT SERVICE RESERVE	1,418,875	-	1,418,875	-	1,418,875	-	-	1,418,875
27590151-581100	D1600 PRINCIPAL (2016 CONF CTR BOND)	400,000	200,000	-	200,000	200,000	200,000	-	-
27590151-582100	INTEREST PAYMENT (2016 CONF CTR BOND)	3,111,517	2,335,554	-	775,963	775,963	775,963	-	1
	subtotal			\$ 1,882,685	\$ 2,461,470	\$ 4,344,155	\$ 1,972,855	\$ 81,573	\$ 2,289,728
	Total			\$ 1,882,685	\$ 9,614,470	\$ 11,497,155	\$ 7,170,913	\$ 81,573	\$ 4,244,669



OTHER REPORTS

Payments \$5,000 and Greater



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended June 30, 2020

Vendor	Description	Department	\$ Amount
A3 Communication Inc	Annual Aerohive	Information Technology	\$ 7,694.20
Able Asphalt Paving Co Inc	Alpha Elementary Track - Resurface Track	Recreation, Parks & Cultural Svcs	\$ 11,550.00
Ace Truck Body & Trailer Repair Inc	Vehicle Maintenance and Repair	Public Works	\$ 5,778.60
AECOM Technical Services Inc	Hopewell/Vaughan Roundabout; Rucker Road Corridor; Bridge Maint.	Public Works	\$ 134,766.99
AFLAC	Premium Payment	Finance	\$ 10,319.61
Allan Vigil Ford Lincoln Inc	Ford Super Duty F250	Public Works	\$ 58,790.00
Allied Paving Contractors Inc	Milling and Resurfacing	Public Works	\$ 482,648.38
Alpharetta Convention & Visitors Bureau	Hotel/ Motel Occupancy Tax Allocation	Finance	\$ 23,807.98
Alpharetta Convention & Visitors Bureau	Hotel/ Motel Occupancy Tax Allocation	Finance	\$ 50,575.44
American Facility Services Inc	Janitorial Services	Public Works	\$ 13,849.42
American Facility Services Inc	Janitorial Services	Public Works	\$ 10,437.02
American Facility Services Inc	Janitorial Services	Public Works	\$ 10,844.42
American Facility Services Inc	Janitorial Services	Recreation, Parks & Cultural Svcs	\$ 8,370.00
Andrews Technology HMS Inc	NOVAtime Time and Attendance System	Finance	\$ 41,060.00
Ashley Parks	Gymnastic Classes	Recreation, Parks & Cultural Svcs	\$ 6,371.25
AT&T/Bellsouth @ 85 Annex	Telephone Services	Information Technology	\$ 14,550.71
AT&T/Bellsouth @ 85 Annex	Telephone Services	Information Technology	\$ 5,734.57
AT&T/Bellsouth @ 85 Annex	Telephone Services	Information Technology	\$ 13,893.35
B&T Shavings Inc (ACI)	Premium Flakes	Recreation, Parks & Cultural Svcs	\$ 5,460.00
Bennett Fire Products Co Inc	Fire Protection Clothing	Public Safety	\$ 19,075.22
Blackjack Paving Sealcoating & Striping LLC	Striping and Signage	Public Works	\$ 12,992.00
Bliss Products and Services Inc	Playground Equipment	Recreation, Parks & Cultural Svcs	\$ 15,715.58
Bovis, Kyle, & Burch LLC (wire)	Land purchase	Finance	\$ 4,700.50
Bovis, Kyle, & Burch LLC (wire)	Land purchase	Finance	\$ 6,500.00
Building Management Consultants LLC	Preventative Maintenance	Public Works	\$ 6,000.00
Butch Thompson Enterprises Inc	Old Rucker Road	Public Works	\$ 9,477.50
Carl Black Buick GMC LLC	Vehicle Maintenance and Repair	Public Safety	\$ 7,548.97
Carolina Traffic Devices	Rucker Road Corridor	Public Works	\$ 15,206.00
Cigna (wire)	Monthly Premium	Finance	\$ 38,288.75
Cigna (wire)	Monthly Premium	Finance	\$ 43,860.75
Cigna (wire)	Monthly Premium	Finance	\$ 141,591.27
City of Roswell	3rd Quarter - RAPSTC Payment	Public Safety	\$ 40,626.13



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended June 30, 2020

Vendor	Description	Department	\$ Amount
CMES Inc	Bethany Road Roundabouts	Public Works	\$ 121,740.72
CMES Inc	Kimball Bridge Road Improvement	Public Works	\$ 278,583.92
CMES Inc	Kimball Bridge Road Improvement	Public Works	\$ 313,623.55
Comfort by Design (ACI)	HVAC Maintenance and Repairs	Public Works	\$ 50,031.77
CW Matthews Contracting Co Inc	Rucker Road Corridor	Public Works	\$ 614,967.55
Data Media Associates LLC	Printing /Binding/Mailing Statements	Finance	\$ 9,909.78
DC Pool Service LLC	Swimming Pool Management	Recreation, Parks & Cultural Svcs	\$ 9,490.00
Disys Solutions Inc	Cisco and Smartnet	Information Technology	\$ 17,958.50
Ed Castro Landscape Inc	Tree Services and Replacement	Recreation, Parks & Cultural Svcs	\$ 27,775.00
Ed Castro Landscape Inc	Town Green Improvements	Recreation, Parks & Cultural Svcs	\$ 5,841.00
Energy Systems Southeast LLC (ACI)	Generator Replacements and Maintenance/Repairs	Public Works	\$ 7,167.00
ESIS (EFT)	Workers Comp Claims	Finance	\$ 17,258.63
Evergreen Solutions LLC	OP Initiative Reserve	City Administration	\$ 8,125.00
First State Trust Company	Manager and Overlay Fees	Finance	\$ 11,324.51
Fulton County Board of Commissioners	Maintenance Contracts	Public Works	\$ 20,274.77
Fulton County Board of Education	Fuel Bill	Finance	\$ 19,078.91
Fulton County-Dept of Finance	Water Bill	Finance	\$ 7,680.66
Georgia Power Co	Power Bill	Finance	\$ 152,642.98
Georgia Superior Court Clerks	May 2020 State Reports	Municipal Court	\$ 9,431.71
Hasley Recreation Inc	Park Enhancements	Recreation, Parks & Cultural Svcs	\$ 7,733.00
Horse & Plow Landscape and Construction LLC	Park Enhancements	Recreation, Parks & Cultural Svcs	\$ 6,705.00
Integrated Construction and Nobility Inc	Greenway Extension to Forsyth	Recreation, Parks & Cultural Svcs	\$ 995,091.34
IPR Southeast LLC	Stormwater Repair	Public Works	\$ 181,405.70
Kimley Horn & Associates Inc	GA400 Bridges	Public Works	\$ 13,000.00
Kimley Horn & Associates Inc	GA400 Bridges	Public Works	\$ 18,000.00
Mauldin & Jenkins (wire)	Professional Services	Finance	\$ 6,000.00
Meer Electrical Contractors Inc	Electrical Services and Lighting	Recreation, Parks & Cultural Svcs	\$ 7,329.97
Meer Electrical Contractors Inc	Electrical Services	Public Safety	\$ 5,500.00
Meer Electrical Contractors Inc	Electrical Services	Various	\$ 12,302.52
MKSK Inc	North Point Feasibility Study	Public Works	\$ 6,750.20
MKSK Inc	North Point Feasibility Study	Public Works	\$ 13,750.00
Municipal Emergency Services Inc	Fire Equipment and Scuba Masks	Public Safety	\$ 6,481.40



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended June 30, 2020

Vendor	Description	Department	\$ Amount
NetPlanner Systems Inc	Avigilon Server and License Upgrade	Public Works	\$ 44,786.11
NetPlanner Systems Inc	Card Readers	Public Works	\$ 6,835.69
NetPlanner Systems Inc	Access Online and Avigilon Server	Various	\$ 13,094.12
OpenGov Inc	Annual Financial Integration and Management Reporting	Finance	\$ 12,000.00
PB Parent LLC	Consolidated Annual Inspection	Public Works	\$ 11,525.00
Pond & Company	AlphaLoop and Greenway Extension to Forsyth	Public Works	\$ 62,105.00
Pond & Company	SR400 Express Lane Concept	Public Works	\$ 9,200.00
Pond & Company	Mid Broadwell Park	Recreation, Parks & Cultural Svcs	\$ 6,875.00
Republic Service Inc	Waste Services	Finance	\$ 358,537.16
Republic Service Inc	Waste Services	Finance	\$ 354,945.22
Rick B General Contractors LLC	Public Works Renovations	Public Works	\$ 25,334.00
RKG Associates Inc	Economic Development Plan	City Administration	\$ 12,500.00
Ruppert Landscape	Tree Replacement and Landscaping	Public Works	\$ 129,803.21
Ruppert Landscape	Tree Landscape and Maintenance	Public Works	\$ 54,298.99
Ruppert Landscape	Landscape Maintenance	Public Works	\$ 63,014.31
Russell Landscape LLC	Landscape Maintenance	Public Works	\$ 14,093.16
Sawnee Electric Membership Corp	Power Bill	Finance	\$ 28,763.98
SHI International Corp	June 2020 - Azure Consumption	Information Technology	\$ 14,539.10
Stage Zero (wire)	COVID-19 Costs	Finance	\$ 12,395.00
Summit Construction & Development	AlphaLoop	Public Works	\$ 24,565.05
SunTrust (EFT)	Procurement Card Payment	Finance	\$ 82,396.85
SunTrust (EFT)	Payable Card Payment	Finance	\$ 57,222.82
Tech Alpharetta Inc	ATC Operational Funds	Development Authority	\$ 8,333.17
Tetra Tech Inc	Windward Parkway East/West Improvements	Public Works	\$ 17,490.00
The Cincinnati Life Insurance Company	Premium Payment	Finance	\$ 5,938.68
Tri Scapes Inc	Landscape Maintenance	Recreation, Parks & Cultural Svcs	\$ 26,989.82
Utility Asset Management Inc	Stormwater Pipe and Structure	Public Works	\$ 178,640.00
Verizon Wireless Services	Data Cards and Wireless Services	Information Technology	\$ 20,519.66
Vertical Earth	SR400 and Windward Parkway	Public Works	\$ 561,130.11
Wilburn Engineering LLC	Traffic Signal System Maintenance	Public Works	\$ 11,485.00
Windward Community Services Association Inc	Stormwater Studies	Public Works	\$ 5,746.98



OTHER REPORTS

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



CITY OF ALPHARETTA
 Financial Management Reports
Listing of PO's between \$5,000.01 and \$50,000.00
 for the month ended June 30, 2020

Purchase Order #	Vendor	Department	Purchase Order Amt.	Description
20000681	Ed Castro Landscape Inc	Rec., Parks & Cultural Svcs	\$ 5,841.00	Village Green sod repairs
20000682	Comfort by Design	Public Works	\$ 9,633.40	HVAC replacement at Community Center
20000684	OpenGov, Inc	Finance	\$ 12,000.00	OpenGov annual subscription
20000685	Five Oaks Fence Company Inc	Rec., Parks & Cultural Svcs	\$ 21,420.00	Fence replacement around the front open field at Alpharetta Elementary School
20000686	Analytical Environmental Services	Public Works	\$ 5,084.00	Long term chemical monitoring on (2) stream locations
20000687	Yellobee Studio	Rec., Parks & Cultural Svcs	\$ 6,180.00	Graphic design services for school year recreation guide and promotional card
20000697	Crabapple Turf Management Inc	Rec., Parks & Cultural Svcs	\$ 6,498.00	Wills Park pavilion dry well
20000699	Clean Earth of Alabama Inc	Public Works	\$ 32,490.00	Household hazardous waste and paint community collection event on 09/26/2020
20000702	Lowe Engineers LLC	Public Works	\$ 15,000.00	Design build services for Haynes Bridge Rd widening
20000703	Andrews Technology HMS Inc	Finance	\$ 41,060.00	Time and attendance data collection system
20000709	Deere & Company	Rec., Parks & Cultural Svcs	\$ 8,340.37	(1) John Deere TS Gator
20000711	Downey Trees Inc	Rec., Parks & Cultural Svcs	\$ 49,500.00	Tree removal services on the Big Creek Greenway



OTHER REPORTS

Bid/RFP Status



CITY OF ALPHARETTA
Financial Management Reports
Bid/RFP Status
for the month ended June 30, 2020

Bid#	RFP#	Department	Description	Close Date	Number of Vendor Responses	Award Date	Awarded To	Award Amount	Note	Purchase Order Date	Purchase Order #
19-009		Public Works	Alpha Loop Gap - Thompson Street	1/24/2019	7	6/3/2019	Vertical Earth, Inc.	\$ 572,928.79		8/8/2019	20000166
	19-113 RFP	Public Safety	Traffic Preemption System for Emergency Response	4/18/2019	2	7/8/2019	Temple, Inc.	\$ 300,000.00		9/6/2019	20000249
	19-116 RFP	Rec/Parks	On-Call Equipment Rental for Events	5/9/2019	3	7/22/2019	Atlanta Tent Rentals				
	19-108 RFP	Public Works	Big Creek Greenway Extension	5/3/2019	2	12/16/2019	Integrated Construction and Nobility, Inc.	\$ 10,071,888.19	2	1/7/2020	20000467
19-012		General	Sale of City-Owned Real Property, Retail Condominium Unit	6/13/2019	4	7/22/2019	GCKR Realty, LLC	\$ 876,600.00	3		
20-001		Public Works	FY 2020 Milling, Resurfacing and Pavement Preservation	6/27/2019	4	7/15/2019	Allied Paving Contractors, Inc.	\$ 5,073,000.00		10/4/2019	20000309
	20-103 RFP	Public Safety	Speed Detection Camera System for School Zones	6/21/2019	3	8/19/2019	RedSpeed	\$ -	4		
20-003		Public Works	Fire Station Renovations: Kitchens and Bathrooms	7/11/2019	4	8/19/2019	Rick B. General Contractors	\$ 162,051.00		9/19/2019	20000280
	20-102 RFP	Rec/Parks	On-Call Tree Service for Parks	8/8/2019	4	9/9/2019	Downey Trees, Inc.		6		
	20-101 RFP	Public Works	On-Call Arboricultural Services for Public Works	8/8/2019	6	10/7/2019	F. A. Bartlett Tree Expert Company		6		
	20-1001 RFQ	Rec/Parks	Event Lighting and Seasonal Décor	8/8/2019	2		Shortlist to RFP 20-111				
	20-108 RFP	Finance	Public Sector Budget Software	8/16/2019	2	9/20/2019	Questica Inc.	\$ 59,195.00		9/23/2019	20000287
	20-106 RFP	Public Works	On-Call Pavement Markings	8/22/2019	3	10/21/2019	Blackjack Paving, Sealcoating & Striping, LLC				
	20-105 RFP	Public Safety	Upfitting & Equipment Maintenance for PS Vehicles	8/29/2019	3	9/23/2019	Dana Safety Supply and Prologic ITS				
	20-107 RFP	Com Dev	N.Pt. Area and Alpha Loop Trail Connectivity Feasibility Study	9/12/2019	7	11/11/2019	MKSK	\$ 150,000.00		1/8/2020	20000470
20-002		Admin	Record Storage and Shredding Services	9/12/2019	1	10/21/2019	GRM Information Management Services of Atlanta, LLC	\$ 22,500.00			
	20-110 RFP	Rec/Parks	Playground Design/Build at Windward Soccer Complex	9/19/2019	6	10/7/2019	Great Southern Recreation	\$ 98,506.27		10/28/2019	20000370
	20-109 RFP	Finance	City Banking Services	9/26/2019	8	12/9/2019	SunTrust				
	20-111 RFP	Rec/Parks	Event Lighting and Seasonal Décor	9/20/2019	2	10/21/2019	Universal Concepts	\$ 95,000.00		11/18/2019	20000408
	20-112 RFP	Admin	Economic Development Strategic Plan	10/10/2019	4	12/9/2019	RKG Associates, Inc.	\$ 81,390.00		12/20/2019	20000458
20-004		Public Works	FY 2020 Sidewalk Repair / Replacement	10/24/2019	5	11/18/2019	DAF Concrete, Inc.	\$ 450,850.00		12/4/2019	20000436
20-005		Public Works	Morrison Parkway Sidewalk Improvements	10/24/2019	7	11/11/2019	A1 Contracting, LLC	\$ 1,005,000.00		12/5/2019	20000438
20-006		Com Dev	Office Buildout for Code Enforcement at City Hall	10/25/2019	4	11/11/2019	Rick B. General Contractors, LLC	\$ 57,000.00		12/13/2019	20000445
20-008		Public Works	Canton St. Pedestrian Improvements	12/12/2019	8	2/3/2020	DAF Concrete, Inc.	\$ 162,930.00		2/26/2020	20000558



CITY OF ALPHARETTA
 Financial Management Reports
Bid/RFP Status
 for the month ended June 30, 2020

Bid#	RFP#	Department	Description	Close Date	Number of Vendor Responses	Award Date	Awarded To	Award Amount	Note	Purchase Order Date	Purchase Order #
20-009		Public Works	Alpha Loop Phase A, Section 1	12/12/2019	5	1/21/2020	Summit Construction & Development, LLC	\$ 333,507.75		3/10/2020	20000580
20-010		Public Safety	Fire Hazmat Trailer	12/19/2019	1	2/3/2020	RPM Trailer Sales	\$ 159,987.50		3/12/2020	20000586
	20-115 RFP	Finance	Time and Attendance Record Keeping	12/19/2019	8	6/1/2020	Andrews Technology	\$ 41,060.00	11	6/15/2020	20000703
	20-119 RFP	Municipal Court	ePayment Provider Services	1/23/2020	7						
	20-118 RFP	Public Works	On-Call Pipe Cleaning	2/6/2020	6	3/23/2020	Southern Hydro Vac, Inc.		8		
	20-120 RFP	Public Works	MS4 Stormwater Inventory Inspections	2/20/2020	8	3/23/2020	Sustainable Water Planning & Engineering		9		
	20-114 RFP	Rec/Parks	Stage, Sound, Lighting and Production Services	2/20/2020	3						
	20-116 RFP	Finance	Financial Auditing Services	2/27/2020	1	5/4/2020	Mauldin & Jenkins LLC	\$ 49,500.00	10		
20-014		Rec/Parks	Big Creek Greenway Pedestrian Bridge Erosion Control	3/12/2020	4	6/1/2020	Tri Scapes, Inc.	\$ 97,748.35			
20-015		Public Works	SR 9 at Marietta St. Midblock Crossing	4/9/2020	5	5/4/2020	Chattahoochee Group, Inc.	\$ 191,983.87			
	20-121 RFP	Rec/Parks	On-Call Electrical Services for Parks	4/16/2020	4	6/1/2020	Meer Electric, Inc		6		
20-016		Public Works	Windward Parkway TSPLOST Improvements	5/14/2020	10	6/15/2020	Sol Construction, LLC	\$ 2,134,834.40			
	20-122 RFP	Finance	Pension Investment Advisor	7/16/2020							

Notes:

- 1 Update: All easements/ROWs received, however 9-9-19 - Contract cancelled for convenience. Project to be re-bid with expanded scope. New ITB 20-005 to issue 9-26-19.: Waiting for construction easements
- 2 Shortlisted from RFQ 19-1003. Award waiting on funding/budgeting
- 3 Purchase and Sale agreement executed. Closing completed Nov. 8, 2019
- 4 Implementation, installation, operation at no cost to the City. 100% violator funded.
- 5 Cancelled
- 6 On-Call Contract - Indefinite Delivery / Indefinite Quantity
- 7 No bids received - procurement cancelled
- 8 Award for \$75,000 per year for the 5-year contract
- 9 Award for \$116,410 for FY2021, for the 5-year contract
- 10 Award for FY2020=\$49,500. Total value of 5-year contract = \$254,000.
- 11 Award \$41,060 one time/implementation. FY2021-FY2025 \$40,570 annually.



OTHER REPORTS

GAAP Financial Statements

**City of Alpharetta
Balance Sheet
Governmental Funds
June 30, 2020**

	Major Governmental Funds					Non-Major Governmental Funds	Total Governmental Funds
	General Fund	Capital Project Fund	Capital Grant Fund	Construction Bond Fund	T-SPLOST Capital Fund		
ASSETS							
Cash / Cash Equivalents / Investments	\$ 31,050,951	\$ 7,047,927	\$ -	\$ 23,556,098	\$ 27,919,383	\$ 9,639,842	\$ 99,214,201
Receivables (net of allowance for uncollectibles)							
Taxes Receivable							
Property Taxes	359,024	-	-	-	-	77,073	436,097
Other Taxes	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-
Accounts	55,334	37,810	-	-	-	78,060	171,204
Due from Other Funds	-	-	-	-	-	-	-
Prepaid Items	-	-	-	-	-	-	-
Intergovernmental Receivable	17,534	169,070	1,013,113	-	-	13,274	1,212,991
Cash - Restricted	-	443,657	-	-	-	-	443,657
Total Assets	31,482,842	7,698,464	1,013,113	23,556,098	27,919,383	9,808,249	101,478,150
LIABILITIES AND FUND BALANCES							
Liabilities							
Current							
Accounts Payable	2,487,816	1,037,155	526,621	1,062,519	79,065	123,235	5,316,411
Retainage Payable	-	800,002	65,666	1,121,703	205,222	36,699	2,229,291
Intergovernmental Payable	-	-	-	-	-	-	-
Arbitrage Payable	-	-	-	-	-	-	-
Accounts payable/AR Suspense acct	-	-	-	-	-	-	-
Claims Payable	-	-	-	-	-	-	-
Payroll Payable	177,869	-	-	-	-	14,054	191,923
Due to Other Funds	-	-	-	-	-	-	-
Deferred Revenue	427,665	318,404	1,013,113	-	-	155,116	1,914,299
Unearned Revenue	-	-	-	-	-	-	-
Teen Driving/Donation	-	-	-	-	-	-	-
T.A.D Payment to County	-	-	-	-	-	-	-
Compensated Absences	-	-	-	-	-	-	-
Non-Current							
Unclaimed Property	-	-	-	-	-	-	-
Claims Payable	-	-	-	-	-	-	-
Total Liabilities	3,093,350	2,155,561	1,605,400	2,184,221	284,287	329,104	9,651,924
Fund Balances:							
Restricted for:							
Capital Projects	-	332,133	(592,287)	21,371,877	27,635,096	3,298,628	52,045,447
Law Enforcement	-	-	-	-	-	274,401	274,401
Emergency Telephone Activities	-	-	-	-	-	1,627,462	1,627,462
Grant Projects	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	598,344	598,344
Promotion of Tourism	-	-	-	-	-	1,915,853	1,915,853
Assigned for:							
Grant Projects	-	-	-	-	-	247,743	247,743
Capital Projects	-	5,210,770	-	-	-	-	5,210,770
2021 Fiscal year Expenditures	5,289,252	-	-	-	-	-	5,289,252
Unassigned	23,100,241	-	-	-	-	1,516,713	24,616,954
Total Fund Balances	28,389,493	5,542,903	(592,287)	21,371,877	27,635,096	9,479,145	91,826,226
Total Liabilities and Fund Balances	\$ 31,482,842	\$ 7,698,464	\$ 1,013,113	\$ 23,556,098	\$ 27,919,383	\$ 9,808,249	\$ 101,478,150

City of Alpharetta
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Period Ended June 30, 2020

	Major Governmental Funds					Non-Major Governmental Funds	Total Governmental Funds
	General Fund	Capital Project Fund	Capital Grant Fund	S2016 Const Bond Fund	T-SPLOST Capital Fund		
REVENUES							
Taxes:							
Property Tax	\$ 25,169,653	\$ -	\$ -	\$ -	\$ -	\$ 6,389,611	\$ 31,559,263
Local Option Sales Tax	14,739,960	-	-	-	-	5,643,637	20,383,597
Transportation Special Purpose Local Option S	-	-	-	-	9,963,757	-	9,963,757
Other Taxes	17,141,281	-	-	-	-	3,555,869	20,697,150
Licenses and permits	2,577,406	-	-	-	-	866,093	3,443,498
Intergovernmental	384,199	781,687	1,750,419	-	-	229,643	3,145,948
Charges for services	4,369,797	-	-	-	-	44,114	4,413,910
Impact Fees	-	-	-	-	-	28,735	28,735
Fines/Forfeitures	1,719,261	-	-	-	-	220,775	1,940,037
Investment earnings	701,629	254,272	6,063	482,144	345,331	23,383,109	25,172,547
Contributions and Donations	-	230,640	-	-	-	-	230,640
Misc Revenue	-	863,600	-	152	-	-	863,752
Other	176,512	79,289	-	39,698	-	-	295,499
Total revenues	66,979,697	2,209,488	1,756,482	521,994	10,309,088	40,361,584	122,138,332
EXPENDITURES							
Current:							
Unallocated	-	-	-	-	-	2,796,455	2,796,455
General government	9,101,273	351,176	-	-	-	30,428,410	39,880,860
Public safety	27,886,673	1,731,631	309,500	-	-	4,219,015	34,146,819
Public works	8,144,969	10,827,667	2,233,683	8,046,632	3,699,843	2,620,254	35,573,048
Economic and community development	3,272,994	226,079	80,986	-	-	16,476	3,596,536
Alpharetta Business Community	-	146,053	-	-	-	-	146,053
Culture and recreation	9,136,201	1,219,421	-	4,333,643	-	606,785	15,296,050
Debt service:							
Principal	190,000	-	-	-	-	200,000	390,000
Interest	101,190	-	-	-	-	775,963	877,153
Other Costs	731,388	-	-	-	-	-	731,388
Bond issuance costs	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-
Total expenditures	58,564,687	14,502,028	2,624,170	12,380,276	3,699,843	41,663,357	133,434,360
Excess (deficiency) of revenues over (under) expenditures	8,415,009	(12,292,540)	(867,688)	(11,858,282)	6,609,245	(1,301,773)	(11,296,028)
OTHER FINANCING SOURCES (USES)							
Transfers in	2,396,104	7,766,268	-	-	-	-	10,162,372
Transfers out	(10,316,268)	-	-	-	-	153,896	(10,162,372)
Loan Proceeds	-	-	-	-	-	-	-
Capital Leases	-	-	-	-	-	-	-
Sale of capital assets	29,008	-	-	-	-	-	29,008
Sale of non-capital assets	4,272	-	-	-	-	-	4,272
Land Sale	35,100	-	-	-	-	-	35,100
Insurance Proceeds	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-
Total other financing sources and (uses)	(7,851,784)	7,766,268	-	-	-	153,896	68,380
Net change in fund balances	563,226	(4,526,272)	(867,688)	(11,858,282)	6,609,245	(1,147,877)	(11,227,648)
Fund balances - beginning	27,826,267	10,069,174	275,401	33,230,159	21,025,851	10,627,021	103,053,873
Fund balances - ending	\$ 28,389,493	\$ 5,542,903	\$ (592,287)	\$ 21,371,877	\$ 27,635,096	\$ 9,479,145	\$ 91,826,226

City of Alpharetta
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES			
Taxes:			
Property Tax	\$ 23,872,000	\$ 25,169,653	\$ 1,297,653
Local Option Sales Tax	16,450,000	14,739,960	(1,710,040)
Other Taxes	16,820,214	17,141,281	321,067
Licenses and Permits	2,318,250	2,577,406	259,156
Intergovernmental	60,000	384,199	324,199
Charges for Service	4,986,202	4,369,797	(616,405)
Fines/Forfeitures	1,687,500	1,719,261	31,761
Investment Earnings	200,000	701,629	501,629
Contributions and Donations	-	-	-
Other	159,240	176,512	17,272
Total revenues	<u>66,553,406</u>	<u>66,979,697</u>	<u>426,291</u>
EXPENDITURES			
Current:			
General government			
City Administration	2,029,672	1,630,410	399,262
Finance	3,609,190	3,313,055	296,135
Human Resources	643,973	540,320	103,653
Legal	750,000	489,346	260,654
Mayor and Council	382,496	365,950	16,546
Municipal Court	1,119,715	864,680	255,035
Information Technology	2,119,345	1,952,650	166,695
Non-Departmental	667,500	667,500	-
Contingency/OP Onitiative Reserve	717,500	63,888	653,613
Total general government	<u>12,039,391</u>	<u>9,887,799</u>	<u>2,151,592</u>
Public Safety	30,074,241	28,041,804	2,032,437
Public works	8,956,657	8,210,090	746,567
Economic and community development	3,465,510	3,279,577	185,933
Culture and recreation	10,372,634	9,200,580	1,172,054
Debt Service			
Principal	190,000	190,000	-
Interest	101,190	101,190	-
Total expenditures	<u>65,199,623</u>	<u>58,911,039</u>	<u>6,288,584</u>
Excess (Deficiency) of revenues over expenditures	<u>1,353,783</u>	<u>8,068,658</u>	<u>6,714,875</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	3,300,000	2,396,104	(903,896)
Transfers out	(12,316,268)	(10,316,268)	2,000,000
Capital leases	-	-	-
Land Sale	-	35,100	35,100
Sale of capital assets	80,913	29,008	(51,905)
Sale of non-capital assets	44,554	4,272	(40,282)
Total other financing sources and uses	<u>(8,890,801)</u>	<u>(7,851,784)</u>	<u>1,039,017</u>
Net change in fund balances	<u>(7,537,018)</u>	<u>216,874</u>	<u>7,753,892</u>
Fund balances - beginning		27,826,267	
Fund balances - ending		<u>\$ 28,043,141</u>	
Adjustments to GAAP basis:			
Encumbrances		346,351	
Misc adj		-	
Fund balances-ending		<u>\$ 28,389,493</u>	

City of Alpharetta
Capital Project Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES			
Intergovernmental	\$ 10,735,267	\$ 781,687	\$ (9,953,580)
Contributions & Donations	1,546,778	230,640	(1,316,138)
Investment earnings	146,126	254,272	108,146
Land/Building Sale	863,600	863,600	-
Other	656,739	79,289	(577,450)
Total revenues	<u>13,948,510</u>	<u>2,209,488</u>	<u>(11,739,022)</u>
EXPENDITURES			
Capital Outlay			
General Government:			
City Administration	126,128	88,890	37,238
Finance	30,684	20,683	10,001
Information Technology	1,217,545	635,370	582,175
Contingency	4,263,589	-	4,263,589
Total general government	<u>5,637,946</u>	<u>744,943</u>	<u>4,893,003</u>
Public Safety	2,820,762	2,308,855	511,907
Engineering & Public Works	22,533,812	20,957,452	1,576,360
Alpharetta Business Community	308,606	308,606	-
Economic and community development	492,853	329,019	163,834
Culture and recreation	2,189,973	1,700,785	489,188
Total Capital Outlay	<u>33,983,952</u>	<u>26,349,659</u>	<u>7,634,293</u>
Excess (Deficiency) revenue over expenditures	<u>(20,035,442)</u>	<u>(24,140,171)</u>	<u>(4,104,729)</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	9,766,268	7,766,268	(2,000,000)
Capital leases	200,000	-	(200,000)
Budgeted Fund Balance	-	-	-
Total other financing sources and uses	<u>9,966,268</u>	<u>7,766,268</u>	<u>(2,200,000)</u>
Net change in fund balances	<u>(10,069,174)</u>	<u>(16,373,903)</u>	<u>(6,304,729)</u>
Fund balances - beginning		10,069,174	
Fund balances - ending		<u>\$ (6,304,729)</u>	
Adjustments to GAAP basis:			
Encumbrances		11,847,631	
Misc adj-			
Fund balances-ending		<u>\$ 5,542,903</u>	

City of Alpharetta
Capital Grant Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
Revenues:			
Intergovernmental	\$ 4,695,168	\$ 1,750,419	\$ (2,944,749)
Contributions & Donations	-	-	-
Interest Earnings	-	6,063	6,063
Total	<u>4,695,168</u>	<u>1,756,482</u>	<u>(2,938,686)</u>
Expenditures:			
Public Safety	311,000	309,500	1,500
General Government	399,509	-	399,509
Community Development	164,761	164,736	25
Public Works	4,098,298	4,098,297	1
Recreation & Parks	-	-	-
Non-Departmental	-	-	-
Total	<u>4,973,568</u>	<u>4,572,533</u>	<u>401,035</u>
Excess (Deficiency) revenue over expenditures	<u>(278,400)</u>	<u>(2,816,051)</u>	<u>(2,537,651)</u>
Other Financing Sources & Uses:			
Transfers in	-	-	-
Budgeted Fund Balance	-	-	-
Subtotal:	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	<u>(278,400)</u>	<u>(2,816,051)</u>	<u>(2,537,651)</u>
Fund balance - beginning		<u>275,401</u>	
Fund balance - ending		<u>\$ (2,540,651)</u>	
Adjustments to GAAP basis:			
Misc adj			
Encumbrances		1,948,363	
Fund balances - ending		<u>\$ (592,287)</u>	

City of Alpharetta
Bond Construction Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES			
Bond Proceeds	\$ -	\$ -	\$ -
Premium on Bond Proceeds	-	-	-
Land/Building Sale	-	39,698	39,698
Misc Revenue	-	152	152
Investment Earnings	350,000	482,144	132,144
Total revenues	350,000	521,994	171,994
EXPENDITURES			
General Government:			
Cost of Bond Issuance	-	-	-
Public Works	22,638,587	19,223,437	3,415,150
Recreation & Parks	11,049,571	11,047,058	2,513
Total general government	33,688,158	30,270,495	3,417,663
City Administration			
Public Safety	-	-	-
Excess (Deficiency) of Revenues Over expenditures	(33,338,158)	(29,748,501)	3,589,657
OTHER FINANCING SOURCES			
General Obligation Bond Proceeds	-	-	-
Operating Transfers Out			
Total other financing sources (uses)	-	-	-
Net change in fund balances	(33,338,158)	(29,748,501)	3,589,657
 Fund balances - beginning		33,230,159	
 Fund balances - ending		\$ 3,481,658	
Adjustments to GAAP basis:			
Encumbrances		\$ 17,890,219	
 Fund balances-ending		\$ 21,371,877	



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City of Alpharetta
TSPLOST Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES			
Transportation Special Purpose Local Option Sales Tax	\$ 11,400,000	\$ 9,963,757	\$ (1,436,243)
Investment Earnings	-	345,331	345,331
Total revenues	11,400,000	10,309,088	(1,090,912)
EXPENDITURES			
General Government:			
Cost of Bond Issuance			-
Public Works	31,425,851	7,182,020	24,243,831
Recreation & Parks	1,000,000	1,000,000	-
Total general government	32,425,851	8,182,020	24,243,831
City Administration			-
Public Safety	-	-	-
Excess (Deficiency) of Revenues Over expenditures	(21,025,851)	2,127,068	23,152,919
OTHER FINANCING SOURCES			
General Obligation Bond Proceeds			-
Operating Transfers Out			-
Total other financing sources (uses)	-	-	-
Net change in fund balances	(21,025,851)	2,127,068	23,152,919
Fund balances - beginning		21,025,851	
Fund balances - ending		\$ 23,152,919	
Adjustments to GAAP basis:			
Encumbrances		4,482,177	
Fund balances-ending		\$ 27,635,096	

City of Alpharetta
Internal Service Fund - Medical Insurance
Statement of Net Position
June 30, 2020

ASSETS

Current Assets:	
Cash and Cash Equivalents & Investments	\$ 918,341
Accounts Receivables (net of allowance for uncollectibles)	-
Total Current Assets	<u>918,341</u>
Noncurrent Assets:	
Restricted Cash, Cash Equivalents, and Investments	-
Total Restricted Assets	<u>-</u>
Total Noncurrent Assets	<u>-</u>
Total Assets	<u>918,341</u>

LIABILITIES

Current Liabilities:	
Accounts Payable	\$ -
Claims Payables	840,759
Accrued Interest Payable	-
Due to Other Funds	-
Total Current Liabilities	-
Current Liabilities Payable from Restricted Assets:	-
Total Current Liabilities Payable from Restricted Assets	<u>840,759</u>
Noncurrent Liabilities:	
Other Non-Current Liabilities	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>840,759</u>

NET ASSETS

Invested in Capital Assets, net of related debt	-
Reserved for Debt Service	-
Reserved for Encumbrances	-
Unreserved	-
Total Net Assets	<u>77,583</u>
Total Liabilities & Net Assets	<u>\$ 918,341</u>

City of Alpharetta
Internal Service Fund - Medical Insurance
Statement of Revenues, Expenses, and Changes in Net position - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES			
Investment Earnings	\$ -	\$ -	\$ -
Employer Medical Contribution	6,972,100	7,024,367	52,267
Employee Medical Contribution	714,809	616,248	(98,561)
Interest	-	875	875
Total revenues	7,686,909	7,641,489	(45,420)
EXPENDITURES			
Medical Premiums	1,750,000	1,603,111	146,889
Medical Claims	5,891,909	5,697,283	194,626
Contingency	(218,513)	-	(218,513)
Total expenditures	7,423,396	7,300,394	123,002
Excess (Deficiency) of Revenues Over expenditures	263,513	341,095	77,582
OTHER FINANCING SOURCES			
Asset Disposition		-	
Operating Transfers In	-	-	-
Operating Transfers Out			-
Total other financing sources (uses)	-	-	-
Net change in fund balances	263,513	341,095	77,582
Fund balances - beginning		(263,512)	
Fund balances - ending		\$ 77,583	
Adjustments to GAAP basis:			
Encumbrances		-	
Misc adj			
Fund balances-ending		\$ 77,583	

City of Alpharetta
Enterprise Fund -Solid Waste
Statement of Net Position
June 30, 2020

	<u>Solid Waste</u>
ASSETS	
Current Assets:	
Cash and Cash Equivalents & Investments	\$ 2,476,621
Inventories, at cost	-
Accounts Receivables (net of allowance for uncollectibles)	214,906
Prepaid Insurance Expenses	-
Total Current Assets	<u>2,691,527</u>
Noncurrent Assets:	
Restricted Cash, Cash Equivalents, and Investments	-
Total Restricted Assets	<u>-</u>
Other	-
Capital Assets	
Buildings and System	-
Machinery and Equipment	-
Less Accumulated Depreciation	-
Total Capital Assets (net of accumulated depreciation)	<u>-</u>
Total Noncurrent Assets	<u>-</u>
Total Assets	<u>2,691,527</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	-
Accounts Payable/ Customer Credit Balances	-
Accounts Payable/ Customer Pre-Paid Service	-
Accounts Payable/ A/R Module Suspense Acct	18,127
Payroll Liabilities	159
Accrued Salaries	-
Accrued Interest Payable	-
Compensated Absences Payable	1,426
Notes Payable - Revenue Bonds	-
Due to Other Funds	-
Total Current Liabilities	<u>19,712</u>
Current Liabilities Payable from Restricted Assets:	
Revenue Bonds Payable	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
Customer Deposits	-
Compensated Absences less Current Portion	-
Revenue Bonds Payable	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>19,712</u>
NET ASSETS	
Invested in Capital Assets, net of related debt	-
Reserved for Debt Service	-
Reserved for Encumbrances	-
Unreserved	2,671,815
Total Net Assets	<u>2,671,815</u>
Total Liabilities & Net Assets	<u>\$ 2,691,527</u>

City of Alpharetta
Enterprise Fund - Solid Waste
Statement of Revenues, Expenses, and Changes in Net Position
For the Period Ended June 30, 2020

Operating revenues:	
Charges for sales and services:	
Refuse Collection charges	\$ 5,396,844
Misc Revenue	
Total operating revenues	<u>5,396,844</u>
Operating expenses:	
Administration	4,363,082
Non-departmental	-
Total operating expenses	<u>4,363,082</u>
Operating Gain (loss)	1,033,762
Non-operating revenues (expenses):	
Investment earnings	<u>52,629</u>
Total non-operating revenue (expenses)	<u>52,629</u>
Income (loss) before transfers	1,086,391
Transfers In	-
Transfers Out	<u>-</u>
Change In Net Assets	1,086,391
Total net assets-beginning	<u>1,206,593</u>
Total net assets-ending (net of encumbrances)	<u>2,292,984</u>
Adjustments to GAAP basis:	
Encumbrances	378,831
Misc adj-Encumbrances Resv/Prior Year	
Total net assets-ending	<u>\$ 2,671,815</u>

City of Alpharetta
Internal Service Fund - Risk Management
Statement of Net Position
June 30, 2020

ASSETS

Current Assets:	
Cash and Cash Equivalents & Investments	\$ 2,001,825
Accounts Receivables (net of allowance for uncollectibles)	-
Total Current Assets	<u>2,001,825</u>
Noncurrent Assets:	
Restricted Cash, Cash Equivalents, and Investments	-
Total Restricted Assets	<u>-</u>
Total Noncurrent Assets	<u>-</u>
Total Assets	<u>2,001,825</u>

LIABILITIES

Current Liabilities:	
Accounts Payable	-
Claims Payables	338,856
Accrued Interest Payable	-
Due to Other Funds	-
Total Current Liabilities	<u>338,856</u>
Current Liabilities Payable from Restricted Assets:	
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
Other Non-Current Liabilities	392,881
Total Noncurrent Liabilities	<u>392,881</u>
Total Liabilities	<u>731,737</u>

NET ASSETS

Invested in Capital Assets, net of related debt	-
Reserved for Debt Service	-
Reserved for Encumbrances	-
Unreserved	1,270,088
Total Net Assets	<u>1,270,088</u>

Total Liabilities & Net Assets	<u>\$ 2,001,825</u>
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City of Alpharetta
Internal Service Fund - Risk Management
Statement of Revenues, Expenses, and Changes in Net position - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES			
Investment Earnings	\$ 7,500	\$ 31,874	\$ 24,374
Charges for Service	1,499,800	1,499,800	-
Discounts	-	-	-
Insurance Proceeds	-	52,528	52,528
Total revenues	<u>1,507,300</u>	<u>1,584,201</u>	<u>76,901</u>
EXPENDITURES			
Workers Compensation Admin	-	-	-
Professional Fees	135,300	106,003	29,297
Auto Liability	170,000	165,625	4,375
Property & Equipment Liability	95,000	105,652	(10,652)
Fine Art Liability	3,500	3,201	299
General Liability	60,000	55,354	4,646
Law Enforcement Liability	92,500	86,313	6,187
Public Entity Liability	65,000	73,360	(8,360)
Workers Comp Excess Liability	107,000	100,398	6,602
Employee Benefits Liability	-	-	-
Criminal Liability	4,000	3,386	614
Cyber Liability	7,000	30,202	(23,202)
Umbrella Liability	56,000	54,246	1,754
Medical Services	15,000	319	14,681
Claims/Judgements	-	6,246	(6,246)
Claims/Vehicle	54,940	155,561	(100,621)
Claims/Property/Equip	45,000	7,615	37,385
Claims/General Liability	28,000	12,460	15,540
Claims/Workers Comp	590,000	205,120	384,880
Contingency	750,061	-	750,061
Total expenditures	<u>2,278,301</u>	<u>1,171,060</u>	<u>1,107,241</u>
Excess (Deficiency) of Revenues Over expenditures	<u>(771,001)</u>	<u>413,142</u>	<u>1,184,143</u>
OTHER FINANCING SOURCES			
Asset Disposition	-	-	-
Operating Transfers In	-	-	-
Operating Transfers Out	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	<u>(771,001)</u>	<u>413,142</u>	<u>1,184,143</u>

Fund balances - beginning

771,002

Fund balances - ending

\$ 771,002

Adjustments to GAAP basis:

Encumbrances

85,944

Misc adj

413,142

Fund balances-ending

\$ 1,270,088

City of Alpharetta
Statement of Net Position
OPEB Health Fund
June 30, 2020

	OPEB Plan
ASSETS	
Current Assets:	
Cash and Cash Equivalents	\$ (49,497)
Investments	1,478,230
Accrued Income	3,765
Accounts Receivables (net of allowance for uncollectibles)	3,609
Total Assets	<u>1,436,108</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	12,108
	-
Due to Other Funds	-
Total Current Liabilities	<u>12,108</u>
Current Liabilities Payable from Restricted Assets:	
	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>12,108</u>
NET ASSETS	
Net Assets held in trust for pension benefits	<u>1,424,000</u>
Total Net Assets	<u>1,424,000</u>
Total Liabilities & Net Assets	<u><u>\$ 1,436,108</u></u>

City of Alpharetta
Statement of Changes in Fiduciary Net Position
OPEB Health Fund
For the Period Ended June 30, 2020

	<u>Actual Amounts</u>
Additions:	
Employer Contribution	\$ 68,015
Employee Contribution	-
Total Contribution	<u>68,015</u>
Investment Income	(45,418)
Net appreciation in FMV	40,976
Accrued Interest & Dividends	3,765
Interest and Dividends	<u>30,662</u>
Total Investment Income	<u>29,985</u>
Total Additions (Deductions)	<u>98,000</u>
Deductions:	
Benefits payments	-
Professional Fees	-
Manager Fees	298
Consulting Fees	-
Agent Custody Fees-ADR	<u>7,778</u>
Total deductions	<u>8,076</u>
Net Increase (Decrease)	<u>89,924</u>
OTHER FINANCING SOURCES (USES)	
Transfers in/out	-
Net Assets held in trust for OPEB benefits	
Beginning of year	1,334,076
Total net assets	<u>\$ 1,424,000</u>

City of Alpharetta
Statement of Net Position
OPEB Reimbursement Fund
June 30, 2020

	OPEB Plan
ASSETS	
Current Assets:	
Cash and Cash Equivalents	(249)
Investments	2,703,378
Accrued Income	6,892
Accounts Receivables (net of allowance for uncollectibles)	-
Total Assets	<u>2,710,022</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	-
	-
Due to Other Funds	6,490
Total Current Liabilities	<u>6,490</u>
Current Liabilities Payable from Restricted Assets:	
	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>6,490</u>
NET ASSETS	
Net Assets held in trust for OPEB benefits	<u>2,703,532</u>
Total Net Assets	<u>2,703,532</u>
Total Liabilities & Net Assets	<u><u>\$ 2,710,022</u></u>

City of Alpharetta
Statement of Changes in Fiduciary Net Position
OPEB Reimbursement Fund
For the Period Ended June 30, 2020

	<u>Actual Amounts</u>
Additions:	
Employer Contribution	\$ 575,000
Employee Contribution	
Total Contribution	<u>575,000</u>
Investment Income	(64,250)
Net appreciation in FMV	55,963
Accrued Interest & Dividends	6,892
Interest and Dividends	<u>55,043</u>
Total Investment Income	<u>53,648</u>
Total Additions (Deductions)	<u><u>628,648</u></u>
Deductions:	
Benefits payments	-
Professional Fees	14,423
Manager Fees	541
Consulting Fees	-
Agent Custody Fees-ADR	<u>-</u>
Total deductions	<u>14,964</u>
Net Increase (Decrease)	<u><u>613,684</u></u>
OTHER FINANCING SOURCES (USES)	
Transfers in	-
Net Assets held in trust for OPEB benefits	
Beginning of year	2,089,848
Total net assets	<u><u>\$ 2,703,532</u></u>

City of Alpharetta
Statement of Net Position
Pension Trust Fund
June 30, 2020

	<u>Pension Trust Fund</u>
ASSETS	
Current Assets:	
Cash and Cash Equivalents	\$ 4,299
Investments	74,938,639
Accrued Income	449,339
Accounts Receivables (net of allowance for uncollectibles)	-
Total Assets	<u>75,392,278</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	165,321
Accrued Income	
Due to Other Funds	-
Total Current Liabilities	<u>165,321</u>
Current Liabilities Payable from Restricted Assets:	
	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>165,321</u>
NET ASSETS	
Net Assets held in trust for pension benefits	<u>75,226,956</u>
Total Net Assets	<u>75,226,956</u>
Total Liabilities & Net Assets	<u>\$ 75,392,278</u>

City of Alpharetta
Statement of Changes in Fiduciary Net Position
Pension Trust Fund
For the Period Ended June 30, 2020

	<u>Actual Amounts</u>
Additions:	
Employer Contribution	\$ 2,775,000
Employee Contribution	312,296
Total Contribution	<u>3,087,296</u>
Investment Gain/Losses	3,407,089
Net appreciation in FMV	(3,944,444)
Interest	1,527,758
Accrued Interest & Dividends	210,763
Other Receipts	-
Total Investment Income	<u>1,201,166</u>
Total Additions (Deductions)	<u>4,288,462</u>
Deductions:	
Benefits payments	2,853,765
Custodial Fees	
Administrative Fees	500,694
Legal Fees	
Manager Fees	16,138
Consulting Fees	
Agent Custody Fees-ADR	-
Total deductions	<u>3,370,597</u>
Net Increase (Decrease)	<u>917,865</u>
Net Assets held in trust for pension benefits	
Beginning of year	74,309,092
Total net assets	<u>\$ 75,226,956</u>

City of Alpharetta
Combining Balance Sheet
Non-Major Governmental Funds
June 30, 2020

	Special Revenue								Total Non-major
	Hotel Motel	Impact Fee	Confiscated Assets	State Confiscated Assets	Grant Operating	E911	Debt Service Fund	Stormwater Capital Fund	Governmental Funds
ASSETS									
Cash / Cash Equivalents / Investments	\$ 1,915,853	\$ 3,342,227	\$ 226,067	\$ 48,942	\$ 247,743	\$ 1,643,929	\$ 599,361	\$ 1,615,721	\$ 9,639,842
Taxes Receivable	-	-	-	-	-	-	-	-	-
Pre-Paid Expenditures	-	-	-	-	-	-	-	-	-
Accounts Receivable	78,060	-	-	-	-	-	-	-	78,060
Property Taxes	-	-	-	-	-	-	77,073	-	77,073
Intergovernmental Receivable	-	-	-	-	13,274	-	-	-	13,274
Due From Other Funds									
Restricted	-	-	-	-	-	-	-	-	-
Total Assets	1,993,913	3,342,227	226,067	48,942	261,017	1,643,929	676,434	1,615,721	9,808,249
LIABILITIES									
Accounts Payable	-	6,900	-	-	13,274	3,020	1,034	99,008	123,235
Retainage Payable	-	36,699	-	-	-	-	-	-	36,699
Intergovernmental Payable									
Arbitrage Payable	-	-	-	-	-	-	-	-	-
Accounts payable/AR Suspense acct	-	-	-	-	-	-	-	-	-
Compensated Absences	-	-	-	-	-	-	-	-	-
Payroll Liabilities	-	-	608	-	-	13,447	-	-	14,054
Due to Other Fund	-	-	-	-	-	-	-	-	-
Deferred Revenue	78,060	-	-	-	-	-	77,056	-	155,116
Unearned Revenue	-	-	-	-	-	-	-	-	-
Total Liabilities	78,060	43,599	608	-	13,274	16,467	78,089	99,008	329,104
FUND BALANCES									
Restricted:									
Capital Projects	-	3,298,628	-	-	-	-	-	-	3,298,628
Law Enforcement	-	-	225,459	48,942	-	-	-	-	274,401
Promotion of Tourism	1,915,853	-	-	-	-	-	-	-	1,915,853
Emergency Telephone Activities	-	-	-	-	-	1,627,462	-	-	1,627,462
Debt Service	-	-	-	-	-	-	598,344	-	598,344
Assigned for: Grant Projects	-	-	-	-	-	-	-	-	-
Grant Projects	-	-	-	-	247,743	-	-	-	247,743
Unassigned:	-	-	-	-	-	-	-	1,516,713	1,516,713
Total Fund Balances	1,915,853	3,298,628	225,459	48,942	247,743	1,627,462	598,344	1,516,713	9,479,145
Total Liabilities and Fund Balances	\$ 1,993,913	\$ 3,342,227	\$ 226,067	\$ 48,942	\$ 261,017	\$ 1,643,929	\$ 676,434	\$ 1,615,721	\$ 9,808,249

City of Alpharetta
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Non-major Governmental Funds
For the Period Ended June 30, 2020

	Special Revenue								Total Non-major
	Hotel Motel	Impact Fee	Confiscated Assets	State Confiscated Assets	Grant Operations	E911 Fund	Debt Service Fund	Stormwater Service Fund	Governmental Funds
REVENUES:									
Hotel Motel Tax	\$ 6,389,611	\$ -	\$ -		\$ -		\$ -	\$ -	\$ 6,389,611
Property tax	-	-	-		-	-	5,643,637	-	5,643,637
Charges for Service	-	-	-		-	3,555,869	-	-	3,555,869
Impact Fees	-	866,093	-		-	-	-	-	866,093
Forfeiture Income	-	-	157,910	71,733	-	-	-	-	229,643
Intergovernmental	-	-	-		44,114	-	-	-	44,114
Contributions & Donations	-	-	-		28,735	-	-	-	28,735
Investment Earnings	-	74,870	1,623		3,338	23,154	81,590	36,200	220,775
Other	-	-	-		102,000	-	23,276,675	4,434	23,383,109
Total revenues	6,389,611	940,963	159,533	71,733	178,187	3,579,023	29,001,902	40,633	40,361,584
EXPENDITURES:									
Tourism	2,796,455	-	-		-	-	-	-	2,796,455
Community Development	14,319	-	-		2,158	-	-	-	16,476
Culture/Recreation	187,176	380,670	-		38,940	-	-	-	606,785
Public Safety	-	-	415,807	35,697	7,384	3,760,127	-	-	4,219,015
Public Works	-	657,581	-		-	-	-	1,962,673	2,620,254
General Government	800,898	-	-		-	-	29,627,512	-	30,428,410
Debt Service:	-	-	-		-	-	-	-	-
Principal	200,000	-	-		-	-	-	-	200,000
Interest	775,963	-	-		-	-	-	-	775,963
Bond Issuance Costs	-	-	-		-	-	-	-	-
Total expenditures	4,774,809	1,038,251	415,807	35,697	48,482	3,760,127	29,627,512	1,962,673	41,663,357
Excess (deficiency) of revenues over expenditures									
	1,614,801	(97,288)	(256,274)	36,036	129,705	(181,104)	(625,610)	(1,922,039)	(1,301,773)
OTHER FINANCING SOURCES (USES):									
Transfers in / out:									
Conference Center fund		-	-		-	-	-	-	-
Debt service fund	-	-	-		-	-	-	-	-
Capital Projects	-	-	-		-	-	-	-	-
Operating grants fund	-	-	-		-	-	-	-	-
Capital grants fund	-	-	-		-	-	-	-	-
Capital Fund									
General fund	(2,396,104)	-	-	-	-	-	-	2,550,000	153,896
Budgeted Fund Balance:	-	-	-		-	-	-	-	-
Total other financing sources and (uses)	(2,396,104)	-	-	-	-	-	-	2,550,000	153,896
Net change in fund balances	(781,303)	(97,288)	(256,274)	36,036	129,705	(181,104)	(625,610)	627,961	(1,147,877)
Fund balances - beginning	2,697,155	3,395,916	481,733	12,906	118,038	1,808,566	1,223,954	888,753	10,627,021
Fund balances - ending	\$ 1,915,853	\$ 3,298,628	\$ 225,459	\$ 48,942	\$ 247,743	\$ 1,627,462	\$ 598,344	\$ 1,516,713	\$ 9,479,145

City of Alpharetta
Hotel Motel Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Hotel Motel Tax	\$ 8,800,000	\$ 6,389,611	\$ (2,410,390)
Transfers In	-	-	-
Misc Revenue	-	-	-
Investment Earnings	-	-	-
Total revenues	<u>8,800,000</u>	<u>6,389,611</u>	<u>(2,410,390)</u>
EXPENDITURES:			
Professional Services	3,000	5,500	(2,500)
Land & Property Acquisition	795,398	795,398	0
Recreation Improvements	1,139,600	268,748	870,852
Economic Development	14,319	14,319	
Alpharetta Convention & Visitor's Bureau	3,850,000	2,796,455	1,053,545
Alpharetta Business Community	-	-	-
Debt Service Reserve	1,418,875	-	1,418,875
Bond Principal	200,000	200,000	-
Bond Interest	775,963	775,963	1
Contingency	-	-	-
Total Expenditures	<u>8,197,155</u>	<u>4,856,381</u>	<u>3,340,774</u>
Excess of revenues over expenditures	<u>602,845</u>	<u>1,533,229</u>	<u>930,384</u>
OTHER FINANCING SOURCES (USES):			
Transfers Out	(3,300,000)	(2,396,104)	903,896
Total other financing sources and uses	<u>(3,300,000)</u>	<u>(2,396,104)</u>	<u>903,896</u>
Net change in fund balances	<u>(2,697,155)</u>	<u>(862,875)</u>	<u>1,834,280</u>
Fund balances - beginning		<u>\$ 2,697,155</u>	
Fund balances - ending		<u>\$ 1,834,281</u>	
Enbumbances		\$ 81,572	
		-	
Fund balances - ending		<u>\$ 1,915,853</u>	

City of Alpharetta
Impact Fee Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Impact Fees	\$ 523,318	\$ 866,093	\$ 342,775
Investment Earnings	-	74,870	74,870
Total Revenues	523,318	940,963	417,645
EXPENDITURES:			
Public Safety	155,750	155,750	-
Public Works	1,257,366	689,878	567,488
Recreation & Parks	1,485,095	1,485,095	0
Community Development	1,021,023	-	1,021,023
General Government	-	-	-
Total expenditures	3,919,234	2,330,723	1,588,511
Excess (deficiency) of revenues over expenditures	(3,395,916)	(1,389,760)	(2,006,156)
OTHER FINANCING SOURCES (USES):			
Transfers Out	-	-	-
Total other financing sources and uses	-	-	-
Net change in fund balances	(3,395,916)	(1,389,760)	(2,006,156)
Fund balances - beginning		3,395,916	
Fund balances - ending		\$ 2,006,156	
Encumbrances		1,292,472	
Fund balances - ending		\$ 3,298,628	

City of Alpharetta
Confiscated Assets Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Forfeiture Income	\$ -	\$ 157,910	\$ 157,910
Investment Earnings	-	1,623	1,623
Intergovernmental			-
Misc Revenue	-	-	-
Total Revenues	<u>-</u>	<u>159,533</u>	<u>159,533</u>
EXPENDITURES:			
Public Safety	481,733	415,807	65,926
Non-Departmental	-	-	-
Total expenditures	<u>481,733</u>	<u>415,807</u>	<u>65,926</u>
Excess (deficiency) of revenues over expenditures	<u>(481,733)</u>	<u>(256,274)</u>	<u>225,459</u>
OTHER FINANCING SOURCES (USES):			
Transfer In			
Transfer Out	-		
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	<u>(481,733)</u>	<u>(256,274)</u>	<u>225,459</u>
Fund balances - beginning		<u>481,733</u>	
Fund balances - ending		<u>\$ 225,459</u>	
Adjustments to GAAP basis:			
Encumbrances		-	
Fund balances - ending		<u>\$ 225,459</u>	

City of Alpharetta
State Confiscated Assets Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Forfeiture Income	\$ -	\$ 71,733	\$ 71,733
Investment Earnings	-	-	-
Intergovernmental	-	-	-
Misc Revenue	-	-	-
Total Revenues	-	71,733	71,733
EXPENDITURES:			
Public Safety	-	35,697	(35,697)
Non-Departmental	-	-	-
Total expenditures	-	35,697	(35,697)
Excess (deficiency) of revenues over expenditures	-	36,036	36,036
OTHER FINANCING SOURCES (USES):			
Transfer In		-	
Transfer Out	-	-	
Total other financing sources and uses	-	-	-
Net change in fund balances	-	36,036	36,036
Fund balances - beginning		12,906	
Fund balances - ending		\$ 48,942	
Adjustments to GAAP basis:			
Encumbrances		-	
Fund balances - ending		\$ 48,942	

City of Alpharetta
Grant Fund - Operating
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Intergovernmental	\$ 100,548	\$ 44,114	(56,435)
Contributions & Donations	29,415	28,735	(680)
Sponsorships	102,000	102,000	-
Interest Earnings	-	3,338	3,338
Transfers in	-	-	-
Contingencies	-	-	-
Total	231,963	178,187	(53,776)
EXPENDITURES:			
General Government	83,893	-	83,893
City Admin	6,140	-	6,140
Community Development	2,775	2,158	617
Engineering/Public Works	-	-	-
Public Safety	105,983	7,384	98,599
Recreation & Parks	151,210	38,940	112,270
Contingencies	-	-	-
Operating Transfers Out	-	-	-
Non-Allocated	-	-	-
Total	350,001	48,482	301,519
Excess (deficiency) of revenues over expenditures	(118,038)	129,705	247,743
OTHER FINANCING SOURCES (USES):			
	-	-	-
Net change in fund balance	(118,038)	129,705	247,743
Fund balance - beginning		118,038	
Fund balance - ending		\$ 247,743	
Adjustments to GAAP basis:			
Encumbrances		-	
Fund balances - ending		\$ 247,743	

City of Alpharetta
Emergency 911 Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Charges for Service	\$ 4,175,000	\$ 3,555,869	\$ (619,131)
Capital Lease			-
Investment Earnings	17,120	23,154	6,034
Total Revenues	<u>4,192,120</u>	<u>3,579,023</u>	<u>(613,097)</u>
EXPENDITURES:			
Public Safety	5,110,686	3,941,443	1,169,243
Total expenditures	<u>5,110,686</u>	<u>3,941,443</u>	<u>1,169,243</u>
Excess (deficiency) of revenues over expenditures	<u>(918,566)</u>	<u>(362,420)</u>	<u>556,146</u>
OTHER FINANCING SOURCES (USES):			
Transfers In	-	-	-
Transfers Out - Capital Project Fund	-	-	-
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	<u>(918,566)</u>	<u>(362,420)</u>	<u>556,146</u>
Fund balances - beginning		<u>1,808,566</u>	
Fund balances - ending		<u>\$ 1,446,146</u>	
Adjustments to GAAP basis:			
Encumbrances		181,316	
Fund balances - ending		<u>\$ 1,627,462</u>	

City of Alpharetta
Debt Service Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Property tax	\$ 5,085,000	\$ 5,643,637	\$ 558,637
Misc Revenue		-	-
Investment earnings	42,133	81,590	39,457
Refunding Bond Proceeds	17,775,000	17,775,000	
Premium on Bond Proceeds	5,501,675	5,501,675	
Total revenues	<u>28,403,808</u>	<u>29,001,902</u>	<u>598,094</u>
EXPENDITURES:			
Current:			
General government			
Finance			-
Professional Services	5,000	5,225	(225)
Total general government	<u>5,000</u>	<u>5,225</u>	<u>(225)</u>
Debt Service:			
Principal	2,785,000	2,784,945	55
Interest	2,561,086	2,560,667	419
Contingency	-	-	-
Bond issuance costs	389,874	389,874	0
Payments to be Refunded Bond Escrow	23,886,802	23,886,801	1
Total debt service	<u>29,622,762</u>	<u>29,622,287</u>	<u>475</u>
Total expenditures	<u>29,627,762</u>	<u>29,627,512</u>	<u>250</u>
Excess (Deficiency) of revenues over expendit	<u>(1,223,954)</u>	<u>(625,610)</u>	<u>598,344</u>
OTHER FINANCING SOURCES (USES):			
Transfers in			-
Transfers out			-
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>-</u>
	<u>(1,223,954)</u>	<u>(625,610)</u>	<u>598,344</u>
Fund balances - beginning		<u>1,223,954</u>	
Fund balances - ending		<u>\$ 598,344</u>	

City of Alpharetta
Stormwater Capital Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended June 30, 2020

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Misc Revenue	\$ 4,434	\$ 4,434	\$ (0)
Investment Earnings	-	36,200	36,200
Total Revenues	4,434	40,633	36,199
EXPENDITURES:			
Public Works	3,073,185	2,809,914	263,271
Recreation & Parks	9,198	9,198	1
Contingency	360,803	0	360,803
Total expenditures	3,443,186	2,819,112	624,074
Excess (deficiency) of revenues over expenditures	(3,438,752)	(2,778,478)	660,274
OTHER FINANCING SOURCES (USES):			
Transfers In	2,550,000	2,550,000	-
Transfers Out	-	-	-
Total other financing sources and uses	2,550,000	2,550,000	-
Net change in fund balances	(888,752)	(228,478)	660,274
Fund balances - beginning		888,753	
Fund balances - ending		\$ 660,274	
Adjustments to GAAP basis:			
Encumbrances		856,439	
Fund balances - ending		\$ 1,516,713	

DEVELOPMENT AUTHORITY



Revenue & Expenditure Report GAAP Financial Statements



ALPHARETTA DEVELOPMENT AUTHORITY

Financial Management Report - As of June 30, 2020

Account #	Project	Total Budget	Actuals (Collections/ Expenditures)	Forecasted Receivables/ Encumbrances	Remaining
Revenues					
99575100-346900	Bond Application Fee	\$ -	\$ 500		\$ (500)
99575100-361000	Investment Earnings	-	1,036		(1,036)
99575100-389000	Miscellaneous Revenue	-	-		-
99575100-371000-C1532	ATC Operational Funding (COA)	100,000	100,000		-
99575100-381000-C1535	Innovation Center Operations (ATC)	21,150	15,244	2,926	2,980
	subtotal	\$ 121,150	\$ 116,780	\$ 2,926	\$ 1,444
(1) 99575100-395000	Carryforward Fund Balance	\$ 147,324	\$ -		\$ 147,324
	subtotal	\$ 147,324	\$ -		\$ 147,324
	Total	\$ 268,474	\$ 116,780		\$ 148,768
Expenditures					
99575100-571000-C1403	Local Job Creation Grant Program	\$ 32,500	\$ -	\$ -	\$ 32,500
99575100-544100-C1532	ATC Operational Funds	100,000	100,000	-	-
99575100-544100-C1601	High Impact Permitting Grant Program (IGA with COA)	20,948	-	-	20,948
99575100-544100-C0924	Economic Development Strategic Plan (split with COA)	37,500	-	-	37,500
99575100-531100	General Supplies and Materials	-	-	-	-
	subtotal	\$ 190,948	\$ 100,000	\$ -	\$ 90,948
(2) 99575100-523860-C1535	Innovation Center Operations (Maintenance Contracts)	\$ 9,685	\$ 7,489	\$ -	\$ 2,196
99575100-531200-C1535	Innovation Center Operations (Miscellaneous Utilities)	1,060	959	-	101
99575100-531210-C1535	Innovation Center Operations (Water/Sewer)	188	152	-	36
99575100-531220-C1535	Innovation Center Operations (Natural Gas)	4,072	4,321	-	(249)
99575100-531230-C1535	Innovation Center Operations (Electricity)	6,145	5,249	-	896
	subtotal	\$ 21,150	\$ 18,170	\$ -	\$ 2,980
99575100-579000	Reserve	\$ 56,376	\$ -	\$ -	\$ 56,376
	Total	\$ 268,474	\$ 118,170	\$ -	\$ 150,304

(1) Carryforward Fund Balance represents cash available at the end of the prior fiscal year that is programmed into the current fiscal year budget. As this account represents cash already received, there will not be actual collections.

(2) Innovation Center utilities are being funded by the Alpharetta Technology commission (ATC) on a reimbursement basis. As such, expenses will outpace budget at month end due to the billing/reimbursement delay.



ALPHARETTA DEVELOPMENT AUTHORITY

Financial Management Report - As of June 30, 2020

Account #	Project	Total Budget	Actuals (Collections/ Expenditures)	Forecasted Receivables/ Encumbrances	Remaining
Fund Balance Reconciliation					
Fund Balance (beginning of Fiscal Year)			\$	147,325	
Revenues collected to date				116,780	
Expenditures incurred to date				(118,170)	
Fund Balance (current)			\$	145,935	
Forecasted revenue collections				2,926	
Fund Balance (forecasted)			\$	148,861	
Allocation of Forecasted Fund Balance:					
Spendable (available for investment by the Board)			\$	57,913	
Non-Spendable (unspent/remaining project allocations)				90,948	
			\$	148,861	

GAAP



Financial Statements

City of Alpharetta
Balance Sheet
COMPONENT UNIT-DEVELOPMENT AUTHORITY
June 30, 2020

ASSETS

Current Assets:

Cash and Cash Equivalents	\$ 146,449
Investments	828
Receivables	-
Restricted Cash for Bond Issuance Costs	-

Total Assets 147,277

LIABILITIES

Current Liabilities:

Accounts Payable	1,342
Deferred Revenue	-
Due to Other Funds	-
Total Current Liabilities	<u>1,342</u>

Current Liabilities Payable from Restricted Assets:

-
-

Total Current Liabilities Payable from Restricted Assets

Noncurrent Liabilities:

-
-
Total Noncurrent Liabilities
Total Liabilities 1,342

Fund Balance

Restricted	88,022
Unassigned	57,913
Total Fund Balance	<u>145,935</u>

Total Liabilities & Fund Balance \$ 147,277

City of Alpharetta
Statement of Revenues, Expenditures, and Changes in Fund Balance
COMPONENT UNIT-DEVELOPMENT AUTHORITY
For the Period Ended June 30, 2020

	<u>Actual Amounts</u>
Revenues	
Rent/Royalties	\$ 15,244
State Grant	-
Fees	-
Contributions & Donations	100,000
Miscellaneous Income-Interest	1,036
Miscellaneous Revenue	<u>500</u>
Total Revenues	<u>116,780</u>
Expenditures	
Economic Development	100,000
Maintenance Contracts	7,489
Supplies	-
Utilities - Miscellaneous	10,681
Debt Service:	
Principal	-
Interest	<u>-</u>
Total Expenditures	<u>118,170</u>
Excess (deficiency) of revenues over (under) expenditures	(1,389)
Other Financing Sources (Uses)	
Sale of capital assets	<u>-</u>
Net Change in Fund Balances	(1,389)
Fund Balance, Beginning of Year	<u>147,325</u>
Encumbrances	
Fund Balance, End of Year	<u>\$ 145,935</u>





City Council Meeting STAFF REPORT

Submitting Department: Administration

Submitted By:

Sponsored By:

Meeting Date: August 10, 2020

I. AGENDA ITEM TITLE: ALCOHOLIC BEVERAGE LICENSE APPLICATIONS

1. PH-20-AB-07 WRIG BACK ALLEY, LLC
D/B/A BACK ALLEY BAR AND GRILL
10 N. BROAD STREET
ALPHARETTA, GA 30009

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

OWNER: BRIAN WILL
REGISTERED AGENT: BRIAN WILL

2. PH-20-AB-08 FUELING POINT INC.
D/B/A SHELL FOOD MART
5005 WINDWARD PARKWAY
ALPHARETTA, GA 30004

RETAIL PACKAGE SALES
BEER, WINE & SUNDAY SALES

OWNER: ALMAS JILANI
REGISTERED AGENT: MALIK THOBANI

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:

Shell Food Mart and Back Alley PH minutes



**CITY OF ALPHARETTA
PUBLIC HEARING
LIQUOR LICENSE**

DATE: July 30, 2020
TIME: 3:00 P.M.
LOCATION: <https://zoom.us/j/97710757474>

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 Clerk, Erin Cobb, called the meeting to order at 3:00 P.M.

II. LICENSE APPLICATIONS:

1. PH-20-AB-07 Wrig Back Alley, LLC
 d/b/a Back Alley Bar and Grill
 10 N. Broad St.
 Alpharetta, GA 30009

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

 Owner: Brian Will
 Registered Agent: Brian Will

The applicant's representative(s), Brian Will of 871 3rd St, Alpharetta, GA 30009 and Kasie O'Neal, were both present. Mr. Will stated that he has been in this business for 12 years and has 5 other restaurant locations in Georgia including Central City Tavern also in City Center. Ms. O'Neal explained they use an alcohol training service called Training Institute for Responsible Vendors where employees are trained annually on the ordinances and guidelines of alcohol serving. New employees are sent to training before they begin working at the restaurant. They are familiar with the City of Alpharetta alcohol ordinances and have filed for their state license. Ms. Cobb confirmed the background check had been completed by

City staff and that Wrig Back Alley, LLC d/b/a Back Alley Bar and Grill does qualify for the alcohol license.

Public Comment: No Public Comment

Ms. Cobb stated that she is recommending approval of the alcohol license and it will appear on the Consent Agenda at the City Council Meeting scheduled for Monday, August 10, 2020 at 6:30 P.M. The applicant is not required to appear in person at this Council meeting as it will be available via Zoom. If Council has a specific question for the group, Erin Cobb will reach out to Mr. Will for answer/clarification. Ms. Cobb added that once Mayor and Council approve the application request, Mr. Will may come to City Hall and pick up their license in the Community Development Department.

2. PH-20-AB-08

**Fueling Point Inc.
d/b/a Shell Food Mart
5005 Windward Parkway
Alpharetta, GA 30004**

**Retail Package Sales
Beer, Wine & Sunday Sales**

**Owner: Almas Jilani
Registered Agent: Malik Thobani**

The applicant's representative, Almas Jilani of 80 Lankford Road, Tucker, GA 30084 was present. She has 10 years gas station experience. She is aware of and has a copy of the City of Alpharetta's alcohol ordinances. Shell Food Mart has 5 employees and 1 manager and all have worked in gas stations. All new hires are trained with the guidelines of alcohol sales and ID's are checked with every wine and beer sale. Mr. Frank Jackson, Code Enforcement Officer, reminded Ms. Jilani they are able to operate under the previous owner's license for 45 days until their current application is approved.

Public Comment: No Public Comment

Ms. Cobb stated that she is recommending approval of the alcohol license and it will appear on the Consent Agenda at the City Council Meeting scheduled for Monday, August 10, 2020 at 6:30 P.M. The applicant is not required to appear in person at this Council meeting as it will be available via Zoom. If Council has a specific question for the group, Erin Cobb will reach out to Ms. Jilani for answer/clarification. Ms. Cobb added that once Mayor and Council approve the application request, Ms. Jilani may come to City Hall and pick up their license in the Community Development Department.

III. ADJOURNMENT: With no further business to discuss or items to be heard, City Clerk Erin Cobb adjourned the meeting at 3:12 P.M.

Respectfully submitted,

Kiersten VanHorn

Kiersten VanHorn, Assistant City Clerk



City Council Meeting STAFF REPORT

Submitting Department: Community Development

Submitted By: Kathi Cook

Sponsored By:

Meeting Date: August 10, 2020

I. AGENDA ITEM TITLE: PH-20-09 CITY OF ALPHARETTA CAPITAL IMPROVEMENT ELEMENT
CONSIDERATION OF A RESOLUTION AUTHORIZING TRANSMITTAL OF THE 2020 CAPITAL IMPROVEMENT ELEMENT AND ANNUAL REPORT.

II. RECOMMENDATION:

Staff seeks approval for a resolution authorizing the transmittal of the 2019-2020 Capital Improvement Element and Annual Report to the Atlanta Regional Commission and the Georgia Department of Community Affairs.

III. REPORT IN BRIEF:

The Georgia Planning Act of 1989 (The Act) requires that local governments keep their Comprehensive Plans current as a pre-requisite for maintaining Qualified Local Government status, a requirement for eligibility for receipt of State of Georgia funds. The Act requires that local governments provide annual updates to their Capital Improvement Element (CIE), prepared in accordance with the Minimum Planning Standards and Procedures and the Development Impact Fee Compliance Requirements.

The CIE is designed to provide insight into key infrastructure and public improvement projects being undertaken and completed by local jurisdictions. The Annual Report details on an annualized basis the collection and use of funds derived from impact fees. Together these documents provide a means of tracking local government performance and serve as a tool for measuring progress with respect to achieving community goals as outlined in the Comprehensive Plan.

The City of Alpharetta is required to transmit its annual update of the Capital Improvement Element to the Atlanta Regional Commission for review prior to Council Adoption.

IV. ALTERNATIVES:

Failure to update the Capital Improvement Element in accordance with the Georgia Planning Act of 1989 would result in the loss of Qualified Local Government status, which would make the City ineligible to receive most State funding. Further, failure to submit this annual report would make the City ineligible to collect impact fees on new development.

V. ATTACHMENTS:

CIE Transmittal Resolution 2020, 2019-2020 CIE Impact Fee Report

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF ALPHARETTA, GEORGIA
FOR TRANSMITTAL OF
THE CAPITAL IMPROVEMENTS ELEMENT OF THE
COMPREHENSIVE PLAN**

WHEREAS, the Georgia Planning Act encourages local governments to keep their comprehensive plans current in order for the plans to be used for policy guidance and as management tools for daily decisions, and

WHEREAS, the annual update of the capital improvements element was prepared in accordance with the Development Impact Fee Compliance Requirements and the Minimum Planning Standards and Procedures for Local Comprehensive Planning established by the Georgia Planning Act of 1989, and a Public Hearing was held on August 10, 2020 at 6:30 PM at the City Hall of Alpharetta, Georgia, and

WHEREAS, such updates are required to extend status to the City of Alpharetta as a Qualified Local Government,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Alpharetta hereby approves transmittal of the annual update of the capital improvements element and transmitting these documents to the Atlanta Regional Commission, per the Georgia Planning Act of 1989.

SO RESOLVED this 10th day of August, 2020

CITY OF Alpharetta

By: _____
Jim Gilvin, Mayor

COUNCIL MEMBERS

Attest:

City Clerk



CITY OF ALPHARETTA, GA

ANNUAL IMPACT FEE FINANCIAL REPORT

FISCAL YEAR 2019

	Impact Fee Fund				General Fund	
	Roads	Public Safety	Recreation and Parks	Total Impact Fee Fund	Administrative Costs*	Total
Impact Fee Fund Balance on July 1, 2018	\$ 1,821,113.53	\$ 70,774.81	\$ 852,299.06	\$ 2,744,187.40	\$ -	\$ 2,744,187.40
Fiscal Year 2019 Activity						
Sources:						
Impact Fees Collected	\$ 303,870.16	\$ 159,621.52	\$ 755,176.01	\$ 1,218,667.69	\$ 42,725.34	\$ 1,261,393.03
Impact Fee Refunds	(57,508.24)	(10,184.10)	(198,516.80)	(266,209.14)	(7,837.45)	(274,046.59)
General Revenue (e.g. Accrued Interest)	46,355.84	4,937.48	39,742.81	91,036.13	-	91,036.13
Total Sources	\$ 292,717.76	\$ 154,374.90	\$ 596,402.02	\$ 1,043,494.68	\$ 34,887.89	\$ 1,078,382.57
(Uses):						
Project Expenditures/Debt Service	\$ (38,160.00)	\$ (40,000.00)	\$ (313,606.00)	\$ (391,766.00)	\$ -	\$ (391,766.00)
Administrative Costs	-	-	-	-	(34,887.89)	(34,887.89)
Total Uses	\$ (38,160.00)	\$ (40,000.00)	\$ (313,606.00)	\$ (391,766.00)	\$ (34,887.89)	\$ (426,653.89)
Impact Fee Fund Balance on June 30, 2019	\$ 2,075,671.29	\$ 185,149.71	\$ 1,135,095.08	\$ 3,395,916.08	\$ -	\$ 3,395,916.08
Impact Fees Encumbered at June 30, 2019	\$ 561,697.95	\$ -	\$ -	\$ 561,697.95		\$ 561,697.95

* Administrative Costs exceed 3% due to multiple transactions involving developers utilizing impact fee credits to reduce their impact fee obligations (in accordance with our Impact Fee Ordinance) but still remitting the required 3% administrative fee.



CITY OF ALPHARETTA, GA
CAPITAL IMPROVEMENT ELEMENT (FY's 2019-2023)
Service Area for each Public Facility: Citywide

Public Facility	Project Description	Project Start Date (Fiscal Year)	Project End Date (Fiscal Year)	Local Cost of Project	Maximum % of Funding from Impact Fees	Maximum Funding from Impact Fees	Impact Fees Expended in FY 2019	Impact Fees Expended in Previous Years	Total Impact Fees Expended to Date	Impact Fees Encumbered as of the end of FY 2019	Current/ Forecasted Funding Sources	Status/ Comment	Responsible Department
Roads													
	Impact Fee Ordinance Update	2014	2016	\$ 35,000	100.00%	\$ 35,000	\$ -	\$ 34,999.98	\$ 34,999.98	\$ -	Impact Fees (100%)	Completed	Community Development
	Rucker Rd Corridor Improvements	2017	2020	16,759,572	24.10%	4,039,057	23,700.00	-	23,700.00	515,763.35	GO Bond (89%); Impact Fees (7%); General Revenues (4%)	Construction Phase	Public Works
	Kimball Bridge Rd Congestion Mitigation (North Point Pkwy to Waters Rd)	2017	2023	9,707,887	24.10%	2,339,601	-	-	-	-	GO Bond (100%)	Construction Phase	Public Works
	Windward Pkwy Corridor Improvements (S.R. 9 to Westside Pkwy)	2017	2023	401,613	24.10%	96,789	-	-	-	-	GO Bond (100%)	On Hold	Public Works
	Northwinds Traffic Signal (temporary)	2017	2018	56,079	75.90%	42,564	-	42,564.32	42,564.32	-	Impact Fees (76%); General Revenue (4%)	Completed	Public Works
	Kimball Bridge Rd Bicycle/Pedestrian/Operational Improvements	2017	2024	2,359,741	24.10%	568,698	-	-	-	-	TSPLOST (100%)	Conceptual Design Phase	Public Works
	Bethany Rd at Mid-Broadwell Rd Intersection Improvements	2017	2021	1,247,355	24.10%	300,613	-	-	-	-	TSPLOST (100%)	Construction Phase	Public Works
	Bethany Rd at Mayfield Rd Intersection Improvements	2017	2021	2,171,659	24.10%	523,370	-	-	-	-	TSPLOST (81%); GO Bond (19%)	Construction Phase	Public Works
	Morris Rd Operational Improvements	2017	2021	3,480,759	24.10%	838,863	-	-	-	-	TSPLOST (100%)	Construction Phase	Public Works
	Old Milton Parkway Capacity Improvements	2017	2023	5,790,676	24.10%	1,395,553	-	-	-	-	TSPLOST (100%)	Conceptual Design Phase	Public Works
	Windward Parkway Business District/Union Hill Rd Capacity Improvements	2017	2023	185,600	24.10%	44,730	-	-	-	-	TSPLOST (100%)	Split into Projects Below	Public Works
	Windward Parkway East Improvements	2017	2023	1,602,655	24.10%	386,240	-	-	-	-	TSPLOST (100%)	Construction Phase	Public Works
	Windward Parkway West Improvements	2017	2023	1,490,240	24.10%	359,148	-	-	-	-	TSPLOST (100%)	Construction Phase	Public Works
	Academy St/Webb Bridge Rd Operational and Pedestrian Improvements	2018	2020	442,595	24.10%	106,665	-	-	-	-	TSPLOST (98%); General Revenue (2%)	Split into Projects Below	Public Works
	Academy St Improvements	2021	2025	3,289,576	24.10%	792,788	-	-	-	-	TSPLOST; TBD	Conceptual Design Phase	Public Works
	Webb Bridge Road Improvements (Greenway to Webb Bridge Way)	2021	2025	18,000,000	24.10%	4,338,000	-	-	-	-	TSPLOST; TBD	Conceptual Design Phase	Public Works
	Webb Bridge Road Improvements (Morris Road to the Greenway)	2021	2025	8,000,000	24.10%	1,928,000	-	-	-	-	TSPLOST; TBD	Conceptual Design Phase	Public Works
	Haynes Bridge Rd Capacity Improvements	2020	2025	8,250,000	24.10%	1,988,250	-	-	-	-	TSPLOST (100%)	IGA Phase (City of Johns Creek)	Public Works
	McGinnis Ferry Rd Capacity Improvements	2020	2025	8,900,000	24.10%	2,144,900	-	-	-	-	TSPLOST (61%); GO Bond (38%); General Revenue (1%)		Public Works
	Academy St/Webb Bridge Rd GA 400 Bridge (GDOT PI 0001757)	2020	2025	1,703,000	24.10%	410,423	-	-	-	-	TSPLOST (100%)	Conceptual Design Phase	Public Works
	Kimball Bridge Rd/GA 400 Bridge (GDOT PI 0001757)	2020	2025	1,317,000	24.10%	317,397	-	-	-	-	TSPLOST (100%)	Conceptual Design Phase	Public Works
	Tradewinds GA 400 Bridge (GDOT PI 0001757)	2020	2025	1,866,000	24.10%	449,706	-	-	-	-	TSPLOST (100%)	Conceptual Design Phase	Public Works
	Milton Ave Improvements	2022	2025	4,550,000	24.10%	1,096,550	-	-	-	-	TBD		Public Works
	Alpharetta Downtown Streets	2027	2030	1,500,000	24.10%	361,500	-	-	-	-	TBD		Public Works
	Pedestrian Safety Improvements	2022	2025	225,000	24.10%	54,225	-	-	-	-	TBD		Public Works
	Midblock Crosswalks	2022	2030	1,094,900	24.10%	263,871	-	-	-	-	TBD		Public Works
	92 Milton Ave Mid-Block Crosswalk	2022	2025	280,000	24.10%	67,480	-	-	-	-	TBD		Public Works
	Roswell at Old Roswell Pedestrian Improvements (RRFB)	2022	2025	140,000	24.10%	33,740	-	-	-	-	TBD		Public Works
	Roundabout Studies	2022	2025	125,000	24.10%	30,125	-	-	-	-	TBD		Public Works



CITY OF ALPHARETTA, GA
CAPITAL IMPROVEMENT ELEMENT (FY's 2019-2023)
Service Area for each Public Facility: Citywide

Public Facility	Project Description	Project Start Date (Fiscal Year)	Project End Date (Fiscal Year)	Local Cost of Project	Maximum % of Funding from Impact Fees	Maximum Funding from Impact Fees	Impact Fees Expended in FY 2019	Impact Fees Expended in Previous Years	Total Impact Fees Expended to Date	Impact Fees Encumbered as of the end of FY 2019	Current/ Forecasted Funding Sources	Status/ Comment	Responsible Department
	Major Intersection Improvements	2022	2030	2,300,000	24.10%	554,300	-	-	-	-	TBD		Public Works
	Davis Dr Extension to Westside Parkway	2022	2025	2,500,000	75.90%	1,897,500	-	-	-	-	TBD		Public Works
	Hembree Road Turn Lanes	2023	2027	765,000	24.10%	184,365	-	-	-	-	TBD		Public Works
	Dryden Rd Extension	2022	2025	2,900,000	75.90%	2,201,100	-	-	-	-	TBD		Public Works
	Hembree Road Improvements	2023	2027	4,000,000	24.10%	964,000	-	-	-	-	TBD		Public Works
	Cumming Street at Henderson Parkway Roundabout	2022	2025	1,750,000	24.10%	421,750	-	-	-	-	TBD		Public Works
	Mayfield Road at Canton Street Roundabout	2022	2025	1,750,000	24.10%	421,750	-	-	-	-	TBD		Public Works
	Mayfield Road at Providence Road Roundabout	2022	2025	2,000,000	24.10%	482,000	-	-	-	-	TBD		Public Works
	Windward Parkway at Clubhouse Drive Roundabout	2022	2026	3,000,000	24.10%	723,000	-	-	-	-	TBD		Public Works
	Southlake Traffic Calming	2022	2025	2,150,000	24.10%	518,150	-	-	-	-	TBD		Public Works
	Marjean Way Extension	2022	2025	3,000,000	75.90%	2,277,000	-	-	-	-	TBD		Public Works
	Wills Road Widening (Milton Avenue to Old Milton Pkwy)	2022	2025	1,233,293	24.10%	297,223	14,460.00	-	14,460.00	-	Impact Fees (1%); General Revenue (2%); TBD (97%)	Conceptual Design Phase	Public Works
	Waters Rd Traffic Calming	2022	2026	3,400,000	24.10%	819,400	-	-	-	-	TBD		Public Works
	Kimball Bridge Rd Improvements (Waters Rd to Buice Rd)	2022	2026	3,000,000	24.10%	723,000	-	-	-	-	TBD		Public Works
	Douglas Rd Traffic Calming (no roundabout)	2022	2025	500,000	24.10%	120,500	-	-	-	-	TBD		Public Works
	Douglas Rd Traffic Calming (roundabout)	2021	2026	1,750,000	24.10%	421,750	-	-	-	-	TBD		Public Works
	Park Plaza Signalization Upgrade	2019	2021	264,006	24.10%	63,626	-	-	-	45,934.60	Impact Fees (17%); General Revenue (83%)	Construction Phase	Public Works
	Haynes Bridge Rd Street lighting (Old Milton Pkwy to Academy)	2022	2025	460,000	24.10%	110,860	-	-	-	-	TBD		Public Works
				\$ 141,694,205		\$ 38,555,118	\$ 38,160.00	\$ 77,564.30	\$ 115,724.30	\$ 561,697.95			

Public Safety

Impact Fee Ordinance Update	2014	2016	\$ 15,625	100.00%	\$ 15,625	\$ -	\$ 15,625.01	\$ 15,625.01	\$ -	Impact Fees (100%)	Completed	Community Development
Public Safety Headquarters Expansion	2017	2019	4,573,815	100.00%	4,573,815	40,000.00	678,750.00	718,750.00	-	General Revenues (55%); Impact Fees (16%); DEA (13%); E-911 Fees (16%)	Completed	Public Safety/ Public Works
E911 Facility Renovations	2022	2024	50,000	100.00%	50,000	-	-	-	-	TBD		Public Safety/ Public Works
Hazardous Materials Truck & Trailer	2020	2021	250,000	62.30%	155,750	-	-	-	-	Impact Fees (62%); General Revenue (38%)		Public Safety
Quint Apparatus for Fire Station 81	2022	2023	1,600,000	62.30%	996,800	-	-	-	-	TBD		Public Safety
New and Expanded Municipal Court Facility	2022	2026	4,050,000	TBD	TBD	-	-	-	-	TBD		Public Safety
				\$ 10,539,440		\$ 5,791,990	\$ 40,000.00	\$ 694,375.01	\$ 734,375.01	\$ -		

Recreation and Parks

Impact Fee Ordinance Update	2014	2016	\$ 11,875	100.00%	\$ 11,875	\$ -	\$ 11,875.01	\$ 11,875.01	\$ -	Impact Fees (100%)	Completed	Community Development
Sidewalk Improvements	2017	2030	5,753,849	24.00%	1,380,924	-	-	-	-	General Revenue (5%); GO Bond (14%); TBD (81%)	Design Phase	Public Works
Waters Rd Sidewalk Improvements	2022	2025	990,000	24.00%	237,600	-	-	-	-	TBD		Public Works
City Center Walking Trail	2017	2019	300,000	100.00%	300,000	300,000.00	-	300,000.00	-	Impact Fees (100%)	Complete (FY 2019)	Public Works
Eastside Community Center/YMCA Partnership	2017	2022	2,500,000	30.96%	774,000	-	-	-	-	GO Bond (100%)	Construction Phase	Parks



CITY OF ALPHARETTA, GA
CAPITAL IMPROVEMENT ELEMENT (FY's 2019-2023)
Service Area for each Public Facility: Citywide

Public Facility	Project Description	Project Start Date (Fiscal Year)	Project End Date (Fiscal Year)	Local Cost of Project	Maximum % of Funding from Impact Fees	Maximum Funding from Impact Fees	Impact Fees Expended in FY 2019	Impact Fees Expended in Previous Years	Total Impact Fees Expended to Date	Impact Fees Encumbered as of the end of FY 2019	Current/ Forecasted Funding Sources	Status/ Comment	Responsible Department
	Alpharetta Arts Center Development	2017	2019	3,387,246	54.17%	1,834,871	13,606.00	1,286,395.33	1,300,001.33	-	GO Bond (44%); Impact Fees (38%); General Revenues (2%); Hotel/Motel Taxes (16%)	Completed	Parks/Public Works
	Wills Park Pool Renovation/Expansion	2017	2019	6,140,453	36.12%	2,217,932	-	1,100,000.00	1,100,000.00	-	GO Bond (44%); Impact Fees (18%); General Revenues (38%)	Completed	Parks/Public Works
	Parkland Acquisition	2017	2019	8,488,751	100.00%	8,488,751	-	-	-	-	GO Bond (41%); TBD (59%)	Land Acquisition/Demolition Phase	Parks
	Greenway Extension to Forsyth County	2017	2021	11,983,705	25.63%	3,071,423	-	-	-	-	GO Bond (82%); Impact Fees (9%); TSPLOST (8%); General Revenues (1%)	Construction Phase	Parks/Public Works
	AlphaLoop City Trail	2017	2022	11,517,557	100.00%	11,517,557	-	-	-	-	General Revenues (12%); ABC (6%); GO Bond (4%); TBD (78%)	Design Phase	Community Development/ Public Works
	Parks along AlphaLoop	2022	2025	3,000,000	100.00%	433,693	-	-	-	-	TBD		Parks
	Athletic Field Reallocations	2022	2025	1,250,000	36.16%	452,000	-	-	-	-	TBD		Parks
	Park Master Plans for newly acquired Park Lands	2018	2020	296,451	100.00%	296,451	-	-	-	-	General Revenue (100%)		Parks
	Neighborhood Park Renovation/Development	2022	2027	2,750,000	43.34%	1,191,850	-	-	-	-	TBD		Parks
	Wills Park Equestrian Center Improvements	2022	2025	4,825,000	68.93%	3,325,873	-	-	-	-	TBD		Parks
	Pocket Park Development	2022	2027	425,000	36.12%	153,510	-	-	-	-	TBD		Parks
	Georgia 400 Bicycle Expressway and Greenway	2025	2030	16,000,000	25.63%	4,100,800	-	-	-	-	TBD		Public Works
	Windward Parkway Pedestrian Bridges	2022	2024	2,900,000	25.63%	743,270	-	-	-	-	TBD		Public Works
	Providence Rd Sidewalk Improvements	2022	2024	600,000	24.00%	144,000	-	-	-	-	TBD		Public Works
	Alpharetta Arts Center Parking Expansion	2022	2024	950,000	54.17%	514,615	-	-	-	-	TBD		Parks/Public Works
	Design and Construction of new Park Spaces	2018	2023	1,000,000	43.34% to 48.15%	433,693	-	-	-	-	Impact Fees (43%); General Revenue (57%)		Parks/Public Works
	Activity Centers Interior Improvements	2022	2025	1,850,000	54.17%	1,002,145	-	-	-	-	TBD		Parks
	Historic Preservation Initiative	2022	2030	325,000	36.12%	117,390	-	-	-	-	TBD		Parks
	North Park Master Plan/Development	2022	2028	1,600,000	9.06% to 91.91%	TBD	-	-	-	-	TBD		Parks
	Webb Bridge Park Master Plan/Development	2023	2028	1,600,000	9.06% to 91.91%	TBD	-	-	-	-	TBD		Parks
	Wills Park Master Plan/Development	2021	2029	2,170,000	9.06% to 91.91%	TBD	-	-	-	-	TBD		Parks
				<u>\$ 92,614,886</u>	<u>\$ 42,744,222</u>		<u>\$ 313,606.00</u>	<u>\$ 2,398,270.34</u>	<u>\$ 2,711,876.34</u>	<u>\$ -</u>			
Total							\$ 391,766.00	\$ 3,170,209.65	\$ 3,561,975.65	\$ 561,697.95			

BACKUP

CITY OF ALPHARETTA
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS

June 30, 2019 - Page 1 of 2

	Special Revenue Funds				
	Hotel Motel	Impact Fee	Confiscated Assets	Grant Operating	E911
ASSETS					
Cash and cash equivalents	\$1,567,185	\$2,084,263	\$498,216	\$59,017	\$729,751
Investments	986,250	1,311,654	3,836	37,140	459,242
Taxes receivable, net	768,508	—	—	—	—
Accounts receivable	—	—	—	25,756	735,028
Intergovernmental receivable	—	—	—	—	—
Total assets	\$3,321,943	\$3,395,917	\$502,052	\$121,913	\$1,924,021
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES					
LIABILITIES					
Accounts payable	\$376	—	—	\$847	\$39,777
Retainage payable	—	—	—	—	—
Accrued expenditures	336,222	—	7,414	—	75,677
Due to other funds	288,191	—	—	—	—
Total liabilities	624,789	—	7,414	847	115,4544
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenue - property taxes	—	—	—	—	—
Unavailable revenue - other	—	—	—	3,028	—
Total deferred inflows of resources	—	—	—	3,028	—
FUND BALANCES					
Restricted:					
Capital projects	—	3,395,917	—	—	—
Law enforcement	—	—	494,638	—	—
Emergency telephone system activities	—	—	—	—	1,808,567
Tourism	2,697,154	—	—	—	—
Debt service	—	—	—	—	—
Assigned for:					
Grant projects	—	—	—	118,038	—
Stormwater projects	—	—	—	—	—
Total fund balances	2,697,154	3,395,917	494,638	118,038	1,808,567
Total liabilities, deferred inflows of resources, and fund balances	\$3,321,943	\$3,395,917	\$502,052	\$121,913	\$1,924,021

continued
on next page →

Comprehensive Annual Financial Report

For the Fiscal Year Ended June 30, 2019

THE CITY OF
ALPHARETTA
GEORGIA

Facts
about the
City of
Alpharetta

Pages 6-9

Statistical
Section

Page 101

Financial
Section

Page 16



City Council Meeting STAFF REPORT

Submitting Department: Community Development

Submitted By:

Sponsored By:

Meeting Date: August 10, 2020

I. AGENDA ITEM TITLE: V-20-01 / E-20-02: MIDGARD SELF STORAGE PARKING VARIANCE & HEIGHT EXCEPTION

THIS ITEM WAS TABLED ON JULY 27, 2020 AND MUST BE REMOVED FROM THE TABLE FOR CONSIDERATION. CONSIDERATION OF A VARIANCE AND EXCEPTION TO ALLOW A 3-STORY, 90,000 SQUARE FOOT SELF-STORAGE FACILITY ON 14.9 ACRES. A PARKING VARIANCE IS REQUESTED TO REDUCE THE MINIMUM REQUIRED PARKING FROM 91 TO 28 SPACES AND TO INCREASE THE BUILDING HEIGHT FROM 35' TO 36'-4". THE PROPERTY IS LOCATED AT 11425 MORRIS ROAD AND IS LEGALLY DESCRIBED AS BEING LOCATED IN LAND LOT 856, 1ST DISTRICT, 2ND SECTION, FULTON COUNTY, GEORGIA.

