



City Council Meeting JUNE 21, 2021

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. **Life-Saving Awards for Mary Ellen Merriam and Joey Boassy Presented by Public Safety**
- V. **CONSENT AGENDA**
 - A. **Council Meeting Minutes (Meeting of 6/7/2021)**
 - B. **Settlement of Claim from N.L. Bassford, Jr. (Care Environmental)**
 - C. **Alcohol Beverage License Application**
 - 1. PH-21-AB-17 Winward Shell Inc.
6185 Windward Parkway
Alpharetta, GA 30005

Convenience Store
Retail Package Sales
Beer, Wine & Sunday Sales

Owner: Winward Shell Inc.
Registered Agent: Noorallah Panjwani
- VI. **PUBLIC HEARING**
 - A. **PH-21-11 Capital Improvement Element FY 2020**
Consideration of a resolution authorizing transmittal of the 2020 Capital Improvement Element and Annual Report.
 - B. **Public Hearing on the Fiscal Year 2022 Budget and Millage Rate Levy**
- VII. **OLD BUSINESS**
 - A. **Approval of Fiscal Year 2022 Budget and Millage Rate Levy (2nd Reading)**
- VIII. **NEW BUSINESS**
 - A. **Ordinance: Amending Chapter 4 (Alcoholic Beverages) of the City Code to Eliminate any Conflict Between the City Charter and Section 4.9 (e) Regarding Qualification of Those Seeking Elective Office (1st Reading)**
 - B. **Ordinance: Amending Chapter 4 (Alcoholic Beverages) of the City Code to add a Non-Conforming Premises Provision (1st Reading)**
Sponsored By: Council Members Merkel & Hipes
 - C. **Consideration of a Project List for the Parks Bond Referendum**

D. Ordinance: Calling of an Election to Determine the Issuance or Non-Issuance of City of Alpharetta General Obligation Bonds in the Principal Amount of \$29,500,000 (1st Reading)
AN ORDINANCE TO REGULATE AND PROVIDE FOR THE CALLING OF AN ELECTION TO DETERMINE THE ISSUANCE OR NON-ISSUANCE OF CITY OF ALPHARETTA GENERAL OBLIGATION BONDS, IN THE PRINCIPAL AMOUNT OF \$29,500,000.00; TO PROVIDE FOR THE DATE, MAXIMUM RATE OF INTEREST AND SCHEDULE OF MATURITIES THAT SAID BONDS SHALL BEAR; TO PROVIDE FOR THE LEVY AND COLLECTION OF TAXES TO SERVICE SAID BONDED INDEBTEDNESS; AND FOR OTHER PURPOSES

E. Ordinance: Calling The City Of Alpharetta General Election (1st Reading)
AN ORDINANCE TO REGULATE AND PROVIDE FOR THE CALLING OF THE CITY OF ALPHARETTA GENERAL CITY ELECTION; TO PROVIDE FOR PUBLICATION AND NOTICE OF THE ELECTION; TO ESTABLISH A CANDIDATE QUALIFICATION PERIOD; TO REAFFIRM CANDIDATE QUALIFICATION FEES; TO ESTABLISH A VOTER REGISTRATION CUT-OFF DATE; AND FOR OTHER PURPOSES

F. Alpha Loop Design Services - Change Order #3

G. Award of RFP 21-104 North Point Parkway LID Streetscape Enhancements and Complete Streets Upgrade Project Design

H. Approval of the FY21 COPS Hiring Program (CHP) Grant Application

I. Intergovernmental Agreement: Use And Distribution of TSPLOST II Proceeds

J. Refund of Non-Resident Fees for Camp Happy Hearts
Sponsored By: Council Members Richard & Binder

IX. PUBLIC COMMENT

X. REPORTS

XI. ADJOURNMENT TO EXECUTIVE SESSION



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By:

Sponsored By:

Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: COUNCIL MEETING MINUTES (MEETING OF 6/7/2021)

II. RECOMMENDATION:

III. REPORT IN BRIEF:

IV. ALTERNATIVES:

V. ATTACHMENTS:

Council Meeting Minutes Draft 6-7-2021



City Council Meeting
June 7, 2021
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**

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

• **Staff**

- Bob Regus, City Administrator
- Sam Thomas, City Attorney
- James Drinkard, Asst. City Administrator
- Erin Cobb, City Clerk
- Tom Harris, Director of Finance
- Pete Sewczwicz, Director of Public Works
- John Robison, Director of Public Safety
- Kathi Cook, Director of Community Development
- Michael Woodman, Senior Planner
- Shawn Mitchell, Budget & Procurement Manager

III. PLEDGE TO THE FLAG

IV. CONSENT AGENDA

- A. Council Meeting Minutes (Meeting of 5/24/2021)**
- B. Financial Management Report: Month Ending April 30, 2021**
- C. Alcoholic Beverage License Application**

- 1. PH-21-AB-16 AATIF Enterprises USA Inc.
d/b/a Milton Food Mart
2190 Old Milton Parkway
Alpharetta, GA 30009**

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

**Owner: AATIF Enterprises USA Inc.
Registered Agent: Noorallah Panjwani**

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

V. PARTNER AGENCY UPDATES

A. North Fulton Community Improvement District (CID)

- Program Director for the North Fulton CID, Kristen Winzeler, and Vice President at Kimley-Horn and Associates, Eric Boseman, came forward to present.
- This item was presented for informational purposes only and no formal vote was required.
- Every 5-7 years the NFCID updates their Masterplan, below is the updated project list.

Name	Costing - Total Project Estimate	Costing - CID Estimated Share	Underway and/or Funding Dedicated	Total (All rating criteria excluding costing)	Total Weighted Columns related to Market Condition (40% total), Feasibility (30% total), and Timeframe (30% total)
Davis Drive Extension	\$ 2,500,000	\$ -	yes	90%	89%
Windward Greenway Connector	\$ 750,000	\$ 150,000	yes	89%	87%
Alpha Loop (Old Milton to Northwinds)	\$ 7,250,000	\$ 3,625,000	yes	83%	83%
Alpha Loop (Jackson Healthcare)	\$ 5,000,000	\$ 2,500,000	yes	67%	67%
Encore Park Gateway and Greenway Extension	\$ 1,500,000	\$ 325,000	yes	78%	79%
North Point Walkability - Ped Gaps	\$ 2,500,000	\$ 2,500,000		83%	83%
Old Milton Road Widening	\$ 30,000,000	\$ 4,000,000		78%	79%
Windward Parkway Traffic Study/LCI	\$ 200,000	\$ 40,000		71%	72%
Haynes Bridge Road Crossing	\$ 7,000,000	\$ 2,500,000		72%	73%
Tradewinds Intersection Improvements	\$ 7,500,000	\$ 3,750,000		71%	71%
Kimball Bridge - Ped Gap	\$ 1,500,000	\$ 750,000		67%	63%
Dryden Road Extension	\$ 4,500,000	\$ 150,000		62%	61%
Hembree Road Widening	\$ 4,000,000	\$ 2,000,000		62%	61%
Milton Avenue Project	\$ 5,000,000	\$ 2,500,000		57%	56%
Connect Alpharetta Highway and Westside Parkway	\$ 200,000	\$ 200,000		57%	60%
Connect North Point Parkway and Old Alabama Road	\$ 150,000	\$ 150,000		52%	55%
Mansell Connector	\$ 14,000,000	\$ 5,000,000		52%	55%

VI. PUBLIC HEARING

A. PH-21-09 / V-21-15 Brady / 201 Marietta Street

- Senior Planner, Michael Woodman, came forward to present this item.
- Staff is recommending that Council approve PH-21-09/V-21-15 Brady/201 Marietta Street, subject to the following conditions:
 1. 0.83-acre property shall be zoned R-8A/D and limited to single family detached homes. Site shall be developed substantially as depicted on the site plan prepared by E303, dated 5/10/21.
 2. Home elevations shall be substantially similar to the renderings prepared by 3 Elks Design, revised 5/7/21, with final approval by DRB.
 3. Decorative low wall or hedge with decorative columns shall frame the front yard as depicted on the renderings prepared by 3 Elks Design, revised 5/7/21.
 4. Eastern side setback on Lot 2 shall be 0'.
 5. Developer shall supplement 5' landscape strip planting requirements with evergreen screening material, as approved by Staff. Off-site evergreen screening material shall be required along the east side of Lot 2, if approved by the property owner.
 6. Trees shall be protected as depicted on the site plan prepared by E303, revised 5/7/21. Off-site trees #243 (25" Water Oak) and #244 (14" Water Oak) shall be protected and encroachment on the CRZs shall not exceed 30%, as approved by Staff.
 7. Developer shall verify compliance with the previously required stream mitigation (see 2014 Condition #4) and additional mitigation such as increased buffers, runoff reduction measures, water quality treatment, or a combination of the above shall be provided, as approved by Staff.
 8. Infiltration shall be located on each lot with the least impact to existing trees, as approved by Staff.
 9. Previous conditions of zoning related to file #Z-14-04/CLUP-14-02/V-14-02 Marietta Street Townhomes shall remain in effect, except as modified in the conditions above.
- The applicant, Fergal Brady, requests changes to previous conditions of zoning and a variance on a 0.83-acre property previously approved as part of a five (5) acre, 32-unit 'For-Sale' townhome development (A.K.A. Windsong Townhomes). The requested change would allow for a six (6) unit 'ForSale' townhome building to be replaced with two (2) 'For-Sale' detached homes. A variance is requested to reduce the eastern side setback on Lot 2 from ten-feet (10') to zero-feet (0'). The subject property is located at 201 Marietta Street, on the north side of Marietta Street west of Marjean Way.
- The submitted request, if approved, would allow for a six (6) unit 'For-Sale' townhome building to be replaced with two (2) 'For-Sale' detached homes on 0.83 acres in the Downtown. The proposed residential density is 2.41 dwelling units per acre. A variance is requested to reduce the eastern side setback on Lot 2 from ten-feet (10') to zero-feet (0'). The subject property is located at 201 Marietta Street, on the north side of Marietta Street west of Marjean Way.
- The 0.83-acre property is undeveloped and separated from the Windsong Townhome development by a stream. Surrounding properties are zoned CUP (Community Unit Plan) to the north and west, R-8A/D (Dwelling, 'For-Sale', Attached/Detached Residential – Medium Density) to the east and O-P (Office-Professional) to the south. Windsong Townhome development is located to the

east, Wills Common subdivision is located to the north and west and an office building is located to the south. The Comprehensive Land Use Plan designation of the property is 'Low Density Residential', which allows the proposed use and density.

- The submitted request, if approved, would allow for changes to previous conditions of zoning related to file #Z-14-04/CLUP-14-02/V-14-02 Marietta Street Townhomes. The proposed change includes replacing a six (6) unit townhome building on the west side of the stream with two (2) single-family detached homes. The property was rezoned to R-8A/D on March 24, 2014, to allow for 32 'For-Sale' townhome units on 5.05 acres. The applicant proposes the following changes to the conditions of zoning related to file # Z-14-04/CLUP-14-02/V-14-02 Marietta Street Townhomes:
 1. Property shall be zoned R-8A and limited to single family **detached homes and** attached townhomes. **Townhomes shall be** developed substantially as depicted on the site plan **prepared by AEC, dated 12/2/13. Detached homes shall be developed substantially as depicted on the site plan prepared by E303, dated 5/10/21.**
 2. **Townhome** development shall comply with the architectural requirements of the Historic Downtown Incentive Zoning, except units facing Sunshine Parkway may have garages located on the front of the units due to the stream location. Units fronting Marietta Street shall be rear loaded.
 3. Setbacks **associated with the townhome development** shall be as depicted on site plan dated 12/2/13 and revised March 14, 2014, by AEC with the exception of the unit widths shown fronting Marietta Street which shall be a minimum 24'. Townhomes that are not rear loaded shall meet a minimum setback of 35' along Marietta Street. **Setbacks associated with the 2 detached homes shall be as depicted on the site plan prepared by E303, dated 5/10/21.**
- As depicted below, the approved site plan depicts a six (6) unit townhome building oriented to Marietta Street and located on the property west of the stream. Windsong Townhome development is complete and consists of twenty-four (24) townhome units in five (5) buildings. The developer decided not to complete the development phase approved on the west side of the stream. The current applicant's proposed site plan depicts two (2) single-family detached homes on the subject property, as shown below. Lot 1 is approximately 0.42 acres and Lot 2 is approximately 0.39 acres. The site plan complies with building setbacks, except that a variance is requested to reduce the eastern side setback on Lot 2 from ten-feet (10') to zero-feet (0').



- The proposed homes are two (2) stories and approximate 4,300 square feet. Both homes have a Porte cochere to the left of the home leading to a three (3) car garage at the rear. Garages and driveways will accommodate the required resident and guest parking.
- Existing tree canopy is primarily located along the stream and at the rear of the property. The applicant's arborist identified three (3) specimen trees on the property, of which a 30" Loblolly Pine is proposed to be removed at the rear of Lot 2 to accommodate the underground infiltration system. Additional tree removals are proposed along Marietta Street and along the eastern and western property boundaries. However, those trees are not specimen trees, some are in poor health and the species of tree (Pines, Sweet Gums, Poplars) is less desirable. Underground infiltration systems are depicted at the rear of both lots. If approved, the infiltration systems should be located with the least impact to existing trees.
- **BUILDING ELEVATIONS & ARCHITECTURE:** The applicant submitted renderings depicting the two (2) story homes in the Neoclassical and Italianate style, which complies with the Downtown Code. Both homes have a brick exterior with metal roof accents and large front porch. The proposed elevations include appropriate architectural style-specific detailing, such as a low-pitched roof, symmetrical front façade, elaborate window crowns, odd number of windows on front façade, triangular gable, inverted U-shaped windows, semi-circular front doors, brackets, and chimneys.
- **VARIANCE 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 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 eastern side of the property abuts a small parcel of land that is undevelopable under the current zoning due to the presence of a stream. The nearest building to the applicant's eastern property line, which is a 5-unit townhome building in Windsong, is across a stream and over 120' away. In addition, the applicant is in negotiations with the Windsong HOA to purchase

the small parcel of land to the east, which would result in the variance going away.

2. The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or Response: The eastern side of the property abuts a small parcel of land that is undevelopable under the current zoning due to the presence of a stream. The nearest building to the applicant's eastern property line, which is a 5-unit townhome building in Windsong, is across a stream and over 120' away. In addition, the applicant is in negotiations with the Windsong HOA to purchase the small parcel of land to the east, which would result in the variance going away.
 3. There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or Response: The eastern side of the property abuts a small parcel of land that is undevelopable under the current zoning due to the presence of a stream. The nearest building to the applicant's eastern property line, which is a 5-unit townhome building in Windsong, is across a stream and over 120' away. In addition, the applicant is in negotiations with the Windsong HOA to purchase the small parcel of land to the east, which would result in the variance going away.
 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 variance should not cause substantial detriment to the public good. The eastern side of the property abuts a small parcel of land that is undevelopable under the current zoning due to the presence of a stream. The nearest building to the applicant's eastern property line, which is a 5-unit townhome building in Windsong, is across a stream and over 120' away. In addition, the applicant is in negotiations with the Windsong HOA to purchase the small parcel of land to the east, which would result in the variance going away.
- CONCURRENCES: City Staff has reviewed the applicant's proposal and finds that it can support the applicant's request for changes to previous conditions of zoning and a variance. The proposal would result in a reduction in residential density and the single-family detached product is desirable in the Downtown. The variance does not conflict with the established review criteria and the variance should not cause a substantial detriment to the public good.
 - 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 the applicant met with residents from Windsong and Wills Common neighborhoods. The applicant discussed purchasing a small piece of land between the applicant's property and the stream to the east from the Windsong HOA and a community meeting was scheduled with the Windsong homeowners for May 20, 2021. A resident in Wills Common requested that the trees at the rear of the property be preserved.
 - COMMUNITY ZONING INFORMATION MEETING: CZIM was held on May 12, 2021. There were several questions from the public, specifically from residents of Windsong Townhomes, regarding the impact to trees and the stream. The applicant indicated that he is in discussions with Windsong Townhomes HOA regarding the potential purchase of a remnant piece of property between Lot 2 and the stream to the east. The applicant indicated that if he purchases the property, the land would be incorporated into the yard of Lot 2 and evergreens would be planted along the stream to provide a screen.

- The applicant, Fergal Brady, came forward to provide the background of the project and present a brief overview of the proposal.
- **Public Comment:**
 - Bob Burgess, 152 Marietta Street, Alpharetta, GA, 30009, came forward in support of this item.
- ❖ Council Member Richard offered a motion to approve PH-21-09/V-21-15 Brady/201 Marietta Street, subject to the following conditions:
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 2. Home elevations shall be substantially similar to the renderings prepared by 3 Elks Design, revised 5/7/21, with final approval by DRB.
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 6. Trees shall be protected as depicted on the site plan prepared by E303, revised 5/7/21. Off-site trees #243 (25" Water Oak) and #244 (14" Water Oak) shall be protected and encroachment on the CRZs shall not exceed 30%, as approved by Staff.
 7. Developer shall verify compliance with the previously required stream mitigation (see 2014 Condition #4) and additional mitigation such as increased buffers, runoff reduction measures, water quality treatment, or a combination of the above shall be provided, as approved by Staff.
 8. Infiltration shall be located on each lot with the least impact to existing trees, as approved by Staff.
 9. Previous conditions of zoning related to file #Z-14-04/CLUP-14-02/V-14-02 Marietta Street Townhomes shall remain in effect, except as modified in the conditions above.
 - The motion received a second from Council Member Binder
 - The motion was approved unanimously (7-0)

B. Public Hearing on the Fiscal Year 2022 Budget and Millage Rate Levy

- Director of Finance, Tom Harris, came forward to present this item.
- The purpose of this hearing is to obtain public comment on the Recommended Fiscal Year 2022 Budget.
- The FY 2022 Budget was distributed electronically to the City Council on April 26, 2021, and is available on the City's website as a downloadable pdf and available for filtering/analysis through the City's financial transparency site powered by OpenGov.
- The Finance Department presented an overview of the operating and capital budget at the May 3rd, May 17th, and May 24th City Council meetings.

- Tonight is the first of two public hearings and the first of two votes on the FY 2022 Budget and Millage Rate Levy with the schedule as follows:
- June 7, 2021:
 - Public Hearing
 - City Council Meeting
 - Budget Ordinance (1st Reading)
 - Millage Ordinance (1st Reading)
- June 21, 2021:
 - Public Hearing
 - City Council Meeting
 - Budget Ordinance (2nd Reading)
 - Millage Ordinance (2nd Reading)
- There have been no changes to the budget since the May 24th City Council Budget Work Session.
- **Public Comment:** No Public Comment

VII. OLD BUSINESS

A. PH-21-10 Unified Development Code Text Amendment – Historic Preservation Incentive Zoning (2nd Reading)

- Director of Community Development, Kathi Cook, came forward to present this item.
- Staff is recommending that Council approve PH-21-10 Unified Development Code Text Amendment – Historic Preservation Incentive Zoning including text amendments to Unified Development Code (UDC) Article II, Appendix A: Historic Resources Inventory – Contributing Historic Buildings and Appendix A: Alpharetta Downtown Code, Subsection 3.2.4(l)(2) to remove 126 North Main Street from the Contributing Historic Property list.
- The property has been modified over the years and does not represent 1) an outstanding example of a building representative of its era, 2) one of the few remaining examples of a past architectural style or type, and 3) a place associated with an event or person(s) of historic or cultural significance to the City, the region, the State, or the nation.
- According to information provided by the Alpharetta Historic Society, 126 North Main Street was the second house of Dr. Morris and is believed to be constructed around 1933. There is no information regarding the architectural style of the home. Fulton County Tax Assessor information indicates that the home was built in 1950. The property is 0.69 acres, and the 1-story home is approximately 2,140 square feet. The current property owner is Judge Roy Roberts, who is the grandson of Dr. Morris.
- City Attorney, Sam Thomas, read the ordinance aloud.
- **Public Comment:** No Public Comment

- ❖ Council Member Richard offered a motion to approve PH-21-10 Unified Development Code Text Amendment – Historic Preservation Incentive Zoning Ordinance as presented

- The motion received a second from Mayor Pro Tem Mitchell
- The motion was approved unanimously (7-0)

VIII. NEW BUSINESS

A. City of Alpharetta Pay Plan Update

- Director of Human Resources, Cris Randall, came forward to present this item.
- Staff is recommending that Council approve of the proposed Pay Plan, effective June 26, 2021.
- 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.
- Compensation rarely remains static. The rate of pay is constantly changing with external market and economic activity; therefore, the City's compensation system requires periodic maintenance. Without proper upkeep, the potential for recruitment and retention challenges may increase as the compensation and classification system becomes dated and likely less competitive. Each year staff will evaluate the effectiveness of the City's pay plan. The evaluation will be based on factors such as consumer price index (CPI) from prior 12 months, recruitment and retention, labor market and City's compensation philosophy to remain at 50th percentile, matching comparable communities.
- The CPI as provided by the Bureau of Labor Statistics, December 2020 publication, rose 1.4 percent in 2020. Along with the CPI increase, certain pay range spread percentages needed to be updated to reflect current labor market conditions and to better align with City's compensation policy.
- The proposed pay plan will be effective June 26, 2021, (July 16, 2021 paycheck) coinciding with the beginning of the FY22 budget.
- The continued evaluation and maintenance of the City's Pay Plan strongly aligns with the City's Core Values of:
 - Excellence: by the pursuit 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.
- **Public Comment:** No Public Comment

- ❖ Council Member Binder offered a motion to approve the proposed Pay Plan, effective June 26, 2021
 - The motion received a second from Council Member Richard
 - The motion was approved unanimously (7-0)

B. Discussion and Public Input on Parks Bond Referendum

- City Administrator, Bob Regus, came forward to present this item.
- This item is being presented for informational purposes and to seek public input. No formal vote is required.
- Communities are alive; constantly evolving with changing opportunities, needs, and, yes, challenges. To ensure that Alpharetta remains a successful, vibrant place where residents thrive and enjoy an amazing quality of life, the City is always looking to the future and considering a variety of projects to improve recreational opportunities while preserving green spaces and natural lands.
- During the November 2021 election, Alpharetta voters will have the opportunity to decide if the City should secure a general obligation bond to fund improvements to existing parks, development of new parks, and the acquisition of land that can be preserved as future public park spaces. The proposed projects, if the 2021 Parks Bond Referendum is approved by voters, are listed below.
 - WILLS PARK EQUESTRIAN CENTER \$5,000,000
 - WEBB BRIDGE SOCCER FIELD TURF \$1,000,000
 - WILLS PARK IMPROVEMENTS \$6,000,000
 - MID BROADWELL PARK DEVELOPMENT \$500,000
 - UNION HILL PARK REDEVELOPMENT \$3,250,000
 - FARMHOUSE PARK \$2,000,000
 - BROOKSIDE PARK PHASE 1 \$2,000,000
 - OLD RUCKER PARK \$3,000,000
 - WATERS ROAD PARK \$2,000,000
 - MILTON AVENUE PARK \$750,000
 - ALPHALOOP \$4,000,000
- Mr. Regus informed Council that the bond ordinance is planned to be presented at the June 21st City Council Meeting for the first reading and June 28th for the second reading.
- Council Member Binder recommended narrowing down the project list to the top seven projects that had the majority of support, including \$8M for the AlphaLoop. Mayor Pro Tem Mitchell supports this.
- Council Member Hipes and Council Member Merkel recommend voting on the parks bond in May 2022, after the TSPLOST II is voted on this November.
- If the bond amount is reduced then Council Member Merkel requested an opportunity to resubmit his project priority list.
- Council Member Richard, Mayor Pro Tem Mitchell, and Council Member Binder want to leave the parks bond on the November ballot.

- Mayor Gilvin is not confident that the City should bring the parks bond forward on the November ballot prior to the outcome of the TSPLOST II vote.

- **Public Comment:**

- Nat "Shack" Lewis Jr., 12762 Waterside Drive, Milton, GA 30004, came forward in support of the Farmhouse Park.
- Todd Stratton, 315 Rowes Circle, Alpharetta, GA 30009, came forward to voice concern regarding the timing of the bond referendum. Additionally, suggesting that this item be voted on in May 2022 after TSPLOST II is voted on.
- Michael Buchanan, 135 Pebble Trail, Alpharetta, GA 30009, came forward in support of the Farmhouse Park.
- President of the Alpharetta & Old Milton County Historical Society, Pat Miller, 13040 King Road, Milton, GA 30004, came forward in support of the Farmhouse Park.
- John Norton, 155 Shady Grove Lane, Alpharetta, GA 30009, came forward to voice concern regarding the timing of the bond referendum. Additionally, suggesting that this item be voted on in May 2022 after TSPLOST II is voted on.

C. Consideration of Proposed TSPLOST II Projects

- Director of Public Works, Pete Sewczwicz, came forward to present this item.
- Staff is recommending that Council approve the recommended TSPLOST II project list and authorize the mayor to execute all necessary documents.
- Below are the proposed projects within each tier with anticipated project costs. If TSPLOST II is approved by the voters, public meetings will take place for each project.

TSPLOST II Project List

		Allocation (05/18/21)
TIER I (85%)	Mid-Block Crosswalk (Alpharetta Elementary School)	\$85,000
	Mid-Block Crosswalk (Manning Oaks Elementary School)	\$150,000
	Improved Crossing from Parking Deck to north side of Milton Ave	\$275,000
	Raised intersection at Marietta St and Roswell St	\$350,000
	Improved Pedestrian Crossings from City Center to Churches	\$750,000
	Alpha Loop (Old Milton Pkwy to Northwinds Pkwy)	\$12,000,000
	4 Pedestrian Bridges (Windward Pkwy over Big Creek; Greenway access)	\$4,000,000
	North Point Pkwy Corridor (cost is an allocation)	\$10,000,000
	Mid-Block Crosswalk (Cogburn Road Park)	\$85,000
	Mid-Block Crosswalk (Mid Broadwell Rd at Charlotte Dr)	\$100,000
	Webb Bridge Rd Improvements (Morris Rd to Greenway)	\$13,000,000
	Tradewinds Ripple Effect Improvements	\$6,500,000
	Cumming St Corridor Improvements (cost is an allocation)	\$4,757,526
		\$52,052,526
TIER II (100%)	Kimball Bridge Rd Widening (Verizon to Georgia Power driveways)	2,000,000
	Academy St Improvements	3,250,000
	Milton Ave Improvements (cost is an allocation)	3,935,740
		9,185,740
TIER III (115%)	Roundabout (Hopewell Rd at Vaughan Dr)	\$1,500,000
	Roundabout (Mayfield Rd at Canton St)	2,000,000
	Roundabout (Mayfield Rd at Providence Rd)	2,000,000
	Pedestrian Tunnel Under Haynes Bridge Road at GA 400 (Design/Concept)	500,000
	Milling and Resurfacing	2,500,000
	Debt Retirement/Debt Service	685,740
		\$9,185,740
		\$70,424,006

*Public Works revised project pricing, based on the current increase of construction, cost estimates from on-call vendors, and recent bids.

*The increase of funds from the initial allocation to the revised (4/30/21) is based on new projected figures from Fulton County. Most recent figures received came on April 29, 2021.

*Cost allocation means the project cannot be accomplished for the dollar amount listed and funds listed is for design work, right of way acquisition, utility relocations, or matching dollars for grants.

- **Public Comment:**
 - Jeff Truncer, 13105 Windrush Lane, Alpharetta, GA 30009, came forward with an alternate plan for the roundabout at Hopewell Road at Vaughan Drive, proposing speed cameras at this section of the road.
 - Sandra Johnson, 4104 Windrush Lane, Alpharetta, GA 30009, came forward in support of the roundabout at Hopewell Road at Vaughan Drive.
 - Janice Talluto, 2104 Windrush Lane, Alpharetta, GA 30009, came forward in

support of the roundabout at Hopewell Road at Vaughan Drive.

- Felix Zents, 800 Hopewell Place Drive, Milton, GA 30004, came forward to voice his concern regarding speeding on Hopewell Road.
- Michael Buchanan, 135 Pebble Trail, Alpharetta, GA 30009, came forward to voice concern regarding speeding on Canton Street and Hopewell Road.

❖ Mayor Pro Tem Mitchell offered a motion to approve the recommended TSPLOST II project list as presented and identified as Tiers I, II, and III projects with a cumulative total of \$70,412,590 and authorize the mayor to execute all necessary documents

- The motion received a second from Council Member Merkel
- The motion was approved unanimously (7-0)

D. Approval of Fiscal Year 2022 Budget and Millage Rate Levy (1st Reading)

- Director of Finance, Tom Harris, came forward to present this item.
- The purpose of this hearing is to provide an update on the Recommended Fiscal Year 2022 Budget and adopt the following: (a) Fiscal Year 2022 Budget Ordinance (1st reading); and (b) Fiscal Year 2022 Millage Rate Ordinance (1st reading).
- The FY 2022 Budget was distributed electronically to the City Council on April 26, 2021, and is available on the City's website as a downloadable pdf and available for filtering/analysis through the City's financial transparency site powered by OpenGov.
- The Finance Department presented an overview of the operating and capital budget at the May 3rd, May 7th, and May 24th City Council meetings.
- Tonight is the first of two public hearings and the first of two votes on the FY 2022 Budget and Millage Rate Levy with the schedule as follows:
- June 7, 2021:
 - Public Hearing
 - City Council Meeting
 - Budget Ordinance (1st Reading)
 - Millage Ordinance (1st Reading)
- June 21, 2021:
 - Public Hearing
 - City Council Meeting
 - Budget Ordinance (2nd Reading)
 - Millage Ordinance (2nd Reading)
- There have been no changes to the budget since the May 24th City Council Budget Work Session.
- The presented Budget Ordinance is substantially similar in structure as in previous years and provides authority for revenue/appropriation levels, carryforward appropriation authority, staffing level authorizations, etc.

- City Attorney, Sam Thomas, read the Budget Ordinance aloud.
- City Attorney, Sam Thomas, read the Millage Rate Ordinance aloud.
- **Public Comment:** No Public Comment
- ❖ Council Member Binder offered a motion to approve the Fiscal Year 2022 Budget Ordinance (1st reading)
 - The motion received a second from Council Member Richard
 - The motion was approved unanimously (7-0)
- ❖ Council Member Binder offered a motion to approve the Fiscal Year 2022 Millage Rate Ordinance (1st reading)
 - The motion received a second from Council Member Merkel
 - The motion was approved unanimously (7-0)

E. Design / Build Pedestrian Scramble at the Intersection of Milton Avenue and Canton Street / Roswell Street (Sponsored By: CM's Burnett, Mitchell, Richard & Binder)

- Director of Public Works, Pete Sewczwicz, came forward to present this item.
- Staff is recommending that Council award RFP 21-110 to Brooks-Berry-Haynie & Associates, Inc. for the design and construction of the Milton Avenue at Canton Street / Roswell Street scramble crosswalk in an amount not to exceed \$103,160.00 and authorize the Mayor to execute all necessary documents.
- In response to RFP 21-110, for design / build pedestrian scramble at the intersection of Milton Avenue and Canton Street / Roswell Street, that was issued on April 13, 2021, three competitive proposals were received from the following contractors on May 11, 2021:
 - Brooks-Berry-Haynie & Associates, Inc. (BBH)
 - Lumin8 Transportation Technologies, LLC.
 - Reedwick, LLC
- Some of the major components of this project include: 1) installation of additional pedestrian signal heads and crosswalks, 2) rewiring the traffic signal cabinet, 3) programming the traffic signal controller for pedestrian scramble, and 4) modifying the existing wheelchair ramps to be ADA complaint.
- Staff reviewed proposals and determined that BBH proposal in terms of project team, available resources, and project approach was more comprehensive compared to the other two proposals. Project schedule and timeline, proposed by BBH, shows that the project design and construction will complete in approximately five months upon notice-to-proceed.
- In order to further review the project scope, staff met with representatives from BBH on June 1, 2021. The BBH team is fully aware of the project importance and delivery of the project within budget and scheduled timeframe. Multiple design and construction tasks will be conducted simultaneously to expedite the project schedule.

- Once a contract with Brooks-Berry-Haynie & Associates, Inc. has been finalized and executed, construction will begin immediately. The anticipated completion date for the project is no more than 150 days from notice to proceed.
- Council Member Merkel and Council Member Hipes are concerned with approving an item that is not budgeted when we are currently cutting other items/projects from the budget.
- **Public Comment:** No Public Comment
- ❖ Council Member Burnett offered a motion to award RFP 21-110 to Brooks-Berry-Haynie & Associates, Inc. for the design and construction of the Milton Avenue at Canton Street / Roswell Street scramble crosswalk in an amount not to exceed \$103,160.00 and authorize the mayor to execute all necessary documents
 - The motion received a second from Council Member Binder
 - The motion was approved (4-3); Mayor Gilvin, Council Member Hipes and Council Member Merkel voting in opposition

IX. PUBLIC COMMENT

- No Public Comment

X. REPORTS

- Council Member Richard announced the CZIM scheduled for June 9th at 6:00 PM. Mrs. Richard also congratulated City employee, Ben Kern, on the new addition to his family. Additionally, Mrs. Richards asked Bob Regus to look into the MOU with Milton regarding special needs camps.
- Mayor Pro Tem Mitchell thanked former Council Member Sandra Johnson for attending tonight's meeting.

XI. 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 (7-0)
- ❖ With no further business to discuss or items to be heard, Mayor Gilvin adjourned the meeting into Executive Session at 9:12 P.M.

Respectfully submitted,


Erin Cobb, City Clerk



City Council Meeting STAFF REPORT

Submitting Department: Legal
Submitted By:
Sponsored By:
Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: SETTLEMENT OF CLAIM FROM N.L. BASSFORD, JR. (CARE ENVIRONMENTAL)

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:



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By:

Sponsored By:

Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: ALCOHOL BEVERAGE LICENSE APPLICATION

II. RECOMMENDATION:

III. REPORT IN BRIEF:

IV. ALTERNATIVES:

V. ATTACHMENTS:



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By:

Sponsored By:

Meeting Date: June 21, 2021

-
- I. AGENDA ITEM TITLE:** PH-21-AB-17 WINWARD SHELL INC.
6185 WINDWARD PARKWAY
ALPHARETTA, GA 30005

CONVENIENCE STORE
RETAIL PACKAGE SALES
BEER, WINE & SUNDAY SALES

OWNER: WINWARD SHELL INC.
REGISTERED AGENT: NOORALLAH PANJWANI

- II. RECOMMENDATION:**

- III. REPORT IN BRIEF:**

- IV. ALTERNATIVES:**

- V. ATTACHMENTS:**

Winward Shell PH minutes



**CITY OF ALPHARETTA
PUBLIC HEARING
LIQUOR LICENSE**

DATE: June 17, 2021
TIME: 2:00 P.M.
LOCATION: <https://zoom.us/j/95771810217>

Official Minutes

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

I. CALL TO ORDER: City Attorney Sam Thomas called the meeting to order at 2:00 P.M.

II. LICENSE APPLICATIONS:

1. PH-21-AB-17 Winward Shell Inc.
6185 Windward Parkway
Alpharetta, GA 30005
- Convenience Store
Retail Package Sales
Beer, Wine & Sunday Sales

Owners: Winward Shell Inc.
Registered Agent: Noorallah Panjwani

Hameedullah Panjwani residing at 5024 Meadow Lane, Marietta, GA 30068 is the owner/applicant of Winward Shell and was present on the call. Noorallah Panjwani residing at 10380 Royal Tree Terrace, Alpharetta GA 30022 is the registered agent for Winward Shell and was also on the call.

Mr. Hameedullah Panjwani explained this is a change of ownership. He has worked more than 15 years in the business and this is his first ownership. He is familiar with City of Alpharetta alcohol ordinances. Mr. Noorallah Panjwani

explained they will have an ID scan system in place where customers will scan their ID to a) verify it is an authentic ID and b) verify age. There will be a manager on site.

Public Comment: No Public Comment

Mr. Thomas recommended that this license be approved and confirmed it will be on the Consent Agenda at the City Council Meeting scheduled for Monday, June 21, 2021 at 6:30 P.M. The applicant is required to appear in person should Council have any questions regarding this application. Once City Council approves the application, applicant will be allowed to pick up and pay for their license at City Hall in Community Development.

III. ADJOURNMENT: With no further business to discuss or items to be heard, City Attorney Sam Thomas adjourned the meeting at 2:04 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: June 21, 2021

I. AGENDA ITEM TITLE: PH-21-11 CAPITAL IMPROVEMENT ELEMENT FY 2020

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 and the Georgia Department of Community Affairs for review prior to City 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:

2019-2020 CIE Impact Fee Report, CIE Transmittal Resolution 2021



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

Annual Impact Fee Report and Capital Improvement Element Update

June 2021

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



CITY OF ALPHARETTA, GA

ANNUAL IMPACT FEE FINANCIAL REPORT

FISCAL YEAR 2020

	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, 2019	\$ 2,075,671.29	\$ 185,149.71	\$ 1,135,095.08	\$ 3,395,916.08	\$ -	\$ 3,395,916.08
Fiscal Year 2020 Activity						
Sources:						
Impact Fees	\$ 676,255.50	\$ 92,749.71	\$ 1,938,076.00	\$ 2,707,081.21	\$ 81,110.36	\$ 2,788,191.57
Credits	(493,964.66)	(1,420.43)	(1,345,603.56)	(1,840,988.65)	(33,894.01)	(1,874,882.66)
Refunds	-	-	-	-	-	-
General Revenue (e.g. Interest)	39,665.30	4,856.87	30,347.93	74,870.10	-	74,870.10
Total Sources	\$ 221,956.14	\$ 96,186.15	\$ 622,820.37	\$ 940,962.66	\$ 47,216.35	\$ 988,179.01
(Uses):						
Project Expenditures/Debt Service	\$ (657,581.14)	\$ -	\$ (420,992.69)	\$ (1,078,573.83)	\$ -	\$ (1,078,573.83)
Administrative Costs	-	-	-	-	(47,216.35)	(47,216.35)
Total Uses	\$ (657,581.14)	\$ -	\$ (420,992.69)	\$ (1,078,573.83)	\$ (47,216.35)	\$ (1,125,790.18)
Impact Fee Fund Balance on June 30, 2020	\$ 1,640,046.29	\$ 281,335.86	\$ 1,336,922.76	\$ 3,258,304.91	\$ -	\$ 3,258,304.91
Impact Fees Encumbered at June 30, 2020	\$ 32,297.00	\$ 155,750.00	\$ 1,064,102.00	\$ 1,252,149.00		\$ 1,252,149.00

* 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 an administrative fee.



CITY OF ALPHARETTA, GA
CAPITAL IMPROVEMENT ELEMENT (FY's 2020-2031)
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 2020	Impact Fees Expended in Previous Years	Total Impact Fees Expended to Date	Impact Fees Encumbered as of the end of FY 2020	Current/ Forecasted Funding Sources	Status/ Comment	Responsible Department
Roads													
	Impact Fee Ordinance Update	2014	2016	\$ 86,145	100.00%	\$ 86,145	\$ -	\$ 34,999.98	\$ 34,999.98	\$ -	Impact Fees (100%)	Completed	Community Development
	Rucker Rd Corridor Improvements	2017	2020	16,759,573	24.10%	4,039,057	556,968.35	23,700.00	580,668.35	20,645.00	GO Bond (89%); Impact Fees (7%); General Revenues (4%)	Completed	Public Works
	Kimball Bridge Rd Congestion Mitigation (North Point Pkwy to Waters Rd)	2017	2023	9,847,283	24.10%	2,373,195	-	-	-	-	GO Bond (100%)	Construction Phase	Public Works
	Kimball Bridge Rd Bicycle/Pedestrian/Operational Improvements	2017	2024	1,359,741	24.10%	327,698	-	-	-	-	TSPLOST (100%)	Conceptual Design Phase	Public Works
	Kimball Bridge Rd Improvements (Waters Rd to Buice Rd)	2024	2028	3,000,000	24.10%	723,000	-	-	-	-	TBD		Public Works
	Kimball Bridge Rd Widening (Verizon to Georgia Power driveway)	2024	2028	1,500,000	24.10%	361,500	-	-	-	-	TBD		Public Works
	Windward Parkway Business District/Union Hill Rd Capacity Improvements	2017	2023	185,100	24.10%	44,609	-	-	-	-	TSPLOST (100%)	Split into Projects Below	Public Works
	Windward Parkway East Improvements	2017	2023	1,615,348	24.10%	389,299	-	-	-	-	TSPLOST (100%)	Construction Phase	Public Works
	Windward Parkway West Improvements	2017	2023	996,285	24.10%	240,105	-	-	-	-	TSPLOST (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
	Bethany Rd at Mid-Broadwell Rd Intersection Improvements	2017	2021	1,247,354	24.10%	300,612	-	-	-	-	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	3,215,477	24.10%	774,930	-	-	-	-	TSPLOST (100%)	Complete	Public Works
	Old Milton Parkway Capacity Improvements	2017	2023	5,579,474	24.10%	1,344,653	-	-	-	-	TSPLOST; TBD	Design 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	3,089,576	24.10%	744,588	-	-	-	-	TSPLOST; TBD	Conceptual Design Phase	Public Works
	Webb Bridge Road Improvements (Greenway to Webb Bridge Park/KBR)	2021	2025	23,876,396	24.10%	5,754,212	-	-	-	-	TSPLOST; TBD	Design Phase	Public Works
	Webb Bridge Road Improvements (North Point Parkway to the Greenway)	2021	2025	692,508	24.10%	166,894	-	-	-	-	TSPLOST; TBD	Conceptual Design Phase	Public Works
	Webb Bridge Rd Improvements (Morris Rd to Greenway)	2023	2027	10,000,000	24.10%	2,410,000	-	-	-	-	TBD		Public Works
	Haynes Bridge Rd Capacity Improvements	2020	2025	8,264,103	24.10%	1,991,649	-	-	-	-	TSPLOST; TBD	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%)	ROW Acquisition Phase	Public Works
	GA400 Bridge (Academy St/Webb Bridge Rd - GDOT PI 0001757)	2020	2025	1,703,000	24.10%	410,423	-	-	-	-	TSPLOST (100%)	Conceptual Design Phase	Public Works
	GA400 Bridge (Kimball Bridge Rd - GDOT PI 0001757)	2020	2025	1,317,000	24.10%	317,397	-	-	-	-	TSPLOST (100%)	Conceptual Design Phase	Public Works
	GA400 Bridge (Tradewinds - GDOT PI 0001757)	2020	2025	1,866,000	24.10%	449,706	-	-	-	-	TSPLOST (100%)	Conceptual Design Phase	Public Works
	North Point Parkway Improvements	2020	2026	30,000,000	24.10%	7,230,000	-	-	-	-	TBD	Conceptual Design Phase	Multi-Dept.
	Major Intersection Improvements	2027	2031	1,250,000	24.10%	301,250	-	-	-	-	TBD		Public Works
	Old Roswell St. Park and Plaza	2027	2029	1,500,000	24.10%	361,500	-	-	-	-	TBD		Community Dev.
	Southlake Traffic Calming	2026	2029	2,000,000	24.10%	482,000	-	-	-	-	TBD		Public Works
	Waters Rd Traffic Calming	2026	2030	2,000,000	24.10%	482,000	-	-	-	-	TBD		Public Works



CITY OF ALPHARETTA, GA
CAPITAL IMPROVEMENT ELEMENT (FY's 2020-2031)
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 2020	Impact Fees Expended in Previous Years	Total Impact Fees Expended to Date	Impact Fees Encumbered as of the end of FY 2020	Current/ Forecasted Funding Sources	Status/ Comment	Responsible Department
	Douglas Rd Traffic Calming Improvements	2025	2029	1,750,000	24.10%	421,750	-	-	-	-	TBD		Public Works
	Hembree Road Widening	2027	2030	4,000,000	24.10%	964,000	-	-	-	-	TBD		Public Works
	Wills Road Widening (Milton Avenue to Old Milton Pkwy)	2022	2025	33,293	75.90%	25,269	-	14,460.00	14,460.00	-	Impact Fees (57%); General Revenue (43%)	Conceptual Design Phase	Public Works
	Lilly Garden Extension	2024	2026	800,000	75.90%	607,200	-	-	-	-	TBD		Public Works
	Dryden Rd Extension	2026	2029	3,000,000	75.90%	2,277,000	-	-	-	-	TBD		Public Works
	Marjean Way Extension	2022	2025	1,750,000	75.90%	1,328,250	-	-	-	-	TBD		Public Works
	Tradewinds Ripple Effect Improvements	2023	2027	6,000,000	24.10%	1,446,000	-	-	-	-	TBD		Public Works
	Cumming St. Corridor Improvements	2023	2027	7,350,000	24.10%	1,771,350	-	-	-	-	TBD		Public Works
	Milton Ave Streetscape	2023	2026	3,950,000	24.10%	951,950	-	-	-	-	TBD		Public Works
	Teasley Street Improvements	2020	2025	75,000	75.90%	56,925	38,125.00	-	38,125.00	-	Impact Fees (76%); General Revenue (24%)	Completed	Public Works
	Roundabout Studies	2025	2028	125,000	24.10%	30,125	-	-	-	-	TBD		Public Works
	Roundabout (Roswell St at Old Roswell St)	2026	2029	1,500,000	24.10%	361,500	-	-	-	-	TBD		Public Works
	Roundabout (Milton Ave at Canton/Roswell St)	2026	2029	1,775,000	24.10%	427,775	-	-	-	-	TBD		Public Works
	Roundabout (Windward Pkwy at Clubhouse Dr)	2026	2029	3,000,000	24.10%	723,000	-	-	-	-	TBD		Public Works
	Roundabout (Hopewell Rd at Vaughan Dr)	2020	2026	1,617,034	24.10%	389,705	16,553.19	-	16,553.19	11,652.00	TSPLOST; TBD	On Hold	Public Works
	Roundabout (Mayfield Rd at Canton St)	2024	2027	1,750,000	24.10%	421,750	-	-	-	-	TBD		Public Works
	Roundabout (Mayfield Rd at Providence Rd)	2024	2027	2,000,000	24.10%	482,000	-	-	-	-	TBD		Public Works
				<u>\$ 185,397,636</u>		<u>\$ 47,706,259</u>	<u>\$ 611,646.54</u>	<u>\$ 115,724.30</u>	<u>\$ 727,370.84</u>	<u>\$ 32,297.00</u>			
Public Safety													
	Impact Fee Ordinance Update	2014	2016	\$ 22,907	100.00%	\$ 22,907	\$ -	\$ 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	-	718,750.00	718,750.00	-	General Revenues (55%); Impact Fees (16%); DEA (13%); E-911 Fees (16%)	Completed	Public Safety/ Public Works
	Public Safety Headquarters Parking Expansion	2022	2023	200,000	62.30%	124,600	-	-	-	-	TBD		Public Safety
	E911 Facility Renovations	2022	2023	50,000	100.00%	50,000	-	-	-	-	TBD		Public Safety/ Public Works
	Hazardous Materials Truck & Trailer	2020	2021	250,000	62.30%	155,750	-	-	-	155,750.00	Impact Fees (62%); General Revenue (38%)	In-Process	Public Safety
	Quint Apparatus for Fire Station 81	2022	2023	1,600,000	62.30%	996,800	-	-	-	-	Capital Lease		Public Safety
	Fire Rescue-Rapid Response Truck	2022	2023	200,000	62.30%	124,600	-	-	-	-	TBD		Public Safety
				<u>\$ 6,896,722</u>		<u>\$ 6,048,472</u>	<u>\$ -</u>	<u>\$ 734,375.01</u>	<u>\$ 734,375.01</u>	<u>\$ 155,750.00</u>			
Recreation and Parks													
	Impact Fee Ordinance Update	2014	2016	\$ 21,948	100.00%	\$ 21,948	\$ -	\$ 11,875.01	\$ 11,875.01	\$ -	Impact Fees (100%)	Completed	Community Development
	Scramble Intersection at Canton St and Milton Ave	2026	2028	100,000	24.00%	24,000	-	-	-	-	TBD		Public Works
	Providence Road Sidewalk Improvements	2023	2025	600,000	24.00%	144,000	-	-	-	-	TBD		Public Works
	Waters Rd Sidewalk Improvements	2024	2027	990,000	24.00%	237,600	-	-	-	-	TBD		Public Works
	Mid-Block Crosswalk (Alpharetta Elementary School)	2023	2024	50,000	24.00%	12,000	-	-	-	-	TBD		Public Works
	Mid-Block Crosswalk (Manning Oaks Elementary School)	2023	2024	125,000	24.00%	30,000	-	-	-	-	TBD		Public Works
	Mid-Block Crosswalk (Cogburn Road Park)	2023	2024	50,000	24.00%	12,000	-	-	-	-	TBD		Public Works
	Mid-Block Crosswalk (Mid Broadwell Rd at Charlotte Dr)	2023	2024	75,000	24.00%	18,000	-	-	-	-	TBD		Public Works
	Improved Crossing from Parking Deck to north side of Milton Ave	2023	2024	250,000	24.00%	60,000	-	-	-	-	TBD		Public Works
	Raised Intersection at Marietta St. and Roswell St.	2023	2024	350,000	24.00%	84,000	-	-	-	-	TBD		Public Works



CITY OF ALPHARETTA, GA
CAPITAL IMPROVEMENT ELEMENT (FY's 2020-2031)
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 2020	Impact Fees Expended in Previous Years	Total Impact Fees Expended to Date	Impact Fees Encumbered as of the end of FY 2020	Current/Forecasted Funding Sources	Status/ Comment	Responsible Department
	Improved Pedestrian Crossings from City Center to Churches	2023	2024	750,000	24.00%	180,000	-	-	-	-	TBD		Public Works
	4 Pedestrian Bridges (Windward Pkwy over Big Creek; Greenway access)	2023	2026	2,500,000	24.00%	600,000	-	-	-	-	TBD		Public Works
	AlphaLoop City Trail	2017	2022	17,384,502	100.00%	17,384,502	-	-	-	-	General Revenue; GO Bond; Other	Multiple Phases (design/construction)	Community Development/ Public Works
	Parks along AlphaLoop	2022	2025	3,000,000	100.00%	433,693	-	-	-	-	TBD		Parks
	City Center Walking Trail	2017	2019	300,000	100.00%	300,000	-	300,000.00	300,000.00	-	Impact Fees (100%)	Completed	Public Works
	Greenway Extension to Forsyth County	2017	2021	12,285,705	25.63%	3,148,826	-	-	-	1,051,402.00	GO Bond (80%); Impact Fees (10%); TSPLOST (8%); General Revenues (2%)	Construction Phase	Parks/Public Works
	Encore Parkway Greenway Connection	2023	2025	3,000,000	25.63%	768,900	-	-	-	-	TBD		
	Eastside Community Center/YMCA Partnership	2017	2022	2,500,001	30.96%	774,000	-	-	-	-	GO Bond (100%)	Construction Phase	Parks
	Alpharetta Arts Center Development	2017	2019	3,387,246	54.17%	1,834,871	-	1,300,001.33	1,300,001.33	-	GO Bond (44%); Impact Fees (38%); General Revenues (2%); Hotel/Motel Taxes (16%)	Completed	Parks/Public Works
	Alpharetta Arts Center Parking Expansion	2022	2024	950,000	54.17%	514,615	-	-	-	-	TBD		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	9,488,751	100.00%	9,488,751	-	-	-	-	GO Bond; TBD	On-Going	Parks
	Wills Park Equestrian Center Master Plan buildout	2022	2026	5,000,000	68.93%	3,446,500	-	-	-	-	TBD		Parks
	Wills Park Master Plan	2022	2026	4,000,000	9.06% to 100%	4,000,000	-	-	-	-	TBD		Parks
	Mid-Broadwell Park build-out	2022	2026	500,000	9.06% to 100%	500,000	-	-	-	-	TBD		Parks
	Milton Avenue Park build-out	2022	2026	2,000,000	9.06% to 100%	2,000,000	-	-	-	-	TBD		Parks
	Old Rucker Park build-out	2022	2026	2,000,000	9.06% to 100%	2,000,000	-	-	-	-	TBD		Parks
	Union Hill Park (redevelopment/trailhead)	2022	2026	2,000,000	9.06% to 100%	2,000,000	-	-	-	-	TBD		Parks
	Farmhouse Park build-out	2022	2026	3,000,000	9.06% to 100%	3,000,000	-	-	-	-	TBD		Parks
	Brookside Park build-out	2022	2026	2,000,000	9.06% to 100%	2,000,000	-	-	-	-	TBD		Parks
	Waters Road Park build-out	2022	2026	2,000,000	9.06% to 100%	2,000,000	-	-	-	-	TBD		Parks
	Synthetic Turf Webb Bridge Park (soccer field)	2022	2026	1,000,000	36.12%	361,200	-	-	-	-	TBD		Parks
	North Park Master Plan/Development	2023	2028	1,600,000	9.06% to 100%	1,600,000	-	-	-	-	TBD		Parks
	Webb Bridge Park Master Plan/Development	2024	2029	1,600,000	9.06% to 100%	1,600,000	-	-	-	-	TBD		Parks
	Pocket Park Development	2022	2027	425,000	36.12%	153,510	-	-	-	-	TBD		Parks
	Activity Centers Interior Improvements	2023	2026	1,850,000	54.17%	1,002,145	-	-	-	-	TBD		Parks
	Historic Preservation Initiative	2022	2031	325,000	36.12%	117,390	-	-	-	-	TBD		Parks
	Haynes Bridge Road Park Restroom (new)	2022	2023	300,000	91.91%	275,730	-	-	-	-	TBD		Parks
	Marconi Drive Park Restroom (new)	2022	2023	100,000	91.91%	91,910	-	-	-	-	TBD		Parks
				\$ 93,998,605		\$ 64,438,023	\$ -	\$ 2,711,876.34	\$ 2,711,876.34	\$ 1,051,402.00			
Total							\$ 611,646.54	\$ 3,561,975.65	\$ 4,173,622.19	\$ 1,239,449.00			

BACKUP

CITY OF ALPHARETTA
**COMBINING STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES**
 NONMAJOR GOVERNMENTAL FUNDS

For the Fiscal Year Ended June 30, 2020 – Page 1 of 2

	Special Revenue Funds				
	Hotel Motel	Impact Fee	Confiscated Assets	Grant Operating	E911
Revenues:					
Property taxes	\$ —	\$ —	\$ —	\$ —	\$ —
Hotel/Motel taxes	6,672,097	—	—	—	—
Impact fees	—	866,093	—	—	—
Charges for services	—	—	—	—	3,032,895
Forfeiture income	—	—	229,643	—	—
Intergovernmental	—	—	—	66,128	1,261,160
Contributions	—	—	—	8,235	—
Investment earnings	—	74,869	1,864	3,338	23,155
Other revenues	—	—	—	—	—
Total revenues	6,672,097	940,962	231,507	77,701	4,317,210
Expenditures:					
Current:					
General government	—	—	—	—	—
Public safety	—	420,993	459,660	7,384	3,806,574
Culture and recreation	—	—	—	41,098	—
Community development	3,924,619	—	—	—	—
Public works	—	657,581	—	—	—
Capital outlay	—	—	—	—	—
Debt service:					
Principal	200,000	—	—	—	69,301
Interest	775,963	—	—	—	7,476
Total expenditures	4,900,582	1,078,574	459,660	48,482	3,883,351
Excess (deficiency) of revenues over expenditures	1,771,515	(137,612)	(228,153)	29,219	433,859
Other financing sources (uses):					
Transfers out	(2,502,036)	—	—	—	—
Transfers in	—	—	—	—	—
Bond issuance	—	—	—	—	—
Premium from bond issuance	—	—	—	—	—
Payment to refunding escrow	—	—	—	—	—
Total other financing sources (uses)	(2,502,036)	—	—	—	—
Net change in fund balances	(730,521)	(137,612)	(228,153)	29,219	433,859
Fund balances, beginning of fiscal year	2,697,154	3,395,917	494,638	118,038	1,808,567
Fund balances, end of fiscal year	\$1,966,633	\$3,258,305	\$266,485	\$147,257	\$2,242,426

continued
on next page →

Comprehensive Annual Financial Report

THE CITY OF
ALPHARETTA
GEORGIA

For the Fiscal Year Ended June 30, 2020



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 June 21, 2021 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 21 day of June, 2021.