II. RECOMMENDATION:

III. REPORT IN BRIEF:

IV. ALTERNATIVES:

V. ATTACHMENTS:

Midgard Staff Report 8.10.20, Applicant's Response to IF APPROVED CONDITIONS 8.10.20, Aerial Map, Future Land Use, Zoning Map, Location Map, First Floor Floor Plan 7.30.20, Reliant Midgard explanation letter facility design, Revised Elevations 7.24.20, MPS Elevations 10.16.19 - Reduced Size (002), Complete Citi Part B Report, CZIM Sign-In Sheet, 2nd Amended Letter of Intent 8.6.20, Amended Letter of Intent 7.22.20, Midgard Variance Letter of Intent-constitutional assertions, Site Plans, 19-10-30-01 MidGard SS Arborist Report Alpharetta Compiled, Midgard Complete App 11.20.19



CITY COUNCIL MEETING STAFF REPORT

SUBMITTING DEPARTMENT: COMMUNITY DEVELOPMENT

SUBMITTED BY: KATHI COOK

DRAFTED BY: MICHAEL WOODMAN

I. AGENDA ITEM TITLE: V-20-01/E-20-02 MIDGARD SELF STORAGE VARIANCE & EXCEPTION

CITY COUNCIL:

AUGUST 10, 2020

At the July 27, 2020 City Council meeting, the item was tabled to allow additional time for Staff to consider the applicant's amended letter of intent. The applicant provided a floor plan of the sales office, which is approximately 30' x 30', or 900 square feet. In addition to the 91 parking spaces for the self-storage use and parking for four (4) U-Haul moving trucks, the truck leasing use would generate a need for nine (9) additional parking spaces. Therefore, the applicant's proposal would require a total of 104 parking spaces.

II. RECOMMENDATION:

Deny V-20-01/E-20-02 Midgard Self Storage Variance & Exception.

If approval is considered, recommend the following conditions:

1. Property shall be developed substantially in accordance with submitted plan prepared by AEC, dated 11/1/2019, except for modifications required to comply with the conditions below.
2. Maximum building height shall be 3-stories and 36'-4".
3. Self-storage facility shall appear as an office building and shall be substantially brick on 3 sides (West, North and East) with breaks and relief in the elevations, final approval by DRB. Parapet heights shall be approved by DRB.
4. Dumpster shall have brick enclosure with painted metal doors, with final approval by DRB.
5. Retaining walls facing Old Milton Parkway or Georgia 400 shall be brick to match the building. Retaining walls exceeding 16' in height shall be terraced with landscaping, as approved by DRB.
6. Interior storage units shall not be visible through windows.
7. Loading/unloading areas shall not be visible from Georgia 400 or Old Milton Parkway and shall be heavily screened with landscaping and decorative walls or berms.
8. Fences and walls visible from Georgia 400 or Old Milton Parkway shall be decorative, subject to approval by DRB.
9. 'Moving vehicles' shall not be sold or leased from the property and shall not be parked between the building and Georgia 400 or Old Milton Parkway.
10. Outside storage shall be prohibited.
11. Existing tree buffer along Old Milton Parkway shall remain undisturbed, except to accommodate the driveway extension from Morris Road, as depicted on the plan prepared by AEC, dated 11/1/2019. Additional landscaping may be required to be installed within the Georgia 400 buffer where sparse, subject to approval by Staff.
12. Wall signs shall not be permitted facing or visible from Georgia 400 and all signage shall be approved by DRB.
13. CC&R's shall be recorded and shall limit the use of the subject property to climate controlled self-storage with no lodging or dwelling.

III. REPORT IN BRIEF:

The applicant, Midgard Self Storage, requests a variance to reduce the required number of parking spaces and an exception to increase the building height in order to construct a 3-story, 91,000 square foot climate controlled self-storage facility on 14.9 acres. The applicant proposes 'Auto Sales and Leasing' to allow for four (4) U-Haul moving trucks to be leased from the property. The subject property is located at 11425 Morris Road at the southeast corner of Old Milton Parkway and Georgia 400.

DISCUSSION

The submitted request, if approved, would allow for the construction of a 3-story, 91,000 square foot climate controlled self-storage facility and leasing of four (4) U-Haul moving trucks on 14.9 acres. A variance is requested to reduce the required number of parking spaces from 104 to 28 parking spaces and an exception is requested to increase the building height from 35' to 36'-4". The subject property is located at 11425 Morris Road at the southeast corner of Old Milton Parkway and Georgia 400.

The subject property is zoned LI (Light Industrial) and O-I (Office-Institutional) and is currently undeveloped with a significant amount of floodplain impacting the property. The proposed self-storage use is located on a portion of the property zoned LI and is only allowed in that zoning district. The remainder of the property zoned O-I and is undevelopable due to the presence of floodplain. Surrounding properties are zoned LI and O-I to the South, O-P (Office-Professional) to the North and O-I and CUP (Community Unit Plan) to the East. Avanti Senior Living is located to the South, undeveloped property and Morris Road right-of-way are located to the East, Georgia

400 is located to the West and an undeveloped property approved for office is located to the North. The Comprehensive Land Use Plan designation of the property is 'Corporate Office'.

The Unified Development Code (UDC) defines 'Storage, Climate Controlled' as, "A facility consisting of a building or group of buildings that contain individual storage units of varying sizes in a climate controlled environment where customer access is through a lobby and where no commercial transactions or activities take place other than the rental of the storage units (permitted in L-I only)." The applicant proposes to lease four (4) U-Haul moving trucks from the storage facility, which would be contrary to the definition of Climate Controlled Storage above.

The applicant requests a parking variance to reduce parking from at least 104 to 28 parking spaces. UDC Subsection 2.5.1 (C), Number of vehicle parking spaces required, Wholesale and Industrial Uses requires one (1) parking space per 1,000 square feet for self-storage facilities. In addition, Auto and Truck Sales and Leasing requires one (1) parking space per 100 square feet of showroom, sales office or other conditioned space. The applicant provided a floor plan of the proposed sales office, which is approximately 30' x 30, or 900 square feet. Therefore, parking required for the applicant's proposed use is 91 spaces for the self-storage use, four (4) spaces for the proposed U-Haul moving trucks and nine (9) spaces for the Auto and Truck Sales and Leasing use. Parking variances for self-storage facilities and data centers have been granted in the past, subject to a condition requiring that land be set aside to accommodate additional parking in the future, if determined to be necessary by Staff.

The applicant is requesting an exception to increase the maximum building height from 35' to 36'-4". UDC Subsection 2.2.17(D), LI Light Industrial District Regulations has a maximum building height of 35'. The first-floor height of the building is 15', 2nd-floor is 10'-8" and 3rd-floor is 10'-8" for a total height of 36'-4". According to the applicant, approval of the height exception would allow for a larger first-floor height (15') to accommodate fire access with the building overhanging a portion of the driveway adjacent to Georgia 400.

As shown in the table below, there are currently six (6) self-storage facilities operating in the City. Of the six (6), four (4) locations were in existence when they were annexed into the City. The other two (2) storage facilities were approved by the City. Public Storage on South Main Street was approved through a rezoning, conditional use and parking variance to reduce parking from 155 to 32 spaces. Staff recommended denial of the request, but it was ultimately approved. Extra Space Storage on Westside Parkway received approval of a parking variance to reduce its parking from 103 to eight (8) spaces with a land set aside to accommodate an additional 21 parking spaces and a condition prohibiting the sale of leasing of moving vehicles. The developer ended up setting aside 27 additional parking spaces.

Alpharetta Self-Storage Facilities

Site Name	Address	SF	Parking	Moving Truck Leasing	Notes
Midgard Proposal	11425 Morris Rd	91K	28 spaces proposed	Yes, 4 trucks	91 storage + 4 trucks + 9 truck leasing = 104 spaces req'd
Extra Space Storage	10945 Westside Pkwy	103K	8 spaces, plus land set aside for 27 spaces	No, limited by Council condition	Parking variance 103 to 8, 8 spaces on-site and land set aside for 21 spaces
Public Storage	530 S. Main St	111K	13	No	Rezoning, conditional use & parking variance 155 to 32,

					Staff rec'd to Deny, no land set aside
U-Store	4400 Kimball Bridge Rd	31K	5	No	Existing at annexation
Extra Space Storage	855 N. Main St	64K	5 + drive up to unit parking	No	Existing at annexation
Cubalmart	411 S. Main St	112K	18 + drive up to unit parking	No	Existing at annexation
Public Storage	11455 Maxwell Rd	82K	5 + drive up to unit parking	No	Existing at annexation

SITE PLAN

The submitted site plan depicts a 3-story, 91,000 square foot self-storage building on 14.9 acres. Access is proposed by way of a new project driveway connecting to an existing private road easement. The adjacent property to the South, Avanti Inspired Living, constructed the private road easement in conjunction with their development, which provides direct access to the traffic light at Old Milton Parkway and Morris Road. The building overhangs the project driveway on the West side of the property adjacent to Georgia 400. This condition is directly related to the applicant's request to increase the height of the building from 35' to 36'-4".

Approximately 10% of the site is buildable due to the presence of stream buffer and floodplain. 28 surface parking spaces are provided around the perimeter of the building, except on the side adjacent to Georgia 400. A total of 104 parking spaces are required and land is not available to construct additional parking, if required by Staff or the use changes. Additionally, there is not an adjacent buildable parcel that could accommodate additional parking for heavy use times. The site plan depicts a stormwater management facility to the east of the proposed building and within the 150' impervious setback.

BUILDING ELEVATIONS

The submitted elevations depict a flat-roof building, primarily brick with some EIFS. Loading entrances are proposed on the east and west building elevations; however, it is recommended that loading areas not be visible from Old Milton Parkway or Georgia 400. Since GDOT's Georgia 400 Express Lane project will impact the existing tree buffer along Georgia 400 and the City does not have jurisdiction within the Old Milton Parkway right-of-way, it is recommended that the building be substantially brick on 3-sides (West, North and East) with breaks and relief in the elevations. It is likely that the building would be visible from Georgia 400 and possibly from Old Milton Parkway in the future.

The three (3) story building has a 1st floor height of 15', 2nd floor height of 10'-8" and 3rd floor height of 10'-8" for a total building height of 36'-4". Parapets range in height from 3'-4" to 10'-10". It is recommended that the Design Review Board approve final parapet heights based on the need to screen rooftop equipment.

VARIANCE & EXCEPTION REVIEW CRITERIA

The City of Alpharetta Unified Development Code Article IV, Section 4.5.3 outlines the criteria set forth for granting a variance. The ordinance specifically states..."a variance may be granted

in whole or in part, or with conditions, in such individual case of unnecessary hardship upon a finding that”:

(1) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography; or

Response: The 14.9-acre property is encumbered by stream buffer and floodplain resulting in 10% of the site being buildable. Parking variances for self-storage facilities have been granted in the past; however, land should be set aside on-site to build parking if it becomes necessary or the use changes. This site does not have sufficient land outside the floodplain to accommodate UDC-required parking if it becomes necessary. The height exception appears to be the minimum necessary to accommodate fire access with the proposed building overhanging a portion of the driveway adjacent to Georgia 400.

(2) The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or

Response: The 14.9-acre property is encumbered by stream buffer and floodplain resulting in 10% of the site being buildable. Parking variances for self-storage facilities have been granted in the past; however, land should be required to be set aside for additional parking if needed in the future. This site does not have sufficient land outside the floodplain to accommodate UDC-required parking if it becomes necessary. The height exception appears to be the minimum necessary to accommodate fire access with the proposed building overhanging a portion of the driveway adjacent to Georgia 400.

(3) There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or

Response: The 14.9-acre property is encumbered by stream buffer and floodplain resulting in 10% of the site being buildable. In addition, parking variances for self-storage facilities have been granted in the past, however land should be required to be set aside for additional parking if needed in the future. The height exception appears to be the minimum necessary to accommodate fire access with the proposed building overhanging a portion of the driveway adjacent to Georgia 400.

(4) Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the City of Alpharetta ordinances.

Response: Approval of the parking variance and height exception should not cause substantial detriment to the public good, if conditions are approved requiring that the structure have the appearance of an office building, prohibiting signage facing Georgia 400 and requiring a set aside of land to accommodate the UDC-required parking in the future. This site does not have sufficient land outside the floodplain to accommodate UDC-required parking if it becomes necessary.

CONCURRENCES

Staff has reviewed the applicant's proposal and finds that it could support the requested parking variance, if land was available outside of the floodplain to build additional parking spaces if required. Past variance approvals for parking reductions associated with storage

facilities and data centers have required land available on-site to accommodate a future use change or need for additional parking. The 14.9-acre property is encumbered by stream buffer and floodplain resulting in 10% of the site being buildable. The height exception appears to be the minimum necessary to accommodate fire access with the proposed building overhanging a portion of the driveway adjacent to Georgia 400. If approved, conditions are recommended requiring that the structure have the appearance of an office building, prohibiting signage facing Georgia 400 and requiring a set aside of land to accommodate the UDC-required parking in the future.

CITIZEN PARTICIPATION PLAN

The report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that no comments were received.

COMMUNITY ZONING INFORMATION MEETING

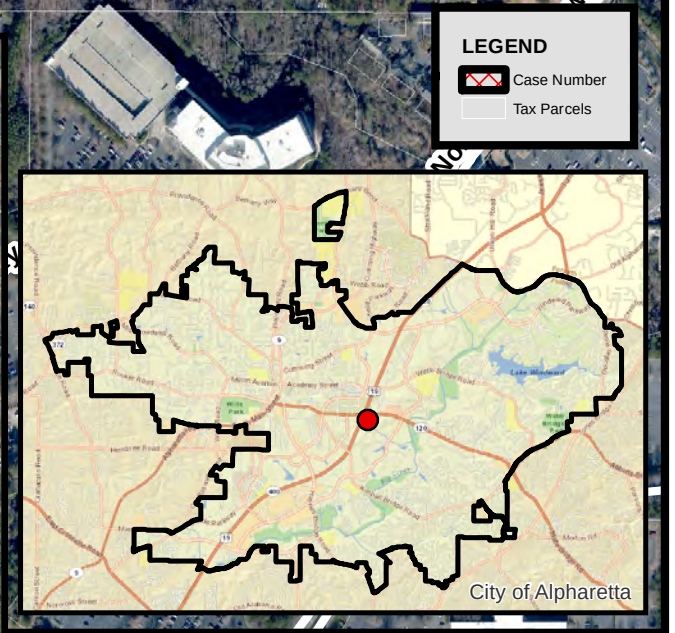
The CZIM was held on December 11, 2019. There were no public comments.

IV. ATTACHMENTS:

- Site Plan

If approval is considered, recommend the following conditions: **APPLICANT VERSION**

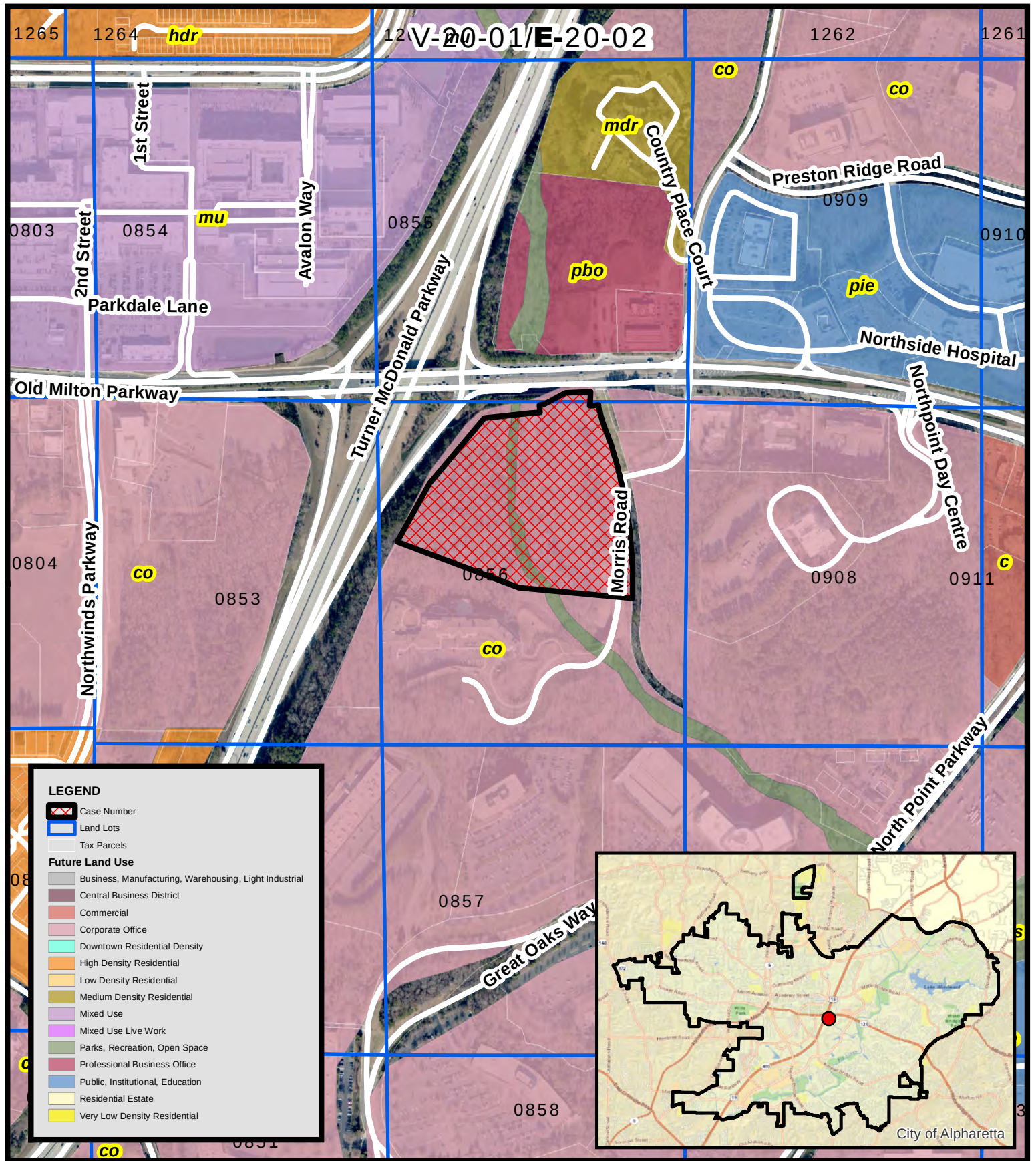
1. Property shall be developed substantially in accordance with submitted plan prepared by AEC, dated 11/1/2019, except for modifications required to comply with the conditions below.
2. Maximum building height shall be 3-stories and 36'-4".
3. Self-storage facility shall appear as an office building and shall be substantially brick on 3 sides (West, North and East) with breaks and relief in the elevations, final approval by DRB. Parapet heights shall be approved by DRB.
4. Dumpster shall have brick enclosure with painted metal doors, with final approval by DRB.
5. Retaining walls facing Old Milton Parkway or Georgia 400 shall be **modular block with color** brick to match the building. Retaining walls exceeding 16' in height shall be terraced with landscaping, as approved by DRB.
6. Interior storage units shall not be visible through windows.
7. Loading/unloading areas shall not be visible from Georgia 400 or Old Milton Parkway and shall be heavily screened with landscaping and decorative walls or berms.
8. Fences and walls visible from Georgia 400 or Old Milton Parkway shall be decorative, subject to approval by DRB.
9. ~~'Moving vehicles' shall not be sold or leased from the property and shall not be parked between the building and Georgia 400 or Old Milton Parkway.~~
10. Outside storage shall be prohibited.
11. Existing tree buffer along Old Milton Parkway shall remain undisturbed, except to accommodate the driveway extension from Morris Road, as depicted on the plan prepared by AEC, dated 11/1/2019. Additional landscaping may be required to be installed within the Georgia 400 buffer where sparse, subject to approval by Staff.
12. Wall signs shall not be permitted facing or visible from Georgia 400 and all signage shall be approved by DRB.
13. CC&R's shall be recorded and shall limit the use of the subject property to climate controlled self-storage with no lodging or dwelling.



Aerial Map
Midgard Self Storage- Variance & Exception
11425 Morris Road

V-20-01 / E-20-02
D/LL: 1/2/856
CC: 7/27/20

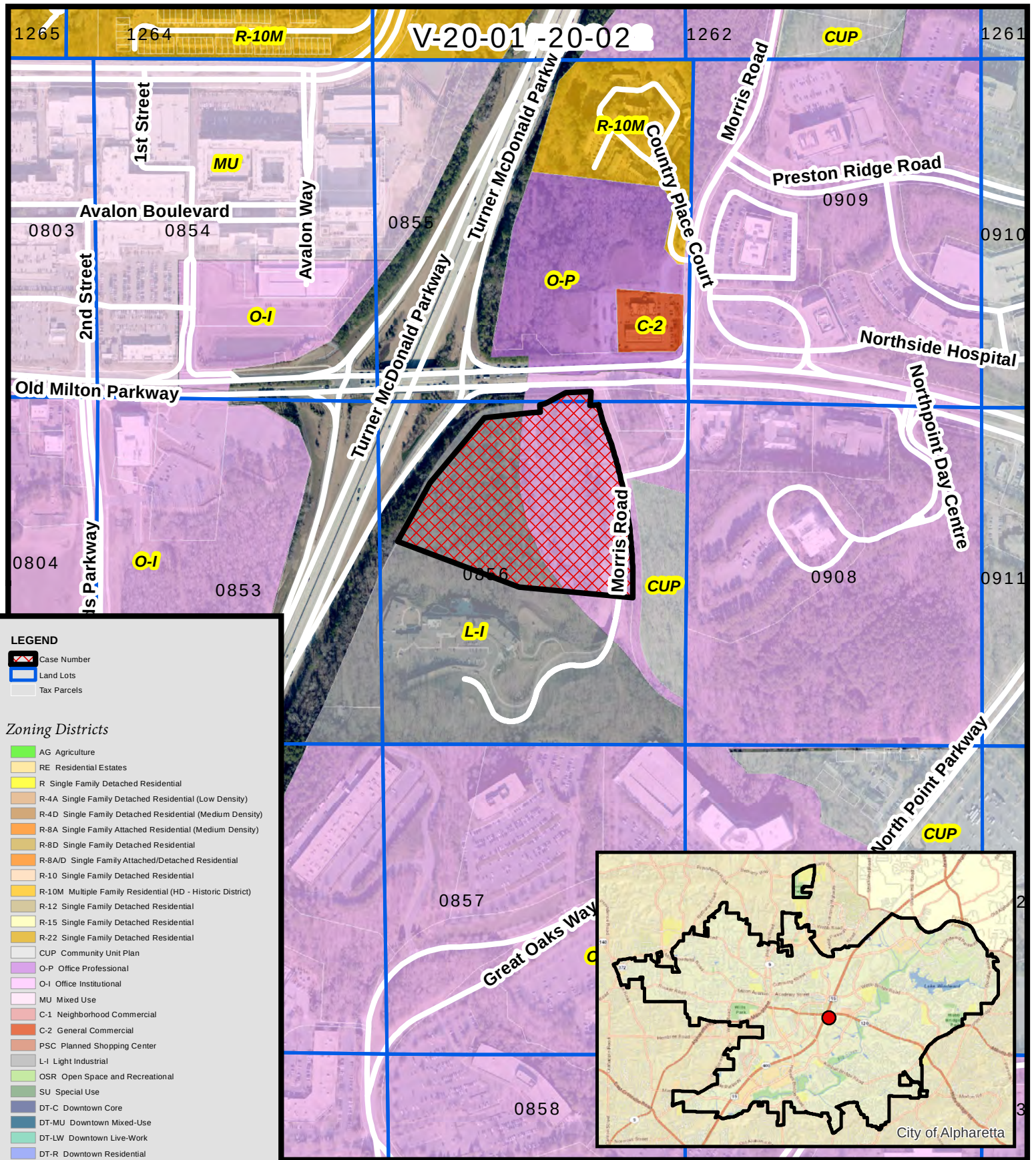
Location Map Provided by:
Community Development - GIS



Future Land Use
Midgard Self Storage- Variance & Exception
11425 Morris Road

V-20-01 / E-20-02
D/LL: 1/2/856
CC: **7/27/20**

Location Map Provided by:
Community Development - GIS

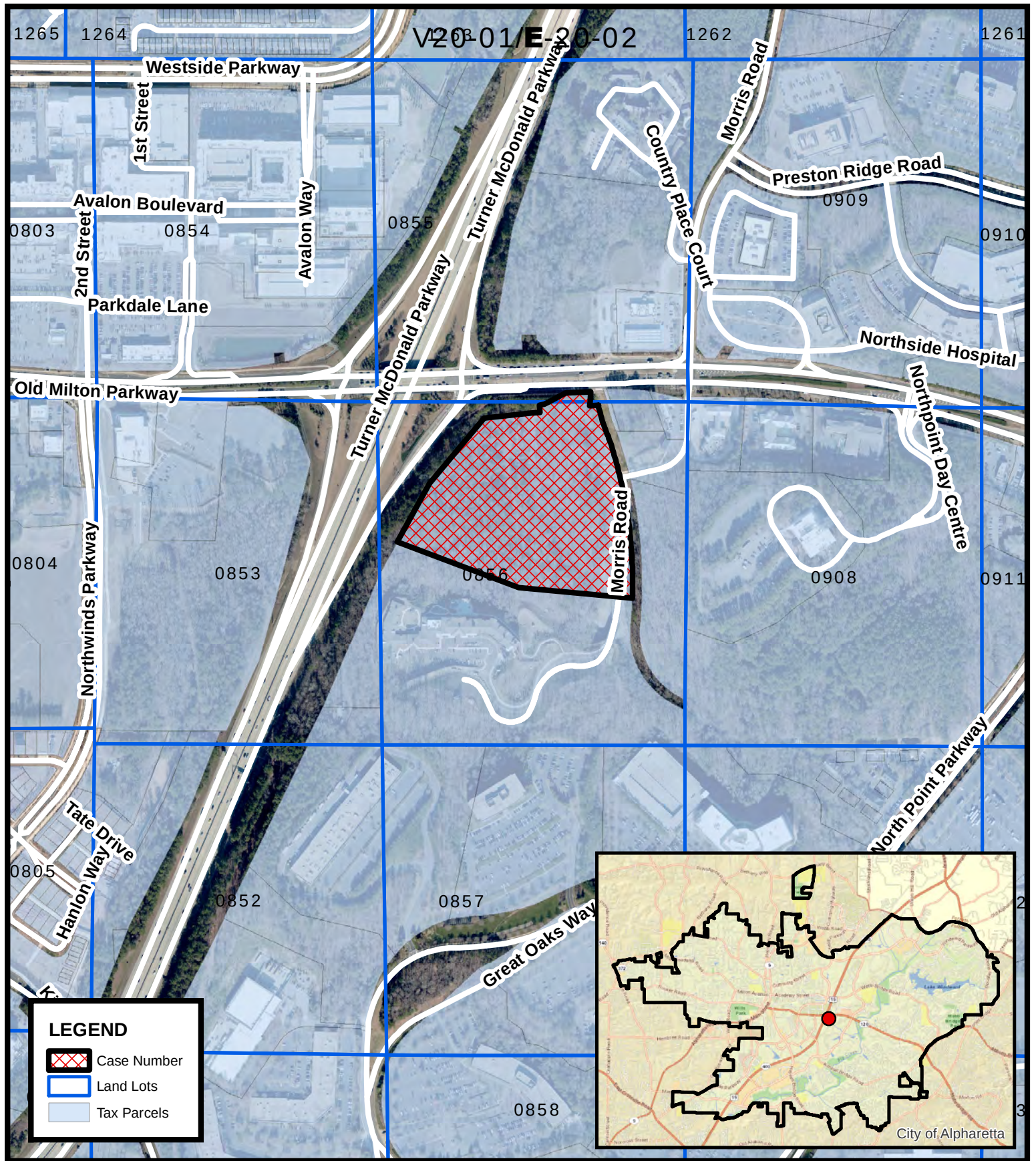


Zoning Map Midgard Self Storage- Variance & Exception 11425 Morris Road

V-20-01 / E-20-02
D/LL: 1/2/856
CC: 7/27/20



Location Map Provided by:
Community Development - GIS



Location Map
Midgard Self Storage- Variance & Exception
11425 Morris Road

V-20-01 / E-20-02
D/LL: 1/2/856 CC:
7/27/20

Location Map Provided by:
Community Development - GIS



Don Rolader

From: Lew Pollack <lpollack@reliant-mgmt.com>
Sent: Wednesday, July 29, 2020 1:09 PM
To: 'don@roladerandrolader.com'
Subject: Midgard Self Storage response to staff

Hello Mr. Woodman;

In response to your request for an explanation of our standard truck rental procedures in our office, our proposed office set up is more akin to what you might see at a Verizon or Apple store in looks and a showroom feeling. There is no dedicated work area or desk devoted to any one sales function such as U-Haul. Rather, there are circular tables for the convenience of our customers while they await service. Our staff carry a tablet which contains all software necessary to enroll a new customer for a storage rental unit as well as a U Haul dealer software program which allows our staff to complete a truck reservation.

Because the great percentage of our customers are women, we try very hard to give each sales area a welcoming and warm appearance. We can easily accomplish this goal with ground up development. However, when we purchase an existing facility, such as Roswell, we are somewhat limited in what we can do to accomplish the sales environment we would like. The Alpharetta store will be a new facility of our design unlike the Roswell sales environment which I understand you visited. Roswell was an existing facility when we acquired it. That said, neither Roswell, nor any of our facilities, planned or existing, has a dedicated portion of office space nor a computer specifically allocated for truck rental business. Additionally, our stores never have a staff member assigned solely to attend to U-Haul business. I am happy to answer any questions you might still have about our operations.

Best wishes,

Lewis Pollack

LEW G. POLLACK
MANAGING PRINCIPAL
1146 Canton Street
Roswell, GA 30075
Lpollack@Reliant-mgmt.com
Office: 770-699-2276
Cell: 561-212-6350







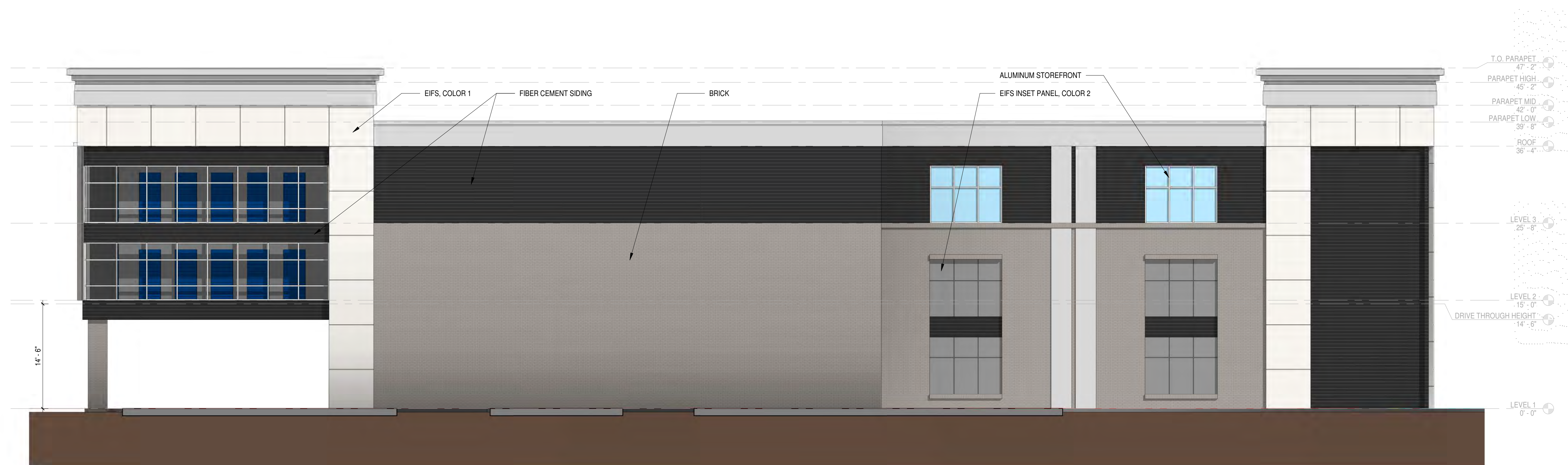








ELEVATION - WEST



ELEVATION - SOUTH



ELEVATION - EAST

SHEET ISSUE:			
NO.	DATE	DESCRIPTION	BY

PRINCIPAL IN CHARGE:
PROJECT ARCHITECT:
DRAWN BY:

RS
WJG
Author

SHEET TITLE:
ELEVATIONS

SHEET NO. PROJ. NO.

P004



ELEVATION - NORTH



PERSPECTIVE VIEW

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: Midgard Self Storage

Contact Name: Lew Pollack

Telephone: 561.212.5350

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.

Of all the surrounding property owners we contacted, we received no response from anyone. We also attended the CZIM and there was no one in attendance that had any concerns with our project.

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 (Please Specify)

CZIM

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.

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: 1/15/2020

Print Form



50 Warm Springs Circle
Roswell, Georgia 30075-4937

Main: 770.641.1942
Fax: 770.998.6924

December 10, 2019

Claire Lee Burson
P.O. BOX 1905
CLAYTON, GA. 30525- 1905

RE: **Public Hearing – Midgard Self Storage
Old Milton Parkway and Ga. 400 (southeast corner)
E-20-02/ V-20-01**

Dear Property Owner:

Midgard Self Storage has filed a variance application for the property located on Old Milton Parkway, 1st District, 2nd Section, LL 853, 856, parcel number 12-297008530351 for the purposes of developing a 3 story self storage facility. The proposed variances are to reduce the required number of parking spaces from 91 to 28 and a minor height increase from 35' to 42'. We have attached a site plan drawing for your reference.

The current hearing date for this application is to be Monday January 27th at 6:30 p.m. and the meetings are held at City Hall, 2 Park Plaza, Alpharetta, Georgia 30009.

If you need any further information or have any questions regarding the application please feel free to contact me at your convenience. I can be reached at (770) 641-1942 or slr@aecatl.com.

Sincerely,
AEC, Inc.

A handwritten signature in black ink, appearing to read 'SLR'.

Steven L. Rowe, ASLA
Vice President

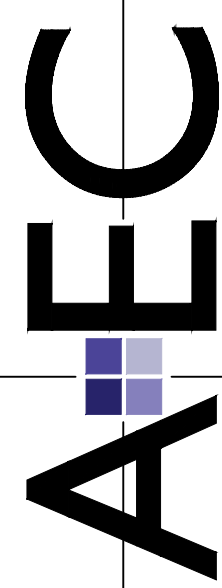
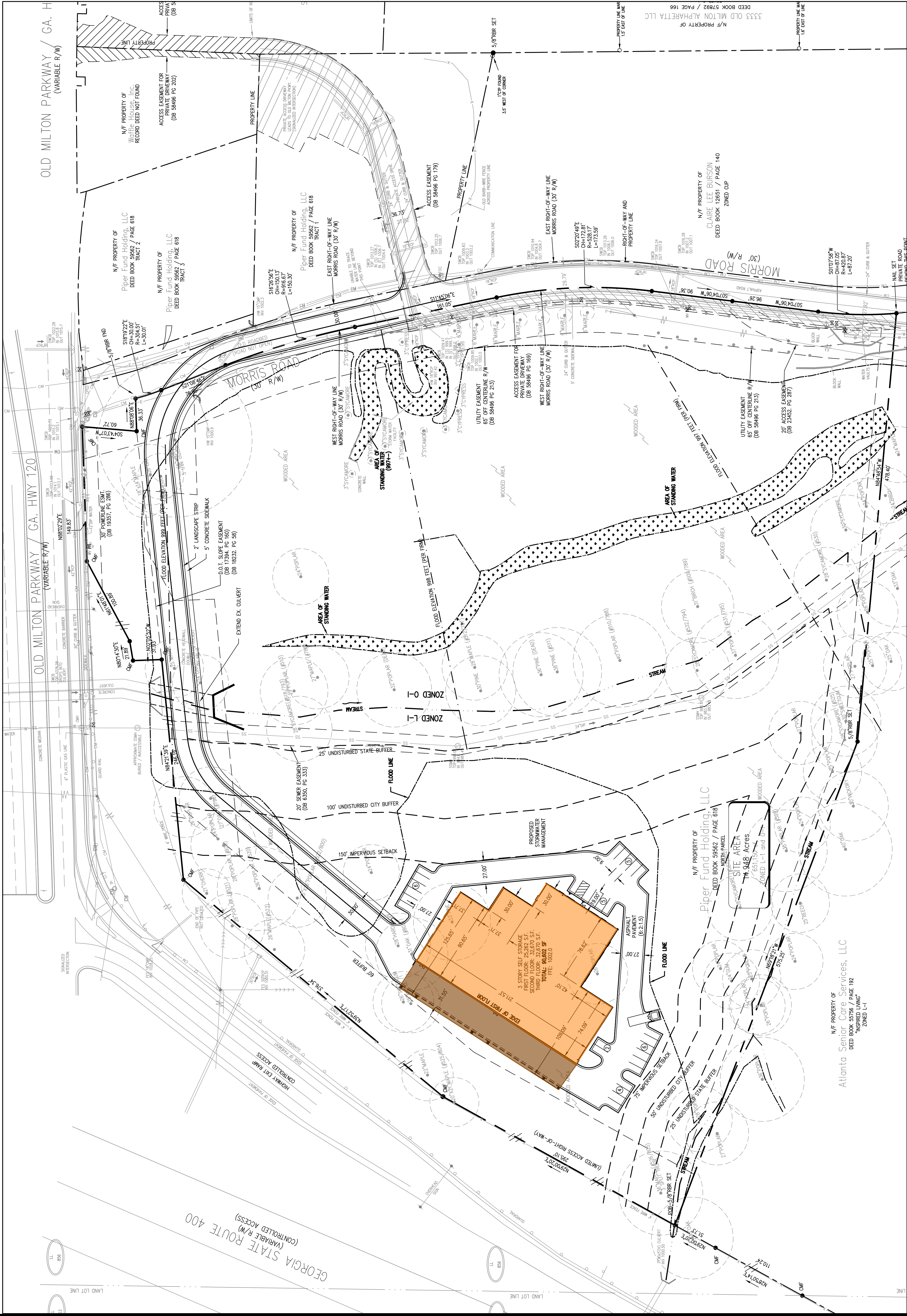
SLR/sch
Attachments

M:\2019 JOBS\19-4303 Midgard Storage\SUBMITTALS\VARIANCE\Neighbors letter Midgard.docx

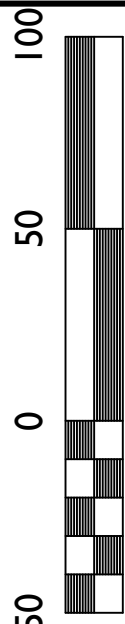
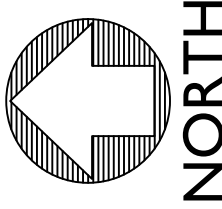


VICINITY MAP - NTS

SITE DATA:	
11425 MORRIS ROAD	
CITY OF ALPHARETTA	
FULTON COUNTY, GEORGIA	
LAND LOT 853 & 856	
1st DISTRICT	2nd SECTION
TOTAL ACRES:	14.948
CURRENT ZONING:	L-1 & O&I
PROPOSED USE:	SELF STORAGE
TOTAL PARKING:	28
SITE STANDARDS:	
MINIMUM LOT SIZE:	1 AC
MINIMUM LOT WIDTH:	NONE
MINIMUM SETBACK:	
FRONT:	50' LOCAL STREET
SIDE:	65' ALL OTHER STREETS
REAR:	15'
MAX BUILDING COVERAGE:	35%
PROP. BUILDING COVERAGE:	35%
MAX BUILDING HT:	35'
PROP. BUILDING HT:	42'
(ADMIN VARIANCE)	



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Roswell • Georgia • 30075
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PRELIMINARY SITE PLAN

MidGard SS Alpharetta

ALPHARETTA, GEORGIA

PROJECT INFORMATION

PROJECT NO.:	19-4303
DATE:	11-1-19
SCALE:	1" = 50'
FILE NAME:	19-4303 MIDGARD SS P07.DWG
DESIGN/DRAWN:	slr/sch

ATLANTA SENIOR CARE SERVICES 2 LLC
8380 BAY PINES BLVD FLOOR 3
SAINT PETERSBURG FL 33709

WAFFLE HOUSE INC
P O BOX 6450
NORCROSS GA 30091 6450

3333 OLD MILTON ALPHARETTA LLC
180 GLASTONBURY BLVD STE 201
GLASTONBURY CT 06033

SAMS REAL ESTATE HOLDINGS GEORGIA LLC
7935 COUNCIL PL SUITE 200
MATTHEWS NC 28105

ALPHARETTA LIFEHOPE LAND SPE LLC
3330 PRESTON RIDGE RD SUITE 380
ALPHARETTA GA 30005

Triad Newcastle LLC
100 CHURCH ST SUITE 100
HUNTSVILLE AL 35801

Abed Mohammed A Trustee Et AL
11500 OLIVE BLVD SUITE 188
SAINT LOUIS MO 63141 7147

Burson Claire Lee
P.O. BOX 1905
CLAYTON GA 30525 1905

Midgard Self Storage Variance and Exception

12.11.19

[illegible]

ROLADER & ROLADER, P.C.

ATTORNEYS AND COUNSELORS AT LAW

1865 LOCKEWAY DRIVE, SUITE 601

ALPHARETTA, GEORGIA 30004

Telephone (770) 442-0330

Fax (770) 442-0641

www.roladerandrolader.com

DONALD A. ROLADER
don@roladerandrolader.com

D.W. "Pete" ROLADER
1924 - 2011

August 7, 2020

Mayor and City Council
City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009

RE: Variance Application V-20-01/E-20-02 Midgard Self Storage
Second Amended Letter of Intent

Dear Mayor and Council:

I represent Reliant Real Estate Management LLC which is the Applicant in the above-referenced Variance Applications. This letter shall serve as the Second Amended Letter of Intent for this Application. It is provided in addition to the original Letter of Intent filed by AEC, Inc., the Constitutional Objection Letter filed by AEC, Inc. and the Amended Letter of Intent filed by this office dated July 22, 2020. Please incorporate this letter and the attachments in the zoning file for this application and make it a part thereof.

Without a variance, a total of 91 parking spaces would be required. This is far more than is necessary for a self-storage building, which is a permitted use under zoning ordinance. Without a variance, it would be impossible to develop the property for a permitted use, which of course would be unlawful. The City routinely grants parking variances for climate controlled self-storage facilities. In its revised Staff Report dated August 10, 2020, Staff, without any explanation or supporting data, states "...the truck leasing use would generate a need for nine (9) additional parking spaces. Therefore, the applicant's proposal would require a total of 104 parking spaces." On page 3 of the Staff Report, Staff cites "Auto and truck SALES and Leasing" as requiring 1 parking space per 100 square feet. This facility will not sell autos or trucks. The standard for parking for "Climate Controlled Storage" is 1 space per 1,000 square feet. Staff is trying to apply multiple standards within one use category. Leasing moving vehicles is an accessory use to climate controlled storage, just as is selling storage locks, boxes and other accessories.

The facility will have no U-Haul employees, nor any Midgard employees dedicated exclusively to the rental of U-Haul products. The customer service area has seating areas with tables for Midgard customers who are engaged by Midgard employees with laptops or tablets to serve all of the customers' needs. There are NO customer service space or storage spaces dedicated to the leasing of U-Haul products, and therefore any calculation regarding the same is erroneous.

ITE (Institute of Transportation Engineers) parking requirements for mini-warehouse use calculated on a square feet basis are 0.17 parking spaces per 1,000 square feet (91,000 square feet/1,000 X 0.17 = 16 spaces). Mini-warehouse parking requirements calculated on a per

storage units basis are 1.66 spaces per 100 storage units (733 storage units/100 X 1.66=12 spaces). See the communication from AEC attached as Exhibit A. Based on actual truck rental leasing records from local Midgard facilities for the last three months, the Woodstock facility averaged less than one U-Haul transaction per day. The Roswell Midgard facility which is approximately 20% larger than the proposed facility, averaged about 4 U-Haul transactions per day. The facility is open 9 hours per day, so the frequency of traffic was approximately 1 vehicle per every 2-hour period. See the correspondence from Reliant attached as Exhibit B.

There is no legitimate or compelling basis for requiring 104 spaces for this facility. The City has no climate controlled storage facility having or reserving more than 32 spaces. The six existing climate controlled storage facilities average 9 existing parking spaces, and 15.67 parking spaces if you count the "reserved" parking spaces which have not been built. In the Staff Report for the last climate controlled storage facility approved in Alpharetta (V-16-14), Staff recognized that such facilities do not generate substantial traffic. I quote from that Staff report "Variances to required parking for storage facilities have been granted for other properties in the City and the applicant has provided a parking study for other storage facilities in Alpharetta and in the surrounding area. That data concludes that an average of 7 parking spaces are provided at similar facilities. Staff researched other municipal parking codes and found that most require 1 parking space per 3,500 square feet for storage facilities would require 29 spaces for this proposal." See Exhibit C attached. That facility in V-16-14 was 103,000 square feet. If you apply the same standard of 1 parking space per every 3,500 square feet to this application, the site would need 26 total parking spaces, including future reserved spaces. The site plan shows 28 parking places to be constructed upon development.

It is apparent that the Staff recommended number of parking spaces bears no rational relationship to the number of spaces actually needed, the number of spaces set out in the ITE standards, nor the number of spaces approved or existing in the City for other climate controlled storage facilities. Applicant respectfully requests that the City approve the requested parking variance.

Additionally, applicant demands separate votes of Council on the "Exception" for height variance, and on the parking variance.

Sincerely,



Donald A. Rolader
Attorney for Applicant

cc: Lew Pollack



August 4, 2020

Donald A. Rolader, Esquire
 Rolader & Rolader, P.C.
 1865 Lockeway Drive, Suite 601
 Alpharetta, GA 30004

Midgard Self Storage Alpharetta
 V-20-01 / E-20-02/Application for Variance

Dear Don:

In connection with the subject application and specifically in regard to truck rental parking for self storage, the attached reports reflect three-month summaries of U-Haul customer counts for two of Midgard Self Storage facilities located in Woodstock and Roswell, Georgia.

Midgard Self Storage Woodstock Summary

Midgard Self Storage Woodstock was acquired in 2017 and contains 57,113 net rentable square footage. The Midgard Self Storage Woodstock data indicates a daily average of less than 1 U-Haul customer per day.

Month	Total Monthly Customer Count	Average Daily Count
May	21	≤ 1 per day
June	21	≤ 1 per day
July	26	≤ 1 per day

Midgard Self Storage Roswell Summary

Midgard Self Storage Roswell was acquired in 2018 and contains 117,383 net rentable square footage. The Midgard Self Storage Roswell data indicates a daily average of 4± U-Haul customers per day.

Month	Total Monthly Customer Count	Average Daily Count
May	122	3.9 per day
June	126	4.2 per day
July	131	4.2 per day

Donald A. Rolader, Esquire
Rolader & Rolader, P.C.
August 4, 2020
Page 2

Exhibit "A"
(2 of 2)



The terms of any dealer agreement with national rental companies, such as U-Haul, are effective no earlier than the date the dealer holds an ownership or leasehold interest in the property on which the trucks will be located for leasing.

These industry contractual conditions and standards are not limited to self-storage sites, but to any other dealers from 'mom and pop' parcel/business centers to big box home improvement stores. To impose separate requirements for parking spaces for truck rentals, in addition to conforming parking spaces, would lead to unreasonable and unfair restraints on trade and competition.

Sincerely,

Reliant Real Estate Management LLC

Lewis G. Pollack
Member/Manager

Exhibit "B"

Don Rolader

From: Steven Rowe <slr@aecatl.com>
Sent: Tuesday, August 04, 2020 3:44 PM
To: Don Rolader; Lew Pollack; Debbie Hanley; Richard Robbins
Subject: Midgard Alpharetta- ITE (Institute of Traffic Engineers) Parking Generation 4th edition

All,

I looked into the ITE requirements for parking by use and below is what I discovered:

Mini-Warehouse (151)- By 1000 s.f.: 0.17 Parking Spaces per 1000 s.f. **(16 required for 91,000 s.f.)**
Mini-Warehouse (151)- By 100 storage units: 1.66 Parking Spaces per 100 storage units **(14 required parking for 800 storage units)**

Many jurisdictions use the ITE Parking Generation Manual to create their minimum parking requirement codes.

Thanks,

Steven L. Rowe, ASLA, CNU | Vice President



50 Warm Springs Circle
Roswell, GA 30075

Direct 678-990-2380 | **Cell** 404-906-1639

Office 770-641-1942 | **Fax** 770-998-6924

slr@aecatl.com | www.aecatl.com   

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V-16-14

Exhibit "C"

property is zoned L1 located on the south side of Westside Parkway near the intersection of Old Roswell Road.

DISCUSSION

The applicant is proposing to build a 103,200 square foot storage facility which is permitted within the Light Industrial zoning district.

The Unified Development Code requires 1 parking space per 1,000 square foot or 103 spaces for this use. The applicant is requesting a variance in order to allow 8 parking spaces on site. Variances for required parking for storage facilities have been granted for other properties in the City and the applicant provided a parking study for other storage facilities within Alpharetta and the surrounding area. The data concludes that an average of 7 parking spaces are provided at similar facilities. Staff researched other municipal parking codes and found that most require 1 parking space per 3,600 square feet for storage facilities which would require 29 spaces for this proposal. If approved for 8 spaces the applicant should be required to provide a green space where an additional 21 spaces could be constructed if needed in the future.

The applicant previously provided a site plan with the loading lane along the front of the property, however at the request of Staff they modified the site plan to provide the loading area to the rear of the building. The change in site plan does require a variance to the front setback in order to move the building closer to Westside Parkway. The building is depicted as mostly 4 sided brick however with few breaks in the elevation. If approved the elevations will require Design Review Board approval and should have the appearance of an office building.

The site clearing and grading should be limited to the storage facility site in accordance with the Tree Ordinance.

VARIANCE REQUIREMENTS

The City of Alpharetta Unified Development Code Article IV, Section 4.5.3 outlines the criteria set forth for granting a variance. The ordinance specifically states, "a variance may be granted in whole or in part, or with conditions, in such individual case of unnecessary hardship upon a finding that:

- (1) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography; or

The applicant has provided parking requirements for similar uses which show an average of 7 spaces for similar properties. The need is based on the use. However, the size, shape and topography do not result in exceptional circumstances.

7/22/20

AMENDED LETTER OF INTENT

ROLADER & ROLADER, P.C.

ATTORNEYS AND COUNSELORS AT LAW

1865 LOCKEWAY DRIVE, SUITE 601

ALPHARETTA, GEORGIA 30004

Telephone (770) 442-0330

Fax (770) 442-0641

www.roladerandrolader.com

DONALD A. ROLADER
don@roladerandrolader.com

D.W. "Pete" ROLADER
1924 - 2011

July 22, 2020

Mayor and City Council
City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009

RE: Variance Application V-20-01/E-20-02 Midgard Self Storage
Amended Letter of Intent

Dear Mayor and Council:

I represent Reliant Real Estate Management LLC which is the Applicant in the above-referenced Variance Applications. This letter shall serve as the Amended Letter of Intent for this Application. It is provided in addition to the original Letter of Intent filed by AEC, Inc. and the Constitutional Objection Letter filed by AEC, Inc. Please incorporate this letter in the zoning file for this application and make it a part thereof.

Without a variance, a total of 91 parking spaces would be required. This is far more than is necessary for a self-storage building, which is a permitted use under the zoning ordinance. Without a variance, it would be impossible to develop the property for a permitted use, which of course would be unlawful. The City routinely grants parking variances for climate controlled self-storage facilities.

We have attached the following in support of our application for a variance:

Exhibit 1. Attached as Exhibit 1 is a letter dated July 1, 2020 from Steven L. Rowe, ASLA, with the engineering firm of AEC, Inc., in which he opines that 28 spaces are more than sufficient. Mr. Rowe also highlights that more spaces cannot be built on the property due to physical constraints on the property and would necessarily cause a reduction to the building size and hence the project's economic viability.

Exhibit 2. Attached as Exhibit 2 is a financial analysis by Applicant, which has extensive and proven experience in developing and operating self-storage facilities. Applicant has more than 48 self-storage facilities in 6 states. The analysis shows that, in addition to a substantial increase in construction costs, reducing the size of the building due to the extra, unneeded spaces would result in a negative financial return on the property, including a multimillion loss in property value. A modification necessary to meet the City's requirement, without any variance, would force a reduction of 18,150 net rentable square footage, or almost 1/3 of the current net rentable square footage. The

7/22/20

AMENDED LETTER OF INTENT

project would fail to even meet the minimum financial requirements of profitability.

- Projected loss in monthly gross rental (\$27,000)
- Reduction of 5-year project initial rate of return from 19.6% to a negative loss of (-16.2%)
- Reduction of Residual Value from \$15,469,703 to \$10,310,393 (\$5,159,310 Loss after 5 Years)

Exhibit 3. Attached as Exhibit 3 are photos and parking data on every other comparable self-storage facility within a five mile radius of subject property. This market area includes the entire City of Alpharetta and most all of Fulton County north of the Chattahoochee River. You will note that these comparable facilities were permitted to have far fewer parking spaces than ordinance would dictate for subject site. In fact, the most recently permitted self-storage facility, located within City borders, of approximately the same size, opened in 2018 and has 21 spaces. As the recent drone photos demonstrate, even that number of spaces is more than sufficient for the traffic flow generated on the premises. Self-storage facilities simply do not have many visitors at any given time. A parking requirement for the Applicant should be consistent with that afforded to similar facilities. Otherwise, this would put Applicant at a severe competitive disadvantage to other facilities and would be an obstacle to any reasonable economic development of the property for a permitted use. Similarly situated property owners must be similarly treated.

There is no legitimate or compelling basis for requiring 91 spaces for this facility. The extra spaces will never be used, are not necessary for customers, would be very costly to build and would render the property effectively unusable for a permitted use.

Further, we ask your approval for a variance to increase the height of the building by 1.75 feet to allow moving trucks to access the first floor. The building is not obtrusive and the appearance of the building from GA 400 will not be noticeable. On the same intersection, the Avalon development has a ten story office building, an eight story office building and an eight story hotel on the pin corner.

Automobile sales and leasing (trucks, vans, cars and accessories) is a permitted use in the LI zoning district. Applicant intends to provide space to lease up to four moving trucks to serve the needs of its customers. Applicant objects to any condition which restricts a permitted use on the property. Applicant has not requested a change of zoning category.

Sincerely,



Donald A. Rolader
Attorney for Applicant

cc: Lew Pollack

7/22/20

AMENDED LETTER OF INTENT



50 Warm Springs Circle
Roswell, Georgia 30075-4937

Main: 770.641.1942
Fax: 770.998.6924

July 22, 2020

Donald A. Rolader, Esq.
ROLADER & ROLADER, P.C.
1865 Lockeway Drive
Suite 601
Alpharetta, GA 30004

RE: **Midgard, Alpharetta
Parking Requirement**

Dear Don:

AEC, Inc. (AEC) reviewed the Alpharetta Unified Development Code and has determined that 91 parking spaces are required for the proposed Midgard development despite their business model does not require 91 parking spaces. The site plan we are proposing has 28 parking spaces and is sufficient for the proposed self-storage use and given the constraints that exist on the property, meeting the required parking will be impossible without major and costly modifications to the building.

The property is constrained by Flood Plain, Stream Buffers and a required zoning buffer adjacent to Georgia 400. Although the site is almost 15 acres, a majority of the property is not developable and due to the natural constraints, there are no other places to add surface parking (please see the attached exhibit). Our only option would be to significantly impact the building.

To meet the required parking, we would need to eliminate a significant portion of the bottom floor of the building and replace it with parking. This solution would eliminate 15,912 square feet of storage space and convert it to parking spaces under the second and third floors of the building. We have attached this plan option for your reference.

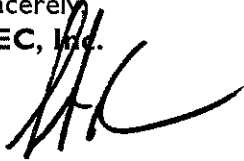
We also reviewed the study prepared by Midgard regarding the existing self-storage facilities within the City of Alpharetta and their actual parking. Of the six (6) facilities studied, the onsite parking ranged from as little as 2 spaces to a maximum of 21 spaces which is consistent with other self-storage facilities we have helped design throughout the metro Atlanta area. After reviewing the study, it is clear that the 91 parking spaces required by the City of Alpharetta is far in excess of what is required to operate the business.

7/22/20

AMENDED LETTER OF INTENT

Meeting the code minimum required parking would be prohibitively costly for the development and more importantly not necessary given the required parking by the self-storage use. It is my professional opinion that the requirement of 91 spaces is excessive and unnecessary for a self-storage use and that the Alpharetta code does not accurately reflect the actual required spaces for self-storage. If you have any questions or need any further information, please feel free to call me at your convenience.

Sincerely,
AEC, Inc.



Steven L. Rowe, ASLA
Vice President

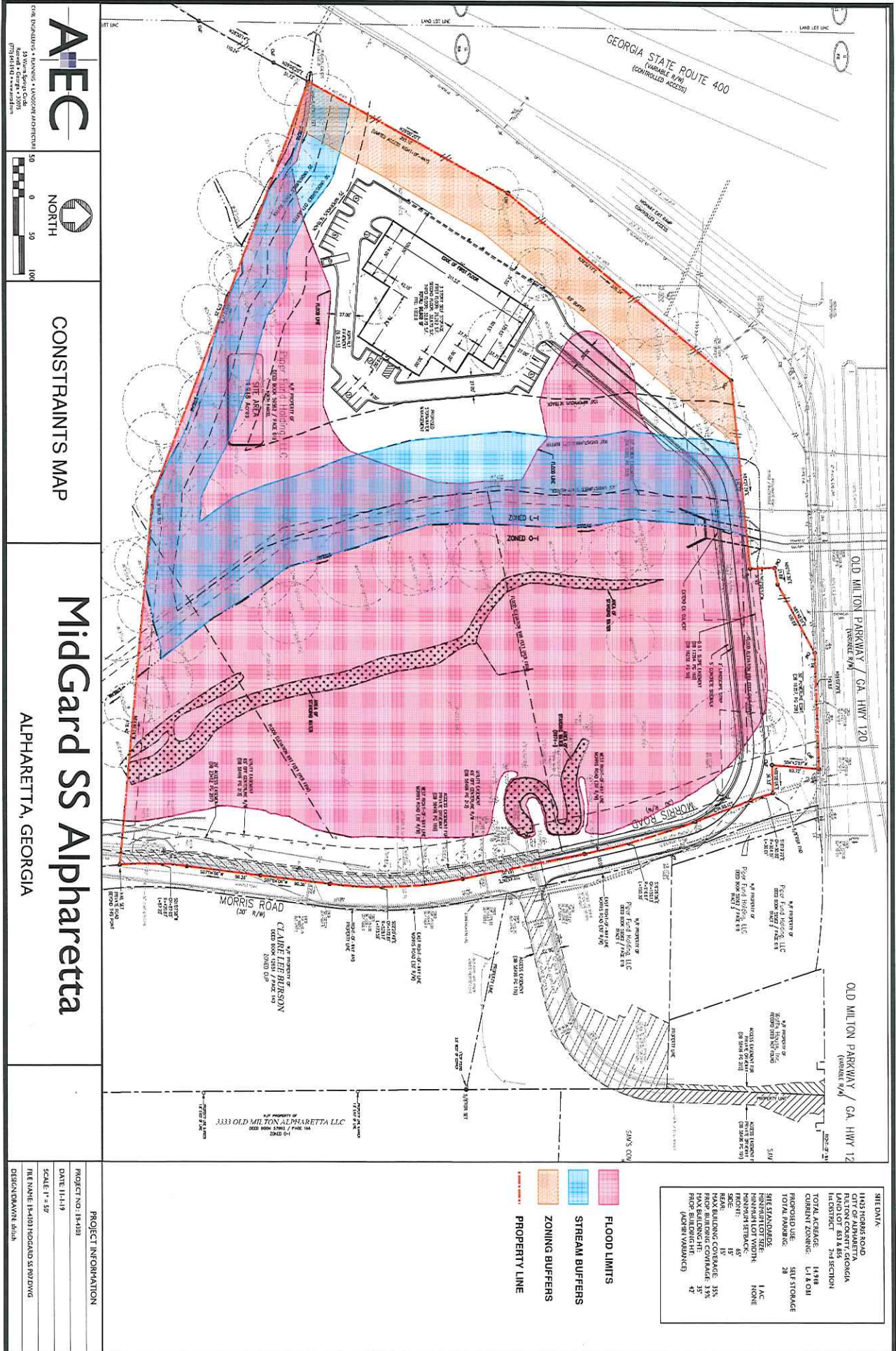
cc: Mr. Lew Pollack (Reliant Real Estate Management, LLC)
Ms. Debbie Hanley (Reliant Real Estate Management, LLC)

SLR/slr
Attachments

M:\2019 JOBS\19-4303 Midgard Storage\DOCS\Midgard-Required Parking Letter (7-1-2020).docx

7/22/20

AMENDED LETTER OF INTENT



7/22/20

AMENDED LETTER OF INTENT



CIVIL ENGINEERING • PLANNING • LANDSCAPE ARCHITECTURE
 2300 Peachtree Industrial Blvd., Suite 200
 Atlanta, GA 30329
 (770) 414-1100 • www.aec.com



NORTH
 50' 0' 50' 100'

PARKING PLAN EXHIBIT
FOR INDUSTRIAL USE

Midgard SS Alpharetta

ALPHARETTA, GEORGIA

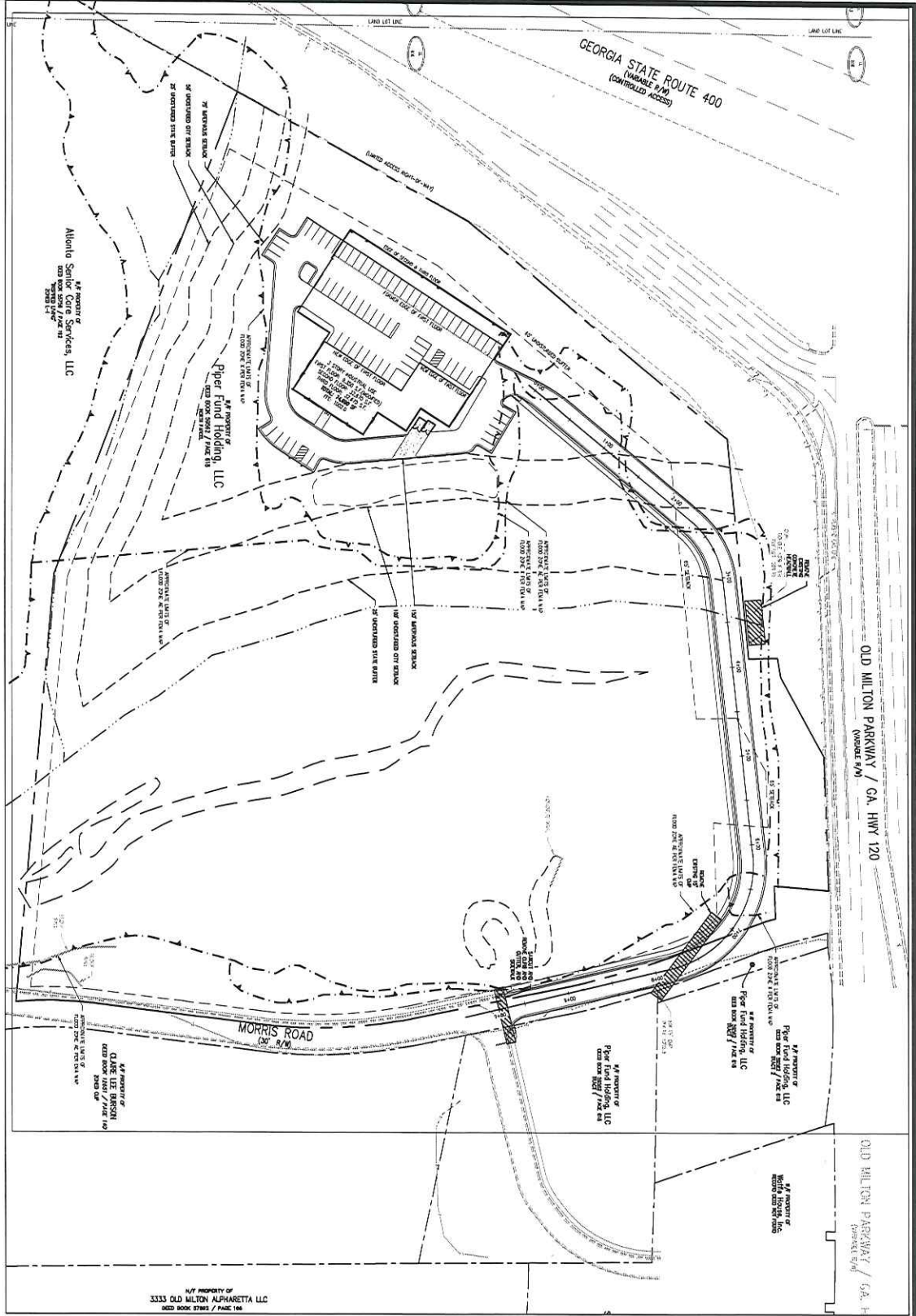
PROJECT NO: 14-100

DATE: 4-8-2020

SCALE: 1" = 50'

FILE NAME: 14-1001 COV ALPHARETTA INDUSTRIAL DWG

DESIGNER: JAVIN BROWN



PARKING DATA:	
BUILDING SF:	74,000 SF
PARKING REQUIRED:	1,000 SF = 75
PARKING PROVIDED:	77 SPACES

SITE DATA:	
11105 MORRIS ROAD	
CITY OF ALPHARETTA	
LAND LOT: 83.1455	
14 DISTRICT: 2-4 SECTION	
TOTAL ACRES: 14.98	
CURRENT ZONING: L-1 B.O.M.	
PROPOSED USE: INDUSTRIAL	
SITE FEATURES:	
MINIMUM LOT SIZE:	1 AC
MINIMUM LOT WIDTH:	NONE
MINIMUM SETBACK:	NONE
MINIMUM FRONT SETBACK:	NONE
MINIMUM SIDE SETBACK:	NONE
MINIMUM REAR SETBACK:	NONE
MINIMUM FRONT SETBACK:	NONE
MINIMUM SIDE SETBACK:	NONE
MINIMUM REAR SETBACK:	NONE

Midgard Self Storage V-20-01 / E-20-02

Exhibit 2

Financial analysis shows that, in addition to a substantial increase in construction costs, the reduction in the size of the building due to the extra, unneeded spaces would result in a negative financial return on the property, including a multi-million loss in property value.

Year 5 Return Comparison		Original Plans	Add 90 Parking Spots
Starting Gross Potential Rent		\$104,326.00	\$77,787.00
Net Rentable SF	67,500		49,350
Year 5 Project IRR	19.6%		-16.2%
Year 5 Investor IRR	15.2%		-16.2%
Avg Annual ROI	20.2%		-11.7%
Year 5 Cash on Cash Return	10.1%		0.0%
Residual Value	\$15,469,703		\$10,310,393
Debt Coverage Ratio Year 3	0.9		0.48
DCR Year 4	1.26		0.78
DCR Year 5	1.52		0.96
DCR Year 6	1.63		1.03

7/22/20

AMENDED LETTER OF INTENT

Exhibit 3

Midgard Self Storage Parking Requirements for Comparable Self-Storage Facilities

The required parking ratio of 1:1000 (1 parking space/1,000 square feet), or 91 spaces. This is far greater than is necessary for this facility and far greater than the parking spaces required for comparable projects.

Existing parking requirements for self-storage sites located within the City limits:

SITE NAME	ADDRESS	NET LEASABLE SQ. FT.	VISUAL PARKING COUNT FROM JUNE 2020 AERIALS DURING BUSINESS HOURS
Extra Space Storage	10945 Westside Pkwy	104,841	21
Public Storage	530 State Highway 9	111,000	13
U-Store	4400 Kimball Bridge Rd	30,954	2
Extra Space Storage	855 N Main St	64,361	5
Cubesmart	411 State Highway 9	112,375	18
Public Storage	11455 Maxwell Rd	82,226	5

Note the newest self-storage facility built in 2018, at 10945 Westside Parkway, Alpharetta contains 104,841 square feet with a visual parking count of only 21.

Aerial photos of each comparable, which pertinent date, as attached.

V-20-01 / E-20-02: Midgard Self Storage

Extra Space Storage
10945 Westside Parkway, Alpharetta, GA
 (SITE NO. 1)



Year Built ¹ 2018	Net Rentable Square Feet ¹ 104,841	Striped Parking Spaces in Aerial 21	Truck Rental No
---------------------------------	--	--	--------------------

¹Source – Fulton County Georgia Board of Assessors
²Source – Forsyth County Georgia Board of Assessors

V-20-01 / E-20-02: Midgard Self Storage

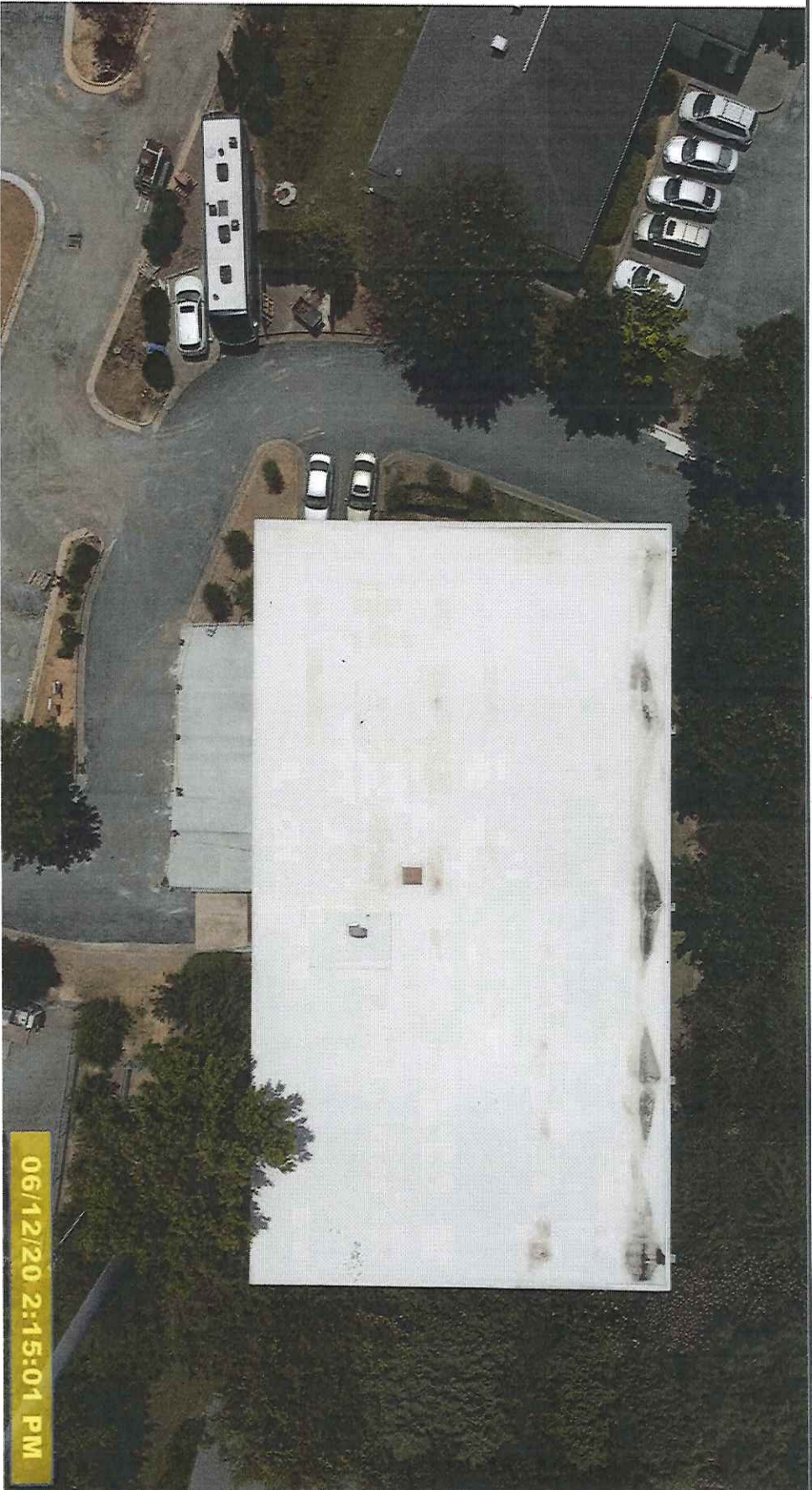
Public Storage
530 State Highway 9 (South Main Street), Alpharetta, GA
(SITE NO. 2)



Year Built ¹ 2004	Net Rentable Square Feet ¹ 111,000	Striped Parking Spaces in Aerial 13	Truck Rental No
---------------------------------	--	--	--------------------

¹Source – Fulton County Georgia Board of Assessors
²Source – Forsyth County Georgia Board of Assessors

U-Store
4400 Kimball Bridge Road, Alpharetta, GA
 (SITE NO. 3)



Year Built¹ 2001	Net Rentable Square Feet¹ 30,954	Striped Parking Spaces in Aerial 2	Truck Rental No
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¹Source – Fulton County Georgia Board of Assessors

²Source – Forsyth County Georgia Board of Assessors

Extra Space Storage
855 North Main Street, Alpharetta, GA
(SITE NO. 4)



Year Built ¹ 2000	Net Rentable Square Feet ¹ 64,361	Striped Parking Spaces in Aerial 5	Truck Rental No
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¹Source – Fulton County Georgia Board of Assessors
²Source – Forsyth County Georgia Board of Assessors

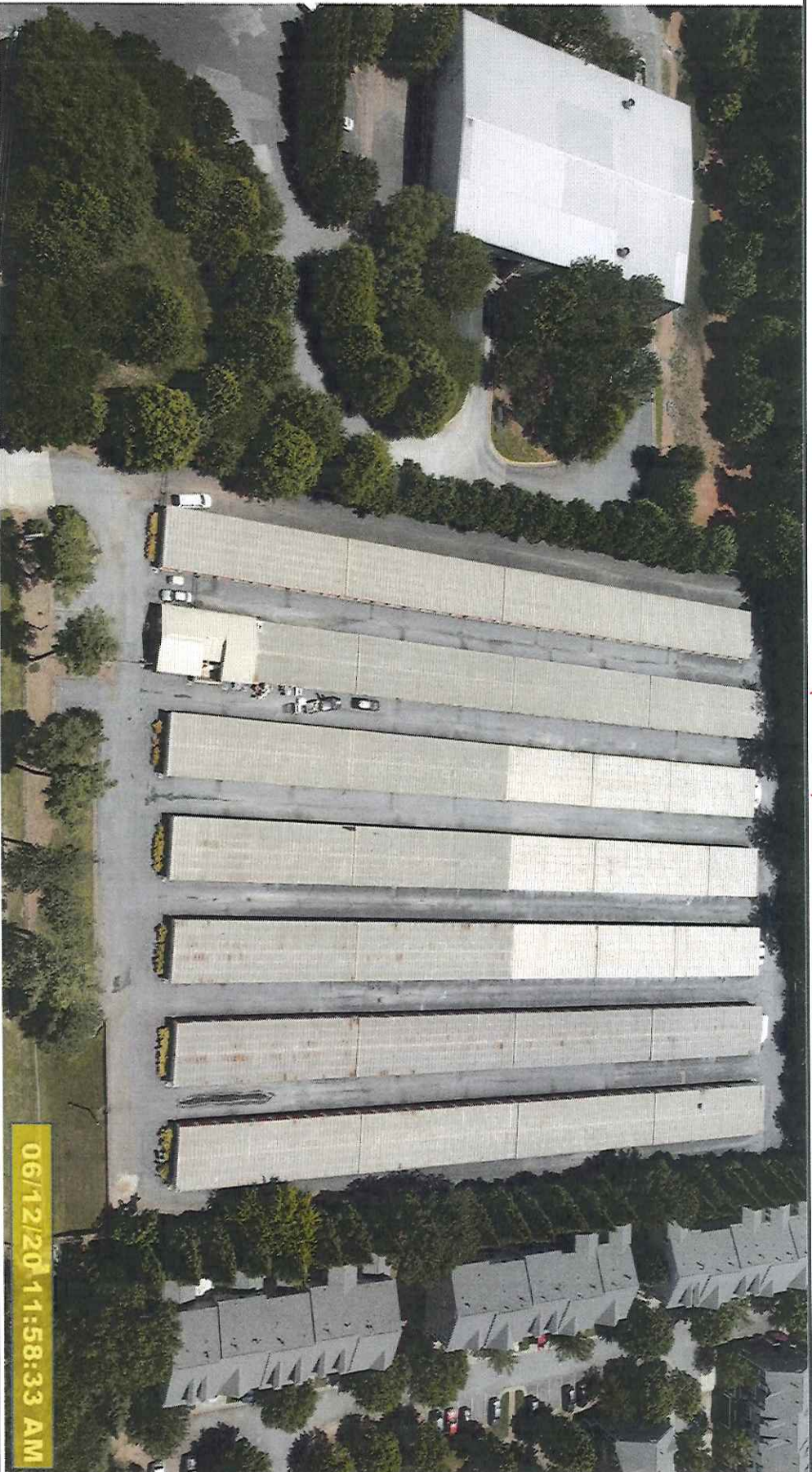
Cubesmart
411 State Highway 9 (South Main Street), Alpharetta, GA
 (SITE NO. 5)



Year Built ¹ 1995, 1997	Net Rentable Square Feet ¹ 112,375	Striped Parking Spaces in Aerial 18	Truck Rental No
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¹Source – Fulton County Georgia Board of Assessors
²Source – Forsyth County Georgia Board of Assessors

Public Storage
11455 Maxwell Road, Alpharetta, GA
(SITE NO. 6)



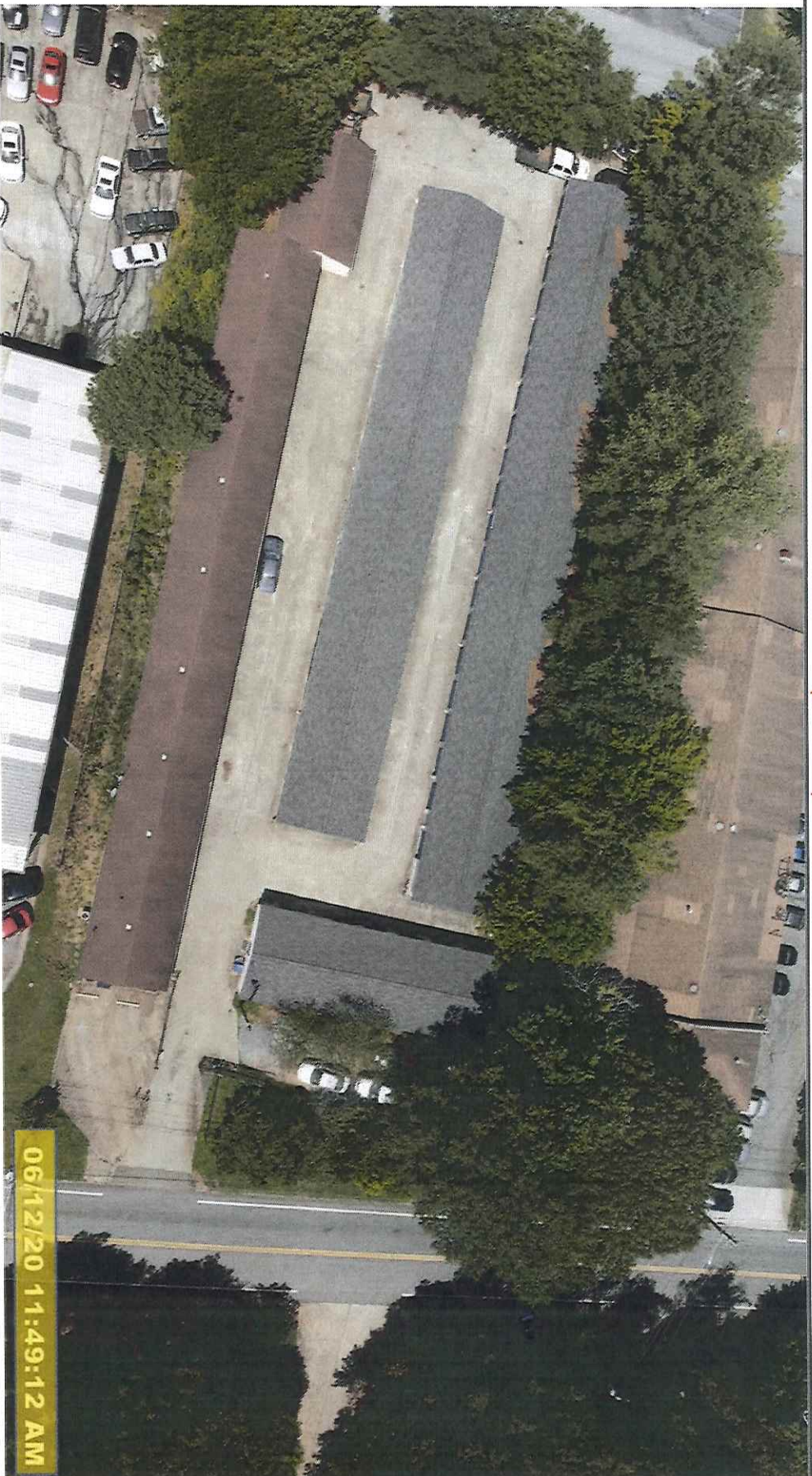
Year Built ¹ 1988	Net Rentable Square Feet ¹ 82,226	Striped Parking Spaces in Aerial 5	Truck Rental No
---------------------------------	---	---------------------------------------	--------------------

¹Source – Fulton County Georgia Board of Assessors
²Source – Forsyth County Georgia Board of Assessors

DNA Self Storage

11500 North Fulton Industrial Boulevard, Alpharetta, GA

(SITE NO. 7)



Year Built ¹ 1980	Net Rentable Square Feet ¹ 15,728	Striped Parking Spaces in Aerial 0	Truck Rental No
---------------------------------	---	---------------------------------------	--------------------

¹Source – Fulton County Georgia Board of Assessors

²Source – Forsyth County Georgia Board of Assessors

Extra Space Storage
5635 Atlanta Highway, Alpharetta, GA
(SITE NO. 8)