CITY OF Alpharetta

By: _____
Jim Gilvin, Mayor

COUNCIL MEMBERS

Attest:

City Clerk



City Council Meeting STAFF REPORT

Submitting Department: Finance

Submitted By:

Sponsored By:

Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: PUBLIC HEARING ON THE FISCAL YEAR 2022 BUDGET AND MILLAGE RATE LEVY

II. RECOMMENDATION:

The purpose of this hearing is to obtain public comment on the Recommended Fiscal Year 2022 Budget.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT.
BUDGET: NO

TOTAL PROJECT COST: \$149,253,265 (SEE ATTACHED
BUDGET DOCUMENT).

APPROPRIATIONS:

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

EXTERNAL FUNDING SOURCES:

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

IV. REPORT IN BRIEF:

The FY 2022 Budget was distributed electronically to the City Council on April 26, 2021, and is available on the City's website as a downloadable pdf and available for filtering/analysis through the City's financial transparency site powered by OpenGov.

The Finance Department presented an overview of the operating and capital budget at the May 3rd, May 17th, and May 24th City Council meetings.

Tonight is the final public hearing with the schedule as follows:

June 7, 2021:

Public Hearing

City Council Meeting

Budget Ordinance (1st Reading)

Millage Ordinance (1st Reading)

June 21, 2021:

Public Hearing

City Council Meeting

Budget Ordinance (2nd Reading)

Millage Ordinance (2nd Reading)

There have been no changes to the budget since the May 24th City Council Budget Work Session.

V. ALTERNATIVES:

VI. ATTACHMENTS:

FY 2022 Budget

Operating and Capital Budget For Fiscal Year 2022

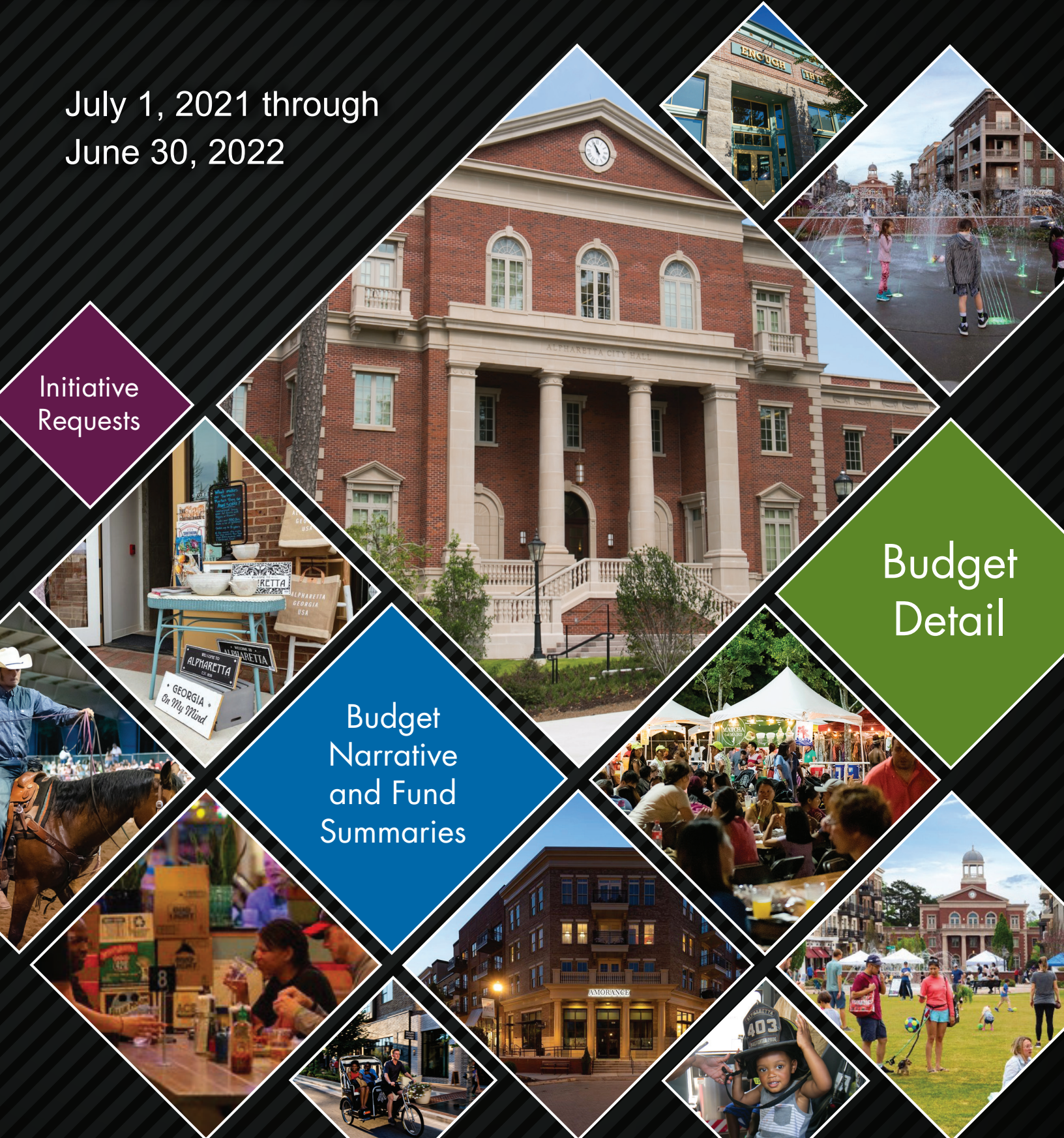
July 1, 2021 through
June 30, 2022

THE CITY OF
ALPHARETTA
GEORGIA

Initiative
Requests

Budget
Detail

Budget
Narrative
and Fund
Summaries



City of Alpharetta, GA

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

Annual Operating & Capital Budget

for Fiscal Year 2022

(July 1, 2021 through June 30, 2022)



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MAYOR AND CITY COUNCIL

Mayor and City Council

DONALD MITCHELL
CITY COUNCIL (POST 1)



DMitchell@alpharetta.ga.us

BEN BURNETT
CITY COUNCIL (POST 2)



BBurnett@alpharetta.ga.us

KAREN RICHARD
CITY COUNCIL (POST 3)



KRichard@alpharetta.ga.us

JIM GILVIN
MAYOR



JGilvin@alpharetta.ga.us

Mission Statement

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

JOHN HIPES
CITY COUNCIL (POST 4)



JHipes@alpharetta.ga.us

JASON BINDER
CITY COUNCIL (POST 5)



JBinder@alpharetta.ga.us

DAN MERKEL
CITY COUNCIL (POST 6)



DMerkel@alpharetta.ga.us

EXECUTIVE MANAGEMENT TEAM

Executive Management Team



BOB REGUS
CITY ADMINISTRATOR



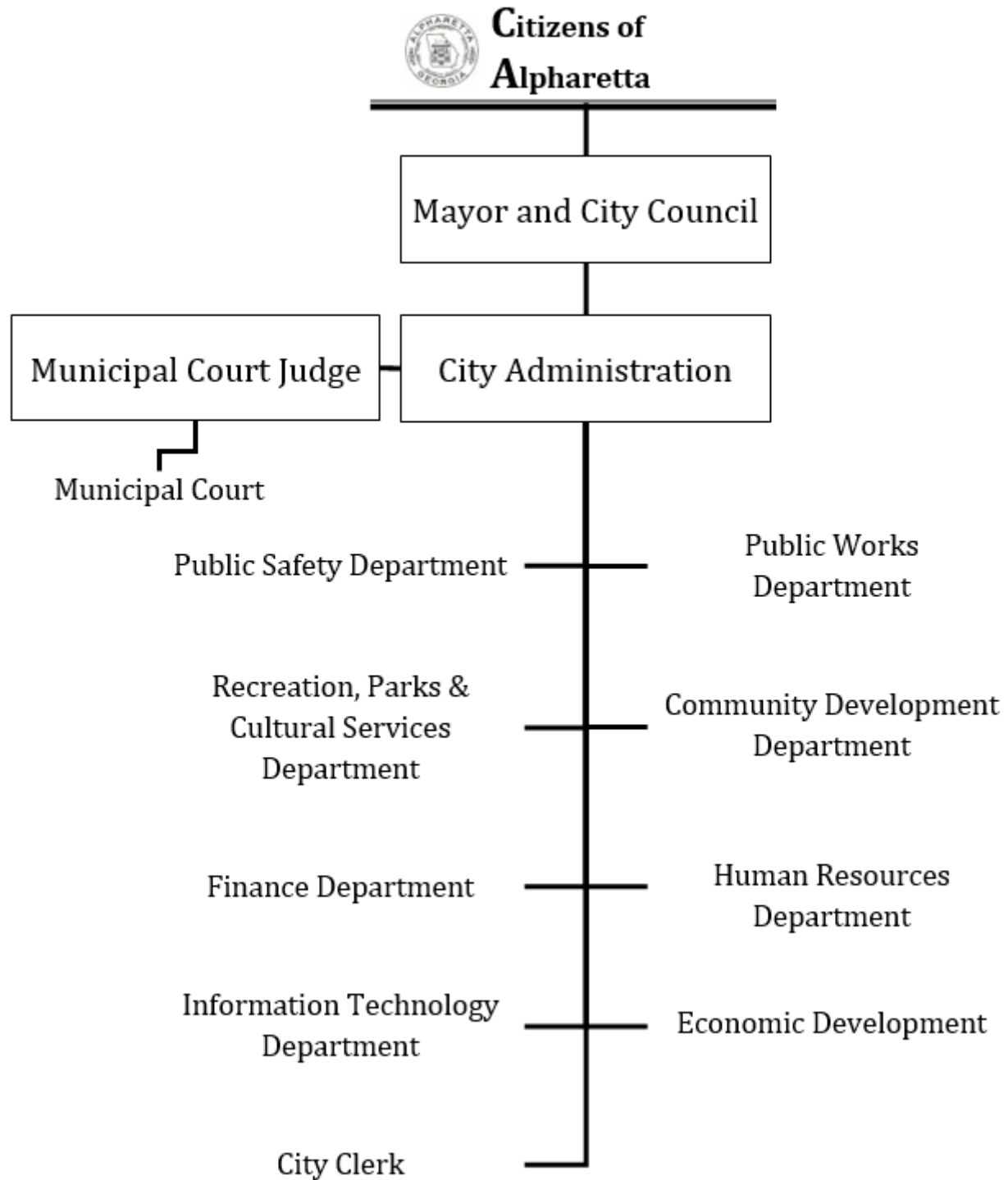
BRegus@alpharetta.ga.us

EXECUTIVE STAFF

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

ORGANIZATIONAL STRUCTURE

Organizational Structure





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

June 21, 2021

To the City Council and Citizens of Alpharetta:

We are pleased to present our Annual Operating and Capital Budget (line-item budget detail) for Fiscal Year 2022 (the "Budget") of the City of Alpharetta, Georgia. Our recommendations are based on direction provided at our City Council Retreats as well as a thorough review of our current financial status, revenue trends, economic data, and our standard of providing top level service while maintaining our focus on keeping Alpharetta an affordable option for our citizens and stakeholders.

The City of Alpharetta, like many cities in our region and throughout the world, is currently facing fiscal challenges as a result of the COVID-19 pandemic. Current challenges include economic losses within the hospitality, restaurant, and arts/entertainment/recreation market segments, reduced consumer spending, etc. That said, economic trends are improving and, while not close to pre-pandemic levels, are trending towards growth. The one exception is forecasted to be the commercial segment of our property tax digest valuations which, with the 2021 taxroll year (FY 2022), will include revaluations associated with the reduced business income generation resulting from the COVID-19 pandemic.

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

- Tax-burden reductions for our homeowners in excess of \$5 million annually (see section entitled *Taxpayer Savings* for more information).
- Continuation of the same high service levels our citizenry, business owners, and stakeholders expect from our city.
- Maintenance of the city's millage rate at 5.750 mills (flat with FY 2021).
- Alignment of departmental operating budgets to the city's short-term revenue outlook.

MAYOR
JIM GILVIN

MAYOR PRO TEM
DONALD MITCHELL

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

CITY ADMINISTRATOR
ROBERT J. REGUS

INTRODUCTION AND OVERVIEW

- Capital investment focused on maintaining and improving city infrastructure and assets (\$47 million when including potential grant sources) while reserving sufficient funds to provide flexibility for future prioritized capital investment (\$1.4 million).

Budget Process and Overview

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

The city has been proactive in realigning its spending to match the current economic reality. Spending during FY 2021 has been limited to essential items only and vacancies are filled on a priority basis with an emphasis on public safety operations. Proactive fiscal management has positioned us to more effectively approach the challenges in the FY 2022 Budget resulting from COVID-19.

The Fiscal Year 2022 Budget process began with an update of the city's financial condition, which was presented to the Mayor and City Council during the September 2020 and January 2021 City Council retreats. During this update, a financial plan was established which prioritized the use of available fund balance to most effectively position the city for financial success in the future. This information was also shared with the city's department directors during budget kick-off meetings.

City departments responded to the direction provided by the Finance Department and submitted their 2022 budget requests to be in-line with current revenue estimates.

The FY 2022 Budget is balanced for all funds and totals \$149 million with the breakdown by fund type as follows:

FUNDS BY TYPE	\$	
General Fund	\$ 74,499,064	
Special Revenue Funds	11,986,295	(1)
Debt Service Fund	4,958,881	
Capital Project Funds	41,231,310	(1)
Solid Waste Fund	5,595,116	
Risk Management Fund	1,610,172	
Medical Insurance Fund	8,740,000	
OPEB Funds	632,427	
Total	\$149,253,265	

(1) Amounts contained herein represent new appropriations for FY 2022. Unexpended FY 2021 appropriations for City Council approved projects are re-appropriated annually pursuant to city policy.

INTRODUCTION AND OVERVIEW

Several of the major points of the FY 2022 Budget are as follows:

- Management of personnel and compensation program to align with current market environment:
 - Staffing level at 457.5 full-time equivalents “FTE” with the funding breakdown as follows:
 - 447 full-time equivalents (funded) – includes 6 positions funded as part of the 2022 operating initiatives (Quint apparatus staffing);
 - 10.5 full-time equivalents (unfunded; budgetary savings of \$900,000); positions to remain vacant pending an identified funding source and workload justification.
 - Continuation of the annual performance-based merit program (3% on average) effective July 1, 2021 in an estimated cost of \$1 million.
- Reduction (-1% or -\$210,652) in departmental maintenance and operations budgets (General Fund) including controls on non-essential spending.
 - Net reduction is approximately -5% after adjusting for operating initiatives for 2022¹, new initiatives (e.g. elections, municipal court office space lease, Innovation Academy field maintenance IGA, etc.), and growth drivers including risk insurance premiums (8% growth or +\$59,500 based on premium trends), maintenance of new parks (+\$42,000 for AlphaLoop, Thompson Street Park, Maddox Park, and Encore Park), and expanded Public Safety Taser program (42% growth or +\$30,000).
- The departmental operating capital/lease budget primarily represents funding for the city’s capital lease obligations (fire trucks, police tasers, etc.) coupled with minor maintenance capital needs. The FY 2022 budget experienced growth due primarily to approval of the Quint lease as part of the 2021 Mid-Year budget (replaced 1 Pumper with a dual-purpose Quint including ladder and water pumping capabilities).
- Funding from the General Fund which is available for immediate capital investment in 2022 includes the following:
 - \$5,836,799 Fund Balance for one-time capital;
 - \$1,650,000 Recurring Capital Contribution from the General Fund
 - \$7,486,799

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

¹ Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

INTRODUCTION AND OVERVIEW

Budget and Millage Rate Hearings

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

DATE	ACTION
April 26, 2021	Distribute 2022 Mayor's Recommended Budget
May 3, 2021	Council Meeting
May 17, 2021	Council Meeting
May 24, 2021	Council Meeting
June 7, 2021	Public Hearing and Council Meeting (Budget) <i>1st reading of Budget Ordinance</i> <i>1st reading of Millage Rate Ordinance</i>
June 21, 2021	Public Hearing and Council Meeting (Budget) <i>2nd reading of Budget Ordinance</i> <i>2nd reading of Millage Rate Ordinance</i>

Budget Issues and Priorities

The FY 2022 Budget formalizes numerous key financial factors which have been themes for several years within the government.

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

Bond Ratings

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

The AAA rating represents the highest rating available to municipalities and translates to significant savings to our citizens and stakeholders through reduced borrowing costs. This rating demonstrates the strongest creditworthiness relative to other US municipal or tax-exempt issuers and reflects the city's current sound financial position as well as strong financial management practices guiding our ongoing decision making. These practices are supported by formal policies to guide budget and procurement practices, capital investment,

INTRODUCTION AND OVERVIEW

and debt management. Other positive factors include a relatively strong economic base and debt/pension burdens. The FY 2022 Budget is mindful of these factors and the importance of maintaining the highest rating, not only for our citizens but also our bondholders.

Cost of Government

The city has historically acknowledged the need to provide a taxation rate commensurate with the government's level of service. The FY 2022 Budget is based on maintenance of the city's millage rate at 5.750 mills.

The portion of the millage rate funding debt service (Debt Service Fund) is proposed to remain flat with FY 2021 at 0.815 mills.

The portion of the millage rate funding operations and recurring capital investment

(General Fund) is proposed to remain flat with FY 2021 at 4.935 mills.

Fiscal Year	Operating Millage Levy	Debt Service Millage Levy	Total Millage Levy	% Increase (Decrease)
2022	4.935	0.815	5.750	0.0%
2021	4.935	0.815	5.750	0.0%
2020	4.820	0.930	5.750	0.0%
2019	4.770	0.980	5.750	0.0%
2018	4.720	1.030	5.750	0.0%
2017	4.620	1.130	5.750	0.0%
2016	5.000	0.750	5.750	0.0%
2015	4.950	0.800	5.750	0.0%
2014	4.870	0.880	5.750	0.0%
2013	4.820	0.930	5.750	0.0%

Taxpayer Savings

The FY 2022 millage rate, coupled with the city's substantial Homestead Exemptions, goes great lengths in keeping Alpharetta an affordable place to live and strategically positions us relative to neighboring areas.

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

- Floating Homestead exemption that caps the taxable value growth of homesteaded properties to the lesser of 3% or CPI;
- Basic Homestead exemption of \$45,000 off the assessed value of homesteaded properties which is among the highest in the State;
- Senior Basic Homestead exemption of \$25,000 off the assessed value of homesteaded properties for residents age 65 and older;
- Senior full-value exemption available to residents age 70 and older who meet certain income requirements.

Debt Service Payments

The city's primary method of funding large scale capital projects is through the issuance of bonds (e.g. general obligation bonds, Development Authority bonds, etc.). General obligation bonds have been issued to fund numerous large-scale projects including public safety

INTRODUCTION AND OVERVIEW

facilities, parks and recreation facilities, and transportation improvements that continue to define Alpharetta as a desirable community to work and live.

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

Principal and interest payments for fiscal year 2022 are budgeted at \$6.6 million with the following forecast: 2023 - 2041²: \$7 million (annual average). These figures include city and Development Authority obligations and span multiple Funds.

Expansion of Departmental Service Levels (Operating Initiatives)

Recommended operating initiative funding totals \$904,083 and is allocated as follows:

	General Fund	911 Fund	Total
Funds Available for Operating Initiatives:	\$ 654,083	\$ 250,000	\$ 904,083
Recommended Initiatives:			
City Admin National Recruitment Services	\$ 25,000	\$ -	\$ 25,000
HRIS Software Enhancement (Emp. Performance)	24,000	-	24,000
Quint Apparatus Staffing (Fire; 6 FTE)	605,083	-	605,083
Portable Radio Replacements (Qty: 200) - Capital Lease	-	250,000	250,000
	\$ 654,083	\$ 250,000	\$ 904,083

Operating Initiative funding for FY 2022 has been programmed into the General Fund and 911 Fund budgets. Operating Initiatives not recommended for funding total \$317,015. Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

Proper Use of Fund Balance

General Fund - Based on audited financial statements for the year ended June 30, 2020, the city's fund balance totaled \$26.6 million. Of this amount, approximately \$5.3 million was appropriated in the FY 2021 Budget for capital/one-time initiatives/reserve and \$15.5 million has been designated as an emergency account based on a conservative policy of 23% of total appropriations (i.e. roughly 2½ months of operating expenditures). It has been the city's policy to utilize the remaining fund balance above the emergency requirement for one-time expenditures (generally capital investment). Available capital/one-time initiative funding for FY 2022 totals \$5.8 million.

² Represents the final maturity of the Series 2016 Alpharetta Parks and Transportation Bonds issued in FY 2017.

INTRODUCTION AND OVERVIEW

Funding Recurring Capital/Operational Reserves from Operating Budget

The 2020 budget included \$4.8 million in appropriations within the General Fund budget to fund recurring capital initiatives (e.g. milling and resurfacing of city streets, traffic equipment replacement, fleet replacement, stormwater repair and maintenance, etc.). By programming the recurring capital program into the operating budget, the city is announcing to its citizens and stakeholders that capital investment in our roads and infrastructure is a priority that should be funded with certainty as opposed to relying on fund balance which may or may not be accumulated.

However, due to the sudden impact of COVID-19 on forecasted revenues, operational funding from the General Fund for recurring capital was reduced to \$189,000 in FY 2021. The city is slowly growing the recurring capital funding in accordance with revenue growth and operational needs. The FY 2022 Budget proposes a recurring capital funding level of \$1.7 million.

Funding from the General Fund available for immediate capital investment in 2022 includes the following:

- | | |
|----------------------|--|
| ▪ \$5,836,799 | Fund Balance for one-time capital; |
| ▪ <u>\$1,650,000</u> | Recurring Capital Contribution from the General Fund |
| \$7,486,799 | |

INTRODUCTION AND OVERVIEW

Maintaining an Effective Capital Improvement Program (Capital Initiatives)

The FY 2022 Capital Plan includes funding of \$48 million for capital initiatives (including potential grant funding). Recommended capital investment totals \$47 million and is focused on maintaining and improving city infrastructure and assets. An additional \$1.4 million is being reserved to provide flexibility for future prioritized capital investment.

	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Fund	American Rescue Act Fund	Impact Fee Fund	E911 Fund	Subtotal	Other Sources	Total
Sources:									
Available Fund Balance	\$ 2,000,000	\$ -	\$ 17,160,000	\$ -	\$ 1,443,100	\$ 50,000	\$ 20,653,100	\$ -	\$ 20,653,100
General Fund									
Recurring Capital Program	1,650,000	-	-	-	-	-	1,650,000	-	1,650,000
Available Fund Balance	4,316,799	1,520,000	-	-	-	-	5,836,799	-	5,836,799
Other (Taxes, Investment Earnings, etc.)	100,000	-	7,840,000	6,644,511	-	-	14,584,511	-	14,584,511
Grants (LMIG)	-	-	-	-	-	-	-	5,600,000	5,600,000
	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	\$ 1,443,100	\$ 50,000	\$ 42,724,410	\$ 5,600,000	\$ 48,324,410
Uses:									
Capital									
Information Technology	\$ 950,000	\$ -	\$ -		\$ -		\$ 950,000	\$ -	\$ 950,000
Public Safety	767,400	-	-		124,600	50,000	942,000	-	942,000
Public Works	3,344,000	1,520,000	25,000,000	4,644,511	-	-	34,508,511	600,000	35,108,511
Recreation, Parks & Cultural Services	1,584,500	-	-	2,000,000	-		3,584,500	-	3,584,500
Community Development	60,000	-	-		1,318,500		1,378,500	5,000,000	6,378,500
	\$ 6,705,900	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	\$ 1,443,100	\$ 50,000	\$ 41,363,511	\$ 5,600,000	\$ 46,963,511
Non-Allocated:									
Future Capital/One-Time Initiatives	\$ 1,360,899	\$ -	\$ -	\$ -	\$ -		\$ 1,360,899	\$ -	\$ 1,360,899
	\$ 1,360,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,360,899	\$ -	\$ 1,360,899

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

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

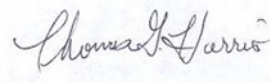
Respectfully Submitted,



Jim Gilvin
Mayor



Robert J. Regus
City Administrator



Thomas G. Harris
Finance Director

OPERATING INITIATIVE REQUESTS

Operating Initiative Requests

Executive Summary

	General Fund	911 Fund	Total
Funds Available for Operating Initiatives:	\$ 654,083	\$ 250,000	\$ 904,083
Recommended Initiatives:			
City Admin National Recruitment Services	\$ 25,000	\$ -	\$ 25,000
HRIS Software Enhancement (Emp. Performance)	24,000	-	24,000
Quint Apparatus Staffing (Fire; 6 FTE)	605,083	-	605,083
Portable Radio Replacements (Qty: 200) - Capital Lease	-	250,000	250,000
	\$ 654,083	\$ 250,000	\$ 904,083

Operating Initiative funding for FY 2022 has been programmed into the respective departments within the General Fund and 911 Fund budgets.

Operating Initiatives not recommended for funding total \$317,015.

Detail (Recommended Operating Initiatives)

General Fund

City Administration

City Administrator National Recruitment Services \$25,000

This request is for professional services associated with conducting a national search for Alpharetta's next City Administrator. It is inclusive of services of a professional executive search firm, appropriate advertising, and other typical expenses associated with an executive search.

Human Resources

HRIS Software Enhancements \$24,000

This request is for NEOGOV Human Resources Information System (HRIS) PERFORM module to automate the performance management review process. Increases transparency and engagement between employees and supervisors and identifies growth opportunities for professional development. Easily track workflows and reports on employee performance trends at the organizational, departmental, team, and individual level. Increase operation efficiency and effectiveness by eliminating laborious and cumbersome paper processes.

OPERATING INITIATIVE REQUESTS

Public Safety

Quint Apparatus Staffing (6 FTE)

\$605,083

In November 2020, the City Council approved funding a replacement Fire Pumper with a Quint Apparatus that provides water-pumping and aerial ladder functionality. This additional functionality will insulate the City from any service fluctuations associated with the City of Milton's eventual relocation of their ladder engine from FS 81.

However, the Quint does require additional staffing over the existing Fire Engine. Specifically, 6 personnel (2 per shift) will be programmed into the FY 2022 budget (3 Lieutenants and 3 Fire Apparatus Engineers; est. cost of \$605K annually). The FY 2022 budget also includes a proposal requesting the purchase of an F-250 (est. one-time cost including equipment of \$200K) to serve as a Rescue-Rapid Response unit to augment service capabilities and reduce the response of the Quint to lower priority incidents. The requested personnel will be utilized as staffing for the Rescue-Rapid Response unit while the Quint is not in the field. The lower planned utilization of the Quint also enabled the city to extend its useful life from the normal 10-years (typical Fire Engine Pumper) to 13-years which was represented in the financing terms.

911 Fund

Public Safety

Portable Radio Replacement (Qty: 200) – Capital Lease

\$250,000

The Public Safety Department places a high priority on integrating technology into its operations. A vital component of this strategy is ensuring department operations benefit from advances in technology as they become widely adopted and standardized. Two vital components of technology relied upon by the Department include mobile radios (installed in vehicles) and portable radios (carried by staff). Mobile radios were replaced in 2017 and are functioning well and meet technological needs. Portable radios, however, were replaced in 2015/2016 and have been eclipsed by advancements in technology and have reached end-of-life (as determined by the manufacturer, Motorola). New portable radio models ensure advanced technology for the end-user advancing security, location, encryption, and functionality with public safety partners in the adjoining area. Enhanced battery technology decrease weight and minimizes fatigue. Furthermore, new portable radio models utilize in the field programming, firmware updates, and cellular LTE backup in the event of radio system failure or out of territory utilization. Current estimates include replacing 200 portable radios in an amount approximating \$2.2 million (including 7 years of service/maintenance costs).

Technology replacements are being programmed into the operating budget when it makes financial sense to do so (e.g. asset has a relative long-life of 7-years or greater coupled with a high-acquisition cost) through a capital lease arrangement. Mobile radios were replaced under a capital lease arrangement in 2017 with the associated lease payments funded within the 911 Fund operating budget. This request is to fund acquisition of replacement portable radios through a capital lease (7-year term) with the 911 Fund covering the annual payment. Payments will escalate over the life of the lease as software maintenance costs are \$0 in year 1 and begin in year 2 with escalation factors

OPERATING INITIATIVE REQUESTS

every two years thereafter (payments estimated between \$250K and \$360K annually over the life of the lease). The portable radios are being acquired early in their lifecycle and are expected to last in excess of 7-years before any functional obsolescence occurs.

Detail (Unfunded Operating Initiatives)

General Fund

Community Development

Planner (intermediate level; 1.0 FTE)

\$103,000

This request is for an additional Planner (Intermediate) position to planner to fill-in, oversee trail planning, smart infrastructure, zoning research etc. Requested funding includes estimated salary and benefit expenses.

Public Safety

Public Safety Parking Attendant (1.0 FTE – upgrade from PT to FT) \$28,015

This request is for the Parking Attendant position to be changed from a PT position to a FT position. This position reports to the Public Safety Traffic Division to walk the downtown parking areas for parking violations and issue parking citations. The salary and benefits cost for this position would increase from \$19,190 to an estimated at \$47,205, representing a net increase of \$28,015.

Explorer Program

\$11,000

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

SWAT Training and Conferences

\$45,000

- **SWAT Tactical Medic Training:** This request is for two (2) SWAT Medics to attend a Tactical Medic Class. Though our Medics are highly trained, they need more advanced training in trauma care specific to the type of specialized care needed to treat wounds and injuries that happen in SWAT operations and training. They will receive advanced training taught by medics that have been in combat, enabling them to save more lives in the most serious of situations. \$7,600
- **SWAT Sniper Training:** This request is for the SWAT Long Rifleman to attend an Advanced Marksmanship Class. This training will enhance their skill in making precision rifle shots in different environments, in various conditions, and from

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

different positions. When these operators take a shot, they are shooting at an area of about 1.5 inches, so their skill must be at the highest level. These types of classes are crucial for the safety of officers and citizens. \$5,500

- **SWAT Team Leader Training:** This request is for two (2) Team Leaders to attend a SWAT Team Leader Class. This training teaches many aspects of being a team leader, including but not limited to decision making, planning, risk assessment, risk mitigation and legal liability. This training is crucial in a Team Leader in running successful SWAT Operations, resulting the safest resolution of incidents as possible. \$6,250
- **SWAT Negotiator Outside Instruction:** This request is to bring in an outside Crisis Negotiator Instructor. Crisis Negotiators are highly trained and need on-going training to maintain their proficiency level. This training is not offered locally, so the best way to get the training is to bring in an outside instructor to provide the training. It may be possible to recover some of the cost by charging other agencies to take the training. \$6,000
- **SWAT GTOA Conference:** This request is for four (4) SWAT Operators to attend the Georgia Tactical Officers Association (GTOA) Conference. This conference allows operators to attend advanced training that is taught by instructors that are from outside of our normal area of operations. They will be exposed to new and different tactics and techniques that will improve the way we conduct operations. This outside training is mandated by national standards. This conference is a portion of our 40-hour annual in-service training requirement, which is also a national mandate. \$10,650
- **SWAT Negotiator Conference:** This request is for four (4) Crisis Negotiators to attend the Negotiator Conference. Though our negotiators are highly trained, they need more advanced training in negotiations with different people in various situations. This will also allow negotiators to gain other skills needed for successful negotiations. \$9,000

SWAT Night Vision Lease

\$3,600

This request is for the SWAT Team to lease night vision goggles and a thermal viewer for night-time operations. These devices are crucial for the SWAT Team to perform their duties. The cost to buy one set of goggles is \$14,000 per unit while we can lease them for 300 per set. We have eleven (11) sets of goggles and one (1) thermal viewer.

Training Space

\$116,400

This request is for the rental of an approximately 10,000 square feet office/warehouse space for training purposes for one (1) year. Due to the climate of the country today the Public Safety Department has adjusted some areas of training and added additional training to ensure that the City of Alpharetta remains ready to handle any situation that it encounters. Use of Force and De-escalation as well as Defensive Tactics have become much of our focus. We have always done a very good job training on these topics, but we

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

want to do more. When it comes to De-Escalation and Use-of-Force Training, doing realistic scenarios are the best way to reinforce classroom and online training.

To accomplish this goal, the Public Safety Department needs a facility where it can set up scenarios. This includes simulated houses, businesses, schools etc. The common term for this is "Shoot House." There are various ways, including physically building walls, walls on wheels, and various temporary structure, to make a "Shoot House" work. All of these options require a permanent dedicated space. Currently we do not have enough space to utilize any form of "Shoot House."

In order to train Defensive Tactics, we also need a dedicated permanent space. We need to have the ability to have mats and other equipment set up at all times. If we do not have a dedicated permanent training space, time is wasted rolling and unrolling mats. Constant rolling and unrolling will also reduce the life of the mats due to constantly taping and un-taping.

Changing the way training is done has caused us to add training staff, so we do not have enough office and storage space. This is an on-going issue.

We have located a couple of office/warehouse locations that would be ideal for our needs. Depending on the length of the lease, we would get an allowance from the owner for build out costs. The cost of leasing the space is approximately \$9,700 per month, including rent and utilities.

Defensive Tactics Mats

\$10,000

Contingent on the approval of the training space, the department is also requesting funds for defensive tactics mat.

CAPITAL INITIATIVE REQUESTS

Capital Initiative Requests

Summary

Capital Funding Sources:

General Fund

<u>Recurring Capital Program:</u>	<u>\$ 1,650,000</u>
<u>Available Fund Balance:</u>	<u>5,836,799</u>

E911 Fund

<u>Available Fund Balance:</u>	<u>50,000</u>
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Capital Project Fund

<u>Available Fund Balance:</u>	<u>2,000,000</u>
<u>Other (interest earnings):</u>	<u>100,000</u>

T-SPLOST Capital Fund

<u>Available Fund Balance:</u>	<u>17,160,000</u>
<u>Other (taxes, interest earnings):</u>	<u>7,840,000</u>

Impact Fee Fund

<u>Available Fund Balance:</u>	<u>1,443,100</u>
<u>Grant³:</u>	<u>5,600,000</u>
<u>American Rescue Plan Act (both tranches):</u>	<u>6,644,511</u>

Total Sources: \$48,324,410

Recommended Capital Initiatives*:

<u>Recurring Capital Initiatives:</u>	<u>\$ 6,587,000</u>
<u>Stormwater/Drainage Initiatives:</u>	<u>1,420,000</u>
<u>General Capital Initiatives:</u>	<u>7,312,000</u>
<u>TSPLOST Initiatives:</u>	<u>25,000,000</u>
<u>American Rescue Act Initiatives:</u>	<u>6,644,511</u>
Total Uses:	\$46,963,511

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

Capital Project Fund:	\$ 1,360,899
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* Capital initiatives not recommended for funding total \$5,397,150.

³ Includes potential LMIG grant funding for milling and resurfacing initiatives (\$600,000) and Transportation Improvement Program grant funding (\$5,000,000) for North Point Parkway improvements and would be appropriated upon execution of binding agreements and/or receipt of the funds.

CAPITAL INITIATIVE REQUESTS

Detail (Recommended Capital Investment)

American Rescue Act (and other sources where noted)

Public Works

Recurring Milling and Resurfacing

\$3,000,000 (multiple sources)

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

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

In FY 2022, the City will allocate funding in accordance with the Pavement Condition Index findings and identify preservation techniques that will best extend the life of our roads. This includes a combination of surface coating techniques, milling and resurfacing, soil cement, etc.

Funding to be provided through the following sources: Recurring Capital (\$1,150,000); Fund Balance (\$74,000); LMIG Grant (\$600,000); and American Rescue Act (\$1,176,000). Grant funding will be appropriated upon execution of binding agreements and/or receipt of the funds.

Recurring Stormwater Pipes/Structure Repair

\$2,894,511 (multiple sources)

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

Funding to be provided through the following sources: Fund Balance (\$750,000); and American Rescue Act (\$2,144,511).

Recurring Sidewalk Maintenance and Repair

\$1,324,000

Priority 1: This request is for the continual maintenance and repair of the city's sidewalk inventory. Over the last 10 years, the city has expended in excess of \$5 million on sidewalk projects. During that same period, the city's sidewalk inventory has also been increased through larger roadway and streetscape projects, through private development, and through annexation. This request will fund the replacement/repair of approximately 26,500 linear feet of sidewalk.

CAPITAL INITIATIVE REQUESTS

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

Recreation, Parks & Cultural Services

Replace Boardwalk between old Wild Wings and Greenway **\$2,000,000**

Priority 1: The current boardwalk in this location is in need of replacement. The poor design has accelerated the decline of the boardwalk. Whole sections of the boardwalk are failing, and some sections have been replaced and/or repaired numerous times. This project would replace in excess of 1,115 linear feet of boardwalk that connects the commercial areas with the City of Alpharetta's Greenway.

Recurring Capital Initiatives

Public Works

Recurring Traffic Signal System Maintenance **\$100,000**

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

Recurring Traffic Control Equipment **\$100,000**

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

Recurring Traffic Responsive System Maintenance **\$150,000**

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

CAPITAL INITIATIVE REQUESTS

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

Recurring Traffic Striping and Signage

\$200,000

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

Recurring Traffic Calming Improvements

\$75,000

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

Recurring Bridge Maintenance

\$150,000

This request is for the continual performance of required repairs and maintenance measures identified by Georgia Department of Transportation (GDOT) inspectors during their biennial inspections of city owned bridges. Tasks include: the removal of corrosion and repainting of bridge supports; remediation of erosion issues; installation/extension of concrete encasements around piles; cleaning and sealing deck joints; and replacement of failed wing walls. Failure to address these items can lead to further deterioration of bridge conditions.

Below is our list of bridge repair locations in order of highest priority to lowest. It is anticipated to complete bridge repairs at the first three locations in FY 2022: 1) Waters Road over Long Indian Creek; 2) Windward Pkwy westbound lanes over Big Creek; 3) Windward Pkwy eastbound lanes over Big Creek; 4) Windward Pkwy eastbound lanes over Camp Creek; 5) Windward Pkwy eastbound lanes over Big Creek Tributary; 6) Mansell Road westbound lanes over Foe Killer Creek; and 7) Windward Pkwy westbound lanes over Camp Creek. Future year funding will cover any needs not completed in the list above as well as findings from future GDOT Inspections.

CAPITAL INITIATIVE REQUESTS

Recurring Tree Planting and Landscape Improvements

\$265,000

Priority 1: This request is for tree pruning, tree removal, tree planting, and landscape improvements within city rights-of-way. The city's aging tree canopy within right-of-way areas requires pruning and removal to address issues such as pedestrian and vehicular safety, conflicts with streetlights, signal head clearance, and intersection sightline clearance. FY 2022 funding will be used at various locations throughout the city including along Kimball Bridge Rd. The Kimball scope includes installation of landscape within the right-of-way area from the east side of the bridge to Sterling Brooke Drive. The proposed landscape is intended to replace the landscape buffer that was installed by Sterling Brooke as part of their development plan and which they were responsible for maintaining. Once installed by the City, the replacement landscape within the right-of-way at this location will also be maintained by Sterling Brooke in perpetuity.

Recurring F-250 Truck Replacement

\$65,000

Priority 2: This request is for the replacement of a F-250 truck within the Public Works fleet. The F-250 replacement is based on age and/or maintenance/repair costs. These vehicles are expected to last in excess of 130,000 miles. FY 2022 replacements include Unit #689 (2011 model year F-250 4x2 Crew Cab) with 103,000 miles. This unit is utilized by our construction crew and is constantly idling for long periods of time, which is taxing on the vehicle. The transmission is beginning to show signs of slipping. The utility boxes on the sides are failing. Due to the age and wear and tear on the vehicle, this vehicle is scheduled for replacement.

Recurring Chipper Truck Replacement

\$140,000

Priority 2: This request is for the replacement of 1994 Ford F-800 Chipper Truck (Unit # 74) within the Public Works fleet. This vehicle enables staff to haul wood chips and is essential to enable staff to clear trees and brush from City right of way while recycling the debris to usable mulch. The chipper truck replacement is based on age, wear and tear, and maintenance/repair costs. This truck has extensive rust and corrosion on the frame, chassis, and suspension. Cracks and dry rot have developed on the air brake lines. The only backup staff has for this vehicle is a chipper-insert that allows current vehicles to assume some of the functionality (smaller-scale).

Recurring Skid Steer Loader Replacement

\$85,000

Priority 2: This request is for the purchase of a skid steer loader to replace a 2004 New Holland LS190 skid steer loader. This equipment allows staff to perform various digging, hauling, and lifting tasks on jobsites as well as loading/unloading cargo at Public Works headquarters. The current unit is showing its age and have a significant repair backlog including:

- Unit will not maintain proper hydraulic pressure when using hydraulic attachments;
- Both boom pivot pins, mounting pins and attachment arms need to be replaced;
- Both male and female hydraulic connections are worn out and will not safely keep hoses connected when in use;

CAPITAL INITIATIVE REQUESTS

- All tires need to be replaced immediately; and
- Units tilt bucket remote is inoperable and will need to be completely re-wired and the remote replaced.

Streetlight Maintenance (recurring)

\$80,000

Priority 1: This request is for City streets that currently do not have enough lighting or no lighting at all throughout the street and maintenance to existing City owned streetlights. The City owns and maintains approximately 600+ lights. This work will include installation and maintenance of new and existing lighting either on existing power poles or the installation of new poles along with lighting. This will increase the safety of citizens who use our streets and sidewalks daily. Periodic inspections and troubleshooting will ensure longevity and minimum replacement of lighting components.

Traffic Control Center/Server Room Maintenance (recurring)

\$60,000

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

City Trash Receptacle Service (recurring)

\$50,000

Priority 1: This initiative proposes that 80 trash receptacles owned by the City and located within City right-of-way be serviced two days per week by a private vendor.

The work area will be split into two areas as follows: Area 1) all receptacles located within the Downtown Overlay District; and Area 2) all receptacles located outside of the Downtown Overlay District.

Justification: Public use of City owned trash receptacles has increased dramatically over the last few years, particularly in the Downtown Overlay District. The increased public use has resulted in a corresponding increase of Public Works resources committed to servicing the receptacles. The effect of this increased commitment to trash receptacle service is a decline in roadside litter collection, vegetation management, and other general right-of-way maintenance activities by the department.

Recurring PS Facility Roof Repairs/Wall Restorations

\$250,000

Priority 1: This request is for roof replacement of the metal roof segment at Fire Station 81. This roof was installed in 1996 and totals approximately 5,800 sq.ft. Although the field of the roof is in good shape, the transition at the ridge and eave are showing significant signs of age and are no longer providing adequate watertight protection. This facility is actively experiencing leaks. The metal roof segments at FS 82 and 83 were replaced in fiscal years 2020 and 2021 (proposed) respectively.

CAPITAL INITIATIVE REQUESTS

Recurring Facility Renovations (Fire Stations)

\$60,000

Priority 1: This request is for the renovation of bathrooms, kitchens, flooring, lighting, appliances, ceiling fans, etc. at various Fire Stations within the City. The renovations will be accomplished over multiple years. FY 2022 request includes: LED lighting in multiple fire stations, bathroom remodeling in multiple stations, exterior paint for Station 86, and pressure washing, sealing, and trim painting at various fire stations.

Recurring Rec Facility Bathroom, Painting, Floor Repairs

\$30,000

Priority 1: This request is for interior and exterior painting, updating sinks, toilets, and hand dryers as well as floor repairs at Webb Bridge Park restroom and concession, improving the functionality and the aesthetics of the facilities.

Recurring Parking Garage Maintenance

\$25,000

Priority 1: This request is for general maintenance of the two Parking Garages. For FY 2022: City Hall Parking Garage work includes painting stairway handrails, washing windows, pressure washing inside surfaces of garage, inspection of structural components and repair as needed. Typical repairs include, but are not limited to, epoxy injections for structural cracks on columns and wall surfaces, expansion joint repairs to verify proper flex under heavy loads and create a watertight seal, etc.

Recurring HVAC Replacements

\$60,000

Priority 2: This request is for the replacement of HVAC units for all City maintained facilities. Useful life expectancy for HVAC units is 15 years and a lot of the units serving facilities within the City are approaching or have exceeded the life expectancy. FY 2022 replacements include units at the Fire Stations 81, 84, and 85.

Recurring Generator Replacement (Detention Facility)

\$100,000

Priority 1: This request is for replacement of generators for city facilities. New generators will be natural gas instead of diesel. FY 2022 replacement is for Detention Facility. Currently, its unit is over 20 years old.

Information Technology

Recurring Technology Replacement (all city departments)

\$300,000

Priority 1: This request is to provide for the annual replacement of technology for all city departments. As in prior-years, funding for technology replacement is placed in one capital project account to allow for more efficient management (as opposed to being spread across multiple departments based on an estimate of replacement needs which may or may not equate to the actual need during the fiscal year). The city currently has 555 computers in operation (288 desktops; 267 laptops). The main component of the FY 2022 request includes funding for the replacement of approximately 132 PCs, 75 iPhones, 44 iPads, and wireless access points throughout city facilities (although actual replacement will be driven by equipment condition).

CAPITAL INITIATIVE REQUESTS

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

Recurring Network Devices (all city departments) \$350,000

Priority 1: This request is for network equipment replacement (typically CISCO, HP, and Palo Alto) for the data center at Public Works (PW), Public Safety, City Hall, and other network facilities at various City locations. The equipment to be replaced provides system-wide functionality and includes: the central core switch/router (catalyst 6500/7600 replacement) at PW, core switch/router (catalyst 3750 replacement) at Public Safety, switches for Recreation and Parks, City Hall, etc. (catalyst 3560s), a variety of network controllers, various power supplies, giga-ports for switches, and miscellaneous connective components at all locations. This will provide greater reliability, reduced annual costs, and greater efficiency and capability for the use of system applications for the city.

Public Safety

Recurring Fleet Replacement (Qty: 7) \$305,000

Priority 1: This request is for the forecasted annual replacement of Police and Fire SUVs, light trucks and motorcycles. The replacement need is driven by the model year, mileage and mechanical condition of the vehicles. Emergency response vehicles are expected to last in excess of 100,000 to 110,000 miles; administrative vehicles will generally run somewhat longer. This request includes the complete upfitting costs for new vehicles and the stripping costs for expired vehicles in preparation for public auction. Replacement vehicles to be purchased in FY 2022 include: (2) SUVs for Patrol; (1) F150 for CID; (1) SUV for the Admin team; (1) F150 for Training and (2) motorcycles, totaling 7 vehicles.

Recurring Public Safety Equipment (replacement) \$211,000

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

FY 2022 request includes: funding for Fire Station replacements for furniture/bedding (\$10,000) and fire tools/equipment (\$15,000); replacement of (2) turnout gear washing machines for Stations 81 and 83 (\$14,000); replacement of exercise equipment (\$10,000); (12) AEDs (Patrol \$17,000); extrication equipment (\$45,000); turnout gear and PPE for firefighters (\$60,000); PD tools/equipment (\$40,000).

CAPITAL INITIATIVE REQUESTS

Recreation, Parks & Cultural Services

Recurring Park Enhancements

\$120,000

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

Recurring Playground Equipment Improvements

\$100,000

Priority 1: One of our park systems favorite amenities is our playgrounds. This program will allow for the replacement of all our playgrounds in a timely manner. FY 2022 funding is for replacement of the playground at Wills Park # 3. The Kings Ridge Playground was originally built in 2003.

Recurring Park Repairs/Improvements

\$125,000

Priority 1: This funding is for general park repairs and improvements on a smaller scale (non-capital size projects). This account allows us to repair trails throughout the system as they need to be repaired. As an example, FY 2021 funds were used to: (1) remove and replace parking lot curb at Windward Community Park; (2) remove and replace damaged sidewalk at Union Hill Skatepark; (3) design and install a modular block wall at Wills Park Recreation Center; (4) repair concrete walkways and pads at Wills Park; (5) repair and refinish Gym 1 floor at Community Center, etc. This account is crucial to the Department's ability to respond to the needs and repairs as they arise throughout the year. The additional funds requested, beginning in FY 2022, will be used to repair picnic shelters/pavilions, as needed.

Recurring Tennis Courts Resurfacing

\$60,000

Priority 1: This request is for the repair/resurface/recoat of tennis courts with a fabric crack repair system. The FY 2022 request is for the resurfacing of four tennis courts at Webb Bridge Park. These courts were last resurfaced in FY 2014. Department policy is to resurface athletic courts every five years. A five-year cycle for this work is recommended to maintain the courts in the best and safest condition for public use.

Recurring Synthetic Turf Field Replacements

\$500,000

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

CAPITAL INITIATIVE REQUESTS

Recurring Fleet Replacement (Qty: 6)

\$275,000

Priority 2: This request is for the forecasted annual replacement of Recreation, Parks & Cultural Services vehicles. The replacement criteria is as follows: 1) when the department director determines it is no longer cost effective to retain the vehicle; 2) when either mileage or age reaches or exceeds 10-years of service or 125,000 miles; and 3) motorized equipment damaged in accidents shall be inspected by the Safety/Risk Administrator to determine feasibility of repairs as compared to replacement cost. FY 2022 includes replacement of (3) 2008 Ford F-150s; (2) 2008 Ford F-250s; and (1) 2005 Ford 15 passenger bus, totaling (6) vehicles.

Recurring Park Equipment Replacement

\$122,000

Priority 2: This request is for the replacement of (1) 1999 Skid Steer Loader, (1) 2007 EZ-Go Golf Cart, (1) 2012 John Deer 6x4 Trail Gator, (1) 2012 John Deer Turf Gator, (1) 2014 Turbine blower, (1) 2006 John Deer Field Rake, and (1) 2007 Mill Creek Turf Tiger Spreader. Replacement requested due to age, hours of use, and estimated repair cost.

Recurring Greenway Improvements/Repairs

\$250,000

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

Stormwater/Drainage Initiatives

Public Works

Recurring Stormwater Drainage Maintenance

\$200,000

Priority 1: This request is for the continual maintenance and small drainage maintenance work within the city including: (1) small repairs such as grouting, paved inverts, and replacing tops; (2) annual maintenance of the city's stormceptor units, oil/water separators, and city-owned detention ponds (as required by the Georgia Environmental Protection Division); and (3) Water Quality lab testing (as required by the Georgia Environmental Protection Division). The breakdown for this account is approximately \$70,000 for pond and best management practices maintenance and \$130,000 for testing, sampling, sweeping, crew materials, etc.

Recurring Stormwater Inspections

\$120,000

Priority 1: The National Pollutant Discharge Elimination System (NPDES) Stormwater Permit requires Alpharetta to complete several inspections to protect our stormwater system. These inspections include site visits to private industrial facilities, private carwash and auto body repair shops, city ponds and stormwater management facilities, private ponds and stormwater management facilities, and city-maintained storm structures and pipes. These inspections help us identify maintenance repair work, help us prioritize our crews and CIP lists, and help us recognize private violations of the stormwater ordinance.

CAPITAL INITIATIVE REQUESTS

This project includes hiring a private consultant to complete the inspections so that city staff can focus their efforts toward planning, maintenance, and enforcement activities.

Recurring Stormwater Design/Studies

\$100,000

Priority 1: This request funds various drainage, flood, and watershed studies that are required by state and federal regulations. Watershed studies identify capital projects to improve water quality in impaired streams. Additional studies include dam breach analysis, bacterial source testing, emergency planning and estimating damage, GIS maintenance, inventory updates, stream delisting, etc. These studies also identify future capital improvement projects or provide specific information that can be used by the city to meet regulatory compliance or further our service to our citizenry.

Meadow Brook Hills Drainage Improvements (design)

\$250,000

Priority 1: This request is for design of drainage improvements in Meadow Brook Hills. This neighborhood has experienced drainage impacts of redevelopment. The impacts are localized between homes and are having a cumulative effect as you move downstream. The City is working with the on-call consultants to design a solution that will address the drainage issues in this neighborhood.