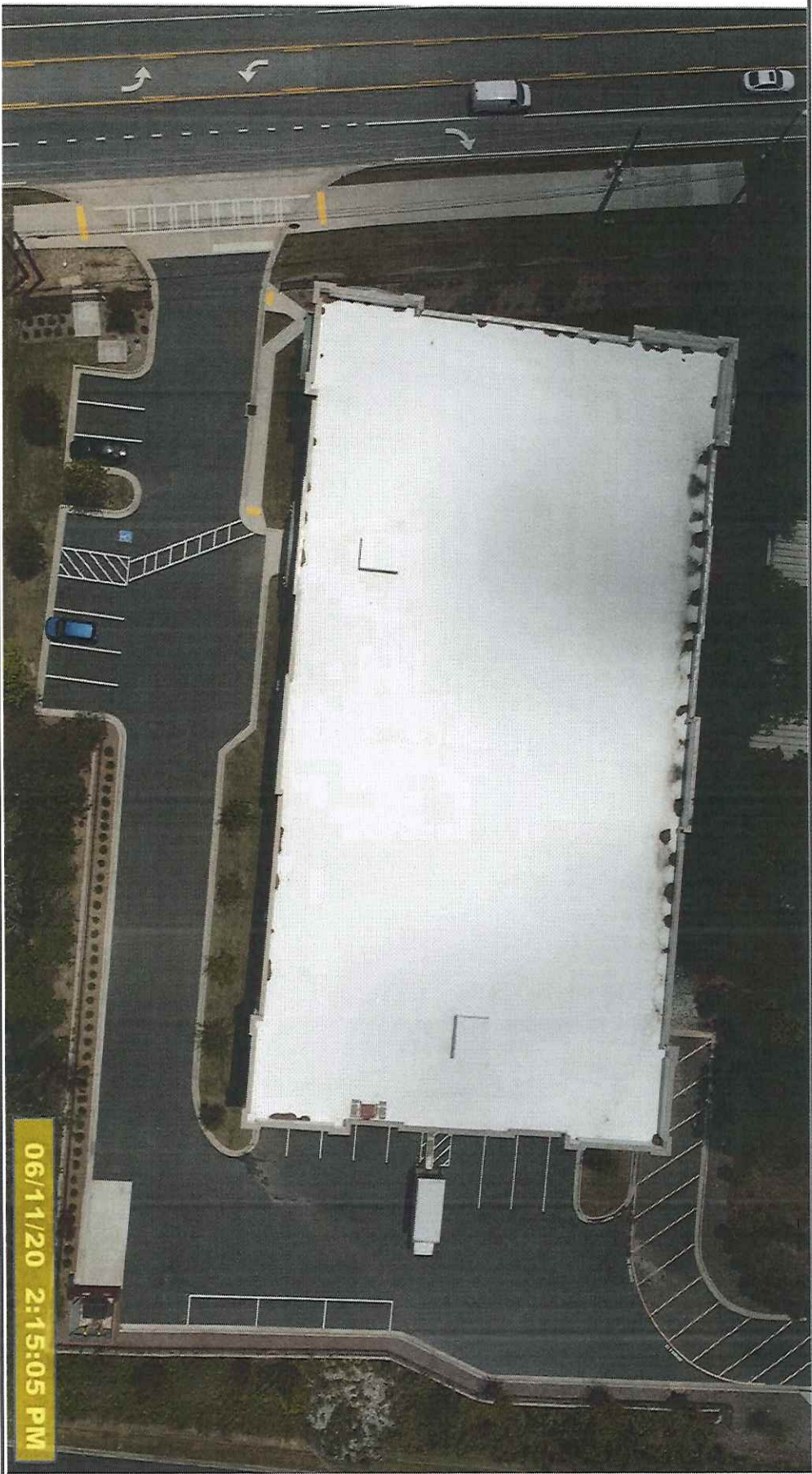


Year Built ² 2019	Net Rentable Square Feet ² 105,243	Striped Parking Spaces in Aerial 18	Truck Rental None
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¹Source – Fulton County Georgia Board of Assessors
²Source – Forsyth County Georgia Board of Assessors

V-20-01 / E-20-02: Midgard Self Storage

CubeSmart Self Storage
622 North Main Street, Milton, GA
 (SITE NO. 9)

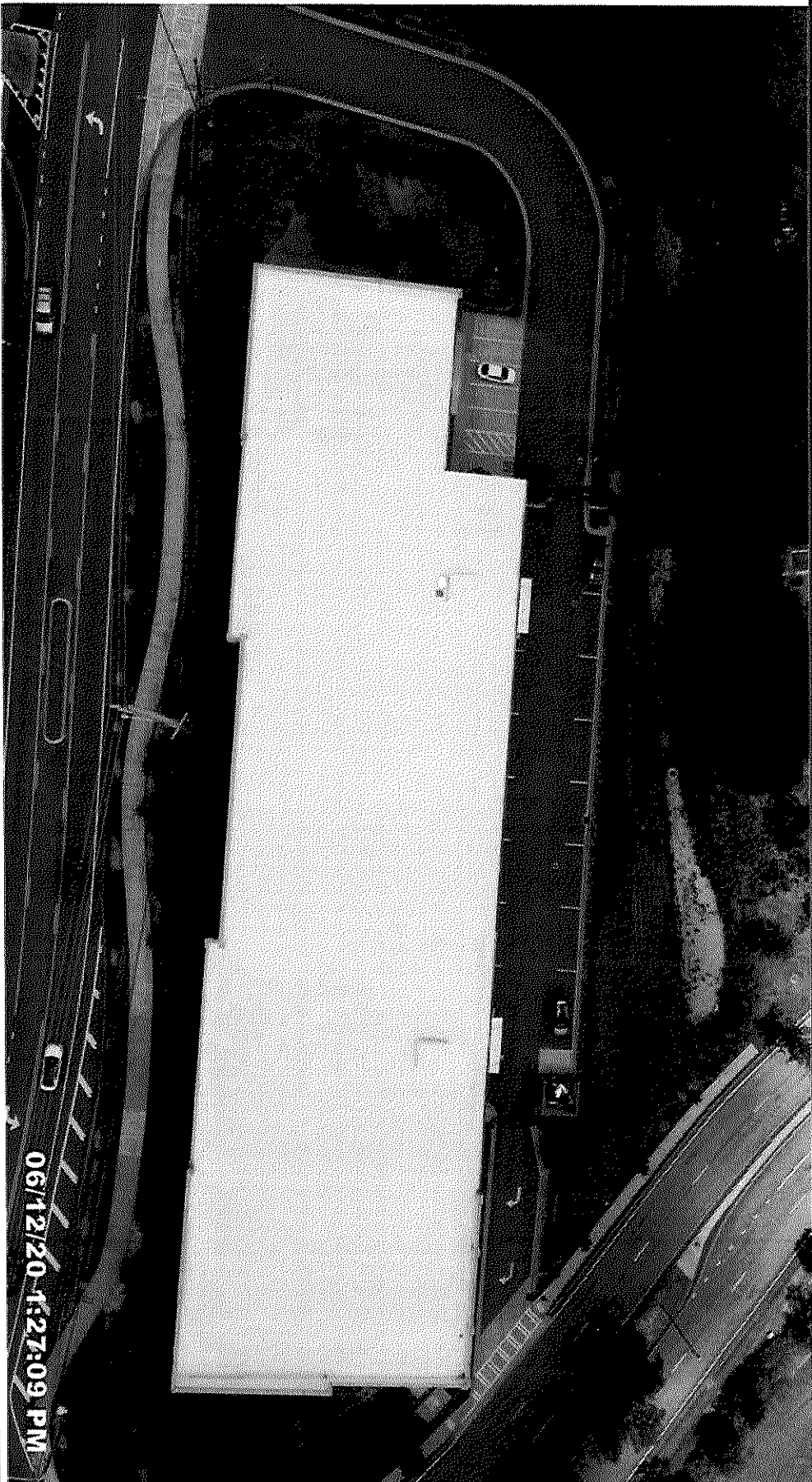


Year Built ¹ 2018	Net Rentable Square Feet ¹ 74,175	Striped Parking Spaces in Aerial 20	Truck Rental No
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¹Source – Fulton County Georgia Board of Assessors²Source – Forsyth County Georgia Board of Assessors

V-20-01 / E-20-02: Midgard Self Storage

Extra Space Storage
1605 Old Alabama Road, Roswell, GA
(SITE NO. 10)



Year Built ¹	Net Rentable Square Feet ¹	Striped Parking Spaces in Aerial	Truck Rental
2016	68,800	20	No

¹Source – Fulton County Georgia Board of Assessors²Source – Forsyth County Georgia Board of Assessors

Extra Space Storage
6650 Shiloh Road, Alpharetta, GA
(SITE NO. 11)



Year Built ² 2016	Net Rentable Square Feet ² 152,896	Striped Parking Spaces in Aerial 14	Truck Rental No
---------------------------------	--	--	--------------------

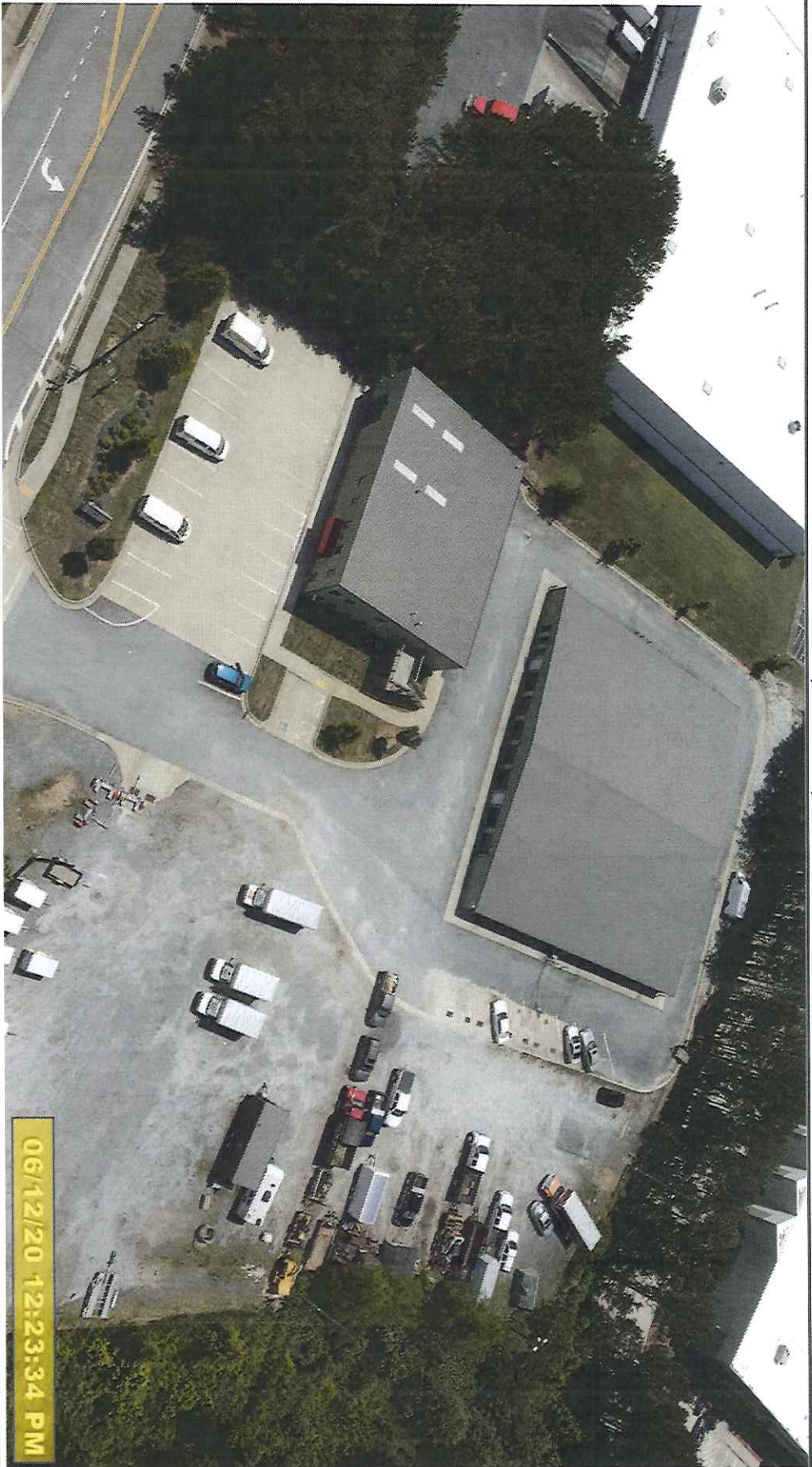
¹Source – Fulton County Georgia Board of Assessors
²Source – Forsyth County Georgia Board of Assessors

V-20-01 / E-20-02: Midgard Self Storage

Old Ellis Self Storage

1205 Old Ellis Road, Roswell, GA

(SITE NO. 12)



Year Built ¹ 2014	Net Rentable Square Feet ¹ 22,380	Striped Parking Spaces in Aerial 34	Truck Rental Yes
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¹Source – Fulton County Georgia Board of Assessors²Source – Forsyth County Georgia Board of Assessors

Cimarron Storage and Leasing, LLC
 405 Tidwell Drive, Alpharetta
 (SITE NO. 13)



Year Built ² 2007	Net Rentable Square Feet ² 49,780	Striped Parking Spaces in Aerial 31	Truck Rental No
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¹Source – Fulton County Georgia Board of Assessors
²Source – Forsyth County Georgia Board of Assessors

Crooked Creek Storage
 6300 Atlanta Highway, Alpharetta, GA
 (SITE NO. 14)



Year Built ² 2005	Net Rentable Square Feet ² 19,050	Striped Parking Spaces in Aerial 0	Truck Rental No
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¹Source – Fulton County Georgia Board of Assessors

²Source – Forsyth County Georgia Board of Assessors

McFarland-400 Storage
215 McFarland Parkway, Alpharetta, GA
(SITE NO. 15)



Year Built ²	Net Rentable Square Feet ²	Striped Parking Spaces in Aerial	Truck Rental
2000, 2001, 2018	195,149	4	Yes

¹Source – Fulton County Georgia Board of Assessors

²Source – Forsyth County Georgia Board of Assessors

U-Haul Moving & Storage
2840 Holcomb Bridge Road, Roswell, GA

(SITE NO. 16)



Year Built ¹ 2001	Net Rentable Square Feet ¹ 79,755	Striped Parking Spaces in Aerial 28	Truck Rental Yes
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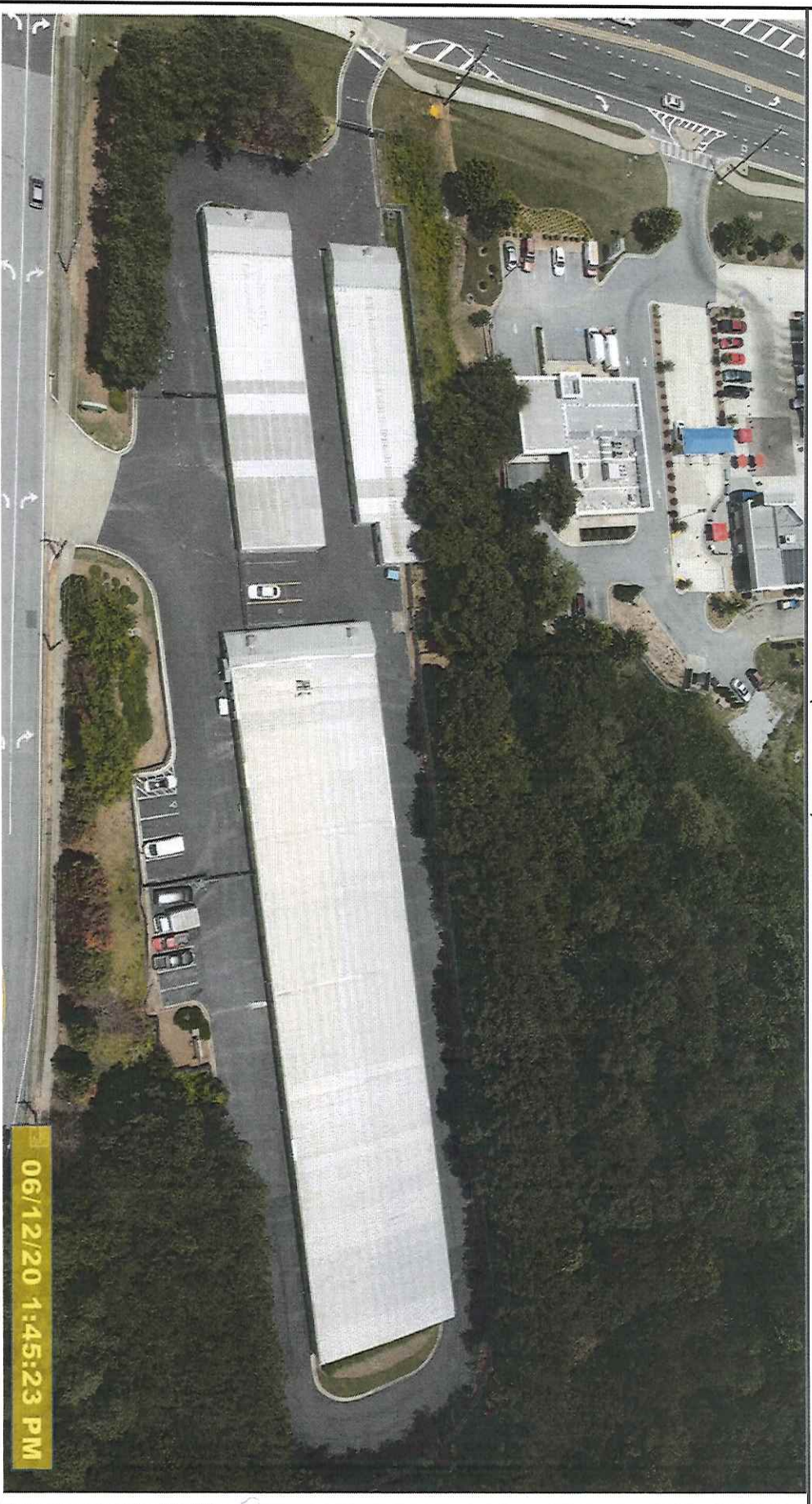
¹Source – Fulton County Georgia Board of Assessors

²Source – Forsyth County Georgia Board of Assessors

Extra Space Storage

2860 Holcomb Bridge Road, Roswell, GA

(SITE NO. 17)

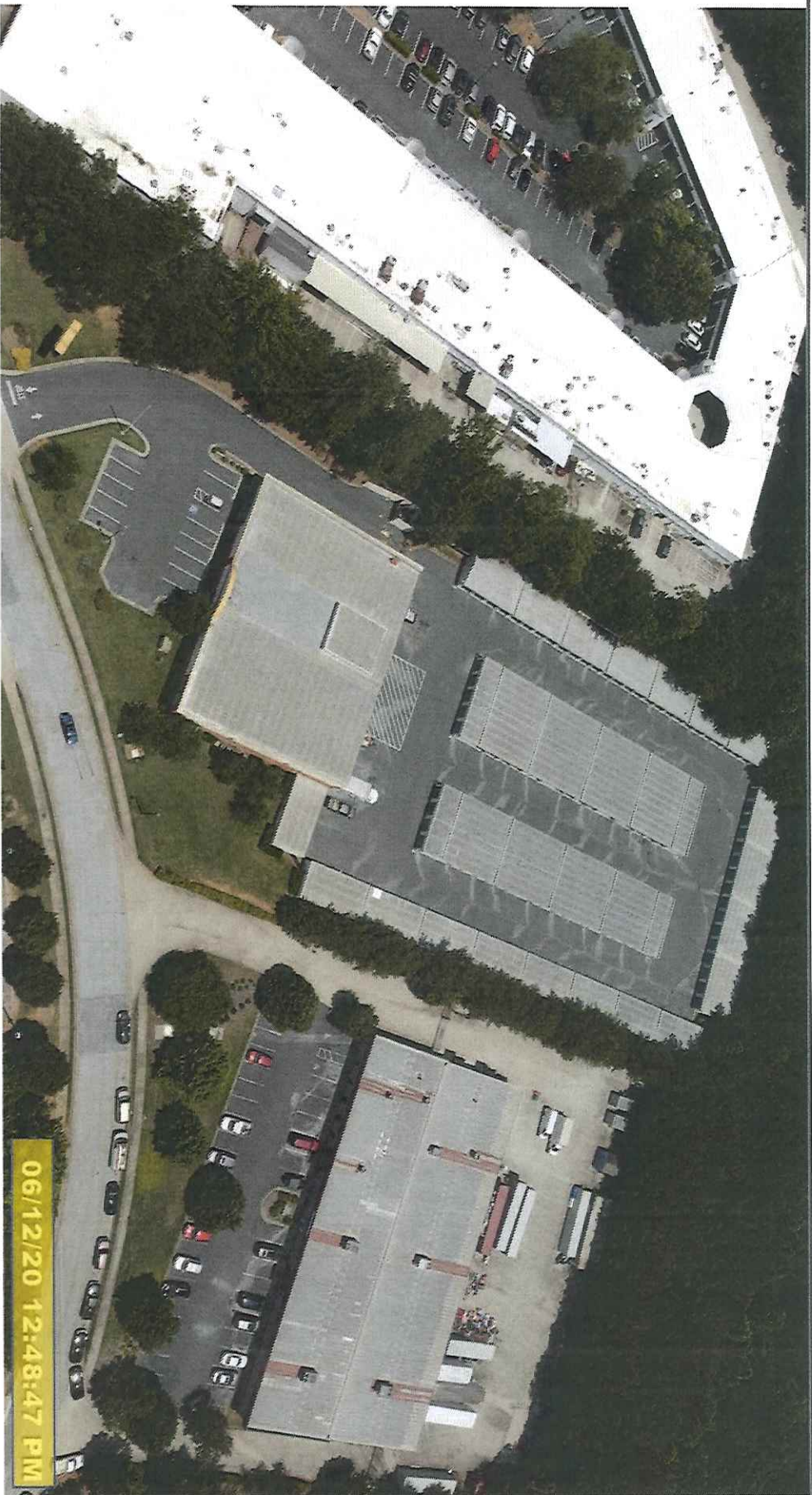


Year Built ¹ 1999	Net Rentable Square Feet ¹ 63,670	Striped Parking Spaces in Aerial 13	Truck Rental No
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¹Source – Fulton County Georgia Board of Assessors

²Source – Forsyth County Georgia Board of Assessors

Metro Self Storage
105 Mansell Court, Roswell, GA
 (SITE NO. 18)



Year Built ¹ 1998	Net Rentable Square Feet ¹ 75,000	Striped Parking Spaces in Aerial 12	Truck Rental No
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¹Source – Fulton County Georgia Board of Assessors

²Source – Forsyth County Georgia Board of Assessors

Extra Space Storage
12390 Arnold Mill Road, Roswell, GA
(SITE NO. 19)



Year Built ¹ 1997	Net Rentable Square Feet ¹ 61,980	Striped Parking Spaces in Aerial 18	Truck Rental No
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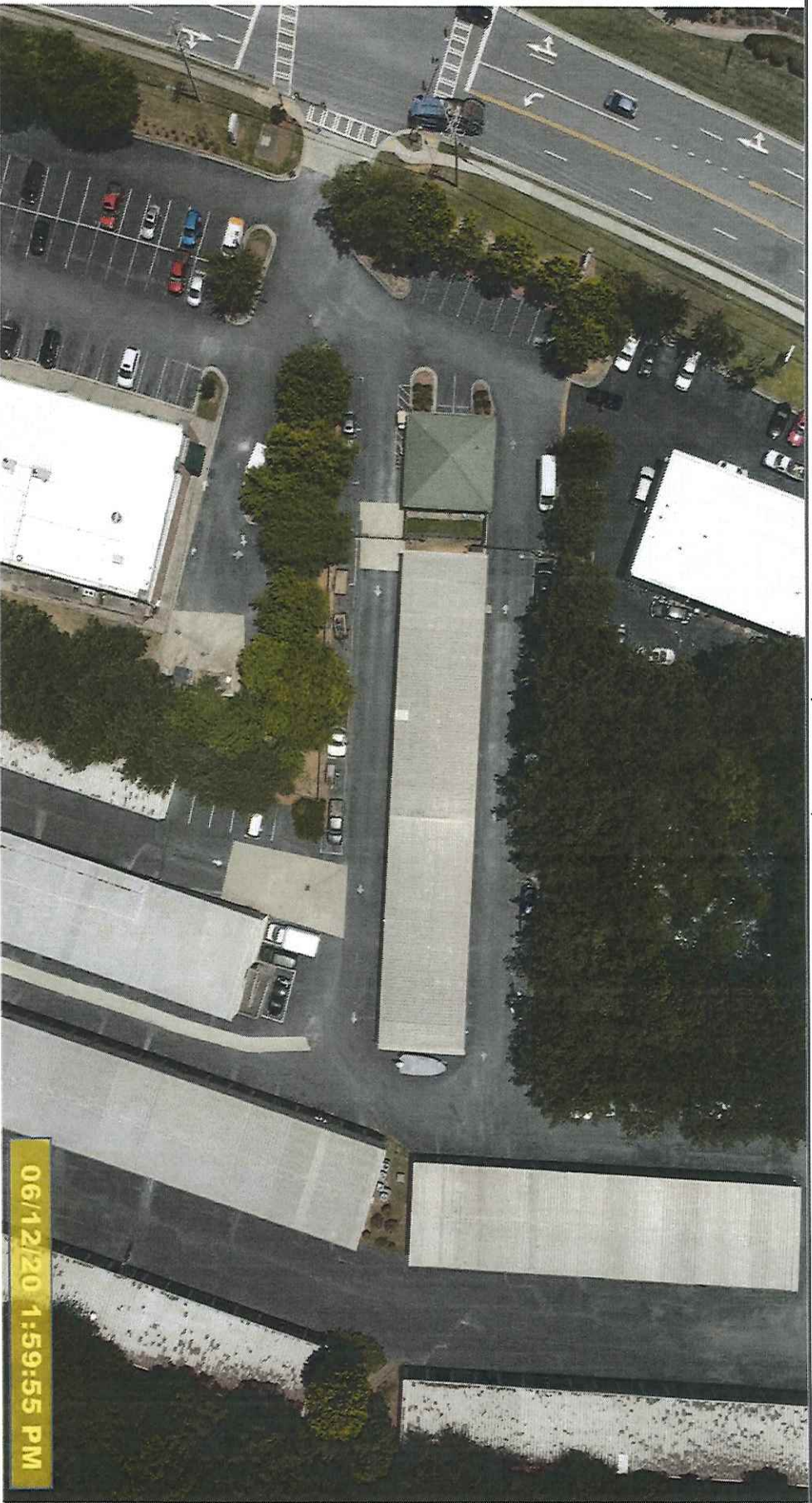
¹Source – Fulton County Georgia Board of Assessors

²Source – Forsyth County Georgia Board of Assessors

Life Storage

9940 Jones Bridge Road, Johns Creek, GA

(SITE NO. 20)



Year Built ¹ 1994	Net Rentable Square Feet ¹ 60,259	Striped Parking Spaces in Aerial 34	Truck Rental Yes
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7/22/20

AMENDED LETTER OF INTENT

¹Source – Fulton County Georgia Board of Assessors
²Source – Forsyth County Georgia Board of Assessors

Midway Self Storage
105 Mauldin Drive, Alpharetta, GA

(SITE NO. 21)



Year Built ² 1970, 1996 1997, 1998	Net Rentable Square Feet ² 45,929	Striped Parking Spaces in Aerial 12	Truck Rental No
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¹Source – Fulton County Georgia Board of Assessors

²Source – Forsyth County Georgia Board of Assessors



50 Warm Springs Circle
Roswell, Georgia 30075-4937

Main: 770.641.1942
Fax: 770.998.6924

February 14, 2020

The Mayor and City Council
City of Alpharetta
2 Park Plaza
Alpharetta, Georgia 30009

RE: **Midgard Self Storage
Parking Reduction Variance Application Amendment
Constitutional Assertions**

Dear Mayor and Councilpersons:

Midgard Self Storage, the Applicant, seeks a parking reduction variance and a building height variance on approximately 14 ½ acre infill property at the southeast corner of Old Milton Parkway and Georgia would like to amend the application to include their Constitutional Rights.

The applicant respectfully submits that the failure to approve the parking and height variance would be unconstitutional, illegal, null and void, constituting a taking of Applicant's Property in violation of the Just Compensation Clause of the Fifth Amendment to the Constitution of the United States; Article I, Section I, Paragraph I, and Section III, Paragraph I of the Constitution of the State of Georgia of 1983; and the Equal Protection and Due Process Clauses of the Fourteenth Amendment to the Constitution of the United States denying the Applicant an economically viable use of its land while not substantially advancing legitimate state interests.

A denial of this Application would constitute an arbitrary and capricious act by the Alpharetta City Council without any rational basis therefore constituting an abuse of discretion in violation of Article I, Section I, Paragraph I and Section III, Paragraph I of the Constitution of the State of Georgia of 1983, and the Due Process Clause of the Fourteenth Amendment to the Constitution of the United States. A refusal by the Alpharetta City Council to approve the variance application for the Property in accordance with the zoning criteria as requested by the Applicant would be unconstitutional and discriminate in an arbitrary, capricious and unreasonable manner between the Applicant and owners of the similarly situated property in violation of Article I, Section I, Paragraph II of the Constitution of the State of Georgia of 1983 and the Equal Protection Clause of the Fourteenth Amendment to the Constitution of the United States. The application of the City of Alpharetta Unified Development Code, facially and as applied to the Property, which restricts the Property to any zoning classification, uses, or to any zoning classification other than the classification as proposed by the Applicant

is unconstitutional, illegal, null and void, constituting a taking of Applicant's Property in violation of the Just Compensation Clause of the Fifth Amendment to the Constitution of the United States; Article I, Section I, Paragraph I, and Section III, Paragraph I of the Constitution of the State of Georgia of 1983; and the Equal Protection and Due Process Clauses of the Fourteenth Amendment to the Constitution of the United States denying the Applicant an economically viable use of its land while not substantially advancing legitimate state interests.

For all the foregoing reasons, it is submitted on behalf of the Applicant that the variance application of the applicant meets the requirements of the Alpharetta Unified Development Code. This notice is being given to comply with the provisions of O.C.G.A. § 36-33-5 to afford the City an opportunity to grant the requested variance. If action is not taken by the City Council to grant the variance within a reasonable time, a claim will be filed in the Superior Court of Fulton County demanding just and adequate compensation under Georgia law for the taking of the Property, diminution of value of the Property, attorney's fees and other damages in an amount no less than Ten Million Dollars (\$10,000,000) arising out of the unlawful deprivation of the Applicant's property rights.

We thank you for your consideration in this matter and respectfully request that the parking and height variance be granted as requested. If you have any questions or require further information, please feel free to contact me at your convenience.

Sincerely,
AEC, Inc.



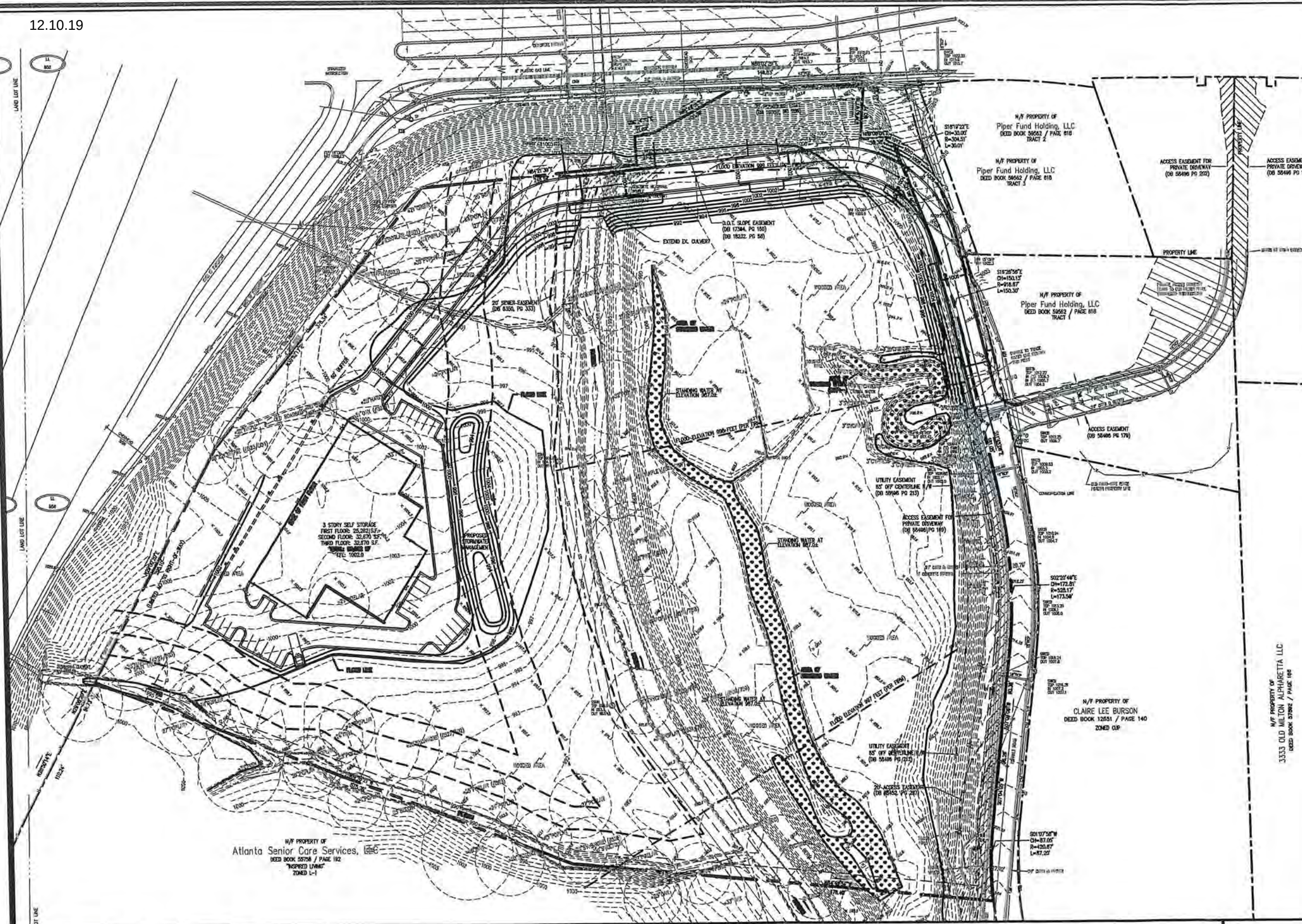
Steven L. Rowe, ASLA
Vice President

SLR/SCH/slr

M:\2019 JOBS\19-4303 Midgard Storage\DOCS\Re-Zoning and Variance Letter of Intent-constitutional assertions.docx

12.10.19

E-20-02/V-20-01
Midgard Self Storage
Parking Exception & Variance



VICINITY MAP - NTS

SITE DATA:

11425 MORRIS ROAD
CITY OF ALPHARETTA
FULTON COUNTY, GEORGIA
LAND LOT 853 & 856
1st DISTRICT 2nd SECTION

TOTAL ACREAGE: 14.948
CURRENT ZONING: L-1 & O&I
PROPOSED USE: SELF STORAGE
TOTAL PARKING: 28

SITE STANDARDS:
MINIMUM LOT SIZE: 1 AC
MINIMUM LOT WIDTH: NONE
MINIMUM SETBACK:
FRONT: 50' LOCAL STREET
65' ALL OTHER STREETS
SIDE: 15'
REAR: 15'
MAX BUILDING COVERAGE: 35%
PROP. BUILDING COVERAGE: 3.9%
MAX BUILDING HT: 35'
PROP. BUILDING HT: 42'
(ADMIN VARIANCE)

N/F PROPERTY OF
Atlanta Senior Care Services, LLC
DEED BOOK 5878 / PAGE 192
"RESERVED LINES"
ZONED L-1

N/F PROPERTY OF
CLAIRE LEE BURSON
DEED BOOK 12851 / PAGE 140
ZONED O&I

N/F PROPERTY OF
3333 OLD MILTON ALPHARETTA, LLC
DEED BOOK 5782 / PAGE 185

AEC

CIVIL ENGINEERING • PLANNING • LANDSCAPE ARCHITECTURE
50 Warm Springs Circle
Roswell • Georgia • 30075
(770) 641-1942 • www.aecatl.com



50 0 50 100

PRELIMINARY GRADING PLAN

MidGard SS Alpharetta

ALPHARETTA, GEORGIA

PROJECT INFORMATION

PROJECT NO.: 19-4303

DATE: 11-1-19

SCALE: 1" = 50'

FILE NAME: 19-4303 MIDGARD SS P07.DWG

DESIGN/DRAWN: slr/sch



SITE STANDARDS:	
MINIMUM LOT SIZE:	1 AC
MINIMUM LOT WIDTH:	NONE
MINIMUM SETBACK:	
FRONT:	50' LOCAL STREET 65' ALL OTHER STREETS
SIDE:	15'
REAR:	15'
MAX BUILDING COVERAGE:	35%
PROP. BUILDING COVERAGE:	3.9%
MAX BUILDING HT:	35'
PROP. BUILDING HT:	42'
(ADMIN VARIANCE)	

PROJECT NO.: 19-4303
DATE: 11-1-19
SCALE: 1" = 50'
FILE NAME: 19-4303 MIDGARD SS P07.DWG
DESIGN/DRAWN: slr/sch

ALPHARETTA, GEORGIA

19-05-20-01 Windward Park Arborist Report Alpharetta

Reference UDC
Alpharetta, Georgia



Location Map

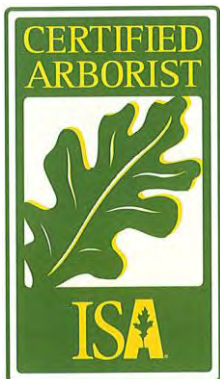


All of the following information is based upon visual field observations and 30 years of practical horticultural experience. No scientific or lab tests have been performed. I certify that all information in this report is true and inclusive to the best of my knowledge and is prepared in good faith.

Outdoor Spaces, LLC

By Scott Hall, Owner

On Site Specimen Evaluation Date: November 5, 6, 2019
Report Date: November 8, 2019
Revised Date:



Outdoor Spaces, LLC
Scott Hall, Owner
RLA, Certified Arborist
Certificate Number: SO-5434A
404-328-6561 Cell
678-965-4784 Fax
scottandcyrena@bellsouth.net

Warranty Disclaimer:

Although, this report will determine whether or not a tree is a specimen; it is provided as best judgment opinion. Ultimately, the governing body's (Gwinnett County) arborist or representative shall determine whether a tree is classified as a specimen or not.

All specimen tree locations shall be approximate. The provided tree locations shall NOT be GPS located and in no manner shall the provided tree location plan be used or represented as a tree survey. It is the sole responsibility of the OWNER to have all tagged specimen trees located by a Certified Land Surveyor.

No warranties express or implied are made with respect to the report of aforementioned specimen trees. It is understood the OWNER makes use of this report by the ARBORIST at OWNER's sole risk and that the report is provided as best judgment opinion. In no manner does this report guarantee the life or imply any length of life span of the trees that are determined to be specimens.

Arborist Note:

Due to certain species and undesirable traits, some trees shall be considered in poor condition if the following is true. Numerous trees grown in a native setting may appear to grow as multi-trunk; however this is not desirable in most trees. Most trees that have multi-trunks at the base are usually created when two separate trees grow together or the tree branches off at an early age and they become Co-Dominate Leaders. Either scenario is an undesirable condition for most trees because they both create weak crotches, included bark and/or a prime place for debris and water to get trapped that will always cause decay. In this case these trees become a life safety issue and can not be considered specimen trees.

Some trees are an exception to this rule, such as, but not limited to:

Crape Myrtles, Birches, Wax Myrtles, Red Buds, Fringe Trees, Dogwoods, Hollies, Cedars, Sourwoods, Sweet Bay Magnolias, Red Bays and Live Oaks.

These are an exception because they naturally create sucker growth from the roots and/or trunk or do not typically have the life safety issues because they are not large growing trees.

Reference: Sinclair, Wayne A., 1936. Diseases of Trees and Shrubs / Wayne A. Sinclair and Howard H. Lyon.-2nd Ed. Published 2005

Smiley, E.. (2003). Does included bark reduce the strength of codominant stems?. Journal of Arboriculture 29.

One of the most common locations for the aboveground portion of a tree to fail is at the junction of two or more codominant stems. Due to the frequency of failures at this point, a study was undertaken to get a better understanding of the mechanical strength of this point and to determine if included bark reduces the strength of the union. Eighty-four codominant stems were removed from 26 felled maple trees. These crotches were securely anchored and split apart using measured force. Breaking force varied from 64 to 2,363 kg. The regression line produced from the comparison of stem diameter and force required for breaking the union when there was no included bark was $\text{Force} = \text{Diameter} * 613 - 1388$, $r^2 = 0.92$. When only those unions with included bark were analyzed, the regression line was $\text{Force} = \text{Diameter} * 537 - 1285$, $r^2 = 0.76$. There

was a significant difference between the regression lines ($p < 0.05$). Codominant stems that have bark trapped in the union are significantly weaker than those that do not have bark included. The differences appear to be greater with smaller-diameter stems than with larger stems.

SECTION 3.2 - TREE CONSERVATION, LANDSCAPE, AND BUFFER REQUIREMENTS (Adopted 05-15-17)

3.2.2 Definitions.

For the purposes of this Section, unless the context indicates otherwise, the following terms shall have the meaning set forth below:

Boundary Tree: Any tree located on adjacent property with a critical root zone that will be impacted by proposed land disturbance activity.

Caliper: A standard of trunk measurement for replacement trees. Caliper inches are measured at the height of 6 inches above the ground for trees up to and including 4 inch caliper and 12 inches above the ground for trees larger than 4 inch caliper.

Conifer Tree: Any tree with needle leaves and a woody cone fruit including, but not limited to, pine, juniper and cedar species.

Critical Root Zone (CRZ): The minimum area beneath a tree which must be left undisturbed in order to preserve a sufficient root mass to give a tree a reasonable chance of survival. The Critical Root Zone will typically be represented by a concentric circle centering on the tree's trunk with a radius equal in feet to one and three-tenths times the number of inches of the trunk diameter. EXAMPLE: The CRZ radius of a twenty (20) inch diameter tree is twenty-six (26) feet.

Dead Tree: Any standing tree which is no longer alive or has the ability to sustain itself through natural processes as determined by a qualified professional.

Diameter Breast-Height (DBH): The standard measure of tree size (for trees existing on a site). The tree trunk is measured at a height of 4 1/2 feet above the ground. If a tree splits into multiple trunks below 4 1/2 feet, the trunk is measured at its most narrow point beneath the split.

Guidance Document: A document maintained by the City of Alpharetta Arborist that includes clarifications to requirements with examples and additional technical standards about tree protection, tree planting, species selection, and other information relevant to the protection and replanting of trees in the City of Alpharetta. The document may be revised by the City Arborist as conditions and technical standards evolve.

Hardwood Tree: Any tree that is not coniferous (cone bearing). This definition is based on the colloquialism, and does not necessarily reflect any true qualities of the tree.

International Society of Arboriculture (ISA): A professional organization that promotes the professional practice of arboriculture, sets standards for obtaining professional credentials for arborist, and establishes best practices for tree care, pruning, and protection.

Landscape Tree: A tree or trees that were planted or retained on a developed or previously developed site.

Ornamental Tree: A tree that provides a visual impact in the landscape. The impact may be provided through form, bark, branching structure, leaf color, and / or flower color. Typically a small or medium size tree.

Overstory Tree: Those trees that compose the top layer or canopy of vegetation and will generally reach a mature height greater than 40 feet and typically have a spreading canopy.

Pine Tree: An evergreen coniferous tree that has clusters of needle-shaped leaves.

Pruning (Tree Pruning): To cut away dead, overgrown, or undesirable branches or stems. Pruning of trees to be done in compliance with standard arboricultural practices as outlined in ANSI A300 and shall maintain the trees natural form and structure.

Qualified Professional: An International Society of Arboriculture (ISA) Certified Arborist; an American Society of Consulting Arborists (ASCA) Registered Consulting Arborist, or a Registered Forester.

Shade Tree: Any tree that has a spreading canopy that provides partial to full shade to the ground with a minimum height of 20 feet.

Softwood Tree: Any coniferous (cone bearing) tree. This definition is based on the colloquialism, and does not necessarily reflect any true qualities of the tree.

Specimen Tree: Any tree which qualifies for special consideration for preservation due to its size, type, condition, location or historical significance and which also meets the minimum size criteria set forth below.

Size Criteria:

Pine Trees: 30-inch diameter or larger for trees in the *Pinus* (Pine) genus.

Coniferous Trees: 20" diameter or larger for trees in the *cedrus* (deodar cedar), *Thuja* (Arborvitae), or other ecologically similar trees,

Overstory Trees: 30-inch diameter or larger for trees in the *Liquidambar* (Sweetgum) or *Liriodendron* (Tulip poplar) genus

- 20-inch diameter or larger for trees in the *Fagus* (Beech), *Nyssa* (Tupelo), *Diospyros* (Persimmon), *Sassafras* (Sassafras), or other ecologically similar trees,
- 20-inch diameter or larger for *Magnolia grandiflora* (Southern magnolia) and those cultivars that generally reach a mature height over 40'
- 24-inch (24") diameter or larger for trees in all other genera

Understory Trees: 8-inch (8") diameter or larger.

- 10-inch (10") diameter or larger for *Oxydendron arboretum* (Sourwood).

See additional requirements for Specimen Trees in The Guidance Document

Street/Streetscape Tree: Any tree located or proposed to be located along a public or private street. The actual location will be determined by the specific zoning district or overlay. In situations where there is limited planting space in the right of way and or safety concerns, street trees may be located at the back of the sidewalk or within the landscape strip on private property and the discretion of the Director.

Structural Root Plate: The zone of rapid root taper that provides the tree stability against wind throw. The radius of the structural root plate is equal to 0.5 feet per inch of DBH.

Tree: Any living, self-supporting woody or fibrous plant which normally obtains a diameter breast height of at least three (3) inches and typically has one (1) main stem or trunk and many branches.

Tree Care Plan: A plan developed to provide an impacted tree the best possible chance of survival. A tree care plan should be prepared by a qualified professional and conform to the requirements of ANSI A300 and the Guidance Document

Tree Grouping: A community of trees as determined by the Director to merit special consideration as an ecological feature based upon species composition, form, structure, age, and condition. Specimen trees and trees of quality may be included in tree groupings and every alternative should be evaluated to save these trees. Except as otherwise provided in Section 3.2., Tree Groupings will be treated as specimen trees for preservation credits and every alternative should be evaluated to save these trees.

Tree of Quality: A tree that merits special consideration due to historical significance, ideal shape and structure, or uniqueness of the species as determined by the Director. Except as otherwise provided in Section 3.2., Trees of Quality will be treated as specimen trees for preservation credits and every alternative should be evaluated to save these trees.

Tree Planting List: List of preferred tree species for use in the City of Alpharetta. Species not included on this list may be approved at the discretion of the Director. The Tree Planting List is included in the Arborist Guidance Document.

Tree Protection Area: An area encompassing the critical root zone of a tree that shall remain in a previous state.

Tree Save Area: An area designated for the purpose of meeting tree density requirements, saving natural trees, and/or preserving natural buffers that shall remain in a previous state.

Understory Trees: Those trees that grow beneath the overstory, and will generally reach a mature height less than 40 feet. Understory trees may include coniferous trees that meet these same height characteristics.



Notes:

- All tree locations are approximate and have not been field surveyed. Refer to survey for locations.
- All 20" DBH trees within 30' of property line have been identified and specimen size have been evaluated.



Tree Location



North

Not To Scale

**Specimen
Location Plan**

Specimen Analysis

(General Observations: The site is at the beginning of the Pioneer Phase of Succession; Large portion of the site is wetlands with a stream branching through the center. The primary tree species are River Birch, Pine, Sycamore, Poplar, Maple and inferior species of Oaks. There are few understory trees such as Black Cherry and some Sourwoods. There are larger trees on the site, however most of them are infected with disease and insects such as Pine Borers and different trunk Cankers.)

Tree #	Size/ Species	Health Condition	Structural Condition	Classification	Comments	Photo # (See Attached)	City of Alpharetta's Assessment
923	56" Red Maple	Poor	Poor	Non-Specimen	5 Co-Dominate Leaders with weak crotches and included bark. 1 Dead causing decay in trunk. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	1-3	
925	26"(12"-16") Red Maple	Poor	Poor	Non-Specimen	2 Co-Dominate Leaders with weak crotches and included bark. Severe trunk canker. Several main limbs dead/ gone. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	4-5	
924	32"(18"-16") Red Maple	Poor	Poor	Non-Specimen	2 Trees grown together creating 3 Co-Dominate Leaders with 1 dead and fruiting bodies at union. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	6-7	
516	29" Water Oak	Poor	Poor	Non-Specimen	Tree has a 15° lean and several dead limbs. Due to condition tree is not a design consideration.	8-9	
517	31" Water Oak	Fair	Good	Specimen	Minor trunk gall. Due to condition tree is not a design consideration.		
518	29" Sycamore	Good	Good	Specimen	Due to condition, this tree should be taken into design consideration.		
519	12" Sourwood	Poor	Poor	Non-Specimen	Trunk sounds hollow. Trunk has severe 30° lean. Due to condition tree is not a design consideration.	10	
520	36" Tulip Poplar	Poor	Poor	Non-Specimen	2 Co-Dominate Leaders 15' up with weak crotches and included bark. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	11	
521	27" Tulip Poplar	Poor	Poor	Boundary Tree	2 Co-Dominate Leaders 30' up with weak crotches and included bark. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to the location, this tree is a design consideration.		
522	44"(26"-23") Water Oak	Poor	Poor	Non-Specimen	2 Trees grown together creating 2 Co-Dominate Leaders with weak crotches and included bark. One has severe decay caused by dead limb. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	12-13	

Specimen Analysis

(General Observations: The site is at the beginning of the Pioneer Phase of Succession; Large portion of the site is wetlands with a stream branching through the center. The primary tree species are River Birch, Pine, Sycamore, Poplar, Maple and inferior species of Oaks. There are few understory trees such as Black Cherry and some Sourwoods. There are larger trees on the site, however most of them are infected with disease and insects such as Pine Borers and different trunk Cankers.)

Tree #	Size/ Species	Health Condition	Structural Condition	Classification	Comments	Photo # (See Attached)	City of Alpharetta's Assessment
523	26" Red Maple	Fair	Poor	Non-Specimen	2 Co-Dominate Leaders with 1 dead, weak crotches and included bark. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	14	
794	22" Red Maple			Boundary Tree	Possible Boundary Tree		
524	30" Willow Oak	Good	Good	Specimen	Due to condition, this tree should be taken into design consideration.		
795	29" Hickory	Fair	Poor	Non-Specimen	2 Co-Dominate Leaders with a weak crotch. Hollow cavity at leader union holding water. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	15	
525	36" Red Maple	Poor	Poor	Non-Specimen	2 Trees grown together creating 2 Co-Dominate Leaders with Sweet Gum growing in trunk, weak crotches and included bark. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	16	
526	37"(23"-16"-12") Red Maple	Poor	Poor	Non-Specimen	2 Trees grown together creating 3 Co-Dominate Leaders with weak crotches and included bark. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	17	
527	29" Sycamore	Good	Fair	Specimen	Poor leader union 40' up with no inclusion. Due to condition, this tree should not be taken into design consideration.	18	
528	34" Tulip Poplar	Fair	Poor	Non-Specimen	2 Co-Dominate Leaders 60' up with weak crotches and included bark. Dead main and minor limbs. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	19	
529	28" Sycamore	Fair	Fair	Specimen	Some missing limbs missing possibly causing decay in trunk. Due to condition tree is not a design consideration.	20	
530	27" Sycamore	Fair	Poor	Non-Specimen	2 Co-Dominate Leaders 20' up with weak crotches and included bark. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	21	

Specimen Analysis

(General Observations: The site is at the beginning of the Pioneer Phase of Succession; Large portion of the site is wetlands with a stream branching through the center. The primary tree species are River Birch, Pine, Sycamore, Poplar, Maple and inferior species of Oaks. There are few understory trees such as Black Cherry and some Sourwoods. There are larger trees on the site, however most of them are infected with disease and insects such as Pine Borers and different trunk Cankers.)

Tree #	Size/ Species	Health Condition	Structural Condition	Classification	Comments	Photo # (See Attached)	City of Alpharetta's Assessment
531	36" Tulip Poplar	Fair	Poor	Non-Specimen	2 Co-Dominate Leaders 50' up with weak crotches and included bark. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	22	
532	28" Sycamore	Poor	Poor	Non-Specimen	Central leader topped. Due to condition tree is not a design consideration.	23	
533	30" Pine	Poor	Poor	Non-Specimen	Symptoms of Pine Borers with numerous surrounding Pines dead. Due to the condition, this tree is a design consideration.		
515	26" Red Maple	Fair	Poor	Non-Specimen	2 Co-Dominate Leaders with weak crotches and included bark. Decay in trunk from dead limbs. Trunk sounds hollow. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	24	
514	26" Water Oak	Good	Good	Specimen	Wire grown into trunk. Due to condition, this tree should be taken into design consideration.		
513	44"(28"-14") Tulip Poplar	Poor	Poor	Non-Specimen	2 Co-Dominate Leaders with weak crotches and included bark. Deep hollow cavity in trunk. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	25	
796	25" Red Maple	Poor	Poor	Non-Specimen	Was a 2 Co-Dominate tree that has split causing large cavity with decay.	26	
512	28" Red Maple	Poor	Poor	Non-Specimen	Tree has a 20° lean. 3 Co-Dominate Leaders with weak crotches and included bark. The main leaders grown together creating poor union and entry point for insects and disease. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	27-28	
510	46" Tulip Poplar	Poor	Poor	Non-Specimen	3 Co-Dominate Leaders with severe decay in crotch creating hollow trunk. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to condition tree is not a design consideration.	29-30	
509	30" River Birch	Fair	Fair	Specimen	Due to condition tree is a design consideration.		
508	36" Sycamore	Good	Good	Specimen	Due to condition, this tree should be taken into design consideration.		

Specimen Analysis

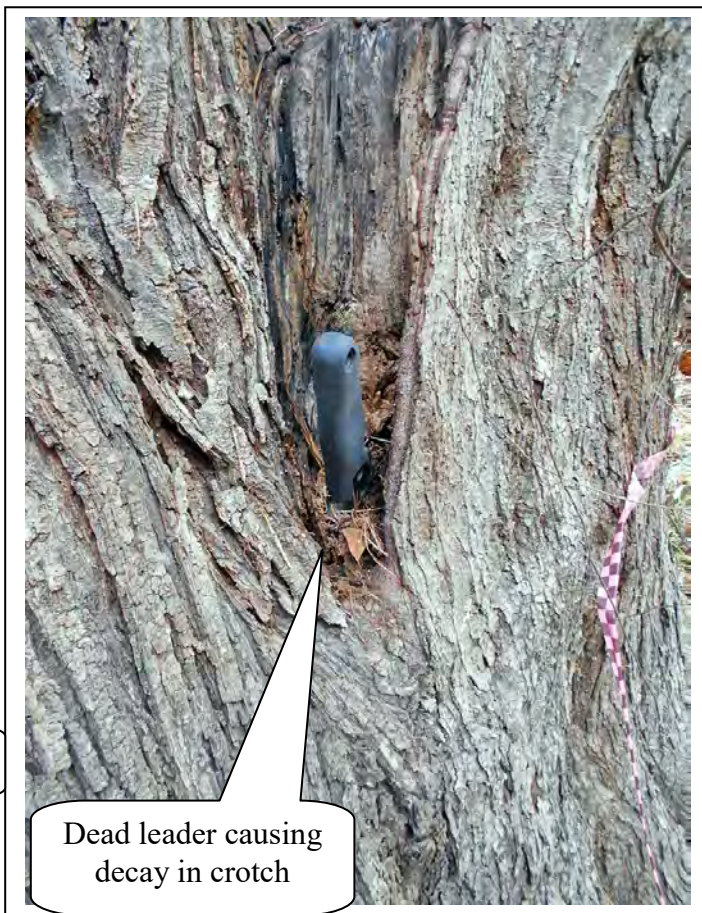
(General Observations: The site is at the beginning of the Pioneer Phase of Succession; Large portion of the site is wetlands with a stream branching through the center. The primary tree species are River Birch, Pine, Sycamore, Poplar, Maple and inferior species of Oaks. There are few understory trees such as Black Cherry and some Sourwoods. There are larger trees on the site, however most of them are infected with disease and insects such as Pine Borers and different trunk Cankers.)

Tree #	Size/ Species	Health Condition	Structural Condition	Classification	Comments	Photo # (See Attached)	City of Alpharetta's Assessment
507	24" River Birch	Fair	Poor	Boundary Tree	Possible Boundary Tree. Several main limbs are dead/ gone. Due to the location, this tree is a design consideration.	31	
506	25" Red Maple	Fair	Fair	Boundary Tree	Possible Boundary Tree. 2 Co-Dominate Leaders with included bark and decay in crotch. Due the species, a multi-stem tree is undesirable and could be a life safety issue. Due to the location, this tree is a design consideration.	32	
505	30" River Birch	Good	Good	Specimen	Due to condition, this tree should be taken into design consideration.		
979	27" Willow	Good	Good	Specimen	Due to species, tree should not be a design consideration.		



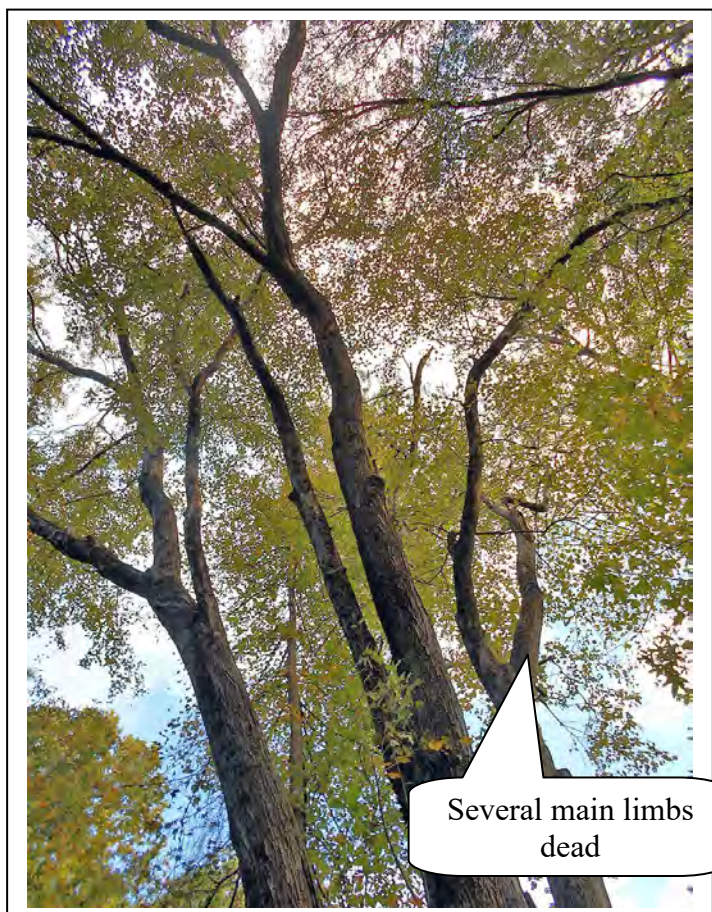
Multiple trees

Photo 1



Dead leader causing decay in crotch

Photo 2



Several main limbs dead

Photo 3



Numerous Trunk Cankers and Galls

Photo 4



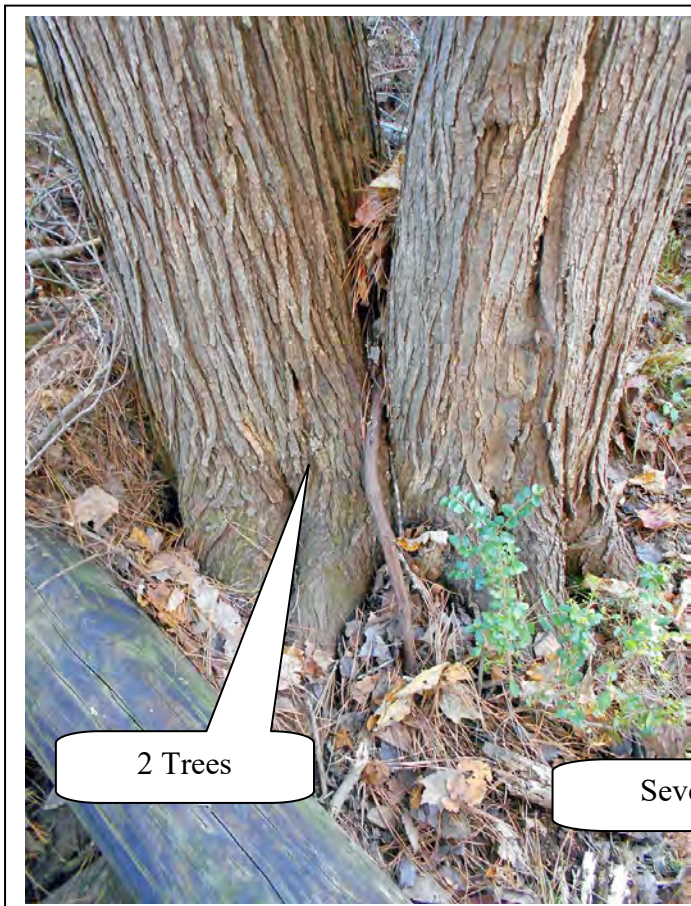
Severe Trunk
Canker

Photo 5



Dead leader with
fruiting bodies

Photo 6



2 Trees

Severe lean

Photo 7



Photo 8



Photo 9

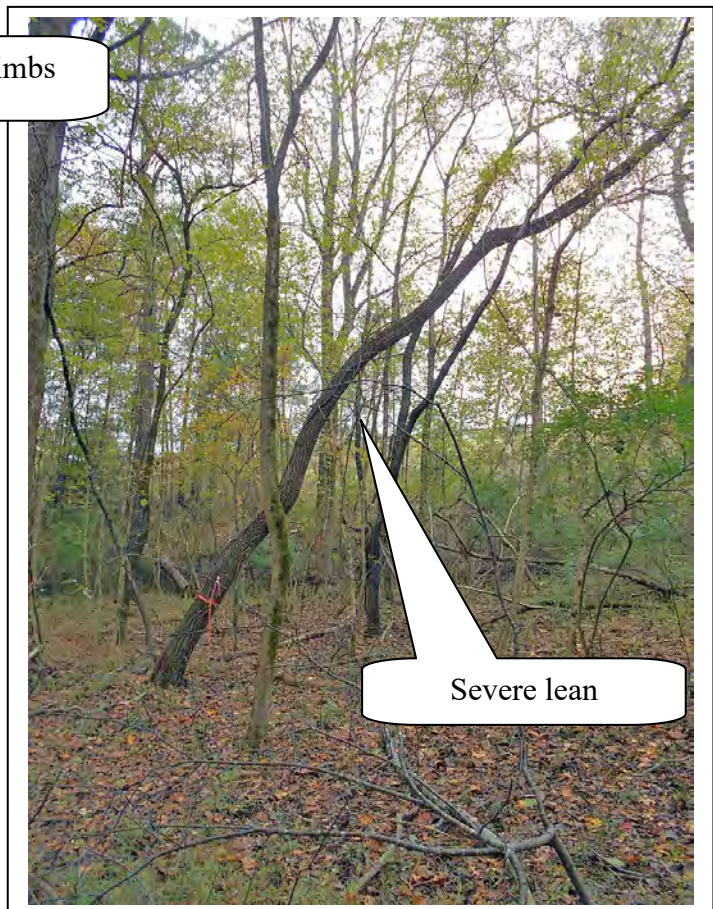


Photo 10

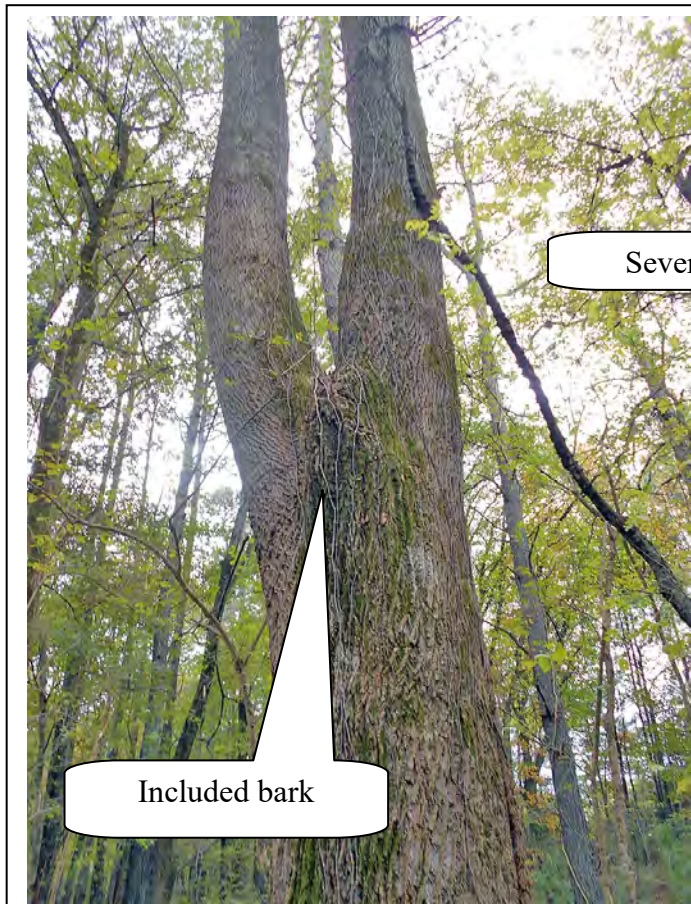


Photo 11



Photo 12



Photo 13



Photo 14



Photo 15

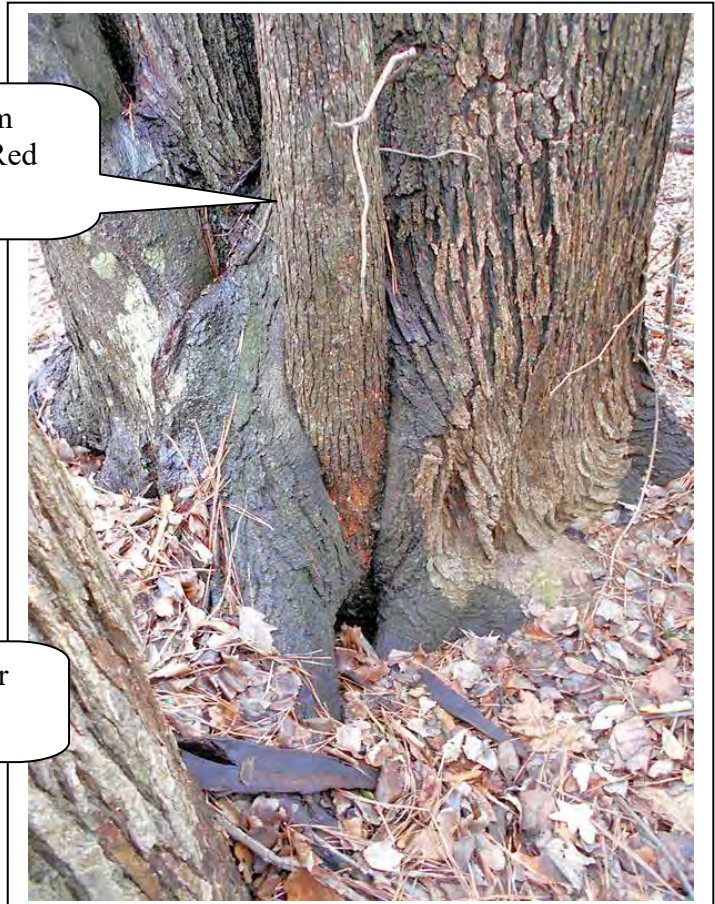


Photo 16



Photo 17

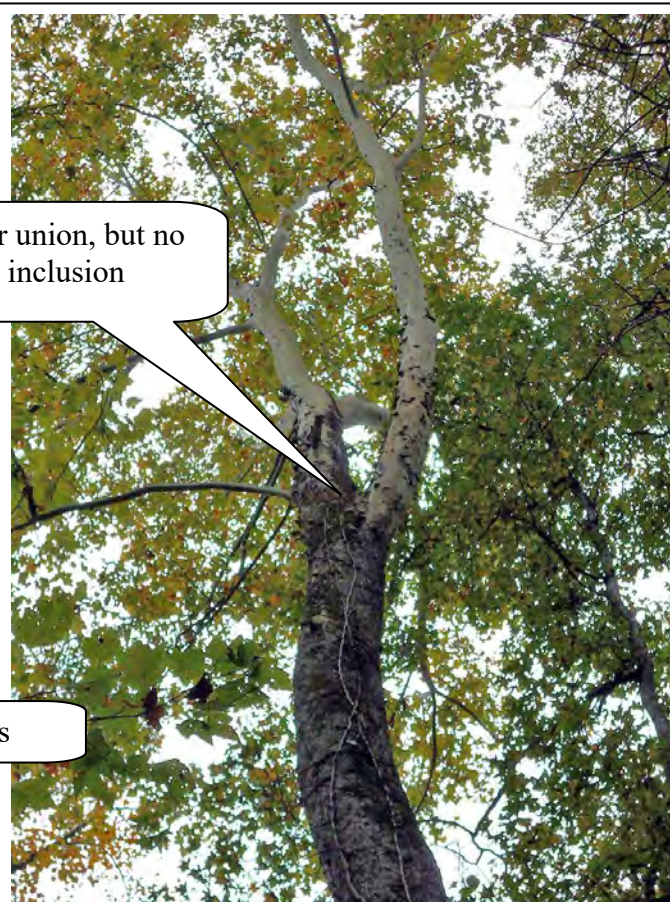


Photo 18

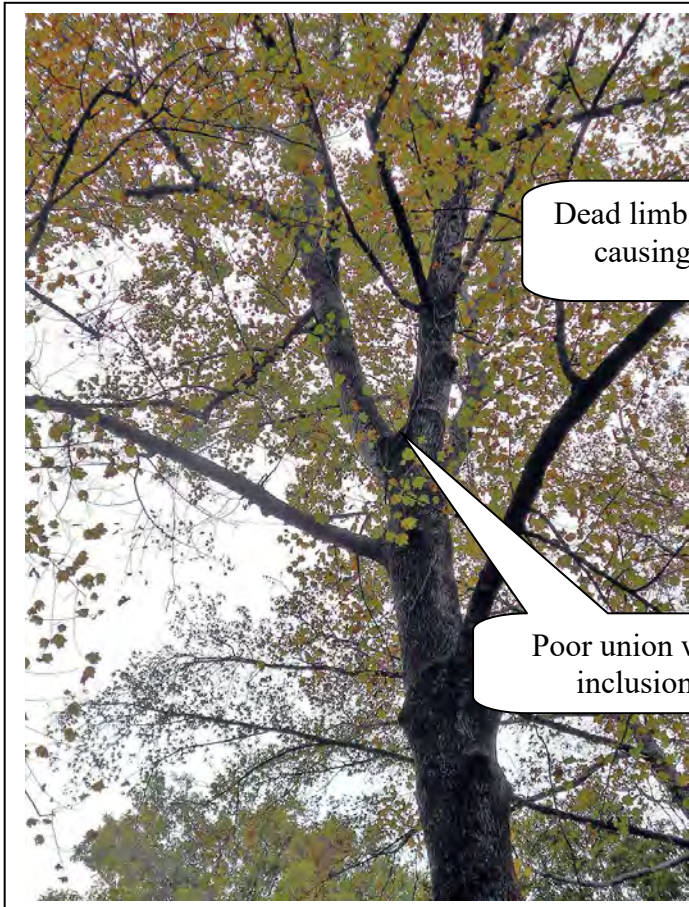


Photo 19



Photo 20

Poor union, but no inclusion

2 Trees

Dead limbs possibly causing decay

Poor union with inclusion

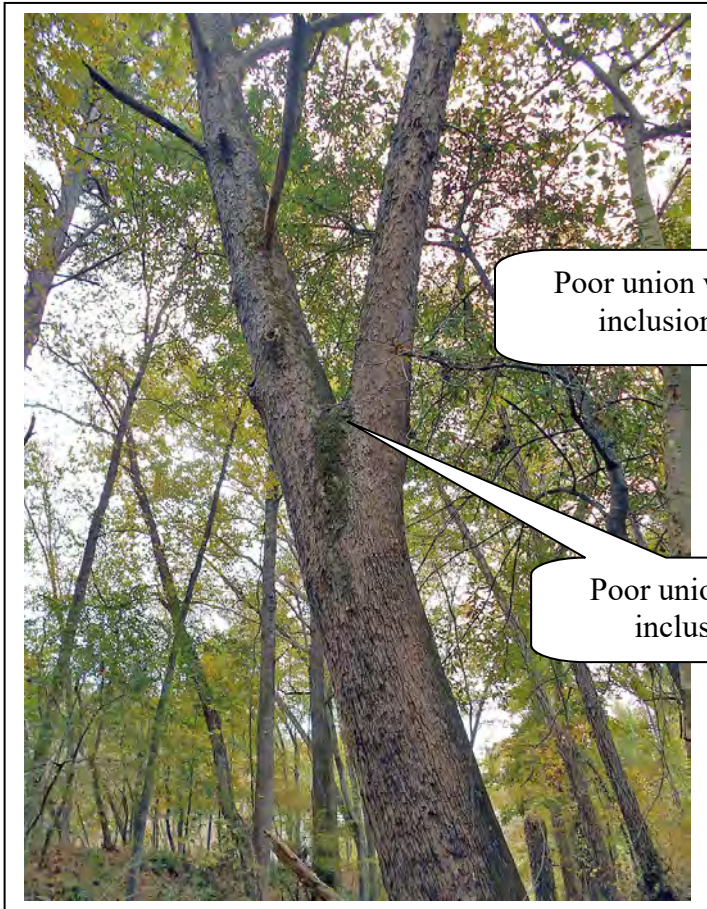


Photo 21

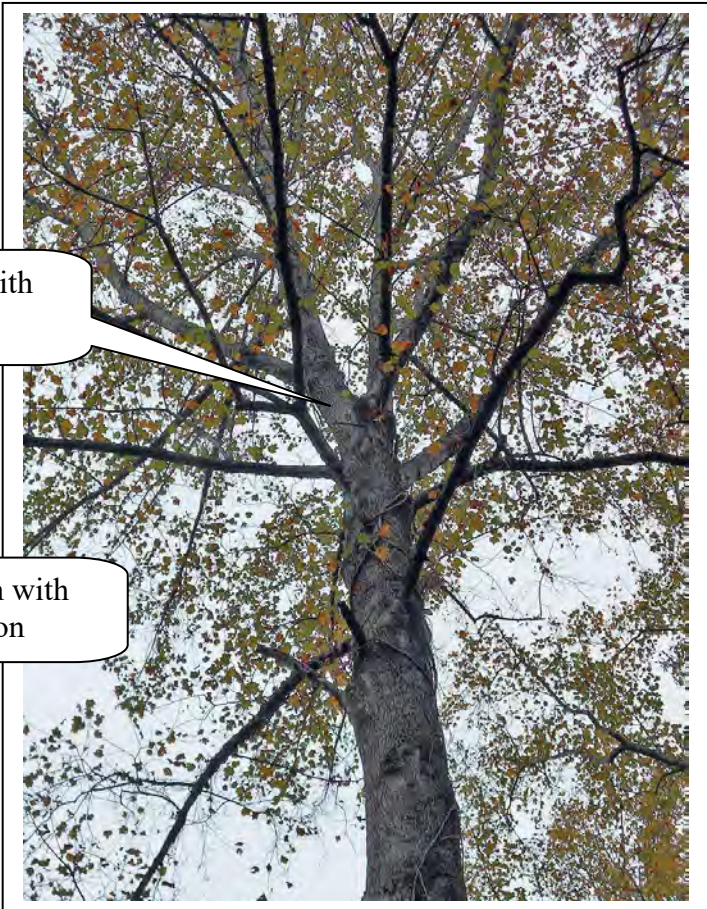


Photo 22

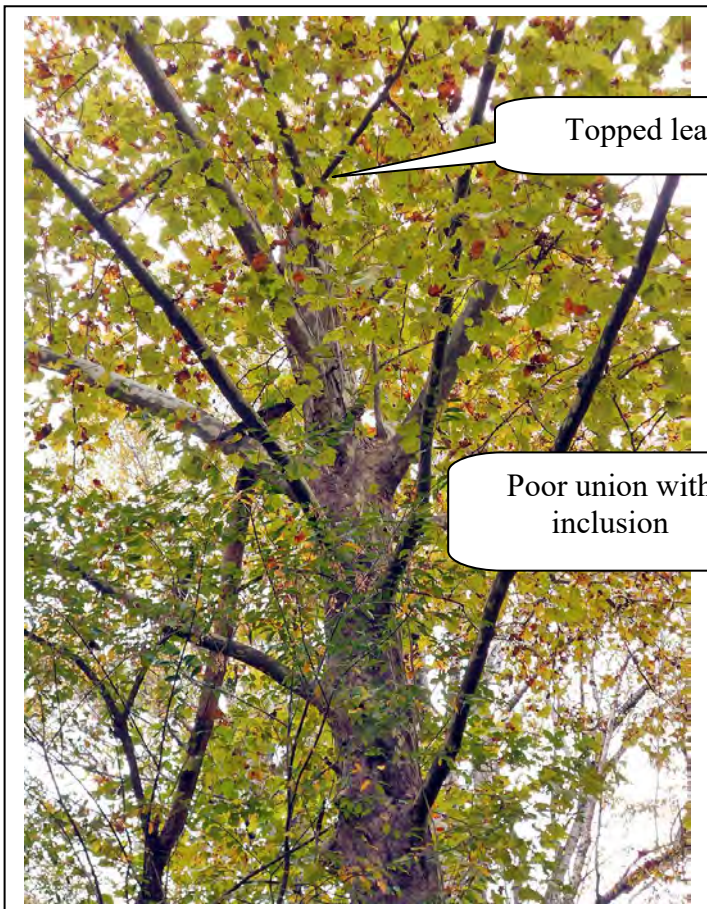
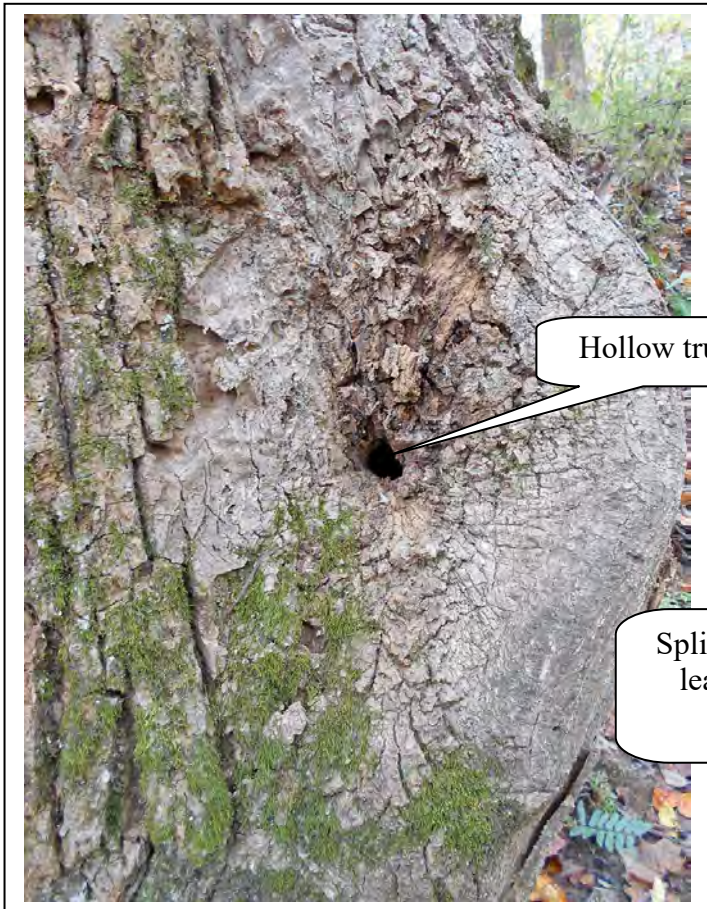


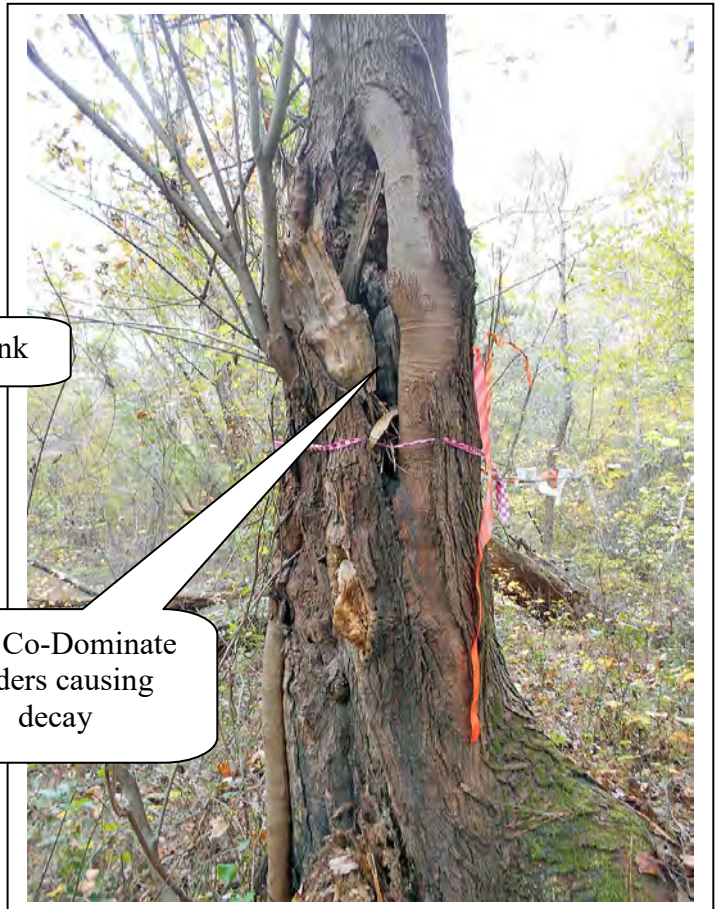
Photo 23



Photo 24



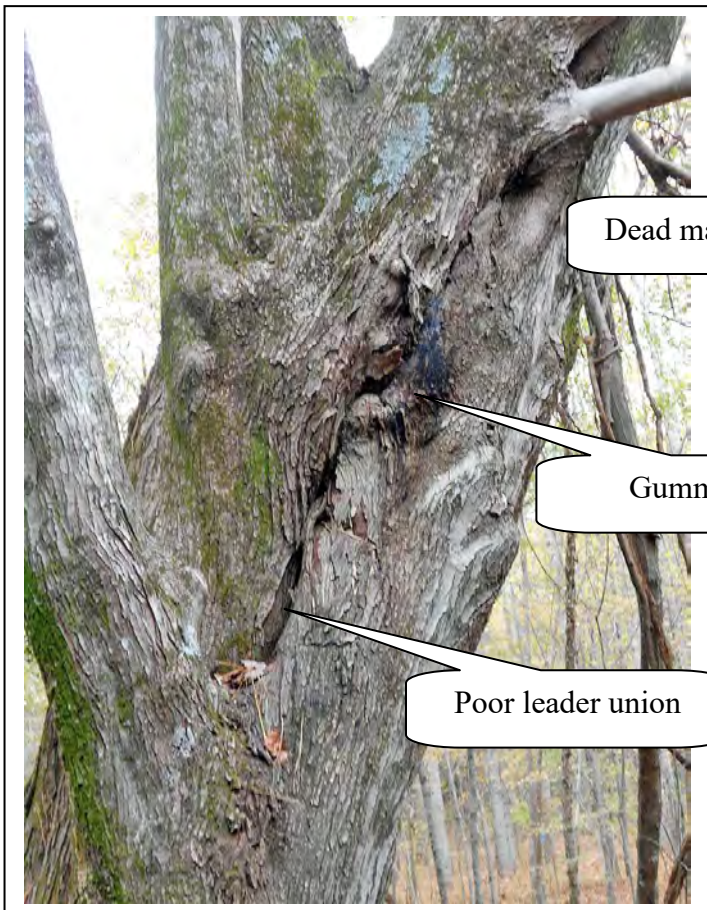
Hollow trunk



Split Co-Dominate
leaders causing
decay

Photo 25

Photo 26



Dead main limbs

Gummosis

Poor leader union

Photo 27

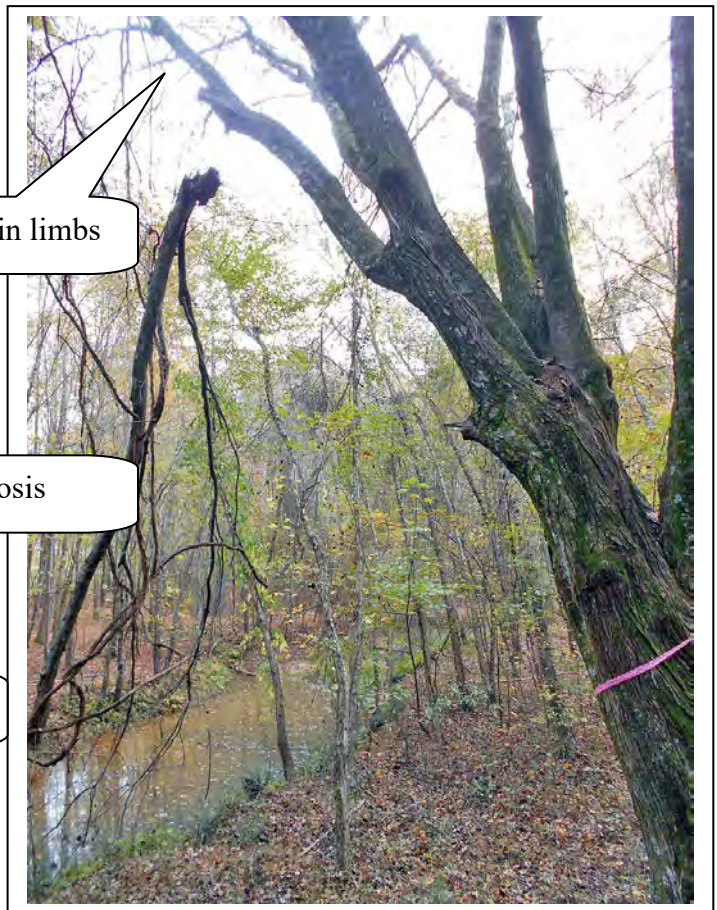


Photo 28



Hollow trunk

Dead leader causing decay in trunk

Photo 29



Photo 30



Dead main limbs

Photo 31



Decay in crotch

Photo 32

11/20/19

CITY OF ALPHARETTA

PUBLIC HEARING APPLICATION

E-20-02/V-20-01

Midgard Self Storage Exception

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: Midgard Self Storage - c/o Reliant Real Estate Management, LLC

Telephone: 770.609.8276

Address: 1146 Canton Street

Suite: _____

City: Roswell

State: GA

Zip: 30075

Fax: _____

Mobile Tel: 561.212.5350

Email: lpollack@reliant-mgmt.com

Subject Property Information:

Address: 11425 Morris Road

Current Zoning: L-I, O&I

District: 1ST

Section: 2ND

Land Lot: 853,856

Parcel ID: 12-2970-0856-048-1

Proposed Zoning: n/a

Current Use: VACANT

This Application For (Check All That Apply):

☐ Conditional Use

☐ Rezoning

☒ Variance

☐ Comprehensive Plan Amendment

☐ Master Plan Amendment

☐ Master Plan Review

☐ Public Hearing

☐ Other (Specify): _____

☐ Exception

11/20/19

~~E 20-02/V-20-01~~
~~Midgard Self Storage Exception~~
APPLICANT REQUEST AND INTENT

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

Self Storage Facility

Applicant's Request (Please itemize the proposal):

We are requesting 2 variances in in order to develop the site.

1. We are requesting the reduction of the required parking from 91 spaces to 28 spaces. Given the nature of the proposed business, the requirement of 91 spaces is far in excess of the spaces needed to successfully operate a self storage facility.
2. We are requesting a small height variance from 35' to 42' (20% variance) to be able to construct the self storage facility.

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

Please see Letter of Intent

11/20/19

PROPERTY OWNER AUTHORIZATION

E-20-02/V-20-01

Storage Exception

Property Owner Information:Contact Name: Lew PollackTelephone: 561.212.5350Address: 1146 Canton Street

Suite: _____

City RoswellState: GaZip: 30075Authorization:

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 |

Identify Authorized Applicant:Name of Authorized Applicant: Steve RoweTelephone: 770.641.1942Address: 50 Warm Springs Cir

Suite: _____

City RoswellState: GAZip: 30075So Sworn and Attested:Owner Signature: Lew PollackDate: 11/8/2019

Notary:

Notary Signature: [Signature]Date: 11-08-19

11/20/19

DISCLOSURE FORM

Midgard Self Storage Exception

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: **Low Pollack**

Subject Public Hearing Case: **Midgard Self Storage- Parking Variance**

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 has 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: _____ Position: _____

Description of Contribution: N/A Value: _____

Description of Contribution: N/A Value: _____

Description of Contribution: N/A Value: _____

Description of Contribution: N/A Value: _____

Description of Contribution: N/A Value: _____

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.

Signature: Low Pollack

Date: 11/8/2019

Please respond to the following ONLY if you are applying for a zoning variance.

Are there extraordinary and exceptional conditions pertaining to the subject property because of its size, shape, or topography? Please describe them.

Parking: The property is currently limited by stream buffers, flood plain and topography but that is not the reason for the parking reduction variance. The required 91 spaces is far in excess of the actual parking needed to successfully operate the business. Based upon historical of similar facilities, 28 spaces will be more than adequate to serve the needs to the facility.

Height: The property is currently limited by stream buffers, flood plain and topography and the area to develop is limited. The additional height will allow us to add a story to the building and be able to better utilize the site.

Would the application of the Zoning Code standards as they relate to the subject property create an unnecessary hardship? Please explain.

Parking: Yes, we would need to build and pave an additional 63 parking spaces that would never be needed or used.

Height: Yes, given the constraints of the property, the height limit of 35' will make the site un-developable given the high cost to develop.

Are there conditions that are peculiar to the subject property? Please describe them in detail.

Parking: The nature of the proposed use of the building, Self Storage, does not require the 91 spaces as called for in the required parking for Industrial uses.

Height: The property is currently limited by stream buffers, flood plain and topography and the area to develop is limited.

Would relief, if granted, cause substantial detriment to the public good or impair the purpose and intent of the Zoning Code? Please defend your response.

Parking: No, the proposed 28 spaces is all the parking the business need to successfully operate and serve it's customers.

Height: No, the site sits down in grade from all of the existing roads and the additional height would not be able to be seen by the public.

On a separate sheet or sheets, please provide any information or evidence that supports your request and the statements that you have provided in this application.

11/20/19

E-20-02/V-20-01

CITIZEN PARTICIPATION FORM - PART A

Midgard Self Storage Exception

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: Midgard Self Storage

Contact Name: Lew Pollack

Telephone: 561.212.5350

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 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.