General Capital Initiatives

Community Development

North Point Parkway Corridor Imp. (TIP Grant) \$6,250,000 (Grant; Impact Fee)

Priority 1: This initiative represents Atlanta Regional Commission TIP (Transportation Improvement Program) grant funding (\$5,000,000) and associated match funding (\$1,250,000) for North Point Parkway improvements which includes 12' sidewalks, landscaping, lighting, placemaking signage, and crosswalks as recommended in the North Point LCI and North Point Placemaking Plan. Grant funding will be appropriated upon execution of binding agreements and/or receipt of the funds. The Public Works Department will handle the construction phase of this project and, as such, this activity will be reported within the budgetary schedules under Public Works Department ownership.

Design Services

\$60,000

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

CAPITAL INITIATIVE REQUESTS

Impact Fee Study Update

\$68,500 (Impact Fee)

Priority 2: This initiative includes the review and update of the city's impact fee ordinance to reflect current capital needs and adjust the resulting fees and categories (e.g. parks, roads, etc.) accordingly. The last update occurred in 2015. Funding is provided through the Impact Fee Fund. This activity will be recorded within a non-capital account (professional services) and, as such, will be reflected within the budgetary schedules as Maintenance & Operations activity.

Public Works

Stormwater Asset Management Assessment

\$100,000

Priority 1: This request is for an Asset Management Assessment of the entire Stormwater System to reasonably determine the condition and annual funding necessary to maintain the integrity of the system. This includes assessing and recommending funding levels for pipes, structures, management facilities such as ponds and swales, and operation needs such as inspections and testing. The study would include historical spend and costs to complete backlog. The study would assist the City in determining the state of the system, current funding adequacy, future funding level recommendations as well as best practice recommendations to our current stormwater code and operations. This phase would serve as the basis of a stormwater utility feasibility report should a dedicated funding source for stormwater maintenance be considered by mayor/council.

Design Services

\$75,000

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

Information Technology

City Council Audio Visual Replacement

\$300,000

Priority 1: This request is for the modernization, replacement, and upgrade of the City of Alpharetta City Council audio visual system located in City Hall. The equipment to be replaced provides support for City Council and other City meetings for conducting in person and remote broadcast of audio and video data. By replacing the equipment, this will provide greater reliability, reduced annual costs, and greater efficiency and capability for the use of the audio/video systems. The existing/remaining components will have reached end-of-life either in age or functionality. Software/equipment maintenance costs are estimated at \$30K annually and will impact the operating budget in FY 2023.

CAPITAL INITIATIVE REQUESTS

Public Safety

E-911 Facility Renovations

\$50,000 (E911 Fund)

Priority 2: This request is for renovations to the E-911 facilities, including restrooms, breakroom, and training area. The current facilities are original to the structure and in need of repair. Renovations will include removal and replacement of sinks, toilets, partitions, cabinets, and appliances, improving the aesthetics and functionality of the facility. Funding is provided through the E911 Fund.

Lucas Chest Compression System Devices

\$176,000

Priority 1: This request is for acquisition of (8) Lucas-3 chest compression system devices. Lucas devices provide uninterrupted, consistent chest compressions during resuscitation events. This helps create life-sustaining perfusion of the heart and brain and ultimately increases the survivability rates in a cardiac arrest. With the LUCAS device, fatigue, individual variations or psychological factors are removed from CPR and there is no longer a need for switching providers every two minutes. LUCAS devices also help provide high-quality, uninterrupted chest compressions during patient movement and transportation. Placing one of these devices on each of our apparatus, including Air & Light Truck, would provide our personnel with a vital tool in the treatment of cardiac arrests.

Fire Rescue-Rapid Response Truck

\$200,000 (Impact Fee; FB)

Priority 1: This request is for the acquisition of one F-250 Rescue-Rapid Response truck for Fire Station 81. To maximize staffing service capabilities, the Department proposes to purchase this vehicle to augment service capabilities and reduce the response of larger vehicles to lower priority incidents, thereby, extending the life of the larger vehicles. This vehicle will be versatile, smaller, and more mobile to reach automobile cars in parking decks and serve the greenway. The system can also be used to complete gross decontamination of firefighters as they exit structure fires to reduce the exposure to carcinogens. Funding is provided through Impact Fees (\$124,600 based on allowable impact fee funding allocations) and Fund Balance (\$75,400).

Recreation, Parks & Cultural Services

The Stories Project

\$12,500

Priority 1: This project entails video recording the stories and oral history of our citizens and their memories of the Alpharetta Experience. This project will continue and involve the recordings of a number of citizens each year as seniors are willing to express their emotions, memories and recollections of the Alpharetta they have known. As time progresses, the videos will be compiled so they can be used as an online story of our past and its respected citizens who have helped to shape our city. This documentation will also be used within the History Center as an oral history of Alpharetta's development over time. This funding supplements existing funding within the FY 2021 budget (\$12,500) to provide a total of \$25,000 for investment in this project in FY 2022.

CAPITAL INITIATIVE REQUESTS

Design Services

\$20,000

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

T-SPLOST

Old Milton Parkway Capacity Improvements

\$2,000,000

Priority 1: Project consists of widening Old Milton Parkway (SR 120) between GA 400 and State Bridge Road to provide a 6-lane divided section with appropriate pedestrian and bicycle amenities. Additionally, this project includes the design and construction of intersection improvements throughout the corridor that would add capacity to improve safety and intersection operations. Intersections include, but are not limited to, the following locations:

- Old Milton Parkway at Cotton Creek entry/Brookside Parkway;
- Old Milton Parkway at Vista Forest Drive/Brookside Parkway;
- Old Milton Parkway at Park Bridge Parkway/Alexander Drive.

Funding sources to include local (TSPLOST), state and/or Federal Funds. Project costs are currently estimated at \$3M for design, \$4M for right-of-way and easements, \$25M for construction. Current cost estimates for the city's portion totals \$5 million (\$3 million in appropriations previously provided leaving \$2 million left to fund).

Webb Bridge Road Improvements

\$23,000,000

Priority 1: In addition to milling/resurfacing and roadway striping, this request consists of widening Webb Bridge Road to create wider sidewalks along both sides of the road, adding bike lanes, traffic calming treatments such as concrete medians on Webb Bridge Road, and a roundabout at the intersection of Webb Bridge Road at Webb Bridge Way. The project design is anticipated to be completed by March 2021.

Detail (Unfunded Capital Investment)

City Administration

Website Upgrade

\$145,000

Priority 1: The project consists of the design, development, hosting, and maintenance of a new City of Alpharetta website and suite of public communications tools including an integrated mobile application, mass notification system, and other features. The core platform will be based on a complete Headless Content Management System (HCMS) with an enhanced design that will organize, structure, and label content in a way that will help website users find information and complete tasks in an efficient, user-friendly way. The solution proposed should be based on the latest technologies to be implemented in a

CAPITAL INITIATIVE REQUESTS

constantly growing organization with a need for scalability, security, and the capability necessary to seamlessly integrate with other systems used within the organization. It is estimated that the project would take approximately 28 weeks to plan, design, build, and launch.

Community Development

North Point Envelope Framework Plan

\$120,000

Priority 1: Building on the recommendations of the LCI and North Point Placemaking Plan, provide a framework of public streets, public space, trails and green infrastructure to guide high-value, sustainable redevelopment of auto-centric properties in the North Point area. To ensure that redevelopment within the North Point District aligns with community-based plans and vision for a walkable, mixed-use district, the North Point Development Framework Plan will provide actionable guidance that aligns public policy, regulatory tools, public capital investment, and private investment. The Development Framework will provide clarity around the arrangement of public streets, public spaces, and infrastructure on which the private market can plan their development and investment. Staff is researching alternate funding options including securing partner investment as well as utilizing existing appropriations.

Bus Shelter Construction Program

\$95,000

Priority 1: This request is for the installation of at least two (2) new bus shelters in Downtown Alpharetta, one on Haynes Bridge Road by the library and a second on Main Street near the former Hardees location. Designs will complement those installed by the North Fulton Community Improvement District.

Public Works

Recurring Park Facilities Pavement Preservation

\$250,000

Priority 1: This request is for the on-going maintenance of pavement within the city's park facilities. Preservation of the roads, drives, and parking lots increases their life expectancy. Without preservation, these pavements will deteriorate and be more costly to repair. FY 2022 funding request is for Webb Bridge Park.

Tree Planting and Landscape Improvements (Haynes Bridge Road)

\$450,000

Priority 1: This request includes landscape improvements along Haynes Bridge Road. Specifically, this initiative proposes to revitalize the existing declining and overgrown median landscape within the approximate one-mile segment from SR 400 to just south of Old Milton Parkway (Nottaway Lane). The project will include selective removal and pruning of existing trees/plants followed by the addition of new trees, shrubs and groundcovers. The city's aging tree canopy within right-of-way areas requires pruning and removal as needed to address issues such as vehicle clearance, traffic safety, streetlight and signal head clearance, and maintaining the required intersection sightlines. Approximately 10% of the budget item will go towards pruning and removal, while the remaining 90% will go towards the installation and watering of new trees and plants. Funding for this capital initiative may be partially offset through the City's Tree Replacement Fund.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Streetlight Expansion

\$250,000

Priority 1: This request is for recurring capital of the installation of new street/pedestrian lighting in neighborhoods and areas of the City where currently limited illumination is evident. Older neighborhoods in the City do not meet today's illumination standards and require extra lighting for safety. Neighborhoods identified as needing more lighting are primarily located on the west side of town. Subdivisions such as North Farm, North Towne at Andover, Burnett Way, etc. have all inquired about adding more streetlighting in their neighborhoods for safety. This recurring capital item would start addressing these areas on an as needed/requested basis.

Citywide Sign Inventory

\$150,000

Priority 1: This request is for a citywide sign inventory. The City does not currently have an inventory of our right-of-way signage which hinders our ability to adequately maintain these assets. With this inventory the management, location, and condition of signage will be tracked. This inventory will provide data collection, post processing, and a geodatabase that will integrate with the city's asset management system (CityWorks) and the city's GIS. The inventory system will enable Public Works to identify when signage was installed and develop a pro-active replacement program for when signage exceeds its useful life (e.g. degradation of reflectivity).

Milton Estates Floodplain (design)

\$260,000

Priority 1: This request is for design solutions for the flooding issues occurring in Milton Estates. This neighborhood has experienced impacts of riverine flooding. The stretch of Foe Killer Creek in this neighborhood overtops its banks often and causes extreme flooding in yards and homes. The City is working with the on-call consultants to design a solution that will address the flooding in this neighborhood.

Recurring Rec Gym Restoration

\$35,000

Priority 1: This request is for repair and maintenance of interior ceilings, walls, beams, and duct work in various gym facilities. It will also include repairs to ceiling insulation and painting of the ceilings as well, improving the energy efficiency and longevity of the facility.

Recurring City Hall Maintenance

\$40,000

Priority 1: This request is for on-going interior maintenance of City Hall, including replacing cabinetry in multiple breakroom floors, painting walls and trim, repairs to the custom stained moldings throughout the main floor, etc., maintaining the aesthetics and functionality of the facility.

Public Safety HQ Parking Lot Expansion

\$200,000

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

CAPITAL INITIATIVE REQUESTS

Alpharetta Arts Center Parking Expansion (Design)

\$50,000

Priority 3: This request is for funding of the design for an expansion of the parking lot at the Arts Center. The existing parking lot provides 39 parking spaces. The proposed expansion would increase this number by 36 spaces to 75 (total). The parking lot expansion would be constructed atop the current detention pond. This will necessitate the creation of an underground detention system beneath the parking expansion. The use of permeable pavers in lieu of asphalt is proposed for the parking expansion. Construction costs are estimated at \$900,000 and would be part of future funding requests.

Human Resources

Office Improvements

\$55,000

Priority 1: This request is for the reorganization of the Human Resources office to better utilize current space for efficient workflow and to allow accommodations for future personnel growth. The objective is to have three offices (two currently) with doors to deal with confidential matters, one reception desk, one workspace (copy and other office machines) and space for applicant computer kiosk.

Public Safety

Community Center Generator

\$200,000

Priority 3: This request is for purchase and installation of a new 400kw natural gas generator for the Alpharetta Community Center. The facility is targeted to serve as an emergency shelter. The American Red Cross and Salvation Army require emergency shelters that serve the public to have emergency generators; however, at the current time, the Community Center does not have a generator.

i4POD Camera System

\$10,000

Priority 3: This request is for the (1) i4POD camera system and (5) mounting brackets. The i4POD system is a power pole mounted camera pod that give us (3) pan/tilt/zoom cameras and (1) fixed camera per pod. Communicating through the city's cellphone provider, they are accessible and controllable via a web interface. They can be mounted and placed anywhere, allowing them to be used for special events, trouble areas, or high traffic areas. The mounting brackets can be pre-positioned around the city at strategic locations and the pods can be mounted and unmounted in a matter of minutes as needed.

Automatic License Plate Reader (LPR) Equipment

\$15,500

Priority 1: This request is to expand the current vehicle mounted automatic license plate reader system in use in the Community Response Team. This request is to purchase (1) additional processing camera unit to pair with the spare camera unit currently in stock to enable one additional fully functioning 2-camera LPR system. The capabilities provided by the additional unit will allow for more coverage, which in turn will increase the amount of contacts with violators. Training on the additional systems will be done on-duty at no additional costs. Annual software fees will be identical to the fees already budgeted for the LPR system.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL INITIATIVE REQUESTS

Fire Station Alerting System

\$250,000

Priority 2: This request is for the installation of Purvis Fire Station Alerting System (FSAS) in all (6) fire stations. The PURVIS FSAS, an IP-based alerting system, provides improved response times through streamlined dispatch communications and reliable alert delivery; reduced stress on first responders through automated heart-friendly, zone specific alerts; accurate incident alerting through a variety of devices; and high system reliability and availability through real-time monitoring and built-in redundancy.

3D Laser Scanner

\$60,100

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

Stalker Lasers

\$20,000

Priority 1: This request is for the purchase of (8) new Stalker RLR lasers. This purchase will replace (8) ProLaser 3 units, which were manufactured in 2001 and 2002. The new laser units can measure distance between vehicles for enforcement.

PS Equipment (New)

\$76,550

Priority 1: This request includes multiple new equipment initiatives for the Public Safety Department including:

- Operator Rifles (\$15,000): This request is for three (3) rifles for our new SWAT Operators. These rifles are the LWRC M6 .223, piston operated rifle with 10.5 inch barrel and selector for semi-automatic and fully automatic modes. The following accessories will be included: Socom Suppressor, Aimpoint or Sig Optic, 6 Mag Pull 30 round magazines, 3 point tactical sling and carrying bag. These rifles are needed to ensure that we can handle incidents where suspects are wearing body armor or longer stand off distances are required.
- AR-10 Sniper Rifles (\$12,660): This request is for two (2) AR-10 Sniper Rifle Systems, including the weapon, scope, suppressor, and bipod. The modern advances in weapon technology over the past ten (10) years have produced the current AR-10 platform that as accurate and reliable as traditional bolt action rifles. With the accuracy and reliability equal, other advantages such as rate of fire, fire control familiarization, and modularity of operational use, have pushed the AR-10 past other platforms as the superior SWAT sniper weapon system.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

- **SWAT Operator Truck Vaults (\$6,000):** This request is for six (6) SWAT vehicle truck vault vehicle containers. These containers are lockable, allowing SWAT Operators to safely and securely store their equipment, such as firearms, helmets, night vision equipment, etc., in their vehicles for quick access in an emergency situation.
- **Movable Shoot House (\$42,890):** This request is for a mobile shoot house, a small arms shooting range used to train law enforcement personnel for close contact engagements in urban combat environments, simulating houses, businesses, schools, etc. It will allow Public Safety to train virtually and through the use of scenarios. This request includes a pressure treated upgrade, allowing more flexibility by enabling it to be used outdoors and provides improved durability.

Recreation, Parks & Cultural Services

Pocket Park Development (design)

\$50,000

Priority 1: The request is for the design/development of downtown pocket parks throughout downtown Alpharetta. These parks need to be planned for connectivity and curb appeal. Included in these areas are Ole Milton Park (where the fountain and Christmas tree are); areas at the corner of Old Roswell and Roswell Street; the corner of Old Canton and Canton; the parking area where Food Truck Alley is held; and other small city-owned areas in downtown. FY 2022 includes funding for design of the improvements. Construction of the improvements would span multiple years and is currently estimated at \$375,000.

Park System Wayfinding Signage

\$100,000

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

Historic Preservation Initiative

\$60,000

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

- **Farmhouse property** - This request is for funding of a master plan, along with the necessary permits for the Farmhouse property.
- **Alpharetta Old Milton County Museum** - This request is for upgrading the displays, artifacts, equipment, etc. and totals \$10,000 in 2022.

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Cultural Services Plan

\$30,000

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

Haynes Bridge Road Park Restroom

\$300,000

Priority 1: This request is for a new restroom facility at Haynes Bridge Road Park. Currently at the Haynes Bridge Road Park, visitors have access only to a port-a-let. This access park was opened in 1997. Funds were limited and plans were to construct a restroom at a later date. A pre-tab type restroom would be preferred. The amount of funding requested for this facility is due to current flood plain constraints, entailing more site work prep, design, and surveying. Approximately 100' of sewer line will need to be installed. A waterline will have to be bored under Haynes Bridge Road and a new meter installed for connection to existing waterlines. Additional restrooms at the access points is the most requested improvement made by Greenway users.

Marconi Drive Park Restroom

\$100,000

Priority 1: This request is for a new restroom facility at Marconi Drive Park. Currently at the Marconi Drive Park, visitors have access only to a port-a-let. This access park was opened in 2011. Funds were limited and plans were to construct a restroom at a later date. A pre-tab type restroom would be preferred. We anticipate the estimated cost is \$100,000, based on the construction costs of the restroom at Windward Community Park. Additional restrooms at the access points is the most requested improvement made by Greenway users.

Athletic Field Lighting (Wills Park fields 1-4)

\$400,000

Priority 1: This project entails athletic field lighting improvements for Wills Park fields 1-4. Specifically, these fields have older wooden poles (23 in total) that are reaching end of life and are also not in the optimal location for usability. This initiative involves replacing these poles with concrete poles like what is installed at fields 5-8.

Additionally, this initiative involves upgrading the lighting at fields 1-4 from incandescent to LED fixtures. LED fixtures provide a much lower operational cost (energy and maintenance) and more optimal lighting for our customers.

Restroom replacement (Wacky World – Wills Park)

\$700,000

Priority 1: The existing restroom at the Wacky World Playground serves the playground, four baseball fields, batting cages, two picnic pavilions, and trail users. The restroom

CAPITAL INITIATIVE REQUESTS

facility is old and much too small for the number of park users. The new restroom would have increased capacity for both women and men, as well as two family style restrooms.

Restroom replacement (North Park – Fields 1-4)

\$700,000

Priority 1: The existing restroom/concession stand at North Park (fields 1-4) serves four softball fields, batting cages, and a playground. The facility is old and much too small for the number of users. The new restroom/concession facility would have increased numbers of facilities for men and women. It would also have an enhanced concession operation.

Big Creek Stream Bank Restoration

\$100,000

Priority 2: At the direction of the Director of Recreation, Parks and Cultural Services, this capital item is for construction projects repairing bank stabilization along the Big Creek Greenway. The projects listed were identified in the FY 2018 Big Creek Erosion Study and were designed in FY 2019 and FY 2020. The FY 2022 funds are for the construction of a culvert replacement along the greenway trail south of Old Milton Parkway. This area has seen severe erosion and sediment deposition. This area has seen severe erosion and sediment deposition. In this area, the bank of Big Creek has been eroding away and threatens to impact the greenway trail.

Town Green Park Holiday (Christmas) Tree

\$125,000

Priority 2: This request is for a 60' Holiday (Christmas) Tree to place over the interactive fountain located at Town Green Park. This tree will become the centerpiece of Alpharetta's Season of Celebration, which happens every December and brings the community together. The current plans call for the existing tree located at the corner of Highway 9 and Milton Avenue to be removed as part of the renovation of this small pocket park. The tree is declining, and according to the City Arborist should be removed. In addition, it is hindering the growth of the large specimen oak tree in the same park.

The 60' Tree would be erected early in December and would remain in place through the New Year. It would serve as the backdrop for many of the Season of Celebration activities including the Nutcracker Village, our scheduled "snow days" and the food drive benefiting the North Fulton Community Charities.

This tree would be equipped with LED lighting that allows for changing colors and lighting patterns to be done easily and often.

The initial cost of \$125,000 would include the tree, lighting and delivery. Estimated annual costs of \$1,500 will be incurred for installation and removal each year. Staff is currently researching partner funding opportunities to fully/partially offset the city's investment in this initiative.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CITYWIDE BUDGET SUMMARIES

Citywide Budget Summaries

Overview

The *Citywide Budget Summaries* section is intended to provide readers with an overall understanding of the city's fiscal year 2022 budget. The following schedules provide readers with revenue and expenditure summaries from several different perspectives including:

- **Citywide Budget Summary by Fund**

This section provides a summary/narrative of FY 2022 budget data by fund type (e.g. General Fund, Special Revenue Funds, etc.).

- **Citywide Budget Summary by Revenue Source**

This section provides a summary/narrative of FY 2022 budget data by revenue source (i.e. Property Taxes, Other Taxes, Charges for Services, etc.). Please refer to the specific Fund Summaries section (e.g. General Fund Summary, Special Revenue Fund Summaries, etc.) of this document for more detailed information about the city's various revenue sources.

- **Citywide Budget Summary by Department Expenditures**

This section provides a summary/narrative of FY 2022 budget data by department expenditures (e.g. City Administration, Public Safety, etc.). Please refer to the *Departmental Summaries* section of this document for more detailed information about each department's expenditures.

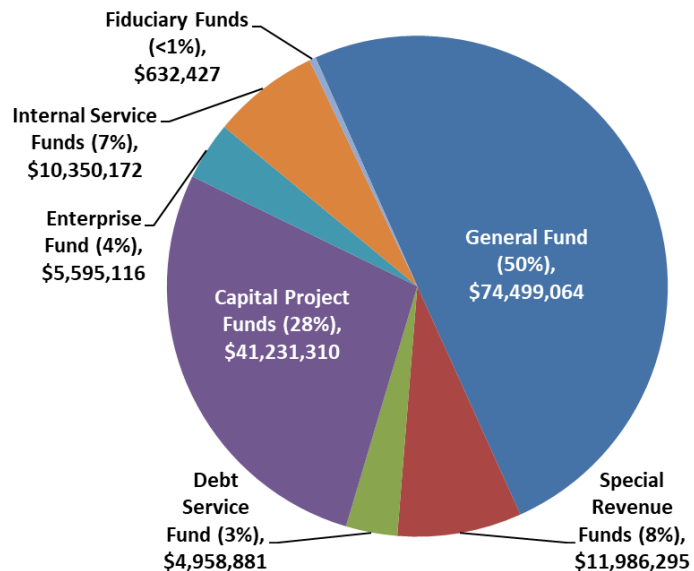
- **Citywide Budget Summary by Expenditure Category**

This section provides a summary/narrative of FY 2022 budget data by expenditure category (e.g. Personnel Services, Maintenance & Operations, etc.).

CITYWIDE BUDGET SUMMARIES

Summary by Fund Type

**FY 2022 Citywide Budget
totals \$149 Million**



The Fiscal Year 2022 budget for all funds totals \$149 million. The city budget includes appropriations for the following fund types:

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

Special Revenue Funds: These Funds are established to account for revenues that are restricted by statute, ordinance, or resolution for a specific purpose. Appropriated Funds include: E-911 Fund; Impact Fee Fund; and the Hotel/Motel Fund.

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

Capital Project Funds: These Funds are used for various citywide capital projects. Projected funding for FY 2022 is from fund balance, T-SPLOST collections, transfers from other funds,

and funds from the American Rescue Act. Unspent appropriations from fiscal year 2021 will be re-appropriated to continue previously approved projects.

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

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

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

CITYWIDE BUDGET SUMMARIES

Summary by Fund

	Revenues	Expenditures	Balanced Budget
General Fund	\$ 74,499,064	\$ 74,499,064	√
Special Revenue Funds:			
E-911 Fund	\$ 4,728,482	\$ 4,728,482	√
Impact Fee Fund	1,443,100	1,443,100	√
Hotel/Motel Fund	5,814,713	5,814,713	√
	\$ 11,986,295	\$ 11,986,295	√
Debt Service Fund	\$ 4,958,881	\$ 4,958,881	√
Capital Project Funds:			
Capital Projects Fund	\$ 8,066,799	\$ 8,066,799	√
Stormwater Capital Fund	1,520,000	1,520,000	√
T-SPLOST Capital Fund	25,000,000	25,000,000	√
American Rescue Act Fund	6,644,511	6,644,511	√
	\$ 41,231,310	\$ 41,231,310	√
Enterprise Fund:			
Solid Waste Fund	\$ 5,595,116	\$ 5,595,116	√
Internal Service Funds:			
Risk Management Fund	\$ 1,610,172	\$ 1,610,172	√
Medical Insurance Fund	8,740,000	8,740,000	√
	\$ 10,350,172	\$ 10,350,172	√
Fiduciary Funds:			
OPEB Health Benefit Fund	\$ 22,474	\$ 22,474	√
OPEB Reimbursement Benefit Fund	609,953	609,953	√
	\$ 632,427	\$ 632,427	√
Total	\$ 149,253,265	\$ 149,253,265	√

CITYWIDE BUDGET SUMMARIES

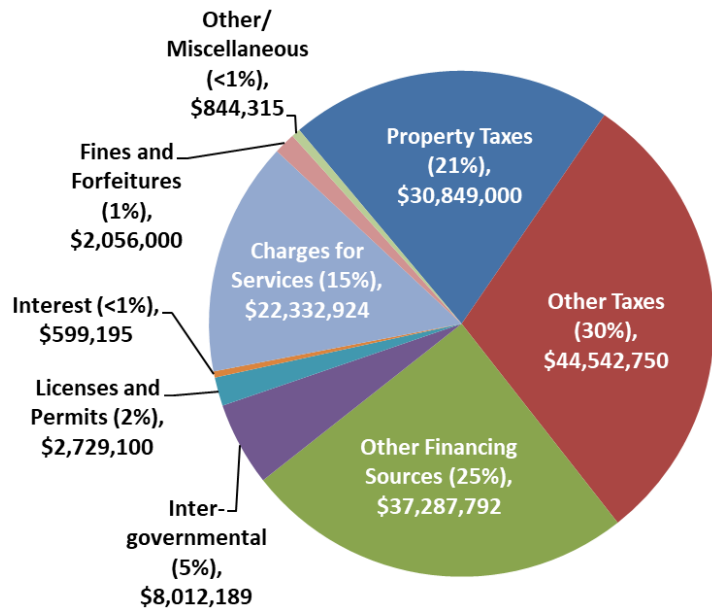


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CITYWIDE BUDGET SUMMARIES

Summary by Revenue Source

**FY 2022 Citywide Budget
totals \$149 Million**



The chart above segments the FY 2022 budget by revenue source and includes the following:

Property Taxes: Ad Valorem tax on real/personal property owned within the city. The recommended millage rate for FY 2022 is flat with the prior year at 5.750 mills and is composed of the following: Operating Millage Rate of 4.935 mills (used to fund general city operations and the recurring capital program); and a Debt Service Millage Rate of 0.815 mills (used to fund debt service on voter approved general obligation bonds).

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

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

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

Intergovernmental: Includes federal (American Rescue Act), state, and local grant funding as well as revenue sharing associated with intergovernmental agreements.

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

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

Interest: Includes investment earnings on city funds.

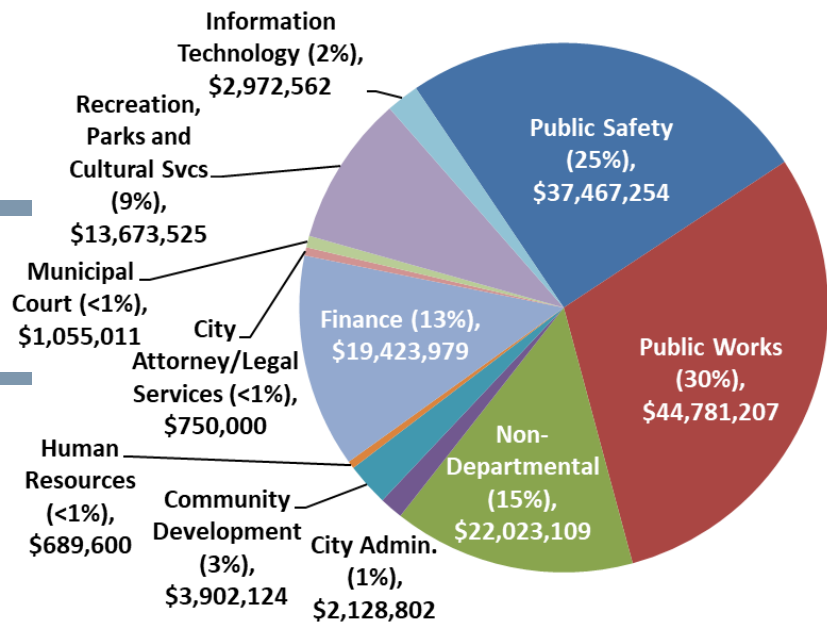
Other/Miscellaneous: Includes the sale of surplus assets, donations, and other miscellaneous revenues.

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

CITYWIDE BUDGET SUMMARIES

Summary by Department Expenditures

**FY 2022 Citywide Budget
totals \$149 Million**



The chart above segments the FY 2022 budget by department/functional unit and includes the following:

Mayor and City Council

City Administration

Community Development

Public Works

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

Human Resources

Information Technology

Legal Services (City Attorney)

Municipal Court

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

Recreation, Parks and Cultural Services

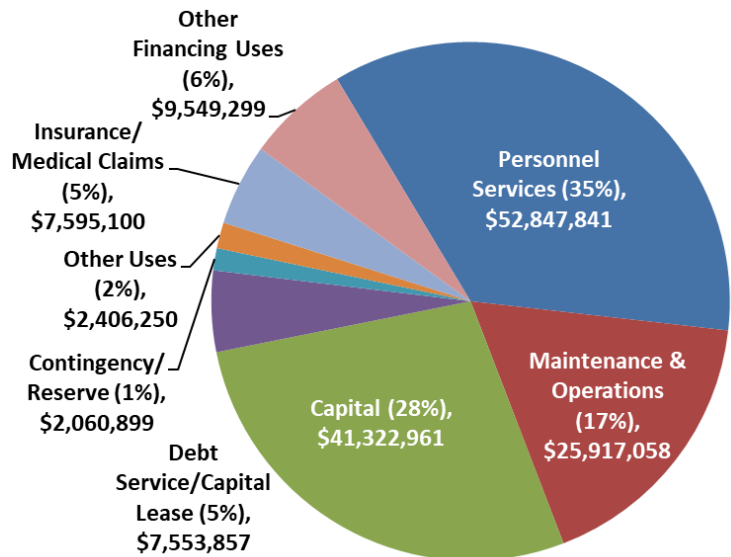
Non-Departmental (interfund transfers, contingency/reserves, Hotel/Motel Fund distributions, debt service, activities within the OPEB Funds, etc.)

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

CITYWIDE BUDGET SUMMARIES

Summary by Expenditure Category

FY 2022 Citywide Budget
totals \$149 Million



The chart above segments the FY 2022 budget by expenditure category and includes the following:

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

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

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

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

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

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

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

Contingency/Reserves: Includes General Fund contingency appropriations and reserve appropriations across multiple funds (E911 Fund, American Rescue Act Fund, etc.).

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

CITYWIDE BUDGET SUMMARIES

Consolidated Summary (Revenues by Source/Expenditures by Department)

	General Fund	Special Revenue Funds			Capital Project Funds				
		E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Projects Fund	Stormwater Capital Fund	T-SPLOST Capital Fund	American Rescue Act Fund	
REVENUES:									
Property Taxes	\$ 26,097,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Local Option Sales Taxes/T-SPLOST	15,700,000	-	-	-	-	-	7,615,000	-	
Other Taxes	15,727,750	-	-	5,500,000	-	-	-	-	
Licenses and Permits	2,729,100	-	-	-	-	-	-	-	
Intergovernmental Revenue	117,678	1,250,000	-	-	-	-	-	6,644,511	
Charges for Services	3,741,450	3,410,000	-	-	-	-	-	-	
Fines and Forfeitures	2,056,000	-	-	-	-	-	-	-	
Interest Earnings	190,000	18,482	-	10,000	100,000	-	225,000	-	
Other/Miscellaneous	240,787	-	-	-	-	-	-	-	
subtotal	\$ 66,599,765	\$ 4,678,482	\$ -	\$ 5,510,000	\$ 100,000	\$ -	\$ 7,840,000	\$ 6,644,511	
Other Financing Sources									
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 5,966,799	\$ 1,520,000	\$ -	\$ -	
Interfund Transfer from Hotel/Motel Fund	2,062,500	-	-	-	-	-	-	-	
Budgeted Fund Balance	5,836,799	50,000	1,443,100	304,713	2,000,000	-	17,160,000	-	
subtotal	\$ 7,899,299	\$ 50,000	\$ 1,443,100	\$ 304,713	\$ 7,966,799	\$ 1,520,000	\$ 17,160,000	\$ -	
Total Revenues	\$ 74,499,064	\$ 4,728,482	\$ 1,443,100	\$ 5,814,713	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	
EXPENDITURES:									
Mayor and City Council	\$ 386,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
City Administration	2,128,802	-	-	-	-	-	-	-	
Finance	3,478,691	-	-	-	-	-	-	-	
Legal Services	750,000	-	-	-	-	-	-	-	
Information Technology	2,022,562	-	-	-	950,000	-	-	-	
Human Resources	689,600	-	-	-	-	-	-	-	
Municipal Court	1,055,011	-	-	-	-	-	-	-	
Public Safety	31,846,772	4,728,482	124,600	-	767,400	-	-	-	
Public Works	9,022,696	-	1,250,000	-	3,344,000	1,520,000	25,000,000	4,644,511	
Recreation, Parks and Cultural Services	10,089,025	-	-	-	1,584,500	-	-	2,000,000	
Community Development	3,773,624	-	68,500	-	60,000	-	-	-	
Non-Departmental	-	-	-	6,000	-	-	-	-	
Insurance Premiums (Risk Fund)	779,750	-	-	-	-	-	-	-	
Alpharetta Convention and Visitors Bureau	-	-	-	2,406,250	-	-	-	-	
Debt Service (Principal and Interest)*	289,640	-	-	1,339,963	-	-	-	-	
Contingency	700,000	-	-	-	-	-	-	-	
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	1,360,899	-	-	-	
subtotal	\$ 67,012,265	\$ 4,728,482	\$ 1,443,100	\$ 3,752,213	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	
Other Financing Uses									
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ 2,062,500	\$ -	\$ -	\$ -	\$ -	
Interfund Transfer to Capital Funds	7,486,799	-	-	-	-	-	-	-	
subtotal	\$ 7,486,799	\$ -	\$ -	\$ 2,062,500	\$ -	\$ -	\$ -	\$ -	
Total Expenditures	\$ 74,499,064	\$ 4,728,482	\$ 1,443,100	\$ 5,814,713	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	

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

CITYWIDE BUDGET SUMMARIES

	Enterprise Fund		Internal Service Funds		Fiduciary Funds		
	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Health Benefit Fund	OPEB Reimb. Fund	TOTAL
REVENUES:							
Property Taxes	\$ 4,752,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,849,000
Local Option Sales Taxes/T-SPLOST	-	-	-	-	-	-	23,315,000
Other Taxes	-	-	-	-	-	-	21,227,750
Licenses and Permits	-	-	-	-	-	-	2,729,100
Intergovernmental Revenue	-	-	-	-	-	-	8,012,189
Charges for Services	-	4,831,575	1,609,899	8,740,000	-	-	22,332,924
Fines and Forfeitures	-	-	-	-	-	-	2,056,000
Interest Earnings	13,000	13,541	273	-	9,874	19,025	599,195
Other/Miscellaneous	-	-	-	-	12,600	590,928	844,315
<i>subtotal</i>	\$ 4,765,000	\$ 4,845,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 111,965,473
Other Financing Sources							
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,486,799
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	2,062,500
Budgeted Fund Balance	193,881	750,000	-	-	-	-	27,738,493
<i>subtotal</i>	\$ 193,881	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 37,287,792
Total Revenues	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 149,253,265
EXPENDITURES:							
Mayor and City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 386,092
City Administration	-	-	-	-	-	-	2,128,802
Finance	-	5,595,116	1,610,172	8,740,000	-	-	19,423,979
Legal Services	-	-	-	-	-	-	750,000
Information Technology	-	-	-	-	-	-	2,972,562
Human Resources	-	-	-	-	-	-	689,600
Municipal Court	-	-	-	-	-	-	1,055,011
Public Safety	-	-	-	-	-	-	37,467,254
Public Works	-	-	-	-	-	-	44,781,207
Recreation, Parks and Cultural Services	-	-	-	-	-	-	13,673,525
Community Development	-	-	-	-	-	-	3,902,124
Non-Departmental	16,000	-	-	-	22,474	609,953	654,427
Insurance Premiums (Risk Fund)	-	-	-	-	-	-	779,750
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	2,406,250
Debt Service (Principal and Interest)*	4,942,881	-	-	-	-	-	6,572,484
Contingency	-	-	-	-	-	-	700,000
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	-	1,360,899
<i>subtotal</i>	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 139,703,966
Other Financing Uses							
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,062,500
Interfund Transfer to Capital Funds	-	-	-	-	-	-	7,486,799
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,549,299
Total Expenditures	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 149,253,265

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

CITYWIDE BUDGET SUMMARIES

Consolidated Summary (Revenues by Source/Expenditures by Category)

	Special Revenue Funds				Capital Project Funds			
	General Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Capital Fund	American Rescue Act Fund
REVENUES:								
Property Taxes	\$ 26,097,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Option Sales Taxes/T-SPLOST	15,700,000	-	-	-	-	-	7,615,000	-
Other Taxes	15,727,750	-	-	5,500,000	-	-	-	-
Licenses and Permits	2,729,100	-	-	-	-	-	-	-
Intergovernmental Revenue	117,678	1,250,000	-	-	-	-	-	6,644,511
Charges for Services	3,741,450	3,410,000	-	-	-	-	-	-
Fines and Forfeitures	2,056,000	-	-	-	-	-	-	-
Interest Earnings	190,000	18,482	-	10,000	100,000	-	225,000	-
Other/Miscellaneous	240,787	-	-	-	-	-	-	-
subtotal	\$ 66,599,765	\$ 4,678,482	\$ -	\$ 5,510,000	\$ 100,000	\$ -	\$ 7,840,000	\$ 6,644,511
Other Financing Sources								
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 5,966,799	\$ 1,520,000	\$ -	\$ -
Interfund Transfer from Hotel/Motel Fund	2,062,500	-	-	-	-	-	-	-
Budgeted Fund Balance	5,836,799	50,000	1,443,100	304,713	2,000,000	-	17,160,000	-
subtotal	\$ 7,899,299	\$ 50,000	\$ 1,443,100	\$ 304,713	\$ 7,966,799	\$ 1,520,000	\$ 17,160,000	\$ -
Total Revenues	\$ 74,499,064	\$ 4,728,482	\$ 1,443,100	\$ 5,814,713	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511
EXPENDITURES:								
Personnel Services	\$ 49,136,071	\$ 3,032,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	16,204,009	1,318,801	68,500	6,000	-	-	-	-
Capital	27,950	50,000	1,374,600	-	6,705,900	1,520,000	25,000,000	6,644,511
Debt Service	944,235	326,778	-	1,339,963	-	-	-	-
Other								
Insurance/Medical Claims	-	-	-	-	-	-	-	-
Alpharetta Convention and Visitors Bureau	-	-	-	2,406,250	-	-	-	-
Contingency	700,000	-	-	-	-	-	-	-
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	1,360,899	-	-	-
subtotal	\$ 67,012,265	\$ 4,728,482	\$ 1,443,100	\$ 3,752,213	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511
Other Financing Uses								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ 2,062,500	\$ -	\$ -	\$ -	\$ -
Interfund Transfer to Capital Funds	7,486,799	-	-	-	-	-	-	-
subtotal	\$ 7,486,799	\$ -	\$ -	\$ 2,062,500	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 74,499,064	\$ 4,728,482	\$ 1,443,100	\$ 5,814,713	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511

CITYWIDE BUDGET SUMMARIES

	Enterprise Fund		Internal Service Funds		Fiduciary Fund		
	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Health Benefit Fund	OPEB Reimb. Fund	TOTAL
REVENUES:							
Property Taxes	\$ 4,752,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,849,000
Local Option Sales Taxes/T-SPLOST	-	-	-	-	-	-	23,315,000
Other Taxes	-	-	-	-	-	-	21,227,750
Licenses and Permits	-	-	-	-	-	-	2,729,100
Intergovernmental Revenue	-	-	-	-	-	-	8,012,189
Charges for Services	-	4,831,575	1,609,899	8,740,000	-	-	22,332,924
Fines and Forfeitures	-	-	-	-	-	-	2,056,000
Interest Earnings	13,000	13,541	273	-	9,874	19,025	599,195
Other/Miscellaneous	-	-	-	-	12,600	590,928	844,315
<i>subtotal</i>	\$ 4,765,000	\$ 4,845,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 111,965,473
Other Financing Sources							
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,486,799
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	2,062,500
Budgeted Fund Balance	193,881	750,000	-	-	-	-	27,738,493
<i>subtotal</i>	\$ 193,881	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 37,287,792
Total Revenues	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 149,253,265
EXPENDITURES:							
Personnel Services	\$ -	\$ 75,440	\$ -	\$ -	\$ 12,474	\$ 590,953	\$ 52,847,841
Maintenance and Operations	16,000	5,519,676	900,072	1,855,000	10,000	19,000	25,917,058
Capital	-	-	-	-	-	-	41,322,961
Debt Service	4,942,881	-	-	-	-	-	7,553,857
Other							
Insurance/Medical Claims	-	-	710,100	6,885,000	-	-	7,595,100
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	2,406,250
Contingency	-	-	-	-	-	-	700,000
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	-	1,360,899
<i>subtotal</i>	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 139,703,966
Other Financing Uses							
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,062,500
Interfund Transfer to Capital Funds	-	-	-	-	-	-	7,486,799
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,549,299
Total Expenditures	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 149,253,265

CITYWIDE BUDGET SUMMARIES

Personnel Listing by Department

	Actual FY 2018	Actual FY 2019	Actual FY 2020	Actual FY 2021	Proposed FY 2022*	Variance
Detail by Department:						
General Fund						
Mayor & City Council	7.0	7.0	7.0	7.0	7.0	-
City Administration	10.0	8.0	7.0	6.0	8.0	2.0
Community Development	26.0	28.0	30.0	32.0	30.0	(2.0)
Public Works	52.0	52.0	52.0	52.0	52.0	-
Finance	21.5	21.5	21.5	21.5	21.5	-
Public Safety	221.0	221.0	223.5	226.5	232.5	6.0
Human Resources	2.0	3.0	3.0	3.0	3.0	-
Municipal Court	9.0	8.0	8.0	8.0	7.0	(1.0)
Recreation, Parks and Cultural Svcs	51.0	51.0	51.0	51.0	50.5	(0.5)
Information Technology	11.0	11.0	12.0	12.0	12.0	-
subtotal	410.5	410.5	415.0	419.0	423.5	4.5
E-911 Fund (Special Revenue Fund)						
Public Safety	29.0	29.0	32.0	32.0	32.0	-
Information Technology	1.0	1.0	1.0	1.0	1.0	-
subtotal	30.0	30.0	33.0	33.0	33.0	-
DEA Fund (Special Revenue Fund)						
Public Safety	3.0	3.0	3.0	-	-	-
Solid Waste Fund (Enterprise Fund)						
Finance	1.0	1.0	1.0	1.0	1.0	-
Full-Time-Equivalent (FTE) Positions	444.5	444.5	452.0	453.0	457.5	4.5

Notes:

- * Includes 10.5 full-time equivalent positions that are not funded but are part of the City's authorized work force. These positions will remain vacant pending a (1) justifiable needs assessment by City Administration and (2) identification of a sustainable funding source.

Frozen positions include:

<u>General Fund</u>	<u>Department</u>	<u>Full-Time Equivalent</u>
Crew Leader	Public Works	2.0
Tech I	Public Works	1.0
Civil Engineer	Public Works	1.0
Deputy Court Clerk III	Court	1.0
Treasury Services Manager	Finance	1.0
Technology Analyst	IT	1.0
Admin Assistant II	Parks	1.0
Police Officer	Public Safety	2.0
Parking Enforcement Officer	Public Safety	0.5
		<u>10.5</u>

GENERAL FUND SUMMARY

General Fund Summary

Overview

The *General Fund Summary* section is intended to provide readers with an overall understanding of the city's fiscal year 2022 General Fund budget. The following schedules provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **General Fund Summary**

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

- **Statement of Budgetary Comparisons**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2021 and 2022. Revenues are presented by source and expenditures are presented by category (i.e. Personnel Services, Maintenance & Operations, Capital, etc.).

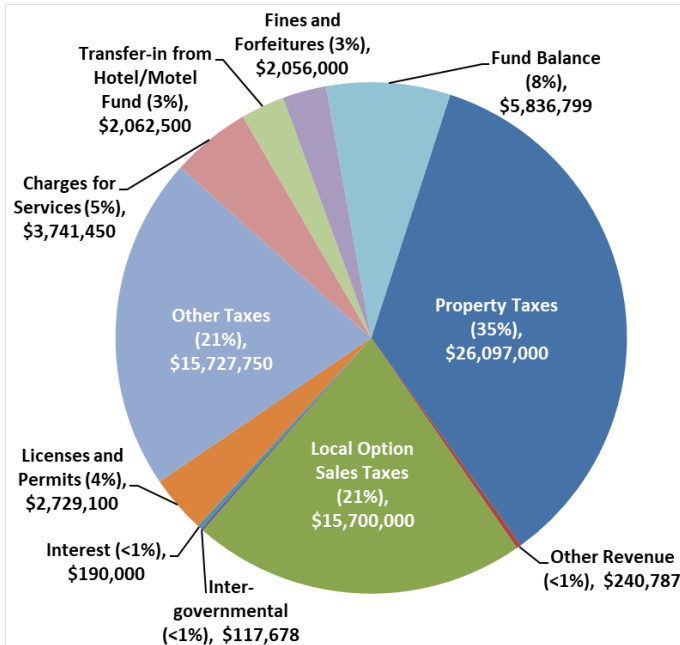
- **Budget Narrative**

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

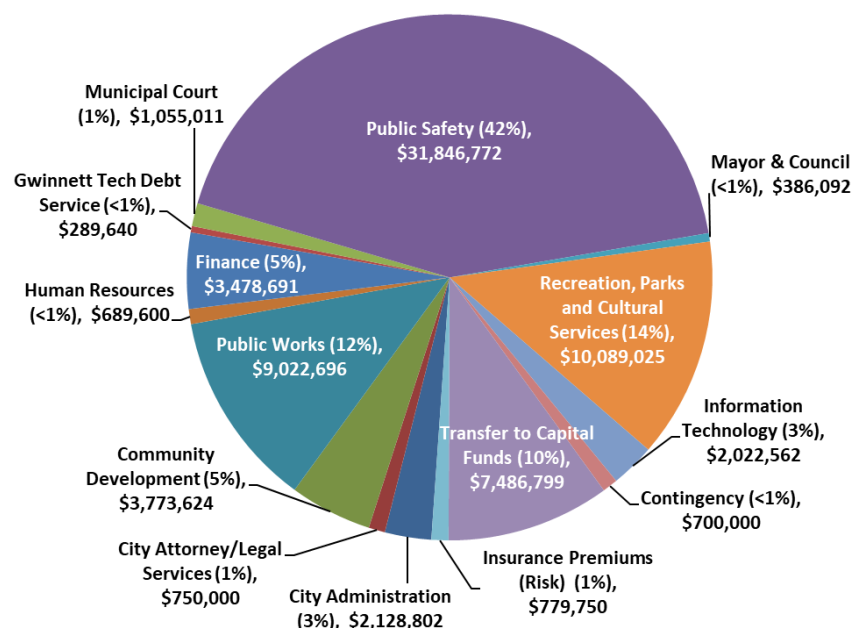
GENERAL FUND SUMMARY

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

Summary by Revenue Source



Summary by Department Expenditures



FY 2022 General Fund Budget

totals \$74 Million

GENERAL FUND SUMMARY

Statement of Budgetary Comparisons

	FY 2021 AMENDED BUDGET	FY 2022 RECOMMENDED BUDGET	\$ Variance	% Variance
Revenues:				
Property Taxes:				
Current Year	\$ 25,350,000	\$ 24,000,000	\$ (1,350,000)	-5.3%
Motor Vehicle	75,000	60,000	(15,000)	-20.0%
Motor Vehicle Title Tax Fee	1,600,000	1,800,000	200,000	12.5%
Prior Year/Delinquent	217,000	237,000	20,000	9.2%
Local Option Sales Tax	13,479,457	15,700,000	2,220,543	16.5%
Other Taxes	15,556,950	15,727,750	170,800	1.1%
Licenses & Permits	2,579,750	2,729,100	149,350	5.8%
Intergovernmental	113,000	117,678	4,678	4.1%
Charges for Services	3,395,105	3,741,450	346,345	10.2%
Fines & Forfeitures	1,806,000	2,056,000	250,000	13.8%
Interest	310,000	190,000	(120,000)	-38.7%
Other Revenues	249,809	240,787	(9,022)	-3.6%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	2,531,250	2,062,500	(468,750)	-18.5%
Total Operating Revenues	\$ 67,263,321	\$ 68,662,265	\$ 1,398,944	2.1%
Fund Balance Carryforward	5,289,252	5,836,799		
Total Revenues	\$ 72,552,573	\$ 74,499,064		
Expenditures (by Category):				
Personnel Services:				
Salaries	\$ 29,915,404	\$ 30,755,039	\$ 839,635	2.8%
Group Insurance	9,005,901	9,473,883	467,982	5.2%
Pension (Defined Benefit)	2,675,532	2,818,660	143,128	5.3%
Pension (401A)	2,183,255	2,367,862	184,607	8.5%
Miscellaneous Benefits	3,644,651	3,720,627	75,976	2.1%
subtotal	\$ 47,424,743	\$ 49,136,071	\$ 1,711,328	3.6%
Maintenance and Operations:				
Professional Services	\$ 2,561,658	\$ 2,696,938	\$ 135,280	5.3%
Repair/Maintenance	1,603,061	1,620,750	17,689	1.1%
Maintenance Contracts	2,846,574	2,850,778	4,204	0.1%
Professional Services (IT)	2,048,834	2,027,570	(21,264)	-1.0%
General Supplies	958,131	869,161	(88,970)	-9.3%
Utilities	2,897,285	2,953,175	55,890	1.9%
Legal Services	750,000	750,000	-	0.0%
Insurance Premiums (Risk Fund)	720,250	779,750	59,500	8.3%
Miscellaneous	2,028,868	1,655,887	(372,981)	-18.4%
subtotal	\$ 16,414,661	\$ 16,204,009	\$ (210,652)	-1.3%
Capital/Lease:	\$ 613,848	\$ 682,545	\$ 68,697	11.2%
Other Uses:				
Contingency	\$ 700,000	\$ 700,000	\$ -	0.0%
Gwinnett Tech Contribution (Debt Svc)	290,490	289,640	(850)	-0.3%
subtotal	\$ 990,490	\$ 989,640	\$ (850)	-0.1%
Total Operating Expenditures	\$ 65,443,742	\$ 67,012,265	\$ 1,568,523	2.4%
Non-Allocated/Reserve	1,880,579	-		
Non-Allocated/Reserve (One-Time Usage)	686,390	-		
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	4,352,862	5,836,799		
Recurring Capital Program	189,000	1,650,000		
Total Expenditures	\$ 72,552,573	\$ 74,499,064		

Personnel (full-time-equivalent) * 419.0 423.5

* FY 2022 includes 10.5 full-time equivalent positions that are not funded but are part of the City's authorized workforce. These positions will remain vacant pending a (1) justifiable needs assessment by City Administration and (2) identification of a sustainable funding source.

GENERAL FUND SUMMARY

Budget Narrative

The City of Alpharetta, like many cities in our region and throughout the world, is currently facing fiscal challenges as a result of the COVID-19 pandemic. The main incremental economic impact forecasted for FY 2022 is a reduction in property taxes due to the COVID-19 pandemic's impact on property valuations (primarily commercial). Specifically, FY 2022 property valuations represent market conditions as of January 1, 2021 (valuations during 2020). Due to the unprecedented impact on our businesses during 2020 from COVID-19, the city has forecasted a steep reduction in commercial valuations (20% reduction). The forecasted reduction in commercial valuations, which is partially offset through forecasted growth in residential valuations and estimated new construction (\$168 million in market valuations), equates to a -5% reduction in property tax revenues.

Other revenue sources, while down compared to pre-pandemic levels, are forecasting growth compared to FY 2021 except for Investment Earnings (low market interest rates).

The city has been proactive in realigning its spending to match the current economic reality. Spending since FY 2020 has been limited to essential items only and vacancies are filled on a priority basis with an emphasis on public safety operations. This trend continues and has positioned the city to more effectively approach the challenges in the FY 2022 Budget resulting from COVID-19.