We will send out a letter detailing our proposed variance and will be available to respond to questions and concerns via e-mail, telephone and in person meetings if necessary.

11/20/19

E-20-02/V-20-01
Midgard Self Storage Exception
Parking Exception & Variance

ATLANTA SENIOR CARE SERVICES 2 LLC
8380 BAY PINES BLVD FLOOR 3
SAINT PETERSBURG FL 33709

WAFFLE HOUSE INC
P O BOX 6450
NORCROSS GA 30091 6450

3333 OLD MILTON ALPHARETTA LLC
180 GLASTONBURY BLVD STE 201
GLASTONBURY CT 06033

SAMS REAL ESTATE HOLDINGS GEORGIA LLC
7935 COUNCIL PL SUITE 200
MATTHEWS NC 28105

ALPHARETTA LIFEHOPE LAND SPE LLC
3330 PRESTON RIDGE RD SUITE 380
ALPHARETTA GA 30005

Triad Newcastle LLC
100 CHURCH ST SUITE 100
HUNTSVILLE AL 35801

Abed Mohammed A Trustee Et AL
11500 OLIVE BLVD SUITE 188
SAINT LOUIS MO 63141 7147

Burson Claire Lee
P.O. BOX 1905
CLAYTON GA 30525 1905

50 Warm Springs Circle
Roswell, Georgia 30075-4937Main: 770.641.1942
Fax: 770.998.6924

November 20, 2019

The Mayor and City Council
City of Alpharetta
2 Park Plaza
Alpharetta, Georgia 30009

RE: **Midgard Self Storage
Parking Reduction Variance Application
Letter of Intent**

Dear Mayor and Councilpersons:

Midgard Self Storage, the Applicant, seeks a parking reduction variance and a building height variance on approximately 14 ½ acre infill property at the southeast corner of Old Milton Parkway and Georgia. The property is currently vacant, currently zoned LI and O&I and is surrounded by existing creeks, floodplain and the City's Georgia 400 buffer.

Under the City's Unified Development Code, the closest match to calculate the required parking is a General Industrial Use that requires 1 parking space per 1000 s.f. Given that our proposed use is a +/- 91,000 s.f. self-storage facility, the requirement for 91 parking spaces is far in excess of the parking required to serve the needs of the facility. The applicant has built and currently operates several similar storage facilities and has concluded that the proposed 28 parking spaces will be more that adequate to serve the needs of the proposed facility. To build the additional 63 parking spaces would be unnecessary and add more impervious surface.

Under the current zoning the building height is limited to 35' and given much of the site is undevelopable, we are requesting a 20% height increase to 42'. A majority of the site is located in flood plain, stream buffers and zoning buffers, leaving a very small area available for development. The slight increase in height will allow us to add an additional floor to the building and better allow us to afford the high cost of development for a very difficult site. In addition, the site elevation sits well below all of the surrounding existing roads and the additional height will not be detectable to the surrounding public.

To the east of the property are parcels zoned CUP that have been developed for retail and restaurant uses. To the north, across Old Milton Parkway, is vacant property zoned for Office Professional use, along with an existing Quick Trip convenience store zoned Commercial General and the Country Place condominium development zoned High Density Residential (R-10M). Adjacent to the South of this property is the newly opened *Inspired*

11/20/19

Midgard Self Storage Exception

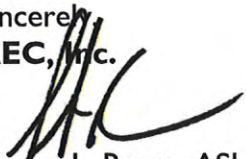
Mayor and City Council
November 20, 2019

Page 2

Living senior housing facility developed by the Applicant's principals, and to the west is the Georgia 400 Highway.

We thank you for your consideration in this matter and respectfully request that the parking variance be granted as requested. If you have any questions or require further information, please feel free to contact me at your convenience.

Sincerely,
AEC, Inc.



Steven L. Rowe, ASLA
Vice President

SLR/SCH/slr

M:\2019 JOBS\19-4303 Midgard Storage\DOCS\Re-Zoning and Variance Letter of Intent.docx



CITY COUNCIL MEETING STAFF REPORT

SUBMITTING DEPARTMENT: COMMUNITY DEVELOPMENT

SUBMITTED BY: KATHI COOK

DRAFTED BY: MICHAEL WOODMAN

I. AGENDA ITEM TITLE: PH-19-07 UNIFIED DEVELOPMENT CODE TEXT AMENDMENTS – SIGN CODE

CITY COUNCIL:

JULY 27, 2020

AUGUST 10, 2020 (2ND READING)

This item was considered at the March 5, 2020 Planning Commission meeting. There were no public comments. After discussion, the Planning Commission recommended to approve the item. Vote (7-0)

This item was considered at the July 27, 2020 City Council meeting. There were no public comments. A motion to approve Item #1 subject to the highlighted changes below, the motion was approved 5-1. A motion to approve Item #3, the motion failed 4-2. A motion to approve Item #4, the motion was a tie 3-3 and does not pass. Item #4 was pulled and re-advertised for consideration at a future City Council meeting. A motion to approve Items #2, 5-13, the motion was approved unanimously 6-0.

II. RECOMMENDATION:

Approve amendments to the Unified Development Code as it relates to the Sign Code.

III. REPORT IN BRIEF:

Consideration of text amendments to Unified Development Code (UDC) Sections 2.6 Signs and 2.10 North Point Overlay.

The following text amendments are proposed (Council changes highlighted below):

1. Subsection 2.6.4 (A) Permit Required. Change to require any change to an existing sign, including only a face change, to obtain a permit. The term 'materially' remains and add sentence that states, 'A change in copy area of a sign shall constitute a material change.'
2. Subsection 2.6.8 (26) Prohibited signs and devices. Reduce the maximum height of a monument sign from 15' to 10'.
3. Item pulled for future Council consideration.
4. Item pulled for future Council consideration.
5. Subsection 2.6.12 (A)(2) and Subsection 2.6.12 (B)(2)(d) Requirements for non-residential zoning districts. Allow unused sign area for wall and perpendicular signs to be aggregated and distributed to a certain building elevation but limited to no more than 2 wall signs and 1 perpendicular sign on the same building elevation and not internally-illuminated.
6. Subsection 2.6.12 (A)(3) Requirements for non-residential zoning districts. Allow rear entrance wall sign to be a maximum 50% of the allowed front facing wall sign. This is to address buildings that have front and rear pedestrian entrances, and those with access from the Big Creek Greenway and future Alpha Loop.
7. Subsection 2.6.12 (B)(1) Reduce the maximum height of a monument sign to 10' or less. Remove subsection (1)(g) which allowed increased copy area when one or more of the monument signs otherwise permitted are foregone. Allow rear entrance wall sign to be a maximum 50% of the allowed front facing wall sign.
8. Subsection 2.6.12 (C)(1) Signs Permitted in Industrial and Office Parks. Reduce the maximum height of a monument sign from 15' to 10' and reduce the permitted copy area of a monument sign from 150 square feet to 75 square feet.
9. Subsection 2.6.12 (C)(2) Signs Permitted in Industrial and Office Parks. Allow a blade sign in lieu of a wall sign with a sign area not to exceed 50% of the allowable wall sign area.

10. Subsection 2.6.12 (D)(1) Add “no digital copy is allowed” for clarification.
11. Subsection 2.6.12 (E)(6) Change buildings of 3 stories to 2 stories are permitted a wall sign at top of the free-standing commercial building.
12. Subsection 2.6.12 (G) Add maximum height of a monument sign not to exceed 6’ and remove last sentence, which states the regulation does not apply if only changing sign face.
13. Subsection 2.10.9 North Point Overlay, Signs. Delete subsection (C) regarding rear wall signs.

IV. ATTACHMENTS:

- UDC Strike Through and Underline Edits

EXHIBIT A

Council changes highlighted below.

SECTION 2.6 - SIGNS^[2]

2.6.1 Findings, purpose and intent.

A. Findings.

1. The City of Alpharetta finds that signs are a proper use of private property, are a means of personal free expression and a necessary component of a commercial environment. As such, signs are entitled to the protection of the law. In the absence of regulation, however, the number of such signs tends to proliferate, with property owners' desiring ever increasing numbers and sizes of signs, leading to cluttered and aesthetically blighted thoroughfares and properties. In addition, the competition among competing sign owners for visibility of their signs contributes to safety hazards for both vehicles and pedestrians and undermines the sign owners' original purpose of presenting a clear message of its idea or identification of its premises.
2. The City further finds that the size, height, number, design characteristics, spacing and location of signs in the City directly affect the public health, safety and welfare and property values.
3. The City further finds that the regulation of the size, height, number, design characteristics, spacing and location of signs is necessary to protect the public safety, to assure compatibility of signs with surrounding land uses, to enhance the business and economy of the City, to protect the public investment in the streets and highways, to maintain the tranquil environment of residential areas, to promote industry and commerce, to eliminate visual clutter and blight, to provide an aesthetically appealing environment, and to provide for the orderly and reasonable display of both advertising and non-commercial messages for the benefit of all the City's citizens.
4. The City further finds that there is a substantial difference between signs erected by public authority and signs erected by private citizens or businesses. Signs erected by public authority are virtually all erected for the purpose of maintaining the public safety either through direct control of traffic or through provision of such type signage as street signs which enable the traveling public to know where they are located and to find where they are going. As such, with the exception of limited signs serving other purely public purposes, such as identifying government buildings or conveying government speech, virtually all government signs are erected purely for public safety purposes. Moreover, their use in the public right-of-way is necessary to ensure their visibility to the motoring public. The City finds that public utility signs are frequently of the same nature as those signs erected by governmental entities in that they provide necessary information to safeguard the public from downed power lines and from street excavations. Even where signs serve a propriety purpose, such as identifying markings on utility poles, those signs are marked primarily for the purpose of benefiting the public generally through identification of locations where there may be temporary losses of power.
5. The City further finds that there is a substantial need directly related to the public health, safety and welfare to comprehensively address these concerns through adoption of the following regulations.

B. *Purpose and Intent.* The purpose and intent of the governing authority of the City of Alpharetta in enacting this Ordinance includes, are as follows:

1. To protect the health, safety, general welfare and property values of the citizens of the City, and to implement the policies and objectives of the Comprehensive Plan of the City through enactment of a comprehensive set of regulations governing signs in the City;
2. To regulate the erection and placement of signs within the City in order to provide safe operating conditions for pedestrian and vehicular traffic without unnecessary and unsafe distractions to drivers and pedestrians;

EXHIBIT A

3. To preserve the value of property on which signs are located and from which signs may be viewed;
4. To maintain an aesthetically attractive city in which signs are compatible with the surrounding area;
5. To maintain for the City's residents, workers and visitors a safe and aesthetically attractive environment and to advance the aesthetic interests of the City;
6. To prevent the destruction of the natural beauty and environment of the City and maintain and maximize tree coverage within the City;
7. To establish comprehensive sign regulations which effectively balance the protection of legitimate business and development needs and the rights of individuals and businesses to convey their messages through signs with the promotion of a safe and aesthetically attractive environment for residents, workers and visitors to the City and the protection of the public health, safety, and general welfare;
8. To ensure the protection of free speech rights under the State and United States Constitution within the City;
9. To promote economic development;
10. To establish a permit system to allow specific types of signs in zoning districts consistent with the uses, intent and aesthetic characteristics of the areas where the signs are to be located;
11. To provide temporary signs in limited circumstances;
12. To place reasonable controls on non-conforming signs that are by definition contrary to the public health, safety and welfare while protecting the constitutional rights of the owners of said non-conforming signs;
13. To provide for the maintenance of signs;
14. To avoid the harmful aspects of the unrestricted proliferation of signs; and
15. To ensure the fair and consistent enforcement of sign regulations.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.2 Scope of regulations.

- A. The provisions and standards of this Ordinance shall apply to all signs located or erected within the corporate limits of the City.
- B. Protected non-commercial speech shall be permitted in any place commercial speech is permitted under this Ordinance. Any sign provided for in any zoning district may contain non-commercial messages. To the extent any conflict arises between this provision and any other language found in this Ordinance, this provision shall control.
- C. Nothing herein shall be construed to permit display of any message which is obscene, illegal or speech which is otherwise unprotected under the First Amendment of the United States Constitution. Nothing herein shall be construed to prohibit a prosecution for violation of a criminal statute by the City or other duly constituted government authority or a civil action by the City or other private person or entity.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

EXHIBIT A

2.6.3 Definitions.

As used in this Ordinance, unless the context indicates otherwise, the following terms shall have the meaning set forth below:

Abandoned Sign. Any sign that contains or exhibits broken panels, visible rust, visible rot, damaged support structures, or deteriorated copy through lack of maintenance, or which is otherwise dilapidated, unsightly, or unkempt, and for which no person accepts maintenance responsibility.

Animated Sign. Any sign, or part of a sign, that uses any movement or change of lighting or color to depict action or create a special effect or scene, changes colors or physical position by movement or rotation, or which gives the visual impression of such movement or rotation. This includes signs that flash, blink, scroll, fade or rotate/revolve to display a message in more than one direction, and tri-vision signs, but does not include flags, banners, or canopies.

Background Area. The area of a sign face on which copy could be placed, as opposed to the copy area, where copy is in fact posted or painted. See also, "Face of Sign" (or "Sign Face").

Banner. Any sign of lightweight fabric, plastic or similar material that is intended to be hung either with a frame or without a frame. Neither flags nor canopy signs are considered banners.

Beacon. Any light with one (1) or more beams which rotate, move or which are directed into the atmosphere or at one (1) or more points not on the same lot as the light source.

Canopy (or Marquee). A permanent roof-like shelter extending from part or all of a building face and constructed of some durable material such as fabric, metal, glass or plastic.

Canopy Sign. Any sign attached to or constructed in or on a canopy. For purposes of this Ordinance, this term includes Marquee Sign.

Changeable Copy Board. Any sign or part of a sign face that incorporates changeable board or panels, each of which contain a number, letter, character, graphic, symbol or image, to form a sign message or messages ("changeable copy"), whether the changing of such panels or boards are accomplished electronically or manually. A tenant panel is not considered changeable copy.

City. The City of Alpharetta, Georgia.

Copy. The characters, symbols, graphics, images, letters, words, writing, and/or information or advertising display on a sign surface.

Copy Area. The area in square feet of the smallest rectangle enclosing the actual copy of a sign.

Directory Sign. A single, permanent free-standing sign for multiple businesses, offices, professionals, industries or other entities located within a planned center.

Double-Faced Sign. A sign which has two (2) display areas against each other or where the interior angle formed by the display areas is sixty degrees (60°) or less, where one (1) face is designed to be seen from one (1) direction and the other face from another direction.

Electronic sign. Any sign, or portion of a sign, whose message may be changed at intervals by electronic process or by remote control, including signs such as a tri-vision sign, LCD sign or LED sign.

Facade. The exterior front of a building or structure exposed to public view.

Face of Sign or Sign Face. That part of a sign that is or can be used to announce, direct attention to, identify, advertise or otherwise communicate information. The entire area of sign on which copy could be placed. See also, "Background Area." The sign face may be composed of two or more modules on the same surface that are separated or surrounded by portions of a sign structure not intended to contain any advertising message or idea and are purely structural or decorative in nature.

Feather Sign. A temporary sign or device made of lightweight plastic, fabric, or other material, whether or not containing a message of any kind, attached to a single rod, stake or staff for support, and designed to move in the wind.

EXHIBIT A

Flags. Any fabric, bunting or similar material containing distinctive colors, patterns, or symbols.

Flashing Sign. A sign, the illumination of which is not kept constant in intensity at all times when in use, and which exhibits marked changes in lighting effects.

Free-standing Sign. Any sign erected on a free-standing base, foundation, or frame, or otherwise supported by structures, supports or posts that are attached to, placed on, or anchored in the ground, and which are independent from and not attached to any building or other structure. All permanent free-standing signs shall be self-supporting structures erected on and permanently attached to solid bases or foundations.

Illuminated Sign, External. Any sign illuminated by an external light source. Such source cannot be a device that changes color, flashes or alternates.

Illuminated Sign, Internal. Any sign illuminated by an internal light source. Such source cannot be a device that changes color, flashes or alternates.

Lot or Parcel. A designed parcel, tract or area of land legally established by plat, subdivision or as otherwise permitted by law, to be separately owned, used, developed or built upon.

Monument Sign. A type of permanent free-standing sign that consists of a sign face attached on a solid base or foundation, designed in a manner such that the bottom (base) of the sign face is flush with the supporting solid base, which is directly mounted on and flush with the ground. The supporting base shall be at least as wide as the sign face and shall be constructed of brick, stone, or other architectural material as set forth herein. Also referred to as a "ground sign."

Non-conforming Sign. A sign erected or otherwise in use prior to the effective date of this Ordinance which fails in one or more respects to comply with all provisions of this Ordinance.

Obscene. Any form of speech which, taken as a whole, appeals to the prurient interest in sex, portrays sexual conduct in a patently offensive way, and which, taken as a whole, does not have serious literary, artistic, political, or scientific value. See *Miller v. California*, 413 U.S. 15, 93 S. Ct. 2607 (1973).

Outparcel. A portion of a larger parcel of land generally designed as a site for a separate structure and business from that of the larger main tract. To be recognized as an outparcel, the parcel must abut and be external to the larger main tract, have street frontage, and at the time of approval of the site plan for the larger main parcel be identified and delineated as a separate building site from that of the larger main parcel.

Pennant or Streamer. A temporary sign or device made of lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in a series, designed to move in the wind.

Permanent Sign. Any sign affixed in manner that enables the sign and its copy to resist environment loads and precludes ready removal or movement of the sign, which is designed and constructed in a manner such that its intended use appears to be indefinite, and which, when installed, is intended for permanent use.

Perpendicular Sign. A sign that is placed perpendicular to the face of a wall and can be read on both sides. Such signs can be mounted to a wall or attached to the underside of an awning.

Portable Sign. Any sign which is designed to be transported, including, but not limited to, signs transported by trailer or its own wheels, even though the wheels of such sign may be removed and remaining chassis or support constructed without wheels is converted to an "A" or "T" frame sign or attached temporarily or permanently to the ground. Portable sign also means a sign carried by a person when that person's function is to display or convey a message as a pedestrian. Portable sign also means and includes a sign attached to, mounted on, posted on, painted or drawn on a motorized or drawn vehicle, when such vehicle is parked or placed in such a manner as to serve the purpose of an advertising device, or routinely parked at a location other than the location generally associated with the message conveyed or identified thereon, or when the primary purpose or function of such vehicle is to transport the message or messages conveyed or identified thereon. Portable signs shall not be deemed

EXHIBIT A

to include standard bumper stickers on vehicles, license plates, or signs that may be reflected on hats or other articles of clothing.

Roof Line. The top edge of the roof or the top of the parapet, whichever forms the top line of the building silhouette.

Roof Sign. Any sign erected upon, against or directly above a roof or on top of or above the parapet of a building.

Rotating Sign. Any sign or portion of a sign that moves in a revolving or similar manner.

Sidewalk or Sandwich Board Sign. A movable sign not secured or attached to the ground or surface upon which it is located.

Sign. Any identification, description, illustration, device, fixture, structure, display or visual representation, which is visible from any public place and affixed to, or supported or suspended by, a stationary object, structure, building or the ground that uses any color, form, character, symbol, graphic, image, illumination, or writing to announce, direct attention to, identify, or advertise an object, idea, location, place, person, institution, organization, business, product, service, activity or event or to otherwise visually communicate information, ideas or messages of any kind to the public. "Sign" includes the sign face and sign structure..

Sign Structure. Any structure, other than a building, which supports, has supported or is designed to support a sign. A decorative cover is part of a sign structure.

Site Plan. A scaled, legible drawing representing the parcel of land on which a sign is to be located showing at least the property lines, public street rights-of-way, drive entrances, buildings and the location of existing free-standing signs.

Standard Informational Sign. A non-illuminated, temporary free-standing sign, which shall contain no reflecting elements, flags, projections or unpainted wooden surfaces, mounted on a post, stake or metal frame (with a thickness or diameter not greater than three and one-half inches) that is attached to, or anchored in, the ground. Standard informational signs are limited per lot to either one (1) sign that is twelve (12) square feet in area or up to four (4) signs not to exceed an aggregate of twelve (12) square feet in area. In addition, each sign shall not exceed a height of five (5) feet. These signs shall be set back not less than ten (10) feet from public right-of-way or ten (10) feet from the back of curb of a private roadway. Standard informational signs do not require a permit.

Strip Shopping Center. A multi-tenant retail center with less than fifty thousand square feet (50,000 sq. ft.) of enclosed, leasable space.

Subdivision Sign. A monument sign located at the vehicular entrance or exit of a platted residential subdivision.

Substandard Lot or Parcel. A lot or parcel that does not meet the lot area, width or public street frontage and access requirements of this Code.

Swinging Sign. A hinged sign installed on an arm or spar, and which is not also permanently fastened to an adjacent wall, ceiling or upright pole or support.

Temporary Sign. Any sign that is not a permanent sign.

Tenant Frontage or Tenant Space Frontage. The horizontal distance in feet between the left side wall and the right side wall or building end wall of a tenant space fronting on a street.

Tenant panel. A physically removable panel on a sign face that may be changed for different like-sized panels and which is at least two (2) square feet in area. Tenant panels do not include electronic signs, reader boards or changeable copy.

Tenant Space. The physical location within a building designed and intended to serve as the separate and exclusive premises for the operations of a business or entity, which has its own exclusive public entrance/exit from the exterior of the building, and which is occupied by a business or entity legally operating pursuant to all Federal, State, City or other applicable laws and regulations. The use of any

EXHIBIT A

such physical location by more than one (1) legally operating business or entity shall only constitute a single tenant space. In the event such a physical location is used or occupied by more than one (1) business or entity, in order for such physical location to constitute a "tenant space", all businesses and/or entities operating therein must be operating pursuant to all Federal, State, City or other applicable laws and regulations.

Under-canopy Sign. A sign suspended below the ceiling or roof of a canopy or marquee and perpendicular to the face of the building. For the purposes of this Ordinance, this term includes Under-marquee Sign.

Variable Message Board. A programmable sign that provides changing information.

Wall Sign. A sign attached to or erected against the outside wall of a building, with the face parallel to the building wall and extending not more than 1 foot (1 ft.) therefrom, and which displays only one sign face.

Window Sign. A sign installed on or inside a window for purposes of viewing from outside the building. This term does not include merchandise located in window or similar window displays.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.4 Permits and applications.

- A. PERMIT REQUIRED. Except as specifically exempted from the provisions of this Ordinance, it shall be unlawful for any person to post, display, **materially** change, or erect a sign in the City without first having obtained a sign permit. Notwithstanding the foregoing, signs which are not visible from a public right-of-way or from neighboring properties shall not be subject to the standards of this Ordinance. ~~A change in only the copy of a sign shall not constitute a material change.~~ **A change in the copy area of a sign shall constitute a material change.**
- B. APPLICATION CONTENTS. Applications for sign permits shall be made on application forms prepared by the Director and filed by the sign owner or its agent with the Director. The application shall include a detailed description of the subject sign and such other information and documents as required by the subject application form, including the following:
1. The street address of the property upon which the subject sign is to be located and a site plan of the property which bears the scaled and labeled proposed location of the sign.
 2. The aggregate area and copy area for all signs on the parcel.
 3. The name(s) and address(es) of the owner(s) of the real property upon which the subject sign is to be located.
 4. Name, address, telephone number, business license number and signature of the business owner authorizing placement of the sign.
 5. Name, address, telephone number, fax number, business license number and signature of the sign contractor.
 6. The type of sign to be erected, the area and copy area of the sign, the height of the sign (if free-standing), the shape of the sign, the color(s) of the sign, the material of the sign and details showing how the sign will be mounted, installed or erected.
 7. For permanent free-standing, ground and monument signs only, show dimensioned sign location on site plan and include structural foundation and mounting details. Indicate the location and size of all existing permanent free-standing, ground and monument signs on the property.
 8. The cost of the sign (materials and installation).

EXHIBIT A

9. All applicants for signs which incorporate electricity must obtain an electrical permit or, if previously issued, a copy of the electrical permit. Signs connected to an approved, existing wired outlet or junction box do not require electrical permits.
10. If the proposed sign is subject to the design standards or other requirements set forth in the Design Review Board Ordinance (codified as §§ 16-37—16-46 of The Code of the City of Alpharetta, Georgia), the applicant must also submit such additional forms, information and/or documents as may be required by the provisions of said ordinance.
11. Such other information as the City shall require to show full compliance with this and other ordinances of the City.

C. REVIEW AND CONSIDERATION OF APPLICATIONS; DECISION; APPEALS.

1. No permit shall be issued until the appropriate application has been filed with, and approved by, the Director and fees have been paid. Fees and any required deposits shall be established from time to time by resolution of the City Council. No application shall be deemed to be accepted by the Director unless and until all fees and deposits are paid and all information reasonably required by the Director is provided by the applicant. When a sign sought pursuant to an application for a permit is located or proposed to be located within the Downtown Overlay or design review for compliance with design standards is delegated and referred to the Design Review Board by the Director as authorized under the Design Review Board Ordinance, the application shall also be subject to design review by the Design Review Board in accordance with the Design Review Board Ordinance. Where design review of a sign by the Design Review Board is required in accordance with the foregoing provisions, a condition of zoning or conditional use approval, or any other applicable City code, ordinance, resolution or regulation, no permit for any such sign shall be issued without the prior grant of design approval by the Design Review Board. The decision of the Design Review Board to grant or deny design approval shall be final.
2. The Director shall reject any application that is incomplete or does not conform to the City's application requirements, contains a false material statement or omission, or is for a prohibited sign under Subsection 2.6.8. Any such application may be rejected by either returning the application to the applicant or providing written notice of rejection of the application at any time prior to the expiration of (45) business days of receipt of said application. An application which is resubmitted must meet all the standards applicable to an original application. A rejected application that is later resubmitted in conformity with this Section 2.6 shall be deemed to have been submitted on the date of resubmission, instead of the original submission date. The Director is further authorized and empowered to revoke any sign permit issued pursuant to an application containing a false material statement or omission. The rejection or revocation of a permit pursuant to the provisions of this subparagraph may be appealed to the Board of Appeals by filing a notice of appeal with the Director within fifteen (15) days of written notice of the revocation, which must state the reason(s) for the appeal. Any such appeal shall be heard in accordance with the provisions for appeal set forth in subparagraph 5 below.
3. A sign permit shall become null and void if the sign for which the permit was issued has not been completed and erected within the time frame specified by the permit or six (6) months after the date of issuance.
4. A complete application for a sign permit shall be approved or denied by the Director within forty-five (45) business days of its receipt by the Director and the applicant's payment of the appropriate deposit(s) and fee(s) to the City. The Director shall give written notice to the applicant of the Director's decision within such forty-five (45) business day period. If it is determined that the application fully complies with the provisions of this Section 2.6 and all other applicable laws, ordinances, codes, resolutions and regulations of the City, the application shall be approved by the Director and a sign permit shall be issued. If it is determined that the application or proposed sign does not fully comply with the provisions of this Section 2.6 and all other applicable laws, ordinances, codes, resolutions and regulations of the City, the Director shall deny the application. If the decision of the Director is to deny the application, the notice

EXHIBIT A

shall state the reasons for denial of the permit. The Director shall give such notice in writing by hand-delivery, certified mail, statutory overnight delivery, or e-mail using the contact information provided in the application. If the notice is sent by certified mail, overnight statutory delivery or e-mail, the notice shall be deemed to have been given on the date the notice is mailed or e-mailed by the City as indicated by the postmark or date stamp associated therewith. If the City fails to act within the forty-five (45) business day period, the permit shall be deemed to have been granted.

5. Except as provided in Paragraph 6 below, when an application for a sign permit is denied by the Director, the applicant may appeal such denial to the Board of Appeals by filing a written notice of appeal with the Director within fifteen (15) days of the written notice of permit denial. The notice of appeal shall specify the grounds thereof. The Board of Appeals shall take final action on the appeal within sixty (60) days of the filing of the notice of appeal. If the Board of Appeals fails to act within said 60-day period, the permit shall be deemed to have been granted. Should the Board of Appeals vote to uphold the decision of the Director, the Board of Appeals shall issue a written decision indicating the reason(s) therefor to the applicant. Appeal from the decision of the Board of Appeals is by writ of certiorari to the Fulton County Superior Court and must be filed within 30 days of the date of the Board's decision.
6. Notwithstanding the provisions of the foregoing Paragraph, when (a) a sign is subject to design review and approval by the Director for compliance with design standards and other requirements pursuant to the Design Review Board Ordinance (See Chapter 16 of The Code of the City of Alpharetta, Georgia) and (b) an application for a sign permit is denied by the Director solely on the grounds that the proposed sign does not comply with such design standards or requirements (i.e., design approval is denied by the Director), the applicant may appeal such denial to the Design Review Board by filing a written notice of appeal specifying the grounds thereof with the Director within fifteen (15) days of the written notice of permit denial. When the Director's denial of design approval under the Design Review Board Ordinance serves as the sole basis for the denial of an application for a sign permit, such permit denial shall only be appealable to the Design Review Board. The Design Review Board shall take final action on the appeal within 60 days of the filing of the notice of appeal. If the Design Review Board fails to act within said 60-day period, design approval of the proposed sign shall be deemed to have been granted. Should the Design Review Board vote to uphold the denial, the Design Review Board shall issue a written decision indicating the reason(s) therefor to the applicant. Appeal from the decision of the Design Review Board is by writ of certiorari to the Fulton County Superior Court and must be filed within thirty (30) days of the date of the Design Review Board's decision.
7. The Director may inspect all existing signs in the City to determine if such signs conform to the provisions of the Ordinance. The Director is authorized and empowered to suspend or revoke any sign permit issued upon failure of the holder thereof to comply with any provision of this Sign Ordinance or any other ordinance of the City applicable to the subject sign. The suspension or revocation of the permit shall not preclude the Director or City from taking any other action authorized by this Code or by law to enforce the provisions hereof, assure correction of violations or for any other lawful purpose. No permit shall be suspended or revoked until after the permittee is granted a public hearing before the Board of Appeals. The permittee shall be given fifteen (15) days' written notice of the time, place, and purpose of the hearing, with a statement of the reason(s) for the suspension or revocation of such permit. A finding that the permittee has violated a provision of this Sign Ordinance or any other ordinance of the City applicable to the subject sign shall be due cause for the suspension or revocation of the sign permit.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016; [Ord. No. 751](#), § 1(Exh. A), 10-16-2017)

Editor's note— [Ord. No. 751](#), § 1(Exh. A), adopted Oct. 16, 2017, changed the title of § 2.6.4 from "Permits and labels" to read as herein set out.

EXHIBIT A

2.6.5 Variances.

- A. Where a literal application of terms of this Ordinance, due to special circumstances, would result in an unusual hardship in an individual case, a variance may be granted pursuant to procedures set forth in this Code where all the following conditions exist:
1. a. 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
 - b. The natural features of the lot on which the sign is located or to be located, or of the land immediately adjacent to the lot, impairs the visibility of the sign such that it cannot be seen;
 2. The applicant would be deprived of rights that are commonly enjoyed by others similarly situated;
 3. Granting the variance would not confer on the applicant any significant privileges which are denied to others similarly situated;
 4. The exceptional circumstances are not the result of action 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;
 6. Granting of the variance would not violate more than one standard of this Ordinance; and
 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.

Notwithstanding the foregoing, no variance shall be granted for any sign that is a prohibited sign under Subsection 2.6.8.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.6 Non-conforming signs.

It is the policy of the City to encourage that all signs within the City be brought into compliance with the terms and requirements of this Ordinance.

- A. The City finds that non-conforming signs may adversely affect the public health, safety and welfare. Such signs adversely affect the aesthetic characteristics of the city and may adversely affect public safety due to the visual impact of said signs on motorists and the structural characteristics of said signs. Accordingly, the following registration requirements are found to be necessary in order to minimize these possible adverse effects through annual inspections and maintenance and allow the City to remain cognizant of the locations and maintenance of said signs.
- B. The owner(s) or authorized agent(s) of each non-conforming sign located within the City shall register said non-conforming sign with the Director no later than 90 days after the effective date of this Ordinance and shall renew this registration annually thereafter. Any non-conforming sign that does not comply with the registration requirements herein shall be deemed to be an illegal sign and shall be subject to the regulations applicable to illegal signs and all other enforcement provisions of this Ordinance. The Director shall promulgate a form for the registration of non-conforming signs and shall annually inspect said signs to assure that they continue in all other respects in conformity with all other provisions of this Ordinance and any other applicable ordinance or regulation of the City.
- C. The Director may inspect existing signs in the City from time to time to determine if such signs conform to the provisions of this Ordinance.

EXHIBIT A

- D. Any non-conforming sign which is not used or leased for a continuous period of 1 year shall not be reused for sign purposes unless and until it fully conforms with the terms and requirements of this Ordinance.
- E. No change in shape, size or design, shall be permitted except to make a non-confirming sign comply with all requirements of this Ordinance.
- F. A non-conforming sign may not be replaced by another non-conforming sign.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.7 Exemptions from permit requirements.

The following signs shall be exempt from the permit requirements of Section 2.6.4, provided all standards set forth in this Ordinance are met, including, but not limited to, the standards set forth below:

- A. Standard informational signs.
- B. Address numerals, not exceeding six (6) inches in height in residential districts and twelve (12) inches in height in non-residential districts, for the sole purpose of displaying street numbers as may be required by other ordinances and other signs required by law.
- C. Flags provided that the height of a flag pole shall not exceed the allowed height provided for a structure or a building in the applicable zoning district, or sixty (60) ft., whichever is less, and in residential districts shall not exceed twenty-five (25) ft. in height or the height of the primary structure on the lot, whichever is less. In addition, the maximum dimensions of any flag shall be proportional to the flag pole height and the hoist side of the flag shall not exceed twenty percent (20%) of the vertical height of the flag pole. Each lot shall be allowed a maximum of three (3) flag poles unless a special land use permit or variance is obtained. A maximum of 2 flags per pole is allowed.
- D. Non-governmental traffic control devices in or adjacent to internal parking areas and driveways in private developments, located so as not to interfere with, or detract from, official traffic control devices, and which conform to MUTCD (current edition) standards, including, but not limited to, standards regarding size, height, design and location.
- E. Window signs meeting the standards of this Ordinance.
- F. Legally authorized public notices when posted by a government officer in the performance of his or her duties.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.8 Prohibited signs and devices.

Except as otherwise provided, the following types of signs or attention-getting devices are prohibited in all zoning districts of the City:

1. Balloons, pennants, streamers, feather signs, air or gas filled figures, or similar attention-getting devices or wind-activated devices, excluding flags.
2. Swinging signs.
3. Rotating signs.
4. Animated signs, flashing signs, and intensely lighted signs.
5. Beacons, search lights or laser lights or images.
6. Variable message boards used for purposes other than traffic management.

EXHIBIT A

7. Signs which purport to be, or are an imitation of, or resemble an official traffic sign or signal.
8. Window signs which, in aggregate, exceed 20% of the window area or otherwise fail to meet the standards of this Ordinance.
9. A-frame signs, sandwich board, sidewalk or curb signs are prohibited except when placed within 5 ft. of the front door of a building.
10. Signs painted on or attached to utility poles, trees, rocks or other similar objects, except signs lawfully placed on utility poles by a government, public authority or public utility.
11. Signs which obstruct a fire escape, required exit, window or door opening used as a means of ingress or egress, or which interfere with any opening required for ventilation, or which violate any code of the City, including the Life Safety Code and the Fire Prevention Code.
12. Signs occupying a parking space required under the minimum parking requirements of this Ordinance, other than signs designating the space as reserved for handicapped or other use.
13. Signs which do not conform to City-adopted building and electrical codes.
14. Signs which emit audible sound, odor or visible matter.
15. Portable signs.
16. [Reserved].
17. [Reserved].
18. Signs attached to any street signs or traffic control devices, or to any pole supporting same, or any sign attached to any utility pole, other than those signs lawfully placed by a government, public agency, or public utility.
19. Signs projected on a building.
20. Signs in a public right-of-way other than publicly owned or maintained signs.
21. Signs which are in violation of the rules and regulations of any zoning overlay district presently existing or as may later be enacted.
22. Signs located on any substandard lot.
23. Abandoned signs.
24. Any sign that is structurally unsound, or is a hazard to traffic or pedestrians.
25. Dilapidated or neglected signs. A sign (including sign structure) will be dilapidated or neglected if it does not present a neat and orderly appearance, which may be manifested by the following: rust or holes on or in the sign or sign structure, or broken, missing, loose or bent parts, faded or flaking paint, non-operative or partially non-operative illuminating or mechanical devices or missing letters in sign copy.
26. Signs exceeding 156 sq. ft. in copy area if located on a commercial building, signs exceeding 240 sq. ft. in copy area if located on an industrial or office park building and/or signs and sign structures in excess of ~~15~~ 10 ft. in height (measured from the ground to the highest point of the structure).
27. Signs in any area designated as an undisturbed buffer pursuant to a federal, state or local law, a condition of zoning, or approved plat.
28. Internally illuminated window signs, including neon or LED signs (except as otherwise permitted herein). Additionally, LED, string or similar lighting outlining the windows, doors or other similar building features shall be prohibited.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016; [Ord. No. 736](#), § 1, 3-20-2017)

EXHIBIT A

2.6.9 Remedies.

In case any sign covered by this Ordinance is or is proposed to be erected, constructed, altered, converted or used in violation of any provision of this Ordinance, the Director may, in addition to other remedies, and after due notice to the appropriate person(s), issue a citation for violation of this Ordinance requiring the presence of the violator in the municipal court or the Alpharetta Code Enforcement Board, or institute injunctive or other appropriate legal or administrative proceedings to prevent such unlawful erection, construction, alteration, conversion or use or to correct or abate such violation.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.10 Severability.

In the event that any section, subsection, sentence or work of this Ordinance is declared or adjudged to be invalid or unconstitutional, such declaration or adjudication shall not affect the remaining provisions of this Ordinance, which shall remain in full force and effect as if such portion so declared or adjudged unconstitutional were not originally part of this Ordinance, even if the surviving parts of this Ordinance result in greater restrictions after any unconstitutional provisions are stricken. The Mayor and Council declare that they would have enacted the remaining parts of this Ordinance if they had known such portions thereof would be declared or adjudged unconstitutional or invalid. The Mayor and Council declare their intent that should this Ordinance be declared invalid, in whole or in part, signs are to continue to be subject to regulations applicable to "structures" contained in other city ordinances, including other sections of this Code.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.11 General provisions.

Except as otherwise provided in this Ordinance, the following general regulations apply to all zoning districts in the City:

A. MAINTENANCE AND APPEARANCE OF SIGNS.

1. All signs shall be maintained in good condition and present a neat and orderly appearance. Any sign showing gross neglect, or which becomes dilapidated, or which is surrounded by an unmaintained ground area, or due to its condition which may pose a threat to the safety of the public may be required to be repaired or removed as set forth below.
2. The Director, upon finding any of the above conditions, will give the owner written notice which may be up to 10 days to correct the deficiencies or to remove the sign or signs. If the owner refuses to correct the deficiencies or remove the sign, the Director may issue a citation under the enforcement provisions of this Ordinance.

B. ILLUMINATION OF SIGNS.

1. The light from any illuminated sign shall not be of an intensity or brightness which will interfere with the peace, comfort, convenience, and general welfare of residents or occupants of adjacent properties.
2. No sign shall have blinking, flashing, or fluctuating lights or other illuminating devices which have a changing light intensity, brightness or color.
3. No color lights shall be used at any location or in any manner so as to be confused with or construed as traffic control devices.
4. Neither direct nor reflected light from primary light sources shall create a hazard to operators of motor vehicles.

EXHIBIT A

5. Lighting for free-standing signs shall be located above the sign and aimed downward in order to minimize the brightness added to the night sky.

C. MEASUREMENT OF SIGN AREA.

1. *Generally.* Except as otherwise provided herein, the area of a sign shall be computed as the area within the smallest rectangle enclosing the limits of a sign face, together with any sign face cabinet, frame, material, texture, or color forming an integral part of the sign face used to differentiate the sign face from the structure upon which it is placed. The computation of the area of a sign face shall not include the structure, supports, or uprights on which the sign face is placed or any portions of a sign structure that are not intended to contain any copy or serve background, but rather are purely structural or architectural in nature, except as provided above.
2. *Double-Faced Signs.* For double-faced signs, when the sign face surfaces are parallel and are back to back, or where the interior angle formed by the faces is sixty (60) degrees or less, the area of the sign shall be taken as the areas on the largest side. For all other multi-faced signs, the area of the sign shall be the total area on all sides that can be viewed from any angle.
3. *Monument Signs.*
 - a. *Area of Sign.* For monument signs, the "sign area" or "area of the sign" shall mean the total area of the visible surface of the sign, including the base, sign structure, and sign face of the sign. The computation of the sign area of a monument sign shall include the entire surface of the base, sign structure and sign face, as measured from top to bottom and side to side. For monument signs that are double-faced, when the sign face surfaces are parallel and are back to back, or where the interior angle formed by the faces is sixty (60) degrees or less, the area of the sign shall be taken as the areas on the largest side.
 - b. *Sign Face.* For monument signs, the area of the sign face shall be measured in the same manner as provided for the measurement of the area of sign for all other signs.
 - c. *Copy Area.* For monument signs, the copy area shall be measured in the manner provided in the definition of "copy area."
 - d. *Tenant Panels and Changeable Copy Board.* If a portion of a monument sign includes a sign face with tenant panels or changeable copy board, which is separated from another copy area on the sign by portions of a sign structure that are not intended to contain any copy, but rather are purely structural or architectural in nature, the portion of the sign containing tenant panels or changeable copy board shall be measured separately from the other copy area of the sign (i.e., the copy area of the monument sign is the total of (i) the area within the smallest rectangle enclosing the limits of the sign face comprised of tenant panels or changeable copy and (ii) the other (separated) copy area.

D. STANDARDS FOR MONUMENT SIGNS.

1. The base of a monument sign shall be at least as wide as the sign face. Unless otherwise specified in a Master Sign Plan or a condition of zoning approval, the base and structure of a monument sign shall be constructed of brick, stone, or other architectural materials matching the principal building's materials and color. Any poles or columns utilized for structural purposes shall be fabricated or covered so that they may not be detected visually. Foundations shall be designed to carry weight and wind load of the sign, in soil which it is placed.
2. Any tenant panels or changeable copy on a monument sign shall have a uniform background color and material.

EXHIBIT A

3. All monument signs shall display the property address in numbers at least six (6) inches in height. The numerical address shall not be considered part of the sign face and shall not count against the allowable sign square footage provided such numbers are not more than twelve (12) inches in height.
4. Except for subdivision signs, monument signs may not be constructed before the principal building is on a lot.
- E. **BANNERS.** Banners require a permit and are permitted in all zoning districts pursuant to the following standards:
 1. Banners shall be permitted for either one (1) fourteen (14) day period per calendar year per lot or two (2) seven (7) day periods per calendar year per lot. An individual banner permit may be divided into two (2) non-consecutive seven (7) day periods provided the dates are stated on the permit. However, in the case of lots which contain a shopping center (or strip shopping center) with multiple tenant spaces, each tenant space shall be allowed to erect or place a banner for either one (1) fourteen (14) day period per calendar year or two (2) seven (7) day periods per calendar year.
 2. In addition to the foregoing, banners shall be allowed on private property during an approved temporary use, as defined in Section 2.3.2 of the U.D.C., for the approved period of such temporary use, but not to exceed forty-five (45) days; provided, however, the placement of banners on lots during approved temporary uses shall not be permitted more than two (2) times per calendar year per lot. Any such banners shall be removed upon termination of the temporary use or within forty-five (45) days from the date it is first placed on the lot, whichever is first to occur. Upon removal, no banner shall be placed on the same lot for a period of sixty (60) days.
 3. Banners shall not exceed 24 sq. ft. total area in size.
 4. Banners must either be free-standing or mounted to the wall of a tenant space or the lot's existing monument sign. If free-standing, the height of the banner shall not exceed five (5) [feet] above grade. If mounted to the wall of a tenant space, the width of the banner shall not exceed tenant frontage and shall not extend above the horizontal plane of the roof where the building wall and roof meet. If mounted to the lot's existing monument sign, the banner shall not extend beyond the sign face of the monument sign.
 5. Banners shall be erected with supports or other means so that they do not sag or become dilapidated.
- F. **PLACEMENT OF SIGNS.** Except within the Central Business District, all free-standing signs must be set back at least ten (10) ft. from the public right-of-way. Within the Central Business District, all free standing signs must be set back at least five (5) feet from the public right-of-way.
- G. **CHANGEABLE COPY.** Any monument sign permitted under this Ordinance may contain up to sixty-five percent (65%) changeable copy if the sign is located on a lot zoned and used (as its principal existing use) for an institutional, public or semi-public use and which includes an indoor public assembly place accommodating one hundred (100) or more persons.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.12 Requirements for non-residential zoning districts.

- A. *Signs Permitted in Strip Shopping Centers (less than 50,000 sq. ft. enclosed leasable space).*
 1. *Primary Free-standing Sign (Monument Sign).* One (1) primary monument sign no greater than ten (10) ft. in height with no more than forty-two (42) sq. ft. of copy area shall be permitted in a strip shopping center. The monument sign may have up to four (4) tenant panels, which shall be

EXHIBIT A

calculated as part of the copy area. This sign shall be set back 20 ft. from the public right-of-way.

2. **Wall Signs.** 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). Up to 50% of unused tenant sign area for wall and perpendicular signs shall be permitted to be aggregated and distributed to a particular building elevation; provided, however, no more than two (2) wall sign and one (1) perpendicular sign (not greater than 8 square feet) shall be allowed on the same building elevation and additional signs shall not be internally-illuminated.
 3. **Rear Entrance Sign.** ~~One (1) rear entrance sign is allowed for each tenant space within the strip shopping center. Rear entrance signs shall be located on the tenant space's rear entrance door and shall not exceed two (2) sq. ft. in area. Rear entrance signs shall not require a permit from the Director.~~
 - a. Applicability. Businesses located within the first two floors of a building that backs onto a parking lot, alley, park or other public space may have an additional wall sign.
 - b. Location. Rear entrance signs shall be located near the tenant space's rear door facing the parking lot, alley, park or other public space and placed within general proximity of the associated business.
 - c. Size. The area of rear entrance signs shall not exceed 50% of the front facing sign area allowed for the same tenant.
 4. **Window Signs.** Window signs, as defined in this Ordinance, are permitted for each tenant space in a shopping center. The aggregate copy area of such signs, however, shall not exceed a maximum of twenty percent (20%) of the total window area of the subject tenant space. One (1) illuminated window sign is permitted for each tenant space provided that such sign does exceed a maximum of four (4) sq. ft. in area. Illuminated window signs shall be included in the maximum aggregate window sign area calculation. Any illuminated window sign shall be constant in its light emission, shall not be animated, and shall not be so large or of character to obscure vision into the premises from the outside. Window signs shall not require a permit from the Director. However, each tenant shall immediately remove any window sign upon receipt of written notification from the Director stating that such window sign obscures the vision of police or other security or safety personnel into the premises in a manner that endangers public safety.
 5. **Under-Canopy Sign.** One (1) under-canopy sign is permitted for each tenant space within a strip shopping center, which shall not exceed 8 sq. ft. in area.
 6. **Sign During Construction.** One (1) temporary free-standing sign per strip shopping center project shall be permitted during the construction of the strip shopping center or the principal building of any outparcel. Such sign shall be allowed upon the commencement of construction for which a land disturbance permit has been issued, and terminating upon the issuance of a certificate of occupancy, installation of a permanent sign, or expiration/termination of the land development permit, whichever is first to occur. The sign shall not exceed ten (10) ft. in height, thirty-two (32) sq. ft. in area, and must be set back ten (10) ft. from the public right-of-way (five (5) ft. in the Central Business District). Further, the location of the sign be confined to the site of construction, and only one (1) such sign may be permitted per project.
 7. **Standard Informational Signs.** Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.
- B. **Signs Permitted in Shopping Centers (more than 50,000 sq. ft. enclosed leasable space).**
1. **Primary Free-standing Signs (Monument Signs).**

EXHIBIT A

- a. The maximum number of primary monument signs permitted in a shopping center is as follows:

Size of Center (enclosed leasable space)	Total Number of Signs
50,000 sq. ft. to 150,000 sq. ft.	2
Over 150,000 sq. ft. to 200,000 sq. ft.	3
Over 200,000 sq. ft.	4

- b. The monument sign may have up to four (4) tenant panels, which shall be calculated as part of the copy area.
- c. No such sign shall be located within twenty (20) ft. of the public right-of-way of the street which affords the principal means of access to the shopping center. The sight distance of each sign shall conform to City standards, and evidence of conformity shall be provided to the Director.
- d. The maximum height of any such sign shall be ~~ten (10) twelve (12)~~ ft. and the maximum area permitted for any such sign is as follows:

Height	Area of Sign	Copy Area
10 feet or less	420 sq. ft.	78 sq. ft.
Over 10 ft. but not more than 12 ft.	360 sq. ft.	64 sq. ft.

- f. The name and street number of the shopping center may be set forth on the monument sign. The calculation of the permitted copy area shall not include the street number.
- g. ~~The owner or developer of a shopping center which exceeds 150,000 sq. ft. may elect to forego one or more of the monument signs otherwise permitted under this subsection. For each sign that is foregone, the owner or developer may elect to increase the copy area of one remaining sign up to 100% of the square footage that is otherwise permitted under this subsection, or, in the event there is more than one remaining sign, this percentage may be allocated among the remaining signs. In no event shall the copy area of any sign be increased by more than 100%. By way of illustration, if an owner of a shopping center exceeding 200,000 sq. ft. elects to forego one of the four permitted monument signs, he might elect to increase the copy area of one of the remaining signs by 100%, or he might elect to increase the copy area of one remaining sign by 50% and the two other signs by 25% each, etc.~~
- h. In addition to the monument signs permitted above, one (1) monument sign not exceeding 10 ft. in height and 32 sq. ft. in copy area is permitted for each out-parcel; provided, however, if the out-parcel is a corner lot, one (1) sign for each street frontage is permitted.

EXHIBIT A

2. Canopy Signs and Wall Signs.

- a. One canopy sign or wall sign is permitted for each tenant space in the shopping center.
- b. No wall sign or canopy sign shall be located so that any part of the sign or its support extends above the top of the wall or canopy, and no copy shall be located within five (5) in. of the top of the sign.
- c. The area of a wall sign or canopy sign shall not exceed one (1) sq. ft. for each linear foot of tenant space frontage.
- d. Up to 50% of unused tenant sign area for wall and perpendicular signs shall be permitted to be aggregated and distributed to a particular building elevation; provided, however, no more than two (2) wall sign and one (1) perpendicular sign (not greater than 8 square feet) shall be allowed on the same building elevation and additional signs shall not be internally-illuminated.

3. Under-Canopy Signs.

- a. One (1) under-canopy sign is permitted for each tenant space within a shopping center.
- b. Under-canopy signs shall extend perpendicular to the wall of the tenant space, shall not exceed 8 sq. ft. in area, and shall be attached at a uniform height sufficient to assure the safety of pedestrians. Under-canopy signs shall match the wall or canopy signage for the subject tenant space unless otherwise approved by the Director.

4. Rear Entrance Sign.

- a. Applicability. Businesses located within the first two floors of a building that backs onto a parking lot, alley, park or other public space may have an additional wall sign. One rear entrance sign is permitted for each tenant space within the shopping center. The developer or owner of the shopping center shall be responsible to the City for proper rear entrance signage of tenant spaces, including proper maintenance.
- b. Location. Rear entrance signs shall be located ~~on~~ near the tenant space's rear door facing the parking lot, alley, park or other public space and placed within general proximity of the associated business.
- c. Size. The area of rear entrance signs shall not exceed ~~8 sq. ft.; however, the sign may not be less than 18 in. wide and 12 in. high.~~ 50% of the front facing sign area allowed for the same tenant.

5. Signs During Construction.

- a. One (1) temporary free-standing sign per shopping center project shall be permitted during the construction of the shopping center or the principal building of any outparcel. Such sign shall be allowed upon the commencement of construction for which a land disturbance permit has been issued, and terminating upon the issuance of a certificate of occupancy, the installation of a permanent sign, or the expiration/termination of the land development permit, whichever is first to occur.
- b. The size of the sign shall not exceed thirty-two square feet (32 sq. ft.) in area and the height of such sign shall not exceed ten feet (10 ft.). Further, the location of the sign shall be confined to the site of construction, and only one (1) such sign may be permitted per project.

7. Window Signs.

- a. Window signs, as defined in this Ordinance, are permitted for each tenant space in a shopping center. The aggregate copy area of such signs, however, shall not exceed a maximum of twenty percent (20%) of the total window area of the subject tenant space.
- b. One (1) illuminated window sign is permitted for each tenant space provided that such sign does not exceed four (4) sq. ft. in area. Illuminated window signs shall be included in the

EXHIBIT A

maximum aggregate window sign area calculation. Any illuminated window sign shall be constant in its light emission, shall not be animated, and shall not be so large or of a character to obscure vision into the premises from the outside.

- c. Window signs shall not require a permit from the Director. However, each tenant shall immediately remove any window sign upon receipt of written notification from the Director stating that such window sign obscures the vision of police or other security or safety personnel into the premises in such a manner that endangers public safety.

8. *Reserved.*

9. *Signs Permitted for Cinema Complexes.*

- a. In addition to the primary monument signs permitted for the shopping center, one (1) monument sign, which may include changeable copy board, shall be permitted for a lot containing a cinema complex; provided, however, if the cinema complex is located on an outparcel, any cinema monument signs erected shall be in lieu of the monument sign that is otherwise permitted for the outparcel pursuant to this subsection. If the cinema complex is on a corner lot, one (1) cinema monument sign for each street frontage is permitted.
- b. The changeable copy board shall be constructed in such a fashion to prevent wind, rain or other elements from altering the position of the copy.
- c. The height of a monument sign for a cinema complex shall not exceed ~~fifteen~~ ten (~~15~~ 10) ft.
- d. Reserved.
- e. The copy area of a monument sign for a cinema complex shall not exceed one-hundred-and-twenty (120) sq. ft.
- f. One (1) wall sign, which may include changeable copy board, or canopy sign shall be permitted for a cinema complex; provided, however, if theaters are contained within separate buildings then one such sign shall be permitted for each building. Signage for each building shall be treated as a separate sign. The aggregate area of wall signs or canopy signs for a cinema complex shall not exceed 1 sq. ft. for each linear foot of building frontage.
- g. No wall sign or canopy sign shall be located so that any part of the sign or its support extends above the top of the wall or canopy, and no copy shall be located within five (5) in. of the top of the sign. The provisions of this subsection pertaining to signage in cinema complexes shall also apply to cinemas not located within a shopping center.

10. *Entry Wall Signs.* A sign of up to three (3) sq. ft. is permitted on the wall above or adjacent to the entry of a tenant space located in a building without a common front entry.

11. *Standard Informational Signs.* Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.

C. *Signs Permitted in Industrial and Office Parks.*

1. *Free-Standing Signs.*

- a. *Primary Free-Standing (Monument) Signs.* A maximum of two (2) primary monument signs are permitted in an industrial or office park. No primary monument sign shall exceed ~~15~~ 10 ft. in height. A changeable copy board is not permitted on an industrial or office park sign. No primary monument sign shall be located within 20 ft. of the public right-of-way of the street which affords the principal means of access to the industrial or office park. The permitted area for primary free-standing signs is as follows:

Frontage	Area	Copy Area
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EXHIBIT A

Up to 500 feet	75 square feet	60 sq. ft.
501— 1,000 <u>and more</u> feet	100 square feet	75 sq. ft.
1,001—1,500 feet	150 square feet	100 sq. ft.
Over 1,500 feet	200 square feet	150 sq. ft.

- b. **Secondary Free-Standing (Monument) Signs.** One secondary monument sign shall be permitted for each building in the industrial or office park, not to exceed 32 sq. ft. in area. The height of a secondary monument sign shall not exceed 10 ft.
2. **Wall Signs.** Buildings of two (2) stories or greater may have a wall sign located at the top of the building. The maximum area of such sign shall not exceed 20 sq. ft. per floor or story above road grade, not to exceed 240 sq. ft. Wall signs shall not be internally illuminated. In lieu of a wall sign, up to 50% of the wall sign area allowance may be used for a blade sign.
3. **Door or Wall Sign.** One (1) sign of up to three square feet (3 sq. ft.) is permitted for each tenant space within a building. Such signs shall be located on the door of the suite, or on a wall immediately adjacent to the door of the suite for business establishments located in a building without a common front entry.
4. **Directory Signs.** Directory signs are permitted in industrial or office parks. Each exterior directory sign shall be a monument sign. Height of a directory sign shall not exceed ten feet (10 ft.).
5. **Reserved.**
6. **Rear, Secondary or Delivery Entrance Signs.** Rear, secondary or delivery entrance signs are permitted at appropriate locations within an industrial or office park. All such signs shall be free-standing and shall not exceed eight square feet (8 sq. ft.) in size and ten feet (10 ft.) in height.
7. **Signs During Construction.** One (1) temporary free-standing sign for each subdivided tract within an industrial or office park is permitted during construction. Such sign shall be allowed upon the commencement of construction for which a land disturbance permit has been issued, and terminating upon the issuance of a certificate of occupancy, the installation of a permanent sign, or the expiration/termination of the land development permit, whichever is first to occur.
The size of such sign shall not exceed thirty-two square feet (32 sq. ft.) and the maximum height of such sign shall be ten feet (10 ft.). Further, the location of the sign shall be confined to the site of construction.
8. **Standard Informational Signs.** Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.
- D. **Signs Permitted for Convenience Centers with Gasoline Pumps.**
 1. One monument sign per road frontage not to exceed ten feet (10 ft.) in height and thirty-two square feet (32 sq. ft.) in area. The monument sign may include changeable copy board, not to exceed four (4) square feet in area, which shall be calculated as part of the copy area no digital copy is allowed.
 2. Wall signage for convenience store and accessory buildings shall not exceed an aggregate area of eighty square feet (80 sq. ft.).

EXHIBIT A

3. One canopy sign per road frontage not to exceed twenty square feet (20 sq. ft.) per sign.
 4. Signs on pumps shall not exceed three square feet (3 sq. ft.) per pump.
 5. Window signs, as defined in this Ordinance, are permitted. The aggregate copy area of such signs, however, shall not exceed a maximum of twenty percent (20%) of the total window area of the subject building or tenant space. One (1) illuminated window sign is permitted for each tenant space provided that such sign does not exceed four (4) sq. ft. in area.
 6. Standard Informational Signs. Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.
- E. *Signs Permitted for Free-Standing Commercial Establishments not Located within a Shopping Center, Office Park or Industrial Park.*
1. One (1) monument sign per road frontage no greater than ten feet (10 ft.) in height with no more than thirty-two square feet (32 sq. ft.) of area. Each sign shall be set back not less than ten feet (10 ft.) from the public right-of-way, except in the Central Business District where the setback shall be not less than five feet (5 ft.) from the public right-of-way.
 2. One (1) wall sign per road frontage for each tenant space no greater than one square foot (1 sq. ft.) of area per one linear foot (1 ln. ft.) of tenant frontage; provided, however, no more than 2 wall signs shall be allowed for a tenant space.
 3. One (1) rear door sign not to exceed three square feet (3 sq. ft.) in area.
 4. Window signs not exceeding twenty percent (20%) of the glass area.
 5. One (1) sign no greater than three square feet (3 sq. ft.) located on the front door or on a wall immediately adjacent to the front door.
 6. Buildings of ~~three~~ two (2) stories or greater may have a wall sign located at the top of the building and is not greater than ~~forty-eight square feet (48 sq. ft.)~~ 20 sq. ft. per story (of building), in area.
 7. One (1) temporary free-standing sign shall be permitted during the construction of the principal building for the lot. Such sign shall be allowed upon the commencement of construction for which a land disturbance or building permit has been issued, and terminating upon the issuance of a certificate of occupancy, the installation of a permanent sign, or the expiration/termination of the land development or building permit, whichever is first to occur. The sign shall not exceed ten feet (10 ft.) in height, thirty-two square feet (32 sq. ft.) in area, and must be set back ten feet (10 ft.) from the public right-of-way (five feet (5 ft.) in the Central Business District).
 8. Standard Informational Signs. Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.
- F. *Signs permitted within the Downtown Overlay and MU zoned properties.* In addition to the signs authorized under a designated category, each business in the Downtown Overlay and within MU zoned properties may utilize the following additional signage:
1. Each located on the ground floor of a building shall be permitted one (1) perpendicular sign which shall not exceed eight (8) square feet in size and shall be placed at least eight (8) feet, but no more than twelve (12) feet above sidewalk. In order to foster originality, the shape of the sign may not incorporate more than one set of parallel edges and words may only comprise up to 50% of the sign face area. The remaining sign face area must incorporate some form of graphic design. In addition, signs must be mounted on decorative black brackets.
 2. Businesses located within the first two floors of a building that backs onto a parking lot, alley, park or other public space may have an additional wall sign up to twenty-four (24) square feet in size. This additional wall sign shall be located on the back of the building facing the parking lot, alley, park or other public space and placed within general proximity of the associated business.

EXHIBIT A

- G. Building Ground Signs (monument signs) within the Downtown Overlay shall not be internally illuminated. Where illumination is needed, lighting fixtures may be placed at the top of the sign and aimed downward or may be placed on the ground and aimed in such a way as to illuminate the sign without creating spillover into the night sky. ~~Maximum height shall not exceed 6 feet. This regulation shall apply only to new signs. The changing of a sign face or panel shall not constitute a new sign.~~

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016; [Ord. No. 736](#), § 2, 3-20-2017)

2.6.13 Requirements for residential zoning districts.

- A. *Standard Informational Signs*. Each lot located in a residential district may display standard informational signs, as defined in this Ordinance. No single sign shall exceed four feet (4 ft.) in height. No sign shall be illuminated. All signs must be set back at least ten feet (10 ft.) from the right-of-way.
- B. *Subdivision Signs*. A maximum of two (2) subdivision signs per platted residential subdivision entrance are permitted, which may be erected while the subdivision is under construction and being actively marketed 'For-Sale'.. These signs shall be single-faced, not exceed ten feet (10 ft.) in height or thirty-two square feet (32 sq. ft.) in area, and be set back at least ten feet (10 ft.) from the right-of-way. Subdivision signs shall not be included in the calculation of aggregate sign area for any lot. A subdivision sign shall not be internally illuminated.
- C. *'For-Rent' Dwelling Developments*. One (1) monument sign shall be permitted for a planned 'for-rent' dwelling development. Such sign shall not exceed ten feet (10 ft.) in height or thirty-two square feet (32 sq. ft.) in area, and be set back at least ten feet (10 ft.) from the right-of-way. The sign shall not be internally illuminated.
- D. *CUP Districts*. Within CUP zoning districts, 'For-Rent' dwelling developments shall also be permitted one permanent, free-standing, directional sign. Such sign shall be a monument sign and shall match the appearance of the primary sign on the site, be setback at least ten feet (10 ft.) from the public right-of-way, and shall be no greater than thirty-two square feet (32 sq. ft.) in area.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

Footnotes:

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Editor's note— [Ord. No. 720](#), § 2(Exh. A), adopted 2-22-2016, repealed former § 2.6 (2.6.1—2.6.14), and enacted a new § 2.6 as set out herein. The former § 2.6 pertained to similar subject matter and derived from the original codification and [Ord. No. 713](#), §§ 1—8, adopted Sept. 28, 2015.

EXHIBIT B

SECTION 2.10 - NORTH POINT OVERLAY

2.10.9. Signs.

A. Materials. Signage must be finished in the same exterior materials as the principal structure.

B. Monument Sign.

1. A minimum 2 feet wide planting area must be provided around the base of all monument signs.
2. Shrubs, groundcover, or mulch must be installed in the tree area identified in "1" immediately above.

~~C. Additional Walls Signs. One additional wall sign is permitted in excess of the sign allowances of UDC Sec. 2.6 -- Signs. If an additional wall sign is installed, it is subject to the following:~~

- ~~1. The sign may be up to 24 square feet in size.~~
- ~~2. The sign must be located on the back or side of the building facing a parking lot, alley, or open space.~~

([Ord. No. 767](#) , § 5(Exh. B), 10-22-2018)

AN ORDINANCE TO AMEND ARTICLE II OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF ALPHARETTA, GEORGIA; TO AMEND SECTION 2.6 SIGNS AS IT RELATES TO VARIOUS SIGN REGULATIONS; TO AMEND THE NORTH POINT OVERLAY AS IT RELATES TO SIGNS; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, on or about May 21, 2001, the City of Alpharetta (the “City”) adopted a comprehensive zoning ordinance known and cited as the Unified Development Code of the City of Alpharetta, Georgia, which has subsequently been amended from time to time (the “Unified Development Code”); and

WHEREAS, the Mayor and Council of the City of Alpharetta (the “City Council” or “Council”) are charged with the protection of the public health, safety, and welfare of the citizens of the City of Alpharetta; and

WHEREAS, the Unified Development Code was designed to be amended from time to time when circumstances warrant that modifications be made in order to make said Codes more responsive to community needs; and

WHEREAS, the City Council finds that ordinances and regulations governing the uses of land and development of land within the City, as well as the City’s operations, should be continually improved from time to time and modified as necessary to better protect and promote the public health, safety and welfare of the residents and businesses of the City of Alpharetta; and

WHEREAS, the City Council desires to amend Articles I and II of the Unified Development Code for the foregoing purposes; and

WHEREAS, the City Council finds that the following amendments to the Unified Development Code promote the health, safety, morals, convenience, order, prosperity and general welfare of the present and future inhabitants of the City of Alpharetta;

NOW THEREFORE, The Council of the City of Alpharetta hereby ordains, as follows:

Section 1: Article I, Section 2.6 titled “Signs” of the Unified Development Code is hereby amended by revising same as set forth in Exhibit “A” attached hereto as if fully set forth herein; and

Section 2: Article II, Subsection 2.10.9 titled “North Point Overlay, Signs” of the Unified Development Code is hereby amended by revising same as set forth in Exhibit “B” attached hereto as if fully set forth herein; and

Section 3: 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 4: This Ordinance shall be effective immediately upon its adoption by the City Council and the amendments made herein shall be incorporated into the Unified Development Code of the City of Alpharetta, Georgia, as applicable. This Ordinance hereby repeals any and all conflicting ordinances and amendments.

SO ORDAINED this the _____ day of _____, 2020.

Approved:

Jim Gilvin, Mayor

Attest:

COUNCILMEMBERS

Erin Cobb, City Clerk
(Seal)

Approved as to Form:

C. Sam Thomas, City Attorney

Exhibit “A”

SECTION 2.6 - SIGNS^[2]

2.6.1 Findings, purpose and intent.

A. *Findings.*

1. The City of Alpharetta finds that signs are a proper use of private property, are a means of personal free expression and a necessary component of a commercial environment. As such, signs are entitled to the protection of the law. In the absence of regulation, however, the number of such signs tends to proliferate, with property owners' desiring ever increasing numbers and sizes of signs, leading to cluttered and aesthetically blighted thoroughfares and properties. In addition, the competition among competing sign owners for visibility of their signs contributes to safety hazards for both vehicles and pedestrians and undermines the sign owners' original purpose of presenting a clear message of its idea or identification of its premises.
2. The City further finds that the size, height, number, design characteristics, spacing and location of signs in the City directly affect the public health, safety and welfare and property values.
3. The City further finds that the regulation of the size, height, number, design characteristics, spacing and location of signs is necessary to protect the public safety, to assure compatibility of signs with surrounding land uses, to enhance the business and economy of the City, to protect the public investment in the streets and highways, to maintain the tranquil environment of residential areas, to promote industry and commerce, to eliminate visual clutter and blight, to provide an aesthetically appealing environment, and to provide for the orderly and reasonable display of both advertising and non-commercial messages for the benefit of all the City's citizens.
4. The City further finds that there is a substantial difference between signs erected by public authority and signs erected by private citizens or businesses. Signs erected by public authority are virtually all erected for the purpose of maintaining the public safety either through direct control of traffic or through provision of such type signage as street signs which enable the traveling public to know where they are located and to find where they are going. As such, with the exception of limited signs serving other purely public purposes, such as identifying government buildings or conveying government speech, virtually all government signs are erected purely for public safety purposes. Moreover, their use in the public right-of-way is necessary to ensure their visibility to the motoring public. The City finds that public utility signs are frequently of the same nature as those signs erected by governmental entities in that they provide necessary information to safeguard the public from downed power lines and from street excavations. Even where signs serve a propriety purpose, such as identifying markings on utility poles, those signs are marked primarily for the purpose of benefiting the public generally through identification of locations where there may be temporary losses of power.
5. The City further finds that there is a substantial need directly related to the public health, safety and welfare to comprehensively address these concerns through adoption of the following regulations.

B. *Purpose and Intent.* The purpose and intent of the governing authority of the City of Alpharetta in enacting this Ordinance includes, are as follows:

1. To protect the health, safety, general welfare and property values of the citizens of the City, and to implement the policies and objectives of the Comprehensive Plan of the City through enactment of a comprehensive set of regulations governing signs in the City;
2. To regulate the erection and placement of signs within the City in order to provide safe operating conditions for pedestrian and vehicular traffic without unnecessary and unsafe distractions to drivers and pedestrians;
3. To preserve the value of property on which signs are located and from which signs may be viewed;
4. To maintain an aesthetically attractive city in which signs are compatible with the surrounding area;

5. To maintain for the City's residents, workers and visitors a safe and aesthetically attractive environment and to advance the aesthetic interests of the City;
6. To prevent the destruction of the natural beauty and environment of the City and maintain and maximize tree coverage within the City;
7. To establish comprehensive sign regulations which effectively balance the protection of legitimate business and development needs and the rights of individuals and businesses to convey their messages through signs with the promotion of a safe and aesthetically attractive environment for residents, workers and visitors to the City and the protection of the public health, safety, and general welfare;
8. To ensure the protection of free speech rights under the State and United States Constitution within the City;
9. To promote economic development;
10. To establish a permit system to allow specific types of signs in zoning districts consistent with the uses, intent and aesthetic characteristics of the areas where the signs are to be located;
11. To provide temporary signs in limited circumstances;
12. To place reasonable controls on non-conforming signs that are by definition contrary to the public health, safety and welfare while protecting the constitutional rights of the owners of said non-conforming signs;
13. To provide for the maintenance of signs;
14. To avoid the harmful aspects of the unrestricted proliferation of signs; and
15. To ensure the fair and consistent enforcement of sign regulations.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.2 Scope of regulations.

- A. The provisions and standards of this Ordinance shall apply to all signs located or erected within the corporate limits of the City.
- B. Protected non-commercial speech shall be permitted in any place commercial speech is permitted under this Ordinance. Any sign provided for in any zoning district may contain non-commercial messages. To the extent any conflict arises between this provision and any other language found in this Ordinance, this provision shall control.
- C. Nothing herein shall be construed to permit display of any message which is obscene, illegal or speech which is otherwise unprotected under the First Amendment of the United States Constitution. Nothing herein shall be construed to prohibit a prosecution for violation of a criminal statute by the City or other duly constituted government authority or a civil action by the City or other private person or entity.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.3 Definitions.

As used in this Ordinance, unless the context indicates otherwise, the following terms shall have the meaning set forth below:

Abandoned Sign. Any sign that contains or exhibits broken panels, visible rust, visible rot, damaged support structures, or deteriorated copy through lack of maintenance, or which is otherwise dilapidated, unsightly, or unkempt, and for which no person accepts maintenance responsibility.

Animated Sign. Any sign, or part of a sign, that uses any movement or change of lighting or color to depict action or create a special effect or scene, changes colors or physical position by movement or rotation, or which gives the visual impression of such movement or rotation. This includes signs that flash, blink, scroll, fade or rotate/revolve to display a message in more than one direction, and tri-vision signs, but does not include flags, banners, or canopies.

Background Area. The area of a sign face on which copy could be placed, as opposed to the copy area, where copy is in fact posted or painted. See also, "Face of Sign" (or "Sign Face").

Banner. Any sign of lightweight fabric, plastic or similar material that is intended to be hung either with a frame or without a frame. Neither flags nor canopy signs are considered banners.

Beacon. Any light with one (1) or more beams which rotate, move or which are directed into the atmosphere or at one (1) or more points not on the same lot as the light source.

Canopy (or Marquee). A permanent roof-like shelter extending from part or all of a building face and constructed of some durable material such as fabric, metal, glass or plastic.

Canopy Sign. Any sign attached to or constructed in or on a canopy. For purposes of this Ordinance, this term includes Marquee Sign.

Changeable Copy Board. Any sign or part of a sign face that incorporates changeable board or panels, each of which contain a number, letter, character, graphic, symbol or image, to form a sign message or messages ("changeable copy"), whether the changing of such panels or boards are accomplished electronically or manually. A tenant panel is not considered changeable copy.

City. The City of Alpharetta, Georgia.

Copy. The characters, symbols, graphics, images, letters, words, writing, and/or information or advertising display on a sign surface.

Copy Area. The area in square feet of the smallest rectangle enclosing the actual copy of a sign.

Directory Sign. A single, permanent free-standing sign for multiple businesses, offices, professionals, industries or other entities located within a planned center.

Double-Faced Sign. A sign which has two (2) display areas against each other or where the interior angle formed by the display areas is sixty degrees (60°) or less, where one (1) face is designed to be seen from one (1) direction and the other face from another direction.

Electronic sign. Any sign, or portion of a sign, whose message may be changed at intervals by electronic process or by remote control, including signs such as a tri-vision sign, LCD sign or LED sign.

Facade. The exterior front of a building or structure exposed to public view.

Face of Sign or Sign Face. That part of a sign that is or can be used to announce, direct attention to, identify, advertise or otherwise communicate information. The entire area of sign on which copy could be placed. See also, "Background Area." The sign face may be composed of two or more modules on the same surface that are separated or surrounded by portions of a sign structure not intended to contain any advertising message or idea and are purely structural or decorative in nature.

Feather Sign. A temporary sign or device made of lightweight plastic, fabric, or other material, whether or not containing a message of any kind, attached to a single rod, stake or staff for support, and designed to move in the wind.

Flags. Any fabric, bunting or similar material containing distinctive colors, patterns, or symbols.

Flashing Sign. A sign, the illumination of which is not kept constant in intensity at all times when in use, and which exhibits marked changes in lighting effects.

Free-standing Sign. Any sign erected on a free-standing base, foundation, or frame, or otherwise supported by structures, supports or posts that are attached to, placed on, or anchored in the ground, and which are independent from and not attached to any building or other structure. All permanent free-standing signs shall be self-supporting structures erected on and permanently attached to solid bases or foundations.

Illuminated Sign, External. Any sign illuminated by an external light source. Such source cannot be a device that changes color, flashes or alternates.

Illuminated Sign, Internal. Any sign illuminated by an internal light source. Such source cannot be a device that changes color, flashes or alternates.

Lot or Parcel. A designed parcel, tract or area of land legally established by plat, subdivision or as otherwise permitted by law, to be separately owned, used, developed or built upon.

Monument Sign. A type of permanent free-standing sign that consists of a sign face attached on a solid base or foundation, designed in a manner such that the bottom (base) of the sign face is flush with the supporting solid base, which is directly mounted on and flush with the ground. The supporting base shall be at least as wide as the sign face and shall be constructed of brick, stone, or other architectural material as set forth herein. Also referred to as a "ground sign."

Non-conforming Sign. A sign erected or otherwise in use prior to the effective date of this Ordinance which fails in one or more respects to comply with all provisions of this Ordinance.

Obscene. Any form of speech which, taken as a whole, appeals to the prurient interest in sex, portrays sexual conduct in a patently offensive way, and which, taken as a whole, does not have serious literary, artistic, political, or scientific value. See *Miller v. California*, 413 U.S. 15, 93 S. Ct. 2607 (1973).

Outparcel. A portion of a larger parcel of land generally designed as a site for a separate structure and business from that of the larger main tract. To be recognized as an outparcel, the parcel must abut and be external to the larger main tract, have street frontage, and at the time of approval of the site plan for the larger main parcel be identified and delineated as a separate building site from that of the larger main parcel.

Pennant or Streamer. A temporary sign or device made of lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in a series, designed to move in the wind.

Permanent Sign. Any sign affixed in manner that enables the sign and its copy to resist environment loads and precludes ready removal or movement of the sign, which is designed and constructed in a manner such that its intended use appears to be indefinite, and which, when installed, is intended for permanent use.

Perpendicular Sign. A sign that is placed perpendicular to the face of a wall and can be read on both sides. Such signs can be mounted to a wall or attached to the underside of an awning.

Portable Sign. Any sign which is designed to be transported, including, but not limited to, signs transported by trailer or its own wheels, even though the wheels of such sign may be removed and remaining chassis or support constructed without wheels is converted to an "A" or "T" frame sign or attached temporarily or permanently to the ground. Portable sign also means a sign carried by a person when that person's function is to display or convey a message as a pedestrian. Portable sign also means and includes a sign attached to, mounted on, posted on, painted or drawn on a motorized or drawn vehicle, when such vehicle is parked or placed in such a manner as to serve the purpose of an advertising device, or routinely parked at a location other than the location generally associated with the message conveyed or identified thereon, or when the primary purpose or function of such vehicle is to transport the message or messages conveyed or identified thereon. Portable signs shall not be deemed to include standard bumper stickers on vehicles, license plates, or signs that may be reflected on hats or other articles of clothing.

Roof Line. The top edge of the roof or the top of the parapet, whichever forms the top line of the building silhouette.

Roof Sign. Any sign erected upon, against or directly above a roof or on top of or above the parapet of a building.

Rotating Sign. Any sign or portion of a sign that moves in a revolving or similar manner.

Sidewalk or Sandwich Board Sign. A movable sign not secured or attached to the ground or surface upon which it is located.

Sign. Any identification, description, illustration, device, fixture, structure, display or visual representation, which is visible from any public place and affixed to, or supported or suspended by, a stationary object, structure, building or the ground that uses any color, form, character, symbol, graphic, image, illumination, or writing to announce, direct attention to, identify, or advertise an object, idea, location, place, person, institution, organization, business, product, service, activity or event or to otherwise visually communicate information, ideas or messages of any kind to the public. "Sign" includes the sign face and sign structure..

Sign Structure. Any structure, other than a building, which supports, has supported or is designed to support a sign. A decorative cover is part of a sign structure.

Site Plan. A scaled, legible drawing representing the parcel of land on which a sign is to be located showing at least the property lines, public street rights-of-way, drive entrances, buildings and the location of existing free-standing signs.

Standard Informational Sign. A non-illuminated, temporary free-standing sign, which shall contain no reflecting elements, flags, projections or unpainted wooden surfaces, mounted on a post, stake or metal frame (with a thickness or diameter not greater than three and one-half inches) that is attached to, or anchored in, the ground. Standard informational signs are limited per lot to either one (1) sign that is twelve (12) square feet in area or up to four (4) signs not to exceed an aggregate of twelve (12) square feet in area. In addition, each sign shall not exceed a height of five (5) feet. These signs shall be set back not less than ten (10) feet from public right-of-way or ten (10) feet from the back of curb of a private roadway. Standard informational signs do not require a permit.

Strip Shopping Center. A multi-tenant retail center with less than fifty thousand square feet (50,000 sq. ft.) of enclosed, leasable space.

Subdivision Sign. A monument sign located at the vehicular entrance or exit of a platted residential subdivision.

Substandard Lot or Parcel. A lot or parcel that does not meet the lot area, width or public street frontage and access requirements of this Code.

Swinging Sign. A hinged sign installed on an arm or spar, and which is not also permanently fastened to an adjacent wall, ceiling or upright pole or support.

Temporary Sign. Any sign that is not a permanent sign.

Tenant Frontage or Tenant Space Frontage. The horizontal distance in feet between the left side wall and the right side wall or building end wall of a tenant space fronting on a street.

Tenant panel. A physically removable panel on a sign face that may be changed for different like-sized panels and which is at least two (2) square feet in area. Tenant panels do not include electronic signs, reader boards or changeable copy.

Tenant Space. The physical location within a building designed and intended to serve as the separate and exclusive premises for the operations of a business or entity, which has its own exclusive public entrance/exit from the exterior of the building, and which is occupied by a business or entity legally operating pursuant to all Federal, State, City or other applicable laws and regulations. The use of any such physical location by more than one (1) legally operating business or entity shall only constitute a single tenant space. In the event such a physical location is used or occupied by more than one (1) business or entity, in order for such physical location to constitute a "tenant space", all businesses and/or entities operating therein must be operating pursuant to all Federal, State, City or other applicable laws and regulations.

Under-canopy Sign. A sign suspended below the ceiling or roof of a canopy or marquee and perpendicular to the face of the building. For the purposes of this Ordinance, this term includes Under-marquee Sign.

Variable Message Board. A programmable sign that provides changing information.

Wall Sign. A sign attached to or erected against the outside wall of a building, with the face parallel to the building wall and extending not more than 1 foot (1 ft.) therefrom, and which displays only one sign face.

Window Sign. A sign installed on or inside a window for purposes of viewing from outside the building. This term does not include merchandise located in window or similar window displays.

([Ord. No. 720](#) , § 2(Exh. A), 2-22-2016)

2.6.4 Permits and applications.

- A. PERMIT REQUIRED. Except as specifically exempted from the provisions of this Ordinance, it shall be unlawful for any person to post, display, materially change, or erect a sign in the City without first having obtained a sign permit. Notwithstanding the foregoing, signs which are not visible from a public right-of-way or from neighboring properties shall not be subject to the standards of this Ordinance. ~~A change in only the copy of a sign shall not constitute a material change.~~ A change in the copy area of a sign shall constitute a material change.
- B. APPLICATION CONTENTS. Applications for sign permits shall be made on application forms prepared by the Director and filed by the sign owner or its agent with the Director. The application shall include a detailed description of the subject sign and such other information and documents as required by the subject application form, including the following:
1. The street address of the property upon which the subject sign is to be located and a site plan of the property which bears the scaled and labeled proposed location of the sign.
 2. The aggregate area and copy area for all signs on the parcel.
 3. The name(s) and address(es) of the owner(s) of the real property upon which the subject sign is to be located.
 4. Name, address, telephone number, business license number and signature of the business owner authorizing placement of the sign.
 5. Name, address, telephone number, fax number, business license number and signature of the sign contractor.
 6. The type of sign to be erected, the area and copy area of the sign, the height of the sign (if free-standing), the shape of the sign, the color(s) of the sign, the material of the sign and details showing how the sign will be mounted, installed or erected.
 7. For permanent free-standing, ground and monument signs only, show dimensioned sign location on site plan and include structural foundation and mounting details. Indicate the location and size of all existing permanent free-standing, ground and monument signs on the property.
 8. The cost of the sign (materials and installation).
 9. All applicants for signs which incorporate electricity must obtain an electrical permit or, if previously issued, a copy of the electrical permit. Signs connected to an approved, existing wired outlet or junction box do not require electrical permits.
 10. If the proposed sign is subject to the design standards or other requirements set forth in the Design Review Board Ordinance (codified as §§ 16-37—16-46 of The Code of the City of Alpharetta, Georgia), the applicant must also submit such additional forms, information and/or documents as may be required by the provisions of said ordinance.
 11. Such other information as the City shall require to show full compliance with this and other ordinances of the City.
- C. REVIEW AND CONSIDERATION OF APPLICATIONS; DECISION; APPEALS.
1. No permit shall be issued until the appropriate application has been filed with, and approved by, the Director and fees have been paid. Fees and any required deposits shall be established from time to time by resolution of the City Council. No application shall be deemed to be accepted by the Director unless and until all fees and deposits are paid and all information reasonably required by the Director is provided by the applicant. When a sign sought pursuant to an application for a

permit is located or proposed to be located within the Downtown Overlay or design review for compliance with design standards is delegated and referred to the Design Review Board by the Director as authorized under the Design Review Board Ordinance, the application shall also be subject to design review by the Design Review Board in accordance with the Design Review Board Ordinance. Where design review of a sign by the Design Review Board is required in accordance with the foregoing provisions, a condition of zoning or conditional use approval, or any other applicable City code, ordinance, resolution or regulation, no permit for any such sign shall be issued without the prior grant of design approval by the Design Review Board. The decision of the Design Review Board to grant or deny design approval shall be final.

2. The Director shall reject any application that is incomplete or does not conform to the City's application requirements, contains a false material statement or omission, or is for a prohibited sign under Subsection 2.6.8. Any such application may be rejected by either returning the application to the applicant or providing written notice of rejection of the application at any time prior to the expiration of (45) business days of receipt of said application. An application which is resubmitted must meet all the standards applicable to an original application. A rejected application that is later resubmitted in conformity with this Section 2.6 shall be deemed to have been submitted on the date of resubmission, instead of the original submission date. The Director is further authorized and empowered to revoke any sign permit issued pursuant to an application containing a false material statement or omission. The rejection or revocation of a permit pursuant to the provisions of this subparagraph may be appealed to the Board of Appeals by filing a notice of appeal with the Director within fifteen (15) days of written notice of the revocation, which must state the reason(s) for the appeal. Any such appeal shall be heard in accordance with the provisions for appeal set forth in subparagraph 5 below.
3. A sign permit shall become null and void if the sign for which the permit was issued has not been completed and erected within the time frame specified by the permit or six (6) months after the date of issuance.
4. A complete application for a sign permit shall be approved or denied by the Director within forty-five (45) business days of its receipt by the Director and the applicant's payment of the appropriate deposit(s) and fee(s) to the City. The Director shall give written notice to the applicant of the Director's decision within such forty-five (45) business day period. If it is determined that the application fully complies with the provisions of this Section 2.6 and all other applicable laws, ordinances, codes, resolutions and regulations of the City, the application shall be approved by the Director and a sign permit shall be issued. If it is determined that the application or proposed sign does not fully comply with the provisions of this Section 2.6 and all other applicable laws, ordinances, codes, resolutions and regulations of the City, the Director shall deny the application. If the decision of the Director is to deny the application, the notice shall state the reasons for denial of the permit. The Director shall give such notice in writing by hand-delivery, certified mail, statutory overnight delivery, or e-mail using the contact information provided in the application. If the notice is sent by certified mail, overnight statutory delivery or e-mail, the notice shall be deemed to have been given on the date the notice is mailed or e-mailed by the City as indicated by the postmark or date stamp associated therewith. If the City fails to act within the forty-five (45) business day period, the permit shall be deemed to have been granted.
5. Except as provided in Paragraph 6 below, when an application for a sign permit is denied by the Director, the applicant may appeal such denial to the Board of Appeals by filing a written notice of appeal with the Director within fifteen (15) days of the written notice of permit denial. The notice of appeal shall specify the grounds thereof. The Board of Appeals shall take final action on the appeal within sixty (60) days of the filing of the notice of appeal. If the Board of Appeals fails to act within said 60-day period, the permit shall be deemed to have been granted. Should the Board of Appeals vote to uphold the decision of the Director, the Board of Appeals shall issue a written decision indicating the reason(s) therefor to the applicant. Appeal from the decision of the Board of Appeals is by writ of certiorari to the Fulton County Superior Court and must be filed within 30 days of the date of the Board's decision.

6. Notwithstanding the provisions of the foregoing Paragraph, when (a) a sign is subject to design review and approval by the Director for compliance with design standards and other requirements pursuant to the Design Review Board Ordinance (See Chapter 16 of The Code of the City of Alpharetta, Georgia) and (b) an application for a sign permit is denied by the Director solely on the grounds that the proposed sign does not comply with such design standards or requirements (i.e., design approval is denied by the Director), the applicant may appeal such denial to the Design Review Board by filing a written notice of appeal specifying the grounds thereof with the Director within fifteen (15) days of the written notice of permit denial. When the Director's denial of design approval under the Design Review Board Ordinance serves as the sole basis for the denial of an application for a sign permit, such permit denial shall only be appealable to the Design Review Board. The Design Review Board shall take final action on the appeal within 60 days of the filing of the notice of appeal. If the Design Review Board fails to act within said 60-day period, design approval of the proposed sign shall be deemed to have been granted. Should the Design Review Board vote to uphold the denial, the Design Review Board shall issue a written decision indicating the reason(s) therefor to the applicant. Appeal from the decision of the Design Review Board is by writ of certiorari to the Fulton County Superior Court and must be filed within thirty (30) days of the date of the Design Review Board's decision.
7. The Director may inspect all existing signs in the City to determine if such signs conform to the provisions of the Ordinance. The Director is authorized and empowered to suspend or revoke any sign permit issued upon failure of the holder thereof to comply with any provision of this Sign Ordinance or any other ordinance of the City applicable to the subject sign. The suspension or revocation of the permit shall not preclude the Director or City from taking any other action authorized by this Code or by law to enforce the provisions hereof, assure correction of violations or for any other lawful purpose. No permit shall be suspended or revoked until after the permittee is granted a public hearing before the Board of Appeals. The permittee shall be given fifteen (15) days' written notice of the time, place, and purpose of the hearing, with a statement of the reason(s) for the suspension or revocation of such permit. A finding that the permittee has violated a provision of this Sign Ordinance or any other ordinance of the City applicable to the subject sign shall be due cause for the suspension or revocation of the sign permit.

([Ord. No. 720](#) , § 2(Exh. A), 2-22-2016; [Ord. No. 751](#) , § 1(Exh. A), 10-16-2017)

Editor's note— [Ord. No. 751](#) , § 1(Exh. A), adopted Oct. 16, 2017, changed the title of § 2.6.4 from "Permits and labels" to read as herein set out.

2.6.5 Variances.

- A. Where a literal application of terms of this Ordinance, due to special circumstances, would result in an unusual hardship in an individual case, a variance may be granted pursuant to procedures set forth in this Code where all the following conditions exist:
 1.
 - a. 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
 - b. The natural features of the lot on which the sign is located or to be located, or of the land immediately adjacent to the lot, impairs the visibility of the sign such that it cannot be seen;
 2. The applicant would be deprived of rights that are commonly enjoyed by others similarly situated;
 3. Granting the variance would not confer on the applicant any significant privileges which are denied to others similarly situated;
 4. The exceptional circumstances are not the result of action 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;

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

Notwithstanding the foregoing, no variance shall be granted for any sign that is a prohibited sign under Subsection 2.6.8.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.6 Non-conforming signs.

It is the policy of the City to encourage that all signs within the City be brought into compliance with the terms and requirements of this Ordinance.

- A. The City finds that non-conforming signs may adversely affect the public health, safety and welfare. Such signs adversely affect the aesthetic characteristics of the city and may adversely affect public safety due to the visual impact of said signs on motorists and the structural characteristics of said signs. Accordingly, the following registration requirements are found to be necessary in order to minimize these possible adverse effects through annual inspections and maintenance and allow the City to remain cognizant of the locations and maintenance of said signs.
- B. The owner(s) or authorized agent(s) of each non-conforming sign located within the City shall register said non-conforming sign with the Director no later than 90 days after the effective date of this Ordinance and shall renew this registration annually thereafter. Any non-conforming sign that does not comply with the registration requirements herein shall be deemed to be an illegal sign and shall be subject to the regulations applicable to illegal signs and all other enforcement provisions of this Ordinance. The Director shall promulgate a form for the registration of non-conforming signs and shall annually inspect said signs to assure that they continue in all other respects in conformity with all other provisions of this Ordinance and any other applicable ordinance or regulation of the City.
- C. The Director may inspect existing signs in the City from time to time to determine if such signs conform to the provisions of this Ordinance.
- D. Any non-conforming sign which is not used or leased for a continuous period of 1 year shall not be reused for sign purposes unless and until it fully conforms with the terms and requirements of this Ordinance.
- E. No change in shape, size or design, shall be permitted except to make a non-confirming sign comply with all requirements of this Ordinance.
- F. A non-conforming sign may not be replaced by another non-conforming sign.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.7 Exemptions from permit requirements.

The following signs shall be exempt from the permit requirements of Section 2.6.4, provided all standards set forth in this Ordinance are met, including, but not limited to, the standards set forth below:

- A. Standard informational signs.
- B. Address numerals, not exceeding six (6) inches in height in residential districts and twelve (12) inches in height in non-residential districts, for the sole purpose of displaying street numbers as may be required by other ordinances and other signs required by law.
- C. Flags provided that the height of a flag pole shall not exceed the allowed height provided for a structure or a building in the applicable zoning district, or sixty (60) ft., whichever is less, and in

residential districts shall not exceed twenty-five (25) ft. in height or the height of the primary structure on the lot, whichever is less. In addition, the maximum dimensions of any flag shall be proportional to the flag pole height and the hoist side of the flag shall not exceed twenty percent (20%) of the vertical height of the flag pole. Each lot shall be allowed a maximum of three (3) flag poles unless a special land use permit or variance is obtained. A maximum of 2 flags per pole is allowed.

- D. Non-governmental traffic control devices in or adjacent to internal parking areas and driveways in private developments, located so as not to interfere with, or detract from, official traffic control devices, and which conform to MUTCD (current edition) standards, including, but not limited to, standards regarding size, height, design and location.
- E. Window signs meeting the standards of this Ordinance.
- F. Legally authorized public notices when posted by a government officer in the performance of his or her duties.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.8 Prohibited signs and devices.

Except as otherwise provided, the following types of signs or attention-getting devices are prohibited in all zoning districts of the City:

1. Balloons, pennants, streamers, feather signs, air or gas filled figures, or similar attention-getting devices or wind-activated devices, excluding flags.
2. Swinging signs.
3. Rotating signs.
4. Animated signs, flashing signs, and intensely lighted signs.
5. Beacons, search lights or laser lights or images.
6. Variable message boards used for purposes other than traffic management.
7. Signs which purport to be, or are an imitation of, or resemble an official traffic sign or signal.
8. Window signs which, in aggregate, exceed 20% of the window area or otherwise fail to meet the standards of this Ordinance.
9. A-frame signs, sandwich board, sidewalk or curb signs are prohibited except when placed within 5 ft. of the front door of a building.
10. Signs painted on or attached to utility poles, trees, rocks or other similar objects, except signs lawfully placed on utility poles by a government, public authority or public utility.
11. Signs which obstruct a fire escape, required exit, window or door opening used as a means of ingress or egress, or which interfere with any opening required for ventilation, or which violate any code of the City, including the Life Safety Code and the Fire Prevention Code.
12. Signs occupying a parking space required under the minimum parking requirements of this Ordinance, other than signs designating the space as reserved for handicapped or other use.
13. Signs which do not conform to City-adopted building and electrical codes.
14. Signs which emit audible sound, odor or visible matter.
15. Portable signs.
16. [Reserved].
17. [Reserved].

18. Signs attached to any street signs or traffic control devices, or to any pole supporting same, or any sign attached to any utility pole, other than those signs lawfully placed by a government, public agency, or public utility.
19. Signs projected on a building.
20. Signs in a public right-of-way other than publicly owned or maintained signs.
21. Signs which are in violation of the rules and regulations of any zoning overlay district presently existing or as may later be enacted.
22. Signs located on any substandard lot.
23. Abandoned signs.
24. Any sign that is structurally unsound, or is a hazard to traffic or pedestrians.
25. Dilapidated or neglected signs. A sign (including sign structure) will be dilapidated or neglected if it does not present a neat and orderly appearance, which may be manifested by the following: rust or holes on or in the sign or sign structure, or broken, missing, loose or bent parts, faded or flaking paint, non-operative or partially non-operative illuminating or mechanical devices or missing letters in sign copy.
26. Signs exceeding 156 sq. ft. in copy area if located on a commercial building, signs exceeding 240 sq. ft. in copy area if located on an industrial or office park building and/or signs and sign structures in excess of ~~15~~ 10 ft. in height (measured from the ground to the highest point of the structure).
27. Signs in any area designated as an undisturbed buffer pursuant to a federal, state or local law, a condition of zoning, or approved plat.
28. Internally illuminated window signs, including neon or LED signs (except as otherwise permitted herein). Additionally, LED, string or similar lighting outlining the windows, doors or other similar building features shall be prohibited.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016; [Ord. No. 736](#), § 1, 3-20-2017)

2.6.9 Remedies.

In case any sign covered by this Ordinance is or is proposed to be erected, constructed, altered, converted or used in violation of any provision of this Ordinance, the Director may, in addition to other remedies, and after due notice to the appropriate person(s), issue a citation for violation of this Ordinance requiring the presence of the violator in the municipal court or the Alpharetta Code Enforcement Board, or institute injunctive or other appropriate legal or administrative proceedings to prevent such unlawful erection, construction, alteration, conversion or use or to correct or abate such violation.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016)

2.6.10 Severability.

In the event that any section, subsection, sentence or work of this Ordinance is declared or adjudged to be invalid or unconstitutional, such declaration or adjudication shall not affect the remaining provisions of this Ordinance, which shall remain in full force and effect as if such portion so declared or adjudged unconstitutional were not originally part of this Ordinance, even if the surviving parts of this Ordinance result in greater restrictions after any unconstitutional provisions are stricken. The Mayor and Council declare that they would have enacted the remaining parts of this Ordinance if they had known such portions thereof would be declared or adjudged unconstitutional or invalid. The Mayor and Council declare their intent that should this Ordinance be declared invalid, in whole or in part, signs are to continue to be subject to

regulations applicable to "structures" contained in other city ordinances, including other sections of this Code.

([Ord. No. 720](#) , § 2(Exh. A), 2-22-2016)

2.6.11 General provisions.

Except as otherwise provided in this Ordinance, the following general regulations apply to all zoning districts in the City:

A. MAINTENANCE AND APPEARANCE OF SIGNS.

1. All signs shall be maintained in good condition and present a neat and orderly appearance. Any sign showing gross neglect, or which becomes dilapidated, or which is surrounded by an unmaintained ground area, or due to its condition which may pose a threat to the safety of the public may be required to be repaired or removed as set forth below.
2. The Director, upon finding any of the above conditions, will give the owner written notice which may be up to 10 days to correct the deficiencies or to remove the sign or signs. If the owner refuses to correct the deficiencies or remove the sign, the Director may issue a citation under the enforcement provisions of this Ordinance.

B. ILLUMINATION OF SIGNS.

1. The light from any illuminated sign shall not be of an intensity or brightness which will interfere with the peace, comfort, convenience, and general welfare of residents or occupants of adjacent properties.
2. No sign shall have blinking, flashing, or fluctuating lights or other illuminating devices which have a changing light intensity, brightness or color.
3. No color lights shall be used at any location or in any manner so as to be confused with or construed as traffic control devices.
4. Neither direct nor reflected light from primary light sources shall create a hazard to operators of motor vehicles.
5. Lighting for free-standing signs shall be located above the sign and aimed downward in order to minimize the brightness added to the night sky.

C. MEASUREMENT OF SIGN AREA.

1. *Generally.* Except as otherwise provided herein, the area of a sign shall be computed as the area within the smallest rectangle enclosing the limits of a sign face, together with any sign face cabinet, frame, material, texture, or color forming an integral part of the sign face used to differentiate the sign face from the structure upon which it is placed. The computation of the area of a sign face shall not include the structure, supports, or uprights on which the sign face is placed or any portions of a sign structure that are not intended to contain any copy or serve background, but rather are purely structural or architectural in nature, except as provided above.
2. *Double-Faced Signs.* For double-faced signs, when the sign face surfaces are parallel and are back to back, or where the interior angle formed by the faces is sixty (60) degrees or less, the area of the sign shall be taken as the areas on the largest side. For all other multi-faced signs, the area of the sign shall be the total area on all sides that can be viewed from any angle.
3. *Monument Signs.*
 - a. *Area of Sign.* For monument signs, the "sign area" or "area of the sign" shall mean the total area of the visible surface of the sign, including the base, sign structure, and sign face of the sign. The computation of the sign area of a monument sign shall include the

entire surface of the base, sign structure and sign face, as measured from top to bottom and side to side. For monument signs that are double-faced, when the sign face surfaces are parallel and are back to back, or where the interior angle formed by the faces is sixty (60) degrees or less, the area of the sign shall be taken as the areas on the largest side.

- b. *Sign Face.* For monument signs, the area of the sign face shall be measured in the same manner as provided for the measurement of the area of sign for all other signs.
- c. *Copy Area.* For monument signs, the copy area shall be measured in the manner provided in the definition of "copy area."
- d. *Tenant Panels and Changeable Copy Board.* If a portion of a monument sign includes a sign face with tenant panels or changeable copy board, which is separated from another copy area on the sign by portions of a sign structure that are not intended to contain any copy, but rather are purely structural or architectural in nature, the portion of the sign containing tenant panels or changeable copy board shall be measured separately from the other copy area of the sign (i.e., the copy area of the monument sign is the total of (i) the area within the smallest rectangle enclosing the limits of the sign face comprised of tenant panels or changeable copy and (ii) the other (separated) copy area.

D. STANDARDS FOR MONUMENT SIGNS.

1. The base of a monument sign shall be at least as wide as the sign face. Unless otherwise specified in a Master Sign Plan or a condition of zoning approval, the base and structure of a monument sign shall be constructed of brick, stone, or other architectural materials matching the principal building's materials and color. Any poles or columns utilized for structural purposes shall be fabricated or covered so that they may not be detected visually. Foundations shall be designed to carry weight and wind load of the sign, in soil which it is placed.
2. Any tenant panels or changeable copy on a monument sign shall have a uniform background color and material.
3. All monument signs shall display the property address in numbers at least six (6) inches in height. The numerical address shall not be considered part of the sign face and shall not count against the allowable sign square footage provided such numbers are not more than twelve (12) inches in height.
4. Except for subdivision signs, monument signs may not be constructed before the principal building is on a lot.

E. BANNERS. Banners require a permit and are permitted in all zoning districts pursuant to the following standards:

1. Banners shall be permitted for either one (1) fourteen (14) day period per calendar year per lot or two (2) seven (7) day periods per calendar year per lot. An individual banner permit may be divided into two (2) non-consecutive seven (7) day periods provided the dates are stated on the permit. However, in the case of lots which contain a shopping center (or strip shopping center) with multiple tenant spaces, each tenant space shall be allowed to erect or place a banner for either one (1) fourteen (14) day period per calendar year or two (2) seven (7) day periods per calendar year.
2. In addition to the foregoing, banners shall be allowed on private property during an approved temporary use, as defined in Section 2.3.2 of the U.D.C., for the approved period of such temporary use, but not to exceed forty-five (45) days; provided, however, the placement of banners on lots during approved temporary uses shall not be permitted more than two (2) times per calendar year per lot. Any such banners shall be removed upon termination of the temporary use or within forty-five (45) days from the date it is first placed on the lot, whichever

is first to occur. Upon removal, no banner shall be placed on the same lot for a period of sixty (60) days.

3. Banners shall not exceed 24 sq. ft. total area in size.
 4. Banners must either be free-standing or mounted to the wall of a tenant space or the lot's existing monument sign. If free-standing, the height of the banner shall not exceed five (5) [feet] above grade. If mounted to the wall of a tenant space, the width of the banner shall not exceed tenant frontage and shall not extend above the horizontal plane of the roof where the building wall and roof meet. If mounted to the lot's existing monument sign, the banner shall not extend beyond the sign face of the monument sign.
 5. Banners shall be erected with supports or other means so that they do not sag or become dilapidated.
- F. **PLACEMENT OF SIGNS.** Except within the Central Business District, all free-standing signs must be set back at least ten (10) ft. from the public right-of-way. Within the Central Business District, all free standing signs must be set back at least five (5) feet from the public right-of-way.
- G. **CHANGEABLE COPY.** Any monument sign permitted under this Ordinance may contain up to sixty-five percent (65%) changeable copy if the sign is located on a lot zoned and used (as its principal existing use) for an institutional, public or semi-public use and which includes an indoor public assembly place accommodating one hundred (100) or more persons.

([Ord. No. 720](#) , § 2(Exh. A), 2-22-2016)

2.6.12 Requirements for non-residential zoning districts.

A. Signs Permitted in Strip Shopping Centers (less than 50,000 sq. ft. enclosed leasable space).

1. **Primary Free-standing Sign (Monument Sign).** One (1) primary monument sign no greater than ten (10) ft. in height with no more than forty-two (42) sq. ft. of copy area shall be permitted in a strip shopping center. The monument sign may have up to four (4) tenant panels, which shall be calculated as part of the copy area. This sign shall be set back 20 ft. from the public right-of-way.
2. **Wall Signs.** 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). Up to 50% of unused tenant sign area for wall and perpendicular signs shall be permitted to be aggregated and distributed to a particular building elevation; provided, however, no more than two (2) wall sign and one (1) perpendicular sign (not greater than 8 square feet) shall be allowed on the same building elevation and additional signs shall not be internally-illuminated.
3. **Rear Entrance Sign.** ~~One (1) rear entrance sign is allowed for each tenant space within the strip shopping center. Rear entrance signs shall be located on the tenant space's rear entrance door and shall not exceed two (2) sq. ft. in area. Rear entrance signs shall not require a permit from the Director.~~
 - a. Applicability. Businesses located within the first two floors of a building that backs onto a parking lot, alley, park or other public space may have an additional wall sign.
 - b. Location. Rear entrance signs shall be located near the tenant space's rear door facing the parking lot, alley, park or other public space and placed within general proximity of the associated business.
 - c. Size. The area of rear entrance signs shall not exceed 50% of the front facing sign area allowed for the same tenant.

4. *Window Signs.* Window signs, as defined in this Ordinance, are permitted for each tenant space in a shopping center. The aggregate copy area of such signs, however, shall not exceed a maximum of twenty percent (20%) of the total window area of the subject tenant space. One (1) illuminated window sign is permitted for each tenant space provided that such sign does exceed a maximum of four (4) sq. ft. in area. Illuminated window signs shall be included in the maximum aggregate window sign area calculation. Any illuminated window sign shall be constant in its light emission, shall not be animated, and shall not be so large or of character to obscure vision into the premises from the outside. Window signs shall not require a permit from the Director. However, each tenant shall immediately remove any window sign upon receipt of written notification from the Director stating that such window sign obscures the vision of police or other security or safety personnel into the premises in a manner that endangers public safety.
 5. *Under-Canopy Sign.* One (1) under-canopy sign is permitted for each tenant space within a strip shopping center, which shall not exceed 8 sq. ft. in area.
 6. *Sign During Construction.* One (1) temporary free-standing sign per strip shopping center project shall be permitted during the construction of the strip shopping center or the principal building of any outparcel. Such sign shall be allowed upon the commencement of construction for which a land disturbance permit has been issued, and terminating upon the issuance of a certificate of occupancy, installation of a permanent sign, or expiration/termination of the land development permit, whichever is first to occur. The sign shall not exceed ten (10) ft. in height, thirty-two (32) sq. ft. in area, and must be set back ten (10) ft. from the public right-of-way (five (5) ft. in the Central Business District). Further, the location of the sign be confined to the site of construction, and only one (1) such sign may be permitted per project.
 7. *Standard Informational Signs.* Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.
- B. *Signs Permitted in Shopping Centers (more than 50,000 sq. ft. enclosed leasable space).*
1. *Primary Free-standing Signs (Monument Signs).*
 - a. The maximum number of primary monument signs permitted in a shopping center is as follows:

Size of Center (enclosed leasable space)	Total Number of Signs
50,000 sq. ft. to 150,000 sq. ft.	2
Over 150,000 sq. ft. to 200,000 sq. ft.	3
Over 200,000 sq. ft.	4

- b. The monument sign may have up to four (4) tenant panels, which shall be calculated as part of the copy area.
- c. No such sign shall be located within twenty (20) ft. of the public right-of-way of the street which affords the principal means of access to the shopping center. The sight distance of each sign shall conform to City standards, and evidence of conformity shall be provided to the Director.
- d. The maximum height of any such sign shall be ~~ten (10) twelve (12)~~ ft. and the maximum area permitted for any such sign is as follows:

Height	Area of Sign	Copy Area
10 feet or less	420 sq. ft.	78 sq. ft.
Over 10 ft. but not more than 12 ft.	360 sq. ft.	64 sq. ft.

- f. The name and street number of the shopping center may be set forth on the monument sign. The calculation of the permitted copy area shall not include the street number.
 - g. ~~The owner or developer of a shopping center which exceeds 150,000 sq. ft. may elect to forego one or more of the monument signs otherwise permitted under this subsection. For each sign that is foregone, the owner or developer may elect to increase the copy area of one remaining sign up to 100% of the square footage that is otherwise permitted under this subsection, or, in the event there is more than one remaining sign, this percentage may be allocated among the remaining signs. In no event shall the copy area of any sign be increased by more than 100%. By way of illustration, if an owner of a shopping center exceeding 200,000 sq. ft. elects to forego one of the four permitted monument signs, he might elect to increase the copy area of one of the remaining signs by 100%, or he might elect to increase the copy area of one remaining sign by 50% and the two other signs by 25% each, etc.~~
 - h. In addition to the monument signs permitted above, one (1) monument sign not exceeding 10 ft. in height and 32 sq. ft. in copy area is permitted for each out-parcel; provided, however, if the out-parcel is a corner lot, one (1) sign for each street frontage is permitted.
2. *Canopy Signs and Wall Signs.*
 - a. One canopy sign or wall sign is permitted for each tenant space in the shopping center.
 - b. No wall sign or canopy sign shall be located so that any part of the sign or its support extends above the top of the wall or canopy, and no copy shall be located within five (5) in. of the top of the sign.
 - c. The area of a wall sign or canopy sign shall not exceed one (1) sq. ft. for each linear foot of tenant space frontage.
 - d. Up to 50% of unused tenant sign area for wall and perpendicular signs shall be permitted to be aggregated and distributed to a particular building elevation; provided, however, no more than two (2) wall sign and one (1) perpendicular sign (not greater than 8 square feet) shall be allowed on the same building elevation and additional signs shall not be internally-illuminated.
3. *Under-Canopy Signs.*
 - a. One (1) under-canopy sign is permitted for each tenant space within a shopping center.
 - b. Under-canopy signs shall extend perpendicular to the wall of the tenant space, shall not exceed 8 sq. ft. in area, and shall be attached at a uniform height sufficient to assure the safety of pedestrians. Under-canopy signs shall match the wall or canopy signage for the subject tenant space unless otherwise approved by the Director.
4. *Rear Entrance Sign.*
 - a. Applicability. Businesses located within the first two floors of a building that backs onto a parking lot, alley, park or other public space may have an additional wall sign. One rear entrance sign is permitted for each tenant space within the shopping center. The developer

~~or owner of the shopping center shall be responsible to the City for proper rear entrance signage of tenant spaces, including proper maintenance.~~

- b. Location. Rear entrance signs shall be located ~~on~~ near the tenant space's rear door facing the parking lot, alley, park or other public space and placed within general proximity of the associated business.
- c. Size. The area of rear entrance signs shall not exceed ~~8 sq. ft.; however, the sign may not be less than 18 in. wide and 12 in. high.~~ 50% of the front facing sign area allowed for the same tenant.

5. *Signs During Construction.*

- a. One (1) temporary free-standing sign per shopping center project shall be permitted during the construction of the shopping center or the principal building of any outparcel. Such sign shall be allowed upon the commencement of construction for which a land disturbance permit has been issued, and terminating upon the issuance of a certificate of occupancy, the installation of a permanent sign, or the expiration/termination of the land development permit, whichever is first to occur.
- b. The size of the sign shall not exceed thirty-two square feet (32 sq. ft.) in area and the height of such sign shall not exceed ten feet (10 ft.). Further, the location of the sign shall be confined to the site of construction, and only one (1) such sign may be permitted per project.

7. *Window Signs.*

- a. Window signs, as defined in this Ordinance, are permitted for each tenant space in a shopping center. The aggregate copy area of such signs, however, shall not exceed a maximum of twenty percent (20%) of the total window area of the subject tenant space.
- b. One (1) illuminated window sign is permitted for each tenant space provided that such sign does not exceed four (4) sq. ft. in area. Illuminated window signs shall be included in the maximum aggregate window sign area calculation. Any illuminated window sign shall be constant in its light emission, shall not be animated, and shall not be so large or of a character to obscure vision into the premises from the outside.
- c. Window signs shall not require a permit from the Director. However, each tenant shall immediately remove any window sign upon receipt of written notification from the Director stating that such window sign obscures the vision of police or other security or safety personnel into the premises in such a manner that endangers public safety.

8. *Reserved.*

9. *Signs Permitted for Cinema Complexes.*

- a. In addition to the primary monument signs permitted for the shopping center, one (1) monument sign, which may include changeable copy board, shall be permitted for a lot containing a cinema complex; provided, however, if the cinema complex is located on an outparcel, any cinema monument signs erected shall be in lieu of the monument sign that is otherwise permitted for the outparcel pursuant to this subsection. If the cinema complex is on a corner lot, one (1) cinema monument sign for each street frontage is permitted.
- b. The changeable copy board shall be constructed in such a fashion to prevent wind, rain or other elements from altering the position of the copy.
- c. The height of a monument sign for a cinema complex shall not exceed ~~fifteen-ten~~ (15 10) ft.
- d. Reserved.
- e. The copy area of a monument sign for a cinema complex shall not exceed one-hundred-and-twenty (120) sq. ft.
- f. One (1) wall sign, which may include changeable copy board, or canopy sign shall be permitted for a cinema complex; provided, however, if theaters are contained within separate

buildings then one such sign shall be permitted for each building. Signage for each building shall be treated as a separate sign. The aggregate area of wall signs or canopy signs for a cinema complex shall not exceed 1 sq. ft. for each linear foot of building frontage.

- g. No wall sign or canopy sign shall be located so that any part of the sign or its support extends above the top of the wall or canopy, and no copy shall be located within five (5) in. of the top of the sign. The provisions of this subsection pertaining to signage in cinema complexes shall also apply to cinemas not located within a shopping center.

10. *Entry Wall Signs.* A sign of up to three (3) sq. ft. is permitted on the wall above or adjacent to the entry of a tenant space located in a building without a common front entry.

11. *Standard Informational Signs.* Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.

C. *Signs Permitted in Industrial and Office Parks.*

1. *Free-Standing Signs.*

- a. *Primary Free-Standing (Monument) Signs.* A maximum of two (2) primary monument signs are permitted in an industrial or office park. No primary monument sign shall exceed ~~15~~ 10 ft. in height. A changeable copy board is not permitted on an industrial or office park sign. No primary monument sign shall be located within 20 ft. of the public right-of-way of the street which affords the principal means of access to the industrial or office park. The permitted area for primary free-standing signs is as follows:

Frontage	Area	Copy Area
Up to 500 feet	75 square feet	60 sq. ft.
501— 1,000 <u>and more</u> feet	100 square feet	75 sq. ft.
1,001—1,500 feet	150 square feet	100 sq. ft.
Over 1,500 feet	200 square feet	150 sq. ft.

- b. *Secondary Free-Standing (Monument) Signs.* One secondary monument sign shall be permitted for each building in the industrial or office park, not to exceed 32 sq. ft. in area. The height of a secondary monument sign shall not exceed 10 ft.

2. *Wall Signs.* Buildings of two (2) stories or greater may have a wall sign located at the top of the building. The maximum area of such sign shall not exceed 20 sq. ft. per floor or story above road grade, not to exceed 240 sq. ft. Wall signs shall not be internally illuminated. In lieu of a wall sign, up to 50% of the wall sign area allowance may be used for a blade sign.

3. *Door or Wall Sign.* One (1) sign of up to three square feet (3 sq. ft.) is permitted for each tenant space within a building. Such signs shall be located on the door of the suite, or on a wall immediately adjacent to the door of the suite for business establishments located in a building without a common front entry.

4. *Directory Signs.* Directory signs are permitted in industrial or office parks. Each exterior directory sign shall be a monument sign. Height of a directory sign shall not exceed ten feet (10 ft.).

5. *Reserved.*

6. *Rear, Secondary or Delivery Entrance Signs.* Rear, secondary or delivery entrance signs are permitted at appropriate locations within an industrial or office park. All such signs shall be free-standing and shall not exceed eight square feet (8 sq. ft.) in size and ten feet (10 ft.) in height.
7. *Signs During Construction.* One (1) temporary free-standing sign for each subdivided tract within an industrial or office park is permitted during construction. Such sign shall be allowed upon the commencement of construction for which a land disturbance permit has been issued, and terminating upon the issuance of a certificate of occupancy, the installation of a permanent sign, or the expiration/termination of the land development permit, whichever is first to occur.

The size of such sign shall not exceed thirty-two square feet (32 sq. ft.) and the maximum height of such sign shall be ten feet (10 ft.). Further, the location of the sign shall be confined to the site of construction.

8. *Standard Informational Signs.* Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.

D. *Signs Permitted for Convenience Centers with Gasoline Pumps.*

1. One monument sign per road frontage not to exceed ten feet (10 ft.) in height and thirty-two square feet (32 sq. ft.) in area. The monument sign may include changeable copy board, not to exceed four (4) square feet in area, which shall be calculated as part of the copy area no digital copy is allowed.
2. Wall signage for convenience store and accessory buildings shall not exceed an aggregate area of eighty square feet (80 sq. ft.).
3. One canopy sign per road frontage not to exceed twenty square feet (20 sq. ft.) per sign.
4. Signs on pumps shall not exceed three square feet (3 sq. ft.) per pump.
5. Window signs, as defined in this Ordinance, are permitted. The aggregate copy area of such signs, however, shall not exceed a maximum of twenty percent (20%) of the total window area of the subject building or tenant space. One (1) illuminated window sign is permitted for each tenant space provided that such sign does not exceed four (4) sq. ft. in area.
6. Standard Informational Signs. Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.

E. *Signs Permitted for Free-Standing Commercial Establishments not Located within a Shopping Center, Office Park or Industrial Park.*

1. One (1) monument sign per road frontage no greater than ten feet (10 ft.) in height with no more than thirty-two square feet (32 sq. ft.) of area. Each sign shall be set back not less than ten feet (10 ft.) from the public right-of-way, except in the Central Business District where the setback shall be not less than five feet (5 ft.) from the public right-of-way.
2. One (1) wall sign per road frontage for each tenant space no greater than one square foot (1 sq. ft.) of area per one linear foot (1 ln. ft.) of tenant frontage; provided, however, no more than 2 wall signs shall be allowed for a tenant space.
3. One (1) rear door sign not to exceed three square feet (3 sq. ft.) in area.
4. Window signs not exceeding twenty percent (20%) of the glass area.
5. One (1) sign no greater than three square feet (3 sq. ft.) located on the front door or on a wall immediately adjacent to the front door.
6. Buildings of ~~three two~~ (3 2) stories or greater may have a wall sign located at the top of the building and is not greater than ~~forty-eight square feet (48 sq. ft.)~~ 20 sq. ft. per story (of building), in area.
7. One (1) temporary free-standing sign shall be permitted during the construction of the principal building for the lot. Such sign shall be allowed upon the commencement of construction for which a land disturbance or building permit has been issued, and terminating upon the issuance of a

certificate of occupancy, the installation of a permanent sign, or the expiration/termination of the land development or building permit, whichever is first to occur. The sign shall not exceed ten feet (10 ft.) in height, thirty-two square feet (32 sq. ft.) in area, and must be set back ten feet (10 ft.) from the public right-of-way (five feet (5 ft.) in the Central Business District).

8. **Standard Informational Signs.** Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.
- F. **Signs permitted within the Downtown Overlay and MU zoned properties.** In addition to the signs authorized under a designated category, each business in the Downtown Overlay and within MU zoned properties may utilize the following additional signage:
 1. Each located on the ground floor of a building shall be permitted one (1) perpendicular sign which shall not exceed eight (8) square feet in size and shall be placed at least eight (8) feet, but no more than twelve (12) feet above sidewalk. In order to foster originality, the shape of the sign may not incorporate more than one set of parallel edges and words may only comprise up to 50% of the sign face area. The remaining sign face area must incorporate some form of graphic design. In addition, signs must be mounted on decorative black brackets.
 2. Businesses located within the first two floors of a building that backs onto a parking lot, alley, park or other public space may have an additional wall sign up to twenty-four (24) square feet in size. This additional wall sign shall be located on the back of the building facing the parking lot, alley, park or other public space and placed within general proximity of the associated business.
- G. **Building Ground Signs (monument signs)** within the Downtown Overlay shall not be internally illuminated. Where illumination is needed, lighting fixtures may be placed at the top of the sign and aimed downward or may be placed on the ground and aimed in such a way as to illuminate the sign without creating spillover into the night sky. ~~Maximum height shall not exceed 6 feet. This regulation shall apply only to new signs. The changing of a sign face or panel shall not constitute a new sign.~~

([Ord. No. 720](#) , § 2(Exh. A), 2-22-2016; [Ord. No. 736](#) , § 2, 3-20-2017)

2.6.13 Requirements for residential zoning districts.

- A. **Standard Informational Signs.** Each lot located in a residential district may display standard informational signs, as defined in this Ordinance. No single sign shall exceed four feet (4 ft.) in height. No sign shall be illuminated. All signs must be set back at least ten feet (10 ft.) from the right-of-way.
- B. **Subdivision Signs.** A maximum of two (2) subdivision signs per platted residential subdivision entrance are permitted, which may be erected while the subdivision is under construction and being actively marketed 'For-Sale'.. These signs shall be single-faced, not exceed ten feet (10 ft.) in height or thirty-two square feet (32 sq. ft.) in area, and be set back at least ten feet (10 ft.) from the right-of-way. Subdivision signs shall not be included in the calculation of aggregate sign area for any lot. A subdivision sign shall not be internally illuminated.
- C. **'For-Rent' Dwelling Developments.** One (1) monument sign shall be permitted for a planned 'for-rent' dwelling development. Such sign shall not exceed ten feet (10 ft.) in height or thirty-two square feet (32 sq. ft.) in area, and be set back at least ten feet (10 ft.) from the right-of-way. The sign shall not be internally illuminated.
- D. **CUP Districts.** Within CUP zoning districts, 'For-Rent' dwelling developments shall also be permitted one permanent, free-standing, directional sign. Such sign shall be a monument sign and shall match the appearance of the primary sign on the site, be setback at least ten feet (10 ft.) from the public right-of-way, and shall be no greater than thirty-two square feet (32 sq. ft.) in area.

([Ord. No. 720](#) , § 2(Exh. A), 2-22-2016)

Footnotes:

--- (2) ---

Editor's note— [Ord. No. 720](#), § 2(Exh. A), adopted 2-22-2016, repealed former § 2.6 (2.6.1—2.6.14), and enacted a new § 2.6 as set out herein. The former § 2.6 pertained to similar subject matter and derived from the original codification and [Ord. No. 713](#), §§ 1—8, adopted Sept. 28, 2015.

Exhibit “B”

SECTION 2.10 - NORTH POINT OVERLAY

2.10.9. Signs.

A. Materials. Signage must be finished in the same exterior materials as the principal structure.

B. Monument Sign.

1. A minimum 2 feet wide planting area must be provided around the base of all monument signs.
2. Shrubs, groundcover, or mulch must be installed in the tree area identified in "1" immediately above.

~~C. Additional Walls Signs. One additional wall sign is permitted in excess of the sign allowances of UDC Sec. 2.6—Signs. If an additional wall sign is installed, it is subject to the following:~~

- ~~1. The sign may be up to 24 square feet in size.~~
- ~~2. The sign must be located on the back or side of the building facing a parking lot, alley, or open space.~~

([Ord. No. 767](#) , § 5(Exh. B), 10-22-2018





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UDC Changes to Sign Ordinance

CZIM

11.13.19

NAME	ADDRESS	Comments
	NO	
	Comments	

Please Sign-In If you wish to Speak on Public Hearing Item

UDC Changes to Sign Ordinance

9.11.19

[illegible]



CITY COUNCIL MEETING STAFF REPORT

SUBMITTING DEPARTMENT: COMMUNITY DEVELOPMENT

SUBMITTED BY: KATHI COOK

DRAFTED BY: MICHAEL WOODMAN

I. AGENDA ITEM TITLE: PH-19-28 UNIFIED DEVELOPMENT CODE AND CODE OF ORDINANCES TEXT AMENDMENTS – MESSAGE AND SPA ESTABLISHMENTS

CITY COUNCIL:

JULY 27, 2020

AUGUST 10, 2020 (2ND READING)

This item was considered at the March 5, 2020 Planning Commission meeting. There were no public comments. After discussion, the Planning Commission recommended to approve the item. Vote (7-0)

This item was considered by City Council at the July 27, 2020 meeting. After discussion, the City Council approved the item subject to adding a 2,000' distance requirement to the definition of 'Massage Therapy' in the Code of Ordinances and Unified Development Code and deleting Code of Ordinance Subsection 10-279(b)(14), surety bond requirement in its entirety. Vote (6-0)

II. RECOMMENDATION:

Approve amendments to the Unified Development Code and Code of Ordinances as it relates to Massage and Spa Establishments.

III. REPORT IN BRIEF:

Consideration of text amendments to Unified Development Code (UDC), Section 1.4 Definitions. Proposed amendments include:

1. Amend the definitions of 'Massage Therapy' and 'Spa Services' to match the definitions in the City's Code of Ordinances and including distance requirements from the Code of Ordinances Subsection related to Massage and Spa Establishments.

Consideration of text amendments to the Code of Ordinances, Article IX Massage and Spa Establishments. Proposed amendments include:

2. Amend the definitions of 'Massage or Massage Therapy' and 'Spa Establishment' to match the definitions in the Unified Development Code (UDC) and including distance requirements from the Code of Ordinances Subsection related to Massage and Spa Establishments.
3. Replace the City's Public Safety Department with the City's Community Development Department as the administrator of the ordinance.
4. Delete last 2 sentences of subsection 10-279 (a) which limits massage and spa establishment licenses to no more than 20 such licenses.

IV. ATTACHMENTS:

- UDC and Code of Ordinances Strike Through and Underline Edits

AN ORDINANCE TO AMEND ARTICLE I OF THE UNIFIED DEVELOPMENT CODE AND ARTICLE IX OF THE CODE OF ORDINANCES OF THE CITY OF ALPHARETTA, GEORGIA; TO AMEND THE DEFINITIONS OF ‘MASSAGE THERAPY’ AND ‘SPA SERVICES’; TO AMEND REGULATIONS RELATED TO MASSAGE AND SPA ESTABLISHMENTS; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, on or about May 21, 2001, the City of Alpharetta (the “City”) adopted a comprehensive zoning ordinance known and cited as the Unified Development Code of the City of Alpharetta, Georgia, which has subsequently been amended from time to time (the “Unified Development Code”); and

WHEREAS, the Mayor and Council of the City of Alpharetta (the “City Council” or “Council”) are charged with the protection of the public health, safety, and welfare of the citizens of the City of Alpharetta; and

WHEREAS, the Unified Development Code and Code of Ordinances were designed to be amended from time to time when circumstances warrant that modifications be made in order to make said Codes more responsive to community needs; and

WHEREAS, the City Council finds that ordinances and regulations governing the uses of land and development of land within the City, as well as the City’s operations, should be continually improved from time to time and modified as necessary to better protect and promote the public health, safety and welfare of the residents and businesses of the City of Alpharetta; and

WHEREAS, the City Council desires to amend Article I of the Unified Development Code and Article IX of the Code of Ordinances for the foregoing purposes; and

WHEREAS, the City Council finds that the following amendments to the Unified Development Code and Code of Ordinances promote the health, safety, morals, convenience, order, prosperity and general welfare of the present and future inhabitants of the City of Alpharetta;

NOW THEREFORE, The Council of the City of Alpharetta hereby ordains, as follows:

Section 1: Article I, Subsection 1.4 titled “Definitions” of the Unified Development Code is hereby amended by revising same as set forth in Exhibit “A” attached hereto as if fully set forth herein; and

Section 2: Article IX, titled “Massage and Spa Establishments” of the Code of Ordinances is hereby amended by revising same as set forth in Exhibit “B” attached hereto as if fully set forth herein; and

Section 3: 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 4: This Ordinance shall be effective immediately upon its adoption by the City Council and the amendments made herein shall be incorporated into the Unified Development Code of the

City of Alpharetta, Georgia and The Code of Ordinances of the City of Alpharetta, Georgia, as applicable.
This Ordinance hereby repeals any and all conflicting ordinances and amendments.

SO ORDAINED this the _____ day of _____, 2020.

Approved:

Jim Gilvin, Mayor

Attest:

COUNCILMEMBERS

Erin Cobb, City Clerk
(Seal)

Approved as to Form:

C. Sam Thomas, City Attorney

Exhibit “A”

Massage Therapy. ~~Any use, other than a hospital or clinic, where non-medical manipulative devices or exercises are practiced upon the human body by someone other than a licensed medical professional. The manipulation and/or treatment of soft tissues of the body, including, but not limited to, the use of effleurage, petrissage, pressure, friction, tapotement, kneading, vibration, range of motion stretches, a system of structured touch, pressure, movement, and holding to the soft tissue of the body, and any other soft tissue manipulation whether manual or by use of massage apparatus, and may include the use of water, oils, lotions, creams, lubricants, salt glows or scrubs, hydrotherapy, heliotherapy, hot packs, cold packs or other topical preparations. Such business shall be located within a zoning category allowing retail use, shall not occupy more than 4,000 sq. ft. and shall not be closer than 2,000 ft. to a comparable business. The term "massage" or "massage therapy" shall not include diagnosis, the prescribing of drugs or medicines, spinal or other joint manipulations, or any service or procedure when performed by a person who is licensed by the state to practice chiropractic, physical therapy, podiatry or medicine. Further, the term "massage" or "massage therapy" shall not include the following when lawfully performed by a natural person licensed or certified by the state board of cosmetology while engaged in the practice authorized by such state license (or certificate of registration) in accordance with, and as further regulated by, the state licensing laws set forth in O.C.G.A. § 43-10-1 et seq.:~~

- ~~(1) Touching of the scalp or face by a state-licensed barber or cosmetologist;~~
- ~~(2) Touching of the hands or feet by a state-licensed nail technician or cosmetologist; and~~
- ~~(3) Touching of the face, neck, décolletage, or arms by a state-licensed esthetician or cosmetologist.~~

~~It shall be unlawful to establish a massage establishment in the city, unless said establishment is located:~~

- ~~(1) At least 300 feet from State Route 9;~~
- ~~(2) At least 300 feet from State Route 120; and~~
- ~~(3) At least 300 feet from any parcel occupied by a house of worship, public or private elementary or secondary school, public park, state-licensed day care facility, or any residence.~~

~~The foregoing minimum distance requirements shall not apply to any massage establishment located within a mixed use development in the MU district. For the purpose of this subsection, measurements shall be made in a straight line in all directions without regard to intervening structures or objects, from the closest point on a boundary line of the massage establishment parcel to the closest point on the State Route 9 or State Route 120 right-of-way, or to the closest point on a boundary line of any parcel containing a house of worship, public or private elementary or secondary school, public park, or residence.~~

Spa Services. A business that provides services requiring a customer to disrobe, which may include non-medical massage, other personal services such as skin, nail, hair treatments, hair removal/waxing, ~~and such types of services requiring a customer to disrobe~~, and may have the sale of associated retail products. Such business shall be located within a ~~retail center~~ zoning category allowing retail use, shall not occupy more than 4,000 sq. ft. and shall not be closer than 2,000 ft. to a comparable business. ~~The term "spa establishment" shall not include hospitals or other professional health care establishments separately licensed as such by the state.~~

~~It shall be unlawful to establish a spa establishment in the city, unless said establishment is located:~~

- ~~(1) At least 300 feet from State Route 9;~~
- ~~(2) At least 300 feet from State Route 120; and~~
- ~~(3) At least 300 feet from any parcel occupied by a house of worship, public or private elementary or secondary school, public park, state-licensed day care facility, or any residence.~~

~~The foregoing minimum distance requirements shall not apply to any spa establishment located within a mixed use development in the MU district. For the purpose of this subsection, measurements shall be made in a straight line in all directions without regard to intervening structures or objects, from the closest point on a boundary line of the spa establishment parcel to the closest point on the State Route 9 or State Route~~

120 right-of-way, or to the closest point on a boundary line of any parcel containing a house of worship, public or private elementary or secondary school, public park, or residence.

Exhibit “B”

ARTICLE IX. - MESSAGE AND SPA ESTABLISHMENTS^[5]

Footnotes:

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State Law reference— Massage therapy practice, O.C.G.A. § 43-24A-22 et seq.

Sec. 10-275. - Purpose and legislative findings.

The Georgia General Assembly has declared that the practice of massage therapy is an activity affecting the public interest and involving the health, safety, and welfare of the public, and that the practice of massage therapy by a person who is not licensed under the Georgia Massage Therapy Practice Act (O.C.G.A. § 43-24A-1 et seq.) is a public nuisance, and harmful to the public health, safety, and welfare. The city council agrees with those findings. Furthermore, the city council finds that, for many massage establishments, the business in fact is sexual conduct or the intimation of sexual conduct, rather than lawful massage therapy. Such establishments offer massage services as a subterfuge for prostitution, masturbation for hire, and other paid sexual contact, which are harmful to the public health, safety, and welfare. There is difficulty and expense in conclusively distinguishing between such establishments and legitimate massage establishments, but one rational distinction is whether the establishment has a relationship with a corporate or franchising hierarchy, which would tend to safeguard against unlawful sexual activities on the massage establishment premises. It is a purpose of this article to impose licensing requirements to help prevent illegal massage, prostitution, and related sex crimes, yet without hindering legitimate massage establishments operating under a business structure with external oversight that serves that purpose. Pursuant to O.C.G.A. § 43-24A-22 (allowing local regulation of massage businesses and of persons not licensed by the state), it is the purpose of this article to regulate the operation of massage establishments and spa establishments, and to regulate employees of such establishments who are not licensed as massage therapists by the state, as an exercise of the city's police power in order to protect the health, safety and general welfare of the citizens of the city.

(Ord. No. 723, § 12-161, 4-4-2016)

Sec. 10-276. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant means any person, firm, corporation, or other legal entity applying for a license to operate a massage establishment or spa establishment, as defined herein, or a person applying for a work permit, as provided for herein.

Employee means any person who performs any service on the premises of a massage establishment or spa establishment, on a full-time, part-time, or contract basis, regardless of whether the person is denominated an employee, independent contractor, agent, apprentice, trainee, or otherwise. The term "employee" does not include a person who is licensed or provisionally permitted pursuant to the Georgia Massage Therapy Practice Act (O.C.G.A. § 43-24A-1 et seq.), or a person exclusively on the premises for repair or maintenance of the premises or for the delivery of goods to the premises.

Hearing officer means the city administrator, or his/**her** designee, appointed to conduct hearings under this article.

Massage or massage therapy means the manipulation and/or treatment of soft tissues of the body, including, but not limited to, the use of effleurage, petrissage, pressure, friction, tapotement, kneading, vibration, range of motion stretches, a system of structured touch, pressure, movement, and holding to the soft tissue of the body, and any other soft tissue manipulation whether manual or by use of massage apparatus, and may include the use of water, oils, lotions, creams, lubricants, salt glows or scrubs, hydrotherapy, heliotherapy, hot packs, cold packs or other topical preparations. Such business shall be

located within a zoning category allowing retail use, shall not occupy more than 4,000 sq. ft. and shall not be closer than 2,000 ft. to a comparable business. The term "massage" or "massage therapy" shall not include diagnosis, the prescribing of drugs or medicines, spinal or other joint manipulations, or any service or procedure when performed by a person who is licensed by the state to practice chiropractic, physical therapy, podiatry or medicine. Further, the term "massage" or "massage therapy" shall not include the following when lawfully performed by a natural person licensed or certified by the state board of cosmetology while engaged in the practice authorized by such state license (or certificate of registration) in accordance with, and as further regulated by, the state licensing laws set forth in O.C.G.A. § 43-10-1 et seq.:

- (1) Touching of the scalp or face by a state-licensed barber or cosmetologist;
- (2) Touching of the hands or feet by a state-licensed nail technician or cosmetologist; and
- (3) Touching of the face, neck, décolletage, or arms by a state-licensed esthetician or cosmetologist.

It shall be unlawful to establish a massage establishment in the city, unless said establishment is located:

- (1) At least 300 feet from State Route 9;
- (2) At least 300 feet from State Route 120; and
- (3) At least 300 feet from any parcel occupied by a house of worship, public or private elementary or secondary school, public park, state-licensed day care facility, or any residence.

The foregoing minimum distance requirements shall not apply to any massage establishment located within a mixed use development in the MU district. For the purpose of this subsection, measurements shall be made in a straight line in all directions without regard to intervening structures or objects, from the closest point on a boundary line of the massage establishment parcel to the closest point on the State Route 9 or State Route 120 right-of-way, or to the closest point on a boundary line of any parcel containing a house of worship, public or private elementary or secondary school, public park, or residence.

Massage apparatus means any manual, mechanical, hydraulic, hydrokinetic, electric or electronic device or instrument or any device or instrument operated by manual, mechanical, hydraulic, hydrokinetic or electric power for the purpose of administering a massage.

Massage establishment means a commercial establishment where any person offers or engages in massage or massage therapy. The term "massage establishment" shall not include hospitals or other professional health care establishments separately licensed as such by the state.

Premises means the real property, or portion thereof, upon which the massage establishment or spa establishment is located, including, but not limited to, the establishment and the grounds, private walkways, and parking lots and/or parking garages under the ownership or control of the establishment.

Spa establishment means a business that provides services requiring a customer to disrobe, which may include non-medical massage, other personal services such as skin, nail, hair treatments, hair removal/waxing, and may have the sale of associated retail products. Such business shall be located within a zoning category allowing retail use, shall not occupy more than 4,000 sq. ft. and shall not be closer than 2,000 ft. to a comparable business. ~~commercial establishment that offers or engages in personal services that call for the patron to disrobe, such as body wraps, hydro-mineral wraps, body polishes, body washes, baths and hydro-tub soaks.~~ The term "spa establishment" shall not include hospitals or other professional health care establishments separately licensed as such by the state.

It shall be unlawful to establish a spa establishment in the city, unless said establishment is located:

- (1) At least 300 feet from State Route 9;
- (2) At least 300 feet from State Route 120; and
- (3) At least 300 feet from any parcel occupied by a house of worship, public or private elementary or secondary school, public park, state-licensed day care facility, or any residence.

The foregoing minimum distance requirements shall not apply to any spa establishment located within a mixed use development in the MU district. For the purpose of this subsection, measurements shall be made

in a straight line in all directions without regard to intervening structures or objects, from the closest point on a boundary line of the spa establishment parcel to the closest point on the State Route 9 or State Route 120 right-of-way, or to the closest point on a boundary line of any parcel containing a house of worship, public or private elementary or secondary school, public park, or residence.

Specified criminal activity means any of the following specified crimes:

- (1) Illegal gambling;
- (2) Prostitution, keeping a place of prostitution, pimping, pandering, pandering by compulsion, masturbation for hire, sodomy, aggravated sodomy, rape, child molestation, sexual assault, sexual battery, aggravated sexual assault, aggravated sexual battery, or public indecency;
- (3) Obscenity, disseminating or displaying matter harmful to a minor, or use of a child in a sexual performance;
- (4) Any offense related to any massage establishment or spa establishment or which is related to the regulatory purposes of this article, including controlled substance offenses, tax violations, racketeering, crimes involving sex, crimes involving prostitution, or crimes involving obscenity;
- (5) Any attempt, solicitation, or conspiracy to commit one of the foregoing offenses; or
- (6) Any offense in another jurisdiction that, had the predicate act been committed in Georgia, would have constituted any of the foregoing offenses.

(Ord. No. 723, § 12-162, 4-4-2016)

Sec. 10-277. - Penalties.

Any person violating any of the provisions of this article shall be punished as provided in section 1-8. Nothing in this section and no action taken hereunder shall be held to exclude such other civil, criminal, or administrative proceedings as may be authorized by other provisions of this Code or any of the laws in force in the city, or to exempt anyone violating this Code or any part of said laws from any penalty which may be incurred.

(Ord. No. 723, § 12-163, 4-4-2016)

Sec. 10-278. - Scope of regulations.

- (a) All licenses and work permits issued under this article shall constitute a mere privilege to operate or work at the establishment specified in the license or work permit during the term of the license or work permit only, and shall be subject to all terms and conditions imposed by the city, the county and the state.
- (b) This article shall not be enforced against:
 - (1) Any natural person who is a physician, chiropractor, physical therapist, or similar professional licensed and regulated by or through the state while engaged in the practice of the profession for which the person is licensed by the state;
 - (2) Any hospital or other professional health care establishment, including a physician's, physical therapist's, or chiropractor's office, separately licensed as such by the state;
 - (3) Any natural person who is a massage therapist licensed by the state under the Georgia Massage Therapy Practice Act (O.C.G.A. § 43-24A-1 et seq.) while engaged in the practice of massage therapy as authorized and regulated under said Act; notwithstanding the foregoing exception, the provisions of this article regulating massage establishments and spa establishments and the operation of such establishments shall be enforced against any such person to the extent such

person owns, operates or manages a massage establishment or spa establishment or supervises the employees thereof, unless otherwise expressly excepted herein; or

- (4) Any other individual or entity expressly exempted from local legislation by the laws of the state.
- (c) Licenses and work permits issued before the adoption of the ordinance from which this article is derived shall continue in effect for their original terms, subject to the regulations provided herein, including the revocation provisions in section 10-284, as amended.
- (d) All massage establishments, spa establishments, and their employees shall comply with this article upon its adoption, including those that hold a license or a work permit issued before the adoption of the ordinance from which this article is derived.
- (e) The director of ~~public safety~~ Community Development may exempt a massage establishment or a spa establishment and its employees from the licensing requirements of sections 10-279 through 10-281 for a specified calendar year. An exemption under this subsection expires on December 31 of the year for which it was granted. Upon the expiration of an exemption, the establishment and its employees are subject to all requirements of sections 10-279 through 10-281. Any request for an exemption shall be submitted in writing to the director of ~~public safety~~ Community Development and is automatically rejected unless the director of ~~public safety~~ Community Development grants the exemption. An exemption, if granted by the director of ~~public safety~~ Community Development, shall be in writing and shall be based upon evaluation of the request according to the following standards:
 - (1) Whether the establishment is part of a chain that operates in multiple locations under common ownership, franchise agreements, or a similar arrangement that involves centralized control or corporate supervision;
 - (2) Whether persons who provide services to customers at the establishment hold state licenses;
 - (3) The establishment's, its owners', and its managers' histories relative to compliance with massage establishment or spa establishment licensing requirements;
 - (4) Whether the location used by the establishment has been free from association with unlawful activity for the last 12 months; and
 - (5) Whether the establishment is managed and operated by a person who has been continually licensed pursuant to the Georgia Massage Therapy Practice Act for at least seven years.

(Ord. No. 723, § 12-164, 4-4-2016)

Sec. 10-279. - Massage/spa establishment license required; application.

- (a) *Massage/spa establishment license required.* It shall be unlawful for any person or legal entity to operate a massage establishment or a spa establishment in the city without a valid massage/spa establishment license. This license requirement is in addition to obtaining an occupation tax certificate pursuant to article III of chapter 42 pertaining to taxation. ~~No more than 20 massage/spa establishment licenses may be in effect at a time. The city shall not issue a massage/spa establishment license that would result in more than 20 such establishments being licensed to operate simultaneously.~~
- (b) *Application.* An applicant for a massage/spa establishment license shall file in person at the city department of ~~public safety records division~~ Community Development a completed application made on a form provided by the city. The application must be executed by the person primarily responsible for the operation of the establishment. If the applicant is a partnership, limited liability company, corporation, or other legal entity, the application must also be executed by an officer, member, partner or shareholder, as applicable. Signatures on the application shall be notarized. An application shall be considered complete when it contains the information and/or items required in this subsection, accompanied by the annual regulatory fee:
 - (1) The applicant's full legal name and any other names used by the applicant in the preceding five years.

- (2) A signed and sworn affidavit verifying the applicant's lawful presence in the United States as required by O.C.G.A. § 50-36-1. If the applicant is a partnership, limited liability company, corporation, or other legal entity, a signed and sworn affidavit verifying the lawful presence of each person who executes the application on behalf of the applicant.
- (3) A signed and sworn affidavit attesting that the applicant either uses the federal work authorization program in accordance with federal regulations or that the applicant employs fewer than 11 people or otherwise does not fall within the requirements of O.C.G.A. § 36-60-6.
- (4) Current business address and residential mailing address for the applicant.
- (5) The business name, location, legal description, mailing address and telephone number of the establishment.
- (6) If the applicant is a sole proprietor, written proof of age, in the form of a driver's license or a picture identification document containing the applicant's date of birth issued by an agency of a state or of the federal government.
- (7) If the applicant is not a sole proprietor, then the partnership, limited liability company, corporation, or other legal entity shall submit a complete list of the legal entity's:
 - a. Officers;
 - b. Directors;
 - c. Partners, members, or shareholders (natural persons) holding a ten percent or greater ownership interest in such legal entity, or if there is no shareholder (natural person) with at least a ten percent interest, the ten shareholders with the greatest ownership interest;
 - d. Employee or agent primarily responsible for operation of the massage or spa establishment; and
 - e. Written proof of age, in the form of a driver's license or a picture identification document containing the applicant's date of birth issued by an agency of a state or of the federal government for each person listed in subsections (b)(7)a through d of this section.
- (8) A statement of whether the applicant or any person listed in response to subsection (b)(7) of this section has been an owner, director, officer, partner, member, or shareholder of a massage establishment or spa establishment that has, in the previous five years (and at a time during which the person was so related to the establishment):
 - a. Been declared by a court of law to be a nuisance; or
 - b. Had its license to operate a massage establishment or a spa establishment revoked.
- (9) A statement of whether the applicant or any person listed in response to subsection (b)(7) of this section has within the previous five years been arrested for, convicted of, or pleaded guilty or entered a plea of nolo contendere to a specified criminal activity as defined in this article, and if so, each specified criminal activity involved, including the date, place, and jurisdiction of each such arrest and/or conviction.
- (10) A statement of whether the applicant or a person listed in response to subsection (b)(7) of this section has in the previous 12 months resided with someone who has been an owner, director, officer, partner, member, or shareholder of a massage establishment or spa establishment that has, in the previous five years (and at a time during which the person was so related to the establishment):
 - a. Been declared by a court of law to be a nuisance; or
 - b. Had its license to operate a massage establishment or a spa establishment revoked.
- (11) If the applicant is a partnership, limited liability company, corporation or other legal entity required to be chartered under the laws of the state or authorized by the secretary of state to do business in the state, such corporation must be chartered under the laws of the state or authorized

by the secretary of state to do business in the state and must submit copies of the certificate of organization or incorporation, as applicable, and articles of organization or incorporation, as applicable.

- (12) A sworn and notarized statement of a registered agent who is a resident of the county and who is at least 18 years of age, required to be designated by a licensee to receive any process, notice or demand required or permitted by law or under this article to be served upon the applicant.
- (13) A statement as to whether the applicant is the owner of the premises wherein the establishment will be operated or the holder of a lease thereon for the period to be covered by the license. If the applicant is a lease holder, the following shall be submitted with the license application:
 - a. A copy of the lease; and
 - b. The written consent of the owner of the real property upon which the premises are located which demonstrates knowledge and acceptance of the applicant's proposed operation of a massage establishment or spa establishment on the subject property, grants permission to the applicant to submit the subject application, and acknowledges and represents that such real property owner has read and fully understands the requirements of this article, including, but not limited to, the provisions set forth in section 10-288.
- ~~(14) A copy of a \$25,000.00 surety bond, issued by a company approved to issue surety bonds by the state insurance commissioner, payable to the city upon the entry of an injunction by the county superior court against operation of the applicant's massage establishment or spa establishment due to unlawful operation of same while the applicant held a massage/spa establishment license under this article.~~
- (15) For every person on the premises who offers, or will offer, services for which a license under O.C.G.A. § 43-24A-1 et seq. is required, a copy of the state license for each such person as well as a color photograph, no smaller than two inches by two inches, showing the face, neck, and shoulders of each such person; or, if there are none, a statement certifying that the application is for the operation of a spa establishment only and that neither the establishment nor any person on the premises offers, or will offer, massage.

The information provided pursuant to subsection (b) of this section shall be supplemented in writing by certified mail, return receipt requested, to the city department of ~~public safety records division~~ Community Development within ten working days of a change of circumstances which would render the information originally submitted false or incomplete.

- (c) *Confidentiality.* The information provided by an applicant in connection with an application for a license under this article shall be maintained by the city department of ~~public safety records division~~ Community Development on a confidential basis, and such information may be disclosed to the public only as required under governing law. Any information protected by the right to privacy as recognized by state or federal law shall be redacted prior to any required disclosure under the Georgia Open Records Act or other applicable law.
- (d) *Issuance of license.* Upon the filing of a completed massage/spa establishment license application, the city shall cause to be conducted a criminal background investigation of the applicant and shall transmit a summary of the investigation results to the director of ~~public safety~~ Community Development or his/ her designee. Within 60 days of the filing of the application, the director of ~~public safety~~ Community Development, or his/ her designee, shall either issue a license to the applicant or issue a written notice of intent to deny the license to the applicant. The director of ~~public safety~~ Community Development, or his/ her designee, shall issue the license unless:
 - (1) The applicant or a person listed in response to subsection (b)(7) of this section is less than 21 years of age.
 - (2) The applicant has failed to provide information required by this article for issuance of a license or has falsely answered a question or request for information on the application form.

- (3) The applicant is neither the owner of the premises wherein the establishment will be operated, nor the holder of a lease thereon for the period to be covered by the license.
- (4) The annual regulatory fee required by this article has not been paid.
- (5) The establishment is not in compliance with the location requirements of this article or of any part of the Code. This provision shall not be grounds to deny a license to a massage establishment or spa establishment that was, in all respects, lawfully operating at the premises prior to the adoption of the location requirements of the ordinance from which this article is derived and that has continued to lawfully operate at the premises.
- (6) The city has revoked a massage/spa establishment license at the premises within the previous 12 months.
- (7) The applicant or a person listed in response to subsection (b)(7) of this section has been an owner, director, officer, partner, member, or shareholder of a massage establishment or spa establishment that has, in the previous five years (and at a time during which the person was so related to the establishment):
 - a. Been declared by a court of law to be a nuisance; or
 - b. Had its license to operate a massage establishment or a spa establishment revoked.
- (8) The applicant or a person listed in response to subsection (b)(7) of this section has within the previous five years been convicted of, or pleaded guilty or entered a plea of nolo contendere to, a specified criminal activity, as defined in this article.
- (9) The establishment does not comply with all applicable building, health, and life safety codes, or the building to be occupied does not have a valid, current certificate of occupancy.
- (10) The applicant or a person listed in response to subsection (b)(7) of this section has in the previous 12 months resided with someone who has been an owner, director, officer, partner, member, or shareholder of a massage establishment or spa establishment that has, in the previous five years (and at a time during which the person was so related to the establishment):
 - a. Been declared by a court of law to be a nuisance; or
 - b. Had its license to operate a massage establishment or a spa establishment revoked.
- ~~(11) The license, if issued, would result in more than 20 massage/spa establishment licenses being in effect at the time.~~
- (12) The applicant is a partnership, limited liability company, corporation or other legal entity that is required to be chartered under the laws of the state or authorized by the secretary of state to do business in the state, but is not so chartered or authorized.
- (e) *License display.* A license, if issued, shall be issued in the name of the applicant. The license shall be posted in a conspicuous place at or near the entrance to the establishment so that it may be read at any time that the establishment is occupied by patrons or is open to the public.
- (f) *Employee permit display.* Massage establishments and spa establishments shall post each employee's work permit issued by the city in a conspicuous place at or near the entrance to the establishment so that it may be read at any time that the establishment is occupied by patrons or is open to the public.

(Ord. No. 723, § 12-165, 4-4-2016)

Sec. 10-280. - Regulatory fee; expiration.

- (a) There shall be an annual regulatory fee, consisting of a non-refundable investigative fee and a license fee, for each massage and spa establishment licensed within the city. The investigative and license fees shall be set by the director of ~~public safety~~ Community Development. The full regulatory fee shall

be paid with the license application and shall not be prorated under any circumstances. If the applicant withdraws the application or the license is denied, the applicant shall be refunded the full license fee paid. No refund shall be allowed once the license has been issued.

- (b) All licenses granted hereunder shall be for the calendar year and expire on December 31 of each year. Each subsequent application shall be treated as an initial application and the applicant shall be required to comply with all rules and regulations for the granting of licenses as if no previous license had been held. Existing licensees shall file applications by November 1 of each year for the following license year. Applications received after November 1 shall be subject to a ten percent late fee.
- (c) No license issued pursuant to this article shall be transferable. Upon change of ownership, even if only in part, a new application will be completed and submitted along with all necessary fees.

(Ord. No. 723, § 12-166, 4-4-2016)

Sec. 10-281. - Employee work permits required.

- (a) Massage/spa establishment work permit required. It shall be unlawful for any person to be an employee, as defined in this article, of a massage establishment or spa establishment in the city without a valid massage/spa establishment work permit issued under the terms of this article, except that a person who holds a valid massage/spa establishment license or who is listed in response to section 10-279(b)(7) (a) through (c) in relation to a valid massage/spa establishment license shall not be required to also obtain a massage/spa establishment work permit to be an employee at that particular licensed establishment. A person who works at more than one establishment shall obtain a separate work permit for each establishment. No applicant for a massage/spa establishment work permit shall work at a massage establishment or a spa establishment in the city until the applicant receives, and the establishment posts, the employee's work permit as required by this article. A receipt issued by the city is not a valid massage/spa establishment work permit and does not authorize the person to work in a massage establishment or spa establishment.
- (b) Application. An applicant for a massage/spa establishment work permit shall file in person at the city department of public safety, records division, a completed application made on a form provided by the city. The application must be signed and notarized. Applicants shall make themselves available for photographing. An application shall be considered complete when it contains the information and/or items required in this subsection (b), accompanied by the work permit fee:
 - (1) The applicant's full legal name and any other names used by the applicant in the preceding five years.
 - (2) Current business address or another mailing address for the applicant.
 - (3) Written proof of age, in the form of a driver's license or a picture identification document containing the applicant's date of birth issued by an agency of a state or of the federal government.
 - (4) A signed and sworn affidavit verifying the applicant's lawful presence in the United States as required by O.C.G.A. § 50-36-1.
 - (5) The name and address of the massage establishment or spa establishment for which the applicant seeks to obtain the work permit.
 - (6) A statement of whether the applicant has been an owner, director, officer, partner, member, or shareholder of a massage establishment or spa establishment that has, in the previous five years (and at a time during which the person was so related to the establishment):
 - a. Been declared by a court of law to be a nuisance; or
 - b. Had its license to operate a massage establishment or a spa establishment revoked.
 - (7) A statement of whether the applicant has within the previous five years been arrested for, convicted of, or pleaded guilty or entered a plea of nolo contendere to a specified criminal activity

as defined in this article, and if so, each specified criminal activity involved, including the date, place, and jurisdiction of each such arrest and/or conviction.

- (8) A copy of the applicant's state massage therapy license and proof of continuing education credit.

The information provided pursuant to subsection (b) of this section shall be supplemented in writing by certified mail, return receipt requested, to the city department of public safety, records division, within ten (10) working days of a change of circumstances which would render the information originally submitted false or incomplete.

- (c) The information provided by an applicant in connection with an application for a work permit under this article shall be maintained by the city department of public safety, records division, on a confidential basis, and such information may be disclosed to the public only as required under governing law. Any information protected by the right to privacy as recognized by state or federal law shall be redacted prior to any required disclosure under the Georgia Open Records Act or other applicable law.
- (d) Issuance of work permit. Upon the filing of a completed massage/spa establishment work permit application, the city shall cause to be conducted a criminal background investigation of the applicant and shall transmit a summary of the investigation results to the director of public safety or his/her designee. Within 30 days of the filing of a completed massage/spa establishment work permit application, the director of public safety or his/her designee shall either issue a work permit to the applicant or issue a written notice of intent to deny the work permit to the applicant. The director of public safety, or his/her designee, shall issue the work permit unless:
- (1) The applicant is less than 18 years of age.
 - (2) The applicant has failed to provide information required by this article for issuance of a work permit or has falsely answered a question or request for information on the application form.
 - (3) The work permit fee required by this article has not been paid.
 - (4) The establishment for which the applicant seeks a work permit does not have a valid massage/spa establishment license from the city.
 - (5) The applicant has been an owner, director, officer, partner, member, or shareholder of a massage establishment or spa establishment that has, in the previous five years (and at a time during which the person was so related to the establishment):
 - a. Been declared by a court of law to be a nuisance; or
 - b. Had its license to operate a massage establishment or a spa establishment revoked.
 - (6) The applicant has within the previous five years been convicted of, or pleaded guilty or entered a plea of nolo contendere to, a specified criminal activity, as defined in this article.
- (e) The work permit, if issued, will be valid for a period of one year from the date it is issued. The replacement and additional work permit shall be issued upon payment of one-half of the fee charged for a work permit and will expire the same date as the then-current work permit. A massage establishment or spa establishment employee shall provide the employee's work permit to the establishment for which it was issued to be posted on the premises pursuant to this article.
- (f) The director of public safety, or his/her designee shall issue a written notice of intent to revoke an employee's work permit, following notice and hearing pursuant to this article, and demand its return if the employee has violated the provisions of this article, any state law or applicable local ordinance.
- (g) It shall be unlawful for an employee whose work permit has been revoked to refuse to return the work permit to the city department of public safety, records division, or to alter, conceal, deface, or destroy the work permit.
- (h) The permit fee for a massage/spa establishment work permit shall be established by the director of public safety.

(Ord. No. 723, § 12-167, 4-4-2016)

Sec. 10-282. - General operating provisions.

- (a) Massage establishments and spa establishments shall keep on file, on the premises of the establishment, a list of all persons who perform any service on the premises of the establishment, their home addresses and home or mobile telephone numbers, their duties and services performed for the massage or spa establishment, whether such persons have massage/spa establishment work permits issued by the city, and whether such persons have licenses or provisional permits issued by the state pursuant to the Georgia Massage Therapy Practice Act. The holder of a massage/spa establishment license must also keep on file, on the premises of the establishment, a copy of the establishment's two most recent license applications. A list of all employees, and most recent copies of their state licenses (if so licensed) and certifications shall be provided to the city department of ~~public safety, records division,~~ Community Development no later than January 15 of each year.
- (b) Massage establishments and spa establishments shall maintain correct and accurate records of each instance that a service is provided, the type of service provided, and the name of the person at the establishment who provided the service. The records shall be subject to inspection by the city manager, the chief of police, and their designees during those times when the establishment is occupied by patrons or is open to the public.
- (c) No massage establishment or spa establishment shall allow any person required to have any state-mandated licenses, or a massage/spa establishment work permit pursuant to this article, to perform any service on the premises until such person has procured such license or work permit. Licensees and all managers and/or supervisors of any massage or spa establishment are required by this article to inspect and verify that each person who performs services on the premises who is required to have a valid state license or city work permit, has the required license or work permit on the establishment premises at all times, and failure to do so shall be a violation of this article.
- (d) Each massage establishment and spa establishment shall have an owner, manager or supervisor on the premises at all hours that the establishment is occupied by patrons or is open to the public. Further, each massage establishment shall have a state-licensed massage therapist on the premises at all hours that the establishment is occupied by patrons or is open to the public. No massage establishment shall hold itself out as being open for business at any time when there is no state-licensed massage therapist on the premises. In addition to the other penalties and remedies provided herein, if during an inspection there is no owner, manager, or supervisor, or, if applicable, state-licensed massage therapist on the premises, the establishment must cease operations and close until an owner, manager or supervisor or state-licensed massage therapist, as applicable, is on the premises.
- (e) Records required to be maintained under this article shall be kept for a minimum of two (2) years. Records shall be made available to the director of ~~public safety~~ Community Development or his/ her designee, during business hours, at the establishment's business location in the city.
- (f) All employees and other persons on the premises, with the exception of customers receiving a massage from a state-licensed massage therapist, shall be completely clothed. For the purposes of this article, the term "completely clothed" means having on the upper portion of the body appropriate undergarments and either a blouse or shirt which shall cover all the upper body, save the arms and neck, and shall mean having on the lower body appropriate undergarments plus either pants or a skirt, and said pants or skirt must cover from the waist down to a point at least two inches above the knee. All clothes worn in compliance with this article shall be entirely non-transparent.
- (g) No customer receiving a massage from a state-licensed massage therapist shall expose his/her genitals, pubic area, anus, buttocks, or the female breast to another person on the premises of a massage establishment or spa establishment. This prohibition does not apply to the showing of the cleavage of the human female breasts exhibited by a bikini, dress, blouse, shirt, leotard, or similar wearing apparel, provided the areola is not exposed in whole or in part.
- (h) No massage establishment or spa establishment shall be or remain open for business between the hours of 9:00 p.m. and 7:00 a.m. No person shall be or remain inside a massage establishment or spa

establishment between the hours of 10:00 p.m. and 6:00 a.m. No massage establishment or spa establishment shall hold itself out as open at a time that the establishment is prohibited, under this subsection, from being open for business.

- (i) A readable sign shall be posted at the main entrance identifying the establishment. Signs shall comply with the sign requirements of this Code.
- (j) Minimum lighting shall be provided in accordance with the building code, as adopted by the city council, and at least one artificial light of not less than 40 watts (or equivalent illumination) shall be provided in each enclosed room or booth.
- (k) Ordinary beds or mattresses shall not be permitted in any massage establishment or spa establishment.
- (l) No massage establishment or spa establishment shall knowingly or recklessly allow any minor (i.e., a person under the age of 18 years) to be or remain inside the massage establishment or spa establishment unless the minor is accompanied by his/~~her~~ parent, legal guardian, or a person who is at least 21 years of age and has been entrusted with the minor by the minor's parent or legal guardian.
- (m) No person shall knowingly or recklessly touch, manipulate, fondle, or handle in any manner the sexual organs, genital area, or anus of any other person on the premises of a massage establishment or spa establishment.
- (n) Massage establishments and spa establishments shall post and maintain a copy of the human trafficking notice available on the Georgia Bureau of Investigation internet website (as per O.C.G.A. § 16-5-47) in each public restroom for the establishment and in another conspicuous location in clear view of the public and employees where similar notices are customarily posted.
- (o) It shall be unlawful to operate a massage establishment or spa establishment with storefront windows that have material and glazing applied or affixed that reduce light transmission through the windows to less than 32 percent, plus or minus three percent, or increase light reflectance to more than 20 percent.
- (p) Massage establishments, spa establishments, and their employees shall ensure that storefront windows are not blocked by curtains, blinds, posters, advertisements, or any other screening material.

(Ord. No. 723, § 12-168, 4-4-2016)

Sec. 10-283. - Inspection.

Massage establishments, spa establishments, and their employees shall permit the city manager, director of ~~public safety~~ Community Development, and/or their designees or agents to inspect, from time to time on an occasional basis, any portion of the establishment premises where patrons are permitted, for the purpose of ensuring compliance with the regulations of this article, during those times when the establishment is occupied by any patron or is open to the public. This section shall be narrowly construed by the city to authorize reasonable inspections of the licensed premises pursuant to this article.

(Ord. No. 723, § 12-169, 4-4-2016)

Sec. 10-284. - Revocation of license or work permit.

- (a) Revocation for specific violations. The director of public safety and/or Community Development, or his/~~her~~ designee shall issue a written notice of intent to revoke a massage/spa establishment license or a massage/spa establishment work permit, as applicable, if:
 - (1) The licensee or work permit holder has failed to maintain the qualifications for holding a license or work permit;

- (2) The licensee or work permit holder has recklessly given false information in the application for the license or the employee work permit or has failed to supplement the application information as required by section 10-279(b) or 10-281(b) after a change of circumstances that rendered the information originally submitted false or incomplete;
 - (3) The licensee or work permit holder has failed to maintain correct and accurate records as required by this article;
 - (4) The licensee or work permit holder has engaged in or recklessly allowed possession, use, or sale of controlled substances on the premises of the establishment;
 - (5) The licensee or work permit holder has engaged in or recklessly allowed prostitution on the premises of the establishment;
 - (6) The licensee or work permit holder has engaged in or recklessly allowed sodomy, aggravated sodomy, public indecency, prostitution, pimping, pandering, pandering by compulsion, masturbation for hire, or disorderly conduct to occur in or on the premises of the establishment;
 - (7) The licensee or work permit holder has knowingly or recklessly allowed a person under the age of 21 years to consume alcohol on the premises of the establishment;
 - (8) The licensee or work permit holder has violated section 10-282(c);
 - (9) The licensee or work permit holder has knowingly or recklessly allowed any minor (i.e., a person under the age of 18 years) to be or remain inside the massage establishment or spa establishment unless the minor is accompanied by his /her parent, legal guardian, or a person who is at least 21 years of age and has been entrusted with the minor by the minor's parent or legal guardian; or
 - (10) The licensee or work permit holder has recklessly allowed three or more violations of this article within a 12-month period.
- (b) When a notice of intent to revoke a license or employee work permit has been issued, the licensee, any person listed on the licensee's application, or the work permit holder, as the case may be, shall not apply for or be issued any new license or permit under chapter 4, chapter 28, or chapter 42, until such notice has been withdrawn or, if revocation has become effective, until two years after the effective date of revocation.
 - (c) When any person listed on a massage/spa establishment license application, any employee of the establishment, or any person who performs massage at the establishment, is arrested for unlawful sexual conduct of any kind alleged to have occurred at the massage establishment or spa establishment, no person listed on the establishment's license application and no employee of the establishment may apply for or be issued any new license or permit for that location under chapter 4, chapter 28, or chapter 42, until the arrestee is cleared or until 90 days following the arrest have passed, whichever occurs sooner.

(Ord. No. 723, § 12-170, 4-4-2016)

Sec. 10-285. - Hearing; license denial, revocation; appeal.

- (a) When the director of public safety and/or Community Development, or his/her designee, issues a written notice of intent to deny or revoke a license or employee work permit, the director of public safety and/or Community Development or his/her designee shall immediately send such notice, which shall include the specific grounds under this article for such action, to the applicant or licensee/work permit holder (respondent) by personal delivery or certified mail. The notice shall be directed to the most current business address or other mailing address on file with the city department of public safety, records division, and/or Community Development for the respondent. The notice shall also set forth the following: the respondent shall have ten days after the delivery of the written notice to submit, at the office of the director of public safety and/or Community Development or his/her designee, a written request for a hearing. If the respondent does not request a hearing within said ten days, the city

manager's written notice shall become a final denial or revocation, as the case may be, on the 30th day after it is issued.

- (b) If the respondent does make a written request for a hearing within said ten days, then the director of public safety and/or Community Development, or his/her designee shall, within ten days after the submission of the request, send a notice to the respondent indicating the date, time, and place of the hearing. The hearing shall be conducted not less than ten (10) days nor more than 20 days after the date that the hearing notice is issued.
- (c) The city administrator or his/her designee shall serve as the hearing officer for any such appeal.
- (d) At the hearing, the respondent shall have the opportunity to present all relevant arguments and to be represented by counsel, present evidence and witnesses on his/her behalf, and cross-examine any of the city's witnesses. The respondent shall bear the burden of proving entitlement to the license. The hearing shall take no longer than one day, unless extended at the request of the respondent to meet the requirements of due process and proper administration of justice. The hearing officer shall issue a final written decision, including specific reasons for the decision pursuant to this article, to the respondent within five days after the hearing.
- (e) If the decision is to deny or revoke the license, the decision shall advise the respondent of the right to appeal such decision to a court of competent jurisdiction, and the decision shall not become effective until the 30th day after it is rendered. If the hearing officer's decision finds that no grounds exist for denial or revocation of the license, the hearing officer shall, contemporaneously with the issuance of the decision, order the director of public safety and/or Community Development to immediately withdraw the intent to deny or revoke the license and to notify the respondent in writing by certified mail of such action. If the respondent is not yet licensed, the director of public safety and/or Community Development shall contemporaneously therewith issue the license or work permit to the applicant.
- (f) If any court action challenging a licensing or work permitting decision is initiated, the city shall consent to expedited briefing and/or disposition of the action, shall comply with any expedited schedule set by the court, and shall facilitate prompt judicial review of the proceedings.

(Ord. No. 723, § 12-171, 4-4-2016)

~~Sec. 10-286. Location and distance requirements.~~

- ~~(a) It shall be unlawful to establish a massage establishment or a spa establishment in the city, unless said establishment is located:
 - ~~(1) At least 300 feet from State Route 9;~~
 - ~~(2) At least 300 feet from State Route 120; and~~
 - ~~(3) At least 300 feet from any parcel occupied by a house of worship, public or private elementary or secondary school, public park, state-licensed day care facility, or any residence.~~~~
- ~~(b) The foregoing minimum distance requirements shall not apply to any massage establishment or spa establishment located within a mixed use development in the MU district. For the purpose of this subsection, measurements shall be made in a straight line in all directions without regard to intervening structures or objects, from the closest point on a boundary line of the massage establishment or spa establishment parcel to the closest point on the State Route 9 or State Route 120 right-of-way, or to the closest point on a boundary line of any parcel containing a house of worship, public or private elementary or secondary school, public park, or residence.~~

(Ord. No. 723, § 12-172, 4-4-2016)

Sec. 10-287. - Remedies.

- (a) Any premises, building, dwelling, or other structure in which a massage establishment or spa establishment is operated or maintained in violation of this article is declared to be a public nuisance, and harmful to the public health, safety, and welfare. The city's legal counsel may bring an action in the county superior court to restrain, prohibit, and/or enjoin the use of such premises as a massage establishment or spa establishment in the county superior court.
- (b) The operation of a massage establishment or spa establishment by a partnership, limited liability company, corporation, or other legal entity in violation of this article is declared to be a public nuisance, and harmful to the public health, safety, and welfare. The city's legal counsel may bring an action in the county superior court to restrain, prohibit, and/or enjoin such operation of a massage establishment or spa establishment.
- (c) The operation of a massage establishment by a person in violation of this article is declared to be a public nuisance, and harmful to the public health, safety, and welfare. The city's legal counsel may bring an action in the county superior court to restrain, prohibit, and/or enjoin such operation of a massage establishment or spa establishment.
- (d) It shall not be necessary, in order to obtain an injunction under this section, to allege or prove that there is no adequate remedy at law or to allege or prove any special injury.
- (e) If the court declares a massage establishment or spa establishment to be a nuisance, or if the court issues an injunction against a massage establishment or spa establishment pursuant to this article, the city shall be entitled, on motion, to recover its reasonable attorney's fees and costs incurred in bringing the action.

(Ord. No. 723, § 12-173, 4-4-2016)

Sec. 10-288. - Real property used for illegal sexual activity; property owner responsibility.

- (a) In accordance with O.C.G.A. § 41-3-13, the municipal court shall have jurisdiction to hear and determine the question of the existence of the nuisance provided for in O.C.G.A. § 41-3-1 and as further defined herein, and, if found to exist, to order its abatement.
- (b) As used in this subsection, the term:
 - (1) "Sex crime-related arrest" means an arrest for unlawful sexual conduct of any kind alleged to have occurred at the massage establishment or spa establishment, including, but not limited to, and citation, summons, accusation or indictment for violations of state laws concerning lewdness, prostitution, sodomy, the solicitation of sodomy, or masturbation for hire; provided, however, that any such arrests which result directly from cooperation between the real property owner and a law enforcement agency shall not be considered a sex crime-related arrest for purposes of this section.
 - (2) "Substantial illegal sexual activity" means activity comprised of three or more separate incidents resulting in sex crime-related arrests within a 24-month period on the same parcel of real property.
- (c) Any owner of real property, regardless of whether such owner is the occupant of the subject premises, who has knowledge that substantial illegal sexual activity is being conducted on such property, shall be guilty of maintaining a nuisance, and such real property shall be deemed a nuisance and may be abated as provided by law.
- (d) The owner of real property shall be deemed to have knowledge of illegal sexual activity occurring on a parcel of real property if the city notifies the owner in writing of two or more separate incidents occurring on the same premises within a 24-month period that result in sex crime-related arrests and, after the receipt of such notice and within 24 months of the first of the incidents resulting in a sex crime-related arrest, one or more separate incidents occur which result in a sex crime-related arrest.
- (e) The provisions of this section are cumulative of any other remedies and shall not be construed to repeal any other existing remedies for related nuisances. Nothing in this section and no action taken hereunder shall be held to exclude such other civil, criminal, or administrative proceedings as may be

authorized by other provisions of this Code or any of the laws in force in the city, or to exempt anyone violating this Code or any part of said laws from any penalty which may be incurred.

(Ord. No. 723, § 12-174, 4-4-2016)

Secs. 10-289—10-309. - Reserved.



— *Approved Spa Establishments*



— *Approved Massage Establishments*



— *2000' Radius - Spa Services*

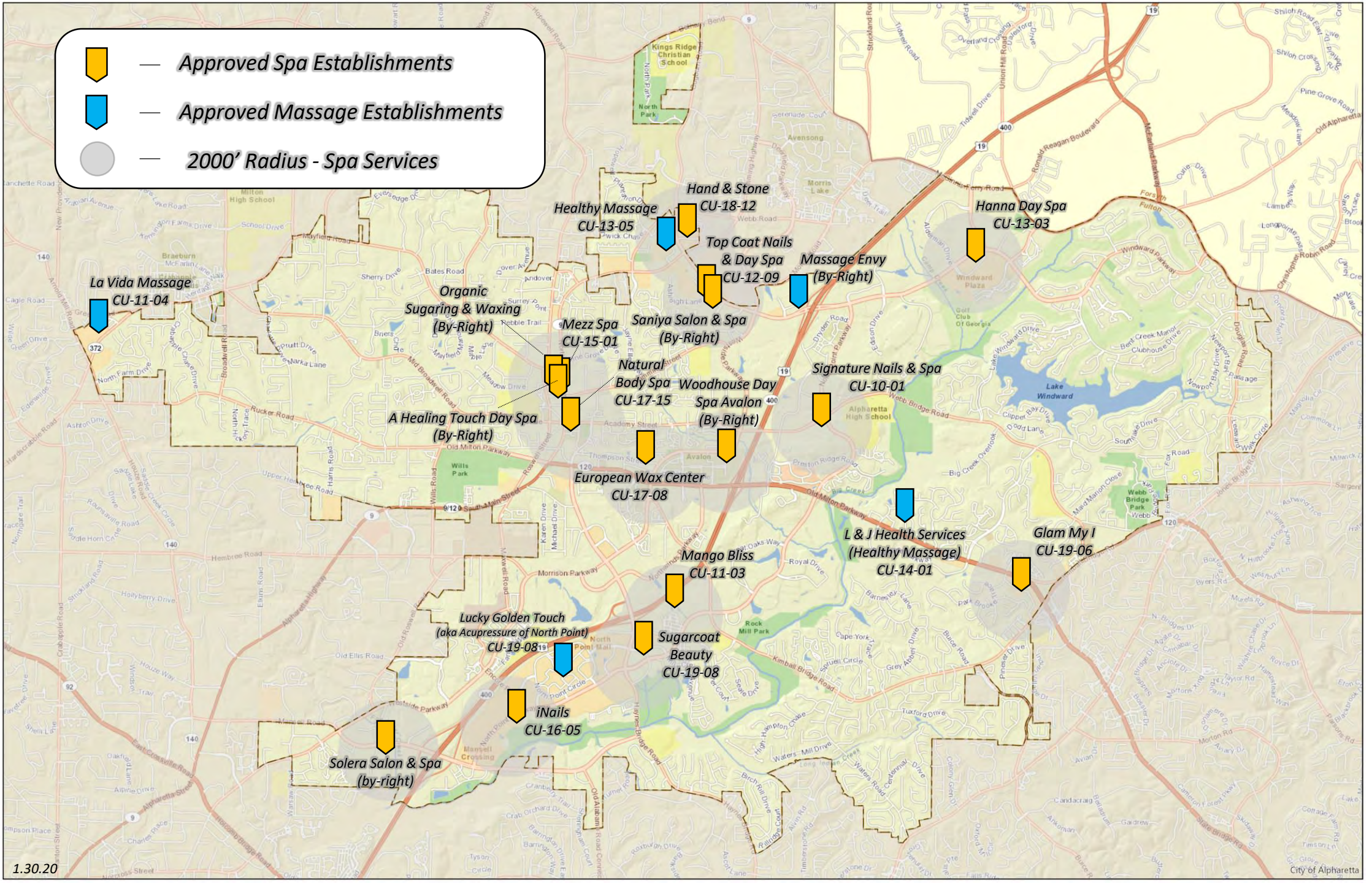


EXHIBIT A

Council changes highlighted below.

SECTION 1.4 - DEFINITIONS

1.4.1 Use of words and phrases.

For the purpose of this Ordinance, the following shall apply to the use of words and phrases:

- A. Words used in the present tense include the future tense. Words used in the singular tense include the plural tense, and words used in the plural tense include the singular tense. The masculine person "his" also means "her."
- B. The word "shall" is always mandatory and not discretionary.
- C. The word "may" is permissive.
- D. The word "and" indicates that all of the conditions, requirements, or factors so connected must be met or fulfilled, whereas the word "or" indicates that at least one condition, requirement, or factor so connected must be met.
- E. The term "such as" is intended to introduce one or more examples in illustration of a requirement or point, and is used herein to mean "including but not limited to the following."
- F. The word "structure" includes the word "building."
- G. The word "lot" shall include the words "plot," "tract," "parcel," and "property."
- H. The word "used" or "occupied" as applied to any land or building shall be construed to include the words "intended," "arranged," or "designed to be used or occupied."
- I. The verbs "zone" and "rezone" have the same meaning and refer to the act of amending the Official Zoning Map through the process established by this Ordinance.
- J. The nouns "zone," "zoning district" and "district" have the same meaning and refer to the Zoning Districts established under this Ordinance.
- K. All words and phrases shall be interpreted within the context of the sentence, Section and Article in which they occur.

1.4.2 Defined terms.

Words and phrases defined herein shall be interpreted as defined without regard to other meanings in common or ordinary use, unless the context of the word or phrase indicates otherwise. Words and phrases not defined in this Ordinance shall be construed to have the meaning given by common and ordinary use as defined by Webster's New International Dictionary, Latest Edition. Figures associated with defined terms in this Section are provided for illustration only and do not limit or change the meaning of the term as defined in writing.

Acceleration Lane. An added roadway lane which permits integration and merging of slower moving vehicles into the main vehicular stream.

EXHIBIT A

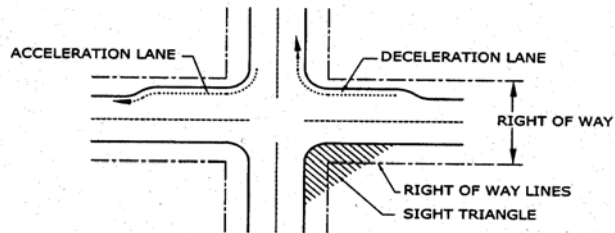
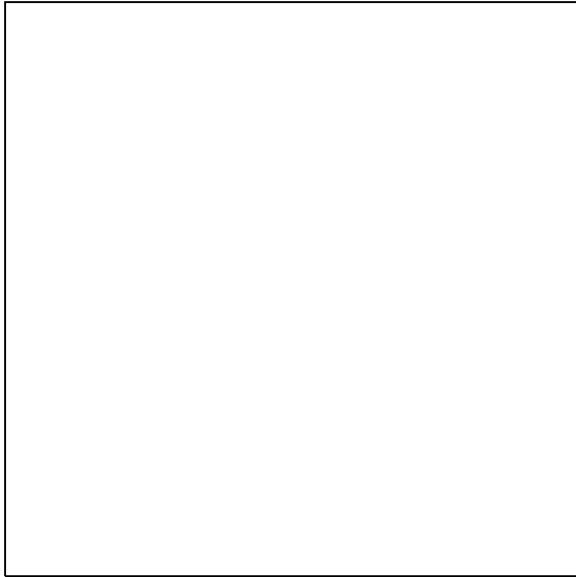


FIGURE 1

Access. A way or means of approach to provide physical entrance to a property.

Accessory Structure. A structure detached from a principal building on the same lot and customarily incidental and subordinate to the principal building or use.

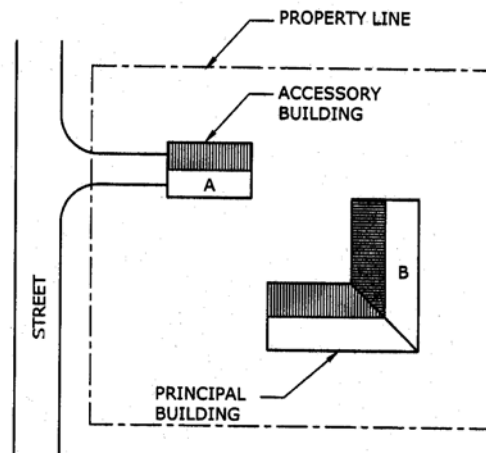
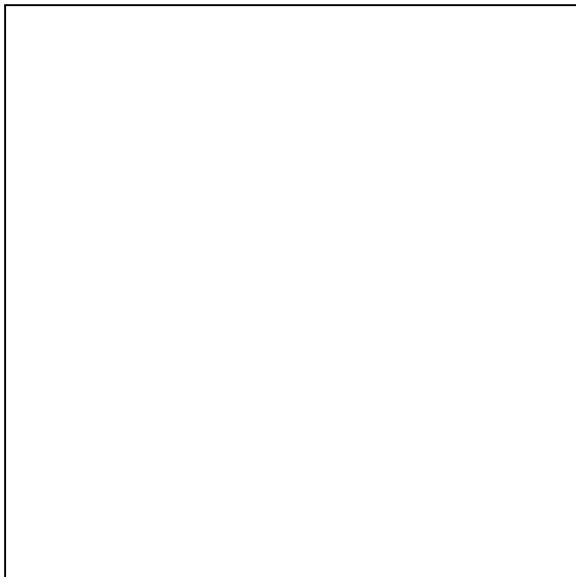


FIGURE 2

Accessory Use. A use customarily incidental and subordinate to the principal use and located on the same lot with such principal use.