GENERAL FUND SUMMARY

Revenues

FY 2022 General Fund operating revenues are forecasted to grow by 2%, or \$1.4 million, compared to Amended FY 2021. The following table compares major revenue categories within the General Fund:

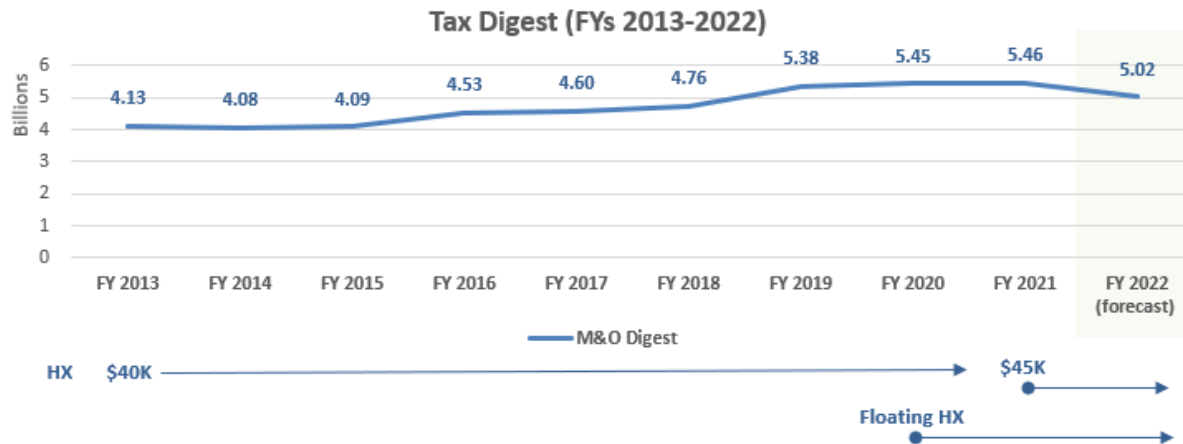
	FY 2021 AMENDED BUDGET	FY 2022 RECOMMENDED BUDGET	\$ Variance	% Variance
Revenues:				
Property Taxes:				
Current Year	\$ 25,350,000	\$ 24,000,000	\$ (1,350,000)	-5.3%
Motor Vehicle	75,000	60,000	(15,000)	-20.0%
Motor Vehicle Title Tax Fee	1,600,000	1,800,000	200,000	12.5%
Prior Year/Delinquent	217,000	237,000	20,000	9.2%
Local Option Sales Tax	13,479,457	15,700,000	2,220,543	16.5%
Other Taxes:				
Franchise Fees	6,675,000	6,620,000	(55,000)	-0.8%
Insurance Premium Tax	4,589,200	4,650,000	60,800	1.3%
Alcohol Beverage Excise Tax	2,100,000	2,025,000	(75,000)	-3.6%
Other Taxes	2,192,750	2,432,750	240,000	10.9%
Licenses & Permits	2,579,750	2,729,100	149,350	5.8%
Intergovernmental	113,000	117,678	4,678	4.1%
Charges for Services	3,395,105	3,741,450	346,345	10.2%
Fines & Forfeitures	1,806,000	2,056,000	250,000	13.8%
Interest	310,000	190,000	(120,000)	-38.7%
Other Revenues	249,809	240,787	(9,022)	-3.6%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	2,531,250	2,062,500	(468,750)	-18.5%
Total Operating Revenues	\$ 67,263,321	\$ 68,662,265	\$ 1,398,944	2.1%
Fund Balance Carryforward	5,289,252	5,836,799		
Total Revenues	\$ 72,552,573	\$ 74,499,064		

Property and Motor Vehicle Taxes

Property taxes are calculated based on an assessed millage rate on real and personal property owned within the city. Real property consists of land, buildings, structures, and improvements affixed to land. Personal property includes machinery, equipment, inventory supplies, furniture, motor vehicles, boats, etc. The Fulton County Board of Assessors (the "BOA") determines the fair market value of property (i.e. tax digest) utilizing numerous analytical methods including comparative sales data. As of the date of this budget submission, the BOA has not provided the updated tax digest. As such, FY 2022 is based on a forecasted tax digest.

GENERAL FUND SUMMARY

The chart below illustrates the tax digest growth within the city for the last 9 years as provided by the BOA and a staff forecast for FY 2022. These figures are net of all exemptions (e.g. basic homestead and floating homestead exemptions).



As previously mentioned, FY's 2013-2021 represent tax digest valuations provided by the BOA. Property valuations have stagnated from a digest perspective over the last several years due to a combination of the following:

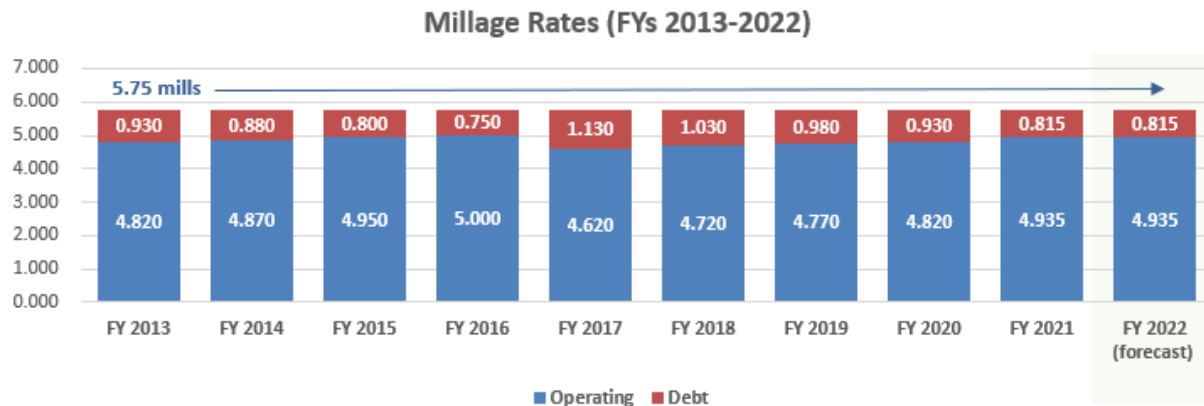
- FY 2020: Implementation of the floating homestead exemption;
- FY 2021: \$5,000 increase to the basic homestead exemption (\$40,000 to \$45,000);
- FY 2021: Removal of income restrictions for residents age 65 and older to qualify for the \$10,000 senior homestead exemption; and
- General tax digest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

As highlighted above, the tax digest is subject to tax appeal adjustments which reduce overall valuations. It is the City's practice to conservatively estimate appeal valuation adjustments as well as collectability when forecasting property tax collections for the upcoming budget year. Additionally, FY 2022 valuations represent the 1st year of valuation impacts resulting from the COVID-19 pandemic. Specifically, FY 2022 property valuations represent market conditions as of January 1, 2021 (valuations during 2020). Due to the unprecedented impact on our businesses during 2020 from COVID-19, the City has forecasted a steep reduction in commercial valuations (20% reduction). The forecasted reduction in commercial valuations, which is partially offset through forecasted growth in residential valuations and estimated new construction (\$168 million in market valuations), equates to an -8% overall reduction in the property tax digest.

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

GENERAL FUND SUMMARY

The city has historically acknowledged the need to provide a taxation rate commensurate with the government's level of service. The chart below illustrates the annual millage rates levied by the city for the last 9 years including the request for FY 2022.

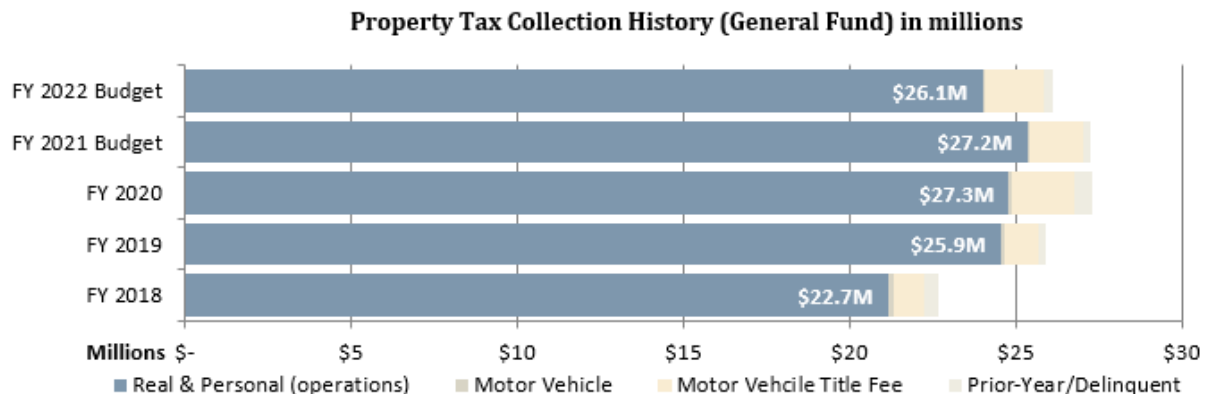


The FY 2022 Budget is based on maintenance of the city's millage rate at 5.750 mills.

- The portion of the millage rate funding debt service (Debt Service Fund) is estimated to remain flat with FY 2021 at 0.815 mills.
- The portion of the millage rate funding operations and recurring capital investment (General Fund) is estimated to remain flat with FY 2021 at 4.935 mills.

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

General Fund property taxes are budgeted at \$26.1 million in FY 2022 and represent approximately 35% of General Fund revenues. The chart below depicts a 5-year history of General Fund property tax collections by type.

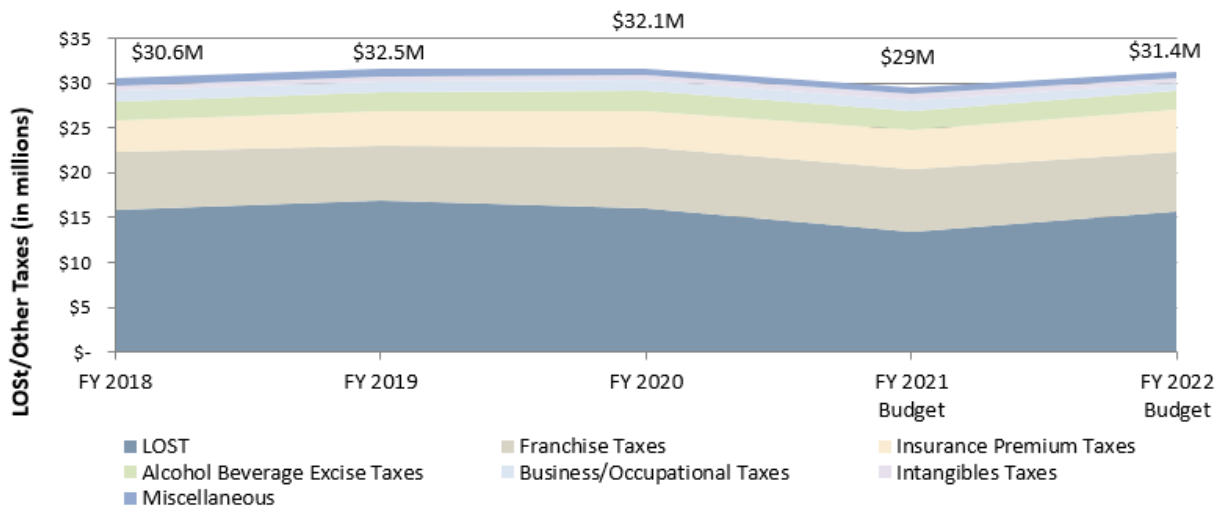


GENERAL FUND SUMMARY

Motor vehicle taxes are experiencing declines due to House Bill 386 which phased out motor vehicle taxes on all vehicles titled on or after March 1, 2013. The city is still receiving motor vehicle taxes on vehicles titled before March 1, 2013 until the vehicle is sold/transferred. The city is forecasting motor vehicle revenues to be fully phased-out over the period ending in FY 2024. HB 386 created a Motor Vehicle Title Fee to partially offset the reduction in motor vehicle taxes. The Title Fee is 6.6% and is shared between the State and local governments (county, city, and school boards; local share approaches 65% of collections). An increase of 13% is forecasted in FY 2022 for motor vehicle title fees from a budget-to-budget standpoint. However, the reduction programmed into the FY 2021 budget due to anticipated COVID-19 impacts has not been realized and 2021 actuals are trending towards \$1.8 million resulting in a conservative flat-collection trend for 2022.

Other Taxes (including LOST)

Other taxes account for 42%, or \$31 million, of total General Fund revenue for FY 2022. Specifically, revenue sources within the Other Taxes category include Local Option Sales Taxes (“LOST”), Franchise Taxes, Insurance Premium Taxes, Alcohol Beverage Excise Taxes, etc. The chart below provides a 5-year history of Other Tax collections by type.



- **Local Option Sales Taxes (“LOST”):** This revenue source represents the city’s portion of the 7% sales and use tax collected in Fulton County (not counting T-SPLOST levy) and totals \$15.7 million for FY 2022.

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

GENERAL FUND SUMMARY

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

An increase of 17% is forecasted for FY 2022 from a budget-to-budget standpoint. However, actual collections are conservatively estimated at \$15.5 million in FY 2021 which equates to a revised growth rate of 2%. Due to the Federal stimulus recently approved and beginning to flow thru the local, State, and National economy, LOST collections are likely to exceed budgetary figures for 2022 and begin to recover towards pre-COVID trends (e.g. 2019).

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

A reduction of -1% is forecasted for FY 2022 from a budget-to-budget standpoint. However, actual collections are estimated at \$6.4 million in FY 2021 which equates to a revised growth rate of 3%.

Franchise Fee revenue is sensitive to fluctuations in usage (e.g. cool summer significantly lessens the need for air conditioning and associated energy usage) and economic activity. COVID-19 has had a detrimental effect on many of our commercial partners through closings and/or reduced operational hours which impacted onsite energy usage. That said, the residential segment will provide growth in energy usage (and cable usage) as families work/attend school from home. Budgetary practice is to be conservative with forecasting these collections to insulate the operating budget from the associated short-term collection fluctuations inherent in this revenue source.

Collections from GA Power and Sawnee EMC, the largest contributors of this revenue source (70% of total franchise fees), totaled \$4.3 million in FY 2021 and represents a -\$440,370 decrease over the prior year (\$4.8 million was collected in FY 2020). The budget forecast for FY 2022 totals \$4.4 million and represents minor growth compared to 2021 collections. Augmenting revenue growth forecasts are approved rate increases by GA Power (average of 3% on 1/1/2021 and 5% on 1/1/2022).

Collections from cable franchise agreements represent the next largest source and are estimated to total \$890,000 in FY 2021. The budget forecast for FY 2022 totals \$950,000 and reflects growth approximating 6%. The city raised the Cable Franchise Fee from 3% to 5% effective January 1, 2019.

GENERAL FUND SUMMARY

- **Insurance Premium Taxes:** This revenue source represents a percentage of insurers' gross direct premiums on life, accident, and sickness insurance policies written within the State and totals \$4.7 million in FY 2022. Strong growth is forecasted for FY 2022 from a budget-to-budget standpoint. However, actual collections during FY 2021 totaled \$4.6 million which equates to a conservative 1% growth factor.

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

- **Alcohol Beverage Excise Taxes:** This revenue source represents taxes levied on dealers and wholesalers of alcoholic beverages within the city and totals \$2 million in FY 2022. A contraction of -4% is forecasted for FY 2022 from a budget-to-budget standpoint. However, actual collections during FY 2021 are estimated at \$2 million which equates to a conservative 1% growth factor and reflects the ongoing economic impacts of the COVID-19 pandemic.

Licenses & Permits

Licenses & permits account for 4%, or \$2.7 million, of total General Fund revenue for FY 2022. Licenses and permit revenues include alcoholic beverage permit fees, development permit and related fees, building permit fees, occupancy permit fees, sign permit fees, etc.

Growth of 6% is forecasted for FY 2022 based on 2021 collection patterns but lags pre-pandemic collection levels (\$4.2 million in 2019).

The largest revenue source is Building Permit Fees (\$1.7 million conservatively forecasted for FY 2022; \$1.9 million estimated for FY 2021).

Intergovernmental

Intergovernmental sources account for <1%, or \$117,678, of total General Fund revenue for FY 2022. This revenue is primarily generated from Intergovernmental Agreements with the City of Milton related to the sharing of court management capabilities as well as overtime reimbursement through the Federal HIDTA (High Intensity Drug Trafficking Area) program.

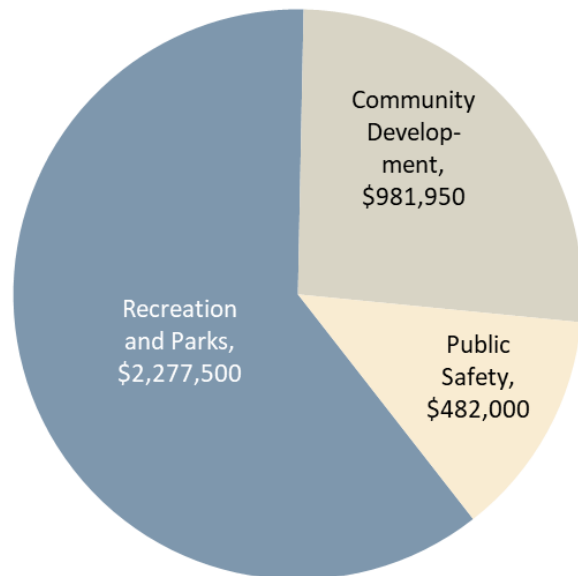
GENERAL FUND SUMMARY

Charges for Services

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

Charges for services account for 5%, or \$3.7 million, of total General Fund revenue. Growth of 10% is forecasted for FY 2022 primarily due to increased plan review fee trends coupled with recreation program attendance growth (compared to 2020 which included significant program cancellations due to COVID-19).

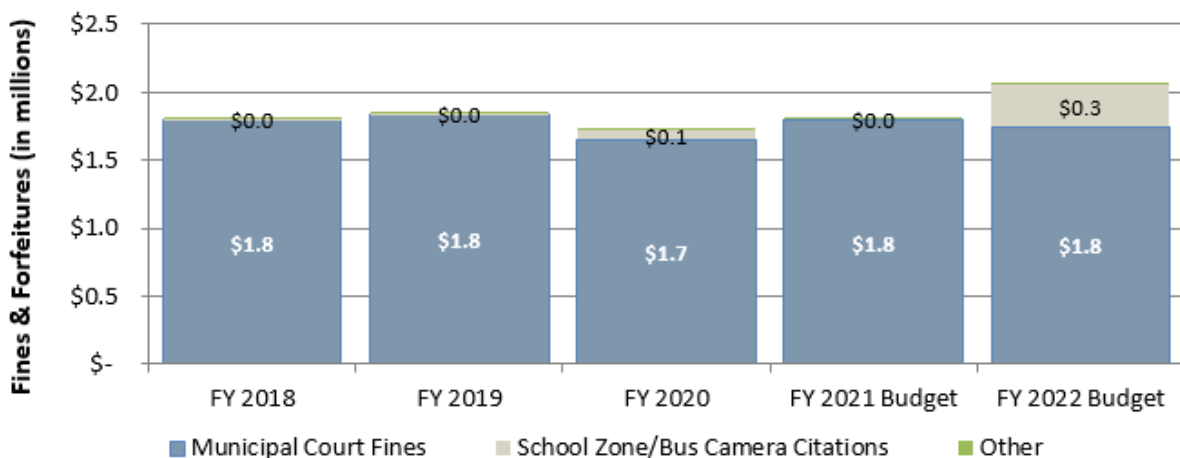
Charges for Services: \$3.7M



Fines & Forfeitures

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

Fines & forfeitures account for 3%, or \$2.1 million, of total General Fund revenue for FY 2022. An increase of 14% is forecasted for FY 2022 from a budget-to-budget standpoint due primarily to School Zone traffic camera citation fees being included within the budget.



Interest

Interest earnings account for <1%, or \$190,000, of total General Fund revenue for FY 2022. Reductions are forecasted to more accurately reflect the earnings the city is currently receiving on its investments in the low market-rate environment.

GENERAL FUND SUMMARY

Other Financing Sources

Other Financing Sources account for 3%, or \$2.1 million, of total General Fund revenue for FY 2022 and consists of the city's share (40%) of the Hotel/Motel Tax. This revenue source is discussed in more detail within the *Special Revenue Fund Summaries* (Hotel/Motel Fund) section of this document.

Fund Balance

Carryforward fund balance accounts for 8%, or \$5.8 million, of total General Fund appropriations for FY 2022. Carryforward Fund Balance represents available cash in excess of the city's 23% emergency reserve.

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

GENERAL FUND SUMMARY

Expenditures

Operating expenditures of the General Fund are forecasted to grow by 2% over FY 2021. This figure includes the operating initiative funding for FY 2022⁴. After adjusting for the operating initiative funding, **the base operational growth totals 1%.**

The following table compares departmental appropriations within the General Fund:

Expenditures (by Department):	FY 2021 AMENDED BUDGET	FY 2022 RECOMMENDED BUDGET	\$ Variance	% Variance
Mayor and Council	\$ 382,505	\$ 386,092	\$ 3,587	0.9%
City Administration	1,288,313	2,128,802	840,489	65.2%
Finance	3,541,567	3,478,691	(62,876)	-1.8%
Legal Services	750,000	750,000	-	0.0%
Information Technology	2,194,661	2,022,562	(172,099)	-7.8%
Human Resources	647,529	689,600	42,071	6.5%
Municipal Court	1,006,645	1,055,011	48,366	4.8%
Public Safety	30,596,284	31,846,772	1,250,488	4.1%
Public Works	9,046,380	9,022,696	(23,684)	-0.3%
Recreation, Parks & Cultural Services	10,088,405	10,089,025	620	0.0%
Community Development	4,190,713	3,773,624	(417,089)	-10.0%
Non-Departmental:				
Contingency	700,000	700,000	-	0.0%
Insurance Premiums (Risk Fund)	720,250	779,750	59,500	8.3%
Gwinnett Tech Contribution (Debt Svc)	290,490	289,640	(850)	-0.3%
Total Operating Expenditures	\$ 65,443,742	\$ 67,012,265	\$ 1,568,523	2.4%
Non-Allocated/Reserve	1,880,579	-		
Non-Allocated/Reserve (One-Time Usage)	686,390	-		
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	4,352,862	5,836,799		
Recurring Capital Program	189,000	1,650,000		
Total Expenditures	\$ 72,552,573	\$ 74,499,064		

⁴ Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

GENERAL FUND SUMMARY

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

	FY 2021 AMENDED BUDGET	FY 2022 RECOMMENDED BUDGET	\$ Variance	% Variance
Expenditures (by Category):				
Personnel Services:				
Salaries	\$ 29,915,404	\$ 30,755,039	\$ 839,635	2.8%
Group Insurance	9,005,901	9,473,883	467,982	5.2%
Pension (Defined Benefit)	2,675,532	2,818,660	143,128	5.3%
Pension (401A)	2,183,255	2,367,862	184,607	8.5%
OPEB/Post Employment Healthcare	604,717	566,084	(38,633)	-6.4%
Miscellaneous Benefits	3,039,934	3,154,543	114,609	3.8%
<i>subtotal</i>	\$ 47,424,743	\$ 49,136,071	\$ 1,711,328	3.6%
Maintenance and Operations:				
Professional Services	\$ 2,561,658	\$ 2,696,938	\$ 135,280	5.3%
Repair/Maintenance	1,603,061	1,620,750	17,689	1.1%
Maintenance Contracts	2,846,574	2,850,778	4,204	0.1%
Professional Services (IT)	2,048,834	2,027,570	(21,264)	-1.0%
General Supplies	958,131	869,161	(88,970)	-9.3%
Utilities	2,897,285	2,953,175	55,890	1.9%
Legal Services	750,000	750,000	-	0.0%
Insurance Premiums (Risk Fund)	720,250	779,750	59,500	8.3%
Miscellaneous	2,028,868	1,655,887	(372,981)	-18.4%
<i>subtotal</i>	\$ 16,414,661	\$ 16,204,009	\$ (210,652)	-1.3%
Capital/Lease:	\$ 613,848	\$ 682,545	\$ 68,697	11.2%
Other Uses:				
Contingency	\$ 700,000	\$ 700,000	\$ -	0.0%
Gwinnett Tech Contribution (Debt Svc)	290,490	289,640	(850)	-0.3%
<i>subtotal</i>	\$ 990,490	\$ 989,640	\$ (850)	-0.1%
Total Operating Expenditures	\$ 65,443,742	\$ 67,012,265	\$ 1,568,523	2.4%
Non-Allocated/Reserve	1,880,579	-		
Non-Allocated/Reserve (One-Time Usage)	686,390	-		
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	4,352,862	5,836,799		
Recurring Capital Program	189,000	1,650,000		
Total Expenditures	\$ 72,552,573	\$ 74,499,064		

GENERAL FUND SUMMARY

Meeting the Internal Needs of Operating Departments

Several of the major points of the FY 2022 Budget are as follows:

- Management of personnel and compensation program to align with current market environment:
 - Staffing level at 457.5 full-time equivalents “FTE” with the funding breakdown as follows:
 - 447 full-time equivalents (funded) – includes 6 positions funded as part of the 2022 operating initiatives (Quint apparatus staffing);
 - 10.5 full-time equivalents (unfunded; budgetary savings of \$900,000); positions to remain vacant pending an identified funding source and workload justification.
 - Continuation of the annual performance-based merit program (3% on average) effective July 1, 2021 in an estimated cost of \$1 million.
- Reduction (-1% or -\$210,652) in departmental maintenance and operations budgets (General Fund) including controls on non-essential spending.
 - Net reduction is approximately -5% after adjusting for operating initiatives for 2022⁵, new initiatives (e.g. elections, municipal court office space lease, Innovation Academy field maintenance IGA, etc.), and growth drivers including risk insurance premiums (8% growth or +\$59,500 based on premium trends), maintenance of new parks (+\$42,000 for AlphaLoop, Thompson Street Park, Maddox Park, and Encore Park), and expanded Public Safety Taser program (42% growth or +\$30,000).
- The departmental operating capital/lease budget primarily represents funding for the city’s capital lease obligations (fire trucks, police tasers, etc.) coupled with minor maintenance capital needs. The FY 2022 budget experienced growth due primarily to approval of the Quint lease as part of the 2021 Mid-Year budget (replaced 1 Pumper with a dual-purpose Quint including ladder and water pumping capabilities).
- Funding from the General Fund which is available for immediate capital investment in 2022 includes the following:
 - \$5,836,799 Fund Balance for one-time capital;
 - \$1,650,000 Recurring Capital Contribution from the General Fund
 - \$7,486,799

⁵ Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

DEPARTMENTAL SUMMARIES

Departmental Summaries

Overview

The *Department Summaries* section is intended to provide detailed financial and non-financial information of the departmental operations funded within the General Fund.

This section segments departmental budgets into the following components:

- *Mission Statement* – the statement must identify the particular purpose for the department and how it relates to the city’s overall mission.
- *Goals & Objectives* – a listing of the fundamental goals and objectives which aid the department in achieving its mission. Goals stretch and challenge the department, but they must also be SMART (Specific, Measurable, Achievable, Relevant, and Timed).

Direct linkages are identified between the city’s vision/strategic priorities and departmental goals & objectives.
- *Revenue/Expenditure Summary* – the budget for the department summarized by expenditure category:
 - Personal Services: salaries, overtime, and other compensation related expenditures.
 - Maintenance & Operations: professional fees, repair & maintenance, general supplies, communications, and other operational related expenditures.
 - Capital: departmental machinery & equipment expenses.
- *Statement of Service and Performance Measures* – multi-year summary of departmental performance measurements.

DEPARTMENTAL SUMMARIES

Mayor and City Council

DONALD MITCHELL
CITY COUNCIL (POST 1)



DMitchell@alpharetta.ga.us

BEN BURNETT
CITY COUNCIL (POST 2)



BBurnett@alpharetta.ga.us

KAREN RICHARD
CITY COUNCIL (POST 3)



KRichard@alpharetta.ga.us

JIM GILVIN
MAYOR



JGilvin@alpharetta.ga.us

Mission Statement

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

JOHN HIPES
CITY COUNCIL (POST 4)



JHipes@alpharetta.ga.us

JASON BINDER
CITY COUNCIL (POST 5)



JBinder@alpharetta.ga.us

DAN MERKEL
CITY COUNCIL (POST 6)



DMerkel@alpharetta.ga.us

DEPARTMENTAL SUMMARIES

Mayor and City Council

Mission Statement

To make a positive difference in the community by efficiently managing public resources and providing effective services and leadership that exceed the expectations of our citizens.

Core Values

Excellence: We believe that expectations are the starting point; not the destination. Every member of the City of Alpharetta Team shall be dedicated to the pursuit of continuous improvement in our results and how they are achieved.

Stewardship: The citizens of Alpharetta have entrusted to us public resources and empowered us to protect, invest, and leverage them for the good and betterment of the community. We shall do so in a manner that reflects the highest ethics, exacting standards, and unwavering principles.

Integrity: The trust of the public is the foundation of our ability to conduct the business of local government and realize the City's mission. Every member of the City of Alpharetta Team shall maintain her or his reputation for honesty, straightforwardness, fair dealing, and a sincere desire to serve in the best interest of the community and citizens of Alpharetta

Service: The City of Alpharetta is committed to efficient, effective, and responsive service delivery that makes a positive difference in the community and the lives of those we serve. We shall proactively address issues and pursue opportunities, act with humility, and deliver more than what is expected.

Loyalty: Through our every word and action we shall serve, protect, and promote the community and citizens of Alpharetta; advance the City's mission; and support and work in unity with those with whom we serve.

Community Vision

Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security;



Providing a business climate that attracts the top echelon companies.

DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
N/A	\$ -	\$ -	\$ -		\$ -
TOTAL	\$ -	\$ -	\$ -		\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 109,063	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Group Insurance	128,080	165,061	171,786	184,845	188,913
FICA	6,615	7,036	7,036	9,438	9,448
Pension (Defined Benefit)	-	-	-		-
Pension (401A Contribution/Match)	12,844	15,563	18,000	18,000	18,000
Workers Compensation	3,027	3,307	3,626	3,384	3,363
OPEB Contribution	377	2,718	2,808	2,856	2,459
Miscellaneous	2,700	3,600	3,600	3,764	3,763
<i>subtotal</i>	\$ 262,705	\$ 317,284	\$ 326,856	\$ 342,287	\$ 345,946
Maintenance & Operations:					
* Mayor	\$ 7,782	\$ 8,467	\$ 9,000	\$ 7,200	\$ 7,200
* City Council Post 1	4,916	6,154	4,692	4,000	4,000
* City Council Post 2	3,936	4,975	5,000	4,000	4,000
* City Council Post 3	689	1,979	4,593	4,000	4,000
* City Council Post 4	1,954	1,513	4,472	4,000	4,000
* City Council Post 5	1,316	3,367	4,999	4,000	4,000
* City Council Post 6	3,395	958	3,527	4,000	4,000
Miscellaneous	5,840	6,845	3,278	9,018	8,946
<i>subtotal</i>	\$ 29,828	\$ 34,258	\$ 39,561	\$ 40,218	\$ 40,146
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 292,533	\$ 351,543	\$ 366,417	\$ 382,505	\$ 386,092
PERSONNEL					
Mayor	1.0	1.0	1.0	1.0	1.0
City Council	6.0	6.0	6.0	6.0	6.0
TOTAL	7.0	7.0	7.0	7.0	7.0

* Financial activity is tied to the Post and not the necessarily the current incumbent.

DEPARTMENTAL SUMMARIES

Budget Narrative

The Fiscal Year 2022 Budget for Mayor and City Council totals \$386,092 and represents an increase of 1%, or \$3,587, compared to the FY 2021 budget. This variance is solely related to growth in group health insurance premiums.

The Maintenance and Operations remained relatively flat compared to FY 2021.

Authorized personnel totals 7.0 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Mayor	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 1	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 2	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 3	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 4	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 5	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 6	1.0	1.0	1.0	1.0	1.0	-
	7.0	7.0	7.0	7.0	7.0	-



The City of Alpharetta is one of the first communities in the region to qualify for the Green Community Certification by the Atlanta Regional Commission. Certification is earned by implementing environmental sustainability practices and policies in 10 categories, ranging from energy efficiency and green building to transportation and water efficiency.

The City Council adopted the Alpharetta Green City Program in early 2009 as a comprehensive document for all the city's sustainable policies and practices. A variety of measures are incorporated in the Green City Program, including LEED or EnergyStar certification for all new local government buildings, a green fleet policy, "green" purchasing policies and more. The city received points for its water conservation requirement for new construction, which mandates that any project within the city limits demonstrate how the project will reduce water consumption by at least 10 percent to receive a permit. Other measures implemented by the City of Alpharetta are community incentives for green building and WaterSense homes, a commercial recycling requirement, installation of LED bulbs in all traffic signals and a no-idling policy for government.

DEPARTMENTAL SUMMARIES

City Administration

BOB REGUS
CITY ADMINISTRATOR

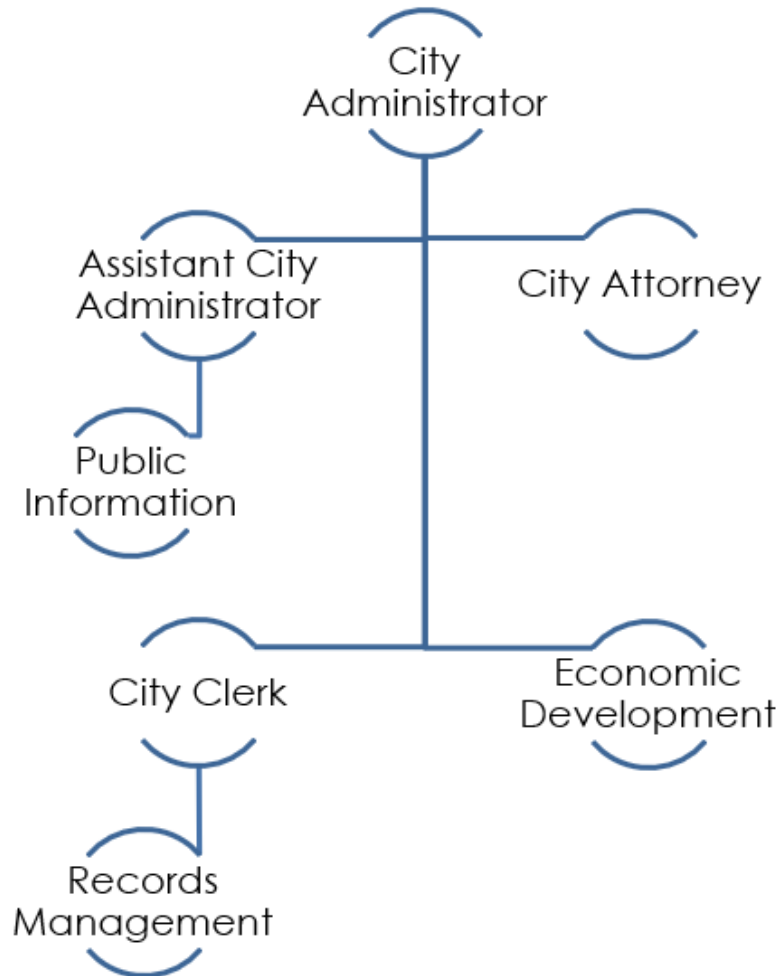


BRegus@alpharetta.ga.us

JAMES DRINKARD
ASSISTANT CITY
ADMINISTRATOR



JDrinkard@alpharetta.ga.us



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

DEPARTMENTAL SUMMARIES

City Administration

Administration, City Attorney, City Clerk, Public Information, and Economic Development

Mission Statement

The mission of the City Administrator's Office is to carry out the policies and implement the goals established by the City Council in providing services to the citizens in the most effective and economical manner while promoting awareness and understanding of services, policies, information, programs, and priorities that results in an informed and participative community.

Goals and Objectives



✓ To improve quality of service to citizens of the City of Alpharetta;



✓ To improve morale and promote teamwork among all employees;



✓ To improve coordination and administration of interdepartmental activities;



✓ To promote better communication between all levels of government and the citizens;



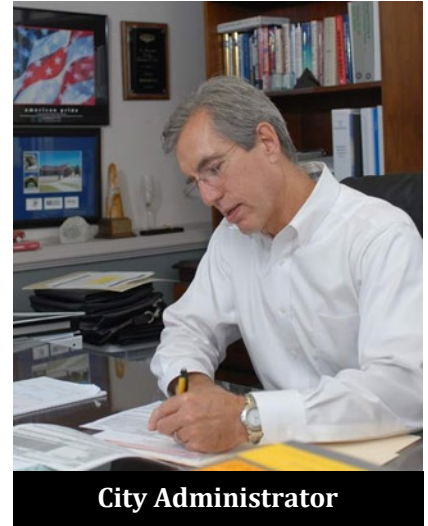
✓ To use technology to improve processes for citizen input into facets of governance;



✓ To increase the public/government interaction through the City's website; and



✓ Oversee the Economic Development efforts for the City.



City Administrator

DEPARTMENTAL SUMMARIES

Key Issues

- ✓ Continue the development of a “customer-driven” organizational culture among the staff;
- ✓ Strengthen the relationship between the City Council and staff - building bridges in communication to facilitate the relationship;
- ✓ Continue the informative, cooperative endeavor of providing the best available information for the City Council to remain effective and successful in their offices;
- ✓ Meet the service provision and service level demand of the citizens while ensuring the most cost-effective delivery of those services;
- ✓ Continue efforts toward more effective communication strategies with citizens through enhanced public awareness and public education programs;
- ✓ Seek to work with the local legislative delegation on the introduction or support of legislation that benefits the City of Alpharetta and its citizens;
- ✓ Anticipate the future population and area growth of the City as a result of continued development and annexations, ensuring staff meets the expectations of existing and new residents; and
- ✓ Continue efforts toward enhancing the compensation and benefits package to attract and retain the very best employees.



The City of Alpharetta has been awarded the *Certified City of Ethics* designation from the Georgia Municipal Association (“GMA”). This program was created to recognize cities that have adopted principles and procedures that offer guidance on ethical issues, along with a mechanism to resolve complaints at the local level.

The city has also been awarded the *City of Excellence* designation from the GMA in conjunction with Georgia Trend Magazine. This program was created to recognize Georgia’s best managed and most livable cities.



DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

City Administration General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Licenses and Permits:					
Alcohol Beverage Permits	\$ 10,150	\$ 11,200	\$ 2,300	\$ -	\$ -
Charges for Services:					
Taste of Alpharetta	-	-	-	-	-
Other (Events)	1,020	775	588	750	450
Other Revenue:					
Property Leases	-	-	-	-	-
Other	4,648	17,156	16,621	-	-
TOTAL	\$ 15,818	\$ 29,131	\$ 19,509	\$ 750	\$ 450
EXPENDITURES					
Personnel Services:					
Salaries	\$ 986,288	\$ 897,873	\$ 761,456	\$ 723,908	\$ 938,008
Overtime	88	-	-	-	-
Group Insurance	165,996	147,597	122,879	114,648	183,821
FICA	66,730	60,169	48,935	43,825	60,896
Pension (Defined Benefit)	100,437	99,253	80,260	102,738	112,581
Pension (401A Contribution/Match)	63,771	59,559	50,836	41,246	68,194
Workers Compensation	24,362	27,015	22,417	18,347	24,478
OPEB Contribution	3,115	22,789	18,216	15,483	17,799
Miscellaneous	7,433	7,743	7,200	7,526	7,772
<i>subtotal</i>	\$ 1,418,220	\$ 1,321,998	\$ 1,112,199	\$ 1,067,721	\$ 1,413,549
Maintenance & Operations:					
Professional Services	\$ 293,534	\$ 113,594	\$ 243,064	\$ 69,500	\$ 481,500
Advertising	184,783	115,804	162,385	8,750	23,750
Printing	1,342	-	3,308	-	5,000
Employee Training	30,809	9,102	6,305	9,500	12,200
Employee Travel	38,585	6,507	5,592	3,338	7,500
General Supplies	80,558	57,721	32,428	39,700	47,100
Maintenance Contracts/IT Services	103,360	88,943	79,379	85,804	134,203
Utilities	178	56	222	-	-
Miscellaneous	30,085	914	17,092	4,000	4,000
<i>subtotal</i>	\$ 763,232	\$ 392,640	\$ 549,774	\$ 220,592	\$ 715,253
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,181,453	\$ 1,714,638	\$ 1,661,974	\$ 1,288,313	\$ 2,128,802
Authorized Personnel	10.0	8.0	7.0	6.0	8.0

DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2022 Budget for City Administration totals \$2,128,802 and represents an increase of 65%, or \$840,489, compared to FY 2021. The primary drivers of this increase (\$594,169) includes the transfer of the Economic Development function from Community Development (FY 2021) to City Administration (FY 2022) as well as estimated 2021 election costs (\$155,000). The Economic Development function has historically been housed under the City Administration Department but was moved for FY 2021 to facilitate a better management linkage with the Community Development Department and is being moved back into City Administration for FY 2022 under the leadership of the newly funded Economic Development Director position.

The Personnel Services category increased 32%, or \$345,828, due primarily to the transfer of the Economic Development Division (discussed above) coupled with wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021.

Authorized personnel total 8 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Assistant City Administrator	1.0	1.0	1.0	1.0	1.0	-
Assistant City Clerk	1.0	1.0	1.0	1.0	1.0	-
City Administrator	1.0	1.0	1.0	1.0	1.0	-
City Clerk	1.0	1.0	1.0	1.0	1.0	-
Economic Development Director*	1.0	1.0	-	-	1.0	1.0
Economic Development Manager*	1.0	1.0	1.0	-	1.0	1.0
Executive Office Coordinator	1.0	1.0	1.0	1.0	1.0	-
Internal Auditor	1.0	-	-	-	-	-
Records Manager	1.0	-	-	-	-	-
Web Administrator	1.0	1.0	1.0	1.0	1.0	-
	10.0	8.0	7.0	6.0	8.0	2.0

* Positions reorganized into the Community Development Department for fiscal year 2021 and transferred back under City Administration for FY 2022 upon approval of a Director position.

The Maintenance and Operations category increased 224%, or \$494,661, due primarily to the following activity:

- Increase within multiple accounts totaling \$285,815 representing the transfer of the Economic Development function from the Community Development Department (discussed above).
- Increase in professional services and advertising of \$155,000 due to estimated costs to conduct the 2021 election under the terms of the Fulton County IGA.

DEPARTMENTAL SUMMARIES

- Increase in professional services of \$25,000 for City Administrator national recruitment services (2022 operating initiative)⁶.
- Increase in maintenance contracts and IT professional services due of \$23,659 due to general growth in software maintenance costs coupled with additional funds for citizen communication-focused software applications (e.g. Survey Monkey, TypeForm, Mailchimp, MentiMeter, etc.).

Statement of Revenues, Expenditures, and changes in Personnel

Legal Services

				FY 2021 Amended Budget	FY 2022 Recommended Budget
	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual		
REVENUES					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Maintenance & Operations:					
Professional Fees	\$ 725,172	\$ 842,459	\$ 882,013	\$ 750,000	\$ 750,000
TOTAL	\$ 725,172	\$ 842,459	\$ 882,013	\$ 750,000	\$ 750,000
PERSONNEL*	-	-	-	-	-

* City Attorney services are provided through a contractual arrangement with a private law firm.

⁶ Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on City Administration programs including performance measures and personnel.

- City Administration

Statement of Service: Serves as the administrative head of the municipal government, coordinating municipal functions in order to provide effective, efficient, and responsive services. This office also ensures that ordinances, resolutions and regulations of the City Council and laws of the State of Georgia are enforced and is responsible for public relations activities.

City Administration Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
City Administration Department annual turnover percentage	0.0%	14.3%	0.0%	0.0%	16.7%
Number of website hits	536,173	585,556	614,396	590,000	600,000
Website Unique Visitors	332,428	361,548	497,660	360,000	420,000
Website Page Views	1,177,294	1,285,007	1,296,371	1,200,000	1,200,000
% of Website New Visits	61%	60%	81%	60%	70%
Facebook Followers	7,800	11,117	13,589	13,450	16,578
Twitter Followers	8,100	9,337	10,556	11,408	12,000
Personnel Assigned:	8.0 FTE	7.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE
City Administrator	City Administrator	City Administrator	City Administrator	City Administrator	City Administrator
Asst City Admin	Asst City Admin	Asst City Admin	Asst City Admin	Asst City Admin	Asst City Admin
Executive Office Coord.	Executive Office Coord.	Executive Office Coord.	Executive Office Coord.	Executive Office Coord.	Executive Office Coord.
N/A	N/A	N/A	N/A	N/A	N/A
Web Administrator	Web Administrator	Web Administrator	Web Administrator	Web Administrator	Web Administrator
City Clerk	City Clerk	City Clerk	City Clerk	City Clerk	City Clerk
Assistant City Clerk	Assistant City Clerk	Assistant City Clerk	Assistant City Clerk	Assistant City Clerk	Assistant City Clerk
Records Manager	Records Manager	N/A	N/A	N/A	N/A
Internal Auditor					

Economic Development

Statement of Service: To promote the economic growth of Alpharetta.

City Administration - Economic Development					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Existing business contacts	425	400	418	400	415
# of New projects	9	15	19	15	20
# of Major business prospects recruited	1	2	2	3	5
Personnel Assigned:	2.0 FTE	2.0 FTE	1.0 FTE	2.0 FTE	2.0 FTE
Economic Dev Director	Economic Dev Director	N/A	Economic Dev Director	Economic Dev Director	Economic Dev Director
Economic Dev Manager	Economic Dev Manager	Economic Dev Manager	Economic Dev Manager	Economic Dev Manager	Economic Dev Manager

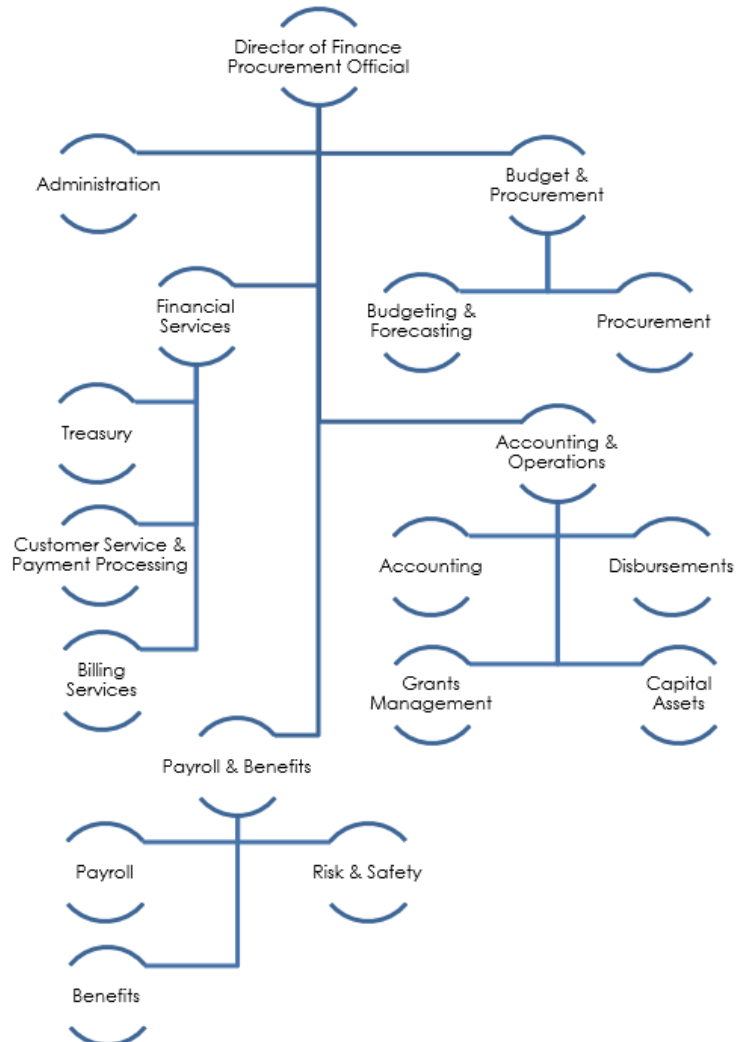
DEPARTMENTAL SUMMARIES

Finance

THOMAS G. HARRIS
DIRECTOR



THarris@alpharetta.ga.us



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

DEPARTMENTAL SUMMARIES

Finance

Administration, Accounting, Budgeting, Employee Benefits and Compensation, Procurement, Grants Management, Risk Management, Treasury, Internal and External Service

Mission Statement

The mission of the Finance Department is to plan, receive, monitor, safeguard, invest, account, and expend the financial resources of the City of Alpharetta in the highest legal, ethical, and professional standard practical, and to respond to the service needs of our internal and external customers in a timely, courteous and accurate manner.

Goals and Objectives



- ✓ Implementation of a finance/human resources system that utilizes current technology and provides heightened data analysis functionality and increases overall staff efficiencies;



- ✓ Process and procedure documentation program – conduct a comprehensive review of team processes, procedures, and practices;



- ✓ Expansion of the financial planning process – continue the development of a comprehensive long-term capital improvement program and multi-year budgeting, forecasting, and planning in order to more accurately predict our financial position in future years, and the impact current year decisions have on the city's long-range financial position;



- ✓ Update to Financial Management Program (e.g. policy revisions); and



- ✓ Design and administer innovative and cost-effective benefit programs (e.g. Health Savings Accounts and enhanced Wellness Program) that meet the needs of today's diverse workforce and enhance the city's ability to attract, retain and reward employees.



DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Finance General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 1,554,527	\$ 1,586,992	\$ 1,568,576	\$ 1,637,421	\$ 1,649,301
Overtime	-	2,760	1,149	3,000	3,000
Group Insurance	382,135	402,106	422,092	454,424	465,150
FICA	109,700	113,798	110,447	119,873	120,716
Pension (Defined Benefit)	189,117	203,743	217,163	199,706	186,526
Pension (401A Cont./Match)	78,584	96,325	108,615	122,367	129,368
Workers Compensation	39,136	44,107	50,234	46,539	47,149
OPEB Contribution	4,704	34,943	37,647	39,279	34,273
Miscellaneous	792	930	1,006	980	571
<i>subtotal</i>	\$ 2,358,694	\$ 2,485,702	\$ 2,516,929	\$ 2,623,589	\$ 2,636,054
Maintenance & Operations:					
Professional Services	\$ 344,260	\$ 296,764	\$ 317,926	\$ 313,964	\$ 306,350
Printing	29,831	26,332	23,964	29,350	27,350
Employee Travel	12,490	6,582	1,777	7,906	3,750
Employee Training	12,254	9,112	10,201	9,889	6,565
Maint. Contracts/IT Services	235,154	200,182	340,372	338,420	333,362
General Supplies	47,856	38,496	54,224	45,063	41,260
Wellness Programs	156,995	160,768	122,071	166,386	119,000
Miscellaneous	9,572	16,966	(364)	7,000	5,000
<i>subtotal</i>	\$ 848,412	\$ 755,201	\$ 870,172	\$ 917,978	\$ 842,637
Capital/Lease/Other:					
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Software Lease	110,902	-	-	-	-
Interest on Property Tax Refunds	1,519	7,080	7,280	-	-
<i>subtotal</i>	\$ 112,421	\$ 7,080	\$ 7,280	\$ -	\$ -
TOTAL	\$ 3,319,528	\$ 3,247,984	\$ 3,394,381	\$ 3,541,567	\$ 3,478,691
Authorized Personnel	21.5	21.5	21.5	21.5	21.5

FY 2022 includes 1 full-time equivalent position (Treasury Services Manager) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2022 Budget for Finance totals \$3,478,691 and represents a decrease of -2%, or -\$62,876, compared to FY 2021.

The Personnel Services category was relatively flat with FY 2021 due to departmental turnover (and associated differences in incumbent salaries and benefit elections) which partially offset the wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021.

Authorized personnel total 21.5 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*	Variance
Accountant (2FT; 1PT)	3.5	3.5	3.5	2.5	2.5	-
Accounting & Operations Manager	1.0	1.0	1.0	1.0	1.0	-
Accounting Coordinator	-	-	-	-	1.0	1.0
Accounts Payable Technician	1.0	1.0	1.0	1.0	1.0	-
Benefits Analyst	-	-	-	1.0	-	(1.0)
Benefits Manager	1.0	1.0	1.0	-	-	-
Benefits Coordinator	1.0	1.0	1.0	-	-	-
Benefits Specialist	-	-	-	1.0	1.0	-
Billing Coordinator	1.0	1.0	1.0	1.0	1.0	-
Billing/Collections Rep.	1.0	1.0	1.0	1.0	1.0	-
Budget & Procurement Coordinator	-	-	-	-	3.0	3.0
Budget & Procurement Manager	1.0	1.0	1.0	1.0	1.0	-
Cash Management Coordinator	1.0	1.0	1.0	1.0	1.0	-
Chief Accountant	1.0	1.0	1.0	1.0	-	(1.0)
Customer Account Representative	1.0	1.0	1.0	1.0	1.0	-
Director of Finance	1.0	1.0	1.0	1.0	1.0	-
Office Manager	1.0	1.0	1.0	1.0	1.0	-
Payroll Coordinator	1.0	1.0	1.0	1.0	-	(1.0)
Payroll & Benefits Coordinator	-	-	-	-	1.0	1.0
Payroll & Benefits Manager	-	-	-	-	1.0	1.0
Payroll Specialist	-	-	-	1.0	1.0	-
Safety/Risk Administrator	1.0	1.0	1.0	1.0	1.0	-
Senior Budget & Procurement Analyst	3.0	3.0	3.0	3.0	-	(3.0)
Treasury Services Manager	1.0	1.0	1.0	1.0	1.0	-
	21.5	21.5	21.5	21.5	21.5	-

* FY 2022 includes 1 full-time equivalent position (Treasury Services Manager) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance and Operations category decreased -8%, or -\$75,341, to align with forecasted revenue trends resulting from the COVID-19 pandemic. These reductions were spread across all accounts based on a prioritization of need and will not impact core operational service delivery. The largest reduction occurred within the Wellness Program function (-\$47,386).

DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Finance programs including performance measures and personnel.

- Administration

Statement of Service: The purpose of the administrative arm of the Department of Finance is to facilitate the success of the operating divisions of the department through the provision of oversight, staff support, and internal and public advocacy. Finance administration provides fiduciary oversight and support to the various departments of the city and communicates the financial health of the city to the Mayor, City Council, and stakeholders. Administration is also responsible for cash and debt management.