Acre. A measure of land area containing 43,560 square feet.

1. **Acreage, Gross.** The total area of a property measured in acres and fractions thereof rounded to the nearest one-tenth acre.
2. **Acreage, Net.** The total buildable area of a property measured in acres to the nearest one-tenth, as existed when originally approved for its current zoning district, less any flood plain, easements and land dedicated to and accepted for streets or other public improvements by the City.

EXHIBIT A

Adult Book Store. A retail establishment, a majority of whose inventory consists of books, magazines, videotapes and similar materials containing sexual activities or specified anatomical parts.

Airport. A property or structure licensed and approved by the Federal Aviation Administration where fixed wing aircraft or helicopters can land and take off, which may be equipped with hangars, facilities for refueling and repair and various accommodations for passengers.

Aisle. The traveled way, which is not the public right-of-way, by which cars enter and depart parking spaces.

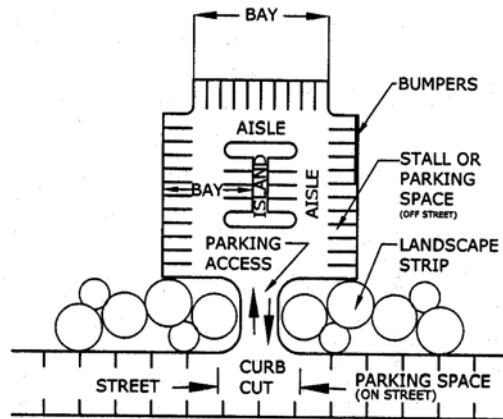
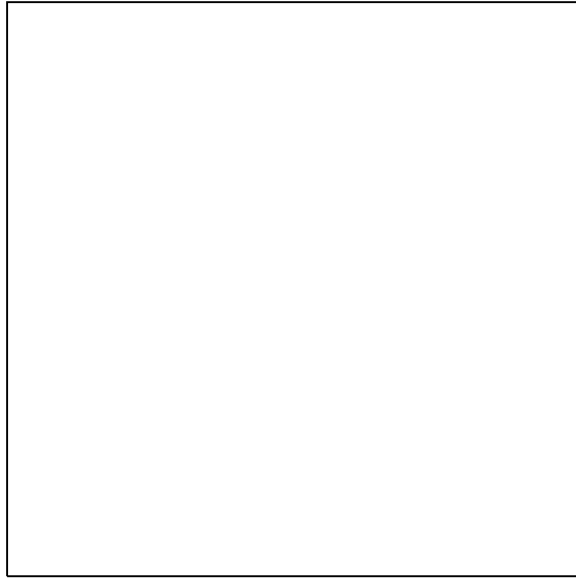


FIGURE 3

Alley. A non-exclusive private easement or publicly dedicated service way providing a secondary means of public access to abutting property and not intended for general traffic circulation.

Alteration of Building. Any change in the supporting members of a building (such as bearing walls, columns or girders); any change in the non-supporting interior walls of a building; any addition or reduction to a building; any change in use; or any relocation of a building from one location or position to another.

Amphitheater. An outdoor area designed or intended for the projection of sound to be heard by a nearby audience.

Amenity. A natural or man-made feature which is intended to enhance or make more attractive or satisfying a particular property.

Animal Hospital, Large Animals. A place where horses, cattle, sheep or other animals normally kept in agricultural settings are given medical or surgical treatment and the boarding of animals is limited to short-term care incidental to the hospital use.

Animal Hospital, Small Animals. A place where dogs, cats, birds or other animals normally kept as household pets are given medical or surgical treatment and the boarding of animals is limited to short-term care incidental to the hospital use.

Annexation. The incorporation of a land area into the City with a resulting change in the city limit boundaries.

Antenna. See Section 2.8 for definition of 'antenna.'

Apartment. One or more rooms comprising an independent dwelling unit in a 'For-Rent' building.

Applicant. Any person making a request to the City for any approval, permit or authorization under the procedures contained in this Ordinance.

EXHIBIT A

Art Galleries. An establishment engaged in the sale, loan, or display of art books, paintings, sculpture, or other works of art. This does not include libraries, museums, or non-commercial art galleries, or where such display of art is incidental to the primary use.

Asphalt Plant. A business which manufactures, mixes, or blends asphaltic products for distribution.

Assisted Living Facility. See Congregate Housing.

Associations. An organization of persons having common interests or purposes.

Auditorium. An indoor building or structure designed or intended for use for the gathering of people as an audience to hear music, lectures, plays, and other presentations.

Auto Sales and Leasing. The use of any building, land area, or other premises or portions thereof, for the display, sales or lease of automobiles, trucks, vans, trailers or recreational vehicles, including internet transactions where most vehicles are not stored on site.

Automobile. A self-propelled, free moving vehicle, with at least four but no more than six wheels, designed primarily for the transportation of passengers or for conveyance of up to two tons of materials on a street or roadway.

Automobile Service Station. Any building, land area or other premises, or portion thereof used or intended to be used for the retail dispensing or sales of vehicular fuels; and including as an accessory use the sale and installation of lubricants, tires, batteries and similar accessories, or the provision of tune-up or light maintenance services for vehicles.

Automotive Service Establishment. A business principally engaged in the repair of automobiles or other motorized vehicles, or the installation or repair of equipment or parts on motorized vehicles such as mufflers, brakes, tires, radios, transmissions, and engines or engine parts.

Bakery. An establishment primarily engaged in the retail sale of baked products for consumption off site. The products may be prepared either on or off site. Such use may include incidental food service.

Bank. A freestanding building, with or without a drive-up window, for the custody, loan, or exchange of money; for the extension of credit; and for facilitating the transmission of funds. This may include credit unions, savings and loans, and traditional banks.

Barber Shop. Any establishment or place of business within which the practice of barbering is engaged in or carried on by one or more barbers.

Basement. An area below the first floor of a building used for storage, garages, and utilities or for common use of the occupants of the building. A basement used for any one or more of the above purposes shall not be counted as a story.

Beauty Shop. Any commercial establishment, residence, vehicle, or other establishment, place, or event wherein cosmetology is offered or practiced on a regular basis for compensation, excluding such types of services requiring customers to disrobe.

Bed and Breakfast. A building in which lodging and meals are provided for no more than 15 guest and meals are served in a common dining room.

Berm. A mound of earth, or the act of pushing earth into a mound.

Block. A tract of land bounded by streets or a combination of streets and public land, rights-of-way or any other barrier to the community or development.

Board of Appeals. The appointed Board of Appeals of the City of Alpharetta.

Boarding House. A dwelling where more than two, but fewer than six rooms are provided for lodging for definite periods of times. Meals may or may not be provided, but there is one common kitchen facility. No meals are provided to outside guests.

Book or Stationery Store. An establishment for the sale or distribution of books and miscellaneous stationery by direct retail sales to the public.

EXHIBIT A

Bottled Gas Storage and Distribution. An establishment where gas is stored for wholesale distribution.

Boutique Hotel. A high quality hotel which contains less than 120 rooms located in a unique setting, such as the City's Downtown, mixed-use developments and/or an entertainment district. The building shall reflect a unique exterior architecture and interior design compatible with the area in which the hotel is located. The boutique hotel shall provide guests with high quality services, such as, but not limited to, concierge, on-site restaurant, room service, meeting space, business center, banquet facilities, spas, doormen, valet parking, boutiques and/or other amenities. Guest rooms within the building shall contain no equipment for food preparation other than a mini-fridge and/or microwave. There shall be no self-serve laundry facilities (for guests use) within the building. Access to each guest room shall be through an inside lobby supervised at all hours.

Brewery. A facility where malt beverages are manufactured or brewed.

Broadcasting Studio. An establishment for the dissemination of radio, television, satellite, or similar medium, which may include a transmission tower.

Buffer Area or Buffer Strip. That portion of a lot set aside for open space and screening purposes pursuant to applicable provisions of this Ordinance to separate different zoning districts or uses on one property from uses on another property. A required set back area may not be included in a required buffer area or visa-versa.

Buffer, Undisturbed. An area of land as defined above that exists in its natural state without intrusion or alteration. The addition of landscaping into areas of sparse vegetation within undisturbed buffers does not constitute intrusion or alteration.

Buildable Area. See "Lot Building Area."

Builder's Equipment. An area designed or intended for the storage and use of equipment or materials common in the construction trade. This may not include sales of such equipment or materials.

Building. Any structure built for or intended for occupancy, storage or shelter of persons, animals, personal or business property, or machinery of any kind which is entirely separated from any other structure.

Building Code. The latest edition of all codes relating to the construction of buildings and their mechanical, electrical and other systems, as adopted by the City of Alpharetta pursuant to the Georgia Uniform Building Code Act and also referred to as the Standard Building Code.

Building Frontage. The linear width of a building facing or most nearly facing a street.

Building Height. The vertical distance to the highest point of the roof surface of a flat roof, the deck line of a mansard roof, and to the mean height level between eaves and ridge of a gable, hip or gambrel roof, as measured from the average finished grade across the building frontage.

Building Inspector. The Building Official of the City of Alpharetta or the Building Official's designated representative.

Building Site. A parcel or lot or land occupied or intended to be occupied by a building or structure having not less than the minimum area permitted by the code.

Bus Shelter. A small, roofed structure, having from one to three walls, located near a street, and designed primarily for the protection and convenience of bus passengers.

Car Wash. Any building or premises or portions thereof dedicated to use for washing automobiles; or a structure containing facilities for washing automobiles.

Carpenter Shop. An establishment utilized for the manufacture or assemblage of wood into usable forms for sale and distribution.

Carpet and Rug Sales. An establishment for the retail or wholesale sale of floor coverings.

EXHIBIT A

Cemetery. Land used or dedicated to the burial or interment of human or animal remains, including crematoriums, mausoleums, necessary sales, and maintenance facilities.

Center Line of Street. Any line surveyed as such by the City of Alpharetta or the Georgia Department of Transportation or their designee, or, if no such survey exists, the line which is midway between the edge of pavement or back of curb of a street.

Central Business District (CBD). That portion of the City bounded by Mayfield Road to the North, Old Milton Parkway to the South, Haynes Bridge Road and Highway 9 to the east and Roswell and Canton Streets to the west. (see page 2-103)

Certificate of Occupancy. A document issued by the Director indicating that a particular building conforms with the requirements of this Ordinance and the building is complete and ready for use.

Church. A facility incorporating one or more buildings where religious services are conducted.

City. The City of Alpharetta, Georgia.

City Administrator. The Chief Operating Officer of the City of Alpharetta or his designee.

City Clerk. The City Clerk of Alpharetta, Georgia, or the City Clerk's designated representative.

City Council or Mayor and Council. The legally constituted and elected governing body of the City of Alpharetta, Georgia.

Clinic. An establishment where patients are admitted for examination and treatment by one or more physicians, dentists, psychologists, medical professionals, or social workers and where patients are not usually lodged overnight.

Club. Buildings and facilities owned or operated by an association or persons for a social or recreational purpose.

Collection Box. A container, trailer, vehicle or other structure, used for the purpose of acquiring donated goods, by a for-profit or not-for-profit entity.

Commercial Parking Lot. An area or structure dedicated to the temporary storage of automobiles or other vehicles for periods of less than 24 hours for a fee, operated as the principal use of the property or structure.

Community Development Director. The Director of the Community Development Department or his designee.

Comprehensive Plan (CP). The long-range plan for guiding development in the City of Alpharetta and the City's urban area to a point in time at least 15 years from when the plan was adopted, with the overall goal being to accommodate development in a timely, orderly, and efficient arrangement of land uses and public facilities and services that meet the needs of present and future residents and businesses.

Concept Plan. A generalized map presenting an image or representation of a proposed development and showing those plan elements as further required by this Ordinance.

Concrete Plant. A business which manufactures, mixes, or blends concrete products for distribution.

Conditional Use. A use that generally would not be appropriate throughout a zoning district but which, if controlled as to visual appearance, number, area, height, location, or relation to abutting or nearby uses, would not be injurious to the public, health, safety, welfare, morals, order, comfort, convenience, appearance or general welfare. Such uses may be permitted only in zoning districts specified in this Ordinance and are subject to conditions and approval by the Mayor and Council.

Condominium. A legal form of multiple ownership consisting of a building, or group of buildings, in which units are owned individually, and the structure, common areas and facilities are owned by all the owners on a proportional, undivided basis.

EXHIBIT A

Condominium, Office. An office building (or group of buildings) organized, owned and maintained as a condominium.

Condominium, Residential. A building type consisting of individual units located within a single structure. The structure normally has at least two, but no more than six stories. The structure is designed to appear as a single building with no architectural distinction between the units. Architectural elements such as materials, colors and windows are repeated consistently throughout the building and there is usually a single roof element and a single point of primary entry. The architectural style typically expresses the horizontal lines of the building which then accentuates the floors of the building as a primary visual element. The common areas of the building such as the elevators and lobby may be expressed as special features on the main elevations of the structure.

Congregate Housing. Any group dwelling or facility licensed by the state, public or private, which for gain or otherwise, regularly provides one or more persons with assisted living care. The term "assisted living care" means specialized care and services including the provision of personal services, the administration of medications by a certified medication aide and the provision of assisted self-preservation. The term "personal services" includes, but is not limited to, individual assistance with or supervision of self-administered medication, assistance, essential activities of daily living such as eating, bathing, grooming, dressing, toileting, ambulation and transfer. The term "assisted self-preservation" means the capacity of a resident to be evacuated from an assisted living facility to a designated point of safety and within an established period of time as determined by the Office of Fire Safety Commissioner. Assisted self-preservation is a function of all of the following:

1. The condition of the individual.
2. The assistance that is available to be provided to the individual by the staff of the assisted living facility; and
3. The construction of the building in which the assisted living facility is housed, including whether such building meets the state fire safety requirements applicable to an existing health care occupancy.

Construction Trailer. A temporary structure used as an office and located on an active construction site.

Contractor's Office with outside storage. A room or group of rooms used for conducting business that includes an enclosed exterior space for the storage of business related equipment and supplies.

Contractor's Office without outside storage. A room or group of rooms used for conducting business that does not use any exterior storage area.

Convenience Center with Gas Pumps. A facility that combines a small retail store with the sale and dispensing of gasoline products.

Convenience Store. A retail establishment primarily selling packaged food and household convenience items, which may also dispense automobile fuel, oil and accessories. Excluded from this definition is any establishment providing automotive maintenance services or repairs.

Craftsman Shop or Studio. A facility where products are made or serviced on an individual basis without the use of mechanized or assembly line production equipment.

Curb Break or Curb Cut. Any interruption or break in the line of a street curb for the purpose of connecting a driveway to a street, or otherwise to provide vehicular access to abutting property.

Data Center. A building or complex of buildings in which a substantial portion of the gross square footage is dedicated to the housing of computer or data processing equipment or systems.

Day Care Center. Any establishment operated by an individual, partnership, society, agency, corporation, institution or group, and licensed by or registered with the State of Georgia as a group day care home or day care center, which enrolls therein for pay, for supervision and care, seven or more children or adults. Such facility may provide supervision, care, education, recreation and specialized programmings but does not provide overnight accommodations.

EXHIBIT A

Deed. An instrument that conveys or transfers title to land or other real property.

Density. The average number of dwelling units or gross square feet of building floor area per gross acre of land. For an individual property, the density shall be calculated by dividing the total dwelling units or gross square footage of the building by the total gross acres of the property that existed when originally approved for its current zoning district.

Design Review Board. The Design Review Board of the City of Alpharetta, as established by this Ordinance and appointed by the Mayor and Council.

Development Activity. The construction of public improvements, site improvements, or buildings, including any alteration of a property in preparation for such construction. Development Activity shall also include the "thinning" or removal of trees from undeveloped land in conjunction with a forest management program, and the removal of trees incidental to the development of land or to the marketing of land for development.

Director. Unless otherwise specified, the Director of Community Development of the City of Alpharetta, Georgia, or the Director's designated representative.

Discount Store. A retail store that sells new or used goods or products at prices lower than traditional retail outlets. Discount stores principally engage in offering a category of similar goods or a wide assortment of goods for sale to the general public.

Distillery. A facility where distilled spirits are manufactured (distilled, rectified or blended).

Drainage. See Article III, Section 3.1 for all definitions relating to drainage and storm water control.

Drive or Driveway. A surfaced asphalt or concrete area on a lot which provides direct access for vehicles between a street and a private garage, carport or other permitted parking space or parking area or loading area.

Dry cleaning, pick-up station. An establishment or business maintained for the pickup and delivery of dry cleaning and/or laundry without the maintenance or operation of any laundry or dry-cleaning equipment or machinery on the premises.

Dry cleaning plant. A building, portion of a building, or premises used or intended to be used for cleaning fabrics, textiles, wearing apparel, or articles of any sort by immersion and/or agitation, and other processes incidental thereto.

Duplex (or semi-detached). A building type consisting of two independent units that are attached by a common side wall, floor and/or ceiling. Such units normally have at least two, but no more than four floors. These units may share a common front door and are sometimes designed to appear as a single unit.

Dwelling, 'For-Rent' (Downtown Overlay).

- a. Unit—A residential unit designed to be leased or rented and occupied by a single family tenant and located within the Downtown Overlay (map A).
- b. Building—A structure incorporating multiple rental units. (See Apartments.)
- c. See Section 2.7 Standards for Downtown Overlay.

Dwelling, 'For-Rent' (Outside of Downtown Overlay).

- a. Unit—A residential unit designed to be leased or rented and occupied by a single family tenant.
- b. Building—A structure incorporating multiple rental units. (See Apartment.)
- c. See Section 2.7 Standards for Units (outside of Downtown Overlay).

Dwelling, 'For-Sale'.

- a. Detached—A free-standing residential unit designed to be purchased and occupied by a single family.

EXHIBIT A

- b. **Attached**—A residential unit attached to other residential units and designed to be purchased and occupied by a single family.
- c. **Condominium**—A type of property ownership in which a 'For-Sale' unit is purchased and the purchaser of each unit acquires full title to the unit and an undivided interest in the common elements (the land, roof, elevator, etc.).

Dwelling, Group. A building or portion of a building occupied or intended for occupancy by a number of unrelated persons or families, but in which separate cooking facilities are not provided for such resident persons or families. The term "group dwelling" includes but is not limited to the terms rooming house, apartment hotel, nursing home, fraternity or sorority house, YMCA or YWCA. A hotel, motel or bed and breakfast tourist home shall not be deemed to be a group dwelling as herein defined.

Dwelling Unit. One or more rooms connected together and constituting a separate, independent housekeeping establishment designed for use by one family with provision for cooking, eating, sleeping, bathing and personal sanitation, and physically set apart from any other rooms or dwelling units in the same structure or another structure.

Easement. A grant by a property owner of any designated part of a property for the use by another for a specified purpose without transfer of title or right of ownership.

Egress. An exit.

Electric power yards, substation. All equipment, fixtures, and personal property operated or maintained in connection with the production of electricity using any source of thermal, steam, wind, or solar energy with a generating capacity of more than 500 kilowatts and less than 50 megawatts.

Existing Use. The use of a lot or structure at the current time or another time if so designated.

Extended Stay Hotel. A building containing guest rooms for lodging, offered to the public for compensation, which are advertised, designed, intended or routinely utilized for weekly or monthly occupancy, or in which at least 30% of all guest rooms have facilities for the refrigeration and preparation of food by guests, such as a refrigerator and a cooktop/stove (or a refrigerator, a microwave, and a dishwasher or kitchenette sink), and a self-serve laundry facility is available for guests use. For the purposes of this Code, extended stay hotels and hotels (or motels) are separate and distinct uses. See, Section 2.7.3.

Family. One or more persons related by blood, adoption, guardianship or marriage and/or not more than three unrelated persons, living and cooking together as a single, nonprofit housekeeping unit.

Family Day Care Home. An accessory use within a private residence, licensed by or registered with the State of Georgia as a family day care home, operated by the occupant of the dwelling who enrolls for pay, for supervision and care without overnight accommodations, three but not more than six children or adults.

Fast Food Restaurant. See Restaurant, Drive-thru or Fast Food.

Fence. A structure made of manufactured materials—and used for the purpose of defining a boundary, creating an enclosure, providing security, privacy or screening, or as a means of protection.

Flood Control. See Article III, Section 3.4, for definitions relating to flooding and flood control.

Floor Area. The total number of square feet of heated floor space within the exterior walls of a building.

Floor, First. The location within a building in which the primary egress and ingress are provided.

Florist, Retail With Greenhouse. Any business establishment which, as its primary business, sells at retail flowers and ornamental plants. A greenhouse or nursery for the growing of plants, or another open or enclosed supplemental display area outside the establishment, is permitted as a normal accessory use.

EXHIBIT A

Florist, Retail Without Greenhouse. Any business establishment which, as its primary business, sells at retail flowers and ornamental plants. A greenhouse or nursery for the growing of plants, or another open or enclosed supplemental display area outside the establishment, is not permitted.

Frontage Lot or Street Frontage. The width in linear feet of a lot where it abuts the right-of-way of any street from which access may be directly gained.

Funeral Home. A building used for the preparation of deceased human beings for burial and the display of the deceased and ceremonies connected therewith before burial or cremation.

Future Land Use Map. The map named as such and contained in the Comprehensive Plan that indicates areas appropriate for various land uses and public facilities over time and as described in the Comprehensive Plan text.

Garage Sale. The sale or offering for sale of miscellaneous personal items on a residential zoned lot, (not including churches and schools).

Garden District. That portion of Canton Street bounded by Church Street to the south and Hopewell Road to the north.

Gasoline Station. A facility where primary use is the dispensation of fuels. (Also see Convenience Center with Gas Pumps)

Gazebo. An accessory, open air structure not exceeding 300 sq. ft. in size.

Governing Body. The Mayor and Council of the City of Alpharetta, Georgia, under whose authority this Ordinance is enacted into law, administered, and enforced.

Grade. The degree rise or descent of a sloping surface. The average elevation of the sidewalk or crown of road surrounding a building site.

Grade, Finished. See Section 3.1, "Site Grading and Land Disturbance."

Greenhouse. A building whose roof and sides are made largely of glass or other transparent or translucent material and in which the temperature and humidity can be regulated for the cultivation of plants for subsequent sale or for personal enjoyment.

Greenspace. All that area of land that can be landscaped or planted, allows natural passage through by water, and is not covered by manmade materials or structures such as buildings or paving.

Group Home. A dwelling shared by four or fewer persons, excluding resident owner, (or no more than six persons including the resident owner), who live together as a single housekeeping unit and in a long term, family-like environment in which the resident owner, serving as the primary caregiver to the residents, provides care, education and participation in community activities for the residents with the primary goal of enabling the residents to live as independently as possible in order to reach their maximum potential. 1. No group home shall be located within 2,000 ft. of another group home as measured at the property line. 2. A group home shall be limited to one structure and multiple structures located near one another shall not be considered components of one group home. Each structure shall meet distance requirements. The term "group home" shall not include a halfway house, a treatment center for alcoholism or drug abuse, and work release facility for convicts or ex-convicts, a home for detention and/or rehabilitation of juveniles adjudged delinquent or unruly and placed in custody of the state or other housing facilities serving as an alternate to incarceration. The term "group home" shall also not allow the use of a dwelling as an apartment or duplex. A "group home" shall not allow use of the dwelling as a home for individuals on parole, probation, or convicted and released from incarceration, for any crimes including child molestation, aggravated child molestation, or child sexual abuse, as defined in O.C.G.A. 16-6-4 or individuals required to register as sex offenders pursuant to O.C.G.A. 42-1-12. A group home may include a home for the handicapped. As used in this subsection, the term "handicapped" shall mean:

1. Having a physical or mental impairment that substantially limits one or more of such person's major life activities so that such person is incapable of living independently;

EXHIBIT A

2. Having a record of having such an impairment; or
3. Being regarded as having impairment.

However, the term "handicapped" shall not include current illegal use of or addiction to a controlled substance, nor shall it include any person whose residency in the home would constitute a direct threat to the health and safety of other individuals.

Hardware Store. A facility of 30,000 or fewer square feet gross floor area, primarily engaged in the retail sale of various basic hardware lines, such as tools, builders' hardware, plumbing and electrical supplies, paint and glass, housewares and household appliance, garden supplies, etc.; if greater than 30,000 square feet, such a facility is a Home Improvement Center.

Historic Business District. That portion of the Central Business District bounded by Church Street to the north, Highway 9 to the east, Marietta Street to the south and Milton High School to the west. (see page 2-122)

Home Improvement Center. A facility of more than 30,000 square feet gross floor area, engaged in the retail sale of various basic hardware lines, such as tools, builders hardware, paint and glass, houseware and household appliances, garden supplies, and cutlery.

Home Occupation. Any activity carried out as a business and/or for profit by the resident and conducted as an accessory use in the resident's dwelling unit.

Hospital. A building providing primary or tertiary health services and medical or surgical care to persons including in-patients and out-patients, suffering from illness, disease, injury, deformity and other abnormal physical or mental conditions, and including as an integral part of the institution, related facilities such as laboratories, outpatient facilities or training facilities.

Hotel (or Motel). A building in which lodging along with customary lodging facilities and services, such as meeting rooms, restaurant, maid service and fitness center, are provided for transient guests for an average stay of less than 7 days and offered to the public for compensation. Hotel services shall include the provision of food and beverage services suitable for both guests and groups, on-site restaurant, lounges, group meeting spaces with banquet facilities and selective amenities, such as but not limited to spas, banquet rooms, doormen, valet parking, concierge, and high-end restaurant and boutiques. Guest rooms within the building shall contain no equipment for food preparation other than a mini-fridge and/or microwave. There shall be no self-serve laundry facilities (for guests use) within the building. Access to each guest room shall be through an inside lobby supervised at all hours.

Improvements. The buildings, public utilities and facilities, and accessory structures built on or serving a property.

- A. *Public Improvements.* Any structure, owned by or to be dedicated to a government or a utility regulated by the Georgia Public Service Commission, together with its associated public land, easement or right-of-way, necessary to provide transportation, drainage, public or private utilities, or other public services such as education, recreation, or public safety.
- B. *Site Improvements.* Any structure, other than a principal building or a structure intended for dedication to public ownership, constructed to support or provide for the use or occupancy of a property, such as driveways, parking and loading areas, retaining walls and other earthen works, erosion and sedimentation control facilities, stormwater drains and detention facilities, and connections to public water, sewer or other utilities.

Industrial Park. A development that contains a number of separate industrial buildings and supporting uses on one or more lots, which is designed, planned, constructed and managed on an integrated and coordinated basis.

Industrialized Buildings. Prefabricated structures as defined in O.C.G.A. 110-2 and usually used for a limited time period such as for a site construction office, portable classroom and site real estate office.

Ingress. Access or entry.

EXHIBIT A

Island. In parking lot and street design, built-up curbs (and in parking lots usually placed at the end of parking rows) as a guide to traffic and also used for landscaping, signing or lighting.

Junk or Salvage Yards. Any area, lot, land, parcel, building or structure or part thereof used for the storage, processing, purchase, sale or abandonment of wastepaper, rags, scrap metal or other scrap or discarded goods, materials, machinery or two or more unregistered, inoperable vehicles or other type of junk. See Also "Recycling Center."

Kenel. An establishment in which more than six dogs or other domesticated animals more than one year old may be housed, groomed, bred, boarded, trained or sold.

Land Disturbance Permit. A permit issued by the City that authorizes Development Activity, and includes, but is not limited to, activity related to soil erosion control, clearing and grubbing, grading, public and site improvements. This permit does not authorize building construction.

Land Use. See "Use," "Principal Use," and "Accessory Use."

Landscape Strip. A portion of a lot required to be reserved for, installed with, and maintained with vegetation. Such a strip may or may not be required to be of a linear form. No utilities or parking shall be allowed within a required landscape strip.

Loading Space, Off-street. A space or berth used for the loading or unloading of commercial vehicles, trucks or other vehicles.

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

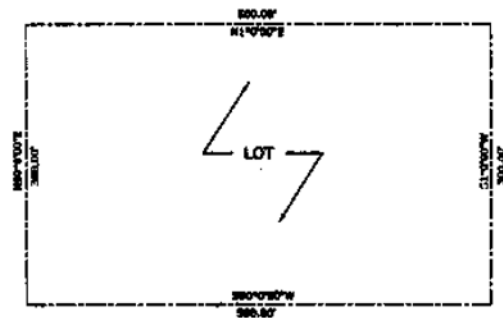
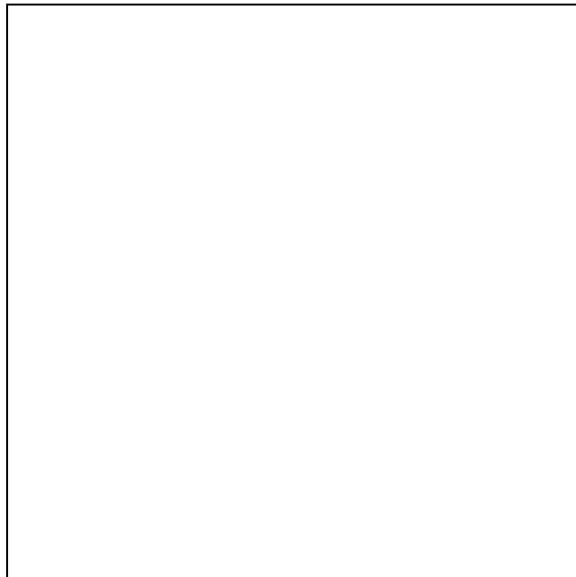
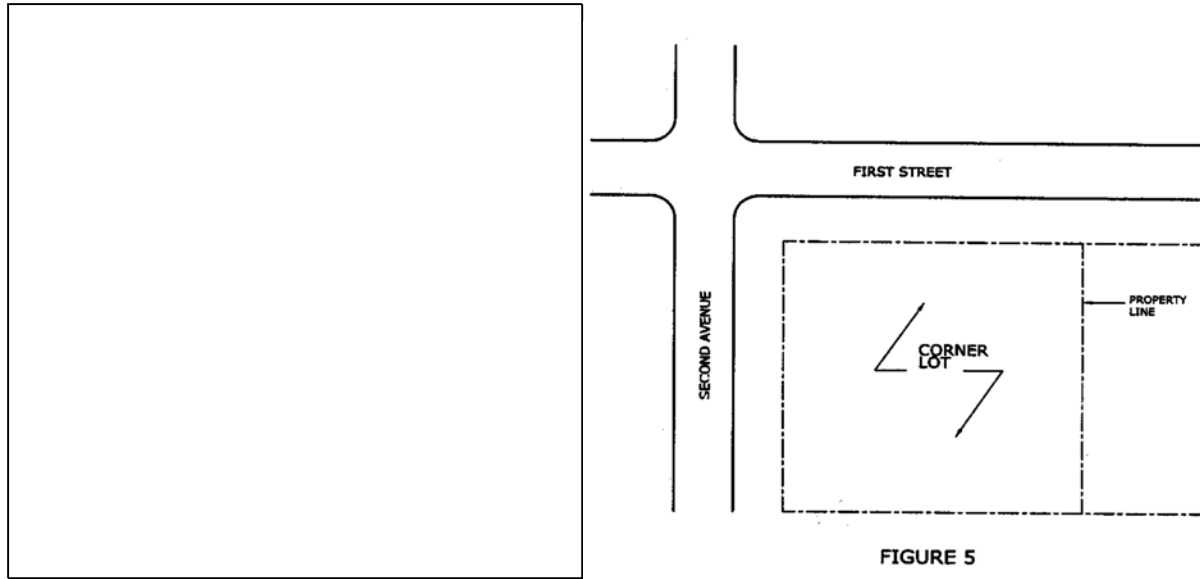


FIGURE 4

Lot Building Area. The portion of a lot located interior to the front, side and rear yard building setback lines; that is, the portion of a lot wherein a building may be located.

Lot, Corner. A lot abutting two or more streets at their intersection.

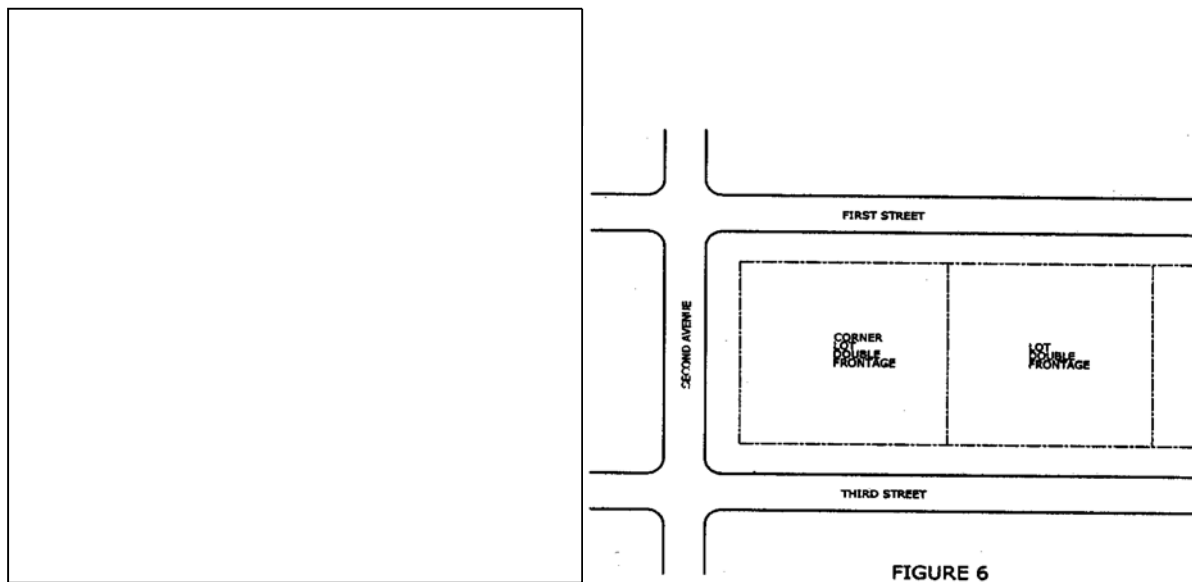
EXHIBIT A



Lot Coverage. That portion of the lot that is covered by buildings, structures, and any other impervious surface.

Lot Depth. The distance between front and rear lot lines. If front and rear lines of said lot are not parallel, such least dimension shall be deemed to be the lot depth.

Lot, Double Frontage. A lot which has frontage on more than one street, provided however, that no corner lot shall qualify as a double frontage lot unless said corner lot has frontage on three or more streets.



Lot, Flag. An "L" shaped lot whose frontage is provided by the driveway access which ties the buildable portion of the property to the street.

Lot Frontage. See "Frontage."

Lot Line. A line of record bounding a lot which divides one lot from another lot or from a street or any public space.

EXHIBIT A

- A. *Front Lot Line.* Any boundary line of a lot which is coterminous with a public street right-of-way line or private street easement line. For a corner lot, the narrow portion is usually considered the front.
- B. *Rear Lot Line.* Any boundary line of a lot which does not intersect with a street right-of-way or private street easement line and which is usually opposite of the front lot line.
- C. *Side Lot Line.* Any boundary line of a lot which intersects with a street right-of-way or private street easement line.

Lot of Record. A lot which exists as shown or described on a plat or deed recorded in the Office of the Clerk of the Superior Court of Fulton County.

Lot Width. The distance measured between side lot lines at the front minimum setback line between intersecting lot lines.

Lot Width—Cul-de-sac. The distance measured between side lot lines at the point of the property that is twice the front setback requirement from the front property line.

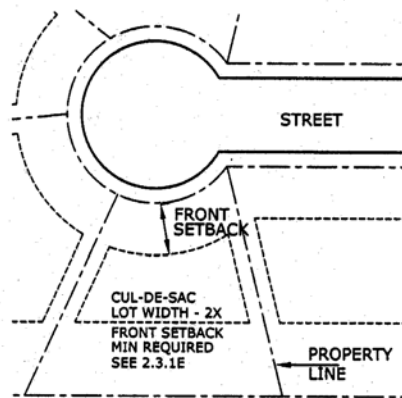
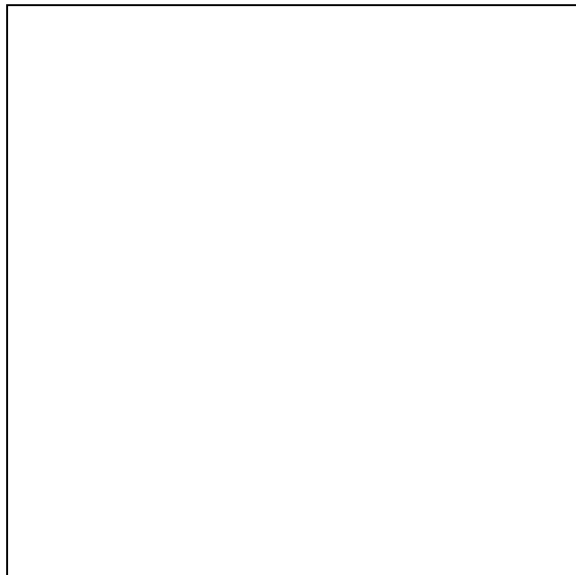


FIG 7

Mansard Façade. An architectural appendage or embellishment to a flat topped structure which is attached to the front external wall and if intended to create the appearance of a mansard roof. See also "Roof."

Manufactured Building. A factory-built, structure that meets national standards for manufactured buildings.

Manufacturing, Heavy. The extraction of natural resources or the transformation of raw materials through mechanical or chemical means into new products ready for assembly, fabrication or use in the production of finished goods.

Manufacturing, Light. The fabrication or assembly of parts into a finished product or component products.

Marquee. Any hood, canopy, awning or permanent construction which projects from a wall of a building, usually above an entrance.

Massage Therapy. ~~Any use, other than a hospital or clinic, where non-medical manipulative devices or exercises are practiced upon the human body by someone other than a licensed medical professional.~~ The manipulation and/or treatment of soft tissues of the body, including, but not limited to, the use of effleurage, petrissage, pressure, friction, tapotement, kneading, vibration, range of motion stretches, a system of structured touch, pressure, movement, and holding to the soft tissue of the body, and any other

EXHIBIT A

soft tissue manipulation whether manual or by use of massage apparatus, and may include the use of water, oils, lotions, creams, lubricants, salt glows or scrubs, hydrotherapy, heliotherapy, hot packs, cold packs or other topical preparations. Such business shall be located within a zoning category allowing retail use, shall not occupy more than 4,000 sq. ft. and shall not be closer than 2,000 ft. to a comparable business. The term "massage" or "massage therapy" shall not include diagnosis, the prescribing of drugs or medicines, spinal or other joint manipulations, or any service or procedure when performed by a person who is licensed by the state to practice chiropractic, physical therapy, podiatry or medicine. Further, the term "massage" or "massage therapy" shall not include the following when lawfully performed by a natural person licensed or certified by the state board of cosmetology while engaged in the practice authorized by such state license (or certificate of registration) in accordance with, and as further regulated by, the state licensing laws set forth in O.C.G.A. § 43-10-1 et seq.:

- (1) Touching of the scalp or face by a state-licensed barber or cosmetologist;
- (2) Touching of the hands or feet by a state-licensed nail technician or cosmetologist; and
- (3) Touching of the face, neck, décolletage, or arms by a state-licensed esthetician or cosmetologist.

It shall be unlawful to establish a massage establishment in the city, unless said establishment is located:

- (1) At least 300 feet from State Route 9;
- (2) At least 300 feet from State Route 120; and
- (3) At least 300 feet from any parcel occupied by a house of worship, public or private elementary or secondary school, public park, state-licensed day care facility, or any residence.

The foregoing minimum distance requirements shall not apply to any massage establishment located within a mixed use development in the MU district. For the purpose of this subsection, measurements shall be made in a straight line in all directions without regard to intervening structures or objects, from the closest point on a boundary line of the massage establishment parcel to the closest point on the State Route 9 or State Route 120 right-of-way, or to the closest point on a boundary line of any parcel containing a house of worship, public or private elementary or secondary school, public park, or residence.

Master Plan. A plan map and associated statement of intent which, at least, includes a depiction of pods, roads, buffers, flood areas, permitted uses and development regulations which represents the framework for development activity on a property. See also "Concept Plan."

Median Break or Cut. Any interruption in the curb separating opposing vehicular travel lanes of a street for the purpose of allowing ingress or egress by left turning movements to a street, or abutting property.

Metes and Bounds. A method of describing the boundaries of land by directions and distances from a known point of reference.

Mezzanine. An intermediate floor between two other stories that does not contain more than 1/3 of the area of the floor below it.

Mini-Warehouse. A structure containing separate storage spaces of varying sizes leased or rented on an individual basis.

Mobile Home. A structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used as a dwelling. 'For-Sale', with or without a permanent foundation when connected to public utilities. The term mobile home shall not include motorized vehicles with temporary living quarters. Mobile homes built after 1976 are referred to as "Manufactured Homes" or "Industrialized Buildings".

Mobile Home Park. A site with required public and/or private improvements and utilities for the long-term parking of two or more mobile homes or manufactured homes each on a single lot, and which may

EXHIBIT A

include such accessory uses as retail convenience sales, Laundromat, and recreational facilities for the exclusive use of residents.

Motel. See "Hotel".

Nail Salon. An establishment that offers nail care services such as manicures, pedicures, and nail enhancements, excluding such types of services requiring customers to disrobe.

Natural Resources Commission. The appointed natural resources commission (formerly known as the Tree Commission) for the City of Alpharetta.

Neighborhood Grocery. A facility with a floor area of at least 3,000 square feet but not more than 50,000 square feet that sells primarily grocery items such as prepackaged food, produce, meats, baked goods, beverages and similar food items intended for off-site consumption. At least 60% of the floor area of the facility shall be dedicated to the sale of said grocery items, including any immediately adjacent circulation and service areas, but not including storage.

Nonconforming Lot. A lot of record whose area, frontage, dimensions, or location were lawful prior to the adoption, revision, or amendment of this Ordinance, and which, by reason of such adoption, revision or amendment, no longer meets or exceeds one or more such requirements of the applicable zoning district.

Nonconforming Sign. Any structure or sign which was lawfully erected and maintained prior to the adoption, revision, or amendment of this Ordinance, and which by reason of such adoption, revision or amendment fails to conform to all applicable regulations and restrictions of this Ordinance.

Nonconforming Structure. A structure or building whose size, dimensions, or location on a property were lawful prior to the adoption, revision, or amendment of this Ordinance, but which, by reason of such adoption, revision, or amendment, no longer meets or conforms to one or more such requirements of this Ordinance.

Nonconforming Use. A use or activity that was lawful prior to the adoption, revision, or amendment of this Ordinance, but which, by reason of such adoption, revision, or amendment, is not a use or activity permitted by right or no longer meets or conforms to the requirements of this Ordinance.

Nursery, Plant. Land or greenhouses used to raise flowers, shrubs and plants for sale to distributors or for subsequent replanting by the owner, a landscape company or others. See also "Florist, Retail."

Nursery School. See "Day Care Center."

Nursing Home. An extended or intermediate care facility required to be licensed or approved by the State of Georgia to provide full-time convalescent or chronic care to individuals who, by reason of advanced age, chronic illness or infirmity, are unable to care for themselves.

Office. A room or group of rooms used for conducting the affairs of a business, profession, service, industry or government.

Office Building. A building used primarily for conducting the affairs of a business, profession, service, industry or government, or like activity, that may include ancillary services for office workers such as a restaurant, coffee shop, newspaper or candy stand.

Office Park. A development that contains a number of separate office buildings and supporting uses on one or more lots, which is designed, planned, constructed and managed on an integrated and coordinated basis.

Opaque. Impenetrable to view, or so obscuring to view that buildings, structures, and uses become visually indistinguishable.

Open Space. A privately or publicly owned area on the grounds of a premises outside of any principal building or parking area, which is open to the sky and set aside and intended for the outdoor enjoyment of occupants or visitors to the property, and which may but is not required to include such pedestrian oriented improvements as landscaping, walkway paths, pergolas, gazebos, bikeways, exercise or play equipment, and benches, and which may further include up to 20% of its area in water

EXHIBIT A

bodies or areas inappropriate for pedestrian use. Open space shall not include any other required open areas such as required building setbacks, buffers, landscape strips or other similar requirements of this ordinance. There are 2 types of open space: Civic space and Amenity space.

1. *Civic Space.* Portion of open space for public use defined by the combination of certain physical constants including the relationships among their intended use, their size, their landscaping, and their adjacent buildings. Civic space may include the following types: park, square, plaza, pocket park and playground.
2. *Amenity Space.* The covered or uncovered, but unenclosed, outdoor areas of at least 100 square feet each for use by the occupants, invitees and guests of the development and specifically excluding civic spaces and required sidewalks. Amenity spaces may include the following types: rooftop deck, balconies, patios and porches, outdoor dining areas, pool areas, athletic courts and similar uses, yards and lawns, gardens, hardscape areas improved for pedestrian enjoyment, wooded areas and runoff reduction measures such as bioretention areas and cisterns.

Outdoor Storage. The keeping, in an unroofed area of any goods, material, merchandise or vehicles in the same place for more than 24 hours.

Outdoor Vending. Sale and/or display of products in an area exposed to open air on two or more sides.

Owner. An individual, firm, association, syndicate, partnership or corporation having a majority proprietary interest in land or a building, or their authorized representative.

Parapet. That portion of a wall which extends above the roof line.

Parcel. A lot or tract of land, or several adjoining lots in common ownership.

Park Space. A public- or privately-owned area, which is set aside for the enjoyment for occupants or visitors to the property, and which may include both outdoor and indoor areas developed for active and/or passive recreation.

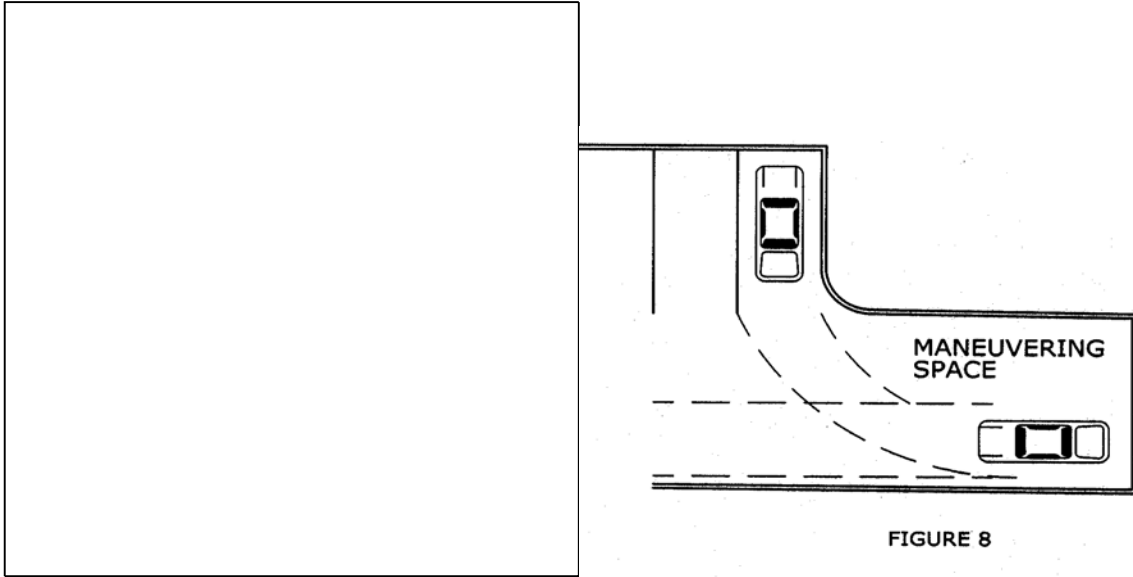
Parking Area. Any public or private area at grade or within a structure used for the express purpose of temporarily parking automobiles and other vehicles otherwise in operation for personal or business use.

Parking Garage. An accessory building or portion of a principal building used only for the private storage of motor vehicles as an accessory use.

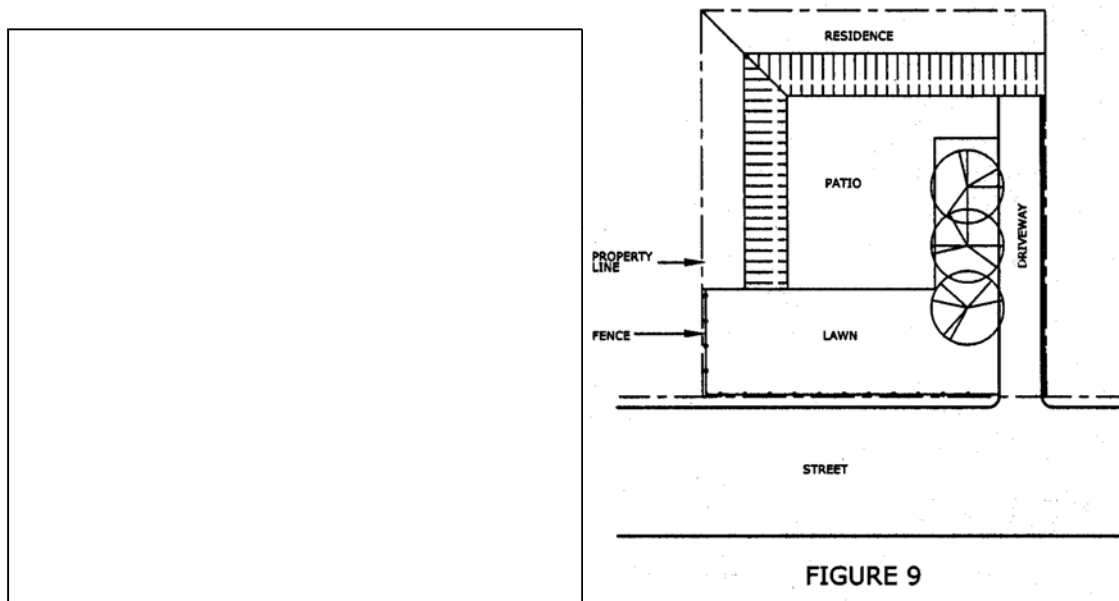
Parking Space. A space identified and set aside for the temporary parking of an automobile or other motor vehicle which is subdivided into the following categories:

- A. *Compact Car Parking Space.* A designated space not less than 8 feet by 16 feet expressly provided within a parking area for purposes of temporarily parking a compact car or other compact motor vehicle.
- B. *Handicapped Parking Space.* A designated space not less than thirteen feet in width (including loading area) and twenty feet in length, laid out and designated by signage in accordance with the requirements of the Georgia Accessibility Code for Buildings and Facilities.
- C. *Handicap - Van Only.* A designated space not less than sixteen feet in width including loading area and twenty feet in length.
- D. *Regular Parking Space.* A designated space not less than 9 feet in width by 19 feet in length.

EXHIBIT A



Patio House. A 'For-Sale' dwelling in which most, or all, of a lot is used with yard space combined instead of divided. Front, rear and side yard are consolidated into one garden area, either partially or completely bordered by rooms or enclosed by walls. See also "Zero Lot Line."



Pedestrian Walkway. A right-of-way within a block dedicated to public use, five feet or more in width, intended primarily for pedestrians or bicycles and other non-motorized vehicles.

Perimeter. The boundaries or borders of a lot, tract or parcel of land.

Permit. Written governmental permission issued by an authorized official, empowering the holder thereof to do some act not forbidden by law, but not allowed without such authorization.

Permitted Use. Any use allowed in a zoning district and subject to the restrictions applicable to that zoning district.

Person. Any individual, corporation, association, firm, partnership or other legal entity.

EXHIBIT A

Pet Day Care. A facility that provides care on a regular basis to household animals for a period of less than 24 hours with no overnight accommodations.

Planned Center, Office, Commercial or Industrial. A group of rental stores, service establishments, offices, industries and any other businesses planned to serve the public, which is in common ownership or condominium ownership.

Planning Commission. The appointed Planning Commission of the City of Alpharetta, Georgia.

Planted Area. An area of living plant material created for the purpose of establishing open space and consisting of a minimum of 50% of the area devoted to trees and shrubs.

Plat. (1) a map representing a tract of land, showing the boundaries and location of individual properties and streets; (2) a map of a subdivision or site plan.

Plat, Final. The final map of all or a portion of a subdivision which is presented to the proper review authority for final approval and recorded in the office of the Clerk of Superior Court of Fulton County.

Plat, Minor. A division of a tract or parcel of land into not more than four (4) lots and does not dedicate or offer for dedication any new street or require construction of any private road for access to any lots and does not require extension of sanitary sewer, stormwater, or water mains to service lots.

Plat, Preliminary. A preliminary map indicating the proposed layout of the subdivision or site plan which is submitted to the proper review authority for consideration and preliminary approval.

Portable. See Industrialized Buildings.

Premises. An area of land with its appurtenances and buildings which, because of its unity of use, is one unit of real estate.

Principal Building. The building or other structure within which is conducted (or intended to be conducted) the principal use of the lot on which said building is situated.

Principal Use. The primary or predominant use of any lot.

Prohibited Use. A use that is not permitted in a zoning district by right as a principal use, as an accessory use, or as a conditional use.

Public Space. A public- or privately-owned area, which is set aside for the enjoyment for occupants or visitors to the property, and which is developed for recreation, entertainment, and/or civic purposes and may include plazas, outdoor theaters, sculpture gardens, parks, playgrounds, community gardens, or other areas where people can gather. Areas that are restricted to the general public, like residential amenities, may not be included within the public space requirement.

Recreation Facility. A place designed and equipped for the conduct of sports, leisure time activities and other customary and usual recreational activities.

1. *Recreation Facilities, Indoor.* Recreational uses conducted almost wholly indoors, including bowling alley, skating rink, shooting range, health club, etc.
2. *Recreation Facilities, Outdoors.* Recreational uses conducted almost wholly outdoors, including ball fields, soccer, etc.

Recycling Center. A use operated exclusively for the collection and temporary storage of used paper, glass, metal, and similar materials suitable for reprocessing, which are transported elsewhere for separating, processing, or storage.

Rental Services Establishment. Any business establishment which rents or leases items of personal property such as tools, appliances and equipment to the general public.

Residence. A dwelling unit.

Restaurant. An establishment where food and drink are prepared, served and consumed primarily within the principal building, and without a drive-in or drive-thru component.

EXHIBIT A

Restaurant, Drive-thru or Fast-Food. Any establishment, building or structure where food or drink are served for consumption, either on or off the premises, with drive-thru components. This definition shall not include otherwise permitted restaurants where outdoor table service is provided to customers in outdoor dining areas.

Retail Establishment, Mixed Sales. Any business establishment selling a wide variety of goods arranged in several departments including, but not limited to, hardware, automotive, sporting goods, audio and video equipment, and clothing.

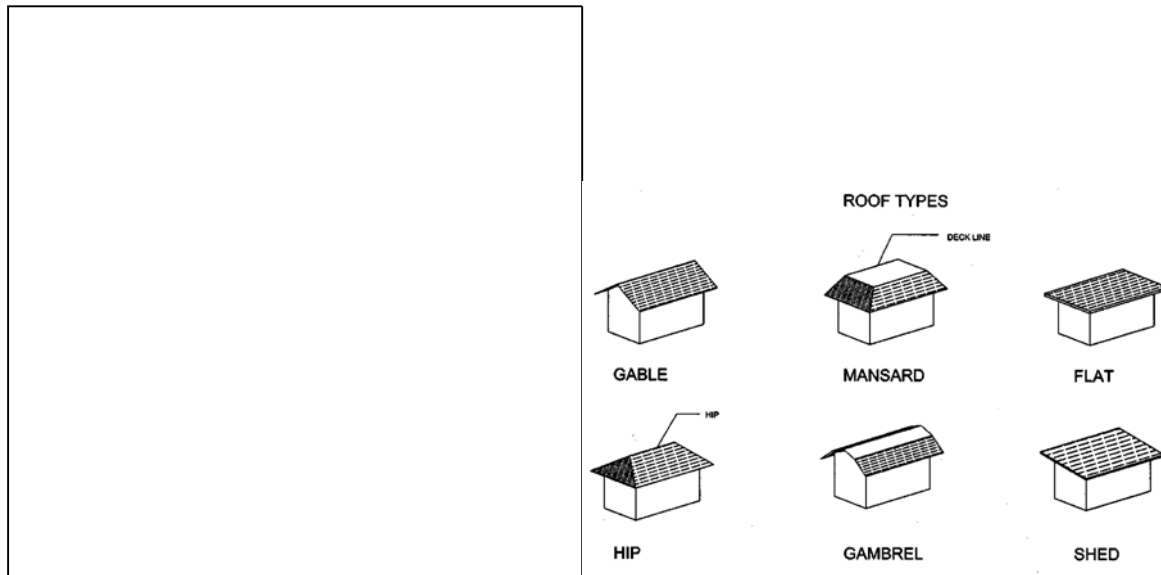
Retail Sales Establishment. A business principally engaged in offering a category of similar goods or products for sale to the general public, such as grocery store, hardware store, pharmacy, clothing shop, home furnishings store, office supplies store, and the like.

Retail Services Establishment. A business principally engaged in providing a service, as opposed to products, to the general public, such as a banking or financial institution, real estate or insurance office, barber or beauty shop, travel agency, amusement or recreation center, health clinic, legal firm, professional service, and the like.

Retail Strip Center. A group of retail stores designed as one development and being less than 50,000 square feet in size.

Right-of-Way. A strip of land occupied or intended to be occupied by a street, sidewalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, or for another special purpose use. Rights-of-way intended for streets, crosswalks, water mains, sanitary sewers, sewers, storm drains, or any other use involving maintenance by a public agency shall be dedicated to public use in fee simple.

Roof. The outside top covering of a building.



Salvage Yard. A facility or area for storing, keeping, selling, dismantling, shredding, compressing, or salvaging scrap or discarded material.

School, Academic. Any building or part thereof which is designed, constructed or used for education or instruction following the same curriculum offered in a public elementary, secondary, trade or technical, or higher education facility, and accredited to award diplomas as such.

School, Commercial. Any building or part thereof which is designed, constructed or used for education or instruction in any branch of knowledge or vocational pursuit, other than an academic school.

EXHIBIT A

Semipublic Use. A use owned or operated by a nonprofit, religious, or educational institution for the purpose of providing educational, cultural, recreational, religious, or social services to the general public.

Service Drive. A minor, permanent, public right-of-way which is used primarily for vehicular service access to the back or side of properties otherwise abutting on a street.

Setback. The straight line distance between a street right-of-way or a lot line and the nearest point of a structure or building or projection therefrom (excluding steps, roof overhang, chimneys, bay windows and patios).

Setback, Front Cul-de-Sac.

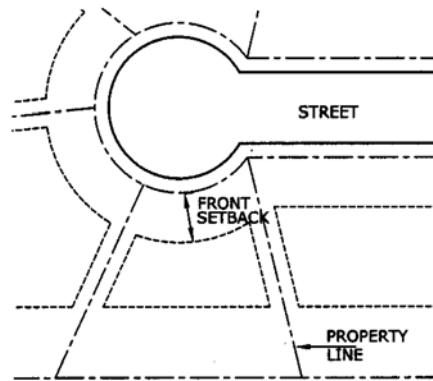
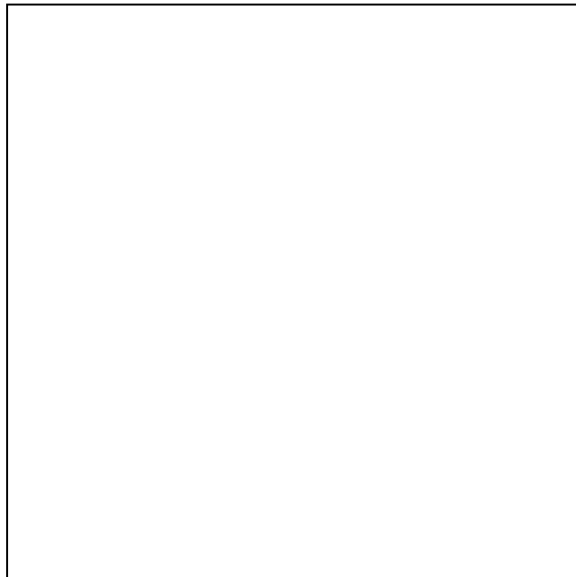


FIG 11

Setback, Minimum. The shortest distance allowed between a property line and any principal or accessory building on a lot, not including any required buffer areas. Minimum setback requirements for buildings are associated with the type of lot line from which the setback is taken; for instance, a "side yard setback" is measured from a side lot line.

Shopping Center. A group of retail sales or services establishments planned, constructed and managed as a total entity with customer and employee parking provided on-site, provision for goods delivery separated from customer access, aesthetic considerations and protection from the elements with a total size of at least 50,000 square feet.

Shopping Center, Specialty. A shopping center whose shops cater to a specific market and are linked together by an architectural, historical or geographic theme or by a commonality of goods and services.

Sidewalk. A paved, surfaced or leveled area, paralleling and usually separated from the street, used as a pedestrian walkway.

Sign. See Article II, Section 2.6, for all definitions relating to signs.

Site Plan. A plan accurately drawn to scale of a development project, depicting the buildings proposed to be placed on the property, related public and site improvements on the site, and additional information as required by this Ordinance or conditions of zoning approval, and other applicable ordinances.

Smoke Shop and Tobacco Store. Any premises dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of tobacco, tobacco products, or tobacco instruments; provided, however, that any grocery store, supermarket, convenience store or similar retail use that only sells

EXHIBIT A

conventional cigars, cigarettes or tobacco as an ancillary sale shall not be defined as a "smoke shop and tobacco store".

Spa Services. A business that provides services requiring a customer to disrobe, which may include non-medical massage, other personal services such as skin, nail, hair treatments, hair removal/waxing, ~~and such types of services requiring a customer to disrobe~~, and may have the sale of associated retail products. Such business shall be located within a ~~retail-center zoning category allowing retail use~~, shall not occupy more than 4,000 sq. ft. and shall not be closer than 2,000 ft. to a comparable business. The term "spa establishment" shall not include hospitals or other professional health care establishments separately licensed as such by the state.

It shall be unlawful to establish a spa establishment in the city, unless said establishment is located:

- (1) At least 300 feet from State Route 9;
- (2) At least 300 feet from State Route 120; and
- (3) At least 300 feet from any parcel occupied by a house of worship, public or private elementary or secondary school, public park, state-licensed day care facility, or any residence.

The foregoing minimum distance requirements shall not apply to any spa establishment located within a mixed use development in the MU district. For the purpose of this subsection, measurements shall be made in a straight line in all directions without regard to intervening structures or objects, from the closest point on a boundary line of the spa establishment parcel to the closest point on the State Route 9 or State Route 120 right-of-way, or to the closest point on a boundary line of any parcel containing a house of worship, public or private elementary or secondary school, public park, or residence.

Special Care Home. An accessory use in a 'For-Sale' dwelling occupied by one or more persons related by blood, adoption, guardianship or marriage and/or not more than three unrelated persons, some of whom are in need of special care, living together as a nonprofit housekeeping unit. The term "special care home" shall include a home for adolescents, a home for physically handicapped persons and a home for mentally handicapped persons. The term "special care home" shall not include the business of operating a boarding house, rooming house or other similar establishment. Additionally, the term shall not include a penal institution, any place for persons convicted of a crime or any place for persons found to be juvenile delinquents.

Storage, Climate Controlled. A facility consisting of a building or group of buildings that contain individual storage units of varying sizes in a climate controlled environment where customer access is through a lobby and where no commercial transactions or activities take place other than the rental of the storage units (permitted in L-I only).

Storage, Mini-Warehouse. A facility consisting of a building or group of buildings that are surrounded by a security fence with controlled access and which contains individual storage units of varying sizes whose doors open directly to the outside and where no commercial transactions or activities take place other than the rental of the storage units.

Storefront Street. A street, that by virtue of its pre-existing pedestrian-supportive qualities, or its future importance to pedestrian connectivity, requires that new development along it achieves a high standard of design and pedestrian orientation.

Storm Water Management Report. A report prepared by a Professional Engineer registered in the State of Georgia that details the pre and post development activity hydrologic conditions.

Story. That portion of a building, other than a basement, included between the surface of any floor and the surface of the floor next above, or if there is no floor above, the space between the floor and the ceiling next above. Each floor or level in a multi-story building used for parking, even if below grade, shall be classified as a story.

Street. A dedicated and accepted public right-of-way for vehicular traffic from which direct access may be gained to abutting properties, or an easement or private right-of-way approved by the City Council

EXHIBIT A

to serve such purpose. The term "street" shall refer to the full width located between the limits of the right-of-way or easement, and not be limited to the roadway itself.

- A. *Principal Arterials* —are those streets and highways which serve major activity centers and emphasize traffic service rather than access to abutting land access. Principal arterials include all limited access freeways, expressways or parkways, and carry a high proportion of total area travel on a minimum of mileage.
- B. *Major Arterials* —are those streets which interconnect with the principal arterial system and provide service to trips of moderate length with emphasis on both traffic service and land access and generally do not penetrate identifiable single family residential neighborhoods.
- C. *Minor Arterials* —provide intra-community continuity but should not penetrate identifiable neighborhoods.
- D. *Collector Streets* —distribute trips from arterial street to their ultimate origin or destination. Collector streets provide a greater level of land access than arterial streets, may enter or traverse identifiable neighborhoods, and rarely serve significant volumes of through traffic.
- E. *Local Streets* —comprise all facilities not classified as arterial or collector. Local streets provide land access with service to through traffic being actively discouraged.

Street, Future Right-of-Way Line. The right-of-way line which is anticipated by the City, State or other agency for future development.

Street Right-of-Way Line. The limit of public ownership or private easement for property containing or intended to contain a street, dividing it from an adjacent lot.

Structure. A combination of materials to form a construction for use, occupancy or ornamentation which is fastened or attached to the ground.

Structure Height. The vertical distance to the highest point of a structure, as measured in the same manner as "Building Height" herein.

Subdivision. The division of a lot, tract or parcel of land into 2 or more lots, tracts, parcels or other divisions of land for sale, development, finance or lease.

Swimming Pool. A water-filled enclosure, permanently constructed or portable, having a depth of more than 18 inches below the level of the surrounding land, or an above-surface pool having a depth of more than 30 inches, designed, used and maintained for swimming and bathing.

Temporary Use. A use established for a fixed period of time with the intent to discontinue such use upon the expiration of the time period.

Theater. A building or part of a building devoted to showing motion pictures, or for dramatic, musical or live performances.

Townhouse/Rowhouse. A building type consisting of at least three, but not more than eight independent units that are attached by common side walls in a linear arrangement. Each unit occupies the space from the ground to the roof and normally has at least two, but no more than four floors. Such units typically feature a primary entrance on the front elevation and variations in materials, colors and/or windows to create a visual distinction between each of the attached units.

Tract. See "Lot."

Tree. See Article III, Section 3.2, for definitions relating to tree protection.

Use. The purpose for which a property or structure is designed, intended, reserved, or occupied.

Use, Accessory. See "Accessory Use."

Use, Conditional. See "Conditional Use."

Use, Principal. See "Principal Use."

EXHIBIT A

Variance. Permission granted under circumstances prescribed herein to depart from the specific requirements of this Ordinance.

Vehicle for Hire Company. An establishment offering to transport passengers for a fee in any motorized or animal-drawn vehicle, the charges for which are determined by agreement, mileage or by the length of time for which the vehicle is engaged and also described as a taxi or limousine service.

Warehouse. A building used primarily for the storage of goods and materials. See also "Mini-Warehouse."

Wholesale Trade. Establishments or places of business primarily engaged in selling merchandise to retailers; to industrial, commercial, institutional or professional business users, or to other wholesalers; or acting as agents or brokers and buying merchandise for, or selling merchandise to, such individuals or companies.

Wireless Telecommunications Facilities. See Section 2.8 for definition of 'wireless tower.'

Yard. An area that lies between the buildings on a lot and the nearest lot line.

1. *Front Yard.* A yard situated along any public street right-of-way or private street easement.
2. *Rear Yard.* A yard situated along a rear lot line.
3. *Side Yard.* A yard situated along a side lot line.

EXHIBIT A

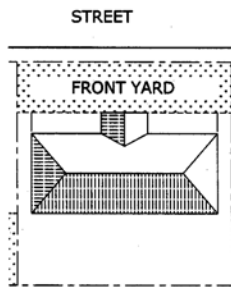
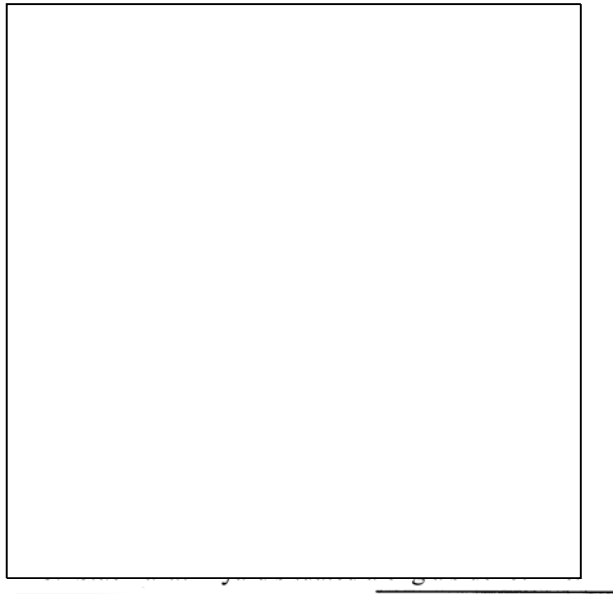


FIG 12

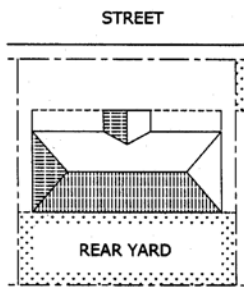


FIG 13

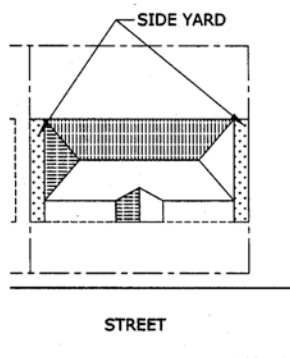


FIG 14

Zero Lot Line. The location of a building on a lot in such a manner that one or more of the building's sides rest directly on a lot line.

Zoning Change. An amendment to the Official Zoning Map or other action having the result of rezoning a property, approval of a Conditional Use on a particular property, or a change in conditions of approval applied to the zoning or conditional uses pertaining to a property.

EXHIBIT A

Zoning Map. The Official Zoning Map of the City of Alpharetta, Georgia, which may include a series of maps in section.

([Ord. No. 689, § 1, 6-2-2014](#) ; [Ord. No. 702, § 1\(Exh. A\), 3-2-2015](#) ; [Ord. No. 704, § 1, 6-1-2015](#) ; [Ord. No. 715, § 1, 9-28-2015](#); [Ord. No. 718, § 1, 12-14-2015](#); [Ord. No. 730, § 1, 12-5-2016](#); [Ord. No. 741, § 1, 6-5-2017](#); [Ord. No. 744, § 1, 7-10-2017](#); [Ord. No. 749, § 1, 9-18-2017](#); [Ord. No. 772, § 1, 2-4-2019](#))

EXHIBIT B

Council changes highlighted below.

ARTICLE IX. - MESSAGE AND SPA ESTABLISHMENTS^[5]

Footnotes:

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State Law reference— Massage therapy practice, O.C.G.A. § 43-24A-22 et seq.

Sec. 10-275. - Purpose and legislative findings.

The Georgia General Assembly has declared that the practice of massage therapy is an activity affecting the public interest and involving the health, safety, and welfare of the public, and that the practice of massage therapy by a person who is not licensed under the Georgia Massage Therapy Practice Act (O.C.G.A. § 43-24A-1 et seq.) is a public nuisance, and harmful to the public health, safety, and welfare. The city council agrees with those findings. Furthermore, the city council finds that, for many massage establishments, the business in fact is sexual conduct or the intimation of sexual conduct, rather than lawful massage therapy. Such establishments offer massage services as a subterfuge for prostitution, masturbation for hire, and other paid sexual contact, which are harmful to the public health, safety, and welfare. There is difficulty and expense in conclusively distinguishing between such establishments and legitimate massage establishments, but one rational distinction is whether the establishment has a relationship with a corporate or franchising hierarchy, which would tend to safeguard against unlawful sexual activities on the massage establishment premises. It is a purpose of this article to impose licensing requirements to help prevent illegal massage, prostitution, and related sex crimes, yet without hindering legitimate massage establishments operating under a business structure with external oversight that serves that purpose. Pursuant to O.C.G.A. § 43-24A-22 (allowing local regulation of massage businesses and of persons not licensed by the state), it is the purpose of this article to regulate the operation of massage establishments and spa establishments, and to regulate employees of such establishments who are not licensed as massage therapists by the state, as an exercise of the city's police power in order to protect the health, safety and general welfare of the citizens of the city.

(Ord. No. 723, § 12-161, 4-4-2016)

Sec. 10-276. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant means any person, firm, corporation, or other legal entity applying for a license to operate a massage establishment or spa establishment, as defined herein, or a person applying for a work permit, as provided for herein.

Employee means any person who performs any service on the premises of a massage establishment or spa establishment, on a full-time, part-time, or contract basis, regardless of whether the person is denominated an employee, independent contractor, agent, apprentice, trainee, or otherwise. The term "employee" does not include a person who is licensed or provisionally permitted pursuant to the Georgia Massage Therapy Practice Act (O.C.G.A. § 43-24A-1 et seq.), or a person exclusively on the premises for repair or maintenance of the premises or for the delivery of goods to the premises.

Hearing officer means the city administrator, or his/her designee, appointed to conduct hearings under this article.

Massage or massage therapy means the manipulation and/or treatment of soft tissues of the body, including, but not limited to, the use of effleurage, petrissage, pressure, friction, tapotement, kneading, vibration, range of motion stretches, a system of structured touch, pressure, movement, and holding to the soft tissue of the body, and any other soft tissue manipulation whether manual or by use of massage apparatus, and may include the use of water, oils, lotions, creams, lubricants, salt glows or scrubs, hydrotherapy, heliotherapy, hot packs, cold packs or other topical preparations. **Such business shall be located within a zoning category allowing retail use, shall not occupy more than 4,000 sq. ft. and shall not**

EXHIBIT B

be closer than 2,000 ft. to a comparable business. The term "massage" or "massage therapy" shall not include diagnosis, the prescribing of drugs or medicines, spinal or other joint manipulations, or any service or procedure when performed by a person who is licensed by the state to practice chiropractic, physical therapy, podiatry or medicine. Further, the term "massage" or "massage therapy" shall not include the following when lawfully performed by a natural person licensed or certified by the state board of cosmetology while engaged in the practice authorized by such state license (or certificate of registration) in accordance with, and as further regulated by, the state licensing laws set forth in O.C.G.A. § 43-10-1 et seq.:

- (1) Touching of the scalp or face by a state-licensed barber or cosmetologist;
- (2) Touching of the hands or feet by a state-licensed nail technician or cosmetologist; and
- (3) Touching of the face, neck, décolletage, or arms by a state-licensed esthetician or cosmetologist.

It shall be unlawful to establish a massage establishment in the city, unless said establishment is located:

- (1) At least 300 feet from State Route 9;
- (2) At least 300 feet from State Route 120; and
- (3) At least 300 feet from any parcel occupied by a house of worship, public or private elementary or secondary school, public park, state-licensed day care facility, or any residence.

The foregoing minimum distance requirements shall not apply to any massage establishment located within a mixed use development in the MU district. For the purpose of this subsection, measurements shall be made in a straight line in all directions without regard to intervening structures or objects, from the closest point on a boundary line of the massage establishment parcel to the closest point on the State Route 9 or State Route 120 right-of-way, or to the closest point on a boundary line of any parcel containing a house of worship, public or private elementary or secondary school, public park, or residence.

Massage apparatus means any manual, mechanical, hydraulic, hydrokinetic, electric or electronic device or instrument or any device or instrument operated by manual, mechanical, hydraulic, hydrokinetic or electric power for the purpose of administering a massage.

Massage establishment means a commercial establishment where any person offers or engages in massage or massage therapy. The term "massage establishment" shall not include hospitals or other professional health care establishments separately licensed as such by the state.

Premises means the real property, or portion thereof, upon which the massage establishment or spa establishment is located, including, but not limited to, the establishment and the grounds, private walkways, and parking lots and/or parking garages under the ownership or control of the establishment.

Spa establishment means a business that provides services requiring a customer to disrobe, which may include non-medical massage, other personal services such as skin, nail, hair treatments, hair removal/waxing, and may have the sale of associated retail products. Such business shall be located within a zoning category allowing retail use, shall not occupy more than 4,000 sq. ft. and shall not be closer than 2,000 ft. to a comparable business. ~~commercial establishment that offers or engages in personal services that call for the patron to disrobe, such as body wraps, hydro-mineral wraps, body polishes, body washes, baths and hydro-tub soaks.~~ The term "spa establishment" shall not include hospitals or other professional health care establishments separately licensed as such by the state.

It shall be unlawful to establish a spa establishment in the city, unless said establishment is located:

- (1) At least 300 feet from State Route 9;
- (2) At least 300 feet from State Route 120; and
- (3) At least 300 feet from any parcel occupied by a house of worship, public or private elementary or secondary school, public park, state-licensed day care facility, or any residence.

EXHIBIT B

The foregoing minimum distance requirements shall not apply to any spa establishment located within a mixed use development in the MU district. For the purpose of this subsection, measurements shall be made in a straight line in all directions without regard to intervening structures or objects, from the closest point on a boundary line of the spa establishment parcel to the closest point on the State Route 9 or State Route 120 right-of-way, or to the closest point on a boundary line of any parcel containing a house of worship, public or private elementary or secondary school, public park, or residence.

Specified criminal activity means any of the following specified crimes:

- (1) Illegal gambling;
- (2) Prostitution, keeping a place of prostitution, pimping, pandering, pandering by compulsion, masturbation for hire, sodomy, aggravated sodomy, rape, child molestation, sexual assault, sexual battery, aggravated sexual assault, aggravated sexual battery, or public indecency;
- (3) Obscenity, disseminating or displaying matter harmful to a minor, or use of a child in a sexual performance;
- (4) Any offense related to any massage establishment or spa establishment or which is related to the regulatory purposes of this article, including controlled substance offenses, tax violations, racketeering, crimes involving sex, crimes involving prostitution, or crimes involving obscenity;
- (5) Any attempt, solicitation, or conspiracy to commit one of the foregoing offenses; or
- (6) Any offense in another jurisdiction that, had the predicate act been committed in Georgia, would have constituted any of the foregoing offenses.

(Ord. No. 723, § 12-162, 4-4-2016)

Sec. 10-277. - Penalties.

Any person violating any of the provisions of this article shall be punished as provided in section 1-8. Nothing in this section and no action taken hereunder shall be held to exclude such other civil, criminal, or administrative proceedings as may be authorized by other provisions of this Code or any of the laws in force in the city, or to exempt anyone violating this Code or any part of said laws from any penalty which may be incurred.

(Ord. No. 723, § 12-163, 4-4-2016)

Sec. 10-278. - Scope of regulations.

- (a) All licenses and work permits issued under this article shall constitute a mere privilege to operate or work at the establishment specified in the license or work permit during the term of the license or work permit only, and shall be subject to all terms and conditions imposed by the city, the county and the state.
- (b) This article shall not be enforced against:
 - (1) Any natural person who is a physician, chiropractor, physical therapist, or similar professional licensed and regulated by or through the state while engaged in the practice of the profession for which the person is licensed by the state;
 - (2) Any hospital or other professional health care establishment, including a physician's, physical therapist's, or chiropractor's office, separately licensed as such by the state;
 - (3) Any natural person who is a massage therapist licensed by the state under the Georgia Massage Therapy Practice Act (O.C.G.A. § 43-24A-1 et seq.) while engaged in the practice of massage therapy as authorized and regulated under said Act; notwithstanding the foregoing exception, the provisions of this article regulating massage establishments and spa establishments and the operation of such establishments shall be enforced against any such person to the extent such person owns, operates or manages a massage establishment or spa

EXHIBIT B

establishment or supervises the employees thereof, unless otherwise expressly excepted herein; or

- (4) Any other individual or entity expressly exempted from local legislation by the laws of the state.
- (c) Licenses and work permits issued before the adoption of the ordinance from which this article is derived shall continue in effect for their original terms, subject to the regulations provided herein, including the revocation provisions in section 10-284, as amended.
- (d) All massage establishments, spa establishments, and their employees shall comply with this article upon its adoption, including those that hold a license or a work permit issued before the adoption of the ordinance from which this article is derived.
- (e) The director of ~~public safety~~ Community Development may exempt a massage establishment or a spa establishment and its employees from the licensing requirements of sections 10-279 through 10-281 for a specified calendar year. An exemption under this subsection expires on December 31 of the year for which it was granted. Upon the expiration of an exemption, the establishment and its employees are subject to all requirements of sections 10-279 through 10-281. Any request for an exemption shall be submitted in writing to the director of ~~public safety~~ Community Development and is automatically rejected unless the director of ~~public safety~~ Community Development grants the exemption. An exemption, if granted by the director of ~~public safety~~ Community Development, shall be in writing and shall be based upon evaluation of the request according to the following standards:
 - (1) Whether the establishment is part of a chain that operates in multiple locations under common ownership, franchise agreements, or a similar arrangement that involves centralized control or corporate supervision;
 - (2) Whether persons who provide services to customers at the establishment hold state licenses;
 - (3) The establishment's, its owners', and its managers' histories relative to compliance with massage establishment or spa establishment licensing requirements;
 - (4) Whether the location used by the establishment has been free from association with unlawful activity for the last 12 months; and
 - (5) Whether the establishment is managed and operated by a person who has been continually licensed pursuant to the Georgia Massage Therapy Practice Act for at least seven years.

(Ord. No. 723, § 12-164, 4-4-2016)

Sec. 10-279. - Massage/spa establishment license required; application.

- (a) *Massage/spa establishment license required.* It shall be unlawful for any person or legal entity to operate a massage establishment or a spa establishment in the city without a valid massage/spa establishment license. This license requirement is in addition to obtaining an occupation tax certificate pursuant to article III of chapter 42 pertaining to taxation. ~~No more than 20 massage/spa establishment licenses may be in effect at a time. The city shall not issue a massage/spa establishment license that would result in more than 20 such establishments being licensed to operate simultaneously.~~
- (b) *Application.* An applicant for a massage/spa establishment license shall file in person at the city department of ~~public safety records division~~ Community Development a completed application made on a form provided by the city. The application must be executed by the person primarily responsible for the operation of the establishment. If the applicant is a partnership, limited liability company, corporation, or other legal entity, the application must also be executed by an officer, member, partner or shareholder, as applicable. Signatures on the application shall be notarized. An application shall be considered complete when it contains the information and/or items required in this subsection, accompanied by the annual regulatory fee:
 - (1) The applicant's full legal name and any other names used by the applicant in the preceding five years.

EXHIBIT B

- (2) A signed and sworn affidavit verifying the applicant's lawful presence in the United States as required by O.C.G.A. § 50-36-1. If the applicant is a partnership, limited liability company, corporation, or other legal entity, a signed and sworn affidavit verifying the lawful presence of each person who executes the application on behalf of the applicant.
- (3) A signed and sworn affidavit attesting that the applicant either uses the federal work authorization program in accordance with federal regulations or that the applicant employs fewer than 11 people or otherwise does not fall within the requirements of O.C.G.A. § 36-60-6.
- (4) Current business address and residential mailing address for the applicant.
- (5) The business name, location, legal description, mailing address and telephone number of the establishment.
- (6) If the applicant is a sole proprietor, written proof of age, in the form of a driver's license or a picture identification document containing the applicant's date of birth issued by an agency of a state or of the federal government.
- (7) If the applicant is not a sole proprietor, then the partnership, limited liability company, corporation, or other legal entity shall submit a complete list of the legal entity's:
 - a. Officers;
 - b. Directors;
 - c. Partners, members, or shareholders (natural persons) holding a ten percent or greater ownership interest in such legal entity, or if there is no shareholder (natural person) with at least a ten percent interest, the ten shareholders with the greatest ownership interest;
 - d. Employee or agent primarily responsible for operation of the massage or spa establishment; and
 - e. Written proof of age, in the form of a driver's license or a picture identification document containing the applicant's date of birth issued by an agency of a state or of the federal government for each person listed in subsections (b)(7)a through d of this section.
- (8) A statement of whether the applicant or any person listed in response to subsection (b)(7) of this section has been an owner, director, officer, partner, member, or shareholder of a massage establishment or spa establishment that has, in the previous five years (and at a time during which the person was so related to the establishment):
 - a. Been declared by a court of law to be a nuisance; or
 - b. Had its license to operate a massage establishment or a spa establishment revoked.
- (9) A statement of whether the applicant or any person listed in response to subsection (b)(7) of this section has within the previous five years been arrested for, convicted of, or pleaded guilty or entered a plea of nolo contendere to a specified criminal activity as defined in this article, and if so, each specified criminal activity involved, including the date, place, and jurisdiction of each such arrest and/or conviction.
- (10) A statement of whether the applicant or a person listed in response to subsection (b)(7) of this section has in the previous 12 months resided with someone who has been an owner, director, officer, partner, member, or shareholder of a massage establishment or spa establishment that has, in the previous five years (and at a time during which the person was so related to the establishment):
 - a. Been declared by a court of law to be a nuisance; or
 - b. Had its license to operate a massage establishment or a spa establishment revoked.
- (11) If the applicant is a partnership, limited liability company, corporation or other legal entity required to be chartered under the laws of the state or authorized by the secretary of state to do business in the state, such corporation must be chartered under the laws of the state or

EXHIBIT B

authorized by the secretary of state to do business in the state and must submit copies of the certificate of organization or incorporation, as applicable, and articles of organization or incorporation, as applicable.

- (12) A sworn and notarized statement of a registered agent who is a resident of the county and who is at least 18 years of age, required to be designated by a licensee to receive any process, notice or demand required or permitted by law or under this article to be served upon the applicant.
- (13) A statement as to whether the applicant is the owner of the premises wherein the establishment will be operated or the holder of a lease thereon for the period to be covered by the license. If the applicant is a lease holder, the following shall be submitted with the license application:
 - a. A copy of the lease; and
 - b. The written consent of the owner of the real property upon which the premises are located which demonstrates knowledge and acceptance of the applicant's proposed operation of a massage establishment or spa establishment on the subject property, grants permission to the applicant to submit the subject application, and acknowledges and represents that such real property owner has read and fully understands the requirements of this article, including, but not limited to, the provisions set forth in section 10-288.
- ~~(14) A copy of a \$25,000.00 surety bond, issued by a company approved to issue surety bonds by the state insurance commissioner, payable to the city upon the entry of an injunction by the county superior court against operation of the applicant's massage establishment or spa establishment due to unlawful operation of same while the applicant held a massage/spa establishment license under this article.~~
- (15) For every person on the premises who offers, or will offer, services for which a license under O.C.G.A. § 43-24A-1 et seq. is required, a copy of the state license for each such person as well as a color photograph, no smaller than two inches by two inches, showing the face, neck, and shoulders of each such person; or, if there are none, a statement certifying that the application is for the operation of a spa establishment only and that neither the establishment nor any person on the premises offers, or will offer, massage.

The information provided pursuant to subsection (b) of this section shall be supplemented in writing by certified mail, return receipt requested, to the city department of ~~public safety records division~~ Community Development within ten working days of a change of circumstances which would render the information originally submitted false or incomplete.

- (c) *Confidentiality.* The information provided by an applicant in connection with an application for a license under this article shall be maintained by the city department of ~~public safety records division~~ Community Development on a confidential basis, and such information may be disclosed to the public only as required under governing law. Any information protected by the right to privacy as recognized by state or federal law shall be redacted prior to any required disclosure under the Georgia Open Records Act or other applicable law.
- (d) *Issuance of license.* Upon the filing of a completed massage/spa establishment license application, the city shall cause to be conducted a criminal background investigation of the applicant and shall transmit a summary of the investigation results to the director of ~~public safety~~ Community Development or his /her designee. Within 60 days of the filing of the application, the director of ~~public safety~~ Community Development, or his /her designee, shall either issue a license to the applicant or issue a written notice of intent to deny the license to the applicant. The director of ~~public safety~~ Community Development, or his /her designee, shall issue the license unless:
 - (1) The applicant or a person listed in response to subsection (b)(7) of this section is less than 21 years of age.

EXHIBIT B

- (2) The applicant has failed to provide information required by this article for issuance of a license or has falsely answered a question or request for information on the application form.
 - (3) The applicant is neither the owner of the premises wherein the establishment will be operated, nor the holder of a lease thereon for the period to be covered by the license.
 - (4) The annual regulatory fee required by this article has not been paid.
 - (5) The establishment is not in compliance with the location requirements of this article or of any part of the Code. This provision shall not be grounds to deny a license to a massage establishment or spa establishment that was, in all respects, lawfully operating at the premises prior to the adoption of the location requirements of the ordinance from which this article is derived and that has continued to lawfully operate at the premises.
 - (6) The city has revoked a massage/spa establishment license at the premises within the previous 12 months.
 - (7) The applicant or a person listed in response to subsection (b)(7) of this section has been an owner, director, officer, partner, member, or shareholder of a massage establishment or spa establishment that has, in the previous five years (and at a time during which the person was so related to the establishment):
 - a. Been declared by a court of law to be a nuisance; or
 - b. Had its license to operate a massage establishment or a spa establishment revoked.
 - (8) The applicant or a person listed in response to subsection (b)(7) of this section has within the previous five years been convicted of, or pleaded guilty or entered a plea of nolo contendere to, a specified criminal activity, as defined in this article.
 - (9) The establishment does not comply with all applicable building, health, and life safety codes, or the building to be occupied does not have a valid, current certificate of occupancy.
 - (10) The applicant or a person listed in response to subsection (b)(7) of this section has in the previous 12 months resided with someone who has been an owner, director, officer, partner, member, or shareholder of a massage establishment or spa establishment that has, in the previous five years (and at a time during which the person was so related to the establishment):
 - a. Been declared by a court of law to be a nuisance; or
 - b. Had its license to operate a massage establishment or a spa establishment revoked.
 - ~~(11) The license, if issued, would result in more than 20 massage/spa establishment licenses being in effect at the time.~~
 - (12) The applicant is a partnership, limited liability company, corporation or other legal entity that is required to be chartered under the laws of the state or authorized by the secretary of state to do business in the state, but is not so chartered or authorized.
- (e) *License display.* A license, if issued, shall be issued in the name of the applicant. The license shall be posted in a conspicuous place at or near the entrance to the establishment so that it may be read at any time that the establishment is occupied by patrons or is open to the public.
- (f) *Employee permit display.* Massage establishments and spa establishments shall post each employee's work permit issued by the city in a conspicuous place at or near the entrance to the establishment so that it may be read at any time that the establishment is occupied by patrons or is open to the public.