Finance Admin Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of New GAAP/GASB financial requirements implemented	3	3	3	3	3
Bond rating maintained or upgraded	Maintain Aaa - AAA	Maintain Aaa - AAA	Maintain Aaa - AAA	Maintain Aaa - AAA	Maintain Aaa - AAA
Cash management program maximizing interest returns (all funds)	\$1,196,713	\$2,717,547	\$2,184,465	\$925,056	\$599,231
Personnel Assigned:	Finance Admin 2.0 FTE	Finance Admin 2.0 FTE	Finance Admin 2.0 FTE	Finance Admin 2.0 FTE	Finance Admin 2.0 FTE
	Director of Finance Office Manager	Director of Finance Office Manager	Director of Finance Office Manager	Director of Finance Office Manager	Director of Finance Office Manager
	Risk Mgmt. 1.0 FTE	Risk Mgmt. 1.0 FTE	Risk Mgmt. 1.0 FTE	Risk Mgmt. 1.0 FTE	
	Safety/Risk Administrator	Safety/Risk Administrator	Safety/Risk Administrator	Safety/Risk Administrator	

- Internal Services

Statement of Service: The internal services arm of the Department of Finance includes Accounting & Operations along with Budgeting & Procurement Services, each further defined as:

- *Budget & Procurement:* The purpose of the budget/procurement division is to facilitate the financial planning process. This is accomplished through the budgeting and expenditure monitoring process in order to effectively distribute available resources consistent with city objectives and priorities. Responsibilities also include supporting all city departments with financial information, activities, transactions, and administration of their annual financial plan.

DEPARTMENTAL SUMMARIES

- **Accounting & Operations:** Accounting services records the city's financial transactions. Responsibilities include financial reporting and disbursement activities. The accounting function also provides financial data for the purpose of compiling management and public reports which reflect the financial condition of the city in accordance with Generally Accepted Accounting Principles.

Accounting, Budget, Procurement Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
Audited CAFR to be published within 180 days of fiscal year end	12/20/2018	12/5/2019	12/30/2020**	11/25/2021	11/25/2022
GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes
GFOA Outstanding Achievement in Popular Annual Financial Reporting	Yes	Yes	Yes	Yes	Yes
GFOA Distinguished Budget Award	Yes	Yes	Yes	Yes	Yes
Percentage of General Fund departments within appropriated budget*	91%	91%	91%	100%	100%
% of Budgeted employees participating in direct deposit	99%	99%	99%	99%	99%
Average # of vendor responses to Bids/Requests for Proposals	6	5	4	6	6
Accounting Services 7.5 FTE	Accounting Services 7.5 FTE	Accounting Services 7.5 FTE	Accounting Services 7.5 FTE	Accounting Services 7.5 FTE	Accounting Services 5.5 FTE
Accounting & Op. Mgr.	Accounting & Op. Mgr.	Accounting & Op. Mgr.	Accounting & Op. Mgr.	Accounting & Op. Mgr.	Accounting & Op. Mgr.
Chief Accountant	Chief Accountant	Chief Accountant	Chief Accountant	Chief Accountant	Accounting Coordinator
Accountant (3.5)	Accountant (3.5)	Accountant (3.5)	Accountant (3.5)	Accountant (3.5)	Accountant (2.5)
Payroll Coordinator	Payroll Coordinator	Payroll Coordinator	Payroll Coordinator	Payroll Coordinator	Accounts Payable
Accounts Payable	Accounts Payable	Accounts Payable	Accounts Payable	Accounts Payable	Technician
Technician	Technician	Technician	Technician	Technician	
					Payroll & Benefits 5 FTE
					Payroll & Benefits Mgr.
					Benefits Specialist
					Payroll & Benefits Coord.
					Payroll Specialist
					Safety/Risk Amin.
Budget/Procurement 4 FTE	Budget/Procurement 4 FTE	Budget/Procurement 4 FTE	Budget/Procurement 4 FTE	Budget/Procurement 4 FTE	Budget/Procurement 4 FTE
Budget & Procurement Mgr.	Budget & Procurement Mgr.	Budget & Procurement Mgr.	Budget & Procurement Mgr.	Budget & Procurement Mgr.	Budget & Procurement Mgr.
Sr. Budget & Procurement	Sr. Budget & Procurement	Sr. Budget & Procurement	Sr. Budget & Procurement	Sr. Budget & Procurement	Sr. Budget & Procurement
Analyst (3)	Analyst (3)	Analyst (3)	Analyst (3)	Analyst (3)	Analyst (3)
Total Personnel Assigned Internal Services:	11.5 FTE	11.5 FTE	11.5 FTE	11.5 FTE	14.5 FTE

* Legal Services is the only department that has gone over its appropriations. Legal services represents professional services expenses to a private legal firm.

** COVID-19 Pandemic slowed auditor response times.

DEPARTMENTAL SUMMARIES

- External Services**

Statement of Service: The purpose of the external services team is to provide accurate and efficient services to City of Alpharetta residents, businesses, and stakeholders through timely and accurate billing and collections processes and outstanding customer service.

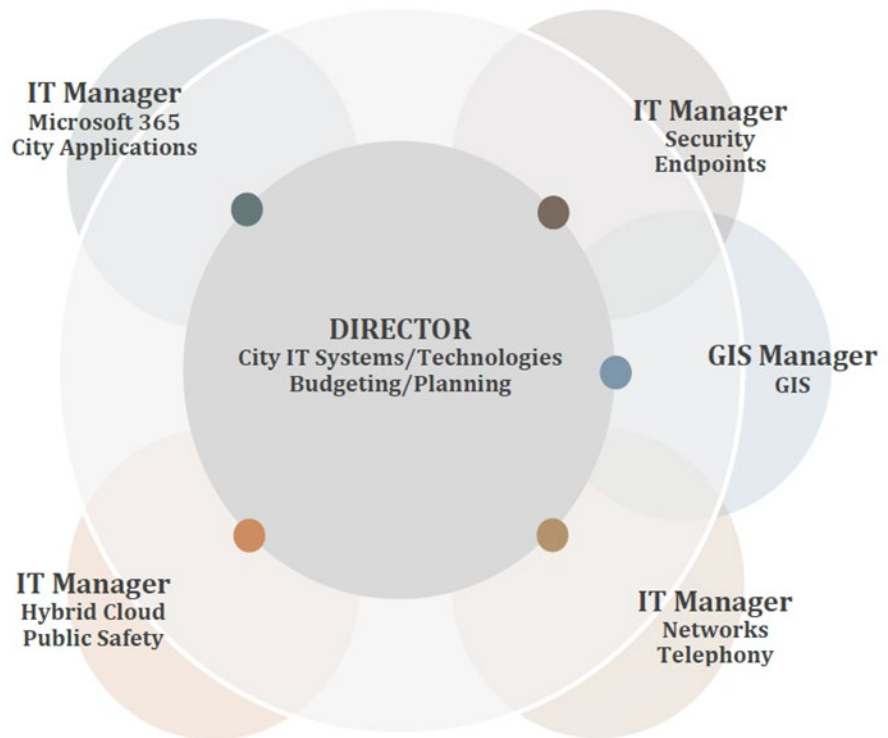
Financial Services Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target* FY 2021	Target* FY 2022
% of bills generated on time	99%	99%	99%	99%	99%
% of bills collected on time	95%	95%	95%	95%	95%
# of Real estate tax bills generated	20,152	20,674	20,989	21,197	21,429
# of Personal property tax bills	3,030	3,055	3,128	3,096	2,900
# of Liens processed	86	127	135	150	150
# of Sanitation customers	16,277	16,382	16,550	16,696	17,000
% of Delinquent sanitation Accts	<10%	<10%	<10%	<10%	<10%
Personnel Assigned:	6.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE**
Treasury Services Manager	Treasury Services Manager	Treasury Services Manager	Treasury Services Manager	Treasury Services Manager	Treasury Services Manager
Billing Coordinator	Billing Coordinator	Billing Coordinator	Billing Coordinator	Billing Coordinator	Billing Coordinator
Cash Management Coordinator	Cash Management Coordinator	Cash Management Coordinator	Cash Management Coordinator	Cash Management Coordinator	Cash Management Coordinator
Billing/Collections Representative	Billing/Collections Representative	Billing/Collections Representative	Billing/Collections Representative	Billing/Collections Representative	Billing/Collections Representative
2 Customer Account Representative	2 Customer Account Representative	2 Customer Account Representative	2 Customer Account Representative	2 Customer Account Representative	2 Customer Account Representative

* Includes 1 Treasury Services Manager position that is unfunded in the current budget proposal for 2021 and will remain vacant pending an identified funding source and workload justification.

** Includes 1 Customer Account Representative that is funded through the Solid Waste Fund.

DEPARTMENTAL SUMMARIES

Information Technology



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

DEPARTMENTAL SUMMARIES

Information Technology

Administration, Network, and Systems

Mission Statement

Information Technology's mission is to provide high quality technology products, services and human resources to City departments that enable them to accomplish their goals and objectives. The Information Technology Department strives to continuously improve the delivery of services and minimize costs while accommodating future City growth.

Goals and Objectives

As we accomplish our mission, the City of Alpharetta Information Technology Department will be known to provide high quality services by:

-  ✓ Being recognized by City departments as having a high level of skill and knowledge;
-  ✓ Providing excellent service to all City departments as measured by the City's performance standards;
-  ✓ Acquiring and supporting proven, sustainable technology solutions that are continually maintained and updated; and
-  ✓ Helping City departments to improve and extend the functionality of major systems by offering systems integration and software development services.

DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Information Technology General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2021 Recommended Budget
REVENUES					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 994,117	\$ 1,030,097	\$ 1,141,452	\$ 1,191,783	\$ 1,146,582
Group Insurance	211,182	223,431	261,312	306,017	305,173
FICA	72,841	74,945	83,668	90,572	86,435
Pension (Defined Benefit)	107,093	100,618	106,663	121,870	131,986
Pension (401A Cont./Match)	64,633	80,672	90,553	99,288	93,444
Workers Compensation	25,439	28,195	31,967	33,441	33,810
OPEB Contribution	3,114	22,734	24,384	28,223	24,579
Miscellaneous	408	544	542	-	980
<i>subtotal</i>	\$ 1,478,827	\$ 1,561,237	\$ 1,740,540	\$ 1,871,194	\$ 1,822,989
Maintenance & Operations:					
Professional Services	\$ 24,140	\$ 20,044	\$ 22,446	\$ 10,000	\$ -
Employee Travel	24,292	19,638	14,016	10,000	2,000
Employee Training	18,766	16,874	15,994	15,000	14,000
Maintenance Contracts/IT Svcs.	47,278	68,654	175,375	272,967	173,323
General Supplies	7,481	8,584	18,334	12,000	10,000
Utilities	-	-	-	-	-
Small Equipment	45	4,118	7,491	2,250	-
Miscellaneous	1,580	2,351	532	1,250	250
<i>subtotal</i>	\$ 123,583	\$ 140,262	\$ 254,188	\$ 323,467	\$ 199,573
Capital/Other	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,602,409	\$ 1,701,499	\$ 1,994,728	\$ 2,194,661	\$ 2,022,562
Authorized Personnel	11.0	11.0	12.0	12.0	12.0

Budget Narrative

The FY 2022 Budget for Information Technology totals \$2,022,562 and represents a decrease of -8%, or -\$172,099, compared to FY 2021.

The Personnel Services category decreased -3%, or -\$48,205, due to multiple factors including: departmental turnover (and associated differences in incumbent salaries and benefit elections); wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021; all of which is offset through elimination of funding for the vacant IT Analyst position. This position is still part of the city's authorized workforce

DEPARTMENTAL SUMMARIES

and will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

Authorized personnel total 12 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*	Variance
Chief Security Officer	-	-	1.0	1.0	1.0	-
CityWorks IT Administrator	-	-	1.0	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
GIS Manager	1.0	1.0	1.0	1.0	1.0	-
IT Administrator	-	-	4.0	4.0	4.0	-
IT Analyst	-	-	1.0	1.0	1.0	-
IT Manager	4.0	4.0	3.0	3.0	3.0	-
Network Administrator	2.0	2.0	-	-	-	-
Network Analyst II	1.0	1.0	-	-	-	-
Systems Analyst II	2.0	2.0	-	-	-	-
	11.0	11.0	12.0	12.0	12.0	-

* FY 2022 includes 1 full-time equivalent position (IT Analyst) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance & Operations category decreased -38%, or -\$123,894, due primarily to reductions in maintenance contracts and general/IT professional services (-\$99,644), travel/training (-\$9,000), and professional services (-\$10,000) to align with forecasted revenue trends resulting from the COVID-19 pandemic.

DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Information Technology programs including performance measures and personnel.

- Information Technology**

Statement of Service: Information Technology provides hardware, software and support services to all departments in technology related areas.

LEGEND
A = met or exceeded target
B = within 15% of target
C = missed target by more than 15%

Performance Measures (Calendar Year Stats)

	Actual CYear 2016	Actual CYear 2017	Actual CYear 2018	Actual CYear 2019	Actual CYear 2020	Department Target	Results
Telephone							
Repairs							
Number	68	54	66	39	28		28
Number resolved w/in 24 hours	60	47	44	28	24		24
% resolved w/in 24 hours	88.24%	87.04%	66.67%	71.79%	85.71%	60.00%	A
Service Requests							
Number	158	133	144	167	131		131
Number resolved on time	144	130	135	145	123		123
% resolved on time	91.14%	97.74%	93.75%	86.83%	93.89%	90.00%	A
Network							
Repairs							
Number	256	318	288	221	188		188
Number resolved w/in 24 hours	220	260	259	207	180		180
% resolved w/in 24 hours	85.94%	81.76%	89.93%	93.67%	95.74%	80.00%	A
Service Requests							
Number	281	299	274	245	188		188
Number resolved on time	253	279	240	222	179		179
% resolved on time	90.04%	93.31%	87.59%	90.61%	95.21%	90.00%	A
Outages							
Number (including maintenance)	37	21	17	12	14		14
Avg. duration in hours	1.16	0.92	1.30	1.60	1.20		
Applications							
Repairs							
Number	751	872	934	1,208	1,431		1,431
Number resolved w/in 24 hours	535	706	775	899	1,156		1,156
% resolved w/in 24 hours	71.24%	80.96%	82.98%	74.42%	80.78%	70.00%	A
Desktop							
Repairs							
Number	1,099	946	988	934	899		899
Number resolved w/in 24 hours	750	728	711	727	689		689
% resolved w/in 24 hours	68.24%	76.96%	71.96%	77.84%	76.64%	60.00%	A
Service Requests							
Number	929	888	844	944	991		991
Number resolved on time	851	822	784	888	904		904
% resolved on time	91.60%	92.57%	92.89%	94.07%	91.22%	90.00%	A
Helpdesk							
Number total calls	4,089	4,318	3,841	4,487	4,891		4,891
Number resolved w/in 4 hours	1,406	1,698	1,391	1,981	2,077		2,077
Number resolved w/in 8 hours	501	777	684	567	600		600
% resolved w/in 8 hours	46.64%	57.32%	54.02%	56.79%	54.73%	40.00%	A
GIS							
Number total cases	354	322	268	314	277		277
Number resolved on time	295	280	222	267	253		253
% resolved on time	83.33%	86.96%	82.84%	85.03%	91.34%	80.00%	A
Emails							
Number	1,389,156	1,756,752	2,178,655	2,788,432	3,144,446		3,144,446
SPAM blocked	699,478	867,581	999,346	1,389,329	1,587,319		1,587,319
Viruses blocked	428,777	421,483	447,831	513,220	789,342		789,342
% SPAM	50.35%	49.39%	45.87%	49.82%	50.48%		50.48%
% viruses	30.87%	23.99%	20.56%	18.41%	25.10%		25.10%
Servers							
Avg. number	183	177	118	137	117		117
% availability (including maint.)	99.84%	99.88%	99.24%	99.36%	99.46%	99.00%	A

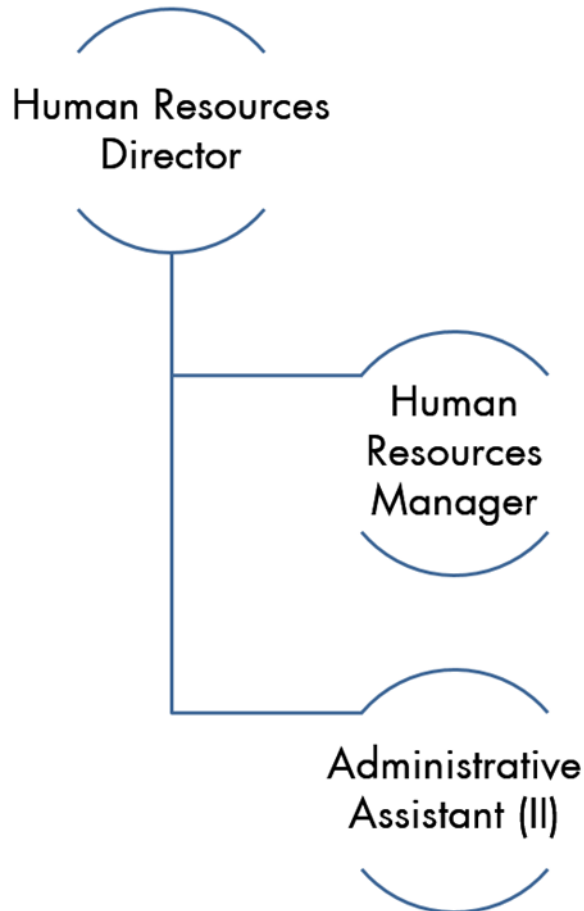
DEPARTMENTAL SUMMARIES

Human Resources

CRIS RANDALL
HUMAN RESOURCES
DIRECTOR



CRandall@alpharetta.ga.us



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Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

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DEPARTMENTAL SUMMARIES

Human Resources

Administration, Talent and Compensation Management, Employee Relations, Development, Recruitment and Retention

Mission Statement

It is the mission of the Human Resources Team to recruit, retain, and develop an efficient, creative, and professional workforce capable of meeting the current and future needs and expectations of the City of Alpharetta and the citizens and customers whom we exist to serve.

Synopsis

To successfully carryout our core mission, the Human Resources Team shall:



Human Resources Team

- ✓ Ensure that employees are provided the same concern, respect, and caring attitude within the organization that they are expected to share with every customer, both external and internal;
- ✓ Be committed to achieve the highest standards of public administration through sound HR practices, to ensure compliance with federal and local employment laws;
- ✓ Act as a catalyst in providing employees with the support, training and development needed to fulfill the duties and responsibilities of their position as a public servant and contribute at optimum levels towards the success of the community and the City of Alpharetta;
- ✓ Establish, administer, and effectively communicate sound policies, rules, and practices that treat employees with dignity, respect and equality while maintaining compliance with employment and labor laws, organizational directives, and the mission, vision and core values of the City of Alpharetta;
- ✓ Act as strategic partner and trusted advisor to senior management and supervisory staff on talent management, workforce planning and staffing, organizational effectiveness, training and development, engagement and corrective actions, compliance, and related matters; and
- ✓ Collaborate with Finance Department to develop and provide a competitive salary and benefit package that supports our employees and meets the needs and goals of the City of Alpharetta.

DEPARTMENTAL SUMMARIES

Goals and Objectives

-  ✓ Develop and maintain appropriate personnel policies and procedures that provide flexibility in the management of personnel while maintaining compliance with current employment law and practice so as to effectively protect the City;
-   ✓ Improve operational efficiency, effectiveness and reduce costs by elevating the overall health and wellbeing of our employees;
-   ✓ Develop, implement, evaluate and communicate job classification and compensation policies and programs. This is a critical HR role as a well-designed classification and compensation system will help attract, motivate and retain employees as well as work within fiscal constraints;
-  ✓ Develop and deliver effective training programs to all employees so as to constantly improve customer service delivery, efficiency of operations, and the overall effectiveness and professionalism of the organization;
-   ✓ Identify and develop internal talent and future organization leaders to build succession pipelines to meet current and future talent needs in critical roles;
-   ✓ Develop and maintain a Strategic Human Resources Plan to ensure continuity of operations, effective succession planning in key positions, appropriate staffing to meet City goals and customer service expectations, and anticipate fiscal needs and impacts;
-  ✓ Serves as a resource for employees and supervisors to ensure positive City-employee relationships. Assist and educate employees about operating within the bounds of personnel policies. Assist supervisors address difficult employee situations, help in resolving labor disputes, and respond with the appropriate level of corrective action while working to prevent retaliation;
-  ✓ Elevate and maintain employee engagement by enhancing communication channels and fostering an information rich environment; and
-   ✓ Leverage technology to enhance the effectiveness and efficiencies of certain labor intense HR functions and automate routine and administrative tasks in order to be able to focus on more strategic tasks.

DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Human Resources

General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Public Records Requests	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 139,789	\$ 179,337	\$ 262,440	\$ 277,848	\$ 282,949
Overtime	-	57	116	250	200
Group Insurance	11,661	15,100	25,896	38,586	39,529
FICA	13,647	16,381	22,849	20,719	21,395
Pension (Defined Benefit)	19,905	21,426	22,793	26,117	28,666
Pension (401A Cont./Match)	7,528	11,717	19,905	21,744	26,077
Workers Compensation	3,513	3,962	8,149	7,633	7,857
OPEB Contribution	430	3,197	6,199	6,438	5,701
Citywide Educational Programs	30,999	36,734	34,025	55,000	55,000
Miscellaneous	163	-	-	-	408
<i>subtotal</i>	\$ 227,634	\$ 287,910	\$ 402,372	\$ 454,335	\$ 467,782
Maintenance & Operations:					
Professional Services	\$ 58,933	\$ 67,402	\$ 41,824	\$ 70,000	\$ 65,000
Employee Travel	216	2,272	1,109	3,000	1,000
Employee Training	2,084	3,283	6,188	3,500	3,500
Maintenance Contracts/IT Svcs.	6,560	6,971	39,643	41,969	74,593
General Supplies	5,955	9,771	4,853	7,725	8,725
Employee Recognition	64,821	66,479	57,181	64,500	65,000
Miscellaneous	1,338	6,867	1,214	2,500	4,000
<i>subtotal</i>	\$ 139,906	\$ 163,045	\$ 152,012	\$ 193,194	\$ 221,818
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 367,541	\$ 450,955	\$ 554,384	\$ 647,529	\$ 689,600
Authorized Personnel	2.0	3.0	3.0	3.0	3.0

Budget Narrative

The FY 2022 Budget for Human Resources totals \$689,600 and represents an increase of 6%, or \$42,071, compared to FY 2021.

The Personnel Services category increased 3%, or \$13,447 due primarily to wage increases associated with the 3.0% performance-based merit program scheduled for July 1, 2021, growth in group insurance premiums, etc.

DEPARTMENTAL SUMMARIES

Authorized personnel total 3 full-time-equivalents (“FTE”) and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Administrative Assistant II	1.0	1.0	1.0	1.0	1.0	-
Human Resources Manager	1.0	1.0	1.0	1.0	1.0	-
Director of Human Resources	-	1.0	1.0	1.0	1.0	-
	2.0	3.0	3.0	3.0	3.0	-

The Maintenance & Operations category increased 15%, or \$28,624, due primarily to 2022 operating initiatives (further NeoGov software enhancements⁷), incremental growth in HR software improvements (e.g. existing NeoGov software functionality), and growth in the citywide IT Professional Services cost allocation. After adjusting for the 2022 operating initiative funding, the base maintenance & operations growth totals 2%.

Performance Measurement

The following section provides detailed information on Human Resources programs including performance measures and personnel.

- **Administration**

Statement of Service: The administrative function monitors legal compliance and employee relations in order to effectively administer sound policies, and practices that will treat all employees equally while maintaining compliance with employment and labor laws.

Human Resources Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
Human Resources Dept. annual turnover percentage	0.0%	0.0%	0.0%	0.0%	0.0%
City-wide turnover percentage	9.40%	11.80%	8.18%	9.00%	9.50%
Total # full-time equivalents (full-time, part-time, seasonal, and elected)	528	573	565	551	560
HR staff to total full-time equivalent employee ratio	264:01	191:01	188.33	183.66	186.67
	0.379	0.524	0.531	0.544	0.536
Personnel Assigned:	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE
	Admin Assistant II	Admin Assistant II	Admin Assistant II	Admin Assistant II	Admin Assistant II

HR-staff-to-employee-ratio represents the number of HR staff per 100 employees supported by HR in the organization. SHRM's most recent Human Capital Benchmarking Study shows the average HR-to-employee ratio in 2018 was 2.60.

⁷ Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

DEPARTMENTAL SUMMARIES

- Recruitment and Retention**

Statement of Service: The recruitment and retention function facilitate programs to continually increase the quality of the workforce through placing, training, and retaining highly qualified individuals who have the educational background, knowledge, and competencies to perform at above average levels.

Human Resources Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
Employment & Retention					
Average cost per hire - Regular positions	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Average cost per hire - Seasonal positions	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
# of Online job postings hits	n/a	6142*	36,459	15,000**	51,000
# of Job interest cards received	n/a	634*	1,347	2,000	2,500
# of Applications reviewed	775	767	342	910	1,500
# of Qualified applications processed	155	153	193	182	210
# of New hires - Regular positions	48	54	40	35	30
# of New hires - Seasonal positions	50	70	70	70	70
# of Internal promotions	19	24	22	8	15
# of Separations	105	121	115	120	110
# New hire orientation sessions	48	54	40	35	30
Workforce Management					
% of Employees rated "Exceeds" on annual merit review	17.5%	27.3%	37.4%	42.0%	49.0%
% of Employees rated "Meets" on annual merit review	82.6%	72.7%	62.6%	58.0%	51.0%
% of Employees underperforming on annual performance review	0.0%	0.0%	0.0%	0.0%	0.0%
% of Employees on "Performance Improvement Plan"	0.0%	0.0%	1.3%	1.0%	1.0%
# Employee Relation Cases		28	31	25	20
Education Incentive - Professional Development					
# enrollments by program***					
Doctorate Degree	2	2	1	0	0
Master's Degree	3	5	4	1	5
Bachelor's Degree	12	9	10	5	10
Associate's Degree	3	1	1	1	3
Certificate Programs	0	0	2	2	2
Total # of employees receiving education incentive	20	17	18	9	20
Personnel Assigned:					
	1.0 FTE	2.0 FTE	2.0 FTE	2.0 FTE	2.0 FTE
		Director of Human Resources	Director of Human Resources	Director of Human Resources	Director of Human Resources
	Human Resources Manager	Human Resources Manager	Human Resources Manager	Human Resources Manager	Human Resources Manager

*New Applicant Tracking System (NEOGOV) implemented on Sept., 2019.

**Operating under hiring freeze for certain non-Public Safety positions.

*** FY21 and FY22 - program partially unfunded due to budget constraints

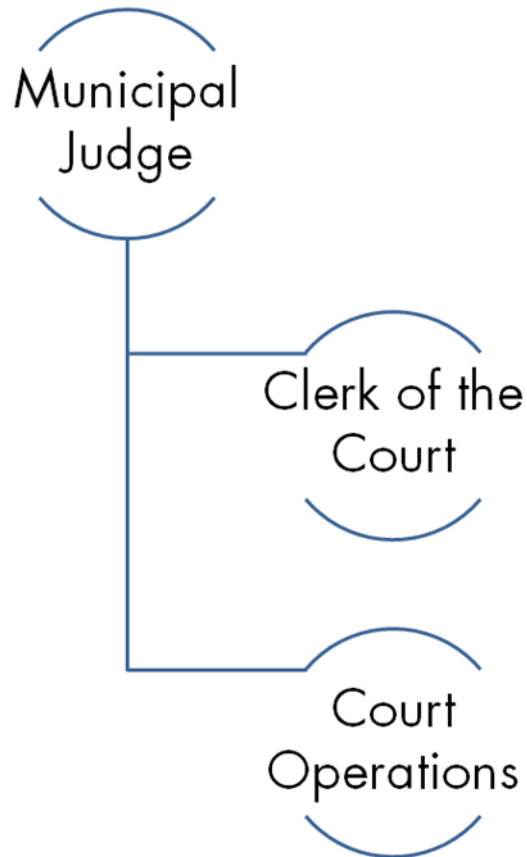
DEPARTMENTAL SUMMARIES

Municipal Court

BROOKE LAPPIN
DIRECTOR



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Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

DEPARTMENTAL SUMMARIES

Municipal Court

Administration, Employee Recruitment and Retention

Mission Statement

To grow and maintain sufficient staffing, infrastructure and general court services for the City of Alpharetta; to educate and inform persons who attend court; to ensure the citizens' rights are observed and protected; to achieve justice and fundamental fairness in all matters including cases that go to trial and those that are settled pre-trial; and to efficiently and responsibly serve all citizens living in the community.

Goals and Objectives

-   ✓ Provide professional, quality service;
-   ✓ Monitor court sessions and continue to improve efficiency;
-   ✓ Develop operations guide to use internally;
-   ✓ Implement the new eCourts software system;
-   ✓ Enhance reporting to state and city departments;
-   ✓ Review and enhance current reports/forms;
-   ✓ Enhance the current data that is shared between Court/Police;
-   ✓ Review, improve, and update day to day operations;
-   ✓ Provide proper training to insure compliance with all State laws and regulations; and
-   ✓ Continue to cross-train employees.

DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Municipal Court General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ 64,678
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 64,678
EXPENDITURES					
Personnel Services:					
Salaries	\$ 417,285	\$ 355,800	\$ 330,104	\$ 361,048	\$ 427,890
Group Insurance	106,364	92,507	70,243	97,370	101,211
FICA	29,972	25,531	24,251	27,210	25,560
Pension (Defined Benefit)	43,842	46,617	33,429	31,311	18,145
Pension (401A Cont./Match)	25,970	24,933	27,319	29,999	42,795
Workers Compensation	11,697	11,854	13,904	10,778	11,655
OPEB Contribution	1,431	9,576	10,590	9,105	8,470
Miscellaneous	686	784	-	734	-
<i>subtotal</i>	\$ 637,247	\$ 567,603	\$ 509,841	\$ 567,555	\$ 635,726
Maintenance & Operations:					
Professional Services	\$ 243,994	\$ 265,152	\$ 252,699	\$ 275,000	\$ 201,500
Printing	10,249	8,314	8,336	12,000	6,000
Maintenance Contracts/IT Svcs.	47,274	60,620	68,427	110,320	84,585
General Supplies	10,528	13,865	16,013	12,100	12,100
Utilities	25,473	19,586	21,544	24,175	24,175
Miscellaneous	8,426	38,758	12,574	5,495	90,925
<i>subtotal</i>	\$ 345,944	\$ 406,295	\$ 379,594	\$ 439,090	\$ 419,285
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 983,191	\$ 973,898	\$ 889,434	\$ 1,006,645	\$ 1,055,011
Authorized Personnel	9.0	8.0	8.0	8.0	7.0

Budget Narrative

The FY 2022 Budget for Municipal Court totals \$1,055,011 and represents an increase of 5%, or \$48,366, compared to FY 2021.

The Personnel Services category increased 12%, or \$68,171, due to multiple factors including: departmental turnover (and associated differences in incumbent salaries and benefit elections); wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021; transfer of bailiff overtime appropriations (\$90,000) from the Public Safety Department to allow for more direct management control; all of which

DEPARTMENTAL SUMMARIES

is partially offset through the elimination of 1 FTE during FY 2021 (Administrative Assistant I position).

Authorized personnel total 7 full-time-equivalents (“FTE”) and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Administrative Assistant I	-	-	-	1.0	-	(1.0)
Director	1.0	1.0	1.0	1.0	1.0	-
Deputy Clerk I	1.0	1.0	1.0	-	-	-
Deputy Clerk II	5.0	4.0	4.0	4.0	4.0	-
Deputy Clerk III	1.0	1.0	1.0	1.0	1.0	-
Judge	1.0	1.0	1.0	1.0	1.0	-
	9.0	8.0	8.0	8.0	7.0	(1.0)

* FY 2022 includes 1 full-time equivalent position (Deputy Clerk III) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance and Operations category decreased -5%, or -\$19,805, due primarily to the following activity:

- Decrease in professional fees of -\$73,500 due primarily to software system improvements (including passing credit card processing fees to the end-user) and realigning service needs (court appointed attorneys, solicitors, etc.).
- Decrease in maintenance contracts/IT professional services of -\$25,735 due primarily to the recognition that the City will not incur costs associated with the new eCourts system during FY 2022.
- All of which is partially offset through new costs for the leasing of office space for court operations from the City of Milton (\$82,000).

DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Municipal Court programs including performance measures and personnel.

- **Violations Bureau**

Statement of Service: The purpose of the Municipal Court is to process all alleged violations of city Ordinances and certain state laws in a fair, impartial, expeditious, accurate, and fiscally responsible manner. The Violations Bureau holds traffic and state court, monitors and handles all cash bonds and manages all Court records.

Municipal Court Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021*	Target FY 2022*
# of Citations received to process	12,830	14,268	9,503	14,350	15,000
Total # of cases disposed	10,803	13,019	11,198	12,875	13,000
# of Court sessions	242	242	238	218	216
Annual deposits (Court Fines)	\$1,793,974	\$1,834,716	\$1,657,373	\$1,800,000	\$1,750,000
Personnel Assigned:	9.0 FTE	8.0 FTE	8.0 FTE	8.0 FTE	7.0 FTE
	Municipal Judge	Municipal Judge	Municipal Judge	Municipal Judge	Municipal Judge
	Director	Director	Director	Director	Director
	Deputy Clerk III	Deputy Clerk III	Deputy Clerk III	Deputy Clerk III	Deputy Clerk III
	Deputy Clerk II (5)	Deputy Clerk II (4)	Deputy Clerk II (4)	Deputy Clerk II (4)	Deputy Clerk II (4)
	Deputy Clerk I	Deputy Clerk I	Deputy Clerk I	Admin Assistant I	

* Includes 1 Deputy Clerk III position that is unfunded in the current budget proposal for 2022 and will remain vacant pending an identified funding source and workload justification.

DEPARTMENTAL SUMMARIES

Public Safety

JOHN ROBISON
DIRECTOR



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Providing a business climate that attracts the top echelon companies.

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DEPARTMENTAL SUMMARIES

Public Safety

*Administration, Police, Fire, and Emergency
911*

Mission Statement

Public Safety: It is the **Mission** of the **Alpharetta Department of Public Safety** to **Enhance** the **Quality of Life** of those that **Live, Work, and Play** in the **City of Alpharetta**.

Police Services strives to ensure the highest quality of life for its citizens through developing and maintaining partnerships with the community. We take pride in the fact that all contacts with the public are professional and at all times personify the highest levels of honor, integrity, ethics and justice, entrusted to us by those we are sworn to serve.

Fire and Emergency Services is a proactive, customer-oriented emergency services provider. Our objective is to provide the best possible fire and emergency medical services. Our goal is to maximize the saving of lives, minimize the loss of property and avoid loss whenever possible through prevention and education.



Fire Services

Goals and Objectives

Police Services



- ✓ Crime Prevention - Partner with the community through the Alpharetta Community of Excellence (ACE) program, Crime-Free Multifamily Housing, and building partnerships and mitigating problems through education and enforcement;



- ✓ Uniform Patrol - Increase visible presence in the community with an emphasis on residential neighborhoods;



- ✓ Criminal Investigation - Maintain a case clearance rate above national averages through strong local investigative efforts and appropriate partnerships with other federal, state and local law enforcement agencies; and



- ✓ Traffic Safety - Identify and address traffic and pedestrian concerns through engineering, education, and enforcement. Build an effective strategy utilizing a collaborative effort between city departments.

DEPARTMENTAL SUMMARIES

Fire Services

-  ✓ Maintain a minimum on-duty staffing level of not less than 23 Firefighter/EMT or Paramedics at all times;
-  ✓ Assure all firefighters are certified at the National Professional Qualifications Firefighter II Level;
-  ✓ Maintain a minimum of 240 hours of annual training and career development for each career firefighter;
-  ✓ Place the first fire apparatus on the scene of an emergency within five minutes of dispatch at least 90% of the time;
-  ✓ Place a minimum of 14 firefighters on the scene of a structure fire within seven minutes of dispatch at least 90% of the time;
-  ✓ Place an advance life support paramedic on the scene of a medical emergency within five minutes of dispatch at least 90% of the time;
-  ✓ Present programs of fire safety education to 80% of all preschool children and 95% of all first and fourth grade students who reside within the City; and
-  ✓ Conduct a fire safety inspection and/or design a pre-fire plan for every non-residential occupancy annually.



DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Public Safety General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Licenses and Permits					
Alcohol Beverage	\$ 670,979	\$ 676,671	\$ 26,925	\$ -	\$ -
Other	42,191	46,243	23,635	750	100
Intergovernmental:					
City of Milton	60,000	55,000	65,000	60,000	-
Charges for Services:					
Reports	17,315	25,942	22,641	25,000	25,000
Services	50,870	227,731	173,410	220,000	210,000
False Alarms	50,336	44,911	45,852	46,000	46,000
Plan Review	86,884	188,685	206,443	193,000	193,000
Other	17,676	19,335	11,280	10,000	8,000
Fines & Forfeitures:					
Municipal Court Fines	1,793,974	1,834,716	1,657,373	1,800,000	1,750,000
School Zone/Bus Camera Citations	15,540	4,020	63,009	4,000	304,000
Other	1,908	-	-	-	-
Other Revenue	57,540	15,254	944	1,019	-
TOTAL	\$ 2,865,213	\$ 3,138,508	\$ 2,296,512	\$ 2,359,769	\$ 2,536,100
EXPENDITURES					
Personnel Services:					
Salaries	\$ 13,393,254	\$ 13,484,795	\$ 14,197,773	\$ 15,330,726	\$ 15,475,139
Overtime	1,466,005	1,846,569	1,789,103	1,535,100	1,666,130
Group Insurance	4,025,019	4,174,201	4,602,770	5,082,193	5,317,358
FICA	1,070,484	1,109,675	1,161,545	1,251,363	1,293,633
Pension (Defined Benefit)	1,429,761	1,511,217	1,535,869	1,532,464	1,631,525
Pension (401A Cont./Match)	863,050	1,062,077	1,188,108	1,153,213	1,229,640
Miscellaneous	387,846	717,979	766,689	731,460	744,934
<i>subtotal</i>	<i>\$ 22,635,420</i>	<i>\$ 23,906,513</i>	<i>\$ 25,241,856</i>	<i>\$ 26,616,519</i>	<i>\$ 27,358,359</i>
Maintenance & Operations:					
Professional Services	\$ 115,484	\$ 212,426	\$ 176,701	\$ 194,262	\$ 202,563
Fuel/Repair & Maint. (Vehicles)	738,290	746,078	704,730	695,892	686,500
Employee Travel	120,290	120,059	85,902	74,238	90,550
Employee Training	103,713	99,716	76,567	56,245	107,856
Maint. Contracts/IT Services	1,002,568	1,032,103	1,115,253	1,482,956	1,466,675
General Supplies	298,807	244,860	285,121	251,582	241,741
Miscellaneous	568,123	629,878	537,461	641,616	432,850
<i>subtotal</i>	<i>\$ 2,947,275</i>	<i>\$ 3,085,120</i>	<i>\$ 2,981,734</i>	<i>\$ 3,396,791</i>	<i>\$ 3,228,735</i>
Capital/Leases:					
Software/Fire Truck Lease(s)	\$ 578,654	\$ 630,405	\$ 631,280	\$ 582,974	\$ 654,595
<i>subtotal</i>	<i>\$ 578,654</i>	<i>\$ 630,405</i>	<i>\$ 631,280</i>	<i>\$ 582,974</i>	<i>\$ 654,595</i>
TOTAL	\$ 26,161,349	\$ 27,622,038	\$ 28,854,870	\$ 30,596,284	\$ 31,241,689
Authorized Personnel	221.0	221.0	223.5	226.5	226.5

DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2022 Budget for Public Safety totals \$31,846,772 and represents an increase of 4%, or \$1,250,488, compared to FY 2021.

The Personnel Services category increased 5%, or \$1,346,923, due to multiple factors including:

- Wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021;
- Annualized impact of the 3.0 FT police officer positions transferred from the DEA Fund during FY 2021;
- Increases in group insurance premiums, pension contributions, and risk insurance premiums;
- Operating initiative funding for 2022⁸ to cover Quint staffing (6 full time positions including 3 Lieutenants and 3 Fire Apparatus Engineers).
- Some of which is partially offset through the transfer of bailiff overtime appropriations (\$90,000) to the Courts Department to allow for more direct management control and the elimination of funding for 2 FT police officer positions. These positions are still part of the city's authorized workforce and will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

After adjusting for the 2022 operating initiative funding, the personnel services growth totaled 3%.

Authorized personnel total 232.5 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*	Variance
Sworn Police Officers						
Director of Public Safety	1.0	1.0	1.0	1.0	1.0	-
Captain	6.0	4.0	4.0	4.0	4.0	-
Lieutenant	15.0	15.0	8.0	7.0	7.0	-
Division Chief	-	1.0	-	-	-	-
Field Training Officer	10.0	9.0	6.0	4.0	5.0	1.0
Officer	71.0	67.0	70.0	73.0	72.0	(1.0)
Sergeants	-	6.0	13.0	16.0	16.0	-
Police Operations Major	1.0	1.0	1.0	1.0	1.0	-
Police Support Operations Major	-	1.0	1.0	1.0	1.0	-
Public Information Officer	1.0	-	-	-	-	-
Training Coordinator/Police	-	-	1.0	1.0	1.0	-
	105.0	105.0	105.0	108.0	108.0	-

⁸ Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

DEPARTMENTAL SUMMARIES

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*	Variance
Certified Firefighters						
Deputy Director of Public Safety	1.0	1.0	1.0	-	-	-
Battalion Chief	2.0	3.0	4.0	4.0	4.0	-
Division Chief	1.0	-	-	-	-	-
Captain	23.0	22.0	18.0	18.0	17.0	(1.0)
EMS Chief	-	-	-	1.0	1.0	-
Lieutenant	-	-	3.0	3.0	7.0	4.0
Public Affairs Coordinator	-	1.0	1.0	1.0	-	(1.0)
Special Projects and Data Analyst	-	-	-	-	1.0	1.0
Accreditation/Emer. Mgmt. Coord. (Captain)	1.0	1.0	1.0	1.0	1.0	-
Training/Emergency Medical Svcs Coord.	1.0	1.0	1.0	-	-	-
Fire/EMS Training Officer	-	-	-	1.0	1.0	-
Fire Apparatus Engineer	22.0	24.0	24.0	24.0	27.0	3.0
Firefighter/Paramedic	20.0	20.0	20.0	20.0	20.0	-
Firefighter II	21.0	19.0	19.0	19.0	19.0	-
Public Safety Logistics Officer	1.0	1.0	1.0	1.0	1.0	-
Fire Marshal (Battalion Chief)	1.0	1.0	1.0	1.0	1.0	-
Fire Operations Chief	1.0	1.0	1.0	1.0	1.0	-
Deputy Fire Marshal	1.0	1.0	1.0	1.0	1.0	-
Assistant Fire Marshal	3.5	3.5	5.0	5.0	5.0	-
	99.5	99.5	101.0	101.0	107.0	6.0
Civilian Positions						
Administrative Assistant II	2.0	2.0	2.0	2.0	2.0	-
Criminal Intelligence Analyst	1.0	1.0	1.0	1.0	1.0	-
Evidence Custodian	1.0	1.0	1.0	1.0	1.0	-
Evidence Technician	-	-	1.0	1.0	1.0	-
Fingerprint Technician	1.0	1.0	1.0	0.5	0.5	-
Parking Enforcement Officer (2PT)	1.0	1.0	1.0	1.0	1.0	-
Public Safety Budget/Finance Administrator	1.0	1.0	1.0	1.0	1.0	-
Records Clerk	4.5	4.5	4.5	5.0	5.0	-
Records Manager	-	-	-	-	1.0	1.0
Records Supervisor	1.0	1.0	1.0	1.0	-	(1.0)
School Crossing Guard (8PT)	4.0	4.0	4.0	4.0	4.0	-
	16.5	16.5	17.5	17.5	17.5	-
	221.0	221.0	223.5	226.5	232.5	6.0

* FY 2022 includes 1 part-time position (Parking Enforcement Officer) and 2 full-time positions (Police Officers) that are not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance & Operations category decreased -5%, or -\$168,056, to align with forecasted revenue trends resulting from the COVID-19 pandemic. These reductions were spread across all accounts based on a prioritization of need and will not impact core operational service delivery. Said reductions were reallocated to a reserve account in 2021 to assist with departmental cost management (identified herein within the Miscellaneous category).

The Capital/Lease category includes funding for fire truck leases, heart monitors, and tasers, and grew by 12%, or \$71,621, compared to FY 2021 due primarily to approval of the Quint

DEPARTMENTAL SUMMARIES

lease as part of the 2021 Mid-Year budget (replaced 1 Pumper with a dual-purpose Quint including ladder and water pumping capabilities).

Performance Measurement

The following section provides detailed information on Public Safety programs including performance measures and personnel.

- **Administration**

Statement of Service: Public Safety Administration ensures effective, efficient and responsive services by planning and administering the resources allocated to the various divisions of the department, ensuring activities are managed in a manner which produces a safe and secure city.

- **Police Services**

Statement of Service: Alpharetta's Police Services include criminal investigations, uniform patrol, traffic patrol, and training activities.

LEGEND
A = met or exceeded target
B = within 15% of target
C = missed target by more than 15%

National Incident Based Reporting System

Patrol Division

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021 YTD
Offenses					
Group A Offenses	3,106.00	2,769.00	2,631.00	1,850.00	1,006.00
Group B Offenses	932.00	818.00	728.00	663.00	499.00
Total	4,038.00	3,587.00	3,359.00	2,513.00	1,505.00
Per 1000 Population	61.37	54.14	50.70	36.35	21.77

Arrest

Group A Offenses	477.00	343.00	436.00	372.00	202.00
Group B Offenses	496.00	477.00	422.00	248.00	143.00
Non-Criminal Offenses	754.00	684.00	695.00	563.00	268.00
Total	1,727.00	1,504.00	1,553.00	1,183.00	613.00
Per 1000 Population	26.25	22.70	23.44	17.11	8.87

Criminal Investigations Division

Assigned for Investigation	907.00	842.00	889.00	944.00	804.00
Closed by Arrest	51.00	59.00	60.00	87.00	68.00
Closed by Exception	44.00	50.00	27.00	38.00	7.00
Unfounded	100.00	101.00	78.00	112.00	86.00
Active Cases	712.00	632.00	724.00	707.00	643.00

Traffic Division

Accidents	3,074.00	2,969.00	3,059.00	2,538.00	1,081.00
Fatalities	3.00	4.00	4.00	1.00	2.00

911 Communications

Calls For Service	38,552.00	39,174.00	38,069.00	33,997.00	21,455.00
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DEPARTMENTAL SUMMARIES

- Fire Services**

Statement of Service: Alpharetta's Fire Services include fire prevention, fire inspection, and fire suppression.

	2016 Total Incidents	2017 Total Incidents	2018 Total Incidents	2019 Total Incidents	2020 Total Incidents
FIRES					
Structure Fires	61	60	32	45	41
Vehicle Fires	23	28	22	27	25
Other Fires	46	43	46	80	30
Total Fires	130	131	100	152	96
Pressure Ruptures, Explosion, Overheat	4	5	2	0	0
RESCUE CALLS					
Emergency Medical Treatment	3354	3373	3011	3103	3442
All Others	68	84	63	61	54
Total Rescue Calls	3422	3457	3074	3164	3496
Hazardous Condition Calls	169	160	121	107	147
Service Calls	640	946	726	806	598
Good Intent Calls	1468	1753	2424	2368	1123
Severe Weather or Natural Disaster	1	15	1	1	2
Special Incident Calls	10	19	3	9	2
Unknown Incident Type	0	0	0	0	0
FALSE CALLS					
Malicious Calls	10	21	16	18	19
Other False Calls	661	771	749	776	768
Total False Calls	671	792	765	794	787
TOTAL CALLS	6515	7278	7216	7401	6251

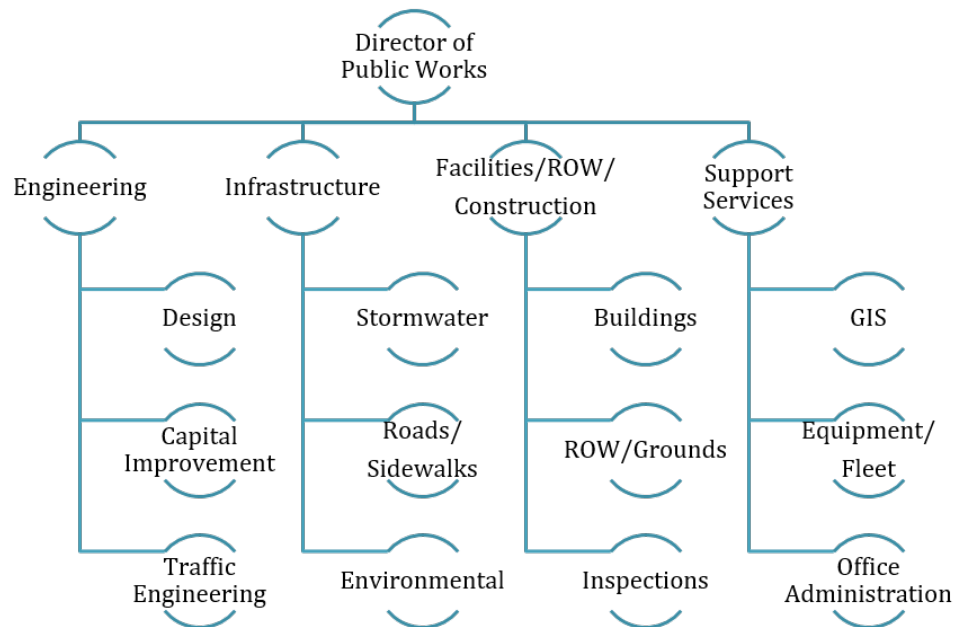
DEPARTMENTAL SUMMARIES

Public Works

PETE SEWCZWICZ
DIRECTOR



PSewczwicz@alpharetta.ga.us



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

DEPARTMENTAL SUMMARIES

Public Works

Administration, Public Works and Conservation

Mission Statement

The Department of Public Works is committed to providing cost effective engineering, maintenance and design solutions through the highest possible professionalism which protects, preserves and improves the City of Alpharetta's infrastructure. Our focus shall include facilities, traffic, streets, stormwater, and environmental conservation.

Goals and Objectives



- ✓ Improve and maintain the City of Alpharetta infrastructure at the highest possible level and to enhance and promote the quality of life;



- ✓ Provide engineering professionalism to ensure growth and progress for the City of Alpharetta;



- ✓ Provide consistent Public Works functions and operations that afford future excellence in growth and expansion for the City of Alpharetta;



- ✓ Improve intergovernmental relations;



- ✓ Provide more efficient support and response for the citizens of Alpharetta;



- ✓ Develop strategic, long-range plans for the future; and



- ✓ Ensure timely completion of repairs on work projects so the disruption of service to the customer is minimal.

DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Public Works General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Other Revenue:					
CID (GA400 Interchange Maint.)	\$ 70,674	\$ 73,262	\$ 88,944	\$ 85,194	\$ 87,749
Miscellaneous	-	-	2,500	-	-
TOTAL	\$ 70,674	\$ 73,262	\$ 91,444	\$ 85,194	\$ 87,749
EXPENDITURES					
Personnel Services:					
Salaries	\$ 2,869,678	\$ 2,952,337	\$ 2,864,499	\$ 3,105,010	\$ 3,119,986
Overtime	43,316	39,419	33,356	45,000	40,000
Group Insurance	792,229	864,686	892,231	1,007,318	1,029,985
FICA	210,454	216,406	209,851	231,348	236,888
Pension (Defined Benefit)	290,243	310,830	354,974	306,128	323,670
Pension (401A Cont./Match)	155,069	194,753	216,423	236,425	252,638
Workers Compensation	73,941	83,195	94,888	88,360	91,966
OPEB Contribution	9,151	67,848	72,374	74,549	66,877
Miscellaneous	1,837	1,008	2,554	1,551	3,448
<i>subtotal</i>	\$ 4,445,918	\$ 4,730,481	\$ 4,741,150	\$ 5,095,689	\$ 5,165,458
Maintenance & Operations:					
Professional Services	\$ 37,568	\$ 39,652	\$ 10,933	\$ 7,000	\$ 5,500
Fuel/Repair & Maint. (Vehicles)	137,814	140,666	103,856	120,000	110,000
Repair & Maint. (Facilities)	393,039	437,871	414,037	380,000	347,000
Maint. Contracts/IT Services	938,960	957,455	1,038,912	1,206,341	1,181,888
General Supplies	150,350	159,758	142,199	143,800	108,750
Utilities	1,502,256	1,779,627	1,814,759	1,966,600	2,015,600
Miscellaneous	94,874	92,861	87,064	126,950	88,500
<i>subtotal</i>	\$ 3,254,860	\$ 3,607,891	\$ 3,611,761	\$ 3,950,691	\$ 3,857,238
Capital/Lease/Other					
Enterprise Software Lease	\$ 70,042	\$ 76,942	\$ -	\$ -	\$ -
<i>subtotal</i>	\$ 70,042	\$ 76,942	\$ -	\$ -	\$ -
TOTAL	\$ 7,770,820	\$ 8,415,314	\$ 8,352,910	\$ 9,046,380	\$ 9,022,696
Authorized Personnel	52.0	52.0	52.0	52.0	52.0

Budget Narrative

The FY 2022 Budget for Public Works totals \$9,022,696 and is essentially flat with FY 2021.

DEPARTMENTAL SUMMARIES

The Personnel Services category increased 1%, or \$69,769, due to multiple factors including: wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021; increases in group insurance premiums, pension contributions, and risk insurance premiums; which is partially offset through departmental turnover (and associated differences in incumbent salaries and benefit elections).