(Ord. No. 723, § 12-165, 4-4-2016)

Sec. 10-280. - Regulatory fee; expiration.

EXHIBIT B

- (a) There shall be an annual regulatory fee, consisting of a non-refundable investigative fee and a license fee, for each massage and spa establishment licensed within the city. The investigative and license fees shall be set by the director of ~~public safety~~ Community Development. The full regulatory fee shall be paid with the license application and shall not be prorated under any circumstances. If the applicant withdraws the application or the license is denied, the applicant shall be refunded the full license fee paid. No refund shall be allowed once the license has been issued.
- (b) All licenses granted hereunder shall be for the calendar year and expire on December 31 of each year. Each subsequent application shall be treated as an initial application and the applicant shall be required to comply with all rules and regulations for the granting of licenses as if no previous license had been held. Existing licensees shall file applications by November 1 of each year for the following license year. Applications received after November 1 shall be subject to a ten percent late fee.
- (c) No license issued pursuant to this article shall be transferable. Upon change of ownership, even if only in part, a new application will be completed and submitted along with all necessary fees.

(Ord. No. 723, § 12-166, 4-4-2016)

Sec. 10-281. - Employee work permits required.

- (a) Massage/spa establishment work permit required. It shall be unlawful for any person to be an employee, as defined in this article, of a massage establishment or spa establishment in the city without a valid massage/spa establishment work permit issued under the terms of this article, except that a person who holds a valid massage/spa establishment license or who is listed in response to section 10-279(b)(7) (a) through (c) in relation to a valid massage/spa establishment license shall not be required to also obtain a massage/spa establishment work permit to be an employee at that particular licensed establishment. A person who works at more than one establishment shall obtain a separate work permit for each establishment. No applicant for a massage/spa establishment work permit shall work at a massage establishment or a spa establishment in the city until the applicant receives, and the establishment posts, the employee's work permit as required by this article. A receipt issued by the city is not a valid massage/spa establishment work permit and does not authorize the person to work in a massage establishment or spa establishment.
- (b) Application. An applicant for a massage/spa establishment work permit shall file in person at the city department of public safety, records division, a completed application made on a form provided by the city. The application must be signed and notarized. Applicants shall make themselves available for photographing. An application shall be considered complete when it contains the information and/or items required in this subsection (b), accompanied by the work permit fee:
 - (1) The applicant's full legal name and any other names used by the applicant in the preceding five years.
 - (2) Current business address or another mailing address for the applicant.
 - (3) Written proof of age, in the form of a driver's license or a picture identification document containing the applicant's date of birth issued by an agency of a state or of the federal government.
 - (4) A signed and sworn affidavit verifying the applicant's lawful presence in the United States as required by O.C.G.A. § 50-36-1.
 - (5) The name and address of the massage establishment or spa establishment for which the applicant seeks to obtain the work permit.
 - (6) A statement of whether the applicant has been an owner, director, officer, partner, member, or shareholder of a massage establishment or spa establishment that has, in the previous five years (and at a time during which the person was so related to the establishment):
 - a. Been declared by a court of law to be a nuisance; or
 - b. Had its license to operate a massage establishment or a spa establishment revoked.

EXHIBIT B

- (7) A statement of whether the applicant has within the previous five years been arrested for, convicted of, or pleaded guilty or entered a plea of nolo contendere to a specified criminal activity as defined in this article, and if so, each specified criminal activity involved, including the date, place, and jurisdiction of each such arrest and/or conviction.
- (8) A copy of the applicant's state massage therapy license and proof of continuing education credit.

The information provided pursuant to subsection (b) of this section shall be supplemented in writing by certified mail, return receipt requested, to the city department of public safety, records division, within ten (10) working days of a change of circumstances which would render the information originally submitted false or incomplete.

- (c) The information provided by an applicant in connection with an application for a work permit under this article shall be maintained by the city department of public safety, records division, on a confidential basis, and such information may be disclosed to the public only as required under governing law. Any information protected by the right to privacy as recognized by state or federal law shall be redacted prior to any required disclosure under the Georgia Open Records Act or other applicable law.
- (d) Issuance of work permit. Upon the filing of a completed massage/spa establishment work permit application, the city shall cause to be conducted a criminal background investigation of the applicant and shall transmit a summary of the investigation results to the director of public safety or his /her designee. Within 30 days of the filing of a completed massage/spa establishment work permit application, the director of public safety or his /her designee shall either issue a work permit to the applicant or issue a written notice of intent to deny the work permit to the applicant. The director of public safety, or his /her designee, shall issue the work permit unless:
 - (1) The applicant is less than 18 years of age.
 - (2) The applicant has failed to provide information required by this article for issuance of a work permit or has falsely answered a question or request for information on the application form.
 - (3) The work permit fee required by this article has not been paid.
 - (4) The establishment for which the applicant seeks a work permit does not have a valid massage/spa establishment license from the city.
 - (5) The applicant has been an owner, director, officer, partner, member, or shareholder of a massage establishment or spa establishment that has, in the previous five years (and at a time during which the person was so related to the establishment):
 - a. Been declared by a court of law to be a nuisance; or
 - b. Had its license to operate a massage establishment or a spa establishment revoked.
 - (6) The applicant has within the previous five years been convicted of, or pleaded guilty or entered a plea of nolo contendere to, a specified criminal activity, as defined in this article.
- (e) The work permit, if issued, will be valid for a period of one year from the date it is issued. The replacement and additional work permit shall be issued upon payment of one-half of the fee charged for a work permit and will expire the same date as the then-current work permit. A massage establishment or spa establishment employee shall provide the employee's work permit to the establishment for which it was issued to be posted on the premises pursuant to this article.
- (f) The director of public safety, or his /her designee shall issue a written notice of intent to revoke an employee's work permit, following notice and hearing pursuant to this article, and demand its return if the employee has violated the provisions of this article, any state law or applicable local ordinance.
- (g) It shall be unlawful for an employee whose work permit has been revoked to refuse to return the work permit to the city department of public safety, records division, or to alter, conceal, deface, or destroy the work permit.

EXHIBIT B

- (h) The permit fee for a massage/spa establishment work permit shall be established by the director of public safety.

(Ord. No. 723, § 12-167, 4-4-2016)

Sec. 10-282. - General operating provisions.

- (a) Massage establishments and spa establishments shall keep on file, on the premises of the establishment, a list of all persons who perform any service on the premises of the establishment, their home addresses and home or mobile telephone numbers, their duties and services performed for the massage or spa establishment, whether such persons have massage/spa establishment work permits issued by the city, and whether such persons have licenses or provisional permits issued by the state pursuant to the Georgia Massage Therapy Practice Act. The holder of a massage/spa establishment license must also keep on file, on the premises of the establishment, a copy of the establishment's two most recent license applications. A list of all employees, and most recent copies of their state licenses (if so licensed) and certifications shall be provided to the city department of ~~public safety, records division,~~ Community Development no later than January 15 of each year.
- (b) Massage establishments and spa establishments shall maintain correct and accurate records of each instance that a service is provided, the type of service provided, and the name of the person at the establishment who provided the service. The records shall be subject to inspection by the city manager, the chief of police, and their designees during those times when the establishment is occupied by patrons or is open to the public.
- (c) No massage establishment or spa establishment shall allow any person required to have any state-mandated licenses, or a massage/spa establishment work permit pursuant to this article, to perform any service on the premises until such person has procured such license or work permit. Licensees and all managers and/or supervisors of any massage or spa establishment are required by this article to inspect and verify that each person who performs services on the premises who is required to have a valid state license or city work permit, has the required license or work permit on the establishment premises at all times, and failure to do so shall be a violation of this article.
- (d) Each massage establishment and spa establishment shall have an owner, manager or supervisor on the premises at all hours that the establishment is occupied by patrons or is open to the public. Further, each massage establishment shall have a state-licensed massage therapist on the premises at all hours that the establishment is occupied by patrons or is open to the public. No massage establishment shall hold itself out as being open for business at any time when there is no state-licensed massage therapist on the premises. In addition to the other penalties and remedies provided herein, if during an inspection there is no owner, manager, or supervisor, or, if applicable, state-licensed massage therapist on the premises, the establishment must cease operations and close until an owner, manager or supervisor or state-licensed massage therapist, as applicable, is on the premises.
- (e) Records required to be maintained under this article shall be kept for a minimum of two (2) years. Records shall be made available to the director of ~~public safety~~ Community Development or his ~~/her~~ designee, during business hours, at the establishment's business location in the city.
- (f) All employees and other persons on the premises, with the exception of customers receiving a massage from a state-licensed massage therapist, shall be completely clothed. For the purposes of this article, the term "completely clothed" means having on the upper portion of the body appropriate undergarments and either a blouse or shirt which shall cover all the upper body, save the arms and neck, and shall mean having on the lower body appropriate undergarments plus either pants or a skirt, and said pants or skirt must cover from the waist down to a point at least two inches above the knee. All clothes worn in compliance with this article shall be entirely non-transparent.
- (g) No customer receiving a massage from a state-licensed massage therapist shall expose his ~~/her~~ genitals, pubic area, anus, buttocks, or the female breast to another person on the premises of a massage establishment or spa establishment. This prohibition does not apply to the showing of the

EXHIBIT B

cleavage of the human female breasts exhibited by a bikini, dress, blouse, shirt, leotard, or similar wearing apparel, provided the areola is not exposed in whole or in part.

- (h) No massage establishment or spa establishment shall be or remain open for business between the hours of 9:00 p.m. and 7:00 a.m. No person shall be or remain inside a massage establishment or spa establishment between the hours of 10:00 p.m. and 6:00 a.m. No massage establishment or spa establishment shall hold itself out as open at a time that the establishment is prohibited, under this subsection, from being open for business.
- (i) A readable sign shall be posted at the main entrance identifying the establishment. Signs shall comply with the sign requirements of this Code.
- (j) Minimum lighting shall be provided in accordance with the building code, as adopted by the city council, and at least one artificial light of not less than 40 watts (or equivalent illumination) shall be provided in each enclosed room or booth.
- (k) Ordinary beds or mattresses shall not be permitted in any massage establishment or spa establishment.
- (l) No massage establishment or spa establishment shall knowingly or recklessly allow any minor (i.e., a person under the age of 18 years) to be or remain inside the massage establishment or spa establishment unless the minor is accompanied by his/~~her~~ parent, legal guardian, or a person who is at least 21 years of age and has been entrusted with the minor by the minor's parent or legal guardian.
- (m) No person shall knowingly or recklessly touch, manipulate, fondle, or handle in any manner the sexual organs, genital area, or anus of any other person on the premises of a massage establishment or spa establishment.
- (n) Massage establishments and spa establishments shall post and maintain a copy of the human trafficking notice available on the Georgia Bureau of Investigation internet website (as per O.C.G.A. § 16-5-47) in each public restroom for the establishment and in another conspicuous location in clear view of the public and employees where similar notices are customarily posted.
- (o) It shall be unlawful to operate a massage establishment or spa establishment with storefront windows that have material and glazing applied or affixed that reduce light transmission through the windows to less than 32 percent, plus or minus three percent, or increase light reflectance to more than 20 percent.
- (p) Massage establishments, spa establishments, and their employees shall ensure that storefront windows are not blocked by curtains, blinds, posters, advertisements, or any other screening material.

(Ord. No. 723, § 12-168, 4-4-2016)

Sec. 10-283. - Inspection.

Massage establishments, spa establishments, and their employees shall permit the city manager, director of ~~public safety~~ Community Development, and/or their designees or agents to inspect, from time to time on an occasional basis, any portion of the establishment premises where patrons are permitted, for the purpose of ensuring compliance with the regulations of this article, during those times when the establishment is occupied by any patron or is open to the public. This section shall be narrowly construed by the city to authorize reasonable inspections of the licensed premises pursuant to this article.

(Ord. No. 723, § 12-169, 4-4-2016)

Sec. 10-284. - Revocation of license or work permit.

EXHIBIT B

- (a) Revocation for specific violations. The director of public safety and/or Community Development, or his/her designee shall issue a written notice of intent to revoke a massage/spa establishment license or a massage/spa establishment work permit, as applicable, if:
- (1) The licensee or work permit holder has failed to maintain the qualifications for holding a license or work permit;
 - (2) The licensee or work permit holder has recklessly given false information in the application for the license or the employee work permit or has failed to supplement the application information as required by section 10-279(b) or 10-281(b) after a change of circumstances that rendered the information originally submitted false or incomplete;
 - (3) The licensee or work permit holder has failed to maintain correct and accurate records as required by this article;
 - (4) The licensee or work permit holder has engaged in or recklessly allowed possession, use, or sale of controlled substances on the premises of the establishment;
 - (5) The licensee or work permit holder has engaged in or recklessly allowed prostitution on the premises of the establishment;
 - (6) The licensee or work permit holder has engaged in or recklessly allowed sodomy, aggravated sodomy, public indecency, prostitution, pimping, pandering, pandering by compulsion, masturbation for hire, or disorderly conduct to occur in or on the premises of the establishment;
 - (7) The licensee or work permit holder has knowingly or recklessly allowed a person under the age of 21 years to consume alcohol on the premises of the establishment;
 - (8) The licensee or work permit holder has violated section 10-282(c);
 - (9) The licensee or work permit holder has knowingly or recklessly allowed any minor (i.e., a person under the age of 18 years) to be or remain inside the massage establishment or spa establishment unless the minor is accompanied by his /her parent, legal guardian, or a person who is at least 21 years of age and has been entrusted with the minor by the minor's parent or legal guardian; or
 - (10) The licensee or work permit holder has recklessly allowed three or more violations of this article within a 12-month period.
- (b) When a notice of intent to revoke a license or employee work permit has been issued, the licensee, any person listed on the licensee's application, or the work permit holder, as the case may be, shall not apply for or be issued any new license or permit under chapter 4, chapter 28, or chapter 42, until such notice has been withdrawn or, if revocation has become effective, until two years after the effective date of revocation.
- (c) When any person listed on a massage/spa establishment license application, any employee of the establishment, or any person who performs massage at the establishment, is arrested for unlawful sexual conduct of any kind alleged to have occurred at the massage establishment or spa establishment, no person listed on the establishment's license application and no employee of the establishment may apply for or be issued any new license or permit for that location under chapter 4, chapter 28, or chapter 42, until the arrestee is cleared or until 90 days following the arrest have passed, whichever occurs sooner.

(Ord. No. 723, § 12-170, 4-4-2016)

Sec. 10-285. - Hearing; license denial, revocation; appeal.

- (a) When the director of public safety and/or Community Development, or his/her designee, issues a written notice of intent to deny or revoke a license or employee work permit, the director of public safety and/or Community Development or his/her designee shall immediately send such notice, which shall include the specific grounds under this article for such action, to the applicant or

EXHIBIT B

licensee/work permit holder (respondent) by personal delivery or certified mail. The notice shall be directed to the most current business address or other mailing address on file with the city department of public safety, records division, and/or Community Development for the respondent. The notice shall also set forth the following: the respondent shall have ten days after the delivery of the written notice to submit, at the office of the director of public safety and/or Community Development or his/her designee, a written request for a hearing. If the respondent does not request a hearing within said ten days, the city manager's written notice shall become a final denial or revocation, as the case may be, on the 30th day after it is issued.

- (b) If the respondent does make a written request for a hearing within said ten days, then the director of public safety and/or Community Development, or his/her designee shall, within ten days after the submission of the request, send a notice to the respondent indicating the date, time, and place of the hearing. The hearing shall be conducted not less than ten (10) days nor more than 20 days after the date that the hearing notice is issued.
- (c) The city administrator or his/her designee shall serve as the hearing officer for any such appeal.
- (d) At the hearing, the respondent shall have the opportunity to present all relevant arguments and to be represented by counsel, present evidence and witnesses on his /her behalf, and cross-examine any of the city's witnesses. The respondent shall bear the burden of proving entitlement to the license. The hearing shall take no longer than one day, unless extended at the request of the respondent to meet the requirements of due process and proper administration of justice. The hearing officer shall issue a final written decision, including specific reasons for the decision pursuant to this article, to the respondent within five days after the hearing.
- (e) If the decision is to deny or revoke the license, the decision shall advise the respondent of the right to appeal such decision to a court of competent jurisdiction, and the decision shall not become effective until the 30th day after it is rendered. If the hearing officer's decision finds that no grounds exist for denial or revocation of the license, the hearing officer shall, contemporaneously with the issuance of the decision, order the director of public safety and/or Community Development to immediately withdraw the intent to deny or revoke the license and to notify the respondent in writing by certified mail of such action. If the respondent is not yet licensed, the director of public safety and/or Community Development shall contemporaneously therewith issue the license or work permit to the applicant.
- (f) If any court action challenging a licensing or work permitting decision is initiated, the city shall consent to expedited briefing and/or disposition of the action, shall comply with any expedited schedule set by the court, and shall facilitate prompt judicial review of the proceedings.

(Ord. No. 723, § 12-171, 4-4-2016)

~~Sec. 10-286. -- Location and distance requirements.~~

- ~~(a) It shall be unlawful to establish a massage establishment or a spa establishment in the city, unless said establishment is located:
 - ~~(1) At least 300 feet from State Route 9;~~
 - ~~(2) At least 300 feet from State Route 120; and~~
 - ~~(3) At least 300 feet from any parcel occupied by a house of worship, public or private elementary or secondary school, public park, state-licensed day care facility, or any residence.~~~~
- ~~(b) The foregoing minimum distance requirements shall not apply to any massage establishment or spa establishment located within a mixed use development in the MU district. For the purpose of this subsection, measurements shall be made in a straight line in all directions without regard to intervening structures or objects, from the closest point on a boundary line of the massage establishment or spa establishment parcel to the closest point on the State Route 9 or State Route 120 right-of-way, or to the closest point on a boundary line of any parcel containing a house of worship, public or private elementary or secondary school, public park, or residence.~~

EXHIBIT B

(Ord. No. 723, § 12-172, 4-4-2016)

Sec. 10-287. - Remedies.

- (a) Any premises, building, dwelling, or other structure in which a massage establishment or spa establishment is operated or maintained in violation of this article is declared to be a public nuisance, and harmful to the public health, safety, and welfare. The city's legal counsel may bring an action in the county superior court to restrain, prohibit, and/or enjoin the use of such premises as a massage establishment or spa establishment in the county superior court.
- (b) The operation of a massage establishment or spa establishment by a partnership, limited liability company, corporation, or other legal entity in violation of this article is declared to be a public nuisance, and harmful to the public health, safety, and welfare. The city's legal counsel may bring an action in the county superior court to restrain, prohibit, and/or enjoin such operation of a massage establishment or spa establishment.
- (c) The operation of a massage establishment by a person in violation of this article is declared to be a public nuisance, and harmful to the public health, safety, and welfare. The city's legal counsel may bring an action in the county superior court to restrain, prohibit, and/or enjoin such operation of a massage establishment or spa establishment.
- (d) It shall not be necessary, in order to obtain an injunction under this section, to allege or prove that there is no adequate remedy at law or to allege or prove any special injury.
- (e) If the court declares a massage establishment or spa establishment to be a nuisance, or if the court issues an injunction against a massage establishment or spa establishment pursuant to this article, the city shall be entitled, on motion, to recover its reasonable attorney's fees and costs incurred in bringing the action.

(Ord. No. 723, § 12-173, 4-4-2016)

Sec. 10-288. - Real property used for illegal sexual activity; property owner responsibility.

- (a) In accordance with O.C.G.A. § 41-3-13, the municipal court shall have jurisdiction to hear and determine the question of the existence of the nuisance provided for in O.C.G.A. § 41-3-1 and as further defined herein, and, if found to exist, to order its abatement.
- (b) As used in this subsection, the term:
 - (1) "Sex crime-related arrest" means an arrest for unlawful sexual conduct of any kind alleged to have occurred at the massage establishment or spa establishment, including, but not limited to, and citation, summons, accusation or indictment for violations of state laws concerning lewdness, prostitution, sodomy, the solicitation of sodomy, or masturbation for hire; provided, however, that any such arrests which result directly from cooperation between the real property owner and a law enforcement agency shall not be considered a sex crime-related arrest for purposes of this section.
 - (2) "Substantial illegal sexual activity" means activity comprised of three or more separate incidents resulting in sex crime-related arrests within a 24-month period on the same parcel of real property.
- (c) Any owner of real property, regardless of whether such owner is the occupant of the subject premises, who has knowledge that substantial illegal sexual activity is being conducted on such property, shall be guilty of maintaining a nuisance, and such real property shall be deemed a nuisance and may be abated as provided by law.
- (d) The owner of real property shall be deemed to have knowledge of illegal sexual activity occurring on a parcel of real property if the city notifies the owner in writing of two or more separate incidents occurring on the same premises within a 24-month period that result in sex crime-related arrests and, after the receipt of such notice and within 24 months of the first of the incidents resulting in a

EXHIBIT B

sex crime-related arrest, one or more separate incidents occur which result in a sex crime-related arrest.

- (e) The provisions of this section are cumulative of any other remedies and shall not be construed to repeal any other existing remedies for related nuisances. Nothing in this section and no action taken hereunder shall be held to exclude such other civil, criminal, or administrative proceedings as may be authorized by other provisions of this Code or any of the laws in force in the city, or to exempt anyone violating this Code or any part of said laws from any penalty which may be incurred.

(Ord. No. 723, § 12-174, 4-4-2016)

Secs. 10-289—10-309. - Reserved.



City Council Meeting STAFF REPORT

Submitting Department: Human Resources

Submitted By:

Sponsored By:

Meeting Date: August 10, 2020

I. AGENDA ITEM TITLE: COMPREHENSIVE COMPENSATION AND CLASSIFICATION STUDY

II. RECOMMENDATION:

Staff recommends approval of the July 10, 2020, Comprehensive Compensation and Classification Study recommendations, proposed pay plan and pay grades, effective the first pay period of October 2020.

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: APPROXIMATELY
\$264,000.00

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT

IV. REPORT IN BRIEF:

Background, Scope and Framework

Talent management is a fundamental element of public management and the delivery of services for the community. A well designed and competitive compensation plan is a key part of the foundation for delivering quality public services because it is through an organization's ability to attract and retain a capable and talented workforce that quality public services are provided efficiently and effectively.

A diagnostic study of the comparable labor market, coupled with a fresh assessment of internal job content and complexity, provides current and objective compensation data necessary to assist in making decisions addressing policy and administrative choices related to the workforce.

In the second half of 2019, the City retained Evergreen Solutions, LLC (Evergreen) to conduct a position classification and compensation (wages and benefits) analysis. Evergreen is a public-sector management consulting firm with extensive experience in administering this type of project. The study was conducted to ensure all position classifications (job title) accurately reflects the duties and responsibilities of the job, and the salary range assignment is internally equitable and competitive within our employment markets.

The purpose of the Compensation, Classification and Benefits Study was to:

- Produce a pay plan that is both internally equitable and externally competitive
- Determine market competitiveness of the City's compensation system by conducting salary and benefits surveys with peer organizations

- Ensure employee's wages, in their current position, are appropriately placed in the pay range, based on years of service, experience and qualifications
- Designed to assure equal pay is provided for equal work

The study, however, was not designed to determine work volume or to decide whether individual employees are performing their job function to expectations. The study represents the evaluation of the positions, not the individuals performing the jobs. Job classification (job titles) and pay ranges were determined by job duties, responsibilities, and requirements needed to perform the job (i.e., education, years of experience, certifications, etc.).

The framework of the study included:

- **Employee outreach:** live orientation session so employees could provide feedback on current compensation and classification practices. Recorded orientation was also made available to employees that could not be present.
- **Job assessment tool (JAT):** providing employees an opportunity to describe in detail the type of work they perform within the job they currently fill.
- **Salary Survey:** Evergreen conducted a salary and benefits survey of public employers in the local and regional employment markets which the City competes for high quality staff in order to evaluate and recommend a salary plan that is competitive with salaries paid for similar occupations in those markets.
- **Data Analysis:** - Position scores were tabulated based on employee's response to the JATs, job descriptions, supervisor review and department director input. - Payroll data and information obtained in the JATs was utilized to conduct a comprehensive position classification evaluation and positions were ranked based on levels of leadership, working conditions, complexity and decision making. - JAT information was also utilized to evaluate position exemption classification as provided by the Fair Labor Standards Act (FLSA) regulations. - Positions were placed into ranges based on position worth, not the individual performing the position. - Assessment of internal and external job equity, employee tenure and past performance scores were conducted to determine employee's placement within the new ranges.

Findings and Conclusions

Key findings and conclusions of the study include:

- **Employee Feedback:** Employee outreach feedback indicated our employees take a lot of pride in their work and strive to make a distinct contribution to the City and the community.
- **Classification System:** Overall, the classification system utilized by the City was sound, however, there were some instances of titles that could be modified to better reflect the job duties and tasks of the position. Appropriate position classification pay ranges will reflect the City's ability to recruit and retain talent over time.
- **Compensation System:** Based on the analysis of data from external market assessment, overall salary ranges were generally found to be slightly below the market. Results of pay compression analysis based on supervisors and the employees they supervise also reveals some areas of concern. Emphasis was placed on the standing of a classification's pay range compared to the market. Assigning pay grades to classifications requires a balance of internal equity, desired market position, and recruitment and retention consideration. The review of data for the public sector indicated the City would benefit from the development and implementation of a more competitive pay plan structured similarly to its peers.
- **Benefits:** When compared with peer organizations, benefits data indicate the City's benefits offerings are somewhat more competitive when considering the proportion of medical insurance premiums paid by employees to the amount paid by the City. The recent retiree health reimbursement benefit is also a significant positive contributor to the total compensation for the City's employees.

The study represents an in-dept analysis of the City's current compensation, classification, and benefits plan. The report represents collaborative work among Evergreen, Human Resources Department, Department Directors, and City employees. Opportunity for stakeholder input and feedback was provided throughout the process, information obtained was recorded and carefully considered, data from internal and external

sources were analyzed and preliminary information was distributed to appropriate parties as it became available.

Recommendations

Suggested pay plan and supporting recommendations to assist achieving an internally equitable and externally competitive compensation system was recommended and are explained in detail in Chapter 5 of report. Key recommendations include:

- Revise titles of some classifications
- Revise job descriptions to include updated classification information provided in the JAT.
- Create and implement a competitive pay-plan aligned with the City's compensation philosophy that reflects the desired market position, best practices, internal and external equity, and transition employee's salaries into the plan.
- Conduct small-scale salary surveys as needed to assess the market competitiveness and conduct a comprehensive classification and compensation study every three to five years.
- Review and revise, as appropriate, guidelines for progressing employee salaries through the plan, including those for determining salaries of newly hired employees who have been promoted or transferred to a different classification.

In developing the recommendation, the study evaluated how jobs compare with one another from an internal equity standpoint as well as salaries being paid, and benefits being offered by other "like" municipalities. Implementing the proposed recommendations will enhance the City's competitiveness in the labor market and provide a responsive compensation system for several years to come.

The study's recommendations strongly align with the **City's Core Values of Excellence**, by the pursue of continuous improvement in our results and how they are achieved; **Stewardship**, by reflecting professionalism, ethics, industry standards and best practices; **Integrity**, by providing a fair and careful assessment and transparency of information; and **Service**, by our commitment to efficient, effective and responsive service delivery.

The study's final report is the result of a due diligence, careful analysis, and dedicated work representing a holistic and long-term focus on talent management, recruitment, retention and employment engagement initiatives while ensuring the highest standards of public administration and human resources best practices are also achieved.

V. ALTERNATIVES:

VI. ATTACHMENTS:

Final Report for the City of Alpharetta, GA - 07-10-20

Comprehensive Compensation and Classification Study for the City of Alpharetta, GA

FINAL REPORT



Evergreen Solutions, LLC

July 10, 2020

Table of Contents

	PAGE
1.0 INTRODUCTION.....	1-1
1.1 Study Methodology.....	1-1
1.2 Report Organization.....	1-2
2.0 SUMMARY OF EMPLOYEE OUTREACH	2-1
2.1 General Feedback	2-1
2.2 Compensation.....	2-2
2.3 Classification.....	2-2
2.4 Market Peers	2-2
2.5 Benchmark Positions	2-3
2.6 Performance Evaluation.....	2-3
2.7 Benefits	2-4
2.8 Summary	2-4
3.0 ASSESSMENT OF CURRENT CONDITIONS.....	3-1
3.1 Pay Plan Analysis.....	3-1
3.2 Employee Salary Placement by Grade	3-2
3.3 Salary Quartile Analysis.....	3-3
3.4 Compression Analysis	3-5
3.5 Employees by Department.....	3-7
3.6 Summary	3-7
4.0 MARKET SUMMARY.....	4-1
4.1 Salary Survey Results.....	4-1
4.2 Salary Survey Conclusions	4-5
4.3 Benefits Survey Results	4-6
4.4 Benefits Summary	4-21
4.5 Market Summary	4-22
5.0 RECOMMENDATIONS	5-1
5.1 Classification System	5-1
5.2 Total Compensation System	5-3
5.3 System Administration	5-9
5.4 Summary	5-11



Chapter 1 - Introduction

The City of Alpharetta, GA (City) retained Evergreen Solutions, LLC (Evergreen) in July 2019 to conduct a Comprehensive Compensation and Classification Study. The study was requested by the City's leadership to strategically improve the City's compensation and classification system to ensure that it remains externally competitive with its peers and internally equitable for its employees.

1.1 STUDY METHODOLOGY

To conduct this study Evergreen used a combination of quantitative and qualitative methods to analyze and subsequently develop recommendations to maintain the City's competitive position in the labor market. Specific study tasks included:

- conducting a customized salary survey to assess the market competitiveness of the City's current pay plan and determine common benefits being offered by its peer organizations;
- developing recommendations for updates to the current comprehensive pay system;
- developing a plan for implementing the proposed updates; and
- creating a report summarizing the study findings and recommendations.

Market Analysis

For the market analysis, 20 of the City's peers were selected and requested to provide pay range and benefits data. Peers were identified that compete with the City for employees and the benchmark classifications surveyed represented a cross-section of the departments and levels of work performed by City employees. Following the identification of the peers and benchmark classifications, a salary survey tool was developed for the collection of salary range data. Once collected, the salary data were analyzed and a summary provided in **Chapter 4** of this report.

Recommendations

Evergreen consultants reviewed the City's compensation philosophy to understand its desired market position and methods of salary progression. Using this information and the analysis of the market data, recommendations for updates to the pay system were developed. The next step was to provide an implementation plan to transition employees' salaries into the updated pay plan, and provide the associated cost of adjusting employees' salaries was estimated. A



summary of the analyses findings and recommendations are provided in **Chapter 5** of this report.

1.2 REPORT ORGANIZATION

This report includes the following additional chapters:

- Chapter 2 - Employee Outreach
- Chapter 3 - Assessment of Current Conditions
- Chapter 4 - Market Summary
- Chapter 5 - Recommendations



Chapter 2 – Summary of Employee Outreach

A vital part of a compensation and classification study is the participation of employees and supervisors in the outreach process accomplished through employee meetings, interview sessions and orientations. This process should not be overlooked as it has the ability to engage the employees, and achieve buy-in from the most qualified to offer anecdotal information and insight into how work is organized within the City.

Evergreen consultants visited the City in August 2019 and facilitated several orientation sessions with a large, cross-section of employees to solicit their perceptions, opinions, and attitudes about the City as an employer. Responses from employees were collected concerning the strengths and weaknesses of the current pay and classification systems.

These sessions offered a unique opportunity to identify benchmark positions that employees suggested should be included in the external comparison with the City's target peer organizations. Orientations and small group sessions were held in an effort to open unfettered dialogue between the City's employees and Evergreen consultants. This chapter summarizes the overall feedback revealed throughout outreach.

The observations provide a generalized summarization of opinions of themes and trends expressed by all participating employees, and are not provided to reflect the opinions of any given individual or group. Evergreen utilized the employee outreach component as a helpful tool in focusing subsequent analysis, but did not rely solely on employee perceptions when making specific recommendations regarding a new or revised pay plan or classification system. This summary is separated by category and provided below.

2.1 GENERAL FEEDBACK

Employees were asked why they accepted employment with the City, and why they have stayed. Many employees offered several top reasons that included: individual health coverage benefits, and job stability. Additional observations were:

- Retirement benefits and a sense of pride in working for the City play a positive role in affecting morale.
- Many considered both the quality of people they work with and the work they perform as sources of reward and enjoyment.
- Several employees commented they accepted employment with the City when its population was much smaller with the desire to be a part of a growing and thriving organization that offered career and professional growth opportunities.



2.2 COMPENSATION

Some employees shared that they believe they were compensated below the expected salary for the level and type of work they performed compared to the surrounding labor market. The extent of this market difference will be explored thoroughly in **Chapter 4** and will take into consideration the following observations presented by meeting participants related to compensation:

- Salary compression may be an issue and will be explored in **Chapter 3**.
- A significant number of employees stated they would appreciate a performance evaluation system that is linked to merit pay and is consistently and regularly funded.

2.3 CLASSIFICATION

Several employees provided Evergreen with issues specific to individual classifications. This information was analyzed during the administration of the Job Assessment Tool (JAT) and Management Issues Tool (MIT) review. Positions that were highlighted by employees are listed below:

- Some job titles do not accurately reflect the work being performed.
- In general, promotion policies are not in place to allow employees to make a career out of employment with the City.

2.4 MARKET PEERS

Group participants were asked to name organizations they considered to be market peers. Responses obtained during these sessions were one of the considerations evaluated when selecting organizations to be surveyed in the salary market study. Participants named with some frequency the following regional organizations as the City's biggest competitors in terms of employee compensation and benefits:

- City of Brentwood, TN
- City of Brookhaven, GA
- City of Chattanooga, TN
- City of Decatur, GA
- City of Duluth, GA
- City of Dunwoody, GA
- City of Franklin, TN
- City of Johns Creek, GA
- City of Marietta, GA
- City of Milton, GA
- City of Peachtree Corners, GA
- City of Roswell, GA



- City of Sandy Springs, GA
- City of Smyrna, GA
- Town of Clerk, NC
- Athens/Clark County, GA
- Cobb County, GA
- Forsyth County, GA
- Greenville County, SC
- Gwinnett County, GA
- Spartanburg County, SC

2.5 BENCHMARK POSITIONS

Employees were also asked to suggest which positions within the City that presented the greatest challenges with regard to recruitment and retention, and which positions were currently experiencing high turnover or recruitment issues. Positions identified were used to provide a basic framework for populating the market salary survey. Employees responded with the following areas and specific positions:

- Accountants
- Civil Engineers
- Communication Officers
- Firefighters
- Parks Maintenance Technicians
- Police Officers
- Public Works Technicians

Of note, the City experiences the majority of its workforce changes due to retirement and average involuntary separation rather than voluntary employee turnover.

2.6 PERFORMANCE EVALUATION

When questions were asked about the performance evaluation process the following observations can be made:

- Several employees did not see the value of evaluations since they are not tied to performance increases or career advancement.
- Employees would like to receive cost of living adjustments combined with a system that allows for exceptional performance ratings and adjustments for those employees that go above and beyond the scope of their position on a consistent basis.
- The majority of the employees that provided feedback would like to see a City-wide fair and equitable performance evaluation system that ties performance to merit increases instead of a merit pool by department.



2.7 BENEFITS

Employees offered the following observations related to core and fringe benefits:

- In general, employees expressed satisfaction in the overall benefits offered by the City and the amount the City pays on the employees' behalf for health insurance coverage for individual employees. However, there was an expressed concern that the cost for family health insurance coverage continues to increase with fewer coverage options and the increased cost is not made up for in the increases to employees' salaries.
- Many employees believe it is unfair to have a "use it, or lose it" leave policy when they feel they are too understaffed to take annual leave.
- Employees like having access to local parks and recreation programs at no cost for themselves and their family members
- Tuition reimbursement is a benefit that employees would like to see continued and have annual allowances increased.
- Some employees take advantage of the City's work out facilities and other wellness programs and recognize the cost savings afforded the City by the benefits providers have been passed on to the employees.

2.8 SUMMARY

The feedback received by Evergreen provided a solid foundation for the development of recommendations for the City. In general, employees shared a number of well-defined advantages of working for the City that they believed help attract and retain qualified employees. While some employees expressed several potential concerns, many of these issues are typically found within other publicly funded agencies.

As a whole, the employees of the City take pride in their work and strive to make distinct contributions to their organization and their overall community. The Evergreen team utilized the information gathered from employees throughout the remainder of this study in order to arrive at appropriate recommendations for the City.



Chapter 3 – Assessment of Current Conditions

The purpose of this evaluation was to provide an overall assessment of the City's compensation structure, employee salary progression, and employee counts in each department. Data included herein reflect the conditions when the study began and should be considered, as such, a snapshot in time. The insights gained from this evaluation provided the basis for further analysis through the course of this study and were not considered sufficient cause for recommendations independently. Instead, the results of this evaluation were considered during the analysis of internal equity and peer market data. Subsequently, appropriate compensation-related recommendations were developed for the City and are described later in this report.

3.1 PAY PLAN ANALYSIS

One open range pay plan was administered by the City at the time of the study. As reflected in **Exhibit 3A**, each pay grade within the plan had pay range with a minimum, midpoint, and maximum salary. The pay plan consisted of nine grades for 408 employees. Each pay grade within the plan had a range spread (the percentage difference between the minimum and maximum of the pay grades relative to the grade's minimum) ranging from 50 to 125 percent, with an average of 89 percent. Ten director or higher-level positions were not part of the pay plan and, therefore, are not part of the analyses in this chapter.

**EXHIBIT 3A
PAY PLAN**

Grade	Minimum	Midpoint	Maximum	Range Spread	Employees
B	\$ 30,784	\$ 38,492	\$ 46,200	50%	21
C	\$ 31,500	\$ 45,205	\$ 58,910	87%	42
D1*	\$ 36,750	\$ 54,760	\$ 72,770	98%	153
D2*	\$ 36,750	\$ 59,760	\$ 82,770	125%	33
E	\$ 42,000	\$ 62,610	\$ 83,220	98%	40
F	\$ 47,250	\$ 70,405	\$ 93,560	98%	48
G	\$ 53,550	\$ 76,845	\$ 100,140	87%	39
H	\$ 60,900	\$ 84,020	\$ 107,140	76%	25
HP	\$ 60,900	\$ 85,260	\$ 109,620	80%	7
Average/Total				89%	408

Source: Created by Evergreen from data provided by the City as of August 2019.

*Evergreen designated two pay grades for Grade D to show the different maximum amounts.



3.2 EMPLOYEE SALARY PLACEMENT BY GRADE

An important factor to consider is the analyses of where employees' salaries fell within each pay range when assessing the effectiveness of the City's pay plan, its administration and application or practices. It is equally important to determine where there may have been clusters of employees' salaries within the current pay plan, illuminating potential pay progression concerns. Of note, employees' salaries, and the progression of the salaries, are associated with an organization's compensation philosophy—specifically, the method of salary progression, merit pay and the availability of resources. Therefore, the placement of employees' salaries should be viewed in this context.

Exhibit 3B illustrates the placement of employees' salaries relative to pay grade minimums and maximums and contains the following:

- the pay grades,
- the number of employees in classifications assigned to the pay grade,
- the number and percentage of employees with salaries below the minimum,
- the number and percentage of employees with salaries at the minimum,
- the number and percentage of employees with salaries at the maximum, and
- the number and percentage of employees with salaries above the maximum.

EXHIBIT 3B SALARY PLACEMENT BELOW AND AT MINIMUM AND AT OR ABOVE MAXIMUM BY GRADE

Grade	Employees	# < Min	% < Min	# = Min	% = Min	# = Max	% = Max	# > Max	% > Max
B	21	0	0.0%	1	4.8%	0	0.0%	0	0.0%
C	42	0	0.0%	0	0.0%	0	0.0%	2	4.8%
D1	153	0	0.0%	0	0.0%	0	0.0%	0	0.0%
D2	33	0	0.0%	0	0.0%	0	0.0%	0	0.0%
E	40	0	0.0%	0	0.0%	0	0.0%	0	0.0%
F	48	0	0.0%	0	0.0%	0	0.0%	0	0.0%
G	39	0	0.0%	0	0.0%	0	0.0%	0	0.0%
H	25	0	0.0%	0	0.0%	1	4.0%	0	0.0%
HP	7	0	0.0%	0	0.0%	1	14.3%	0	0.0%
Total	408	0	0.0%	1	0.2%	2	0.5%	2	0.5%

Source: Created by Evergreen from data provided by the City as of August 2019.

Typically, employees with salaries at the grade minimum are new hires or new to the classification following a recent promotion; also, employees with salaries at the grade maximum are typically highly experienced and proficient in the classification. As **Exhibit 3B** illustrates, at the time of this study, there were no employees with a salary below their position's grade minimum and one employee at the minimum. There were also four employees with a salary at or above their position's grade maximum.



Exhibit 3C illustrates the placement of employees' salaries relative to pay grade midpoints. The exhibit contains the following:

- the pay grades,
- the number of employees in classifications assigned to the pay grade,
- the number and percentage of employees with salaries below the midpoint,
- the number and percentage of employees with salaries near the midpoint (within five percent), and
- the number and percentage of employees with salaries above the midpoint of each pay grade.

EXHIBIT 3C
SALARY PLACEMENT AROUND MIDPOINT BY GRADE

Grade	Employees	# < Mid	% < Mid	# Near Mid	% Near Mid	# > Mid	% > Mid
B	21	18	85.7%	1	4.8%	2	9.5%
C	42	24	57.1%	7	16.7%	11	26.2%
D1	153	92	60.1%	31	20.3%	30	19.6%
D2	33	0	0.0%	2	6.1%	31	93.9%
E	40	28	70.0%	4	10.0%	8	20.0%
F	48	17	35.4%	14	29.2%	17	35.4%
G	39	8	20.5%	15	38.5%	16	41.0%
H	25	2	8.0%	2	8.0%	21	84.0%
HP	7	0	0.0%	1	14.3%	6	85.7%
Total	408	189	46.3%	77	18.9%	142	34.8%

Source: Created by Evergreen Solutions from data provided by the City as of August 2019.

Employees with salaries close to the midpoint of a pay range should be fully proficient in their classification and require minimal supervision to complete their job duties while performing satisfactorily. Therefore, it is important to examine the percentage and number of employees with salaries above and below the calculated midpoint. Of the 408 employees within the City's pay plans, 189 employees (46.3 percent) had salaries below the midpoint of their respective range, 77 employees (18.9 percent) had salaries near the midpoint (defined as within five percent of either side of the midpoint), while 142 employees (34.8 percent) had salaries above the midpoint range.

3.3 SALARY QUARTILE ANALYSIS

The quartile analysis section provides an additional analysis of the distribution of employees' salaries across the pay grades at the time of this study. Examining employee salary placement by grade quartile provided insight into any potential clustering of employees' salaries within each pay grade. For this analysis, employees' salaries were slotted within one of four equal distributions. The first quartile (0-25) represents the lowest 25 percent of the pay range. The second quartile (26-50) represents the segment of the pay range above the first quartile up to the pay range's midpoint. The third quartile (51-75) represents the part of the pay range above the midpoint up to the 75th percentile of the pay range. The fourth quartile (76-100) is



the highest 25 percent of the pay range. This analytical method provided an opportunity to assess how employees' salaries are disbursed throughout each grade (pay range).

Exhibit 3D provides a breakdown of placement of employees' salaries relative to salary quartile and provides the following:

- the pay grades,
- the number of employees per pay grade, and
- the counts of the employees by quartile within each grade.

EXHIBIT 3D QUARTILE ANALYSIS BY GRADE

Grade	Total Employees	Average Tenure	1st Quartile	2nd Quartile	3rd Quartile	4th Quartile
B	21	4.8	18	1	1	1
C	42	9.2	9	21	8	4
D1	153	7.9	35	78	31	9
D2	33	17.0	0	0	26	7
E	40	11.5	8	22	6	4
F	48	15.2	1	27	10	10
G	39	13.5	3	13	16	7
H	25	17.5	0	2	11	12
HP	7	12.9	0	0	1	6
Overall	408	11.0	74	164	110	60

Source: Created by Evergreen from data provided by the City as of February 2019.

The City's employees' salaries were clustered near the middle two quartiles of their pay range. In order of employee concentration, 164 employees (40.2 percent) had salaries in the second quartile of their respective pay ranges, 110 (27.0 percent) in the third quartile, 74 employees (18.1 percent) in the first quartile and 60 employees (14.7 percent) in the fourth quartile. Based on the City's pay progression method of associating individual employee performance with salary increases, this distribution is expected.



3.4 COMPRESSION ANALYSIS

Pay compression is defined as pay differentials that are too small to be considered equitable. Compression can be seen as a threat to internal equity and morale. A common type of pay compression can be observed when the pay of supervisors and their subordinates are too close. The City's institutional policies for pay progression, new hire salaries, promotions, etc. impact employees' salaries and can contribute to or minimize compression based on any of these factors.

Exhibit 3E displays the results of a compression analysis based on supervisors and subordinate salaries. Employees were grouped into categories reflecting if their actual salary was less than 80 percent, between 80 and 95 percent, between 95 and 100 percent, and greater than 100 percent of their supervisor's salary. For example, an employee with a salary of \$79,000.00 and a supervisor with a salary of \$100,000.00 would yield a ratio of 0.79, and be placed into the "Less than 80 percent" category.

EXHIBIT 3E
EMPLOYEE TO SUPERVISOR SALARY RATIO BY PAY GRADE

Grade	Less than 80%	80% < X < 90%	90% < X < 95%	95% < X < 100%	Greater than 100%
B	19	2	0	0	0
C	38	2	1	0	1
D1	148	3	2	0	0
D2	27	6	0	0	0
E	30	8	1	1	0
F	32	7	8	0	1
G	28	3	1	3	4
H	11	3	1	5	5
HP	4	0	0	0	3
Totals	337	34	14	9	14

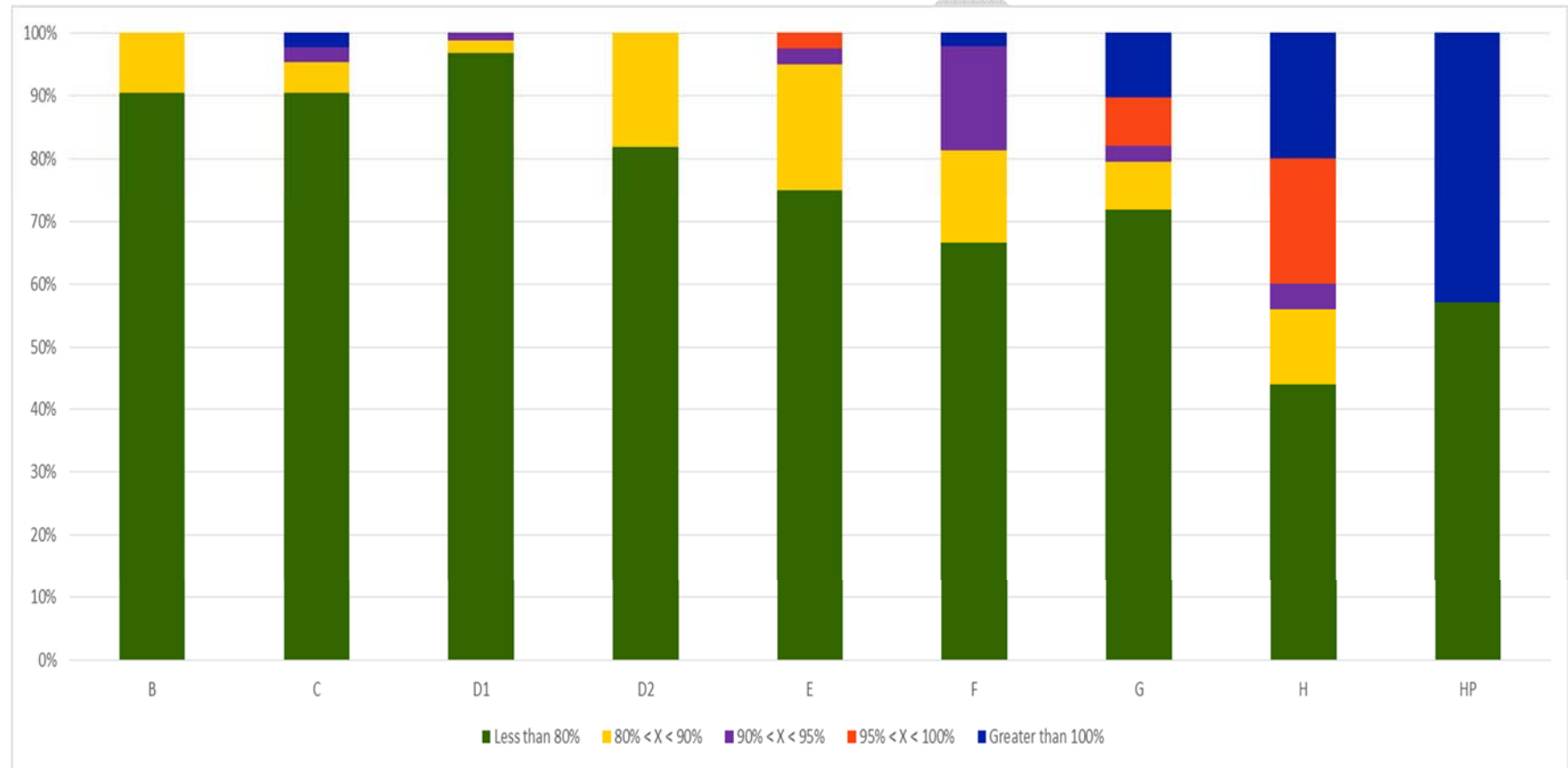
Source: Created by Evergreen from data provided by the City as of August 2019.

An analysis of the data reveals that there are some areas of concern. Orange and blue areas in **Exhibit 3F** indicate the need for examination of supervisor versus employee salary. It is important to note, however, it is not uncommon for some newly appointed or less experienced supervisor's pay to be less than long tenured, uniquely skilled or exceptional performing employees they supervise. Supervisory positions are typically assigned to a higher pay grade, thus, providing the supervisor with an opportunity to earn higher wages than their employees through the course of their career.



Exhibit 3F indicates the ratio of subordinate to supervisor salaries by grade graphically.

EXHIBIT 3F
POTENTIAL SUPERVISOR TO SUBORDINATE PAY COMPRESSION BY PAY GRADE



Employees' annual wages are reflected as a percent of supervisor's annual salary by grade level.



3.5 EMPLOYEES BY DEPARTMENT

At the time the study commenced, the City employed 418 individuals across 11 departments. **Exhibit 3G** depicts the number of employees and the number of classifications in each department. This information is intended only to provide basic information regarding how employees are distributed among departments. Also provided is the percentage breakdown of employees by department. As the exhibit illustrates, the largest department is Public Safety, with 241 employees representing 57.7 percent of the City's workforce.

**EXHIBIT 3G
EMPLOYEES BY DEPARTMENT**

Department	Employees	Classes	% of Total
City Administration	4	4	1.0%
City Clerk	2	2	0.5%
Community Development	29	19	6.9%
Economic Development	1	1	0.2%
Finance	22	17	5.3%
Human Resources	3	3	0.7%
Information Technology	12	7	2.9%
Municipal Court	6	4	1.4%
Public Safety	241	41	57.7%
Public Works	47	22	11.2%
Recreation, Parks and Cultural Services	51	21	12.2%
Total	418	141	100.0%

Source: Created by Evergreen from data provided by the City as of August 2019.

3.6 SUMMARY

The City's overall compensation structure (plan) offered a firm foundation on which to improve. The key points of the current structure were:

- the City administered one open range pay plan for 408 of the 418 employees.
- the range spreads of the pay grades were on average 89 percent and span from 50 to 125 percent; whereas best practice spreads for an open range plan are generally recommended to be between 50 and 70 percent; and
- a significant portion (>67 percent) of employees' salaries were clustered in the second and third quartiles; as expected in an organization such as the City, which utilizes a pay progression method (philosophy) that links pay to performance.

The information gained from the review of current compensation conditions was used in conjunction with the market analysis data and internal equity review to develop recommendations for a competitive compensation plan that would best align with the City's compensation philosophy moving forward. These recommendations are provided in **Chapter 5** of this report.



Chapter 4 – Market Summary

This chapter provides a market analysis comparing the City's total compensation (salary and benefits) to those at peer organizations. The data from targeted market peers were used to evaluate the overall compensation and benefits at the City at the time of this study. It is important to note that the market comparisons contained within this report do not translate well at the individual employee level.

This chapter's intent is not to evaluate salaries paid to individuals, as pay and perhaps benefits are determined through a combination of factors, which may include: the demand for a particular job, a candidate's prior experience, and the organization's pay practices. Market comparisons are best considered as a snapshot of current market conditions since market conditions change, and in some cases, they change quickly. While market surveys are useful for making updates to salary structures provided to employees, they must be performed at regular intervals for the City to remain current with its market peers and market salary trends.

4.1 SALARY SURVEY RESULTS

Evergreen collected pay range information from target organizations using a salary survey tool, customized specifically for the City. The development of this tool included selecting the benchmark classifications to be surveyed. A cross-section of the City's classifications were selected, so that the surveyed positions made up a subset of all work areas and levels of classifications in the City. The job title, a description of assigned duties, and the education and experience requirements were provided in the survey tool for each benchmarked classification to ensure good job title matches.

Target peer organizations to receive the survey tool were proposed by Evergreen and approved by the City's project team. Several factors were utilized when developing this peer list, including geographic proximity to the City, organization size, type, and the relative population being served by the organization. All collected data were adjusted for cost of living using the Council for Community and Economic Research (C2ER) as the source for the Cost of Living Index. This process allowed salary dollars from organizations outside of the immediate recruiting area to be adjusted for the cost of living relative to Fulton County. **Exhibit 4A** provides the list of 21 market peers from which data were requested for benchmark classifications.

Data collected and aggregated from benchmark classifications allowed Evergreen to use statistical regression analyses to propose pay ranges to these classifications as well as those not surveyed. This is standard practice when conducting salary surveys.



EXHIBIT 4A SALARY SURVEY RESPONDENTS

Market Peers
City of Brentwood, TN
City of Brookhaven, GA
City of Chattanooga TN
City of Decatur, GA
City of Duluth, GA
City of Dunwoody, GA
City of Franklin, TN
City of Johns Creek, GA
City of Marietta, GA
City of Milton, GA
City of Roswell, GA
City of Sandy Springs, GA
City of Smyrna, GA
Athens-Clarke County, GA
Cobb County, GA
Forsyth County, GA
Greenville County, SC
Gwinnett County, GA
Peachtree Corners, GA*
Spartanburg County, SC
Town of Cary, NC

*Market peers marked with an asterisk did not participate in the market survey.

Market data was submitted by 20 of the 21 desired target organizations, equating to a 95 percent response rate. **Exhibit 4B** summarizes the comparison of the City's existing salary ranges to the 50th percentile of the peers' ranges. These exhibits contain the following information:

- The market salary range information for each classification that indicates the 50th percentile minimum, midpoint, and maximum of the peer survey data for each classification.
- The percent differentials (to the City's existing salary ranges). A positive differential indicates the City was above the 50th percentile of the collected peer data for that classification at the minimum, midpoint, or maximum. A negative differential indicates the City was below the 50th percentile for that classification. The final row provides the average percent differentials for the minimum, midpoint, and maximum for all classifications. This represents an average of all classifications' differentials.
- The survey average range width provides the average range width for each classification surveyed determined by the 50th percentile minimum and 50th percentile maximum salaries of the respondents, relative to the minimum. The average range width for all the classifications is provided in the final row. The number of responses collected for each classification is provided in the final column and the average number of responses for all the classifications is provided in the final row.



EXHIBIT 4B MARKET SUMMARY – 50TH PERCENTILE

Classification	Survey Minimum		Survey Midpoint		Survey Maximum		Survey Avg. Range Width	No. of Resp.
	50%ile	% Diff	50%ile	% Diff	50%ile	% Diff		
Accountant	\$54,422.53	-25.8%	\$69,807.59	-10.9%	\$82,352.02	1.0%	57.3%	17
Accounting & Operations Manager	\$72,047.55	-16.8%	\$93,661.82	-10.9%	\$115,276.09	-7.3%	61.6%	9
Accreditation Mgr./Emergency Mgt. Cord.	\$57,566.39	-19.7%	\$74,653.77	-5.9%	\$90,987.59	2.8%	58.9%	8
Administrative Assistant II	\$38,088.98	-3.6%	\$48,913.68	11.3%	\$60,000.52	19.2%	57.2%	16
Arborist	\$52,842.05	1.3%	\$68,810.66	11.0%	\$84,684.77	16.7%	60.5%	8
Assistant City Clerk	\$44,357.41	-18.8%	\$55,902.50	-2.1%	\$68,268.08	6.4%	54.0%	10
Assistant Construction Manager	\$63,919.57	-30.0%	\$83,095.23	-16.5%	\$102,270.88	-8.9%	65.0%	7
Assistant Fire Marshal	\$58,629.41	-33.1%	\$74,108.92	-16.8%	\$86,220.59	-3.5%	41.6%	9
Battalion Chief	\$74,961.22	-20.7%	\$93,166.46	-10.3%	\$109,138.22	-1.8%	56.4%	12
Benefits Coordinator	\$50,839.31	-7.3%	\$66,091.33	6.3%	\$81,343.35	14.0%	59.6%	13
Benefits Manager	\$76,293.52	-22.4%	\$98,679.23	-16.0%	\$120,196.75	-11.5%	56.2%	10
Billing Coordinator	\$47,313.58	-0.1%	\$60,890.16	14.5%	\$74,466.74	22.7%	57.4%	7
Budget & Procurement Manager	\$68,111.49	-11.2%	\$82,924.39	1.3%	\$100,670.82	6.2%	53.0%	14
Building Inspector	\$44,831.18	-19.8%	\$56,631.89	-3.4%	\$69,384.78	4.8%	56.6%	14
Building Official	\$66,916.09	-9.4%	\$85,914.50	-2.2%	\$105,741.00	1.3%	59.0%	14
Building Plans Examiner	\$50,944.86	-19.2%	\$64,841.58	-3.5%	\$80,708.97	3.1%	58.4%	12
Cash Management Coordinator	\$60,386.06	-24.4%	\$78,417.56	-10.8%	\$97,652.18	-4.3%	49.7%	7
Chief Accountant	\$74,130.48	-32.2%	\$96,551.68	-22.7%	\$117,614.23	-16.0%	57.5%	12
Chief Information Security Officer	\$68,004.08	-11.0%	\$87,560.01	-4.1%	\$107,815.47	-0.6%	45.8%	7
Chief Public Affairs Officer	\$66,916.09	-9.4%	\$84,636.56	-0.7%	\$95,000.00	12.0%	49.5%	7
Civil Engineer	\$60,594.00	-12.3%	\$75,742.50	1.4%	\$93,059.74	7.3%	57.9%	12
Code Enforcement Officer	\$40,919.65	-10.7%	\$52,154.84	4.9%	\$65,241.78	10.9%	55.7%	16
Construction Manager	\$69,994.38	-26.6%	\$86,877.74	-12.3%	\$109,735.37	-9.1%	64.1%	5
Criminal Intelligence Analyst	\$41,673.74	-12.6%	\$52,451.50	4.3%	\$64,584.78	11.9%	60.2%	13
Cultural Services Coordinator	\$49,293.08	-29.2%	\$61,157.13	-11.0%	\$74,615.84	-2.5%	57.6%	6
Customer Account Representative	\$35,925.02	2.3%	\$44,906.56	19.8%	\$53,888.09	29.8%	50.0%	9
Deputy Clerk II	\$36,161.79	-13.8%	\$46,513.30	-2.9%	\$57,246.97	2.9%	47.8%	12
Division Chief	\$81,874.02	-29.4%	\$104,617.78	-21.8%	\$129,703.74	-19.1%	66.9%	8
Economic Development Manager	\$67,401.74	-22.9%	\$84,530.64	-9.5%	\$103,282.63	-3.1%	54.9%	7
Engineering Technician	\$43,210.63	-2.8%	\$55,262.78	12.5%	\$68,203.35	19.8%	55.5%	10
Evidence Technician	\$38,627.38	-5.0%	\$48,270.91	12.6%	\$59,185.76	20.6%	51.8%	10
Executive Office Coordinator	\$45,373.00	4.1%	\$57,205.63	20.7%	\$69,629.56	29.3%	50.2%	7
Fire Apparatus Engineer	\$50,538.99	-31.6%	\$63,411.52	-14.6%	\$78,044.77	-7.0%	48.7%	13
Fire Captain	\$62,863.31	-28.4%	\$79,666.34	-12.3%	\$95,036.58	-1.6%	51.0%	10
Fire Lieutenant	\$55,545.93	-27.8%	\$69,376.16	-10.3%	\$82,296.20	1.1%	55.0%	12
Fire Marshal	\$68,916.81	-12.4%	\$86,053.42	-2.4%	\$102,100.54	4.8%	55.9%	14
Fire Operations Chief	\$89,405.00	-37.9%	\$112,556.07	-27.6%	\$134,507.64	-20.4%	44.1%	11
Firefighter II	\$45,035.40	-20.3%	\$58,153.30	-6.0%	\$70,185.57	3.6%	50.0%	11
Firefighter/Paramedic	\$45,060.60	-20.3%	\$54,832.38	-0.1%	\$63,515.18	13.6%	44.1%	14
Fleet/Equipment Logistics Technician	\$45,061.00	-7.0%	\$57,443.66	8.6%	\$69,140.00	18.5%	50.8%	8
GIS Specialist/Planner	\$50,702.82	-7.0%	\$63,233.37	10.7%	\$76,053.67	20.6%	51.4%	17
Human Resources Manager	\$67,584.09	-10.4%	\$85,155.96	-1.3%	\$102,727.82	4.2%	56.1%	9
Information Technology Analyst	\$60,386.06	-12.0%	\$77,713.44	-1.1%	\$94,793.66	5.5%	60.0%	13
Information Technology Manager	\$70,048.35	-14.0%	\$87,450.35	-4.0%	\$105,280.94	1.8%	57.4%	13
Inspector	\$44,831.18	-19.8%	\$56,212.26	-2.6%	\$68,203.35	6.5%	49.8%	12
Office Manager	\$46,996.43	-11.2%	\$60,410.07	3.6%	\$75,038.57	10.3%	63.9%	9
Parking Enforcement Officer	\$31,887.74	-3.5%	\$40,777.73	-5.8%	\$49,667.72	-7.2%	55.8%	3
Parks Maintenance Crew Leader	\$38,641.01	-5.0%	\$47,683.87	13.8%	\$58,348.06	22.0%	54.2%	11
Parks Maintenance Technician II	\$35,090.45	-10.8%	\$44,956.57	0.6%	\$54,379.39	8.0%	54.5%	10
Parks Supervisor II	\$50,117.95	-17.6%	\$64,408.76	-2.8%	\$78,567.93	5.8%	53.5%	13
Payroll Coordinator	\$55,682.94	-16.4%	\$71,865.36	-2.1%	\$86,989.29	7.3%	53.6%	14



EXHIBIT 4B (CONTINUED) MARKET SUMMARY – 50TH PERCENTILE

Classification	Survey Minimum		Survey Midpoint		Survey Maximum		Survey Avg. Range Width	No. of Resp.
	50 th ile	% Diff	50 th ile	% Diff	50 th ile	% Diff		
Planning & Zoning Coordinator	\$45,326.47	-7.6%	\$59,371.43	5.3%	\$73,416.38	12.5%	61.9%	10
Police Captain	\$74,937.86	-20.7%	\$91,595.00	-8.6%	\$112,958.00	-5.3%	50.7%	15
Police Lieutenant	\$65,827.44	-20.6%	\$81,277.14	-5.6%	\$100,529.80	-0.4%	56.8%	18
Police Major	\$82,158.61	-29.7%	\$103,689.98	-19.5%	\$126,029.06	-13.9%	55.4%	11
Police Officer	\$44,637.19	-19.4%	\$55,656.04	-1.6%	\$67,635.86	7.3%	45.5%	19
Police Sergeant	\$57,254.74	-19.1%	\$72,800.63	-3.3%	\$86,022.63	8.4%	48.9%	19
Projects Manager	\$59,106.94	-22.3%	\$75,252.67	-6.7%	\$92,057.02	1.6%	55.1%	8
Public Works Crew Leader	\$39,113.48	-6.2%	\$50,617.71	7.9%	\$62,862.90	14.6%	57.2%	9
Public Works Supervisor	\$51,763.77	3.4%	\$65,919.18	15.3%	\$80,074.59	22.3%	54.7%	7
Public Works Technician II	\$37,952.27	-18.6%	\$47,929.79	-5.9%	\$57,907.31	1.7%	54.7%	6
Records Clerk	\$34,193.92	-8.2%	\$44,152.34	2.4%	\$53,298.06	10.0%	60.9%	18
Records Supervisor	\$48,505.43	-14.4%	\$62,328.84	0.5%	\$75,085.80	10.3%	56.9%	12
Recreation Coordinator	\$41,681.42	-12.6%	\$52,378.92	4.4%	\$63,519.82	13.6%	52.9%	15
Safety/Risk Administrator	\$65,658.07	-20.3%	\$80,692.81	-4.9%	\$94,879.36	5.4%	60.0%	9
Senior Communications Officer	\$44,214.28	-18.4%	\$57,616.58	-5.1%	\$70,782.66	2.8%	57.4%	8
Senior Water Resources Analyst	\$47,959.98	-1.5%	\$61,759.77	13.1%	\$73,986.94	23.4%	57.6%	6
Transportation Engineering Manager	\$82,722.30	-30.4%	\$105,572.16	-22.7%	\$126,806.99	-16.8%	63.8%	8
Treasury Services Manager	\$73,790.66	-31.8%	\$96,422.92	-22.6%	\$118,129.84	-16.5%	56.3%	6
Web Administrator	\$64,362.79	-18.3%	\$84,636.56	-9.7%	\$102,192.13	-2.0%	62.4%	10
Overall Average		-16.0%		-2.8%		4.7%	55.2%	10.8

Market Minimums

The starting point of the analysis was to compare the peers' 50th percentile minimum for each classification to the City's range minimums. Market minimums are generally considered as an entry level salary for employees who meet the minimum qualifications of a classification. Those employees with salaries at or near the range minimums typically are unlikely to have mastered the job and probably have not acquired the skills and experience necessary to be fully proficient in their classification.

As **Exhibit 4B** illustrates, at the minimum of the respective salary ranges, the City was, on average, approximately 16.0 percent below market 50th percentile across classifications. While some classifications were closer to the 50th percentile at the minimum, others exhibited a greater difference from market values.

Based on the data gathered at the surveyed market minimum for the benchmarked positions, the following could be determined:

- The surveyed position with differentials ranged from 37.9 percent below 50th percentile minimum in the case of the Fire Operations Chief classification to 4.1 percent above market for the Executive Office Coordinator classification.
- Of the 70 classifications with market minimum percent differentials, 66 (94.3 percent) were below the 50th percentile at the minimum.



Market Midpoints

Market midpoints are important to consider because they are commonly recognized as the salary point at which employees are fully proficient in satisfactorily performing their work.

As **Exhibit 4B** illustrates, for the classifications, the City was, on average, 2.8 percent below market 50th percentile at the midpoint of the respective salary ranges. Based on the collected data, the following observations can be made:

- At the market midpoint, the benchmark positions with differentials ranged from 27.6 percent below market in the case of the Fire Operations Chief classification to 20.7 percent above market midpoint for the Executive Office Coordinator classification.
- Of the 70 classifications with market midpoint percent differentials, 46 (65.7 percent) were below market at the midpoint.

Market Maximums

In this section, the average of the peer salary range maximums is compared to the City's range maximums for each classification. The market 50th percentile maximum is significant as it represents the upper limit salary that an organization might provide to retain and/or reward experienced and high performing employees. Additionally, being competitive at the market maximum allows organizations to attract highly qualified individuals for in-demand classifications.

As **Exhibit 4B** above illustrates, the City is, on average, 4.7 percent above market at the maximum of the respective salary ranges for the benchmarked classifications. The comparison of market maximums yielded the following:

- At the market maximum, the benchmark positions with differentials ranged from 20.4 percent below market in the case of the Fire Operations Chief classification to 29.8 percent above market for the Customer Account Representative classification.
- Of the 70 classifications with market maximum percent differentials, 22 (31.4 percent) were below market at the maximum

4.2 SALARY SURVEY CONCLUSIONS

Emphasis should be placed on the standing of a classification's pay range compared to the market and it should be noted that this is not a definitive assessment of the individual employee's salary being equally above or below market. However, a classification's pay range standing in the market reflects the City's ability to recruit and retain talent over time. An example may be, when a range minimum is significantly lower than the market peers would offer, the City has the potential to face challenges when competing with market peers to recruit for specific classifications. The same conclusion may be made that range maximums lower than the market maximums may serve as a disincentive for employees reaching the maximum of a salary range to remain at the City.

This analysis provided a comparison of the City's current compensation structure and the market peer data. A few classifications had ranges that were ahead of the market while others were behind. Each classification was examined utilizing a balance of market survey results (external equity) and internal equity to develop the pay plan recommendations provided in Chapter 5.

4.3 **BENEFITS SURVEY RESULTS**

As a component of this study, Evergreen conducted a benefits market analysis in addition to a compensation market analysis. A benefits analysis, much like a pay plan evaluation, represents a snapshot in time of what is available in peer organizations and provides the City with an understanding of the total compensation (salary and benefits) offered by its peers. It is important to realize that there are intricacies involved with benefits that are not captured by a market survey alone.

Evergreen sought to receive benefits data from the same peers identified for the salary survey. **Exhibit 4C** provides the 15 market peers from which benefits data were actually received or collected.

EXHIBIT 4C BENEFITS RESPONDENTS

Market Peers
City of Brookhaven, GA
City of Chattanooga, TN
City of Decatur, GA
City of Duluth, GA
City of Dunwoody, GA
City of Franklin, TN
City of Johns Creek, GA
City of Milton, GA
City of Roswell, GA
City of Sandy Springs, GA
City of Smyrna, GA
Athens-Clarke County, GA
Forsyth County, GA
Greenville County, SC
Gwinnett County, GA

While comparison data is provided in the following sections, a line-by-line comparison of benefits offerings is not recommended since different organizations often have different philosophies regarding the importance of specific benefits. Furthermore, benefits are usually negotiated and acquired through third parties, which often makes individual comparisons even more difficult. The analysis below highlights aspects of the benefits survey that provided pertinent information regarding benefits offerings at peer organizations.



General Benefits

Exhibit 4D provides the number of full time and part time employees in the City and in its peer organizations. The number of benefits eligible employees can influence the type and different benefit plans provided by an organization. The City's peer organizations were made up of, on average, 84.4 percent full-time employees and 15.6 percent part-time employees, while the City has 98.8 percent full-time, and 1.2 percent part-time employees.

**EXHIBIT 4D
PERCENT OF FULL-TIME AND PART-TIME EMPLOYEES**

Organization Demographics	Peer Average		CITY OF ALPHARETTA, GA	
Full-Time Employees	850	84.4%	424	98.8%
Part-Time Employees	157	15.6%	5	1.2%

The total percentage of benefits contributions by the employer in relation to total compensation is a common broad indicator and helps to assess how generous the discretionary benefits are at individual organizations. Total compensation refers to the compensation package and includes salary and benefits the employer provides to its eligible employees. Benefits as a percentage of total compensation is calculated by dividing benefits reflected as a dollar amount, by the amount of total compensation, which is salary plus benefits contributions by the employer.

As demonstrated in **Exhibit 4E**, the market average for benefits as a percentage of total compensation was approximately 28.4 percent, compared to the City at 35.0 percent. Public-sector employer's total compensation typically ranges from 30.0 to 40.0 percent. It is not uncommon for this number to vary within this range depending on the compensation philosophy of the organization and the relative cost of benefits.

**EXHIBIT 4E
BENEFITS AS PERCENT OF TOTAL COMPENSATION**

Total Compensation	Peer Average	CITY OF ALPHARETTA, GA
Benefits as a percentage of total compensation	28.4%	35.0%



Employee Health Plans

Exhibit 4F shows the number of health plans provided to current employees by the responding peers and the City. The average number of health plans provided (any combination of HMO, PPO, HSA, PPO, or other plans) was 2.3 based on the market data. The City provided two health plans with premium level options based on employee salaries.

**EXHIBIT 4F
NUMBER OF HEALTH PLANS**

Number of Plans	Peer Average	CITY OF ALPHARETTA, GA
Number of health plans offered	2.3	2.0

Exhibit 4G displays the number of health plans provided to current employees by the responding peers and the City. The average number of health plans provided by peers (any combination of HMO, PPO, HSA, HMO or other health plans) was 2.3. The City offered two plans, HSA plan (Health Savings Accounts) and HRA (Health Reimbursement Arrangements).

**EXHIBIT 4G
HEALTH PLAN PREMIUMS AND DEDUCTIBLES**

Health Plan Premiums & Deductibles	Peer HMO Average	Peer PPO Average	Peer HSA Average	Other Plans Average	CITY OF ALPHARETTA, GA	CITY OF ALPHARETTA, GA
Percentage of peers offering each plan	35.7%	50.0%	62.5%	71.4%	H.S.A	HRA
DOLLAR AMOUNT (monthly) of employee premium paid by employer	\$402.08	\$645.51	\$520.29	\$447.16	\$705.73	\$719.88
PERCENTAGE (monthly) of employee premium paid by employer	74.1%	86.6%	88.7%	74.6%	95.5%	90.3%
DOLLAR AMOUNT (monthly) of employee premium paid by employee	\$80.09	\$102.17	\$42.85	\$72.61	\$33.02	\$77.11
PERCENTAGE (monthly) of employee premium paid by employee	25.9%	13.4%	11.3%	25.4%	4.47%	9.68%
Individual Maximum Deductible In Network	\$1,070.00	\$1,425.00	\$2,420.00	\$2,138.46	\$2,500.00	\$2,500.00
Individual Maximum Deductible Out of Network	\$3,516.67	\$3,361.11	\$4,960.00	\$4,208.33	\$5,000.00	\$5,000.00
DOLLAR AMOUNT (monthly) of employee plus child premium paid by employer	\$740.33	\$1,043.49	\$2,401.33	\$839.00	\$1,295.05	\$1,309.50
PERCENTAGE (monthly) of employee plus child premium paid by employer	72.0%	81.6%	87.0%	73.6%	92.6%	86.8%
DOLLAR AMOUNT (monthly) of employee plus child premium paid by employee	\$175.03	\$234.08	\$75.91	\$161.18	\$102.79	\$199.07
PERCENTAGE (monthly) of employee plus child premium paid by employee	28.0%	18.4%	13.0%	26.4%	7.35%	13.20%
Employee Plus Child Maximum Deductible In Network	\$2,300.00	\$2,250.00	\$4,240.00	\$4,390.91	\$5,000.00	\$5,000.00
Employee Plus Child Maximum Deductible Out of Network	\$7,283.33	\$5,388.89	\$9,440.00	\$8,650.00	\$10,000.00	\$10,000.00



EXHIBIT 4G (CONTINUED)
HEALTH PLAN PREMIUMS AND DEDUCTIBLES

Health Plan Premiums & Deductibles	Peer HMO Average	Peer PPO Average	Peer HSA Average	Other Plans Average	CITY OF ALPHARETTA, GA	CITY OF ALPHARETTA, GA
DOLLAR AMOUNT (monthly) of employee plus spouse premium paid by employer	\$621.71	\$1,100.44	\$715.80	\$913.25	\$1,428.27	\$1,451.50
PERCENTAGE (monthly) of employee plus spouse premium paid by employer	46.8%	79.7%	87.2%	73.6%	92.5%	87.1%
DOLLAR AMOUNT (monthly) of employee plus spouse premium paid by employee	\$1,786.16	\$274.22	\$82.89	\$173.39	\$115.99	\$215.12
PERCENTAGE (monthly) of employee plus spouse premium paid by employee	53.2%	20.3%	12.8%	26.4%	7.51%	12.91%
Employee Plus Spouse Maximum Deductible In Network	\$2,300.00	\$2,250.00	\$4,240.00	\$4,390.91	\$5,000.00	\$5,000.00
Employee Plus Spouse Maximum Deductible Out of Network	\$7,283.33	\$5,388.89	\$9,440.00	\$8,650.00	\$10,000.00	\$10,000.00
DOLLAR AMOUNT (monthly) of employee plus family premium paid by employer	\$1,152.66	\$1,495.79	\$1,022.79	\$1,322.47	\$2,031.66	\$2,056.15
PERCENTAGE (monthly) of employee plus family premium paid by employer	71.5%	76.8%	88.4%	73.4%	92.2%	86.5%
DOLLAR AMOUNT (monthly) of employee plus family premium paid by employee	\$286.35	\$415.38	\$106.43	\$256.58	\$171.75	\$322.16
PERCENTAGE (monthly) of employee plus family premium paid by employee	28.5%	23.2%	11.6%	26.6%	7.79%	13.55%
Employee Plus Family Maximum Deductible In Network	\$2,340.00	\$2,625.00	\$4,240.00	\$4,592.31	\$5,000.00	\$5,000.00
Employee Plus Family Maximum Deductible Out of Network	\$7,283.33	\$5,861.11	\$9,440.00	\$8,375.00	\$10,000.00	\$10,000.00



Exhibit 4H summarizes the additional health and wellness offerings of responding peers and the City. None of the peer organizations surveyed prevented employee spouses from being covered if the employee's spouses' employer offered health benefits, which is consistent with the City's policy on spousal health coverage. None of the peers surveyed offered a Medical Flex Spending Account. The majority of peers offer incentives to employees to participate in the Wellness Program, however only 63.6 percent tied that program to Employee Health Benefits. Only 54.5 percent of peers extended their Wellness Program to employee spouses and/or families.

EXHIBIT 4H
ADDITIONAL HEALTH AND WELLNESS PROGRAMS

Additional health and wellness programs offered	Peer Percentage Yes	CITY OF ALPHARETTA, GA
Does your organization prevent employee Spouses from being covered under your organization's health benefit if Spouse's employer offers health benefits?	0.0%	NO
Does your organization offer a Medical Flex Spending account?	0.0%	YES
Does your organization offer Dependent Care Flex Spending Account?	100.0%	YES
Does your organization offer a Wellness Program?	100.0%	YES
Is your Wellness program offered to employee Spouses and or Families?	54.5%	YES
Is your Wellness program tied to your Employee Health Benefits?	63.6%	YES
Does your organization offer incentives to employees to participate in the Wellness Program?	90.9%	YES
Does your organization offer incentives and/or rewards for employees to become involved with community projects and employee volunteerism in the communities they live and work in?	27.3%	NO



Other Insurance Plans

Exhibit 4I reflects information on other insurance plans offered. The City and its peers provided employer paid dental and vision insurance plans.

**EXHIBIT 4I
DENTAL AND VISION PLANS**

Dental and Vision Offerings		Peer Percentage Offered	Average Number of Plans Offered	Average maximum monthly amount that the employee pays for employee only coverage	Average maximum monthly amount that the employee pays for employee plus dependent coverage	Average maximum monthly amount the employer pays for employee only coverage	Average maximum monthly amount the employer pays for employee plus dependent coverage
Dental Insurance	Employer Paid (Peers)	53.8%	1.7	-	-	\$37.21	\$89.86
	CITY OF ALPHARETTA, GA	YES	1.0	-	-	\$43.63	\$132.65
	Employee Paid (Peers)	100.0%	1.8	\$13.15	\$49.31	-	-
	CITY OF ALPHARETTA, GA	YES	1.0	\$5.30	\$14.14	-	-
Vision Plan	Employer Paid (Peers)	23.1%	1.0	-	-	\$4.99	\$11.26
	CITY OF ALPHARETTA, GA	YES	1.0	-	-	\$3.51	\$10.21
	Employee Paid (Peers)	100.0%	1.2	\$4.88	\$13.39	-	-
	CITY OF ALPHARETTA, GA	YES	1.0	\$5.30	\$14.14	-	-

Exhibit 4J displays the percentage of responding peers that provided short- and long-term disability insurance. Of the responding peers, 66.7 percent provided employer paid short-term disability insurance.

**EXHIBIT 4J
DISABILITY INSURANCE**

Disability Insurance		Peer Percentage Offered	Average Number of Plans Offered	Average maximum monthly amount that the employee pays for employee only coverage	Average maximum monthly amount that the employee pays for employee plus dependent coverage	Average maximum monthly amount the employer pays for employee only coverage	Average maximum monthly amount the employer pays for employee plus dependent coverage	Percentage of salary the employee receives
Short-Term Disability	Employer Paid (Peers)	66.7%	1.0	-	-	\$34.30	\$0.00	63.3%
	CITY OF ALPHARETTA, GA	YES	1.0	AMOUNT VARIES				67.0%
	Employee Paid (Peers)	25.0%	2.0	AMOUNT VARIES				60.0%
	CITY OF ALPHARETTA, GA	NO		N/A				
Long-Term Disability	Employer Paid (Peers)	83.3%	1.0	-	-	\$47.62	\$0.00	60.7%
	CITY OF ALPHARETTA, GA	YES	1.0	AMOUNT VARIES				60.0%
	Employee Paid (Peers)	33.3%	1.3	AMOUNT VARIES				60.0%
	CITY OF ALPHARETTA, GA	NO		N/A				



Life Insurance

Exhibit 4K summarizes the life insurance offerings of responding peers and the City. Employer-paid life insurance is provided by all peers (100.0 percent) as well as the City.

**EXHIBIT 4K
LIFE INSURANCE**

Life Insurance	Peer Percentage Yes	Peer Average	CITY OF ALPHARETTA, GA
Is employer-paid life insurance offered?	100.0%	-	YES
Cost (monthly) to employer for individual coverage	-	\$7.86	AMOUNT VARIES
Dollar amount of death benefit	-	\$50,000.00	3.5 x salary rounded to nearest \$1,000
Is Optional dependent coverage offered?	100.0%	-	YES
Can the employee purchase (additional) life insurance if desired?	100.0%	-	YES
Is accidental death insurance provided?	100.0%	-	YES

Exhibit 4L summarizes the Employee Assistance Programs (EAP) offerings. EAP services are provided by 100.0 percent of responding peers and of those same peers, 92.3 percent offer these benefits to employees' families. On average, approximately 5.8 annual visits are provided by peers. The City offers Employee Assistance Programs (EAP) with benefits to the employee's families and similar to the peers, the City provides six visits.

**EXHIBIT 4L
EMPLOYEE ASSISTANCE PROGRAM**

EAP	Peer Percentage Yes	Peer Average	CITY OF ALPHARETTA, GA
Is an EAP offered?	100.0%	-	YES
Are benefits available to family members as well as the employee?	92.3%		YES
Number of Annual EAP Visits Provided	-	5.8	6 visits



Exhibit 4M shows tuition reimbursement among peers and the City. Tuition reimbursement for employees is provided by 90.0 percent of responding peers, with an average reimbursement limit of \$3,356 per fiscal year.

**EXHIBIT 4M
TUITION REIMBURSEMENT BENEFITS**

Tuition Reimbursement	Peer Percentage Yes	Peer Average	CITY OF ALPHARETTA, GA
Is Tuition Reimbursement offered?	90.0%	-	YES
Tuition Reimbursement Limit	-	\$3,356.00	The maximum schedule for reimbursement per semester will be set annually in accordance with tuition charged by the Georgia State University, not to exceed 15 credit hours for full-time employee and 6 credit hours for part-time employee.



Employee Leave and Holidays

Exhibit 4N reflects the average accrual rates for personal, sick, annual/vacation, personal leave and paid time off for employees for the responding peers and the City. Of the responding peers, 81.8 percent offered sick leave; 72.7 percent offered annual/vacation leave; 36.4 percent offered personal leave; and 18.2 percent offered paid-time off to employees.

**EXHIBIT 4N
LEAVE TIME ACCRUAL**

Leave Accrual	Organization	Offered?	Minimum Accrual Rate (Monthly hours)	How many years of service does it require to begin to accrue the minimum rate?	Maximum Accrual Rate (Monthly hours)	Years to Achieve Maximum Accrual Rate	Maximum Allowed to Roll Over to Following Year
Sick Leave	Peer Percentage Yes/Average	81.8%	8.2	0.0	8.2	0.0	232.7
	CITY OF ALPHARETTA, GA	YES (PTO)	Extended Sick Leave Bank (ESLB) hours can be used for time off due to illness or injury to the employee. The provisions for using ESLB hours are as follows: • The employee must exhaust the hours in his or her regular PTO account before accessing the ESLB. • ESLB hours can be used to supplement the pay difference of short and long term disability insurance at the employee's discretion and only up to the employee's regular wages. • ESLB hours are not transferable, cannot be converted to cash and are not subject to the sell back option. • ESLB hours are not payable to the employee at termination.				
Annual/Vacation Leave	Peer Percentage Yes/Average	72.7%	8.1	0.0	18.3	18.5	244.1
	CITY OF ALPHARETTA, GA	YES (PTO)	8 (PTO)	1 (PTO)	18 (PTO)	10.0	240 for all employees, except Fire Department 318 hours
Sick AND Vacation	Peer Totals	-	16.3	-	26.6	-	-
Personal Leave	Peer Percentage Yes/Average	36.4%	8.0	0.0	16.5	15.0	93.3
	CITY OF ALPHARETTA, GA	No	-	-	-	-	-
Paid-Time Off	Peer Percentage Yes/Average	18.2%	12.3	0.0	18.1	13.5	228.0
	CITY OF ALPHARETTA, GA	YES	Paid Time Off covers scheduled (vacation) and unscheduled (sick) leaves.				
Hazardous Duty Pay for Worker's Comp. Injury Leave	Peer Percentage Yes/Average	0.0%					
	CITY OF ALPHARETTA, GA	YES					



Exhibit 4O summarizes respondents' policies for sick leave payout upon employee termination. The City did not offer sick leave payout. Instead the City offers payout of unused PTO accruals up to 240 hours (318 for fire shift personnel).

**EXHIBIT 4O
SICK LEAVE PAYOUT**

Sick Leave Policies	Peer Percentage Yes	Peer Average	CITY OF ALPHARETTA, GA
Is unused sick leave paid out upon	22.2%	-	NO
Max hours of sick leave paid out upon	-	240.0	
Is unused sick leave paid out upon	0.0%	-	
Max hours of sick leave paid out upon	-	AMOUNT VARIES	
Can unused sick leave count towards	62.5%	-	
that can count towards retirement?	-	AMOUNT VARIES	

Exhibit 4P summarizes respondents' policies regarding annual/vacation leave payout. Unused annual/vacation leave was paid out by 100.0 percent of respondents for voluntary and 62.5 percent for involuntary separation.

**EXHIBIT 4P
ANNUAL/VACATION LEAVE PAYOUT**

Vacation Leave Policies	Peer Percentage Yes	Peer Average	CITY OF ALPHARETTA, GA
Is unused annual/vacation leave paid out upon voluntary separation?	100.0%	-	YES (PTO)
Max hours of annual/vacation leave paid out upon voluntary separation?	-	197.0	240 for all employees, except Fire Department 318 hours
Is unused annual/vacation leave paid out upon involuntary separation?	62.5%	-	YES (PTO)
Max hours of annual/vacation leave paid out upon involuntary separation	-	176.0	240 for all employees, except Fire Department 318 hours



As seen in **Exhibit 4Q**, 90.0 percent of responding peers offered merit raises, and a uniform allowance; 75.0 percent offered public safety sign-on bonuses, and service awards; 60.0 percent offered incentives to field training officers; 50.0 percent offered shift pay; 40.0 percent offered incentives to K-9 officers, and longevity pay; 37.5 percent offered an employee referral program; 30.0 percent offered built-in overtime for public safety employees; and 10.0 percent offered merit bonuses.

**EXHIBIT 4Q
ADDITIONAL PAY**

Types of longevity pay, bonuses, allowances, or incentive pay programs	Peer Percentage Yes	CITY OF ALPHARETTA, GA
Does your organization offer: Longevity Pay?	40.0%	NO
Does your organization offer: Merit Raises?	90.0%	YES
Does your organization offer: Merit Bonuses?	10.0%	NO
Does your organization offer: Uniform Allowance?	90.0%	YES
Does your organization offer: Shift Pay?	50.0%	NO
Does your organization offer: K-9 Officer?	40.0%	YES
Does your organization offer: Field Training Officer?	60.0%	YES
Does your organization offer: Built-in overtime for public safety employees?	30.0%	YES
Does your organization offer: Public Safety Sign-On Bonus?	75.0%	YES
Does your organization offer: Employee Referral Program?	37.5%	YES
Does your organization offer: Service Awards?	75.0%	YES
Does your organization offer: other programs?	0.0%	NO



Exhibit 4R provides data on take-home vehicle policies for respondents. 81.8 percent of respondents as well as the City offered take home vehicles to some employees. Peer respondents offered take-home vehicles primarily to police officers, which is consistent with the City's take-home vehicle policy.

**EXHIBIT 4R
TAKE-HOME VEHICLE**

Offer a Take-Home vehicle to employees	Peer Percentage Yes	CITY OF ALPHARETTA, GA
Does your organization offer a take-home vehicle to employees?	81.8%	YES
Are there any distance limitations? (in miles)	70.0%	YES
What is the average number of miles allowed?	25.0	30
Who is eligible?	Crime Technicians, Directors, Police Officers, Public Safety Staff, Some key management staff, and positions assigned to vehicles required for work purposes.	Police Officers and certain required positions



The percentages of peers recognizing various holidays compared to the holidays observed at the City are shown in **Exhibit 4S**. All peers recognized New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. The City recognizes some of the same days as well as Martin Luther King Jr. Day, Christmas Eve, and Personal Holiday for a total of 11 paid holidays each year.

**EXHIBIT 4S
RECOGNIZED HOLIDAYS**

Paid Holiday observed by peer organizations	Peer Percentage Yes	CITY OF ALPHARETTA, GA
New Year's Day	100.0%	YES
New Year's Eve	0.0%	NO
Martin Luther King, Jr. Day	92.9%	YES
Lincoln's Birthday	0.0%	NO
Washington's Birthday	0.0%	NO
Presidents Day	57.1%	NO
Good Friday	35.7%	NO
Memorial Day	100.0%	YES
Independence Day	100.0%	YES
Labor Day	100.0%	YES
Veteran's Day	57.1%	NO
Thanksgiving Day	100.0%	YES
Day after Thanksgiving	100.0%	YES
Christmas Eve	78.6%	YES
Christmas Day	100.0%	YES
Personal Holiday	35.7%	YES
Employee Birthday	7.1%	NO
Other - (City Designated Floating Holiday, United Way Day, or Columbus Day)	28.6%	YES



EXHIBIT 4S (CONTINUED)
RECOGNIZED HOLIDAYS

Holiday Policies	Peer Total/Percentage Yes	CITY OF ALPHARETTA, GA
Total Number of holidays observed (include breaks and other special days off not included as annual, sick, or personal leave)	10.9	11 *See summary below
How are employees paid for holidays?		
Straight time	66.7%	
Time and a Half if hours worked exceed maximum for straight time	0.0%	
Both Straight Time and Time and a Half depending on classification	33.3%	

The City also provided the following summary describing Holiday policies:

For work required on an official paid holiday, excluding the employee's elective floating holiday:

- A non-exempt employee who is required to work on an official paid holiday (not necessarily the day the holiday is observed by the City) shall receive pay at 1.5 times the employee's regular hourly rate.
- An exempt employee, other than an exempt employee of the Public Safety Department who works a shift schedule, who is required to work on an official paid holiday shall be given alternative time off equal to the employee's regular holiday benefit. This alternative time off should be taken within the same pay period as the official paid holiday. An exempt employee of the Public Safety Department who works a shift schedule will receive their regular rate of pay for hours worked on the holiday.
- Part time, seasonal and temporary employees scheduled to work an official paid holiday will be paid the hours worked at their normal rate.



Retired Employee Benefits

Exhibit 4T displays the number of retirement plans provided, vesting requirements, and contribution levels. Of the peer respondents, on average, an employee becomes fully vested after 5.9 years, compared to the City's average of 5 years for the three plans offered.

**EXHIBIT 4T
RETIREMENT**

Number of Plans	Peer Average	CITY OF ALPHARETTA, GA
Number of retirement plans offered	2.2	3.0

Retirement Details	Peer Average	CITY OF ALPHARETTA, GA DB Pension Plan	CITY OF ALPHARETTA, GA Retirement Savings	CITY OF ALPHARETTA, GA 457 Deferred Comp
Years to Fully Vest	5.9	5	5	0
COLA Offered to Retiree Pensions	36.8%	NO	NO	N/A
Does the organization's retirement plan offer a disability provision?	26.3%	YES	YES	N/A
What percent of salary does the organization contribute to this retirement option?	10.7%	13%	15%	Match to the 401a dollar for dollar up to 5% of employees pay
What percent of salary does the employee contribute to this retirement option?	1.9%	2.5%	0%	Up to the IRS allowable limits

In addition to the data illustrated in **Exhibit 4T**, the City also specified that retirees (age 55+ and 10+ years of service) may continue individual medical coverage, paying full cost, up until Medicare eligibility at age 65. Retirees (age 55+ and 15+ years of service) receive a monthly health reimbursement of 2% of annual base pay.

Full-time employees who terminate employment with a minimum of 15 years of service and reach the age of 55 will be eligible to receive a monthly health reimbursement benefit as periodically determined by the Board of Trustees. The monthly benefit is available to the participant to cover eligible medical expenses (of the participant or the participant's spouse or dependent) as defined under Section 213(d) of the IRS Code. The City funds this benefit at an amount equal to 2% of all employees' annual regular wages.



The benefit became effective for employees employed on or hired after May 7, 2018. Eligible retirees can begin receiving reimbursement benefits in July 2020. The monthly benefit will be determined periodically by the Board of Trustees based on an actuarial study. The actuary will calculate the benefit that can be paid annually to eligible retirees based on assumptions of the Trust such as the City's annual contributions, reasonable expected returns, and other plan parameters. The full benefit amount will be for those eligible retirees with 25 years of service. Those eligible retirees with less than 25 years but greater than 15 will receive a prorated benefit of full benefit based on years of service to the max of 25.

The applicable benefit will be credited to the eligible retiree monthly. The eligible retiree will submit eligible expenses to a third party administrator for reimbursement up to the amount available in the retirees account

Exhibit 4U demonstrates participation in additional retirement plans offered by peer organizations. The survey showed that 40.0 percent of the responding peers participate in a state retirement system.

EXHIBIT 4U RETIREMENT

Retirement Participation	Peer Percentage Yes	CITY OF ALPHARETTA, GA
Does the organization participate in a State Retirement System?	40.0%	NO
Is a retirement option other than a state plan offered?	80.0%	YES
Is D.R.O.P. offered?	9.1%	NO
Is a 401k, 401a, 403(b), or 457 offered?	81.8%	YES
Is a type of plan other than a 401k, 401a, 403(b) or 457 offered?	27.3%	YES

*D.R.O.P.: Deferred Retirement Option Plan

4.4 BENEFITS SUMMARY

The peer benefit data summarized in this chapter indicate that the City's benefits offerings are more competitive when considering the proportion of premiums paid by employees to the amount paid by the City. With respect to the total ratio of benefits to total compensation, the City significantly led the market with 35 percent compared to the peer average of 28.4 percent. Additionally, the City's employees paid a lower premium for employee only health insurance, in contrast they paid a higher premium for family health coverage. The relatively recent retiree health reimbursement benefit is also a significant contributor to the total compensation for the City's employees.



4.5 MARKET SUMMARY

From the analysis of the data gathered in the external market assessment and discussed above, the benchmark classifications' salary ranges were generally found to be below the market. The review of data for the public sector indicates the City could benefit from the development and implementation of a more competitive pay plan (salary ranges) structured similarly to its peers. When comparing employee benefits, the City compared very favorably to its peers. Overall, with some changes to the salary structure, the City would remain in a competitive position overall for its total compensation for employees. The next chapter provides a summary of all study findings and associated recommendations.



Chapter 5 - Recommendations

The analysis of the City's classification and compensation system revealed several areas of opportunity for improvement. Evergreen worked to refine the classification system and develop a competitive pay system that could be utilized successfully going forward. Study recommendations, as well as the findings that led to each, are discussed in this chapter.

5.1 CLASSIFICATION SYSTEM

An organization's classification system establishes how its human resources are employed to perform its core services. The classification system consists of the titles and descriptions of the different classifications, or positions, which define how work is organized and assigned. It is essential that the titles and descriptions of an organization's classifications accurately depict the work being performed by employees in the classifications to ensure equity within the organization and to enable comparisons with positions at peer organizations. The purpose of a classification analysis is to identify such issues as incorrect titles, outdated job descriptions, and inconsistent titles across departments.

In this analysis of the City's classification system, Evergreen collected classification data through the Job Assessment Tool (JAT) and Management Issues Tool (MIT) processes. The JAT's, which were completed by employees and reviewed by their supervisors, provided information about the type and level of work being performed for each of the City's classifications. The MIT process allowed supervisors an opportunity to provide specific recommendations regarding the pay or classification of positions in their areas. Evergreen reviewed and utilized the data provided in both as a basis for the recommendations below.

FINDING

Overall, the classification system utilized by the City was sound. However, there were some instances of titles that could be modified to better reflect the tasks assigned to the position.

RECOMMENDATION 1: Revise the titles of some classifications, and add new titles for others.

Exhibit 5A provides a list of the recommended changes to the classification system. Not listed are minor changes e.g., spelling out abbreviated words; however, listed are modifications to entire classifications. For example, the Senior Engineer classification was given more specific designations to provide clarity to the classifications. The foundation for all recommendations was the work performed by employees as described in their JAT's, best practices in the Human Resources field, or unique needs which required a specific titling method.



EXHIBIT 5A PROPOSED CLASSIFICATION CHANGES

Current Class Title	Recommended Class Title
Accreditation Mgr./Emergency Mgt. Cord.	Accreditation Manager
Benefits Manager	Benefits Specialist
Deputy Clerk I	Administrative Assistant I
Information Technology Administrator	Information Technology Administrator I
Public Safety Budget/Finance Administrator	Public Safety Budget/Finance Coordinator
Records Supervisor	Records Manager
Senior Budget & Procurement Analyst	Budget & Procurement Coordinator
Senior Engineer	Senior Engineer - CIP
Senior Engineer	Senior Engineer - Infrastructure
Training/Emergency Medical Services Coord.	EMS Division Chief
Transportation Engineer/Operations Manager	Transportation Engineering Manager

FINDING

When comparing the City's current job descriptions to the work described by employees in the JAT's, Evergreen noted some tasks that were missing from the current job descriptions. This can happen over a period of time if the descriptions are not reviewed and updated on a regular basis. As well, some tasks in one classification are often reassigned to another classification. As such, these changes make it necessary for an organization to update its job descriptions regularly to ensure each job description accurately reflects the work performed.

RECOMMENDATION 2: Revise all job descriptions to include updated classification information provided in the JAT, and review job descriptions annually for accuracy.

The process of reviewing and updating the City's job descriptions as well as comments received from employees and supervisors during outreach revealed they did not, in some cases, completely reflect current work performed. To minimize this becoming a concern again in the future, Evergreen recommends a regular review of these descriptions, and FLSA status determinations. To the extent possible, a review of the employee's assigned job classification (description) should occur concurrent with his/her annual performance evaluation, if conducted. This would be an appropriate time to review the job description for the classification as it should accurately represent the work the employee will perform during an evaluation period. Review of the FLSA determination as well as other aspects of the job, such as physical requirements required to perform essential functions will also ensure consistent, continuous compliance with the American's with Disabilities Act (ADA) protection.



5.2 TOTAL COMPENSATION SYSTEM

The compensation system analysis consisted of two parts: an external market assessment and an internal equity assessment. During the external market assessment, data for the City's selected benchmark classifications were aggregated at the median for the identified peers. Details regarding the external market assessment were provided in **Chapter 4** of this report.

During the internal equity assessment, consideration of the relationships between and the type of work being performed by the City's employees were reviewed and analyzed. Specifically, a composite score was assigned to each of the classifications that quantified the classification's level of five separate compensatory factors (Leadership, Working Conditions, Complexity, Decision-Making, and Relationships). The level for each factor was determined based on responses to the JAT. The results of both analyses were utilized when developing the recommendations below.

FINDING

The City's salary ranges were overall slightly behind its desired market position for many of the benchmark classifications at the minimum and midpoints. Taking this into consideration, implementing a new pay structure would provide the City with an improved ability to attract, hire and retain employees.

Additionally, the City's benefit offerings were overall above the average of the market in respect to their relation with total compensation. Taking this into consideration, continuing to assess the market competitiveness of key benefit offerings will provide the City with an ability to attract, hire and retain employees.

RECOMMENDATION 3: Create and implement a competitive open-range pay plan aligned with the City's compensation philosophy that reflects its desired market position and best practices; slot all classifications into the plan based on external and internal equity; and transition employees' salaries into the plan.



Exhibit 5B shows the proposed open-range pay plan for all employees with 13 pay grades, numbered 301 through 313. The range spreads are a constant 60 percent throughout all grades.

EXHIBIT 5B
PROPOSED PAY PLAN - GENERAL

Grade	Minimum	Midpoint	Maximum	Range Spread
301	\$ 30,784.00	\$ 40,019.20	\$ 49,254.40	60.0%
302	\$ 33,862.40	\$ 44,021.12	\$ 54,179.84	60.0%
303	\$ 37,248.64	\$ 48,423.23	\$ 59,597.82	60.0%
304	\$ 40,973.50	\$ 53,265.56	\$ 65,557.61	60.0%
305	\$ 45,070.85	\$ 58,592.11	\$ 72,113.37	60.0%
306	\$ 49,577.94	\$ 64,451.32	\$ 79,324.70	60.0%
307	\$ 54,535.73	\$ 70,896.45	\$ 87,257.17	60.0%
308	\$ 59,989.31	\$ 77,986.10	\$ 95,982.89	60.0%
309	\$ 65,988.24	\$ 85,784.71	\$105,581.18	60.0%
310	\$ 72,587.06	\$ 94,363.18	\$116,139.30	60.0%
311	\$ 79,845.77	\$103,799.50	\$127,753.23	60.0%
312	\$ 87,830.34	\$114,179.45	\$140,528.55	60.0%
313	\$ 96,613.38	\$125,597.39	\$154,581.41	60.0%

After developing the pay plan, Evergreen slotted each proposed classification into the appropriate pay range in the recommended plan. Both internal and external equity were analyzed when slotting the classifications. Assigning pay grades to classifications requires a balance of internal equity, desired market position, and recruitment and retention concerns. Thus, market range data shown in **Chapter 4** were not the sole criteria for the proposed pay ranges. Some classifications' grade assignments varied from their associated market range due to the other factors mentioned above. The resulting recommended pay grades for each of the City's classifications are shown in **Exhibit 5C**. It should also be noted that the recommended classification titles are utilized in the exhibit.



EXHIBIT 5C
PROPOSED PAY GRADES

Recommended Class Title	Proposed Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum
Facility Technician	301	\$30,784.00	\$40,019.20	\$49,254.40
Parking Enforcement Officer				
Parks Maintenance Technician I				
Parks Maintenance Technician II	302	\$33,862.40	\$44,021.12	\$54,179.84
Public Works Technician I				
Records Clerk				
Administrative Assistant I	303	\$37,248.64	\$48,423.23	\$59,597.82
Deputy Clerk II				
Firefighter I (Uncertified)				
Police Recruit Officer	304	\$40,973.50	\$53,265.56	\$65,557.61
Public Works Technician II				
Accounts Payable Technician				
Administrative Assistant II	304	\$40,973.50	\$53,265.56	\$65,557.61
Billing & Collections Representative				
Communications Officer				
Customer Account Representative				
Evidence Technician				
Fingerprint Technician				
Parks Maintenance Crew Leader				
Permit Technician				



EXHIBIT 5C (CONTINUED)
PROPOSED PAY GRADES

Recommended Class Title	Proposed Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum
Assistant City Clerk Building Inspector Code Enforcement Officer Community Agriculture Coordinator Criminal Intelligence Analyst Cultural Services Coordinator Emergency Medical Services Training Officer Engineering Technician Fire Apparatus Engineer Firefighter II Firefighter/Paramedic Fleet/Equipment Logistics Technician GIS Coordinator Inspector Marketing Coordinator Office Manager Planning & Zoning Coordinator Police Field Training Officer Police Officer Public Works Crew Leader Recreation Coordinator Right of Way Coordinator Senior Communications Officer Senior Inspector Special Events Coordinator	305	\$45,070.85	\$58,592.11	\$72,113.37
Accountant Administrative Office Coordinator Building Plans Examiner Communications Quality Assurance Officer Cultural Arts Supervisor Evidence Custodian Executive Office Coordinator GIS Specialist/Planner Parks Supervisor II Payroll Specialist Recreation Supervisor II Senior Water Resources Analyst	306	\$49,577.94	\$64,451.32	\$79,324.70



EXHIBIT 5C (CONTINUED)
PROPOSED PAY GRADES

Recommended Class Title	Proposed Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum
Assistant Construction Manager Assistant Fire Marshal Benefits Analyst Billing Coordinator Budget & Procurement Coordinator Building Inspector Manager Cash Management Coordinator Communications Shift Supervisor Fire Lieutenant Payroll Coordinator Police Sergeant Public Safety Logistics Officer Public Works Supervisor	307	\$54,535.73	\$70,896.45	\$87,257.17
Accreditation Manager Arborist Civil Engineer Civil Engineer (Infrastructure) Community Services Manager Cultural Services Manager Deputy Fire Marshal Environmental Program Coordinator Fire Captain Information Technology Analyst Park Services Manager Police Lieutenant Police Training Coordinator Project Administrator Projects Manager Public Safety Budget/Finance Coordinator Records Manager Recreation Services Manager Section Chief - Communications Training Wills Park Manager Zoning Administrator	308	\$59,989.31	\$77,986.10	\$95,982.89



EXHIBIT 5C (CONTINUED)
PROPOSED PAY GRADES

Recommended Class Title	Proposed Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum
911 Operations Manager Benefits Specialist Building Official Chief Accountant Chief Public Affairs Officer Code Enforcement Manager Construction Manager Economic Development Manager EMS Division Chief Human Resources Manager Information Technology Administrator I Information Technology Administrator II Information Technology Cityworks Admin. Safety/Risk Administrator Senior Planner Support Services Manager Traffic Operations Manager Treasury Services Manager Urban Forestry Program Manager Web Administrator	309	\$65,988.24	\$85,784.71	\$105,581.18
Accounting & Operations Manager Battalion Chief Budget & Procurement Manager Chief Information Security Officer Development Services Eng/Stormwater Fire Marshal GIS Manager Information Technology Manager Police Captain Senior Engineer - CIP Senior Engineer - Stormwater Senior Operations Manager Senior Transportation Engineer/Planner Traffic Engineer Manager	310	\$72,587.06	\$94,363.18	\$116,139.30
Division Chief Fire Operations Chief Police Major	311	\$79,845.77	\$103,799.50	\$127,753.23



After assigning pay grades to classifications, the next step was to develop appropriate methods (options) for transitioning employees' salaries into the proposed plans. This was done utilizing equitable methods (options) for calculating salaries in the plans and determining whether adjustments were necessary to individual salaries to bring them to their calculated salary. Evergreen calculated and provided optional transition methods for implementing the new plans. The City carefully identified a method that best align employee compensation with the City's current conditions, market competitiveness, internal equity and its compensation philosophy.

In this transition method, employee's wages are adjusted to the minimum of their proposed classification. Employees with at least one year and less than ten years with the City are moved closer toward the market point of the proposed pay grade range, and employees with more than ten years are moved yet even closer toward the market point of the pay grade range.

For example, an employee's salary at 75% of the market point (Compa-Ratio*) would be brought to 78% of the market point if tenure were less than ten years, and to 80% if tenure were greater than ten years. These increments are designed to give larger adjustments (in percentage terms) to those with salaries furthest from the market point and to provide greater adjustments to those employees with more tenure. Employees at or above the market point are unaffected.

*Compa-ratio is a tool to assess internal equity and a measure that expresses current pay rates as a percentage of range midpoints. It is calculated by taking an employee's current salary and dividing by the proposed midpoint of their respective range.

5.3 SYSTEM ADMINISTRATION

The City's compensation system will continue to require periodic maintenance. The recommendations provided to improve the competitiveness of the plan were developed based on conditions at the time the data were collected. Without proper upkeep, the potential for recruitment and retention issues may increase as the compensation and classification system becomes dated and likely less competitive.

RECOMMENDATION 4: Conduct small-scale salary and benefit surveys as needed to assess the market competitiveness of hard-to-fill classifications and/or classifications with retention issues and make changes to pay grade assignments if necessary.

While it is unlikely that the pay plans in total will need to be adjusted for several years, a small number of classifications' pay grades may need to be reassigned more frequently. If one or more classifications are exhibiting high turnover or are having difficulty with recruitment, the City should collect salary range data from peer organizations to determine whether an adjustment is needed for the pay grade of the classification(s). If increasing a classification's pay grade based on market data does not help with the recruitment and/or retention issues, it may be necessary for the City to offer incentives to attract employees to the position and/or



to encourage employees to remain in the position. As well, it may be necessary for the City to increase its benefit offerings in the future to attract and/or keep employees.

RECOMMENDATION 5: Conduct a comprehensive classification and compensation study every three to five years.

Small-scale salary surveys can improve the market position of specific classifications, but it is recommended that a full classification and compensation study be conducted every three to five years to preserve both internal and external equity. Changes to classification and compensation do occur, and while the increments of change may seem minor, they can compound over time. A failure to react to these changes quickly has the potential to place the City in less than desirable position for recruiting and retaining quality employees.

RECOMMENDATION 6: Review and revise, as appropriate, guidelines for progressing employee salaries through the pay plan, including those for determining salaries of newly hired employees and employees who have been promoted or transferred to a different classification or department.

The method of moving salaries through the pay plan and setting new salaries for new hires, promotions, and transfers depends largely on an organization's compensation philosophy. It is important for the City to have established guidelines for each of these situations, and to ensure that they are followed consistently for all employees. Common practices for progressing and establishing employee salaries are outlined below.

Salary Progression

There are several common methods for salary progression including cost of living adjustments (COLA) across the board, time based, and employee performance based. The City intends to continue utilizing performance-based adjustments as its primary method of salary progression. It is recommended that the City continuously evaluate, as it has with this study, its salary progression methods for employees' salaries and make changes to align with its compensation philosophy as appropriate.

New Hires

Typically, an employee holding the minimum education and experience requirements for a classification is hired at or near the classification's pay grade minimum. However, for recruiting purposes the City needs the ability to offer salaries to new employees that consider prior related experience. It is recommended that the City continue to allow flexibility when establishing new employee salaries. It is also important, however, when determining new hire salaries to, when possible, preserve the internal equity of employees' salaries within the classification.

Promotions

When an employee is promoted to a new classification, it is important to have guidelines for calculating the employee's new salary that rewards the employee for his or her new responsibilities, moving the salary into the new pay grade, and ensuring internal equity in the new classification. For example, a range of three to seven percent increase is common today,



with consideration given to preserving the internal equity of employees' salaries within the classification. The City has established promotion guidelines which will continue to require review going forward to remain current with best practice.

5.4 SUMMARY

The recommendations in this chapter provide an update to the compensation and classification system for the City's employees. If implemented, the recommendations will enhance the City's competitiveness in the labor market. By implementing the proposed pay plans, the City will have a responsive compensation system for several years to come. While the upkeep of this will require work, the City will find that having a competitive compensation system that enhances strong recruitment and employee retention is well worth this commitment.





City Council Meeting STAFF REPORT

Submitting Department: Information Technology

Submitted By:

Sponsored By:

Meeting Date: August 10, 2020

I. AGENDA ITEM TITLE: MICROSOFT ENTERPRISE AGREEMENT FOR SOFTWARE SERVICES

II. RECOMMENDATION:

Award Dell Marketing LP as the vendor to provide the Microsoft Enterprise Agreement for software services in the amount of \$282,569.21 and authorize the Mayor to execute all necessary documents.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: YES

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: YES

TOTAL PROJECT COST: \$282,569.21

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
Various Departmental Accounts	\$282,569.21

EXTERNAL FUNDING SOURCES:

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

IV. REPORT IN BRIEF:

As approved in the FY 2021 budget, this contract provides for Microsoft Enterprise Agreement for software services for the City of Alpharetta. This will provide greater reliability, greater efficiency for system software services for Departments throughout the City of Alpharetta that support for individual employees for the City.

The attached agreement covers 36 months of guaranteed pricing for current levels of software services provided. Dell Marketing LP is the designated provider for Microsoft Enterprise services for the City.

V. ALTERNATIVES:

None

VI. ATTACHMENTS:

US_QUOTE_1025572084537.1 - COA Renewal for M365 E3 07-21-2020



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	1025572084537.1	Sales Rep	Lisa Winter
Total	\$282,569.21	Phone	(800) 456-3355, 5130406
Customer #	105334299	Email	Lisa_Winter@Dell.com
Quoted On	Jul. 20, 2020	Billing To	ADAM MONTGOMERY
Expires by	Aug. 28, 2020		GA-L CITY OF ALPHARETTA
			2 PARK PLZ
			ALPHARETTA, GA 30004-3680

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Lisa Winter

Shipping Group

Shipping To	Shipping Method
ADAM MONTGOMERY GA-L CITY OF ALPHARETTA TWO SOUTH MAIN ST ALPHARETTA, GA 30004 (673) 297-6053	Standard Delivery

Product	Unit Price	Qty	Subtotal
VLA ENTERPRISE VISUAL STUDIO ENT W/ MSDN SA ALL LANGUAGES	\$1,075.00	2	\$2,150.00
VLA ENTERPRISE VISUAL STUDIO PRO W/ MSDN SA ALL LANGUAGES	\$307.86	1	\$307.86
VLA ENTERPRISE EXCHANGE SERVER ENT SA ALL LANUGAGES	\$726.70	1	\$726.70
VLA ENTERPRISE SQL SERVER ENT LIC/SA PER 2 CORE LIC ALL LANGUAGES	\$5,259.41	4	\$21,037.64

VLA ENTERPRISE SQL SERVER ENT SA PER 2 CORE LIC ALL LANGUAGES	\$2,254.05	2	\$4,508.10
VLA ENTERPRISE SQL SERVER STD LIC/SA PER 2 CORE LIC ALL LANGUAGES	\$1,371.57	6	\$8,229.42
VLA ENTERPRISE SQL SERVER STD SA PER 2 CORE LIC ALL LANGUAGES	\$587.82	6	\$3,526.92
VLA ENTERPRISE SYSCTRSTDCORE ALNG SA MVL 2LIC CORELIC	\$18.03	8	\$144.24
VLA ENTERPRISE WINDOWS REMOTE DESKTOP SERVICES USER CAL SA ALL LANGUAGES	\$21.69	100	\$2,169.00
VLA ENTERPRISE WIN SVR DC CORE ALNG SA MVL 2LIC CORELIC	\$126.21	118	\$14,892.78
VLA ENTERPRISE WIN SVR STD CORE ALNG SA MVL 2LIC CORELIC	\$17.79	160	\$2,846.40
VLA ENTERPRISE M365 E3 FROMSA GCC UNIFIED SHRDSVR ALNG SUBSVL MVL PERUSR	\$292.63	450	\$131,683.50
VLA ENTERPRISE M365 E3 GCC UNIFIED SHRDSVR ALNG SUBSVL MVL PERUSR	\$350.00	153	\$53,550.00
VLA ENTERPRISE OFFICE365 PLAN G1 SHRDSVR PERUSER MONTHLY SUBLIC ALL LANGS	\$77.73	45	\$3,497.85
VLA ENTERPRISE VISIO ONLN P2 GCC SHRDSVR ALNG SUBSVL MVL PERUSR	\$136.69	180	\$24,604.20
VLA ENTERPRISE PROJECT ONLINE PRO GOV SHRDSVR ALNG SUBSVL MVL	\$273.38	6	\$1,640.28
VLA ENTERPRISE ESU FOR SQL STD 2 CORE PK FOR 2ND YEAR EOS (JULY 2020-JULY 2021)	\$1,763.58	4	\$7,054.32
			Subtotal: \$282,569.21
			Shipping: \$0.00
			Estimated Tax: \$0.00
			Total: \$282,569.21

Shipping Group Details

Shipping To

ADAM MONTGOMERY
GA-L CITY OF ALPHARETTA
TWO SOUTH MAIN ST
ALPHARETTA, GA 30004
(673) 297-6053

Shipping Method

Standard Delivery

		Qty	Subtotal
VLA ENTERPRISE VISUAL STUDIO ENT W/ MSDN SA ALL LANGUAGES	\$1,075.00	2	\$2,150.00

Contract # C000000181026
Customer Agreement # SPD-SPD0000060-0006

Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE VISUAL STUDIO ENT W/ MSDN SA ALL LANGUAGES	AB231361	-	2	-

		Qty	Subtotal
VLA ENTERPRISE VISUAL STUDIO PRO W/ MSDN SA ALL LANGUAGES	\$307.86	1	\$307.86

Contract # C000000181026
Customer Agreement # SPD-SPD0000060-0006

Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE VISUAL STUDIO PRO W/ MSDN SA ALL LANGUAGES	AB231363	-	1	-

		Qty	Subtotal
VLA ENTERPRISE EXCHANGE SERVER ENT SA ALL LANUGAGES	\$726.70	1	\$726.70

Contract # C000000181026
Customer Agreement # SPD-SPD0000060-0006

Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE EXCHANGE SERVER ENT SA ALL LANUGAGES	AB231367	-	1	-

		Qty	Subtotal
VLA ENTERPRISE SQL SERVER ENT LIC/SA PER 2 CORE LIC ALL LANGUAGES	\$5,259.41	4	\$21,037.64

Contract # C000000181026
Customer Agreement # SPD-SPD0000060-0006

Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE SQL SERVER ENT LIC/SA PER 2 CORE LIC ALL LANGUAGES	AB231369	-	4	-

		Qty	Subtotal
VLA ENTERPRISE SQL SERVER ENT SA PER 2 CORE LIC ALL LANGUAGES	\$2,254.05	2	\$4,508.10

Contract # C000000181026
Customer Agreement # SPD-SPD0000060-0006

Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE SQL SERVER ENT SA PER 2 CORE LIC ALL LANGUAGES	AB231371	-	2	-

		Qty	Subtotal
VLA ENTERPRISE SQL SERVER STD LIC/SA PER 2 CORE LIC ALL LANGUAGES	\$1,371.57	6	\$8,229.42

Contract # C000000181026
Customer Agreement # SPD-SPD0000060-0006

Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE SQL SERVER STD LIC/SA PER 2 CORE LIC ALL LANGUAGES	AB231377	-	6	-
			Qty	Subtotal
VLA ENTERPRISE SQL SERVER STD SA PER 2 CORE LIC ALL LANGUAGES		\$587.82	6	\$3,526.92
Contract # C000000181026 Customer Agreement # SPD-SPD0000060-0006				
Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE SQL SERVER STD SA PER 2 CORE LIC ALL LANGUAGES	AB231378	-	6	-
			Qty	Subtotal
VLA ENTERPRISE SYSTRSTDCORE ALNG SA MVL 2LIC CORELIC		\$18.03	8	\$144.24
Contract # C000000181026 Customer Agreement # SPD-SPD0000060-0006				
Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE SYSTRSTDCORE ALNG SA MVL 2LIC CORELIC	AB231394	-	8	-
			Qty	Subtotal
VLA ENTERPRISE WINDOWS REMOTE DESKTOP SERVICES USER CAL SA ALL LANGUAGES		\$21.69	100	\$2,169.00
Contract # C000000181026 Customer Agreement # SPD-SPD0000060-0006				
Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE WINDOWS REMOTE DESKTOP SERVICES USER CAL SA ALL LANGUAGES	AB231396	-	100	-
			Qty	Subtotal
VLA ENTERPRISE WIN SVR DC CORE ALNG SA MVL 2LIC CORELIC		\$126.21	118	\$14,892.78
Contract # C000000181026 Customer Agreement # SPD-SPD0000060-0006				
Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE WIN SVR DC CORE ALNG SA MVL 2LIC CORELIC	AB231397	-	118	-
			Qty	Subtotal
VLA ENTERPRISE WIN SVR STD CORE ALNG SA MVL 2LIC CORELIC		\$17.79	160	\$2,846.40
Contract # C000000181026 Customer Agreement # SPD-SPD0000060-0006				
Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE WIN SVR STD CORE ALNG SA MVL 2LIC CORELIC	AB231398	-	160	-
			Qty	Subtotal
VLA ENTERPRISE M365 E3 FROMSA GCC UNIFIED SHRDSVR ALNG SUBSVL MVL PERUSR		\$292.63	450	\$131,683.50
Contract # C000000181026 Customer Agreement # SPD-SPD0000060-0006				
Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE M365 E3 FROMSA GCC UNIFIED SHRDSVR ALNG SUBSVL MVL PERUSR	AB231399	-	450	-
			Qty	Subtotal
VLA ENTERPRISE M365 E3 GCC UNIFIED SHRDSVR ALNG SUBSVL MVL PERUSR		\$350.00	153	\$53,550.00

Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE M365 E3 GCC UNIFIED SHRDSVR ALNG SUBSVL MVL PERUSR	AB231427	-	153	-

			Qty	Subtotal
		\$77.73	45	\$3,497.85

**VLA ENTERPRISE OFFICE365 PLAN G1 SHRDSVR PERUSER
MONTHLY SUBLIC ALL LANGS**

Contract # C000000181026
Customer Agreement # SPD-SPD0000060-0006

Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE OFFICE365 PLAN G1 SHRDSVR PERUSER MONTHLY SUBLIC ALL LANGS	AB231429	-	45	-

			Qty	Subtotal
		\$136.69	180	\$24,604.20

VLA ENTERPRISE VISIO ONLN P2 GCC SHRDSVR ALNG SUBSVL MVL PERUSR

Contract # C000000181026
Customer Agreement # SPD-SPD0000060-0006

Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE VISIO ONLN P2 GCC SHRDSVR ALNG SUBSVL MVL PERUSR	AB231455	-	180	-

			Qty	Subtotal
		\$273.38	6	\$1,640.28

VLA ENTERPRISE PROJECT ONLINE PRO GOV SHRDSVR ALNG SUBSVL MVL

Contract # C000000181026
Customer Agreement # SPD-SPD0000060-0006

Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE PROJECT ONLINE PRO GOV SHRDSVR ALNG SUBSVL MVL	AB231478	-	6	-

			Qty	Subtotal
		\$1,763.58	4	\$7,054.32

VLA ENTERPRISE ESU FOR SQL STD 2 CORE PK FOR 2ND YEAR EOS (JULY 2020-JULY 2021)

Contract # C000000181026
Customer Agreement # SPD-SPD0000060-0006

Description	SKU	Unit Price	Qty	Subtotal
VLA ENTERPRISE ESU FOR SQL STD 2 CORE PK FOR 2ND YEAR EOS (JULY 2020-JULY 2021)	AB253972	-	4	-

Subtotal: \$282,569.21

Shipping: \$0.00

Estimated Tax: \$0.00

Total: \$282,569.21

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions : Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.



City Council Meeting STAFF REPORT

Submitting Department: Information Technology

Submitted By: Randy Bundy

Sponsored By:

Meeting Date: August 10, 2020

I. AGENDA ITEM TITLE: REPLACEMENT OF WEB HELP DESK SOFTWARE

II. RECOMMENDATION:

Approve the request to provide for a one year contract from SH, Inc. for Zendesk in the FY2021 in the amount of \$23,391.98 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: \$24,391.98

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
IT Professional Services - Across City Departments	\$24,391.98

EXTERNAL FUNDING SOURCES:

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

IV. REPORT IN BRIEF:

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). 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.

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.

V. ALTERNATIVES:

None

VI. ATTACHMENTS:

E-Verify Affidavit (002), SHI Zendesk (002), City of Alpharetta_SO_July14 (002), CDW - Zendesk (002)

CITY OF ALPHARETTA

AFFIDAVIT VERIFYING CONTRACTOR PARTICIPATION IN FEDERAL WORK AUTHORIZATION PROGRAM



By executing this affidavit, the undersigned contractor verifies its individual, firm or corporation which is engaged in the physical performance of services 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 contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b).

Contractor 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 (Note: 6 to 8 Digit Code)

Date Of Authorization

Name Of Contractor

Name Of Project

This form represents the State of Georgia provided affidavit formatted with the City of Alpharetta logo. Other affidavit forms are acceptable as long as the same information is provided.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed On: _____ in City: _____, State

Signature Of Authorized Officer Or Agent

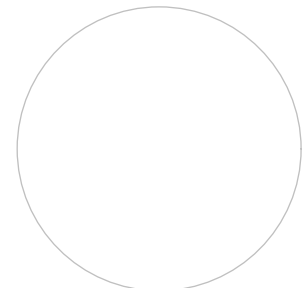
Printed Name Of Authorized Officer Or Agent

Printed Title Of Authorized Officer Or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20 _____

NOTARY PUBLIC

My Commission Expires On _____





Pricing Proposal

Quotation #:	19145951
Description:	Zendesk
Created On:	Jul-15-2020
Valid Until:	Jul-31-2020

City of Alpharetta

Joel Williams
2 Park Plaza
Alpharetta, GA 30009
United States
Phone:
Fax:
Email: jwilliams@alpharetta.ga.us

Account Representative

Jay Buonviri
290 Davidson Avenue
Somerset, NJ 08873
Phone: 800-715-3197
Fax: 732-868-6055
Email: jay_buonviri@shi.com

[Click here](#) to order this quote

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 The Zendesk Suite - Enterprise Subscription (Per Agent) Zendesk - Part#: NPN-ZD-ZSE Contract Name: Software Contract #: 99999-SPD-SPD0000060-0003 Coverage Term: Aug-02-2020 – Aug-01-2021	14	\$1,706.57	\$23,891.98
2 Sunshine Lite Subscription (Per Agent) Zendesk - Part#: NPN-ZENDE-SUNSH-C Contract Name: Software Contract #: 99999-SPD-SPD0000060-0003 Coverage Term: Aug-02-2020 – Aug-01-2021	14	\$0.00	\$0.00
3 Explore Lite Subscription (Per Agent) Zendesk - Part#: NPN-EXP-LTE Contract Name: Software Contract #: 99999-SPD-SPD0000060-0003 Coverage Term: Aug-02-2020 – Aug-01-2021	14	\$0.00	\$0.00
4 Talk Telephony Credits (QTY 50000) Zendesk Contract Name: Software Contract #: 99999-SPD-SPD0000060-0003 Coverage Term: Aug-02-2020 – Aug-01-2021	1	\$500.00	\$500.00
Total			\$24,391.98

Additional Comments

Customer agrees to the following terms upon issuing a PO against this quote:

The Zendesk Subscription [Services Agreement](#) applies to your use of the Zendesk service.

ZenDesk HAS A NO RETURNS POLICY.

If you are purchasing any of the add-on products listed below, the following feature terms apply to your use of the add-ons:

- [Support: Advance Security Subscription](#)
- [Support: EU Data Center Subscription & Support: US Data Center Subscription](#)
- [Support: High Volume API Subscription](#)
- [Support: Light Agent Subscription](#)
- [Support: Priority Customer Support Subscription](#)

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

SERVICE ORDER FORM



1019 Market Street
San Francisco, CA 94103

SUBSCRIBER INFORMATION

Sold To:

Subscriber Legal Name: City of Alpharetta
Address: 2 Park Plaza
Alpharetta, Georgia 30009
United States
cityofalpharetta
Zendesk ID: 9778310

Bill To:

Accounts Payable Contact: Randy Bundy
Address: 2 Park Plaza
Alpharetta, Georgia 30009
United States
rbundy@alpharetta.ga.us
Email:
Phone: +16782976030

SUBSCRIPTION DETAILS

Currency: USD **Payment Frequency:** Annually
Payment Terms: Net 30 **Service Start Date:** Aug 2, 2020
Payment Method: Check **Service End Date:** Aug 1, 2021

ORDER DETAILS

Product	Start Date	End Date	# of Months	List Price	Effective Price	Qty	Line Item Total
Talk Telephony Credits (Credits)	Aug 2, 2020	Aug 1, 2021	1	0.01	0.01	50000	500.00
Sunshine Lite Subscription (Per Agent)	Aug 2, 2020	Aug 1, 2021	12	0.00	0.00	14	0.00
Support Suite - Enterprise Subscription (Per Agent)	Aug 2, 2020	Aug 1, 2021	12	179.00	149.00	14	25,032.00
Explore Lite Subscription (Per Agent)	Aug 2, 2020	Aug 1, 2021	12	0.00	0.00	14	0.00
Grand Total:							25,532.00

***First Invoice Total Due: 25,532.00**

The First Invoice Total calculation is determined by the Payment Frequency displayed above and may differ from the Grand Total in cases where this Payment Frequency is a shorter term than the Contract Term (determined by the Service Start Date and the Service End Date).

SPECIAL TERMS AND NOTES

Subscriber consents to the identification of Subscriber as a customer of Zendesk on Zendesk Group's websites, and in other marketing materials distributed by the Zendesk Group (which may include emails and other web and print materials) (collectively, "Zendesk Marketing Materials"). In connection with such activity, Zendesk may also display Subscriber's trademarks, service marks, and/or logos in Zendesk Marketing Materials. The foregoing shall be deemed a worldwide, nonexclusive and (except as set forth below) irrevocable license to the use of Subscriber's name, trademarks, service marks, and logos for this purpose. The Parties agree that such license and consent shall terminate upon termination of Subscriber's subscription to all Services.

Subject to prior approval of Subscriber, Subscriber also agrees to be referenced in press releases, case studies prepared by Zendesk, Zendesk's announcement of its financial results, Zendesk's filings with the U.S. Securities and Exchange Commission related thereto, and Zendesk investor relations materials (collectively "Zendesk Press Materials"). In connection with such activity, Zendesk may also use and display Subscriber's trademarks, service marks, and/or logos in Zendesk Press Materials. The foregoing shall be deemed a worldwide, nonexclusive and (except as set forth below) irrevocable license to the use of Subscriber's name, trademarks, service marks, and logos for this purpose. The Parties agree that such license and consent shall terminate upon termination of Subscriber's subscription to all Services.

One or more of the products listed in this Service Order Form above entitles Subscriber to Deployed Associated Service(s) (each an "Add-On"). Subscriber agrees to purchase the Add-On(s) listed below, subject to the associated terms and conditions.

- Social Messaging Deployed Associated Service - <https://www.zendesk.com/company/social-messaging-add-on-additional-features/>

TERMS AND CONDITIONS

The products and services provided by Zendesk under this Service Order Form ("Order Form") are governed by and subject to the Master Subscription Agreement found at: <https://www.zendesk.com/company/customers-partners/#master-subscription-agreement> unless there is a separately negotiated agreement between you and Zendesk along with the Privacy Policy found at: <https://www.zendesk.com/company/customers-partners/#privacy-policy> (collectively, the "Agreement").

The Agreement exclusively governs the relationship and agreement between Zendesk and Subscriber related to the Services (as defined in the Agreement) and Consulting Services (as defined in the Agreement); and, supersedes any other agreement/purported terms of any type, including, without limitation, the terms of any purchase order or other ordering document that may be referenced herein or otherwise issued by Subscriber. No purported modification of the Agreement by Subscriber or any terms or conditions of any purchase order or other similar document shall have any force or effect regardless of any statement to the contrary in such modification, purchase order or other document. This Order Form shall be subject to, and Subscriber hereby unconditionally accepts, the Agreement, except to the extent the Agreement is expressly modified herein. Upon Subscriber executing this Order Form, the Agreement shall become legally binding between the parties.

The Subscription Term for any Agents added by Subscriber after the beginning of the then- current Subscription Term ("Additional Agents") shall be coterminous with the then current Subscription Term for the existing Agents. Subscription Charges for Additional Agents shall be at the Subscriber's Subscription Charges under the then current Subscription Term, unless otherwise expressly agreed by the parties in writing. Any discount provided to Subscriber is applicable only to the initial Subscription Term detailed in this Service Order, unless otherwise expressly agreed by the parties in writing, and will not be applied to any subsequent Subscription Term.

Payments made by credit card or debit card are billed and processed by Zendesk, Inc. if denominated in U.S. dollars and by Zendesk International Ltd (Registration No. 519184) if denominated in a currency other than the U.S. dollar. To the extent that any such entity billing or processing this transaction (the "Zendesk Payment Agent") is not Zendesk, Inc., the Billing Entity is acting solely as a billing and processing agent for and on behalf of Zendesk, Inc. for the economic benefit of Zendesk, Inc. in its role as principal and the Zendesk Payment Agent has no interest in the payments. You are contracting with and the Services and Consulting Services are provided and delivered by Zendesk, Inc.

PURCHASE ORDER OPTIONS

My organization requests you reference a Purchase Order (PO#)

Subscriber acknowledges and agrees that any reference to a purchase order in this Form or any associated invoice is solely for Subscriber's convenience in record keeping, and no such reference or any delivery of Services to Subscriber following receipt of any purchase order shall be deemed an acknowledgement of or agreement to any terms or conditions associated with any such purchase order or in any way be deemed to modify, alter, supersede or supplement the Agreement. The terms and conditions of the Agreement are the exclusive agreement of the parties with respect to the subject matter hereof and no other terms or conditions shall be binding upon Zendesk or otherwise have any force or effect.

SERVICE ORDER FORM



1019 Market Street
San Francisco, CA 94103

SIGNATURES

By signing this Form the Subscriber authorizes that it has read it and agrees to its terms.

Subscriber Signature:

Title:

Print Name:

Date:

QUOTE CONFIRMATION



DEAR JOEL WILLIAMS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LNFR411	7/20/2020	ZENDESK QUOTE	1024933	\$26,370.04

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
ZENDESK TALK PARTNER ED SUB Mfg. Part#: ZD-TALK Electronic distribution - NO MEDIA Contract: MARKET	50000	6051077	\$0.01	\$500.00
ZENDESK SUP STE ENT SUB 1Y Mfg. Part#: ZD-SS Electronic distribution - NO MEDIA Contract: State of Georgia Software (99999-SPD-SPD0000060-0004)	14	6161139	\$1,847.86	\$25,870.04
ZENDESK SUNSHINE LITE SUB 1Y Mfg. Part#: ZD-SL Electronic distribution - NO MEDIA Contract: MARKET	14	6161142	\$0.00	\$0.00
ZENDESK EXPLORE LITE SUB 1Y Mfg. Part#: ZD-E Electronic distribution - NO MEDIA Contract: MARKET	14	6161146	\$0.00	\$0.00

PURCHASER BILLING INFO	SUBTOTAL	\$26,370.04
Billing Address: CITY OF ALPHARETTA PURCHASING OFFICE 2 PARK PLZ ALPHARETTA, GA 30009-3680 Phone: (678) 297-6030 Payment Terms: VISA	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$26,370.04
DELIVER TO	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
Shipping Address: CITY OF ALPHARETTA PURCHASING OFFICE 2 PARK PLZ ALPHARETTA, GA 30009-3680 Phone: (678) 297-6030 Shipping Method: ELECTRONIC DISTRIBUTION		

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Zach Deliberto

(877) 649-8688

zachdel@cdwg.com

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For more information, contact a CDW account manager

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City Council Meeting STAFF REPORT

Submitting Department: Recreation and Parks

Submitted By:

Sponsored By:

Meeting Date: August 10, 2020

I. AGENDA ITEM TITLE: VIRTUAL LEARNING SITE MOU WITH THE YMCA

II. RECOMMENDATION:

Staff is recommending that Mayor and Council approve the Virtual Learning Site MOU with the YMCA and authorize the Mayor to execute all necessary documents.

III. REPORT IN BRIEF:

The COVID-19 pandemic has presented our community with an array of challenges, but the most lasting impacts could be those on children and students. As our schools begin the academic year in an all-virtual setting, there will be issues ranging from access to high speed internet to quality childcare and supervision as parents return to work.

To assist in addressing some of these issues, it is proposed that the City and the Alpharetta / Ed Isakason YMCA partner to provide early and late afternoon opportunities for students. Under the proposed Memorandum of Understanding the City of Alpharetta would make available certain Parks facilities for programming that would be coordinated by the YMCA. The specific duties and responsibilities of the City and the YMCA are listed in the attached MOU.

If approved, the MOU shall begin on August 24, 2020 and continue until virtual learning services are no longer needed or June 30, 2021, whichever comes first.

IV. ALTERNATIVES:

V. ATTACHMENTS:

Virtual Learning Site MOU - City of Alpharetta - UPDATED (002)

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on this ____ day of _____, 2020 between the Young Men's Christian Association of Metropolitan Atlanta, Inc. hereinafter "the YMCA" and The City of Alpharetta hereinafter "Partner" and collectively "the parties" for the purpose of providing virtual learning site for school-aged children within The City of Alpharetta community. The provision of said sites are the result of the COVID-19 pandemic and the requirement that children return to school on a virtual basis by The Fulton County school system.

In consideration of the mutual promises contained herein the YMCA and Partner agree as follows:

1.

The YMCA shall:

- Deliver a virtual learning program to children of The City of Alpharetta and surround community;
- Provide an exclusive registration period to City of Alpharetta employees and residents one week prior to general public at the City of Alpharetta Adult Activity Center, City of Alpharetta Arts Center and Preston Ridge Community Center at the Y
 - *YMCA Facility Members will be included in exclusive registration period, with COA employees and residents, for Preston Ridge Community Center at the Y only;*
- Provide an exclusive rate of \$39 per day from to City of Alpharetta Employees and residents;

- Establish and implement appropriate procedures for the registration, billing and collections for all participants of the program;
- Provide appropriate staff to assist students with technology and school-related tasks;
- Provide frequent and relevant communication to parents of participants in the program;
- Adhere to and implement all appropriate safety protocols including but not limited to those established by the Centers for Disease Control and Prevention to minimize the spread of the COVID-19 virus;
- Provide all necessary supplies related to the program;
- Maintain appropriate control of all staff and participants to ensure all facilities are free of damage;
- Notify Partner when any staff member onsite or program participant tests positive for COVID-19; and
- Maintain communication with Partner representatives through onsite YMCA leaders.

2.

Partner shall:

- Provide agreed upon space including the Preston Ridge Community Center, City of Alpharetta Arts Center and the City of Alpharetta Adult Activity Center;
- Provide cleaning staff and implement cleaning protocols consistent

with those recommended by the Centers for Disease Control and Prevention to prevent the spread of COVID-19 at the COA Arts Center and COA Adult Activity Center;

- Notify the YMCA when there has been potential cross-interaction between Partner staff who test positive for COVID-19 and program staff and/or participants;
- Provide a daily contact person to be available for onsite leader; and
- Provide wi-fi capabilities sufficient for all program participants to log on to the internet and effectively perform school-related tasks.

3.

The parties shall:

- Abide by all requirements of Federal and State Law as well as the policies of the YMCA and Partner relevant to the provisions of this MOU and
- Cooperate in carrying out the intent of this MOU.

4.

The term of this Memorandum of Understanding shall begin on August 24, 2020 and continue until such time as provided virtual learning services are no longer needed as indicated by the return to physical school locations by all students in Fulton County school system, or June 30, 2021, whichever comes first.

5.

Either party may terminate this Memorandum of Understanding by giving the other party sixty (60) days' written notice of its intent to terminate.

6.

Any and all notices and communication contemplated herein shall be deemed to have been given when deposited with the United States Postal Service, postage prepaid and addressed as follows:

For the YMCA:

Nedra Jones, Chief Financial Officer
YMCA Leadership & Learning Center
569 Martin Luther King, Jr. Drive, NW
Atlanta, Georgia 30314

For Partner:

7.

The terms and conditions of this Memorandum of Understanding shall be governed by and construed in accordance with the laws of the State of Georgia.

This ____ day of _____, 2020.

BY: Young Men's Christian Association of Metropolitan Atlanta

Nedra R. Jones
Chief Financial Officer

Partner name here

Printed Name

Title



City Council Meeting STAFF REPORT

Submitting Department: Recreation and Parks

Submitted By:

Sponsored By: Gilvin, Binder, Burnett, Richard

Meeting Date: August 10, 2020

I. AGENDA ITEM TITLE: UPDATE AND DISCUSSION ON SCHOOL YEAR IMPACT DUE TO COVID-19
(SPONSORS: GILVIN, BINDER, BURNETT, RICHARD)

II. RECOMMENDATION:

Staff is looking for direction from Mayor and City Council on what steps the City should be taking in response to the new school year model.

III. REPORT IN BRIEF:

Update and discussion on school year impact due to COVID-19. Local public schools are using different models for the beginning of the school year. This impacts Alpharetta residents and employees in many ways. Staff will report on what programs and/or services have been established and what is planned.

IV. ALTERNATIVES:

V. ATTACHMENTS:



City Council Meeting STAFF REPORT

Submitting Department: Public Works
Submitted By: Pete Sewczwicz
Sponsored By:
Meeting Date: August 10, 2020

I. AGENDA ITEM TITLE: TSPLOST PROJECTS UPDATE

II. RECOMMENDATION:

This item is presented for City Council discussion and information purposes. No vote or formal action is requested at this time. Based upon the feedback received, Staff will bring the item forward for consideration and action at a later date.

III. REPORT IN BRIEF:

Projects to be discussed are:

1. Academy Street from Presbyterian Church to Fire Station 81
2. Webb Bridge Road from Morris Road to Greenway
3. Webb Bridge Road from Greenway to Webb Bridge Park
4. Haynes Bridge Road from Mansell Road to Old Alabama

Please find the attached Staff Report for additional information.

IV. ALTERNATIVES:

V. ATTACHMENTS:

TSPLOST Projects Update Staff Report, 2020.04.24_HBMS_Mansell Entrance, 2020.04.24_HBMS_South entrance - connection (1), Haynes Bridge Widening Concept Compressed, Roundabout Concept, WBR Typical Section, Webb Bridge Way to Webb Bridge Park, Academy Typical Section



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

August 10, 2020

To: Mayor and City Council
From: Pete Sewczwicz
Subject: TSPLOST Projects Update

After funding McGinnis Ferry Road, Old Milton Parkway, and the Bridge Improvements, the Finance Department shows at current collection estimates, the City should be able to allocate \$25,353,275 to projects that remain to be funded with TSPLOST proceeds.

Since we will not have funds to cover all the remaining four projects, I have provided the following pros and cons of each project:

1. Webb Bridge Road – Greenway to WB Park and SR 120
(Project was expanded, and a change order was issued to extend the project limits)
 - Pros
 - o Establish connectivity from the Greenway to Webb Bridge Park and John Creeks Multi-Use Trail along SR 120
 - o Windward and Park Bridge Communities has access to the Greenway and WB Park
 - o Bike lanes along the corridor
 - o Roundabout replacing traffic signal at WB Way will improve traffic flow and safety for the intersection and the residents in adjacent subdivisions
 - Cons
 - o Request/desire of citizens to maintain 40mph speed limit
 - o Limited ROW to work with. This resulted in a 3' grass strip and installing tree grates along the entire corridor
 - o Tree Grates are very expensive, and we are looking into options
 - Construction cost is more than \$5k per grate, approximately 300 tree grates for the corridor
 - Grates are requiring more maintenance along Main St and the look may be more formal than individuals would want

MAYOR
JIM GILVIN

MAYOR PRO TEM
DONALD F. MITCHELL

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

CITY ADMINISTRATOR
ROBERT J. REGUS

- o Utility relocations may be at the City's expense
 - o Overall project is a streetscape with the exception of 1 intersection improvement (roundabout) and the overall cost is around \$20M
2. Webb Bridge Road – Morris Road to Greenway
- Pros
 - o Minimal work between Morris and NPP
 - Maintain existing curb line and resurface/re-stripe lanes to accommodate a bike shoulder
 - o New bridge over big creek
 - o Extend connectivity to greenway, park, and downtown
 - o Improve vehicular safety approaching access to Alpharetta HS
 - Cons
 - o Replacement of bridge over Big Creek
 - Need to look into temporary bridge or remove and replace
 - o Minimal design work has taken place, to provide realistic cost estimate
 - Current estimate from team is between \$10-\$12M
 - I do not have confidence this number is accurate. Project length is about 1 mile and the cost appears to be high due based on the length of the project

It is difficult for me to state if the \$8M price tag from Morris to Greenway is going to hold up, the wild card is the bridge. I do think \$10-\$12M is rather high for the end benefits. A component not established for this section is ROW and easements, mainly due to the fact we do not have a design and until we do it is difficult to state the limits of the project. Building a temporary bridge first and then taking down the existing bridge and then building a new bridge is not helping the cost. The bridge over Big Creek will need to be replaced in the future, we can only make repairs so long. It is not in dire need of replacement, but with all the construction the corridor is going to be going through the replacement will be sooner than later.

Concerning both projects above, I think it is worth our while to have discussions with the adjacent property owners and see if we can increase our limits a few additional feet. My concern is that the cost of the tree grates (purchase, /installation/maintenance) is going to be far greater than the cost of the additional ROW/easements. We would have to pay POND additional dollars to modify their design, shifting the sidewalk 3', but I think it will be a better overall experience. My basis for this different thought is the feedback from the residents along Rucker. They love the additional separation from the vehicles and are understanding why we were only able to accommodate a 2' beauty strip in areas. I think we are at a point where we can run a financial exercise (quickly and for not many dollars) to determine if the additional ROW/easements offset the cost of the grates. The grates were a nice compromise, but I think with funding challenges we should go through the exercise to see what the most cost-effective solution is.

3. Academy Street – Presbyterian Church to FS 81

- Pros
 - o Increases pedestrian connectivity along the north side of Academy Street
 - o Utilizing excess asphalt to add bike accommodations
 - o 1 Landscape median
- Cons
 - o Minimal ROW to work with; only a 2' beauty strip.
 - o Unlike East of Main, pedestrian lighting will be installed in the beauty strip due to lack of ROW (East of Main pedestrian lighting is behind the sidewalk)

Current cost estimate is \$2.8M. This cost includes a \$200k contingency. This dollar amount does not include easements/ROW we need to acquire, which is not much. The ROW needed is primarily at the entrances of subdivisions. The ROW plans will be finished over the next month or so.

The current design is to install pedestrian lights within the 2' beauty strip. A comment that individuals have along Rucker is how the lights make the corridor feel like a runway. Individuals do understand that the trees will grow and minimize this affect. However, on Academy we do not have the ability to install street trees or place the lights behind the sidewalk like East of Main. There are lights on the majority of the power poles along Academy, my recommendation is to work with Georgia Power and install lights not on any of the power poles, install conduit for future electrical needs and not install the pedestrian lighting. I believe the savings would be around \$300k.

4. Haynes Bridge Road Widening – length: 1.93 miles (0.95 miles in JC and 0.98 miles in Alpharetta)

- Pros
 - o Increase vehicular capacity
 - o 10' trail on south side of HBR to access greenway
 - o Geometry of road widening requires a reduction in speed limit
- Cons
 - o Significant ROW needed along corridor and from properties in Roswell
 - o Poor egress/ingress for Haynes Forrest Subdivision
 - Difficult to safely exit subdivision now, additional lanes will make it more difficult
 - o Cost is increasing, originally \$10M project now north of \$16M

Initially I felt this was one of the best TSPLOST projects. Unfortunately, the project currently designed makes it more difficult for Haynes Forrest residents to leave their subdivision when the additional lanes are added. Installing a dual lane roundabout at the Middle School Entrance or utilizing the Middle Schools access drive increases the cost of the project quite a bit and the current scenarios we have are not the best.

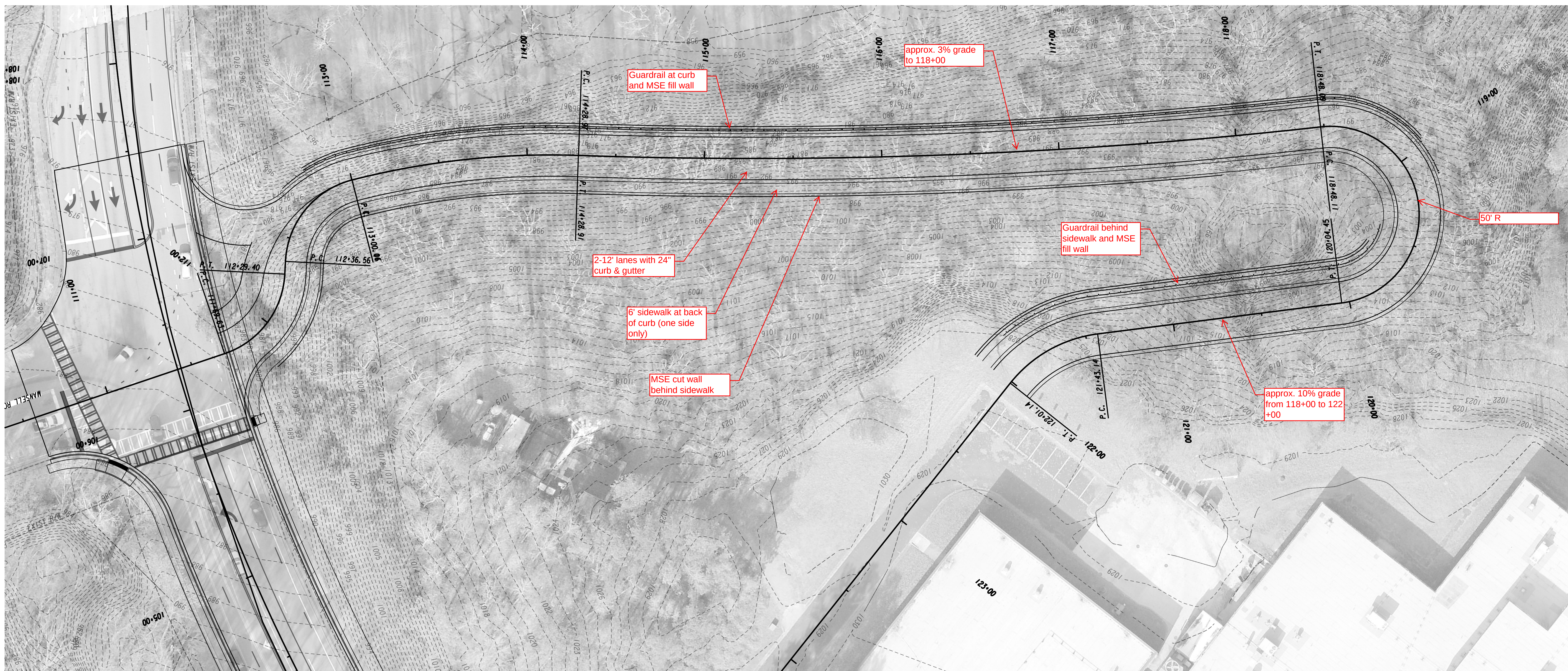
Overall, I think it would be beneficial to phase in projects along the WBR corridor. Constructing the roundabout at Webb Br Way and installing a connection to the greenway from Westwind Subdivision sooner than later is a benefit our citizens can see. WBR has sidewalk for the majority of the corridor and where there is not sidewalk there is new construction and abilities of individuals to cross the street at a signalized intersection. Long story short, an approach to

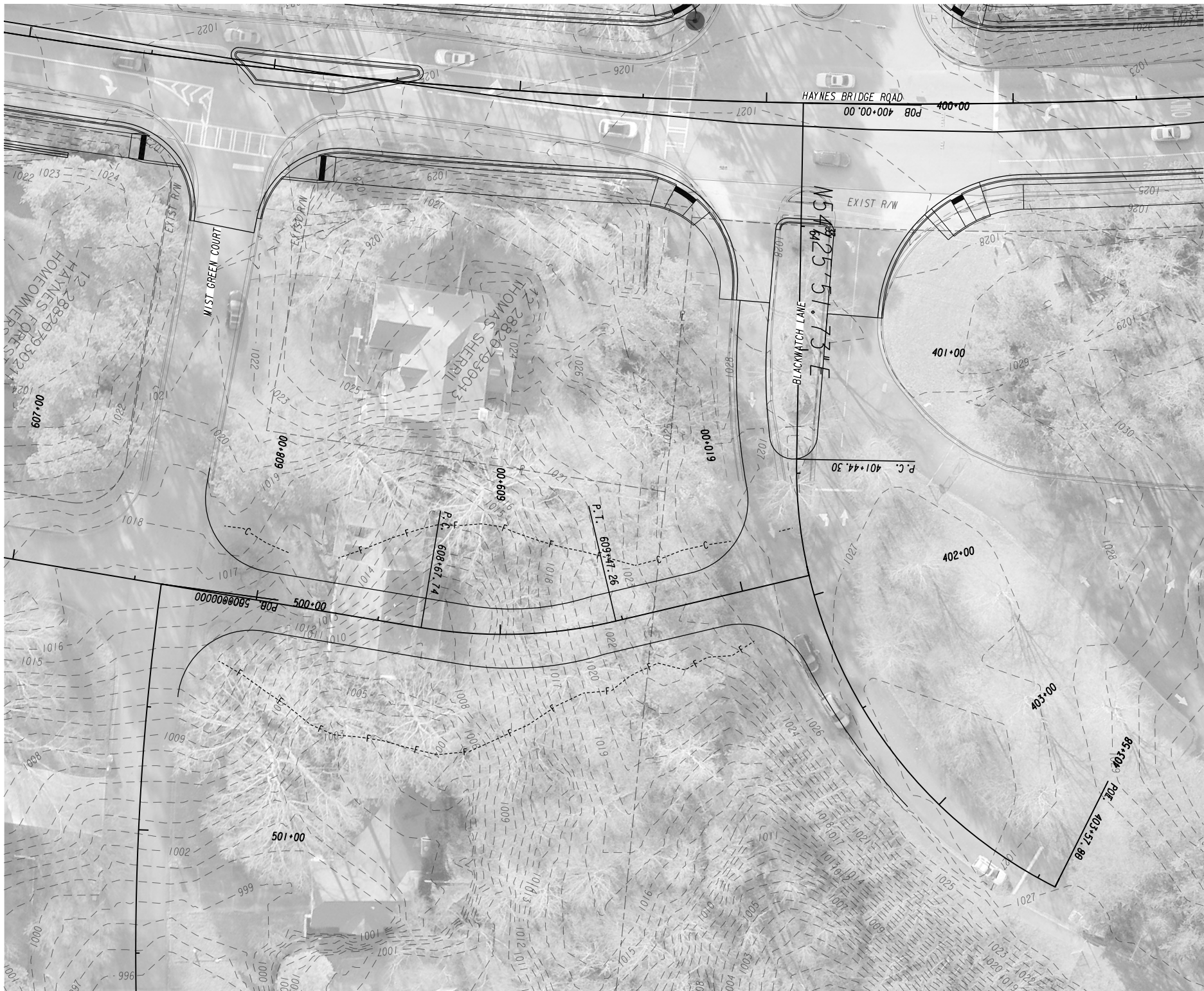
consider is installing small components of project sooner rather than later so the citizens can utilize the improvements as we work through obtaining ROW/easements and the design of the improvements between NPP and the Greenway. Yes, additional design dollars will be needed but minimal compared to the long-term benefit of progress along the corridor.

Please let me know if you have any questions.

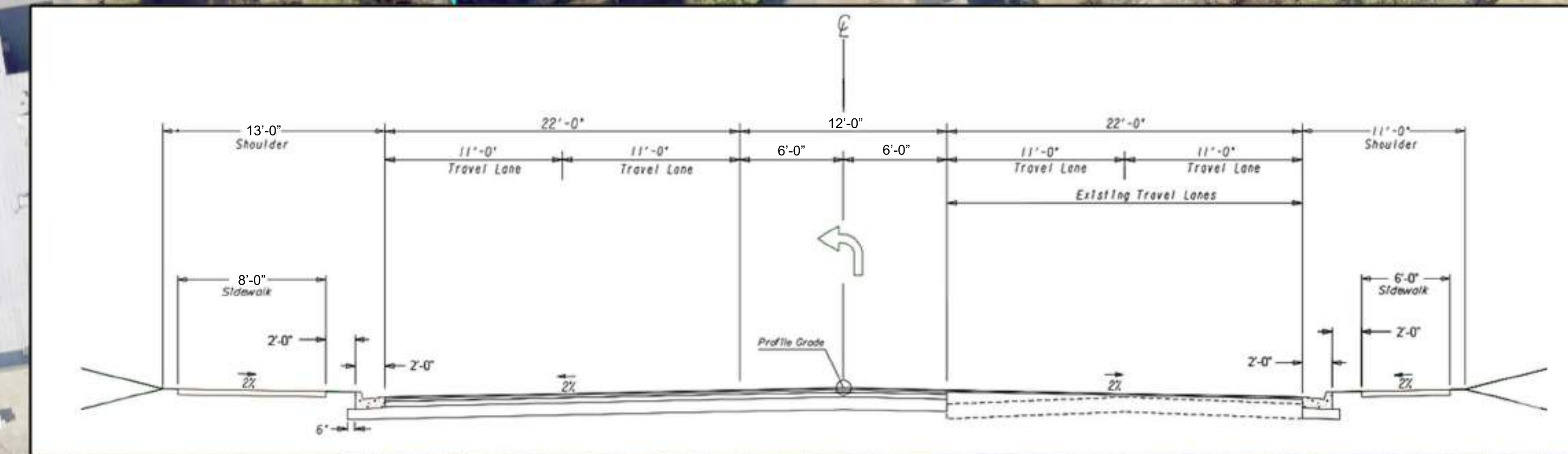
Thank you,

Pete Sewczwicz
Director of Public Works





Haynes Bridge Road
Section 1 of 3
Draft Concept Plan for Public Engagement



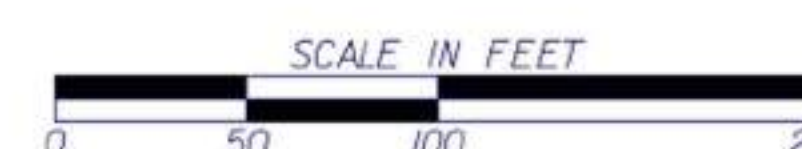
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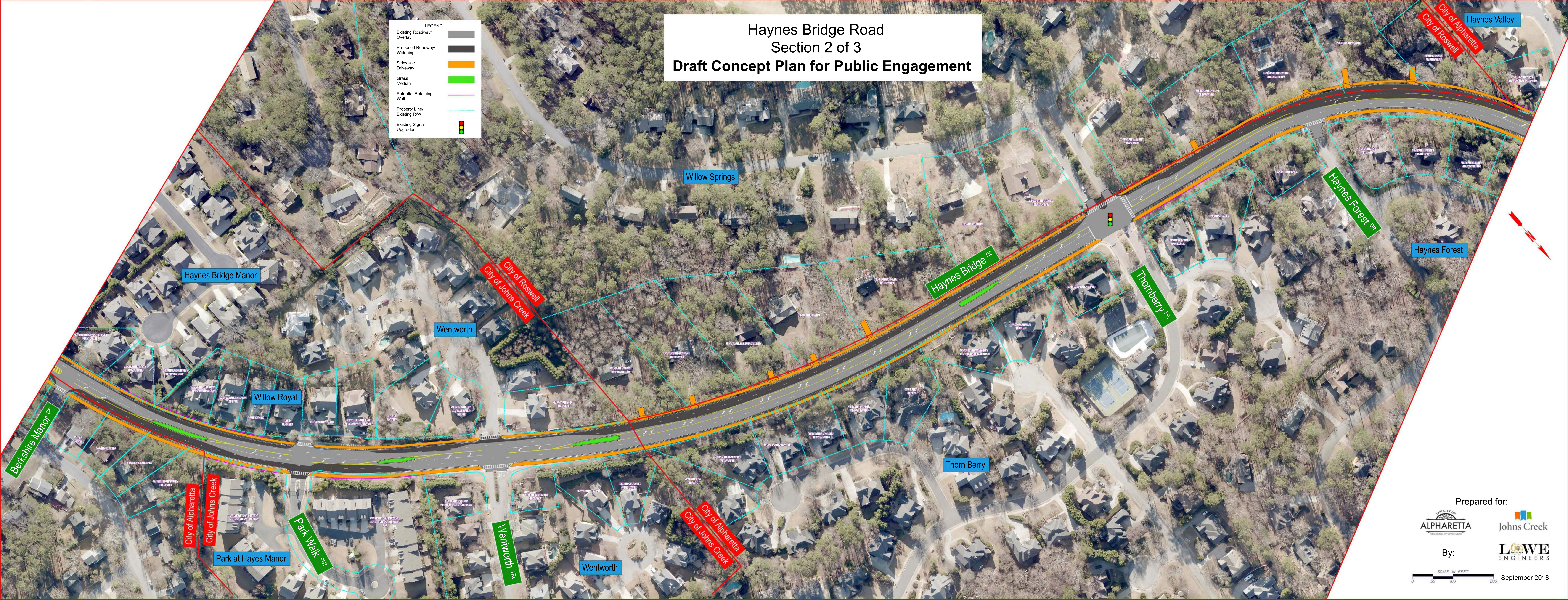
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Haynes Bridge Road
Section 2 of 3
Draft Concept Plan for Public Engagement

LEGEND

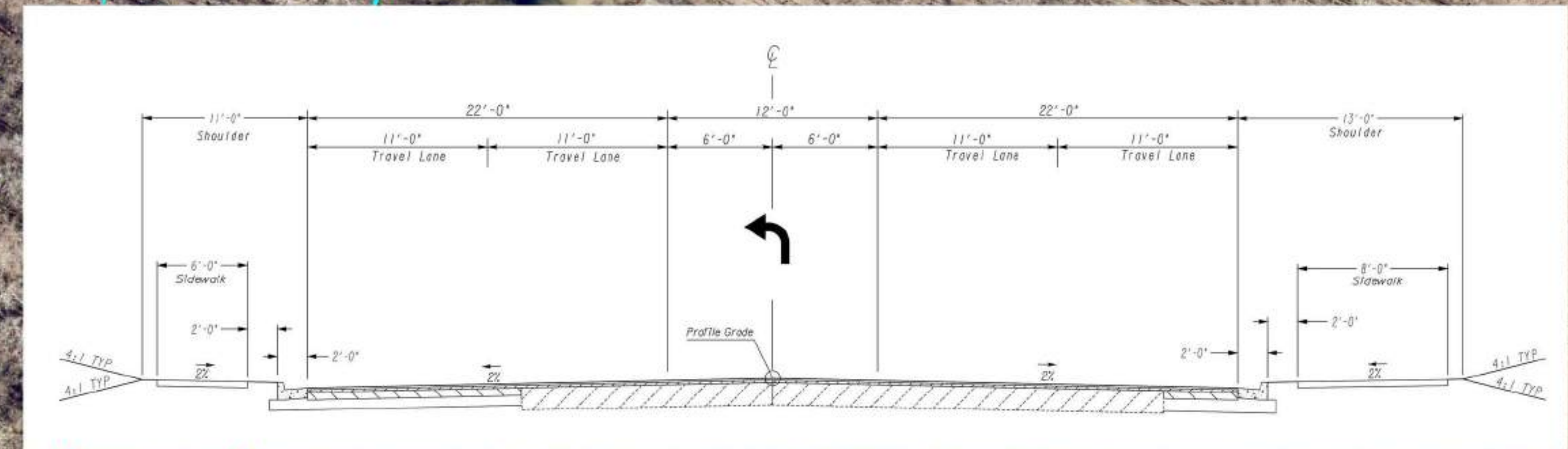
- Existing Roadway/
Overlay
- Proposed Roadway/
Widening
- Sidewalk/
Driveway
- Grass
Median
- Potential Retaining
Wall
- Property Line/
Existing RW
- Existing Signal
Upgrades



Haynes Bridge Road
Section 3 of 3
Draft Concept Plan for Public Engagement

LEGEND

- Existing Roadway/
Overlay
- Proposed Roadway/
Widening
- Sidewalk/
Driveway
- Grass
Median
- Potential Retaining
Wall
- Property Line/
Existing R/W
- Existing Signal
Upgrades



Prepared for:

ALPHARETTA

By:

Johns Creek

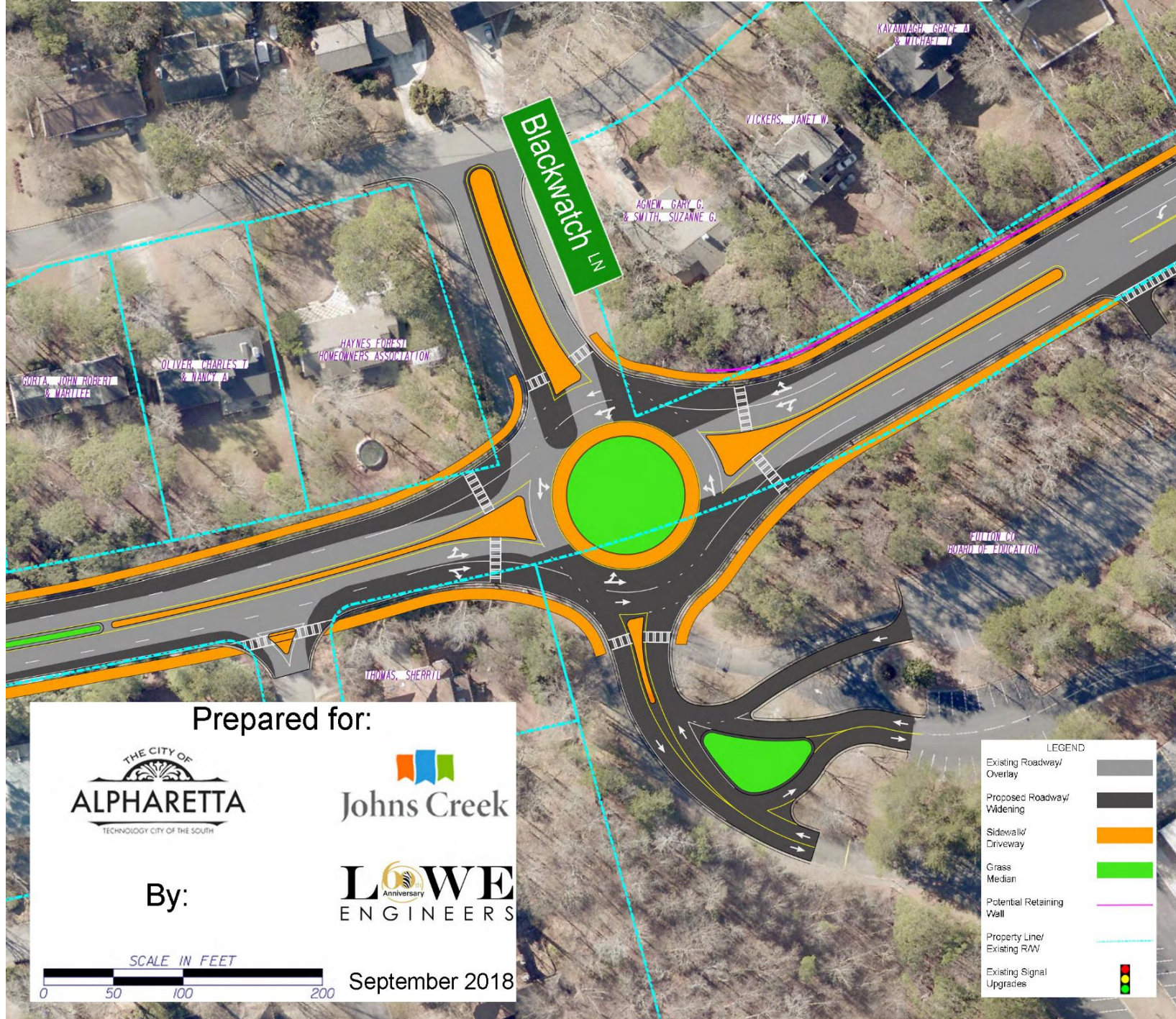
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September 2018

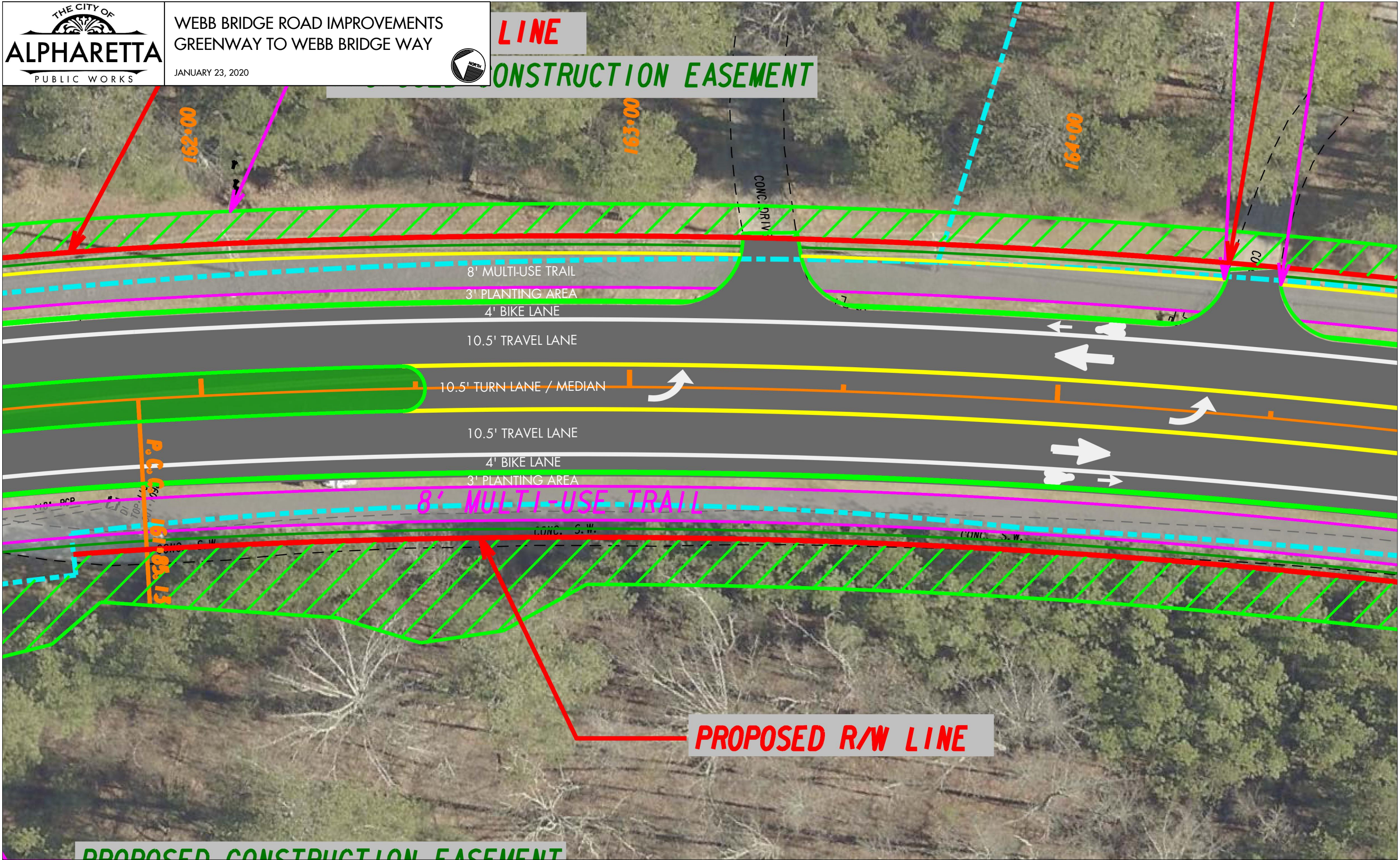
Haynes Bridge Road (Roundabout Version) Draft Concept Plan for Public Engagement

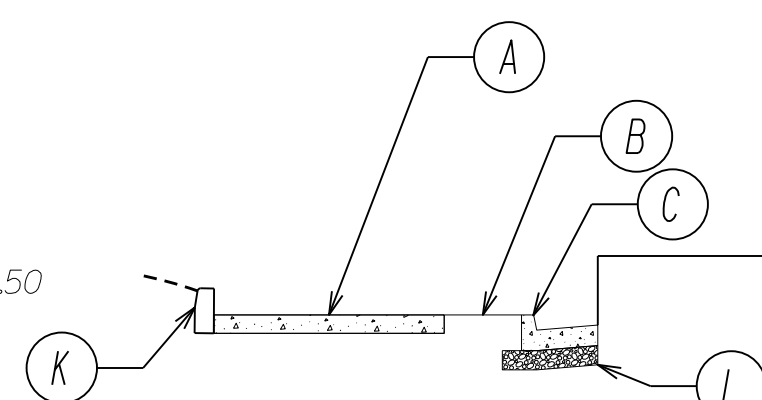
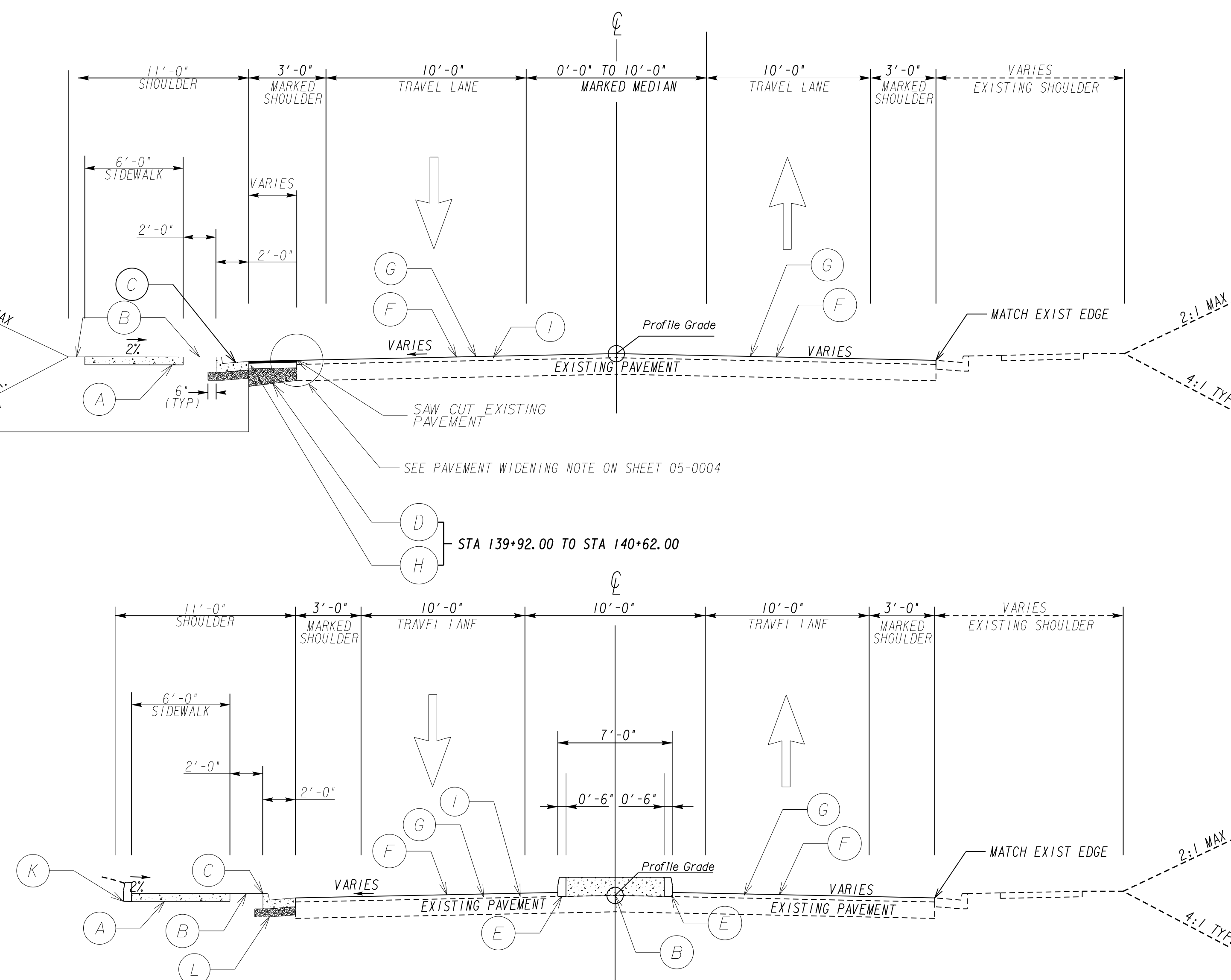
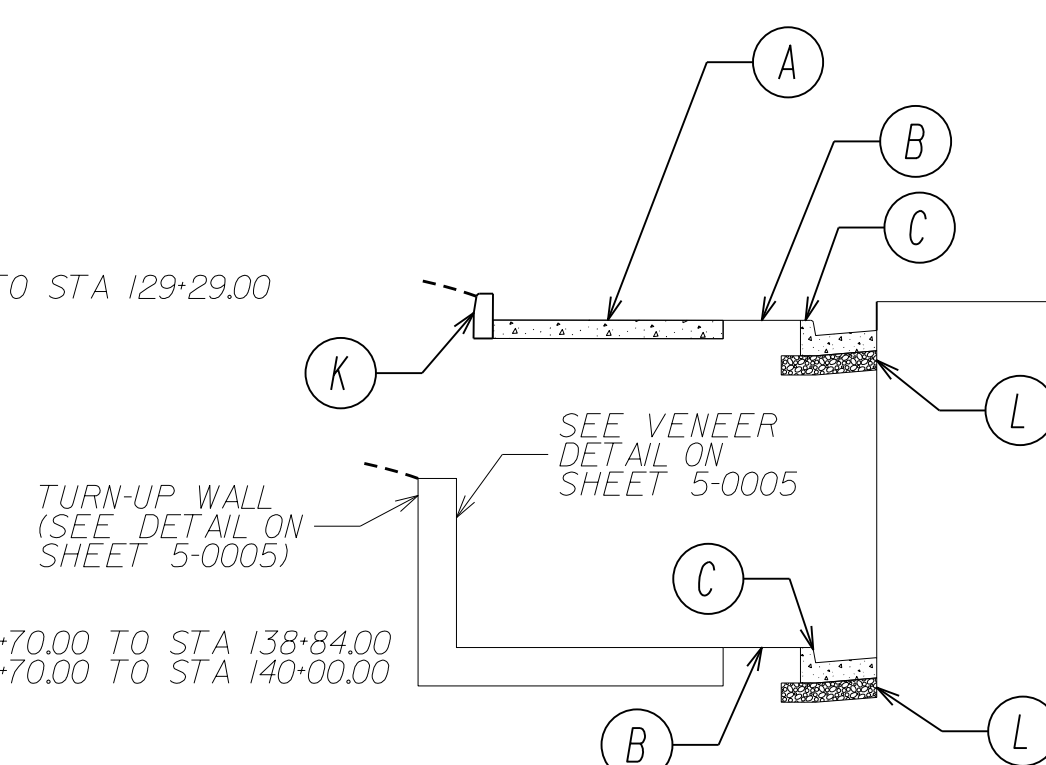




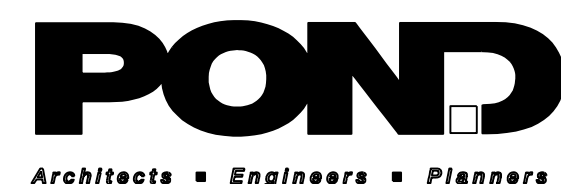
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CONSTRUCTION EASEMENT





- (A) - CONCRETE SIDEWALK, 4 IN
- (B) - SOD
- (C) - 8" X 24" CONC. CURB & GUTTER, GA. STD. 9032 B. TYPE 2
- (D) - GR AGGR BASE CRS. INCL MATL - 12 INCH DEPTH
- (E) - CONC DOWELED INTEGRAL CURB TYPE 7
- (F) - MILL ASPH CONC PMVT 1.5 INCH DEPTH
- (G) - RECYCLED ASPH CONC 12.5 mm SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME - 165 LBS/SY
- (H) - RECYCLED ASPH CONC 19.5 mm SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME - 440 LBS/SY
- (I) - RECYCLED ASPH CONC LEVELING, INCL BITUM MATL & H LIME
- (K) - 6" CONC HEADER CURB, GA STD 9032B TYPE 4
- (L) - GR AGGR BASE CRS. 6 INCH, INCL MATL



NTS

REVISION DATES

CITY OF ALPHARETTA

OFFICE: PUBLIC WORKS

TYPICAL SECTIONS

ACADEMY STREET
IMPROVEMENTS FROM LOXFORD LANE
TO WOODLAND LANE

DRAWING No.

05-0001