Authorized personnel total 52 full-time-equivalents (“FTE”) and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*	Variance
Administrative Assistant II	1.0	1.0	1.0	-	-	-
Administrative Office Coordinator	1.0	-	-	-	-	-
Assistant Construction Manager	1.0	1.0	1.0	1.0	1.0	-
Civil Engineer	2.0	2.0	2.0	2.0	2.0	-
Construction Manager	1.0	1.0	1.0	1.0	1.0	-
Deputy Director of Public Works	1.0	1.0	1.0	-	-	-
Director of Public Works	1.0	1.0	1.0	1.0	1.0	-
Engineering Technician	6.0	6.0	5.0	5.0	4.0	(1.0)
Environmental Program Coordinator	1.0	1.0	1.0	1.0	1.0	-
Fleet/Equipment Logistics Manager	-	-	-	1.0	1.0	-
Fleet Coordinator	1.0	1.0	1.0	-	-	-
GIS Coordinator	-	-	-	-	1.0	1.0
Office Manager	-	-	-	1.0	1.0	-
Project Administrator	1.0	1.0	1.0	1.0	1.0	-
Public Works Crew Leader	8.0	8.0	8.0	8.0	8.0	-
Public Works Supervisor	4.0	4.0	4.0	4.0	4.0	-
Public Works Technician I	6.0	6.0	6.0	6.0	6.0	-
Public Works Technician II	10.0	10.0	10.0	10.0	10.0	-
Right of Way Coordinator	-	-	1.0	1.0	1.0	-
Senior Engineer	2.0	2.0	2.0	2.0	2.0	-
Senior Inspector	1.0	1.0	1.0	1.0	1.0	-
Senior Operations Manager	-	-	-	1.0	1.0	-
Senior Water Resources Analyst	1.0	1.0	1.0	1.0	1.0	-
Support Services Manager	-	1.0	1.0	1.0	1.0	-
Traffic Operations Manager	1.0	1.0	1.0	1.0	1.0	-
Traffic Signal Engineer	1.0	1.0	1.0	-	-	-
Transportation Engineering Manager	-	-	-	1.0	1.0	-
Urban Forestry Program Manager	1.0	1.0	1.0	1.0	1.0	-
	52.0	52.0	52.0	52.0	52.0	-

* FY 2022 includes 4 full-time equivalent positions (2 Public Works Crew Leaders, 1 Public Works Technician I, and 1 Civil Engineer) that are not funded but part of the City's authorized workforce. These positions will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance and Operations category decreased -2%, or -\$93,453, to align with forecasted revenue trends resulting from the COVID-19 pandemic. These reductions were spread across all accounts based on a prioritization of need and will not impact core operational service delivery.

DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Engineering and Public Works programs including performance measures and personnel.

- **Conservation**

Statement of Service: Conservation provides education and community activism strategies to address environmental and aesthetic issues in the City of Alpharetta, through clean-up campaigns, seminars, literature, and other beautification efforts.

Public Works Conservation					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Events coordinated	28	26	17	25	20
# of Students reached	738	419	404	600	400
# of Volunteers	752	626	307	652	300
Personnel Assigned:	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE
	Environmental Program Coord.	Environmental Program Coord.	Environmental Program Coord.	Environmental Program Coord.	Environmental Program Coord.

DEPARTMENTAL SUMMARIES

- Engineering**

Statement of Service: Engineering administration provides for the administration and technical review of public and private improvements in the City of Alpharetta by managing all projects skillfully, efficiently and professionally.

Public Works						
Engineering						
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021*	Target FY 2022*
# of Water quality samples analyzed	381	405	400	421	400	400
* Capital contracts include traffic, stormwater, sidewalks, infrastructure, community development, and facilities projects.						
Personnel Assigned:	21.0 FTE	22.0 FTE	22.0 FTE	20.0 FTE	20.0 FTE	20.0 FTE
Director of PW	Director of PW	Director of PW	Director of PW	Director of PW	Director of PW	Director of PW
Deputy Director	Deputy Director	Deputy Director	Deputy Director	Sr. Operations Manager	Sr. Operations Manager	Sr. Operations Manager
Project Administrator	Project Administrator	Project Administrator	Project Administrator	Project Administrator	Project Administrator	Project Administrator
Administrative Office Coordinator	Administrative Office Coordinator	Administrative Office Coordinator	Administrative Office Coordinator	Support Services Manager	Support Services Manager	Support Services Manager
Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II	Office Manager	Office Manager	Office Manager
Fleet Coordinator	Fleet Coordinator	Fleet Coordinator	Fleet Coordinator	Equipment and Fleet Logistics Technician	Equipment and Fleet Logistics Technician	Equipment and Fleet Logistics Technician
Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)
Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)
Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.
Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.
Senior Inspector	Senior Inspector	Senior Inspector	Senior Inspector	Senior Inspector	Senior Inspector	Senior Inspector
Public Works Supervisor	Public Works Supervisor	Public Works Supervisor	Public Works Supervisor	Right of Way Coordinator	Right of Way Coordinator	Right of Way Coordinator
Engineering Technician (4)	Engineering Technician (4)	Engineering Technician (4)	Engineering Technician (4)	Engineering Technician (2)	Engineering Technician (2)	Engineering Technician (2)
Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager
Traffic Signal Engineer	Traffic Signal Engineer	Traffic Signal Engineer	Traffic Signal Engineer	Tranportation Engineer Manager	Tranportation Engineer Manager	Tranportation Engineer Manager
Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager
Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst

* Includes 1 Civil Engineer position that is unfunded in the current budget proposal for 2022 and will remain vacant pending an identified funding source and workload justification.

DEPARTMENTAL SUMMARIES

- Public Works**

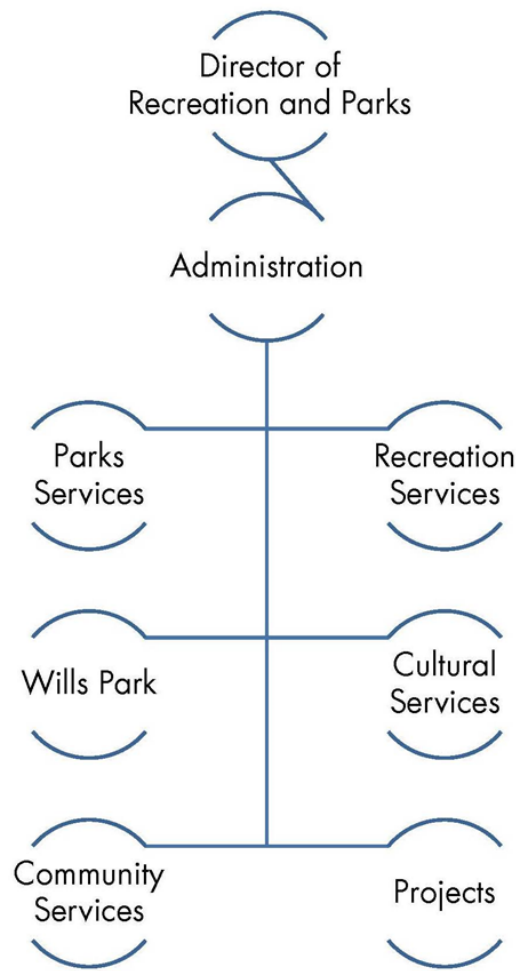
Statement of Service: Public works coordinates and performs maintenance on streets, sidewalks, traffic signals, traffic signs, and city facilities. Public Works also provides construction services in support of the engineering division and other city departments.

Public Works						
Public Works Operations						
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021*	Target FY 2022*
Average # of days to complete sidewalk work order	3.9	3.6	6.6	12.5	5.0	7.0
Average # of days to complete pothole work order	1.0	1.0	1.0	1.0	1.0	1.0
Average # of days to complete curb and gutter work order	2.3	3.0	4.1	2.7	3.0	3.0
Average # of days to complete ROW, mowing, limb work order	1.1	1.6	1.3	1.2	1.0	1.0
Average # of days to complete sink hole work order	1.0	4.8	1.4	2.2	3.0	2.0
Average # of days to complete sign replacement/upgrade work order	1.4	1.1	2.0	1.7	2.0	2.0
Average # of days to complete signal light maintenance work order	2.9	2.8	2.2	3.4	2.0	3.0
Average # of days to complete striping work order	15.2	4.5	2.2	5.9	3.0	4.0
Average # of days to complete catch basin work order	1.6	3.7	4.1	4.9	4.0	4.0
Average # of days to complete storm drain work order	2.7	5.0	7.3	5.2	5.0	5.0
Average # of days to complete facilities work order	2.1	2.3	3.4	4.8	3.0	3.0
Personnel Assigned:	30.0 FTE	29.0 FTE	29.0 FTE	31.0 FTE	31.0 FTE	31.0 FTE
PW Supervisor (3)	PW Supervisor (3)	PW Supervisor (3)	PW Supervisor (3)	PW Supervisor (4)	PW Supervisor (4)	PW Supervisor (4)
PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)
PW Tech II (7)	PW Tech II (10)	PW Tech II (10)	PW Tech II (10)	PW Tech II (10)	PW Tech II (10)	PW Tech II (10)
PW Tech I (11)	PW Tech I (6)	PW Tech I (6)	PW Tech I (6)	PW Tech I (6)	PW Tech I (6)	PW Tech I (6)
Utility Locator	Engineering Tech (2)	Engineering Tech (2)	Engineering Tech (2)	Engineering Tech (3)	Engineering Tech (3)	Engineering Tech (3)

* Includes 2 PW Crew Leader and 1 PW Tech positions that are unfunded in the current budget proposal for 2022 and will remain vacant pending an identified funding source and workload justification.

DEPARTMENTAL SUMMARIES

Recreation, Parks & Cultural Services



Our Community Vision is to advance Alpharetta as a signature City by:



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DEPARTMENTAL SUMMARIES

Recreation and Parks

Administration, Parks Services, Recreation Services, Wills Park, Cultural Services, Community Services, Projects

Mission Statement

The Alpharetta Recreation and Parks Department strives to promote the highest quality recreation programs and park facilities to our citizens consistent with our core values of Excellence, Stewardship, Integrity, Service and Loyalty.

Goals and Objectives



-   ✓ Implement Recreation and Parks Master Plan 2025 as funded and prioritized by City Officials;
-   ✓ Develop a short/long term facility maintenance plan for all department facilities;
-   ✓ Implement new programs where there is a need to serve residents;
-   ✓ Increase revenues through increased participation and sponsorships; and
-   ✓ Improve access and usability of all parks and facilities by improved signage, beautification and facility enhancement.

DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Recreation, Parks and Cultural Services General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Intergovernmental	\$ 461,661	\$ 452,098	\$ 318,295	\$ 3,000	\$ 3,000
Charges for Services:					
Aquatics Activity Fees	158,113	216,328	127,559	160,000	150,000
Athletics Activity Fees	445,732	446,387	418,111	430,000	375,000
Arts Services	29,978	83,569	53,688	103,500	78,500
Community Center Activity Fees	584,668	599,823	451,273	455,000	520,000
Senior Center Activity Fees	66,808	98,071	102,675	90,000	67,000
Equestrian Center Activity Fees	300,412	362,103	222,383	200,000	315,000
Wills Park Rec. Ctr Activity Fees	197,252	264,324	211,913	155,000	240,000
Non-Resident Fees	273,280	247,467	199,162	215,000	300,000
Taste of Alpharetta	139,327	214,577	900	193,050	175,000
Other	78,798	76,024	219,178	132,305	57,000
Other Revenue	25,449	34,982	17,526	15,427	-
TOTAL	\$ 2,761,477	\$ 3,095,753	\$ 2,342,661	\$ 2,152,282	\$ 2,280,500
EXPENDITURES					
Personnel Services:					
Salaries	\$ 2,358,663	\$ 2,474,200	\$ 2,578,921	\$ 2,730,574	\$ 2,699,441
Seasonal	434,473	566,635	562,833	549,289	560,289
Overtime	115,253	156,640	128,413	158,900	148,400
Group Insurance	734,572	791,664	843,908	971,784	964,209
FICA	214,750	234,926	242,111	264,158	256,834
Pension (Defined Benefit)	197,564	182,937	186,096	210,321	223,610
Pension (401A Cont./Match)	168,948	219,505	234,332	250,544	254,883
Miscellaneous	83,613	141,745	137,315	136,218	131,450
<i>subtotal</i>	<i>\$ 4,307,836</i>	<i>\$ 4,768,252</i>	<i>\$ 4,913,928</i>	<i>\$ 5,271,788</i>	<i>\$ 5,239,116</i>
Maintenance & Operations:					
Professional Services	\$ 1,262,105	\$ 1,692,651	\$ 1,433,673	\$ 1,460,232	\$ 1,394,825
Fuel/Repair & Maint. (Vehicles)	52,374	59,212	53,574	60,600	60,600
Repair & Maintenance (Grounds)	536,794	514,541	525,515	551,754	634,900
Repair & Maintenance (Facilities)	42,833	33,498	19,749	29,310	18,500
Equipment Rental	193,853	148,993	129,803	133,638	87,843
Maintenance Contracts/IT Svcs.	877,179	967,872	1,016,315	1,132,908	1,245,558
General Supplies	346,740	388,613	395,035	392,421	371,485
Uniforms	24,462	25,822	23,220	25,100	25,100
Utilities	664,147	636,100	637,639	716,600	726,000
Miscellaneous	218,885	340,624	255,412	286,083	257,148
<i>subtotal</i>	<i>\$ 4,219,372</i>	<i>\$ 4,807,927</i>	<i>\$ 4,489,937</i>	<i>\$ 4,788,646</i>	<i>\$ 4,821,959</i>
Capital/Other	\$ 59,417	\$ 52,593	\$ 15,880	\$ 27,971	\$ 27,950
TOTAL	\$ 8,586,625	\$ 9,628,772	\$ 9,419,744	\$ 10,088,405	\$ 10,089,025
Authorized Personnel	51.0	51.0	51.0	51.0	50.5

DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2022 Budget for Recreation, Parks & Cultural Services totals \$10,089,025 and is flat with FY 2021.

The Personnel Services category decreased -1%, or -\$32,672, due to multiple factors including: wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021; increases in group insurance premiums, pension contributions, and risk insurance premiums; all of which is fully offset through the elimination of funding for 1 position (Admin Assistant II - position is still part of the city's authorized workforce and will remain vacant pending a justifiable needs assessment and identification of a sustainable funding source) and a departmental reorganization within the Cultural Services Division that resulted in the reduction of 0.5 FTEs (moving a FT facility tech to PT).

Authorized personnel total 50.5 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*	Variance
Administrative Assistant I	5.0	4.0	4.0	4.0	3.0	(1.0)
Administrative Assistant II	1.0	1.0	2.0	2.0	2.0	-
Administrative Office Coordinator	-	-	1.0	1.0	1.0	-
Community Agricultural Coordinator	-	-	-	0.5	0.5	-
Community Services Manager	-	1.0	1.0	1.0	1.0	-
Cultural Services Coordinator	-	-	1.0	1.0	1.0	-
Cultural Arts Supervisor	1.0	1.0	1.0	1.0	-	(1.0)
Cultural Services Supervisor	-	-	-	-	2.0	2.0
Cultural Services Manager	-	1.0	1.0	1.0	1.0	-
Deputy Director of Recreation/Parks	1.0	-	-	-	-	-
Director of Recreation/Parks	1.0	1.0	1.0	1.0	1.0	-
Equestrian Center Manager	1.0	-	-	-	-	-
Facility Technician	4.0	4.0	4.0	4.0	3.5	(0.5)
Marketing/Accreditation Coordinator	1.0	1.0	-	-	-	-
Marketing Coordinator	-	-	0.5	0.5	0.5	-
Office Manager	1.0	1.0	-	-	-	-
Park Services Manager	1.0	1.0	1.0	1.0	1.0	-
Parks Maintenance Crew Leader	-	-	1.0	1.0	1.0	-
Parks Maintenance Technician I	13.0	12.0	12.0	12.0	12.0	-
Parks Maintenance Technician II	5.0	5.0	4.0	4.0	4.0	-
Parks Supervisor II	4.0	3.0	3.0	3.0	3.0	-
Projects Manager	-	1.0	1.0	1.0	1.0	-
Recreation Coordinator	5.0	6.0	4.0	4.0	4.0	-
Recreation Services Manager	-	1.0	1.0	1.0	1.0	-
Recreation Supervisor II	4.0	3.0	4.0	4.0	4.0	-
Special Events Coordinator	2.0	3.0	2.5	2.0	2.0	-
Special Events Manager	1.0	-	-	-	-	-
Wills Park Manager	-	1.0	1.0	1.0	1.0	-
	51.0	51.0	51.0	51.0	50.5	(0.5)

* FY 2022 includes 1 full-time equivalent position (Admin Assistant II) that are is funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

DEPARTMENTAL SUMMARIES

The Maintenance and Operations category increased 1%, or \$33,313, due primarily to the following activity:

- Increase in maintenance costs (multiple accounts) for our new parks (+\$42,000 for AlphaLoop, Thompson Street Park, Maddox Park, and Encore Park), Innovation Academy field maintenance (+\$60,000 County IGA), Alpharetta Elementary School Playground maintenance (+\$7,000), etc.
- Net reduction of -\$75,687 for all other accounts to align with forecasted revenue trends resulting from the COVID-19 pandemic.

The Capital/Other category includes funding for general repair/replacement capital and equipment needs.

Performance Measurement

The following section provides detailed information on Recreation and Parks programs including performance measures and personnel.

- **Administration**

Statement of Service: The administrative arm of the Recreation & Parks Department provides short/long-term capital projects planning, oversees the effective distribution of the department's resources, and provides professional guidance to each division.

Recreation, Parks & Cultural Services - Rec Admin					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022*
Recreation & Parks turnover percentage	8%	16%	10%	10%	10%
Annual Activity Enrollments as in RecWare and ActiveNet	19,126	20,242	15,811	16,500	18,000
# of Part-time hours used	43,495	56,399	45,046	48,000	50,000
Personnel Assigned:	5.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks
Deputy Director	Project Manager	Project Manager	Project Manager	Project Manager	Project Manager
Office Manager	Admin Office Coor	Admin Office Coor	Admin Office Coor	Admin Office Coor	Admin Office Coor
Admin Assistant I Mkt/Accreditation Coordinator	Admin Assistant II	Admin Assistant II	Admin Assistant II	Admin Assistant II	Admin Assistant II

* Includes 1 Admin Assistant II position that is unfunded in the current budget proposal for 2022 and will remain vacant pending an identified funding source and workload justification.

DEPARTMENTAL SUMMARIES

- Adult Activity Center**

Statement of Service: To meet the needs of Alpharetta's adult and senior citizens through facilitating convenient, affordable, and accessible recreation activities and services.

Recreation, Parks & Cultural Services - Adult Activity					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
Total # of Participants per year*	29,194	32,321	22,425	25,000	30,000
(Res / Non-Res)	11970/17224	17707/14614	9299/13126	12000/13000	14000/16000
Total # of Building rentals	42	19	18	10	15
Total # of Day trips taken	97	95	100	55	80
Total # of Overnight trips taken using City buses	5	5	8	5	8
Personnel Assigned:	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II
Recreation Coord	Recreation Coord	Recreation Coord	Recreation Coord	Recreation Coord	Recreation Coord
Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I
Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician

- Aquatics**

Statement of Service: Aquatics provides accessible and safe recreation opportunities through water-related training, events, and facilities.

Recreation, Parks & Cultural Services - Aquatics					
Performance Measurements	Actual FY 2018	Actual** FY 2019	Actual** FY 2020	Target FY 2021	Target FY 2022
% of Days pool facilities were open during pool season (93 days)	100%	100%	100%	60%	100%
Average daily attendance at City pool	290	415	400	80	300
Hours of lifeguard training per person	24	40	40	40	40
# of Swim lessons held	152	128	133	0	125
# of Swim lessons participants	836	421	598	0	450
(resident / non-resident)	522/314	288/133	439/159	0	300/150
Swim teams participants	225	249	196	121	175
(resident / non-resident)	142/83	157/92	117/79	79/42	100/75
C.O.A.S.T. participants	38	39	19	0	25
(resident / non-resident)	28/10	20/19	9 res/10 nr	0	15/10
# of Pool passes sold	320	558	601	201	400
(resident / non-resident)	165/155	430/128	314/287	30/171	250/150
Personnel Assigned:					
Employees are hired seasonally. Aquatics is overseen by Rec.Services Mgr & Aquatics Coordinator					

**Numbers projected to be lower due to Milton MOU expiration

DEPARTMENTAL SUMMARIES

- Health and Wellness**

Recreation, Parks & Cultural Services - Health & Wellness					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Participants in aerobics	264	1416**	1459	900	1000
(resident / non-resident)	165/99	1062/354	1092/367	600/300	650/350
# of Participants in Yoga (Adults &	180	116	81	90	100
(resident / non-resident)	105/67	64/52	44/37	60/30	70/30
# of Participants in tennis	630	540	286	250	250
(resident / non-resident)	360/270	320/220	238/46	175/75	200/50
# of Participants in Couch to 5K	20	18	60	75	90
(resident / non-resident)	8/12	13/5	40/20	45/30	55/45
# Participants in Babysitter Bootcamp	129	119	72	100	100
Classes and Camps	50/79	48/71	27/45	65/35	65/35
# of Participants in Cooking	N/A	28	40	35	45
Classes(remove "and Camps")		19/9	11/29	25/10	35/10
(resident / non-resident)					
# of HW Pop-Up Participants	0	872	1542	1750	1850
	0				
Personnel Assigned:	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE
	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II

New area of programming launched July 2018.

* Numbers projected to be lower due to Milton MOU expiration.

**Participants Tracked by Visit starting Spring 2019

DEPARTMENTAL SUMMARIES

- Athletics**

Statement of Service: Athletics provides accessible and safe recreation opportunities through athletic-related training and events.

Recreation, Parks & Cultural Services - Athletics						
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Participants - Adult Basketball						
2 Seasons-25 teams	279 w/42 teams	376/36 teams	451/48	111/11 teams	0-COVID	300/25
(resident / non-resident)	122/157	136/240	166/285	31/80	0-COVID	150
# of Participants - Adult Softball						
3 Seasons-170 teams	1528 w/126 teams	1734/114 teams	1567/124	598/46 teams	1200/110	1400/120
(resident / non-resident)	766/762	501/1233	596/971	232/366	450/750	500/900
# of Participants - Teen Basketball						
2 Season-12 teams	273 w/28 teams	230/20 teams	301/32	67/8 teams	70/8	300/30
(resident / non-resident)	199/74	95/135	94/207	20/47	25/45	95/205
# of Participants - Youth Basketball						
75 Teams	611 w/76 teams	584	582	491	0-COVID	615
(resident / non-resident)	352/259	331/253	343/239	353/138	0-COVID	365/250
# of Participants - Youth Soccer						
70 Teams	927 w/85 teams	897	1946	2071	1975	2000
(resident / non-resident)	707/220	583/314	1093/853	1292/779	1200/775	1300/700
# of Participants - Youth Travel Soccer						
40 Teams (2 seasons)	1063 w/88 teams	1079	1062	545	1000	1200
(resident / non-resident)	535/528	509/570	538/524	284/261	575/525	650/550
Personnel Assigned:	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE
Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II
Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician
Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I
Recreation Coord (2)	Recreation Coord (2)	Recreation Coord (2)	Recreation Coord (2)	Recreation Coord (2)	Recreation Coord (2)	Recreation Coord (2)

DEPARTMENTAL SUMMARIES

- Community Center**

Statement of Service: The Alpharetta Community Center provides a convenient and safe environment for diverse recreational opportunities and services to meet the needs of all populations.

Recreation, Parks & Cultural Services - Community Center						
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Participants in summer camp	1200	1181	1316	1369	1500	1500
(resident / non-resident)	1140/60	641/540	612/704	770/599	850/650	850/650
# of Participants in dance, including camps	647	812	618	533	600	650
(resident / non-resident)	417/230	434/378	354/264	232/301	350/250	375/275
# of Participants in gymnastics, including camps	3747	3846	2564	2261	2500	2500
(resident / non-resident)	2031/1716	2105/1741	1383/1181	1315/946	1400/1100	1450/1050
# of Participants in Specialty Recreation	199	182	50	850	1000	1000
# of Part-time hours used	3,287	12,205				
Personnel Assigned:						
	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE
Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Services Manager	Recreation Services Manager	Recreation Services Manager	Recreation Services Manager
(Recreation Coord (2)	Recreation Coord (2)	Recreation Spv II (1)	Recreation Spv II (1)	Recreation Spv II (1)	Recreation Spv II(1)	Recreation Spv II(1)
		Recreation Coord (1)	Recreation Coord (1)	Recreation Coord (1)	Recreation Coord (1)	Recreation Coord (1)
Customer Service Representative	Admin Assistant I	Admin Assistant I	Admin Assistant I	Admin Assistant I	Admin Assistant I	Admin Assistant I
Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician

DEPARTMENTAL SUMMARIES

- Cultural Arts**

Statement of Service: Cultural Arts facilitates programs that educate and expose citizens and visitors to a rich and diverse range of cultural expressions, through both education and special events.

Recreation, Parks & Cultural Services - Cultural Arts					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022*
# of Participants in youth art classes	303	397	365	225	340
(resident/Milton/non-resident)	157/48/98	196/111/90	222/53/90	134/29/62	200/75/90
# of Participants in adult art classes	348	477	343	191	350
(resident/Milton/non-resident)	180/99/69	257/122/98	178/65/100	143/8/40	240/80/70
# of Participants in summer camp	261	277	119	74	275
(resident/Milton/non-resident)	130/94/20	158/61/58	84/21/14	46/13/15	140/60/40
Personnel Assigned:	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	4.5 FTE
Cultural Arts Manager	Cultural Arts Manager	Cultural Arts Manager	Cultural Arts Manager	Cultural Arts Manager	Cultural Arts Manager
Cultural Arts Supervisor	Cultural Arts Supervisor	Cultural Arts Supervisor	Cultural Arts Supervisor	Cultural Arts Supervisor	2 FT Cultural Arts Supervisors
Arts Coordinator	Arts Coordinator	Arts Coordinator	Arts Coordinator	Arts Coordinator	Cultural Services Coordinator
Admin Assistant I	Admin Assistant I	Admin Assistant I	Admin Assistant I	Admin Assistant I	PT Facility Tech
Facility Tech	Facility Tech	Facility Tech	Facility Tech	Facility Tech	

- Equestrian Center**

Statement of Service: The equestrian center provides an accessible and safe venue for hosting local and national equestrian events as well as other outdoor events.

Recreation, Parks & Cultural Services - Equestrian Center					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
Total # of Equestrian event dates	107	92	86	95	100
Total # dog show events	17	17	6	14	15
Total # other event dates hosted at equestrian center	68	43	3	10	10
Total attendance at events	135,000	135,000	100,000	115,000	115,000
# of Arenas/rings maintained	5	5	5	5	6
# of Part-time hours used	113	261	9	250	1,000
Personnel Assigned:	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Wills Park Manager	Wills Park Manager	Wills Park Manager	Wills Park Manager	Wills Park Manager	Wills Park Manager
Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II
Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)

DEPARTMENTAL SUMMARIES

- Community Services**

Statement of Service: To enhance the quality of life and reputation of the city by providing special event opportunities for citizens and visitors of Alpharetta.

Recreation, Parks & Cultural Services - Community Services Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Total Approved Events:					
Exclusive City Events	18	48	24	0	3
City Partnered Events	15	36	32	20	50
Outside Event Applications Processed	N/A	37	17	30	30
Approved / Denied	N/A	37 / 0		30/0	
Film Permit Requests Processed	N/A	6	3	6	6
Approved / Denied	N/A	5 / 1	3/0		
Estimated Attendance for:					
Taste of Alpharetta	35,000	45,000	0	0	50,000
Mayor's Challenge	2,400	2,400	2,400	0	0
Old Soldier's Day Parade	6,000	4,000	3,000	0	0
Season of Celebration	10,000	1,500	7,000	0	7,000
Alpharetta Arts StreetFest	15,000	15,000	0	0	0
Scarecrow Harvest	7,000	5,000	5,000	0	0
Wire & Wood	1,500	15,000	20,000	0	20,000
Food Trucks	10,000	20,000	13,000	0	0
Restless In Resthaven	300	200	0	0	0
Grilling & Gridiron	1,800	750	1,000	0	1,000
Volunteer Recruitment:					
Taste of Alpharetta (Non-City Staff)	N/A	18	0	0	20
Season of Celebration	N/A	84	64	0	50
Scarecrow Harvest	N/A	51	40	0	0
Wire & Wood	N/A	25	6	0	10
Community Agriculture	N/A	225	65	100	100
TOTAL	325	403	175		
Sponsorship Revenue Raised: SPONSORSHIPS ARE BASED ON CY NOT FY					
Taste of Alpharetta	N/A	63,210	0	0	0
Food Truck Alley	N/A	28,550	0	0	0
Season of Celebration	N/A	3,000	0	0	0
Scarecrow Harvest	N/A	3,400	0	0	0
Wire & Wood	N/A	78,000	0	0	0
Brooke Street Park Concert Series	N/A	20,000	0	0	0
TOTAL (minus 20% commission)	N/A	N/A			
Personnel Assigned:					
	3.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Special Events Manager	Special Events Manager	Community Services Manager	Community Services Manager	Community Services Manager	Community Services Manager
Special Events Coord. (1 FT; 2 PT)	Special Events Coord. (1 FT; 2 PT)	Marketing Coordinator(1PT)	Marketing Coordinator(1PT)	Marketing Coordinator(1PT)	Marketing Coordinator(1PT)
		Special Events Coordinator (2FT/1PT)	Special Events Coordinator (2FT/1PT)	Special Events Coordinator (2FT/1PT)	Special Events Coordinator (2FT)
					Community Agriculture Coordinator (1 PT)

DEPARTMENTAL SUMMARIES

- Parks Maintenance**

Statement of Service: Parks maintenance provides for the development and maintenance of the city's parks, greenway space, recreation facility grounds, athletic fields, and other city owned property in order to aesthetically reflect community identity, enrich the quality of life, and provide accessible and safe open space for leisure time activities.

Recreation, Parks & Cultural Services - Parks Maintenance					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Athletic fields maintained*	33	33	32	36	36
# of Park acres maintained	322	322	350	350	350
# of Greenway acres maintained	252	252	252	252	262
# of Playground inspections	96	96	102	108	108
# of Park/playground injuries	0	4	2	2	0
# of Athletic field preparations	5,832	6,864	5,304	7,488	7,488
# of Park mowings	40	40	40	40	40
# of Athletic field mowings	80	80	80	80	80
# of Buildings maintained	36	36	36	37	37
# of Restrooms maintained	55	54	56	57	57
# of Pavilions maintained	15	15	15	18	18
# of Hours utilized for trash	10,220	10,950	10,000	11,000	11,000
# of Part-time hours used	6,454	6,927	6,848	7,000	9,500
# of Vehicles maintained	16	17	18	18	19
# of Vehicle-related accidents	1	1	2	1	0
Personnel Assigned:	19.0 FTE	19.0 FTE	19.0 FTE	19.0 FTE	19.0 FTE
Park Services Manager	Park Services Manager	Park Services Manager	Park Services Manager	Park Services Manager	Park Services Manager
Park Supervisor II (3)	Park Supervisor II (3)	Park Supervisor II (3)	Park Supervisor II (3)	Park Supervisor II (3)	Park Supervisor II (3)
	Park Crew Leader (1)	Park Crew Leader (1)	Park Crew Leader (1)	Park Crew Leader (1)	Park Crew Leader (1)
Park Maintenance Tech II (4)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)
Park Maintenance Tech I (10)	Park Maintenance Tech I (10)	Park Maintenance Tech I (11)	Park Maintenance Tech I (13)	Park Maintenance Tech I (13)	Park Maintenance Tech I (13)
Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II

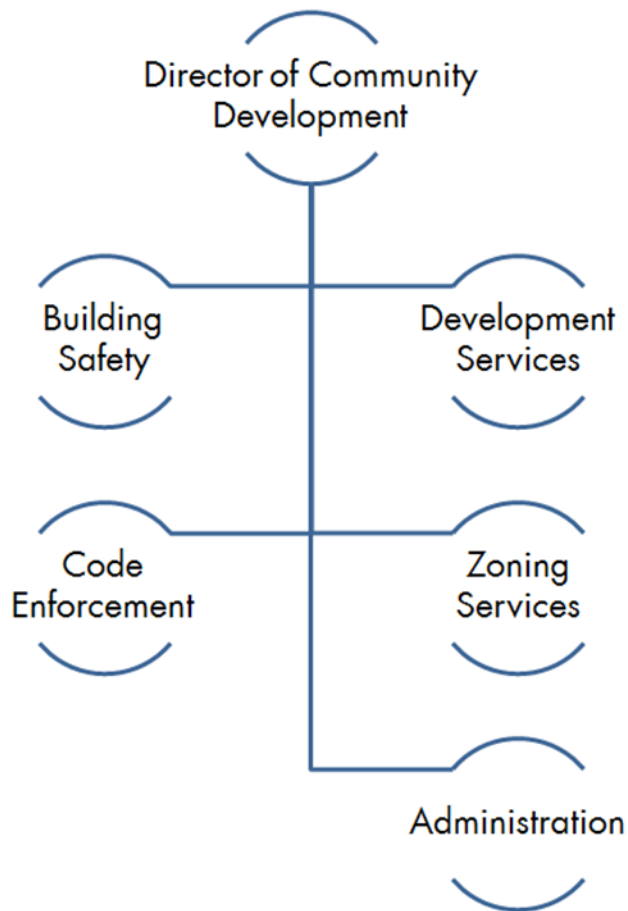
DEPARTMENTAL SUMMARIES

Community Development

KATHI COOK
DIRECTOR



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Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

DEPARTMENTAL SUMMARIES

Community Development

*Administration, Building Safety,
Development Services, Zoning, and Code
Enforcement*

Mission Statement

To protect and enhance the lives of Alpharetta citizens by guiding the city's growth and safeguarding the built environment.

Goals and Objectives



- ✓ Enforce the standard building code and zoning code;



- ✓ Provide building inspections within 48 hours of request;



- ✓ Provide efficient plans processing and permitting;



- ✓ Provide quality support to boards and commissions staffed by Community Development;



- ✓ Provide the highest quality of customer service;



- ✓ Maintain and update demographic, statistical and other data, maps and materials;



- ✓ Process all public hearings in the most efficient manner possible;



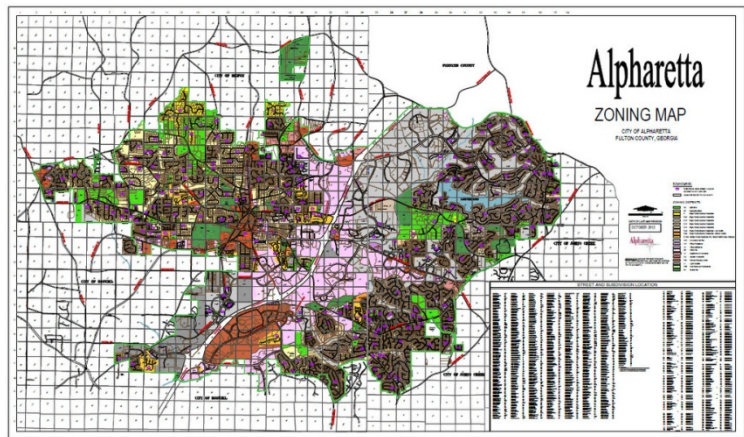
- ✓ Maintain and process business licenses for the City;



- ✓ Collaborate with the Community to provide planning documents for the future; and



- ✓ Collaborate with the Economic Development Division (City Administration) to fulfill the vision of the City of Alpharetta as the preeminent place to live, work, learn and play.



DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Community Development General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Business Taxes:					
Occupational License Fees	\$ 1,132,316	\$ 1,184,418	\$ 1,162,099	\$ 932,500	\$ 957,500
Licenses & Permits:					
Development Permits/Fees	187,353	244,921	178,480	160,000	160,000
Building Permit Fees	2,232,284	2,887,710	2,130,275	1,550,000	1,700,000
Occupancy Permit Fees	182,594	249,586	187,262	160,000	160,000
Tree Removal Permit	6,421	12,626	4,736	7,500	7,500
Soil Erosion Permit	44,362	38,638	22,034	35,000	35,000
Alcoholic Beverage Permit	-	-	656,303	639,000	639,000
Other	27,276	31,218	36,433	27,500	27,500
Charges for Services:					
Planning and Development Fees	128,040	104,767	95,959	85,000	85,000
Plan Review Fees	719,380	1,059,850	1,003,981	660,000	875,000
Other	44,533	37,342	48,481	21,500	21,500
Fines & Forfeitures	2,300	2,406	1,250	2,000	2,000
TOTAL	\$ 4,706,861	\$ 5,853,483	\$ 5,527,293	\$ 4,280,000	\$ 4,670,000
EXPENDITURES					
Personnel Services:					
Salaries	\$ 1,594,195	\$ 1,703,432	\$ 1,887,959	\$ 2,143,047	\$ 2,085,230
Overtime	2,561	3,486	588	2,500	1,000
Group Insurance	455,245	554,638	646,350	748,716	736,988
FICA	116,577	124,889	137,068	157,181	155,453
Pension (Defined Benefit)	122,992	123,294	138,285	144,877	161,951
Pension (401A Contribution/Matcl	116,905	150,008	170,800	210,429	204,853
Miscellaneous	44,772	84,951	94,476	107,316	100,534
<i>subtotal</i>	\$ 2,453,248	\$ 2,744,699	\$ 3,075,526	\$ 3,514,066	\$ 3,446,009
Maintenance & Operations:					
Professional Services	\$ 85,120	\$ 77,771	\$ 49,445	\$ 161,700	\$ 39,700
Board Member Fees	10,855	10,675	9,375	12,000	11,000
Fuel/Repair & Maintenance	17,746	19,277	12,702	17,000	13,000
Advertising	20,384	19,873	14,692	161,500	16,000
Employee Training	11,067	12,847	10,767	17,700	14,000
Employee Travel	16,988	14,810	7,355	17,794	17,500
Printing	4,923	4,938	6,900	10,500	5,000
Maintenance Contracts/IT Svcs.	132,394	131,424	141,345	218,805	179,215
General Supplies	35,309	31,105	26,226	49,740	24,000
Miscellaneous	5,540	13,026	10,363	9,908	8,200
<i>subtotal</i>	\$ 340,325	\$ 335,747	\$ 289,170	\$ 676,647	\$ 327,615
Capital/Other	\$ -	\$ -	\$ 12,971		\$ -
TOTAL	\$ 2,793,574	\$ 3,080,445	\$ 3,377,667	\$ 4,190,713	\$ 3,773,624
Authorized Personnel	26.0	28.0	30.0	32.0	30.0

DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2022 Budget for Community Development totals \$3,773,624 and represents a decrease of -10%, or -\$417,089 compared to FY 2021. The primary driver of this decrease is the transfer of the Economic Development function from Community Development (FY 2021) to City Administration (FY 2022). The Economic Development function has historically been housed under the City Administration Department but was moved for FY 2021 to facilitate a better management linkage with the Community Development Department and is being moved back into City Administration for FY 2022 under the leadership of the newly funded Economic Development Director position.

The Personnel Services category decreased -2%, or -\$68,057, due primarily to the transfer of the Economic Development Division (discussed above) which is partially offset through wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021, and increases in group insurance and risk premiums as well as increased pension costs.

Authorized personnel total 30 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Administrative Assistant II	1.0	1.0	1.0	1.0	1.0	-
Arborist	1.0	1.0	1.0	1.0	1.0	-
Building Inspector	4.0	4.0	4.0	4.0	4.0	-
Building Inspector Manager	-	1.0	1.0	1.0	1.0	-
Building Official	1.0	1.0	1.0	1.0	1.0	-
Building Plans Examiner	2.0	2.0	2.0	2.0	2.0	-
Code Enforcement Manager	1.0	1.0	1.0	1.0	1.0	-
Code Enforcement Officer	3.0	3.0	5.0	5.0	5.0	-
Director of Community Development	1.0	1.0	1.0	1.0	1.0	-
Development Services Engineer (Stormwater)	1.0	1.0	1.0	1.0	1.0	-
Economic Development Director*	-	-	-	1.0	-	(1.0)
Economic Development Manager*	-	-	-	1.0	-	(1.0)
GIS Specialist/Planner	1.0	1.0	1.0	1.0	1.0	-
Inspectors	3.0	3.0	3.0	3.0	3.0	-
Office Manager	-	1.0	1.0	1.0	1.0	-
Planning and Zoning Coordinator	1.0	1.0	1.0	1.0	1.0	-
Permit Technician	1.0	2.0	2.0	2.0	2.0	-
Project Administrator	1.0	1.0	1.0	1.0	1.0	-
Senior Building Inspector	1.0	-	-	-	-	-
Senior Transportation Engineer/Planner	1.0	1.0	1.0	1.0	1.0	-
Senior Planner	1.0	1.0	1.0	1.0	1.0	-
Zoning Administrator	1.0	1.0	1.0	1.0	1.0	-
	26.0	28.0	30.0	32.0	30.0	(2.0)

* Positions reorganized into the Community Development Department for fiscal year 2021 and transferred back under City Administration for FY 2022 upon approval of a Director position.

DEPARTMENTAL SUMMARIES

The Maintenance and Operations category decreased -52%, or -\$349,032, due primarily to the transfer of the Economic Development function from the Community Development Department coupled with an overall reduction in operating costs to align with forecasted revenue trends resulting from the COVID-19 pandemic.

Performance Measurement

The following section provides detailed information on Community Development programs including performance measures and personnel.

- **Administration**

Statement of Service: The purpose of Community Development Administration is to provide effective, efficient and responsive services to account for the resources allocated to the Planning & Zoning and Code Enforcement division of the department.

Community Development - Administration					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Special projects managed	16	16	19	15	16
Personnel Assigned:	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
	Director of Comm Development	Director of Comm Development	Director of Comm Development	Director of Comm Development	Director of Comm Development
	Admin Asst. II	Office Manager	Office Manager	Office Manager	Office Manager
	Senior Planner	Senior Planner	Senior Planner	Senior Planner	Senior Planner
	Project Administrator	Project Administrator	Project Administrator	Project Administrator	Project Administrator

DEPARTMENTAL SUMMARIES

- Zoning/Development/Building Safety Services**

Statement of Service: These Divisions are tasked with guiding the growth and development of the city in a manner that enhances the quality of life and recognizes the city's historic and natural features.

Community Development - Zoning					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of New public hearings filed	145	112	106	120	115
Total # of public hearings processed	132	85	91	120	115
# of parcels annexed	0	0	0	0	0
Personnel Assigned:	3.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Zoning Administrator		Zoning Administrator	Zoning Administrator	Zoning Administrator	Zoning Administrator
GIS Specialist/Planner		GIS Specialist/Planner	GIS Specialist/Planner	GIS Specialist/Planner	GIS Specialist/Planner
		Administrative Assistant II	Administrative Assistant II	Administrative Assistant II	Administrative Assistant II
Planning and Zoning Coordinator		Planning and Zoning Coordinator	Planning and Zoning Coordinator	Planning and Zoning Coordinator	Planning and Zoning Coordinator

Community Development - Development Services					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
Private development plans reviewed	160	144	136	140	140
Tree permits issued	878	1024	991	800	800
Personnel Assigned:	6.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE
Development Services Senior Engineer - Transportation		Development Services Senior Engineer - Transportation	Development Services Senior Engineer - Transportation	Development Services Senior Engineer - Transportation	Development Services Senior Engineer - Transportation
Development Services Engineer - Stormwater		Development Services Engineer - Stormwater	Development Services Engineer - Stormwater	Development Services Engineer - Stormwater	Development Services Engineer - Stormwater
Inspectors (3)		Inspectors (3)	Inspectors (3)	Inspectors (3)	Inspectors (3)
Arborist		Arborist	Arborist	Arborist	Arborist

DEPARTMENTAL SUMMARIES

Community Development - Building Safety					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of New building permits issued	5,902	5,717	4,756	4,950	5,000
# of Building inspections completed	29,786	31,500	24,161	24,200	25,000
Personnel Assigned:	9.0 FTE	10.0 FTE	10.0 FTE	10.0 FTE	10.0 FTE
Building Official	Building Official	Building Official	Building Official	Building Official	Building Official
Permit Technician	Permit Technicians (2)	Permit Technicians (2)	Permit Technicians (2)	Permit Technicians (2)	Permit Technicians (2)
Building Plans Examiners (2)	Building Plans Examiners (2)	Building Plans Examiners (2)	Building Plans Examiners (2)	Building Plans Examiners (2)	Building Plans Examiners (2)
Senior Building Inspector	Senior Building Inspector	Senior Building Inspector	Senior Building Inspector	Senior Building Inspector	Senior Building Inspector
Building Inspectors (4)	Building Inspectors(4)	Building Inspectors(4)	Building Inspectors(4)	Building Inspectors(4)	Building Inspectors(4)

- Code Enforcement Services**

Statement of Service: To protect the public health, safety, and welfare by ensuring compliance with city building and land-use codes and ordinances.

Community Development - Code Enforcement					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Code enforcement inspections completed	644	677	679	500	500
Personnel Assigned:	4.0 FTE	4.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE
Code Enforcement Manager	Code Enforcement Manager	Code Enforcement Manager	Code Enforcement Manager	Code Enforcement Manager	Code Enforcement Manager
Code Enforcement Officers (3)	Code Enforcement Officers (3)	Code Enforcement Officers (3)	Code Enforcement Officers (5)	Code Enforcement Officers (5)	Code Enforcement Officers (5)

SPECIAL REVENUE FUND SUMMARIES

Special Revenue Fund Summaries

Overview

The *Special Revenue Fund Summaries* section is intended to provide readers with an overall understanding of the respective fiscal year 2022 budgets for the city's Special Revenue Funds.

Special Revenue Funds are used to account for revenues that are legally restricted to expenditures for specific uses. All special revenue funds utilize the modified accrual basis of budgeting and accounting.

The following schedules are set forth by Fund and provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Revenues, Expenditures, and changes in Personnel**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2018-2020 (actuals) and 2021-2022 (budget). Revenues are presented by source and expenditures are presented by use.

SPECIAL REVENUE FUND SUMMARIES

Emergency 911 Fund Summary

The E-911 Fund accounts for fees received from users, or potential users, of the city's Emergency 911 System. The fee equals \$1.50 monthly and is paid by wired and wireless telecommunication providers (including prepaid cards) as well as Voice over Internet Protocol ("VOIP") providers, with expenditures occurring to maintain and run the system within the government. The Public Safety Department manages the E-911 Program.

Trends

The FY 2022 Budget for the E-911 Fund totals \$4,728,482 and represents a decrease of -16%, or -\$890,511, compared to FY 2021. The main driver of this variance is the non-allocated reserve (i.e. available fund balance) budgeted in FY 2021⁹. After adjusting for the non-allocated reserve, the true operational budget request is roughly 9% (including new operating and capital initiatives).

The Personnel Services category increased 4%, or \$130,435, due to wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021 coupled with growth in group insurance and risk premiums as well as increased pension costs. Authorized personnel total 33.0 FTEs.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Communications Officer	17.0	17.0	20.0	20.0	20.0	-
Communications Shift Supervisor	4.0	4.0	4.0	4.0	4.0	-
Communications Quality Assurance Officer	-	1.0	1.0	1.0	1.0	-
Division Chief	1.0	1.0	1.0	1.0	1.0	-
Section Chief - Communications Training	1.0	1.0	1.0	1.0	1.0	-
Sr. Communications Officer	5.0	4.0	4.0	4.0	4.0	-
911 Operations Manager	1.0	1.0	1.0	1.0	1.0	-
IT Analyst	-	-	1.0	1.0	1.0	-
Network Analyst II	1.0	1.0	-	-	-	-
	30.0	30.0	33.0	33.0	33.0	-

The Maintenance and Operations category increased 2%, or \$21,479, due primarily to growth in communications costs (e.g. AT&T), North Fulton Regional Radio System Authority costs, IT professional services, etc.

The Capital/Leases category includes appropriations for the existing mobile radio lease as well as funding requested through the 2022 Operating Initiatives (Portable Radio Replacement – Capital Lease) and 2022 Capital Requests (E911 Facility Renovations). Please

⁹ Annually after the year-end accrual period (i.e. September), the city carries-forward available fund balance and places in a Non-Allocated Reserve account. The purpose is to provide elected officials, city staff, citizens, and stakeholders with a transparent view of the funding available for future initiatives. The carry-forward for FY 2022 will occur subsequent to adoption of the budget.

SPECIAL REVENUE FUND SUMMARIES

refer to the *Operating Initiative Requests* and *Capital Initiatives Requests* sections of this document for a detailed description.

Statement of Revenues, Expenditures, and changes in Personnel

Emergency 911 Fund Public Safety Department

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Charges for Services:					
E-911 Service Fees	\$ 2,831,466	\$ 2,696,943	\$ 2,774,476	\$ 2,865,000	\$ 3,130,000
E-911 Prepaid Service Fees	86,883	319,871	258,419	255,000	280,000
Intergovernmental:	941,752	1,238,943	1,260,758	1,130,000	1,250,000
Investment Earnings	12,542	24,444	23,154	26,568	18,482
Other					
Miscellaneous	-	-	403	-	-
Mobile Radio Lease Financing	504,024	-	-	-	-
Fund Balance	-	-	-	1,342,425	50,000
TOTAL	\$ 4,376,667	\$ 4,280,200	\$ 4,317,210	\$ 5,618,993	\$ 4,728,482
EXPENDITURES					
Personnel Services:					
Salaries	\$ 1,365,536	\$ 1,448,818	\$ 1,495,738	\$ 1,642,059	\$ 1,709,608
Overtime	235,161	265,227	218,017	200,000	199,821
Group Insurance	336,370	371,923	415,603	558,679	582,315
FICA	117,117	125,816	126,374	139,127	158,737
Pension (Defined Benefit)	117,865	100,062	99,468	103,689	115,365
Pension (401A Cont./Match)	104,934	138,775	151,194	166,462	179,763
Miscellaneous	43,160	79,469	82,367	92,452	87,294
<i>subtotal</i>	<i>\$ 2,320,143</i>	<i>\$ 2,530,089</i>	<i>\$ 2,588,761</i>	<i>\$ 2,902,468</i>	<i>\$ 3,032,903</i>
Maintenance & Operations:					
Communications	\$ 320,229	\$ 358,194	\$ 298,143	\$ 353,000	\$ 359,900
Maintenance Contracts	431,863	356,558	401,632	467,400	473,500
IT Professional Services	239,899	261,894	281,260	274,750	282,079
Miscellaneous	185,729	158,268	155,845	202,172	203,322
<i>subtotal</i>	<i>\$ 1,177,720</i>	<i>\$ 1,134,914</i>	<i>\$ 1,136,880</i>	<i>\$ 1,297,322</i>	<i>\$ 1,318,801</i>
Capital/Leases:					
Capital	\$ -	\$ 70,437	\$ 22,932	\$ -	\$ -
PS/911 HQ Improvements	273,160	438,310	-	-	50,000
North Fulton Regional Radio Syster	-	72,660	-	-	-
Radio Replacements	504,024	360	58,000	33,000	-
Mobile Radio Lease	76,777	76,777	76,777	76,778	76,778
Portable Radio Lease	-	-	-	-	250,000
<i>subtotal</i>	<i>\$ 853,961</i>	<i>\$ 658,544</i>	<i>\$ 157,709</i>	<i>\$ 109,778</i>	<i>\$ 376,778</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 1,309,425	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 1,309,425</i>	<i>\$ -</i>
TOTAL	\$ 4,351,824	\$ 4,323,547	\$ 3,883,350	\$ 5,618,993	\$ 4,728,482
Authorized Personnel	30.0	30.0	33.0	33.0	33.0

SPECIAL REVENUE FUND SUMMARIES

Impact Fee Fund Summary

The Impact Fee Fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the city's impact fee ordinance. The Community Development Department manages the Impact Fee Program.

Trends

The FY 2022 Budget totals \$1,443,100. This fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the city's impact fee ordinance.

Impact Fee revenues are variable and dependent upon multiple factors such as the local and national economy. Due to the variability, the annual budget typically appropriates fund balance as the primary funding tool. That is to say, appropriations are made with funds already collected (i.e. fund balance) as opposed to a forecast of collections that may not materialize due to their inherent variability.

Impact Fees are being allocated to the following capital initiatives which are discussed in depth within the *Capital Initiatives Requests* section of this document.

- Impact Fee Study Update;
- North Point Corridor Improvements (TIP Grant match); and
- Fire Rapid-Rescue Response Truck.

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Impact Fee Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Charges for Services:					
Impact Fees (Roads)	\$ 255,071	\$ 246,362	\$ 182,291	\$ -	\$ -
Impact Fees (Parks)	1,022,419	564,632	592,472	745,000	-
Impact Fees (Public Safety)	69,100	149,437	91,329	-	-
Investment Earnings	36,045	83,063	74,870	-	-
Other					
Fund Balance	-	-	-	3,258,304	1,443,100
TOTAL	\$ 1,382,634	\$ 1,043,495	\$ 940,963	\$ 4,003,304	\$ 1,443,100
EXPENDITURES					
Capital/Leases:					
Impact Fee Study Update	\$ -	\$ -	\$ -	\$ -	\$ 68,500
Roads					
Rucker Rd Corridor Imp.	-	23,700	556,968	569,332	-
Wills Rd Widening	-	14,460	-	-	-
Teasley St Imp.	-	-	38,125	18,800	-
Park Plaza Signal	-	-	45,935	-	-
Hopewell/Vaughan Roundabout	-	-	16,553	11,652	-
North Point Corridor (grant match)	-	-	-	-	1,250,000
Parks					
Alpharetta Arts Center	1,113,438	13,606	-	-	-
Wills Park Pool Expansion	1,100,000	-	-	-	-
City Center Sidewalks	-	300,000	-	-	-
Greenway Ext. to Forsyth	-	-	-	1,251,402	-
Park Development	-	-	420,993	12,700	-
Public Safety					
Headquarters Expansion	520,464	40,000	-	-	-
HAZMAT Truck & Trailer	-	-	-	155,750	-
Fire Rescue-Rapid Resp. Truck	-	-	-	-	124,600
<i>subtotal</i>	\$ 2,733,902	\$ 391,766	\$ 1,078,574	\$ 2,019,636	\$ 1,443,100
Non-Allocated					
Roads	\$ -	\$ -	\$ -	\$ 1,540,262	\$ -
Parks	-	-	-	317,820	-
Public Safety	-	-	-	125,586	-
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 1,983,668	\$ -
TOTAL	\$ 2,733,902	\$ 391,766	\$ 1,078,574	\$ 4,003,304	\$ 1,443,100
Authorized Personnel	-	-	-	-	-

SPECIAL REVENUE FUND SUMMARIES

Hotel/Motel Fund Summary

The Hotel/Motel Fund accounts for occupancy tax collections from area hotels and motels for the purpose of promoting conventions, tourism, and trade shows, while providing funds to facilitate economic vitality in downtown areas. The city levies a hotel/motel occupancy tax of 8% on total rental charges. The resulting revenue is distributed as follows: City of Alpharetta (37.5%); Alpharetta Convention & Visitor's Bureau (43.75%); and Facilities (Conference Center/Tourism Product Development; 18.75%).

Trends

The FY 2022 Budget totals \$5,814,713. This fund accounts for occupancy tax collections from area hotels and motels for the purpose of promoting conventions, tourism, and trade shows, while providing funds to facilitate economic vitality in downtown areas. The city levies a hotel/motel occupancy tax of 8% on total rental charges. The resulting revenue is distributed as follows: City of Alpharetta (37.5% or \$2.1 million); Alpharetta Convention & Visitor's Bureau (43.75% or \$2.4 million); and Tourism Product Development (18.75%). The Tourism Product Development portion of the revenue is dedicated to funding debt service on the Conference Center bonds (\$1.3 million).

The COVID-19 pandemic has severely impacted the hospitality market segment and this revenue source has declined significantly as business and personal travel have been curtailed. That said, improvements are being witnessed with hotel occupancy reaching 60% of pre-pandemic levels in spring 2021. The 2022 budget assumes, on average, 60% of pre-pandemic activity which results in hotel/motel tax collections of \$5.5 million (compared to \$9 million in FY 2019).

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Hotel/Motel Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Other Taxes					
Hotel/Motel Taxes	\$ 7,665,868	\$ 9,049,266	\$ 6,668,386	\$ 6,750,000	\$ 5,500,000
Interest/Penalties	-	2,066	3,711	-	-
Investment Earnings	-	-	-	52,338	10,000
Other					
Transfer-In from Conf. Ctr. Fund	-	380,308	-	-	-
Fund Balance	-	-	-	1,966,633	304,713
TOTAL	\$ 7,665,868	\$ 9,431,640	\$ 6,672,097	\$ 8,768,971	\$ 5,814,713
EXPENDITURES					
ACVB/City					
Alpharetta Convention & Visitors Bureau	\$ 3,353,817	\$ 3,959,958	\$ 2,919,042	\$ 2,953,125	\$ 2,406,250
City of Alpharetta (transfer-out)	2,874,701	3,394,250	2,502,036	2,531,250	2,062,500
<i>subtotal</i>	<i>\$ 6,228,518</i>	<i>\$ 7,354,207</i>	<i>\$ 5,421,079</i>	<i>\$ 5,484,375</i>	<i>\$ 4,468,750</i>
Facility					
Professional Svcs (Bond Admin)	\$ 6,525	\$ 6,440	\$ 5,500	\$ 6,000	\$ 6,000
Series 2016 Bonds (debt service)	779,963	979,963	975,963	1,311,963	1,339,963
Debt Service Reserve	-	-	-	1,017,394	-
Downtown Land Purchase	-	-	795,398	-	-
Alpharetta Arts Center	385,609	164,391	-	-	-
Wayfinding Signage	-	-	53,917	-	-
Equestrian Center Improvements	-	-	3,185	246,815	-
Wills Park Master Plan Imp.	-	-	147,577	702,424	-
<i>subtotal</i>	<i>\$ 1,172,096</i>	<i>\$ 1,150,794</i>	<i>\$ 1,981,540</i>	<i>\$ 3,284,596</i>	<i>\$ 1,345,963</i>
TOTAL	\$ 7,400,614	\$ 8,505,001	\$ 7,402,619	\$ 8,768,971	\$ 5,814,713
Authorized Personnel	-	-	-	-	-

DEBT SERVICE FUND SUMMARY

Debt Service Fund Summary

Overview

Pursuant to the Governmental Accounting Standards Board's Codification, Section 1300.107, debt service funds are used to account for the accumulation of resources for the payment of principal and interest on general long-term debt.

Trends

The FY 2022 Budget for the Debt Service Fund totals \$4,958,881 and funds the outstanding General Obligation Bonds (Series 2014, 2016, and 2020) set forth on the *Statement of Revenues, Expenditures, and changes in Fund Balance*.

The city refunded the Series 2012 General Obligation Bonds during fiscal year 2020 which resulted in a savings of over \$300,000 annually. The fiscal year 2022 budget reflects the debt service savings.

The primary funding source for general obligation debt is property taxes. The portion of the millage rate funding debt service is estimated to remain at 0.815 mills in FY 2022.

DEBT SERVICE FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Personnel

Debt Service Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Property Taxes					
Current Year	\$ 5,099,934	\$ 5,514,354	\$ 5,564,390	\$ 4,953,000	\$ 4,720,000
Delinquent	94,326	34,313	95,378	-	17,000
Penalties/Interest	4,994	6,286	5,479	-	3,000
Motor Vehicle	39,890	28,952	20,145	-	12,000
Investment Earnings	20,456	79,535	81,590	-	13,000
Other					
Miscellaneous	-	452	457	-	-
Refunding Bond Proceeds	-	-	17,775,000	-	-
Premium on Bond Proceeds	-	-	5,501,675	-	-
Fund Balance	-	-	-	648,199	193,881
TOTAL	\$ 5,259,600	\$ 5,663,892	\$ 29,044,114	\$ 5,601,199	\$ 4,958,881
EXPENDITURES					
Maintenance & Operations:					
Professional Services	\$ 3,300	\$ 3,927	\$ 5,225	\$ 15,860	\$ 16,000
<i>subtotal</i>	<i>\$ 3,300</i>	<i>\$ 3,927</i>	<i>\$ 5,225</i>	<i>\$ 15,860</i>	<i>\$ 16,000</i>
Debt Service					
General Obligation Bonds					
Series 2012	\$ 1,483,900	\$ 1,478,498	\$ 1,485,350	\$ -	\$ -
Series 2014 (refunding)	1,935,477	1,933,622	1,930,948	1,927,455	1,918,143
Series 2016	1,930,788	1,930,788	1,929,788	1,927,188	1,923,988
Series 2020 (debt issuance costs)	-	-	381,757	-	-
Series 2020 (refunding)	-	-	23,886,801	1,082,497	1,100,750
Development Authority					
Series 2009 (refunding)	124,493	125,153	-	-	-
Capital Lease (Interest)	-	-	-	-	-
<i>subtotal</i>	<i>\$ 5,474,657</i>	<i>\$ 5,468,060</i>	<i>\$ 29,614,644</i>	<i>\$ 4,937,140</i>	<i>\$ 4,942,881</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 648,199	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 648,199</i>	<i>\$ -</i>
TOTAL	\$ 5,477,957	\$ 5,471,987	\$ 29,619,869	\$ 5,601,199	\$ 4,958,881
Authorized Personnel	-	-	-	-	-

ENTERPRISE FUND SUMMARY

Enterprise Fund Summary

Overview

The *Enterprise Fund Summary* section is intended to provide readers with an overall understanding of the fiscal year 2022 budget for the city's Solid Waste Fund.

Enterprise Funds are used to account for business-type activities whose operations are primarily funded by customer fees. The enterprise fund utilizes the accrual basis of budgeting and accounting.

The following schedules are set forth by Fund and provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Revenues, Expenditures, and changes in Personnel**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2018-2020 (actuals) and 2021-2022 (budget). Revenues are presented by source and expenditures are presented by use.

ENTERPRISE FUND SUMMARY

Solid Waste Fund Summary

The Solid Waste Fund accounts for fees received from users of the city's residential solid waste program (i.e. garbage, yard waste, and recycling collection including glass). Services are provided on a user charge basis and managed through a contract with a private operator. The Finance Department manages the Solid Waste Program including billing, collection, and customer service functions. Commercial solid waste customers are authorized to contract for commercial solid waste collection and disposal services from any contractor that has obtained a solid waste collection permit from the city.

Trends

The FY 2022 Budget for the Solid Waste Fund totals \$5,595,116 and represents an increase of 19%, or \$898,255, compared to FY 2021. This growth is driven through rate increases by our private sanitation hauler due to a combination of market forces including the impact of the COVID-19 pandemic on trash volume.

The city's private waste hauler increased rates by 25% effective April 1, 2021. To offset this increase, the city is utilizing reserves within the Solid Waste Fund (\$750,000 for FY 2022) to cover most of the rate growth with the balance coming through an increase in sanitation fees to our customers. As a parallel process to these rate adjustments, the city is in the process of formulating an RFP for private sanitation hauler services to ensure continued excellent service to our customers at a competitive price.

The Personnel Services category was relatively flat with FY 2021 due to departmental turnover and varying salary/benefit elections.

Authorized personnel total 1.0 FTE and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Customer Account Representative	1.0	1.0	1.0	1.0	1.0	-
	1.0	1.0	1.0	1.0	1.0	-

The Maintenance and Operations category increased 24%, or \$1,068,694, due primarily to the private sanitation hauler rate adjustments previously discussed.

ENTERPRISE FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Personnel

Solid Waste Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Licenses and Permits					
Penalties and Interest	\$ 50	\$ -	\$ 69	\$ -	\$ -
Charges for Services:					
Collection Fees	3,777,854	4,122,679	4,152,563	4,415,000	4,775,000
Commercial Hauler Fees	27,189	32,465	21,592	25,000	25,000
Penalties and Interest	45,199	31,757	31,267	30,000	30,000
Other	1,571	1,213	2,312	1,575	1,575
Investment Earnings	19,817	59,238	52,629	22,763	13,541
Other					
Miscellaneous	(56)	4	-		-
Fund Balance	-	-	-	202,523	750,000
TOTAL	\$ 3,871,624	\$ 4,247,356	\$ 4,260,432	\$ 4,696,861	\$ 5,595,116
EXPENDITURES					
Personnel Services:					
Salaries	\$ 38,117	\$ 32,152	\$ 39,645	\$ 42,217	\$ 43,573
Overtime	-	2,472	156	2,638	390
Group Insurance	26,139	21,680	19,648	20,418	20,858
FICA	2,624	2,352	2,981	3,407	3,331
Pension (401A Cont./Match)	3,377	3,369	4,659	4,996	5,186
Miscellaneous	1,085	1,954	2,149	2,170	2,102
subtotal	\$ 71,341	\$ 63,979	\$ 69,238	\$ 75,846	\$ 75,440
Maintenance & Operations:					
Professional Services (Haulers)	\$ 3,659,933	\$ 4,102,010	\$ 4,192,244	\$ 4,385,990	\$ 5,453,500
Miscellaneous	87,370	60,966	58,020	64,992	66,176
subtotal	\$ 3,747,302	\$ 4,162,976	\$ 4,250,264	\$ 4,450,982	\$ 5,519,676
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 170,033	\$ -
subtotal	\$ -	\$ -	\$ -	\$ 170,033	\$ -
TOTAL	\$ 3,818,643	\$ 4,226,955	\$ 4,319,502	\$ 4,696,861	\$ 5,595,116
Authorized Personnel	1.0	1.0	1.0	1.0	1.0

INTERNAL SERVICE FUND SUMMARIES

Internal Service Fund Summaries

Overview

The *Internal Service Fund Summaries* section is intended to provide readers with an overall understanding of the respective fiscal year 2022 budgets for the city's Internal Service Funds.

Internal Service Funds are used to accumulate and allocate costs internally among the city's various functions and utilizes the accrual basis of budgeting and accounting.

The following schedules provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Revenues, Expenditures, and changes in Personnel**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2018-2020 (actuals) and 2021-2022 (budget). Revenues are presented by source and expenditures are presented by use.

INTERNAL SERVICE FUND SUMMARIES

Risk Management Fund Summary

The Risk Management Fund accounts for expenses related to providing and administering the general liability, automotive liability, workers' compensation and property insurance coverage for the city. Funding is provided through an (approximate) 2% charge per employee (based on salary) for workers compensation coupled with funding from the General Fund for insurance premiums. The Finance Department manages the Risk Management Program including all workers compensation, general liability, and other insurance claims.

Trends

The FY 2022 Budget for the Risk Management Fund totals \$1,610,172 and represents a decrease of -40%, or -\$1,061,071, compared to FY 2021. The main driver of this variance is the non-allocated reserve (i.e. available fund balance) budgeted in FY 2021¹⁰. After adjusting for the non-allocated reserve, the true operational budget growth is flat with 2021.

¹⁰ Annually after the year-end accrual period (i.e. September), the city carries-forward available fund balance and places in a Non-Allocated Reserve account. The purpose is to provide elected officials, city staff, citizens, and stakeholders with a transparent view of the funding available for future initiatives. The carry-forward for FY 2021 will occur subsequent to adoption of the budget.

INTERNAL SERVICE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Risk Management Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Charges for Services:					
Risk Management Allocations	\$ 1,335,000	\$ 1,446,500	\$ 1,499,800	\$ 793,361	\$ 830,149
Insurance Premium Funding	-	-	-	720,250	779,750
Investment Earnings	9,247	28,736	31,873	12,639	273
Other					
Insurance Proceeds	56,175	14,573	52,528	-	-
Fund Balance	-	-	-	1,144,813	-
TOTAL	\$ 1,400,421	\$ 1,489,809	\$ 1,584,201	\$ 2,671,063	\$ 1,610,172
EXPENDITURES					
Maintenance & Operations:					
Professional Services	\$ 131,408	\$ 108,241	\$ 106,003	\$ 125,000	\$ 118,000
Insurance Premiums					
Vehicle	159,588	163,093	165,625	180,432	187,000
Property/Equipment	92,197	87,694	105,652	120,976	125,000
Fine Art	-	2,500	3,201	3,201	4,000
General Liability	56,626	57,952	55,354	65,324	70,000
Law Enforcement Liability	85,194	86,283	86,313	86,256	90,500
Public Entity Liability	58,077	62,733	73,360	73,360	76,500
Workers Comp Excess	103,609	105,684	100,398	110,642	114,000
Criminal Liability	3,386	3,386	3,386	3,386	4,000
Cyber Liability	6,394	6,805	30,202	32,823	35,750
Umbrella Liability	52,782	53,745	54,246	65,677	70,000
Medical Services (PS Custody)	40,155	2,475	319	10,000	5,322
Claims/Judgments	668,204	200,354	426,332	735,298	710,100
<i>subtotal</i>	\$ 1,457,620	\$ 940,944	\$ 1,210,390	\$ 1,612,375	\$ 1,610,172
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 1,058,868	\$ -
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 1,058,868	\$ -
TOTAL	\$ 1,457,620	\$ 940,944	\$ 1,210,390	\$ 2,671,243	\$ 1,610,172
Authorized Personnel					
	-	-	-		-

INTERNAL SERVICE FUND SUMMARIES

Medical Insurance Fund Summary

The Medical Insurance Fund accounts for activity under the City's Minimum Premium Plan (MPP) in accordance with Generally Accepted Accounting Principles.

Accounting rules dictate the creation of an Internal Service Fund to track activity under an MPP. As such, this fund does not represent new costs. Rather, it represents a flow of funds from the Operating Funds (e.g. employer/employee premiums) that does have the effect of grossing-up the totals as the appropriations are reflected in multiple Funds.

Under the MPP, the City and the medical insurer (CIGNA) agree that the City will be responsible for paying all claims up to an agreed-upon aggregate level, with the insurer responsible for the excess. The insurer will continue to process claims and administrative services. Through the MPP arrangement, the City can reduce premium taxes while maintaining coverage benefits. The MPP is still a fully insured medical plan.

Trends

The FY 2022 Budget totals \$8.7 million and represents premiums (employer and employee) and the associated expenditures (administration, claims, and reserves). The operating funds (e.g. General Fund, E911 Fund, DEA Fund, and Sanitation Fund) all include group insurance expenses that represent the city's costs.

INTERNAL SERVICE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Medical Insurance Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Charges for Services:					
Medical Insurance Premiums					
Employer Contribution	\$ 6,249,906	\$ 6,365,425	\$ 7,024,367	\$ 7,700,000	\$ 7,930,000
Employee Contribution	749,815	760,710	616,248	785,000	810,000
Investment Earnings	119	151	1,048		-
Other					
Fund Balance	-	-		2,449	-
TOTAL	\$ 6,999,839	\$ 7,126,286	\$ 7,641,662	\$ 8,487,449	\$ 8,740,000
EXPENDITURES					
Maintenance & Operations:					
Medical Premiums	\$ 1,506,906	\$ 1,631,686	\$ 1,742,464	\$ 1,800,000	\$ 1,855,000
Medical Claims	5,257,053	5,458,174	5,633,235	6,685,000	6,885,000
<i>subtotal</i>	<i>\$ 6,763,958</i>	<i>\$ 7,089,860</i>	<i>\$ 7,375,700</i>	<i>\$ 8,485,000</i>	<i>\$ 8,740,000</i>
Other					
Transfer to OPEB Fund	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ 1,500,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 2,449	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 2,449</i>	<i>\$ -</i>
TOTAL	\$ 6,763,958	\$ 8,589,860	\$ 7,375,700	\$ 8,487,449	\$ 8,740,000
Authorized Personnel	-	-	-		-

FIDUCIARY FUND SUMMARIES

Fiduciary Fund Summaries

Overview

The *Fiduciary Fund Summaries* section is intended to provide readers with an overall understanding of the respective fiscal year 2022 budgets for the Other Post Employment Benefit (OPEB) Funds.

Fiduciary Funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds utilize the accrual basis of accounting.

The following schedules provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Revenues, Expenditures, and changes in Personnel**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2018-2020 (actuals) and 2021-2022 (budget). Revenues are presented by source and expenditures are presented by use.

FIDUCIARY FUND SUMMARIES

Other Post Employment Benefit (OPEB) Trust Fund Summary

The OPEB Health Fund represents activity associated the other post-employment benefit plan (OPEB). Eligible retirees are offered the same health and prescription drug coverage as active employees. Each fiscal year, the city determines the Plan benefits and premium rate for participants (active and retirees). However, unlike active employees, retirees pay 100% of the blended premium afforded to the city. Therefore, as the retiree makes the full premium payment, the city's only exposure is the accounting treatment of this implicit rate subsidy caused by the difference in the blended rate offered to the retiree and his/her actual age adjusted premium. Coverage expires at age 65. OPEB related funding for FY 2022 totals \$22,474.

Statement of Revenues, Expenditures, and changes in Personnel

OPEB Health Benefit Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Investment Earnings	\$ 16,391	\$ 39,750	\$ 29,985	\$ 10,000	\$ 9,874
Other					
OPEB Health Benefit Funding					
Employer Contribution	85,200	85,000	68,015	76,589	12,600
Employee Contribution	-	-	-	-	-
Fund Balance	-	-	-	68,048	-
TOTAL	\$ 101,591	\$ 124,750	\$ 98,000	\$ 154,637	\$ 22,474
EXPENDITURES					
Maintenance & Operations:					
OPEB Health Benefit	\$ 7,686	\$ 9,094	\$ 21,875	\$ 76,589	\$ 12,474
Miscellaneous	-	5,737	8,076	10,000	10,000
<i>subtotal</i>	<i>\$ 7,686</i>	<i>\$ 14,831</i>	<i>\$ 29,951</i>	<i>\$ 86,589</i>	<i>\$ 22,474</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 68,048	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 68,048</i>	<i>\$ -</i>
TOTAL	\$ 7,686	\$ 14,831	\$ 29,951	\$ 154,637	\$ 22,474
Authorized Personnel	-	-	-		-

FIDUCIARY FUND SUMMARIES

Other Post Employment Benefit (OPEB) Reimbursement Fund Summary

Starting with Fiscal Year 2019, the city implemented a new post-employment healthcare benefit to assist our employees in funding one of their primary cost drivers during retirement, healthcare.

Costs for this benefit approximate 2% of payroll (\$590,928 citywide for FY 2022). This benefit will require a minimum 15-year vesting (maximum benefit achieved at 25-years¹¹) which will further assist in not only recruitment, but also retention of our most valuable assets, our employee.

Statement of Revenues, Expenditures, and changes in Personnel

OPEB Health Reimbursement Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Investment Earnings	\$ -	\$ 48,386	\$ 53,648	\$ 19,000	\$ 19,025
Other					
OPEB Health Reimbursement Funding					
Employer Contribution	-	550,000	575,000	574,502	590,928
Transfer-In					
Medical Insurance Fund	-	1,500,000	-	-	-
Fund Balance	-	-	-	2,703,531	-
TOTAL	\$ -	\$ 2,098,386	\$ 628,648	\$ 3,297,033	\$ 609,953
EXPENDITURES					
Maintenance & Operations:					
OPEB Reimbursement Benefit	\$ -	\$ -	\$ -	\$ 574,502	\$ 590,953
Miscellaneous	-	8,538	14,964	19,000	19,000
<i>subtotal</i>	<i>\$ -</i>	<i>\$ 8,538</i>	<i>\$ 14,964</i>	<i>\$ 593,502</i>	<i>\$ 609,953</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 2,703,531	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 2,703,531</i>	<i>\$ -</i>
TOTAL	\$ -	\$ 8,538	\$ 14,964	\$ 3,297,033	\$ 609,953
Authorized Personnel	-	-	-		-

¹¹ Credited years-of-service for current employees will count towards vesting (subject to a maximum of 15-years).

APPENDIX

Appendix

Alpharetta Convention & Visitors Bureau (ACVB)

The ACVB, while a separate legal entity from the city, is funded through a portion of the city's hotel/motel tax (as detailed within the Hotel/Motel Fund budget). As a component of our operational relationship, the city reports on certain economic activities of the ACVB such as the annual adopted budget. This section is provided for informational purposes only.

- **Vision Statement**

To positively impact the economic life of Alpharetta.

- **ACVB Mission Statement**

To position the city of Alpharetta as a regionally, nationally and globally recognized premier tourism destination by developing quality programs and facilities to attract overnight visitors.

- **How We Are Funded**

Alpharetta's 29 hotels collect an 8 percent hotel occupancy tax from their visitors and pay it to the city on a monthly basis. The city keeps 37.5% of the tax to spend on enhancements for its citizens, 18.75% is given to the conference center (facility portion of the tax) and 43.75% is distributed to the ACVB to market and promote the city of Alpharetta.

- **What We Do**

The ACVB uses innovative and targeted marketing strategies, along with aggressive sales efforts, to attract overnight visitors to the city. We do this in three key areas:

- Increasing the awareness and identity of Alpharetta as a destination for the leisure and individual traveler and raising awareness of the economic importance of the visitor industry to Alpharetta by placing advertisements, writing press releases, utilizing social media and maintaining a technologically advanced website;
- Employing a variety of sales strategies to increase the number of group room nights booked in Alpharetta's 29 hotels through attendance at tradeshow, association meetings and conferences as well as sales calls and site visits with event organizers; and
- Providing leadership for the visitor industry, coordinating activities, encouraging marketing activities and partnerships, and projecting an appealing image on behalf of the city of Alpharetta.

APPENDIX

Alpharetta Convention & Visitors Bureau Fiscal Year 2022 Adopted Budget

Occupancy Tax Revenues	\$ 2,406,250
Interest Income	1,600
Accumulated Surplus	500,000
TOTAL REVENUE	\$ 2,907,850
Salary & Benefits	\$ 1,195,318
Accounting & Legal Fees	15,000
Advertising	
<i>Georgia/Metro Atlanta Ads</i>	129,500
<i>National/Regional Ads</i>	126,780
Business License	400
Computer Equipment	4,200
Business Development	
Ameris Bank Amphitheatre	128,000
Conference Center	500,000
Computer Software/Maintenance	67,000
Research	9,120
Contingency Fund	165,441
Insurance	4,600
Meeting Expenses	44,300
Membership Dues	40,856
Subscriptions	650
Office Equipment/Leases	9,640
Office Rent (utilities, cleaning, security)	99,318
Office Supplies/Furniture	16,500
Postage/Shipping	7,600
Premiums/Gifts	10,000
Printing/Production	62,000
Taxes/Leased Equipment	1,200
Public Relations	50,000
Sponsorships/Bid Fees	140,700
Telephone/ISP	24,252
Tradeshows/Conference/Professional Development	55,175
Staff Development	300
TOTAL EXPENSES	\$ 2,907,850



City Council Meeting STAFF REPORT

Submitting Department: Finance

Submitted By:

Sponsored By:

Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: APPROVAL OF FISCAL YEAR 2022 BUDGET AND MILLAGE RATE LEVY (2ND READING)

II. RECOMMENDATION:

Approval of the Fiscal Year 2022 Budget through adoption of the following: (a) Fiscal Year 2022 Budget Ordinance (2nd reading); and (b) Fiscal Year 2022 Millage Rate Ordinance (2nd reading).

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT.
BUDGET: NO

TOTAL PROJECT COST: \$149,253,265 (SEE
ATTACHED BUDGET)

APPROPRIATIONS:

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

EXTERNAL FUNDING SOURCES:

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

IV. REPORT IN BRIEF:

The FY 2022 Budget was distributed electronically to the City Council on April 26, 2021, and is available on the City's website as a downloadable pdf and available for filtering/analysis through the City's financial transparency site powered by OpenGov.

The Finance Department presented an overview of the operating and capital budget at the May 3rd, May 7th, and May 24th City Council meetings.

Tonight is the final vote on the FY 2022 Budget and Millage Rate Levy with the schedule as follows:

June 7, 2021:

Public Hearing

City Council Meeting

Budget Ordinance (1st Reading)

Millage Ordinance (1st Reading)

June 21, 2021:

Public Hearing

City Council Meeting

Budget Ordinance (2nd Reading)

Millage Ordinance (2nd Reading)

There have been no changes to the budget since the May 24th City Council Budget Work Session.

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

V. ALTERNATIVES:

VI. ATTACHMENTS:

Budget Ordinance (FY 2022 Budget), Exhibit A - Legal Level of Control (FY 2022 Budget), Exhibit B - Budget (FY 2022 Budget), Millage Rate Ordinance (FY 2022)



AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA, ADOPTING THE FINAL ESTIMATES OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR COMMENCING JULY 1, 2021, AND ENDING ON JUNE 30, 2022, AS ITS ANNUAL BUDGET, APPROPRIATING THE USE OF FUNDS SHOWN THEREIN AS MAY BE NEEDED OR DEEMED NECESSARY TO DEFRAY ALL EXPENDITURES AND LIABILITIES OF THE CITY FOR SUCH FISCAL YEAR; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Mayor and Council of the City of Alpharetta have held public hearing(s) upon its proposed budget for the 2021-2022 fiscal year;

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

WHEREAS, the 2021-2022 fiscal year budget provides a financial plan for the government, establishing appropriations for each operating department in order to extend services:

NOW, THEREFORE BE IT ORDAINED that this budget, "Exhibit A" attached hereto and by this reference made a part hereof this ordinance, shall be the City of Alpharetta's 2021-2022 fiscal year budget; and

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

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

BE IT FURTHER ORDAINED that for the following funds, all project encumbrances and unexpended appropriations outstanding as of fiscal year end 2020-2021 shall carry forward for the same purpose. If the project is complete, the unexpended appropriations shall carry forward and be appropriated to a reserve account.

Fund 210:	Confiscated Assets Fund (Federal)	Fund 317:	Series 2016 Capital Improvements Bond Fund
Fund 211:	Confiscated Assets Fund (State)	Fund 335:	T-SPLOST Capital Fund
Fund 215:	Emergency 911 Fund	Fund 340:	Capital Grant Fund
Fund 220:	Operating Grant Fund	Fund 410:	Debt Service Fund
Fund 270:	Impact Fee Fund	Fund 540:	Solid Waste Fund
Fund 275:	Hotel/Motel Fund	Fund 600:	Risk Management Fund
Fund 301:	Capital Project Fund	Fund 605:	Medical Insurance Fund
Fund 302:	Storm Water Capital Project Fund	Fund 790:	OPEB Health Benefit Fund
Fund 303:	American Rescue Act Fund	Fund 791:	OPEB Health Reimbursement Fund

BE IT FURTHER ORDAINED that for the following funds, fund balance as of fiscal year end 2020-2021, if applicable, shall carry forward and be appropriated to a reserve account:

Fund 210:	Confiscated Assets Fund (Federal)	Fund 317:	Series 2016 Capital Improvements Bond Fund
Fund 211:	Confiscated Assets Fund (State)	Fund 335:	T-SPLOST Capital Fund
Fund 215:	Emergency 911 Fund	Fund 340:	Capital Grant Fund
Fund 220:	Operating Grant Fund	Fund 410:	Debt Service Fund
Fund 270:	Impact Fee Fund	Fund 540:	Solid Waste Fund
Fund 275:	Hotel/Motel Fund	Fund 600:	Risk Management Fund
Fund 301:	Capital Project Fund	Fund 605:	Medical Insurance Fund
Fund 302:	Storm Water Capital Project Fund	Fund 790:	OPEB Health Benefit Fund
Fund 303:	American Rescue Act Fund	Fund 791:	OPEB Health Reimbursement Fund

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

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

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

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

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

BE IT FURTHER ORDAINED that this Ordinance shall take effect as provided by law, but the budget adopted hereby shall take effect as of July 1, 2021.

ADOPTED AND APPROVED this _____ day of _____, 2021.

CITY OF ALPHARETTA, GEORGIA

By: _____
Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

(SEAL)

Attest:

City Clerk

EXHIBIT A
FY 2022 Budget - Legal Level of Control (2nd Reading)

City of Alpharetta
FY 2022 Budget
Citywide Statement of Revenues and Expenditures (by Department)

	Special Revenue Funds				Capital Project Funds				Enterprise Fund		Internal Service Funds		Fiduciary Funds		
	General Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Projects Fund	Stormwater Capital Fund	T-SPLOST Capital Fund	American Rescue Act Fund	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Health Benefit Fund	OPEB Reimb. Fund	TOTAL
REVENUES:															
Property Taxes	\$ 26,097,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,752,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,849,000
Local Option Sales Taxes/T-SPLOST	15,700,000	-	-	-	-	-	7,615,000	-	-	-	-	-	-	-	23,315,000
Other Taxes	15,727,750	-	-	5,500,000	-	-	-	-	-	-	-	-	-	-	21,227,750
Licenses and Permits	2,729,100	-	-	-	-	-	-	-	-	-	-	-	-	-	2,729,100
Intergovernmental Revenue	117,678	1,250,000	-	-	-	-	-	6,644,511	-	-	-	-	-	-	8,012,189
Charges for Services	3,741,450	3,410,000	-	-	-	-	-	-	-	4,831,575	1,609,899	8,740,000	-	-	22,332,924
Fines and Forfeitures	2,056,000	-	-	-	-	-	-	-	-	-	-	-	-	-	2,056,000
Interest Earnings	190,000	18,482	-	10,000	100,000	-	225,000	-	13,000	13,541	273	-	9,874	19,025	599,195
Other/Miscellaneous	240,787	-	-	-	-	-	-	-	-	-	-	-	12,600	590,928	844,315
<i>subtotal</i>	\$ 66,599,765	\$ 4,678,482	\$ -	\$ 5,510,000	\$ 100,000	\$ -	\$ 7,840,000	\$ 6,644,511	\$ 4,765,000	\$ 4,845,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 111,965,473
Other Financing Sources															
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 5,966,799	\$ 1,520,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,486,799
Interfund Transfer from Hotel/Motel Fund	2,062,500	-	-	-	-	-	-	-	-	-	-	-	-	-	2,062,500
Budgeted Fund Balance	5,836,799	50,000	1,443,100	304,713	2,000,000	-	17,160,000	-	193,881	750,000	-	-	-	-	27,738,493
<i>subtotal</i>	\$ 7,899,299	\$ 50,000	\$ 1,443,100	\$ 304,713	\$ 7,966,799	\$ 1,520,000	\$ 17,160,000	\$ -	\$ 193,881	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 37,287,792
Total Revenues	\$ 74,499,064	\$ 4,728,482	\$ 1,443,100	\$ 5,814,713	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 149,253,265
EXPENDITURES:															
Mayor and City Council	\$ 386,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 386,092
City Administration	2,128,802	-	-	-	-	-	-	-	-	-	-	-	-	-	2,128,802
Finance	3,478,691	-	-	-	-	-	-	-	-	5,595,116	1,610,172	8,740,000	-	-	19,423,979
Legal Services	750,000	-	-	-	-	-	-	-	-	-	-	-	-	-	750,000
Information Technology	2,022,562	-	-	-	950,000	-	-	-	-	-	-	-	-	-	2,972,562
Human Resources	689,600	-	-	-	-	-	-	-	-	-	-	-	-	-	689,600
Municipal Court	1,055,011	-	-	-	-	-	-	-	-	-	-	-	-	-	1,055,011
Public Safety	31,846,772	4,728,482	124,600	-	767,400	-	-	-	-	-	-	-	-	-	37,467,254
Public Works	9,022,696	-	1,250,000	-	3,344,000	1,520,000	25,000,000	4,644,511	-	-	-	-	-	-	44,781,207
Recreation, Parks and Cultural Services	10,089,025	-	-	-	1,584,500	-	-	2,000,000	-	-	-	-	-	-	13,673,525
Community Development	3,773,624	-	68,500	-	60,000	-	-	-	-	-	-	-	-	-	3,902,124
Non-Departmental	-	-	-	6,000	-	-	-	-	16,000	-	-	-	22,474	609,953	654,427
Insurance Premiums (Risk Fund)	779,750	-	-	-	-	-	-	-	-	-	-	-	-	-	779,750
Alpharetta Convention and Visitors Bureau	-	-	-	2,406,250	-	-	-	-	-	-	-	-	-	-	2,406,250
Debt Service (Principal and Interest)*	289,640	-	-	1,339,963	-	-	-	-	4,942,881	-	-	-	-	-	6,572,484
Contingency	700,000	-	-	-	-	-	-	-	-	-	-	-	-	-	700,000
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	1,360,899	-	-	-	-	-	-	-	-	-	1,360,899
<i>subtotal</i>	\$ 67,012,265	\$ 4,728,482	\$ 1,443,100	\$ 3,752,213	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 139,703,966
Other Financing Uses															
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ 2,062,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,062,500
Interfund Transfer to Capital Funds	7,486,799	-	-	-	-	-	-	-	-	-	-	-	-	-	7,486,799
<i>subtotal</i>	\$ 7,486,799	\$ -	\$ -	\$ 2,062,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,549,299
Total Expenditures	\$ 74,499,064	\$ 4,728,482	\$ 1,443,100	\$ 5,814,713	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 149,253,265

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

City of Alpharetta
FY 2022 Budget
Capital Plan Use (Project Detail)

	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Fund	American Rescue Act Fund	E911 Fund	Impact Fee Fund	Total	Other Sources	Total
Community Development									
North Point Pkwy Corridor (TIP Grant Match)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000	\$ 1,250,000	\$ 5,000,000	\$ 6,250,000
Design Services	60,000	-	-	-	-	-	60,000	-	60,000
Impact Fee Program (update)	-	-	-	-	-	68,500	68,500	-	68,500
Subtotal	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 1,318,500	\$ 1,378,500	\$ 5,000,000	\$ 6,378,500
Public Works									
Recurring Traffic Signal System Maintenance	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Recurring Milling and Resurfacing	1,224,000	-	-	1,176,000	-	-	2,400,000	600,000	3,000,000
Recurring Traffic Control Equipment	100,000	-	-	-	-	-	100,000	-	100,000
Recurring Traffic Responsive System Maintenance	150,000	-	-	-	-	-	150,000	-	150,000
Recurring Traffic Striping and Signage	200,000	-	-	-	-	-	200,000	-	200,000
Recurring Traffic Calming Improvements	75,000	-	-	-	-	-	75,000	-	75,000
Recurring Bridge Maintenance	150,000	-	-	-	-	-	150,000	-	150,000
Recurring Tree Planting and Landscape Improvements	265,000	-	-	-	-	-	265,000	-	265,000
Sidewalk Maintenance and Repair (recurring)	-	-	-	1,324,000	-	-	1,324,000	-	1,324,000
Recurring Fleet (F-250 Crew Cab Service Truck)	65,000	-	-	-	-	-	65,000	-	65,000
Recurring Fleet (Chipper Dump Truck)	140,000	-	-	-	-	-	140,000	-	140,000
Recurring Equipment (Skid Steer Loader)	85,000	-	-	-	-	-	85,000	-	85,000
Streetlight Maintenance (recurring)	80,000	-	-	-	-	-	80,000	-	80,000
Traffic Control Center/Server Room Maintenance (recurring)	60,000	-	-	-	-	-	60,000	-	60,000
City Trash Receptacle Service (recurring)	50,000	-	-	-	-	-	50,000	-	50,000
Recurring Facility Renovations (PS Roof)	250,000	-	-	-	-	-	250,000	-	250,000
Recurring Facility Renovations (Fire Stations)	60,000	-	-	-	-	-	60,000	-	60,000
Recurring Rec Facility Bathroom, Painting, Floor Repairs	30,000	-	-	-	-	-	30,000	-	30,000
Recurring Parking Garage Maintenance	25,000	-	-	-	-	-	25,000	-	25,000
Recurring HVAC Replacements	60,000	-	-	-	-	-	60,000	-	60,000
Recurring Generator Replacement (Fire Stations 81/PS HQ)	100,000	-	-	-	-	-	100,000	-	100,000

**City of Alpharetta
FY 2022 Budget
Capital Plan Use (Project Detail)**

	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Fund	American Rescue Act Fund	E911 Fund	Impact Fee Fund	Total	Other Sources	Total
Recurring Stormwater Pipes/Structure Repair/Maintenance	-	750,000	-	2,144,511	-	-	2,894,511	-	2,894,511
Recurring Stormwater Drainage Maintenance	-	200,000	-	-	-	-	200,000	-	200,000
Recurring Stormwater Inspections	-	120,000	-	-	-	-	120,000	-	120,000
Recurring Stormwater Design/Studies	-	100,000	-	-	-	-	100,000	-	100,000
Meadow Brook Hills Drainage Imp. (design)	-	250,000	-	-	-	-	250,000	-	250,000
Stormwater Needs Assessment	-	100,000	-	-	-	-	100,000	-	100,000
Design Services	75,000	-	-	-	-	-	75,000	-	75,000
Subtotal	\$ 3,344,000	\$ 1,520,000	\$ -	\$ 4,644,511	\$ -	\$ -	\$ 9,508,511	\$ 600,000	\$ 10,108,511
Information Technology									
Recurring Technology Replacement (all city departments)	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000
Citywide Network Devices (replacement)	350,000	-	-	-	-	-	350,000	-	350,000
City Council A/V (replacement)	300,000	-	-	-	-	-	300,000	-	300,000
Subtotal	\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 950,000	\$ -	\$ 950,000
Public Safety									
Recurring Fleet Replacement (Qty: 7)	\$ 305,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 305,000	\$ -	\$ 305,000
Recurring Public Safety Equipment (replacement)	211,000	-	-	-	-	-	211,000	-	211,000
E911 Facility Renovations	-	-	-	-	50,000	-	50,000	-	50,000
Lucas Devices (PS Fire)	176,000	-	-	-	-	-	176,000	-	176,000
Rapid Rescue Truck (Fire)	75,400	-	-	-	-	124,600	200,000	-	200,000
Subtotal	\$ 767,400	\$ -	\$ -	\$ -	\$ 50,000	\$ 124,600	\$ 942,000	\$ -	\$ 942,000
Recreation, Parks & Cultural Services									
Recurring Park Enhancements	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ 120,000
Recurring Playground Equipment Improvements	100,000	-	-	-	-	-	100,000	-	100,000
Recurring Park Repairs/Improvements	125,000	-	-	-	-	-	125,000	-	125,000
Recurring Athletic Courts Resurfacing	60,000	-	-	-	-	-	60,000	-	60,000
Recurring Synthetic Turf Fields Replacement	500,000	-	-	-	-	-	500,000	-	500,000
Recurring Fleet Replacement (Qty: 6)	275,000	-	-	-	-	-	275,000	-	275,000
Recurring Park Equipment Replacement	122,000	-	-	-	-	-	122,000	-	122,000
Recurring Greenway Improvements/Repairs	250,000	-	-	-	-	-	250,000	-	250,000
Replace Boardwalk between old Wild Wings and Greenway	-	-	-	2,000,000	-	-	2,000,000	-	2,000,000
The Stories Project	12,500	-	-	-	-	-	12,500	-	12,500
Design Services	20,000	-	-	-	-	-	20,000	-	20,000
Subtotal	\$ 1,584,500	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ 3,584,500	\$ -	\$ 3,584,500

**City of Alpharetta
FY 2022 Budget
Capital Plan Use (Project Detail)**

	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Fund	American Rescue Act Fund	E911 Fund	Impact Fee Fund	Total	Other Sources	Total
TSPLOST									
Old Milton Pkwy Capacity Improvements (North Point Pkwy to City limits)	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -	\$ 2,000,000
Webb Bridge Rd Improvements (Greenway to Webb Bridge Way)	-	-	23,000,000	-	-	-	23,000,000	-	23,000,000
Subtotal	\$ -	\$ -	\$ 25,000,000	\$ -	\$ -	\$ -	\$ 25,000,000	\$ -	\$ 25,000,000
TOTAL	\$ 6,705,900	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	\$ 50,000	\$ 1,443,100	\$ 41,363,511	\$ 5,600,000	\$ 46,963,511
NON-ALLOCATED (future capital/one-time)	\$ 1,360,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,360,899		\$ 1,360,899
Budgeted as part of FY 2022 Budget								Budgeted once received	

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

Operating and Capital Budget For Fiscal Year 2022

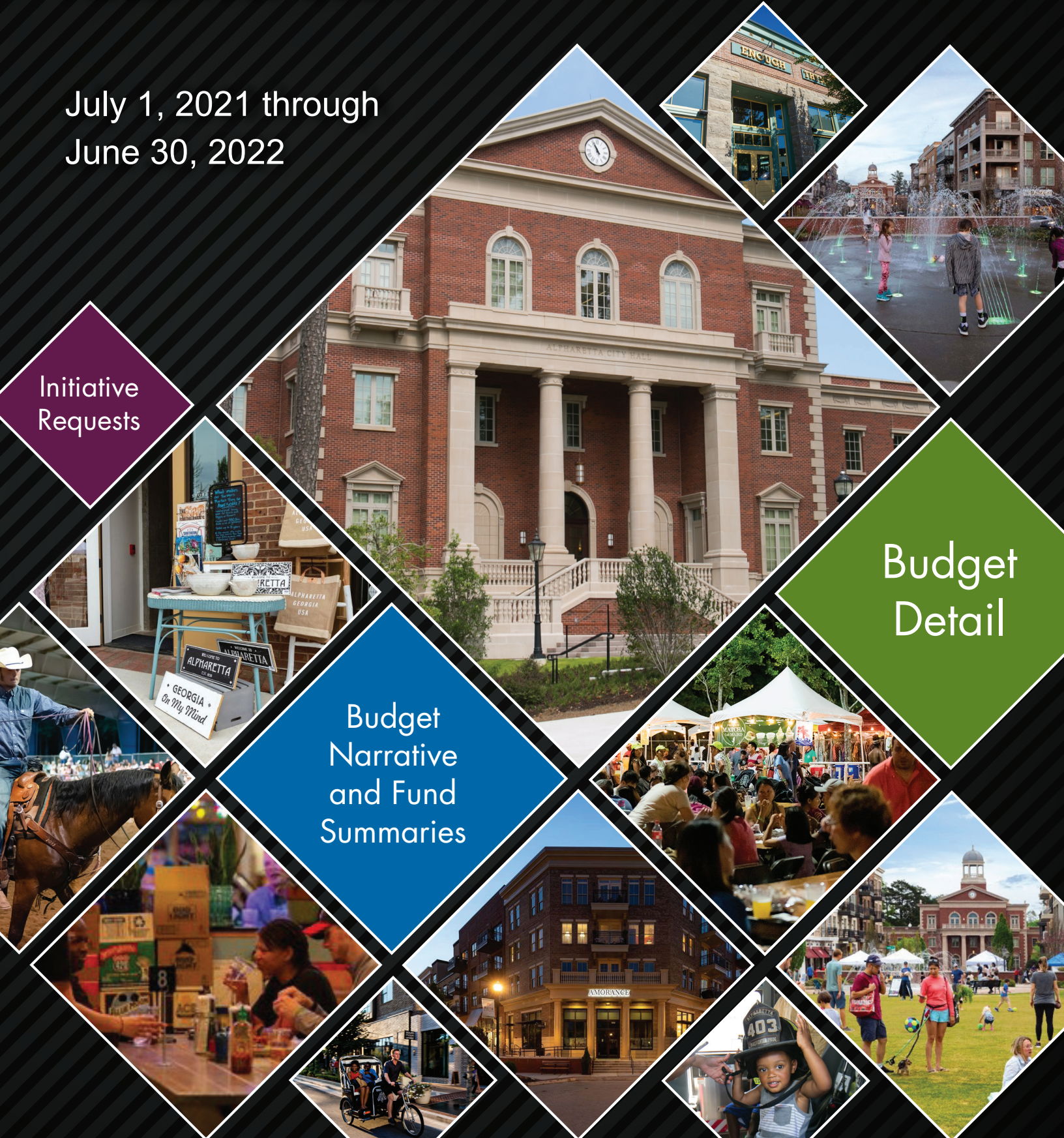
July 1, 2021 through
June 30, 2022

THE CITY OF
ALPHARETTA
GEORGIA

Initiative
Requests

Budget
Detail

Budget
Narrative
and Fund
Summaries



City of Alpharetta, GA

Prepared by:
Finance Department
2 Park Plaza
Alpharetta, GA 30009
Phone (678) 297-6094
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Annual Operating & Capital Budget

for Fiscal Year 2022

(July 1, 2021 through June 30, 2022)



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MAYOR AND CITY COUNCIL

Mayor and City Council

DONALD MITCHELL
CITY COUNCIL (POST 1)



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BEN BURNETT
CITY COUNCIL (POST 2)



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KAREN RICHARD
CITY COUNCIL (POST 3)



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JIM GILVIN
MAYOR



JGilvin@alpharetta.ga.us

Mission Statement

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

JOHN HIPES
CITY COUNCIL (POST 4)



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JASON BINDER
CITY COUNCIL (POST 5)



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DAN MERKEL
CITY COUNCIL (POST 6)



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EXECUTIVE MANAGEMENT TEAM

Executive Management Team



BOB REGUS
CITY ADMINISTRATOR



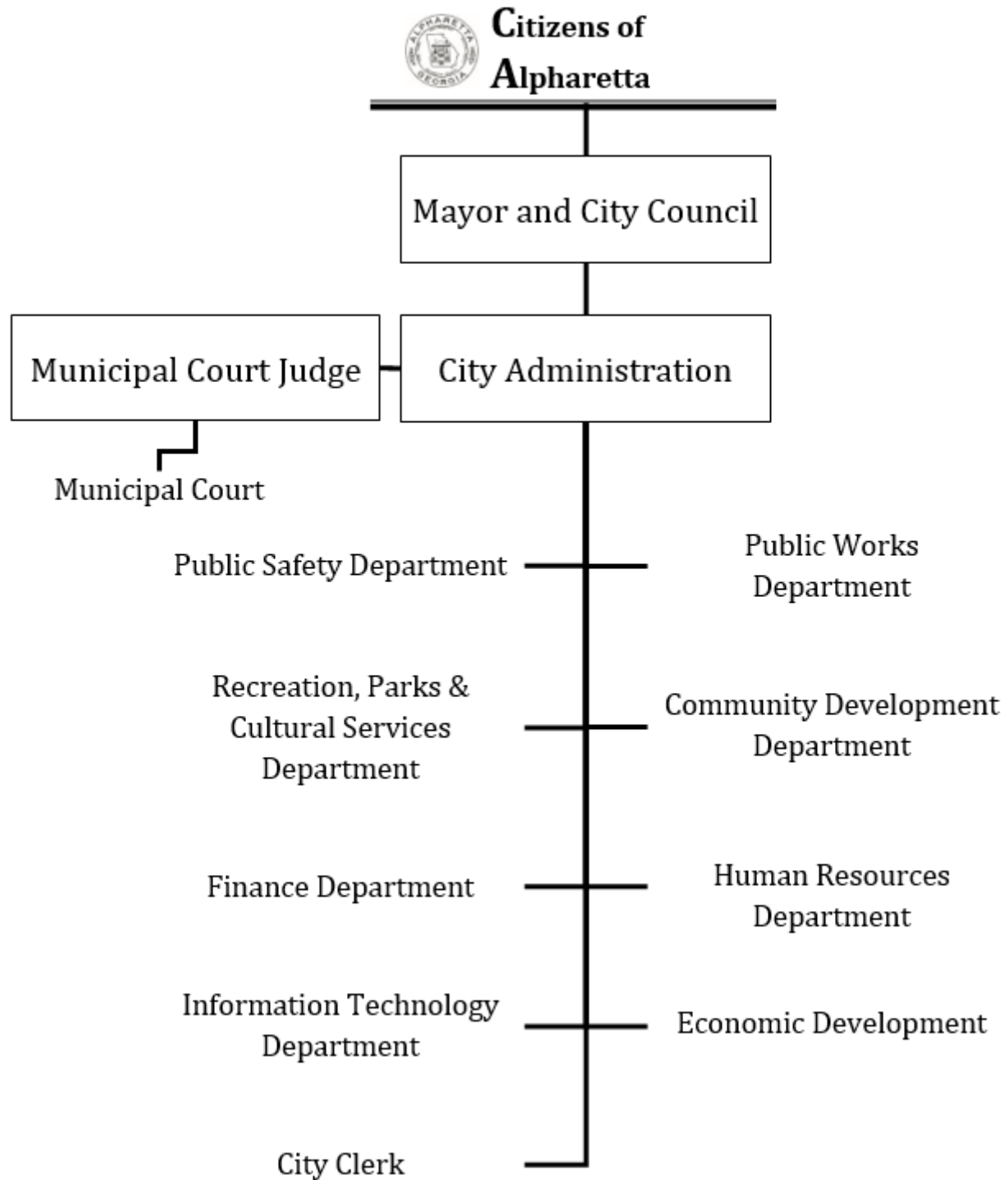
BRegus@alpharetta.ga.us

EXECUTIVE STAFF

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

ORGANIZATIONAL STRUCTURE

Organizational Structure





2 PARK PLAZA
ALPHARETTA, GA 30009
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WWW.ALPHARETTA.GA.US

June 21, 2021

To the City Council and Citizens of Alpharetta:

We are pleased to present our Annual Operating and Capital Budget (line-item budget detail) for Fiscal Year 2022 (the "Budget") of the City of Alpharetta, Georgia. Our recommendations are based on direction provided at our City Council Retreats as well as a thorough review of our current financial status, revenue trends, economic data, and our standard of providing top level service while maintaining our focus on keeping Alpharetta an affordable option for our citizens and stakeholders.

The City of Alpharetta, like many cities in our region and throughout the world, is currently facing fiscal challenges as a result of the COVID-19 pandemic. Current challenges include economic losses within the hospitality, restaurant, and arts/entertainment/recreation market segments, reduced consumer spending, etc. That said, economic trends are improving and, while not close to pre-pandemic levels, are trending towards growth. The one exception is forecasted to be the commercial segment of our property tax digest valuations which, with the 2021 taxroll year (FY 2022), will include revaluations associated with the reduced business income generation resulting from the COVID-19 pandemic.

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

- Tax-burden reductions for our homeowners in excess of \$5 million annually (see section entitled *Taxpayer Savings* for more information).
- Continuation of the same high service levels our citizenry, business owners, and stakeholders expect from our city.
- Maintenance of the city's millage rate at 5.750 mills (flat with FY 2021).
- Alignment of departmental operating budgets to the city's short-term revenue outlook.

MAYOR
JIM GILVIN

MAYOR PRO TEM
DONALD MITCHELL

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

CITY ADMINISTRATOR
ROBERT J. REGUS

INTRODUCTION AND OVERVIEW

- Capital investment focused on maintaining and improving city infrastructure and assets (\$47 million when including potential grant sources) while reserving sufficient funds to provide flexibility for future prioritized capital investment (\$1.4 million).

Budget Process and Overview

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

The city has been proactive in realigning its spending to match the current economic reality. Spending during FY 2021 has been limited to essential items only and vacancies are filled on a priority basis with an emphasis on public safety operations. Proactive fiscal management has positioned us to more effectively approach the challenges in the FY 2022 Budget resulting from COVID-19.

The Fiscal Year 2022 Budget process began with an update of the city's financial condition, which was presented to the Mayor and City Council during the September 2020 and January 2021 City Council retreats. During this update, a financial plan was established which prioritized the use of available fund balance to most effectively position the city for financial success in the future. This information was also shared with the city's department directors during budget kick-off meetings.

City departments responded to the direction provided by the Finance Department and submitted their 2022 budget requests to be in-line with current revenue estimates.

The FY 2022 Budget is balanced for all funds and totals \$149 million with the breakdown by fund type as follows:

FUNDS BY TYPE	\$	
General Fund	\$ 74,499,064	
Special Revenue Funds	11,986,295	(1)
Debt Service Fund	4,958,881	
Capital Project Funds	41,231,310	(1)
Solid Waste Fund	5,595,116	
Risk Management Fund	1,610,172	
Medical Insurance Fund	8,740,000	
OPEB Funds	632,427	
Total	\$149,253,265	

(1) Amounts contained herein represent new appropriations for FY 2022. Unexpended FY 2021 appropriations for City Council approved projects are re-appropriated annually pursuant to city policy.

INTRODUCTION AND OVERVIEW

Several of the major points of the FY 2022 Budget are as follows:

- Management of personnel and compensation program to align with current market environment:
 - Staffing level at 457.5 full-time equivalents “FTE” with the funding breakdown as follows:
 - 447 full-time equivalents (funded) – includes 6 positions funded as part of the 2022 operating initiatives (Quint apparatus staffing);
 - 10.5 full-time equivalents (unfunded; budgetary savings of \$900,000); positions to remain vacant pending an identified funding source and workload justification.
 - Continuation of the annual performance-based merit program (3% on average) effective July 1, 2021 in an estimated cost of \$1 million.
- Reduction (-1% or -\$210,652) in departmental maintenance and operations budgets (General Fund) including controls on non-essential spending.
 - Net reduction is approximately -5% after adjusting for operating initiatives for 2022¹, new initiatives (e.g. elections, municipal court office space lease, Innovation Academy field maintenance IGA, etc.), and growth drivers including risk insurance premiums (8% growth or +\$59,500 based on premium trends), maintenance of new parks (+\$42,000 for AlphaLoop, Thompson Street Park, Maddox Park, and Encore Park), and expanded Public Safety Taser program (42% growth or +\$30,000).
- The departmental operating capital/lease budget primarily represents funding for the city’s capital lease obligations (fire trucks, police tasers, etc.) coupled with minor maintenance capital needs. The FY 2022 budget experienced growth due primarily to approval of the Quint lease as part of the 2021 Mid-Year budget (replaced 1 Pumper with a dual-purpose Quint including ladder and water pumping capabilities).
- Funding from the General Fund which is available for immediate capital investment in 2022 includes the following:
 - \$5,836,799 Fund Balance for one-time capital;
 - \$1,650,000 Recurring Capital Contribution from the General Fund
 - \$7,486,799

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

¹ Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

INTRODUCTION AND OVERVIEW

Budget and Millage Rate Hearings

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

DATE	ACTION
April 26, 2021	Distribute 2022 Mayor's Recommended Budget
May 3, 2021	Council Meeting
May 17, 2021	Council Meeting
May 24, 2021	Council Meeting
June 7, 2021	Public Hearing and Council Meeting (Budget) <i>1st reading of Budget Ordinance</i> <i>1st reading of Millage Rate Ordinance</i>
June 21, 2021	Public Hearing and Council Meeting (Budget) <i>2nd reading of Budget Ordinance</i> <i>2nd reading of Millage Rate Ordinance</i>

Budget Issues and Priorities

The FY 2022 Budget formalizes numerous key financial factors which have been themes for several years within the government.

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

Bond Ratings

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

The AAA rating represents the highest rating available to municipalities and translates to significant savings to our citizens and stakeholders through reduced borrowing costs. This rating demonstrates the strongest creditworthiness relative to other US municipal or tax-exempt issuers and reflects the city's current sound financial position as well as strong financial management practices guiding our ongoing decision making. These practices are supported by formal policies to guide budget and procurement practices, capital investment,

INTRODUCTION AND OVERVIEW

and debt management. Other positive factors include a relatively strong economic base and debt/pension burdens. The FY 2022 Budget is mindful of these factors and the importance of maintaining the highest rating, not only for our citizens but also our bondholders.

Cost of Government

The city has historically acknowledged the need to provide a taxation rate commensurate with the government's level of service. The FY 2022 Budget is based on maintenance of the city's millage rate at 5.750 mills.

The portion of the millage rate funding debt service (Debt Service Fund) is proposed to remain flat with FY 2021 at 0.815 mills.

The portion of the millage rate funding operations and recurring capital investment

(General Fund) is proposed to remain flat with FY 2021 at 4.935 mills.

Fiscal Year	Operating Millage Levy	Debt Service Millage Levy	Total Millage Levy	% Increase (Decrease)
2022	4.935	0.815	5.750	0.0%
2021	4.935	0.815	5.750	0.0%
2020	4.820	0.930	5.750	0.0%
2019	4.770	0.980	5.750	0.0%
2018	4.720	1.030	5.750	0.0%
2017	4.620	1.130	5.750	0.0%
2016	5.000	0.750	5.750	0.0%
2015	4.950	0.800	5.750	0.0%
2014	4.870	0.880	5.750	0.0%
2013	4.820	0.930	5.750	0.0%

Taxpayer Savings

The FY 2022 millage rate, coupled with the city's substantial Homestead Exemptions, goes great lengths in keeping Alpharetta an affordable place to live and strategically positions us relative to neighboring areas.

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

- Floating Homestead exemption that caps the taxable value growth of homesteaded properties to the lesser of 3% or CPI;
- Basic Homestead exemption of \$45,000 off the assessed value of homesteaded properties which is among the highest in the State;
- Senior Basic Homestead exemption of \$25,000 off the assessed value of homesteaded properties for residents age 65 and older;
- Senior full-value exemption available to residents age 70 and older who meet certain income requirements.

Debt Service Payments

The city's primary method of funding large scale capital projects is through the issuance of bonds (e.g. general obligation bonds, Development Authority bonds, etc.). General obligation bonds have been issued to fund numerous large-scale projects including public safety

INTRODUCTION AND OVERVIEW

facilities, parks and recreation facilities, and transportation improvements that continue to define Alpharetta as a desirable community to work and live.

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

Principal and interest payments for fiscal year 2022 are budgeted at \$6.6 million with the following forecast: 2023 - 2041²: \$7 million (annual average). These figures include city and Development Authority obligations and span multiple Funds.

Expansion of Departmental Service Levels (Operating Initiatives)

Recommended operating initiative funding totals \$904,083 and is allocated as follows:

	General Fund	911 Fund	Total
Funds Available for Operating Initiatives:	\$ 654,083	\$ 250,000	\$ 904,083
Recommended Initiatives:			
City Admin National Recruitment Services	\$ 25,000	\$ -	\$ 25,000
HRIS Software Enhancement (Emp. Performance)	24,000	-	24,000
Quint Apparatus Staffing (Fire; 6 FTE)	605,083	-	605,083
Portable Radio Replacements (Qty: 200) - Capital Lease	-	250,000	250,000
	\$ 654,083	\$ 250,000	\$ 904,083

Operating Initiative funding for FY 2022 has been programmed into the General Fund and 911 Fund budgets. Operating Initiatives not recommended for funding total \$317,015. Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

Proper Use of Fund Balance

General Fund - Based on audited financial statements for the year ended June 30, 2020, the city's fund balance totaled \$26.6 million. Of this amount, approximately \$5.3 million was appropriated in the FY 2021 Budget for capital/one-time initiatives/reserve and \$15.5 million has been designated as an emergency account based on a conservative policy of 23% of total appropriations (i.e. roughly 2½ months of operating expenditures). It has been the city's policy to utilize the remaining fund balance above the emergency requirement for one-time expenditures (generally capital investment). Available capital/one-time initiative funding for FY 2022 totals \$5.8 million.

² Represents the final maturity of the Series 2016 Alpharetta Parks and Transportation Bonds issued in FY 2017.

INTRODUCTION AND OVERVIEW

Funding Recurring Capital/Operational Reserves from Operating Budget

The 2020 budget included \$4.8 million in appropriations within the General Fund budget to fund recurring capital initiatives (e.g. milling and resurfacing of city streets, traffic equipment replacement, fleet replacement, stormwater repair and maintenance, etc.). By programming the recurring capital program into the operating budget, the city is announcing to its citizens and stakeholders that capital investment in our roads and infrastructure is a priority that should be funded with certainty as opposed to relying on fund balance which may or may not be accumulated.

However, due to the sudden impact of COVID-19 on forecasted revenues, operational funding from the General Fund for recurring capital was reduced to \$189,000 in FY 2021. The city is slowly growing the recurring capital funding in accordance with revenue growth and operational needs. The FY 2022 Budget proposes a recurring capital funding level of \$1.7 million.

Funding from the General Fund available for immediate capital investment in 2022 includes the following:

- | | |
|----------------------|--|
| ▪ \$5,836,799 | Fund Balance for one-time capital; |
| ▪ <u>\$1,650,000</u> | Recurring Capital Contribution from the General Fund |
| \$7,486,799 | |

INTRODUCTION AND OVERVIEW

Maintaining an Effective Capital Improvement Program (Capital Initiatives)

The FY 2022 Capital Plan includes funding of \$48 million for capital initiatives (including potential grant funding). Recommended capital investment totals \$47 million and is focused on maintaining and improving city infrastructure and assets. An additional \$1.4 million is being reserved to provide flexibility for future prioritized capital investment.

	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Fund	American Rescue Act Fund	Impact Fee Fund	E911 Fund	Subtotal	Other Sources	Total
Sources:									
Available Fund Balance	\$ 2,000,000	\$ -	\$ 17,160,000	\$ -	\$ 1,443,100	\$ 50,000	\$ 20,653,100	\$ -	\$ 20,653,100
General Fund									
Recurring Capital Program	1,650,000	-	-	-	-	-	1,650,000	-	1,650,000
Available Fund Balance	4,316,799	1,520,000	-	-	-	-	5,836,799	-	5,836,799
Other (Taxes, Investment Earnings, etc.)	100,000	-	7,840,000	6,644,511	-	-	14,584,511	-	14,584,511
Grants (LMIG)	-	-	-	-	-	-	-	5,600,000	5,600,000
	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	\$ 1,443,100	\$ 50,000	\$ 42,724,410	\$ 5,600,000	\$ 48,324,410
Uses:									
Capital									
Information Technology	\$ 950,000	\$ -	\$ -		\$ -		\$ 950,000	\$ -	\$ 950,000
Public Safety	767,400	-	-		124,600	50,000	942,000	-	942,000
Public Works	3,344,000	1,520,000	25,000,000	4,644,511	-	-	34,508,511	600,000	35,108,511
Recreation, Parks & Cultural Services	1,584,500	-	-	2,000,000	-		3,584,500	-	3,584,500
Community Development	60,000	-	-		1,318,500		1,378,500	5,000,000	6,378,500
	\$ 6,705,900	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	\$ 1,443,100	\$ 50,000	\$ 41,363,511	\$ 5,600,000	\$ 46,963,511
Non-Allocated:									
Future Capital/One-Time Initiatives	\$ 1,360,899	\$ -	\$ -	\$ -	\$ -		\$ 1,360,899	\$ -	\$ 1,360,899
	\$ 1,360,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,360,899	\$ -	\$ 1,360,899

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

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

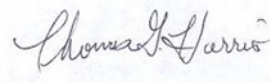
Respectfully Submitted,



Jim Gilvin
Mayor



Robert J. Regus
City Administrator



Thomas G. Harris
Finance Director

OPERATING INITIATIVE REQUESTS

Operating Initiative Requests

Executive Summary

	General Fund	911 Fund	Total
Funds Available for Operating Initiatives:	\$ 654,083	\$ 250,000	\$ 904,083
Recommended Initiatives:			
City Admin National Recruitment Services	\$ 25,000	\$ -	\$ 25,000
HRIS Software Enhancement (Emp. Performance)	24,000	-	24,000
Quint Apparatus Staffing (Fire; 6 FTE)	605,083	-	605,083
Portable Radio Replacements (Qty: 200) - Capital Lease	-	250,000	250,000
	\$ 654,083	\$ 250,000	\$ 904,083

Operating Initiative funding for FY 2022 has been programmed into the respective departments within the General Fund and 911 Fund budgets.

Operating Initiatives not recommended for funding total \$317,015.

Detail (Recommended Operating Initiatives)

General Fund

City Administration

City Administrator National Recruitment Services \$25,000

This request is for professional services associated with conducting a national search for Alpharetta's next City Administrator. It is inclusive of services of a professional executive search firm, appropriate advertising, and other typical expenses associated with an executive search.

Human Resources

HRIS Software Enhancements \$24,000

This request is for NEOGOV Human Resources Information System (HRIS) PERFORM module to automate the performance management review process. Increases transparency and engagement between employees and supervisors and identifies growth opportunities for professional development. Easily track workflows and reports on employee performance trends at the organizational, departmental, team, and individual level. Increase operation efficiency and effectiveness by eliminating laborious and cumbersome paper processes.

OPERATING INITIATIVE REQUESTS

Public Safety

Quint Apparatus Staffing (6 FTE)

\$605,083

In November 2020, the City Council approved funding a replacement Fire Pumper with a Quint Apparatus that provides water-pumping and aerial ladder functionality. This additional functionality will insulate the City from any service fluctuations associated with the City of Milton's eventual relocation of their ladder engine from FS 81.

However, the Quint does require additional staffing over the existing Fire Engine. Specifically, 6 personnel (2 per shift) will be programmed into the FY 2022 budget (3 Lieutenants and 3 Fire Apparatus Engineers; est. cost of \$605K annually). The FY 2022 budget also includes a proposal requesting the purchase of an F-250 (est. one-time cost including equipment of \$200K) to serve as a Rescue-Rapid Response unit to augment service capabilities and reduce the response of the Quint to lower priority incidents. The requested personnel will be utilized as staffing for the Rescue-Rapid Response unit while the Quint is not in the field. The lower planned utilization of the Quint also enabled the city to extend its useful life from the normal 10-years (typical Fire Engine Pumper) to 13-years which was represented in the financing terms.

911 Fund

Public Safety

Portable Radio Replacement (Qty: 200) – Capital Lease

\$250,000

The Public Safety Department places a high priority on integrating technology into its operations. A vital component of this strategy is ensuring department operations benefit from advances in technology as they become widely adopted and standardized. Two vital components of technology relied upon by the Department include mobile radios (installed in vehicles) and portable radios (carried by staff). Mobile radios were replaced in 2017 and are functioning well and meet technological needs. Portable radios, however, were replaced in 2015/2016 and have been eclipsed by advancements in technology and have reached end-of-life (as determined by the manufacturer, Motorola). New portable radio models ensure advanced technology for the end-user advancing security, location, encryption, and functionality with public safety partners in the adjoining area. Enhanced battery technology decrease weight and minimizes fatigue. Furthermore, new portable radio models utilize in the field programming, firmware updates, and cellular LTE backup in the event of radio system failure or out of territory utilization. Current estimates include replacing 200 portable radios in an amount approximating \$2.2 million (including 7 years of service/maintenance costs).

Technology replacements are being programmed into the operating budget when it makes financial sense to do so (e.g. asset has a relative long-life of 7-years or greater coupled with a high-acquisition cost) through a capital lease arrangement. Mobile radios were replaced under a capital lease arrangement in 2017 with the associated lease payments funded within the 911 Fund operating budget. This request is to fund acquisition of replacement portable radios through a capital lease (7-year term) with the 911 Fund covering the annual payment. Payments will escalate over the life of the lease as software maintenance costs are \$0 in year 1 and begin in year 2 with escalation factors

OPERATING INITIATIVE REQUESTS

every two years thereafter (payments estimated between \$250K and \$360K annually over the life of the lease). The portable radios are being acquired early in their lifecycle and are expected to last in excess of 7-years before any functional obsolescence occurs.

Detail (Unfunded Operating Initiatives)

General Fund

Community Development

Planner (intermediate level; 1.0 FTE)

\$103,000

This request is for an additional Planner (Intermediate) position to planner to fill-in, oversee trail planning, smart infrastructure, zoning research etc. Requested funding includes estimated salary and benefit expenses.

Public Safety

Public Safety Parking Attendant (1.0 FTE – upgrade from PT to FT) \$28,015

This request is for the Parking Attendant position to be changed from a PT position to a FT position. This position reports to the Public Safety Traffic Division to walk the downtown parking areas for parking violations and issue parking citations. The salary and benefits cost for this position would increase from \$19,190 to an estimated at \$47,205, representing a net increase of \$28,015.

Explorer Program

\$11,000

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

SWAT Training and Conferences

\$45,000

- **SWAT Tactical Medic Training:** This request is for two (2) SWAT Medics to attend a Tactical Medic Class. Though our Medics are highly trained, they need more advanced training in trauma care specific to the type of specialized care needed to treat wounds and injuries that happen in SWAT operations and training. They will receive advanced training taught by medics that have been in combat, enabling them to save more lives in the most serious of situations. \$7,600
- **SWAT Sniper Training:** This request is for the SWAT Long Rifleman to attend an Advanced Marksmanship Class. This training will enhance their skill in making precision rifle shots in different environments, in various conditions, and from

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

different positions. When these operators take a shot, they are shooting at an area of about 1.5 inches, so their skill must be at the highest level. These types of classes are crucial for the safety of officers and citizens. \$5,500

- **SWAT Team Leader Training:** This request is for two (2) Team Leaders to attend a SWAT Team Leader Class. This training teaches many aspects of being a team leader, including but not limited to decision making, planning, risk assessment, risk mitigation and legal liability. This training is crucial in a Team Leader in running successful SWAT Operations, resulting the safest resolution of incidents as possible. \$6,250
- **SWAT Negotiator Outside Instruction:** This request is to bring in an outside Crisis Negotiator Instructor. Crisis Negotiators are highly trained and need on-going training to maintain their proficiency level. This training is not offered locally, so the best way to get the training is to bring in an outside instructor to provide the training. It may be possible to recover some of the cost by charging other agencies to take the training. \$6,000
- **SWAT GTOA Conference:** This request is for four (4) SWAT Operators to attend the Georgia Tactical Officers Association (GTOA) Conference. This conference allows operators to attend advanced training that is taught by instructors that are from outside of our normal area of operations. They will be exposed to new and different tactics and techniques that will improve the way we conduct operations. This outside training is mandated by national standards. This conference is a portion of our 40-hour annual in-service training requirement, which is also a national mandate. \$10,650
- **SWAT Negotiator Conference:** This request is for four (4) Crisis Negotiators to attend the Negotiator Conference. Though our negotiators are highly trained, they need more advanced training in negotiations with different people in various situations. This will also allow negotiators to gain other skills needed for successful negotiations. \$9,000

SWAT Night Vision Lease

\$3,600

This request is for the SWAT Team to lease night vision goggles and a thermal viewer for night-time operations. These devices are crucial for the SWAT Team to perform their duties. The cost to buy one set of goggles is \$14,000 per unit while we can lease them for 300 per set. We have eleven (11) sets of goggles and one (1) thermal viewer.

Training Space

\$116,400

This request is for the rental of an approximately 10,000 square feet office/warehouse space for training purposes for one (1) year. Due to the climate of the country today the Public Safety Department has adjusted some areas of training and added additional training to ensure that the City of Alpharetta remains ready to handle any situation that it encounters. Use of Force and De-escalation as well as Defensive Tactics have become much of our focus. We have always done a very good job training on these topics, but we

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

want to do more. When it comes to De-Escalation and Use-of-Force Training, doing realistic scenarios are the best way to reinforce classroom and online training.

To accomplish this goal, the Public Safety Department needs a facility where it can set up scenarios. This includes simulated houses, businesses, schools etc. The common term for this is "Shoot House." There are various ways, including physically building walls, walls on wheels, and various temporary structure, to make a "Shoot House" work. All of these options require a permanent dedicated space. Currently we do not have enough space to utilize any form of "Shoot House."

In order to train Defensive Tactics, we also need a dedicated permanent space. We need to have the ability to have mats and other equipment set up at all times. If we do not have a dedicated permanent training space, time is wasted rolling and unrolling mats. Constant rolling and unrolling will also reduce the life of the mats due to constantly taping and un-taping.

Changing the way training is done has caused us to add training staff, so we do not have enough office and storage space. This is an on-going issue.

We have located a couple of office/warehouse locations that would be ideal for our needs. Depending on the length of the lease, we would get an allowance from the owner for build out costs. The cost of leasing the space is approximately \$9,700 per month, including rent and utilities.

Defensive Tactics Mats

\$10,000

Contingent on the approval of the training space, the department is also requesting funds for defensive tactics mat.

CAPITAL INITIATIVE REQUESTS

Capital Initiative Requests

Summary

Capital Funding Sources:

General Fund	
<u>Recurring Capital Program:</u>	<u>\$ 1,650,000</u>
<u>Available Fund Balance:</u>	<u>5,836,799</u>
E911 Fund	
<u>Available Fund Balance:</u>	<u>50,000</u>
Capital Project Fund	
<u>Available Fund Balance:</u>	<u>2,000,000</u>
<u>Other (interest earnings):</u>	<u>100,000</u>
T-SPLOST Capital Fund	
<u>Available Fund Balance:</u>	<u>17,160,000</u>
<u>Other (taxes, interest earnings):</u>	<u>7,840,000</u>
Impact Fee Fund	
<u>Available Fund Balance:</u>	<u>1,443,100</u>
<u>Grant³:</u>	<u>5,600,000</u>
<u>American Rescue Plan Act (both tranches):</u>	<u>6,644,511</u>
Total Sources:	\$48,324,410

Recommended Capital Initiatives*:

<u>Recurring Capital Initiatives:</u>	<u>\$ 6,587,000</u>
<u>Stormwater/Drainage Initiatives:</u>	<u>1,420,000</u>
<u>General Capital Initiatives:</u>	<u>7,312,000</u>
<u>TSPLOST Initiatives:</u>	<u>25,000,000</u>
<u>American Rescue Act Initiatives:</u>	<u>6,644,511</u>
Total Uses:	\$46,963,511

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

Capital Project Fund:	\$ 1,360,899
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* Capital initiatives not recommended for funding total \$5,397,150.

³ Includes potential LMIG grant funding for milling and resurfacing initiatives (\$600,000) and Transportation Improvement Program grant funding (\$5,000,000) for North Point Parkway improvements and would be appropriated upon execution of binding agreements and/or receipt of the funds.

CAPITAL INITIATIVE REQUESTS

Detail (Recommended Capital Investment)

American Rescue Act (and other sources where noted)

Public Works

Recurring Milling and Resurfacing

\$3,000,000 (multiple sources)

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

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

In FY 2022, the City will allocate funding in accordance with the Pavement Condition Index findings and identify preservation techniques that will best extend the life of our roads. This includes a combination of surface coating techniques, milling and resurfacing, soil cement, etc.

Funding to be provided through the following sources: Recurring Capital (\$1,150,000); Fund Balance (\$74,000); LMIG Grant (\$600,000); and American Rescue Act (\$1,176,000). Grant funding will be appropriated upon execution of binding agreements and/or receipt of the funds.

Recurring Stormwater Pipes/Structure Repair

\$2,894,511 (multiple sources)

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

Funding to be provided through the following sources: Fund Balance (\$750,000); and American Rescue Act (\$2,144,511).

Recurring Sidewalk Maintenance and Repair

\$1,324,000

Priority 1: This request is for the continual maintenance and repair of the city's sidewalk inventory. Over the last 10 years, the city has expended in excess of \$5 million on sidewalk projects. During that same period, the city's sidewalk inventory has also been increased through larger roadway and streetscape projects, through private development, and through annexation. This request will fund the replacement/repair of approximately 26,500 linear feet of sidewalk.

CAPITAL INITIATIVE REQUESTS

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

Recreation, Parks & Cultural Services

Replace Boardwalk between old Wild Wings and Greenway **\$2,000,000**

Priority 1: The current boardwalk in this location is in need of replacement. The poor design has accelerated the decline of the boardwalk. Whole sections of the boardwalk are failing, and some sections have been replaced and/or repaired numerous times. This project would replace in excess of 1,115 linear feet of boardwalk that connects the commercial areas with the City of Alpharetta's Greenway.

Recurring Capital Initiatives

Public Works

Recurring Traffic Signal System Maintenance **\$100,000**

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

Recurring Traffic Control Equipment **\$100,000**

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

Recurring Traffic Responsive System Maintenance **\$150,000**

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

CAPITAL INITIATIVE REQUESTS

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

Recurring Traffic Striping and Signage

\$200,000

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

Recurring Traffic Calming Improvements

\$75,000

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

Recurring Bridge Maintenance

\$150,000

This request is for the continual performance of required repairs and maintenance measures identified by Georgia Department of Transportation (GDOT) inspectors during their biennial inspections of city owned bridges. Tasks include: the removal of corrosion and repainting of bridge supports; remediation of erosion issues; installation/extension of concrete encasements around piles; cleaning and sealing deck joints; and replacement of failed wing walls. Failure to address these items can lead to further deterioration of bridge conditions.

Below is our list of bridge repair locations in order of highest priority to lowest. It is anticipated to complete bridge repairs at the first three locations in FY 2022: 1) Waters Road over Long Indian Creek; 2) Windward Pkwy westbound lanes over Big Creek; 3) Windward Pkwy eastbound lanes over Big Creek; 4) Windward Pkwy eastbound lanes over Camp Creek; 5) Windward Pkwy eastbound lanes over Big Creek Tributary; 6) Mansell Road westbound lanes over Foe Killer Creek; and 7) Windward Pkwy westbound lanes over Camp Creek. Future year funding will cover any needs not completed in the list above as well as findings from future GDOT Inspections.

CAPITAL INITIATIVE REQUESTS

Recurring Tree Planting and Landscape Improvements

\$265,000

Priority 1: This request is for tree pruning, tree removal, tree planting, and landscape improvements within city rights-of-way. The city's aging tree canopy within right-of-way areas requires pruning and removal to address issues such as pedestrian and vehicular safety, conflicts with streetlights, signal head clearance, and intersection sightline clearance. FY 2022 funding will be used at various locations throughout the city including along Kimball Bridge Rd. The Kimball scope includes installation of landscape within the right-of-way area from the east side of the bridge to Sterling Brooke Drive. The proposed landscape is intended to replace the landscape buffer that was installed by Sterling Brooke as part of their development plan and which they were responsible for maintaining. Once installed by the City, the replacement landscape within the right-of-way at this location will also be maintained by Sterling Brooke in perpetuity.

Recurring F-250 Truck Replacement

\$65,000

Priority 2: This request is for the replacement of a F-250 truck within the Public Works fleet. The F-250 replacement is based on age and/or maintenance/repair costs. These vehicles are expected to last in excess of 130,000 miles. FY 2022 replacements include Unit #689 (2011 model year F-250 4x2 Crew Cab) with 103,000 miles. This unit is utilized by our construction crew and is constantly idling for long periods of time, which is taxing on the vehicle. The transmission is beginning to show signs of slipping. The utility boxes on the sides are failing. Due to the age and wear and tear on the vehicle, this vehicle is scheduled for replacement.

Recurring Chipper Truck Replacement

\$140,000

Priority 2: This request is for the replacement of 1994 Ford F-800 Chipper Truck (Unit # 74) within the Public Works fleet. This vehicle enables staff to haul wood chips and is essential to enable staff to clear trees and brush from City right of way while recycling the debris to usable mulch. The chipper truck replacement is based on age, wear and tear, and maintenance/repair costs. This truck has extensive rust and corrosion on the frame, chassis, and suspension. Cracks and dry rot have developed on the air brake lines. The only backup staff has for this vehicle is a chipper-insert that allows current vehicles to assume some of the functionality (smaller-scale).

Recurring Skid Steer Loader Replacement

\$85,000

Priority 2: This request is for the purchase of a skid steer loader to replace a 2004 New Holland LS190 skid steer loader. This equipment allows staff to perform various digging, hauling, and lifting tasks on jobsites as well as loading/unloading cargo at Public Works headquarters. The current unit is showing its age and have a significant repair backlog including:

- Unit will not maintain proper hydraulic pressure when using hydraulic attachments;
- Both boom pivot pins, mounting pins and attachment arms need to be replaced;
- Both male and female hydraulic connections are worn out and will not safely keep hoses connected when in use;

CAPITAL INITIATIVE REQUESTS

- All tires need to be replaced immediately; and
- Units tilt bucket remote is inoperable and will need to be completely re-wired and the remote replaced.

Streetlight Maintenance (recurring)

\$80,000

Priority 1: This request is for City streets that currently do not have enough lighting or no lighting at all throughout the street and maintenance to existing City owned streetlights. The City owns and maintains approximately 600+ lights. This work will include installation and maintenance of new and existing lighting either on existing power poles or the installation of new poles along with lighting. This will increase the safety of citizens who use our streets and sidewalks daily. Periodic inspections and troubleshooting will ensure longevity and minimum replacement of lighting components.

Traffic Control Center/Server Room Maintenance (recurring)

\$60,000

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

City Trash Receptacle Service (recurring)

\$50,000

Priority 1: This initiative proposes that 80 trash receptacles owned by the City and located within City right-of-way be serviced two days per week by a private vendor.

The work area will be split into two areas as follows: Area 1) all receptacles located within the Downtown Overlay District; and Area 2) all receptacles located outside of the Downtown Overlay District.

Justification: Public use of City owned trash receptacles has increased dramatically over the last few years, particularly in the Downtown Overlay District. The increased public use has resulted in a corresponding increase of Public Works resources committed to servicing the receptacles. The effect of this increased commitment to trash receptacle service is a decline in roadside litter collection, vegetation management, and other general right-of-way maintenance activities by the department.

Recurring PS Facility Roof Repairs/Wall Restorations

\$250,000

Priority 1: This request is for roof replacement of the metal roof segment at Fire Station 81. This roof was installed in 1996 and totals approximately 5,800 sq.ft. Although the field of the roof is in good shape, the transition at the ridge and eave are showing significant signs of age and are no longer providing adequate watertight protection. This facility is actively experiencing leaks. The metal roof segments at FS 82 and 83 were replaced in fiscal years 2020 and 2021 (proposed) respectively.

CAPITAL INITIATIVE REQUESTS

Recurring Facility Renovations (Fire Stations)

\$60,000

Priority 1: This request is for the renovation of bathrooms, kitchens, flooring, lighting, appliances, ceiling fans, etc. at various Fire Stations within the City. The renovations will be accomplished over multiple years. FY 2022 request includes: LED lighting in multiple fire stations, bathroom remodeling in multiple stations, exterior paint for Station 86, and pressure washing, sealing, and trim painting at various fire stations.

Recurring Rec Facility Bathroom, Painting, Floor Repairs

\$30,000

Priority 1: This request is for interior and exterior painting, updating sinks, toilets, and hand dryers as well as floor repairs at Webb Bridge Park restroom and concession, improving the functionality and the aesthetics of the facilities.

Recurring Parking Garage Maintenance

\$25,000

Priority 1: This request is for general maintenance of the two Parking Garages. For FY 2022: City Hall Parking Garage work includes painting stairway handrails, washing windows, pressure washing inside surfaces of garage, inspection of structural components and repair as needed. Typical repairs include, but are not limited to, epoxy injections for structural cracks on columns and wall surfaces, expansion joint repairs to verify proper flex under heavy loads and create a watertight seal, etc.

Recurring HVAC Replacements

\$60,000

Priority 2: This request is for the replacement of HVAC units for all City maintained facilities. Useful life expectancy for HVAC units is 15 years and a lot of the units serving facilities within the City are approaching or have exceeded the life expectancy. FY 2022 replacements include units at the Fire Stations 81, 84, and 85.

Recurring Generator Replacement (Detention Facility)

\$100,000

Priority 1: This request is for replacement of generators for city facilities. New generators will be natural gas instead of diesel. FY 2022 replacement is for Detention Facility. Currently, its unit is over 20 years old.

Information Technology

Recurring Technology Replacement (all city departments)

\$300,000

Priority 1: This request is to provide for the annual replacement of technology for all city departments. As in prior-years, funding for technology replacement is placed in one capital project account to allow for more efficient management (as opposed to being spread across multiple departments based on an estimate of replacement needs which may or may not equate to the actual need during the fiscal year). The city currently has 555 computers in operation (288 desktops; 267 laptops). The main component of the FY 2022 request includes funding for the replacement of approximately 132 PCs, 75 iPhones, 44 iPads, and wireless access points throughout city facilities (although actual replacement will be driven by equipment condition).

CAPITAL INITIATIVE REQUESTS

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

Recurring Network Devices (all city departments) \$350,000

Priority 1: This request is for network equipment replacement (typically CISCO, HP, and Palo Alto) for the data center at Public Works (PW), Public Safety, City Hall, and other network facilities at various City locations. The equipment to be replaced provides system-wide functionality and includes: the central core switch/router (catalyst 6500/7600 replacement) at PW, core switch/router (catalyst 3750 replacement) at Public Safety, switches for Recreation and Parks, City Hall, etc. (catalyst 3560s), a variety of network controllers, various power supplies, giga-ports for switches, and miscellaneous connective components at all locations. This will provide greater reliability, reduced annual costs, and greater efficiency and capability for the use of system applications for the city.

Public Safety

Recurring Fleet Replacement (Qty: 7) \$305,000

Priority 1: This request is for the forecasted annual replacement of Police and Fire SUVs, light trucks and motorcycles. The replacement need is driven by the model year, mileage and mechanical condition of the vehicles. Emergency response vehicles are expected to last in excess of 100,000 to 110,000 miles; administrative vehicles will generally run somewhat longer. This request includes the complete upfitting costs for new vehicles and the stripping costs for expired vehicles in preparation for public auction. Replacement vehicles to be purchased in FY 2022 include: (2) SUVs for Patrol; (1) F150 for CID; (1) SUV for the Admin team; (1) F150 for Training and (2) motorcycles, totaling 7 vehicles.

Recurring Public Safety Equipment (replacement) \$211,000

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

FY 2022 request includes: funding for Fire Station replacements for furniture/bedding (\$10,000) and fire tools/equipment (\$15,000); replacement of (2) turnout gear washing machines for Stations 81 and 83 (\$14,000); replacement of exercise equipment (\$10,000); (12) AEDs (Patrol \$17,000); extrication equipment (\$45,000); turnout gear and PPE for firefighters (\$60,000); PD tools/equipment (\$40,000).

CAPITAL INITIATIVE REQUESTS

Recreation, Parks & Cultural Services

Recurring Park Enhancements

\$120,000

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

Recurring Playground Equipment Improvements

\$100,000

Priority 1: One of our park systems favorite amenities is our playgrounds. This program will allow for the replacement of all our playgrounds in a timely manner. FY 2022 funding is for replacement of the playground at Wills Park # 3. The Kings Ridge Playground was originally built in 2003.

Recurring Park Repairs/Improvements

\$125,000

Priority 1: This funding is for general park repairs and improvements on a smaller scale (non-capital size projects). This account allows us to repair trails throughout the system as they need to be repaired. As an example, FY 2021 funds were used to: (1) remove and replace parking lot curb at Windward Community Park; (2) remove and replace damaged sidewalk at Union Hill Skatepark; (3) design and install a modular block wall at Wills Park Recreation Center; (4) repair concrete walkways and pads at Wills Park; (5) repair and refinish Gym 1 floor at Community Center, etc. This account is crucial to the Department's ability to respond to the needs and repairs as they arise throughout the year. The additional funds requested, beginning in FY 2022, will be used to repair picnic shelters/pavilions, as needed.

Recurring Tennis Courts Resurfacing

\$60,000

Priority 1: This request is for the repair/resurface/recoat of tennis courts with a fabric crack repair system. The FY 2022 request is for the resurfacing of four tennis courts at Webb Bridge Park. These courts were last resurfaced in FY 2014. Department policy is to resurface athletic courts every five years. A five-year cycle for this work is recommended to maintain the courts in the best and safest condition for public use.

Recurring Synthetic Turf Field Replacements

\$500,000

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

CAPITAL INITIATIVE REQUESTS

Recurring Fleet Replacement (Qty: 6)

\$275,000

Priority 2: This request is for the forecasted annual replacement of Recreation, Parks & Cultural Services vehicles. The replacement criteria is as follows: 1) when the department director determines it is no longer cost effective to retain the vehicle; 2) when either mileage or age reaches or exceeds 10-years of service or 125,000 miles; and 3) motorized equipment damaged in accidents shall be inspected by the Safety/Risk Administrator to determine feasibility of repairs as compared to replacement cost. FY 2022 includes replacement of (3) 2008 Ford F-150s; (2) 2008 Ford F-250s; and (1) 2005 Ford 15 passenger bus, totaling (6) vehicles.

Recurring Park Equipment Replacement

\$122,000

Priority 2: This request is for the replacement of (1) 1999 Skid Steer Loader, (1) 2007 EZ-Go Golf Cart, (1) 2012 John Deer 6x4 Trail Gator, (1) 2012 John Deer Turf Gator, (1) 2014 Turbine blower, (1) 2006 John Deer Field Rake, and (1) 2007 Mill Creek Turf Tiger Spreader. Replacement requested due to age, hours of use, and estimated repair cost.

Recurring Greenway Improvements/Repairs

\$250,000

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

Stormwater/Drainage Initiatives

Public Works

Recurring Stormwater Drainage Maintenance

\$200,000

Priority 1: This request is for the continual maintenance and small drainage maintenance work within the city including: (1) small repairs such as grouting, paved inverts, and replacing tops; (2) annual maintenance of the city's stormceptor units, oil/water separators, and city-owned detention ponds (as required by the Georgia Environmental Protection Division); and (3) Water Quality lab testing (as required by the Georgia Environmental Protection Division). The breakdown for this account is approximately \$70,000 for pond and best management practices maintenance and \$130,000 for testing, sampling, sweeping, crew materials, etc.

Recurring Stormwater Inspections

\$120,000

Priority 1: The National Pollutant Discharge Elimination System (NPDES) Stormwater Permit requires Alpharetta to complete several inspections to protect our stormwater system. These inspections include site visits to private industrial facilities, private carwash and auto body repair shops, city ponds and stormwater management facilities, private ponds and stormwater management facilities, and city-maintained storm structures and pipes. These inspections help us identify maintenance repair work, help us prioritize our crews and CIP lists, and help us recognize private violations of the stormwater ordinance.

CAPITAL INITIATIVE REQUESTS

This project includes hiring a private consultant to complete the inspections so that city staff can focus their efforts toward planning, maintenance, and enforcement activities.

Recurring Stormwater Design/Studies

\$100,000

Priority 1: This request funds various drainage, flood, and watershed studies that are required by state and federal regulations. Watershed studies identify capital projects to improve water quality in impaired streams. Additional studies include dam breach analysis, bacterial source testing, emergency planning and estimating damage, GIS maintenance, inventory updates, stream delisting, etc. These studies also identify future capital improvement projects or provide specific information that can be used by the city to meet regulatory compliance or further our service to our citizenry.

Meadow Brook Hills Drainage Improvements (design)

\$250,000

Priority 1: This request is for design of drainage improvements in Meadow Brook Hills. This neighborhood has experienced drainage impacts of redevelopment. The impacts are localized between homes and are having a cumulative effect as you move downstream. The City is working with the on-call consultants to design a solution that will address the drainage issues in this neighborhood.

General Capital Initiatives

Community Development

North Point Parkway Corridor Imp. (TIP Grant) \$6,250,000 (Grant; Impact Fee)

Priority 1: This initiative represents Atlanta Regional Commission TIP (Transportation Improvement Program) grant funding (\$5,000,000) and associated match funding (\$1,250,000) for North Point Parkway improvements which includes 12' sidewalks, landscaping, lighting, placemaking signage, and crosswalks as recommended in the North Point LCI and North Point Placemaking Plan. Grant funding will be appropriated upon execution of binding agreements and/or receipt of the funds. The Public Works Department will handle the construction phase of this project and, as such, this activity will be reported within the budgetary schedules under Public Works Department ownership.

Design Services

\$60,000

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

CAPITAL INITIATIVE REQUESTS

Impact Fee Study Update

\$68,500 (Impact Fee)

Priority 2: This initiative includes the review and update of the city's impact fee ordinance to reflect current capital needs and adjust the resulting fees and categories (e.g. parks, roads, etc.) accordingly. The last update occurred in 2015. Funding is provided through the Impact Fee Fund. This activity will be recorded within a non-capital account (professional services) and, as such, will be reflected within the budgetary schedules as Maintenance & Operations activity.

Public Works

Stormwater Asset Management Assessment

\$100,000

Priority 1: This request is for an Asset Management Assessment of the entire Stormwater System to reasonably determine the condition and annual funding necessary to maintain the integrity of the system. This includes assessing and recommending funding levels for pipes, structures, management facilities such as ponds and swales, and operation needs such as inspections and testing. The study would include historical spend and costs to complete backlog. The study would assist the City in determining the state of the system, current funding adequacy, future funding level recommendations as well as best practice recommendations to our current stormwater code and operations. This phase would serve as the basis of a stormwater utility feasibility report should a dedicated funding source for stormwater maintenance be considered by mayor/council.

Design Services

\$75,000

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

Information Technology

City Council Audio Visual Replacement

\$300,000

Priority 1: This request is for the modernization, replacement, and upgrade of the City of Alpharetta City Council audio visual system located in City Hall. The equipment to be replaced provides support for City Council and other City meetings for conducting in person and remote broadcast of audio and video data. By replacing the equipment, this will provide greater reliability, reduced annual costs, and greater efficiency and capability for the use of the audio/video systems. The existing/remaining components will have reached end-of-life either in age or functionality. Software/equipment maintenance costs are estimated at \$30K annually and will impact the operating budget in FY 2023.

CAPITAL INITIATIVE REQUESTS

Public Safety

E-911 Facility Renovations

\$50,000 (E911 Fund)

Priority 2: This request is for renovations to the E-911 facilities, including restrooms, breakroom, and training area. The current facilities are original to the structure and in need of repair. Renovations will include removal and replacement of sinks, toilets, partitions, cabinets, and appliances, improving the aesthetics and functionality of the facility. Funding is provided through the E911 Fund.

Lucas Chest Compression System Devices

\$176,000

Priority 1: This request is for acquisition of (8) Lucas-3 chest compression system devices. Lucas devices provide uninterrupted, consistent chest compressions during resuscitation events. This helps create life-sustaining perfusion of the heart and brain and ultimately increases the survivability rates in a cardiac arrest. With the LUCAS device, fatigue, individual variations or psychological factors are removed from CPR and there is no longer a need for switching providers every two minutes. LUCAS devices also help provide high-quality, uninterrupted chest compressions during patient movement and transportation. Placing one of these devices on each of our apparatus, including Air & Light Truck, would provide our personnel with a vital tool in the treatment of cardiac arrests.

Fire Rescue-Rapid Response Truck

\$200,000 (Impact Fee; FB)

Priority 1: This request is for the acquisition of one F-250 Rescue-Rapid Response truck for Fire Station 81. To maximize staffing service capabilities, the Department proposes to purchase this vehicle to augment service capabilities and reduce the response of larger vehicles to lower priority incidents, thereby, extending the life of the larger vehicles. This vehicle will be versatile, smaller, and more mobile to reach automobile cars in parking decks and serve the greenway. The system can also be used to complete gross decontamination of firefighters as they exit structure fires to reduce the exposure to carcinogens. Funding is provided through Impact Fees (\$124,600 based on allowable impact fee funding allocations) and Fund Balance (\$75,400).

Recreation, Parks & Cultural Services

The Stories Project

\$12,500

Priority 1: This project entails video recording the stories and oral history of our citizens and their memories of the Alpharetta Experience. This project will continue and involve the recordings of a number of citizens each year as seniors are willing to express their emotions, memories and recollections of the Alpharetta they have known. As time progresses, the videos will be compiled so they can be used as an online story of our past and its respected citizens who have helped to shape our city. This documentation will also be used within the History Center as an oral history of Alpharetta's development over time. This funding supplements existing funding within the FY 2021 budget (\$12,500) to provide a total of \$25,000 for investment in this project in FY 2022.

CAPITAL INITIATIVE REQUESTS

Design Services

\$20,000

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

T-SPLOST

Old Milton Parkway Capacity Improvements

\$2,000,000

Priority 1: Project consists of widening Old Milton Parkway (SR 120) between GA 400 and State Bridge Road to provide a 6-lane divided section with appropriate pedestrian and bicycle amenities. Additionally, this project includes the design and construction of intersection improvements throughout the corridor that would add capacity to improve safety and intersection operations. Intersections include, but are not limited to, the following locations:

- Old Milton Parkway at Cotton Creek entry/Brookside Parkway;
- Old Milton Parkway at Vista Forest Drive/Brookside Parkway;
- Old Milton Parkway at Park Bridge Parkway/Alexander Drive.

Funding sources to include local (TSPLOST), state and/or Federal Funds. Project costs are currently estimated at \$3M for design, \$4M for right-of-way and easements, \$25M for construction. Current cost estimates for the city's portion totals \$5 million (\$3 million in appropriations previously provided leaving \$2 million left to fund).

Webb Bridge Road Improvements

\$23,000,000

Priority 1: In addition to milling/resurfacing and roadway striping, this request consists of widening Webb Bridge Road to create wider sidewalks along both sides of the road, adding bike lanes, traffic calming treatments such as concrete medians on Webb Bridge Road, and a roundabout at the intersection of Webb Bridge Road at Webb Bridge Way. The project design is anticipated to be completed by March 2021.

Detail (Unfunded Capital Investment)

City Administration

Website Upgrade

\$145,000

Priority 1: The project consists of the design, development, hosting, and maintenance of a new City of Alpharetta website and suite of public communications tools including an integrated mobile application, mass notification system, and other features. The core platform will be based on a complete Headless Content Management System (HCMS) with an enhanced design that will organize, structure, and label content in a way that will help website users find information and complete tasks in an efficient, user-friendly way. The solution proposed should be based on the latest technologies to be implemented in a

CAPITAL INITIATIVE REQUESTS

constantly growing organization with a need for scalability, security, and the capability necessary to seamlessly integrate with other systems used within the organization. It is estimated that the project would take approximately 28 weeks to plan, design, build, and launch.

Community Development

North Point Envelope Framework Plan

\$120,000

Priority 1: Building on the recommendations of the LCI and North Point Placemaking Plan, provide a framework of public streets, public space, trails and green infrastructure to guide high-value, sustainable redevelopment of auto-centric properties in the North Point area. To ensure that redevelopment within the North Point District aligns with community-based plans and vision for a walkable, mixed-use district, the North Point Development Framework Plan will provide actionable guidance that aligns public policy, regulatory tools, public capital investment, and private investment. The Development Framework will provide clarity around the arrangement of public streets, public spaces, and infrastructure on which the private market can plan their development and investment. Staff is researching alternate funding options including securing partner investment as well as utilizing existing appropriations.

Bus Shelter Construction Program

\$95,000

Priority 1: This request is for the installation of at least two (2) new bus shelters in Downtown Alpharetta, one on Haynes Bridge Road by the library and a second on Main Street near the former Hardees location. Designs will complement those installed by the North Fulton Community Improvement District.

Public Works

Recurring Park Facilities Pavement Preservation

\$250,000

Priority 1: This request is for the on-going maintenance of pavement within the city's park facilities. Preservation of the roads, drives, and parking lots increases their life expectancy. Without preservation, these pavements will deteriorate and be more costly to repair. FY 2022 funding request is for Webb Bridge Park.

Tree Planting and Landscape Improvements (Haynes Bridge Road) \$450,000

Priority 1: This request includes landscape improvements along Haynes Bridge Road. Specifically, this initiative proposes to revitalize the existing declining and overgrown median landscape within the approximate one-mile segment from SR 400 to just south of Old Milton Parkway (Nottaway Lane). The project will include selective removal and pruning of existing trees/plants followed by the addition of new trees, shrubs and groundcovers. The city's aging tree canopy within right-of-way areas requires pruning and removal as needed to address issues such as vehicle clearance, traffic safety, streetlight and signal head clearance, and maintaining the required intersection sightlines. Approximately 10% of the budget item will go towards pruning and removal, while the remaining 90% will go towards the installation and watering of new trees and plants. Funding for this capital initiative may be partially offset through the City's Tree Replacement Fund.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Streetlight Expansion

\$250,000

Priority 1: This request is for recurring capital of the installation of new street/pedestrian lighting in neighborhoods and areas of the City where currently limited illumination is evident. Older neighborhoods in the City do not meet today's illumination standards and require extra lighting for safety. Neighborhoods identified as needing more lighting are primarily located on the west side of town. Subdivisions such as North Farm, North Towne at Andover, Burnett Way, etc. have all inquired about adding more streetlighting in their neighborhoods for safety. This recurring capital item would start addressing these areas on an as needed/requested basis.

Citywide Sign Inventory

\$150,000

Priority 1: This request is for a citywide sign inventory. The City does not currently have an inventory of our right-of-way signage which hinders our ability to adequately maintain these assets. With this inventory the management, location, and condition of signage will be tracked. This inventory will provide data collection, post processing, and a geodatabase that will integrate with the city's asset management system (CityWorks) and the city's GIS. The inventory system will enable Public Works to identify when signage was installed and develop a pro-active replacement program for when signage exceeds its useful life (e.g. degradation of reflectivity).

Milton Estates Floodplain (design)

\$260,000

Priority 1: This request is for design solutions for the flooding issues occurring in Milton Estates. This neighborhood has experienced impacts of riverine flooding. The stretch of Foe Killer Creek in this neighborhood overtops its banks often and causes extreme flooding in yards and homes. The City is working with the on-call consultants to design a solution that will address the flooding in this neighborhood.

Recurring Rec Gym Restoration

\$35,000

Priority 1: This request is for repair and maintenance of interior ceilings, walls, beams, and duct work in various gym facilities. It will also include repairs to ceiling insulation and painting of the ceilings as well, improving the energy efficiency and longevity of the facility.

Recurring City Hall Maintenance

\$40,000

Priority 1: This request is for on-going interior maintenance of City Hall, including replacing cabinetry in multiple breakroom floors, painting walls and trim, repairs to the custom stained moldings throughout the main floor, etc., maintaining the aesthetics and functionality of the facility.

Public Safety HQ Parking Lot Expansion

\$200,000

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

CAPITAL INITIATIVE REQUESTS

Alpharetta Arts Center Parking Expansion (Design)

\$50,000

Priority 3: This request is for funding of the design for an expansion of the parking lot at the Arts Center. The existing parking lot provides 39 parking spaces. The proposed expansion would increase this number by 36 spaces to 75 (total). The parking lot expansion would be constructed atop the current detention pond. This will necessitate the creation of an underground detention system beneath the parking expansion. The use of permeable pavers in lieu of asphalt is proposed for the parking expansion. Construction costs are estimated at \$900,000 and would be part of future funding requests.

Human Resources

Office Improvements

\$55,000

Priority 1: This request is for the reorganization of the Human Resources office to better utilize current space for efficient workflow and to allow accommodations for future personnel growth. The objective is to have three offices (two currently) with doors to deal with confidential matters, one reception desk, one workspace (copy and other office machines) and space for applicant computer kiosk.

Public Safety

Community Center Generator

\$200,000

Priority 3: This request is for purchase and installation of a new 400kw natural gas generator for the Alpharetta Community Center. The facility is targeted to serve as an emergency shelter. The American Red Cross and Salvation Army require emergency shelters that serve the public to have emergency generators; however, at the current time, the Community Center does not have a generator.

i4POD Camera System

\$10,000

Priority 3: This request is for the (1) i4POD camera system and (5) mounting brackets. The i4POD system is a power pole mounted camera pod that give us (3) pan/tilt/zoom cameras and (1) fixed camera per pod. Communicating through the city's cellphone provider, they are accessible and controllable via a web interface. They can be mounted and placed anywhere, allowing them to be used for special events, trouble areas, or high traffic areas. The mounting brackets can be pre-positioned around the city at strategic locations and the pods can be mounted and unmounted in a matter of minutes as needed.

Automatic License Plate Reader (LPR) Equipment

\$15,500

Priority 1: This request is to expand the current vehicle mounted automatic license plate reader system in use in the Community Response Team. This request is to purchase (1) additional processing camera unit to pair with the spare camera unit currently in stock to enable one additional fully functioning 2-camera LPR system. The capabilities provided by the additional unit will allow for more coverage, which in turn will increase the amount of contacts with violators. Training on the additional systems will be done on-duty at no additional costs. Annual software fees will be identical to the fees already budgeted for the LPR system.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL INITIATIVE REQUESTS

Fire Station Alerting System

\$250,000

Priority 2: This request is for the installation of Purvis Fire Station Alerting System (FSAS) in all (6) fire stations. The PURVIS FSAS, an IP-based alerting system, provides improved response times through streamlined dispatch communications and reliable alert delivery; reduced stress on first responders through automated heart-friendly, zone specific alerts; accurate incident alerting through a variety of devices; and high system reliability and availability through real-time monitoring and built-in redundancy.

3D Laser Scanner

\$60,100

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

Stalker Lasers

\$20,000

Priority 1: This request is for the purchase of (8) new Stalker RLR lasers. This purchase will replace (8) ProLaser 3 units, which were manufactured in 2001 and 2002. The new laser units can measure distance between vehicles for enforcement.

PS Equipment (New)

\$76,550

Priority 1: This request includes multiple new equipment initiatives for the Public Safety Department including:

- Operator Rifles (\$15,000): This request is for three (3) rifles for our new SWAT Operators. These rifles are the LWRC M6 .223, piston operated rifle with 10.5 inch barrel and selector for semi-automatic and fully automatic modes. The following accessories will be included: Socom Suppressor, Aimpoint or Sig Optic, 6 Mag Pull 30 round magazines, 3 point tactical sling and carrying bag. These rifles are needed to ensure that we can handle incidents where suspects are wearing body armor or longer stand off distances are required.
- AR-10 Sniper Rifles (\$12,660): This request is for two (2) AR-10 Sniper Rifle Systems, including the weapon, scope, suppressor, and bipod. The modern advances in weapon technology over the past ten (10) years have produced the current AR-10 platform that as accurate and reliable as traditional bolt action rifles. With the accuracy and reliability equal, other advantages such as rate of fire, fire control familiarization, and modularity of operational use, have pushed the AR-10 past other platforms as the superior SWAT sniper weapon system.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

- **SWAT Operator Truck Vaults (\$6,000):** This request is for six (6) SWAT vehicle truck vault vehicle containers. These containers are lockable, allowing SWAT Operators to safely and securely store their equipment, such as firearms, helmets, night vision equipment, etc., in their vehicles for quick access in an emergency situation.
- **Movable Shoot House (\$42,890):** This request is for a mobile shoot house, a small arms shooting range used to train law enforcement personnel for close contact engagements in urban combat environments, simulating houses, businesses, schools, etc. It will allow Public Safety to train virtually and through the use of scenarios. This request includes a pressure treated upgrade, allowing more flexibility by enabling it to be used outdoors and provides improved durability.

Recreation, Parks & Cultural Services

Pocket Park Development (design)

\$50,000

Priority 1: The request is for the design/development of downtown pocket parks throughout downtown Alpharetta. These parks need to be planned for connectivity and curb appeal. Included in these areas are Ole Milton Park (where the fountain and Christmas tree are); areas at the corner of Old Roswell and Roswell Street; the corner of Old Canton and Canton; the parking area where Food Truck Alley is held; and other small city-owned areas in downtown. FY 2022 includes funding for design of the improvements. Construction of the improvements would span multiple years and is currently estimated at \$375,000.

Park System Wayfinding Signage

\$100,000

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

Historic Preservation Initiative

\$60,000

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

- **Farmhouse property** - This request is for funding of a master plan, along with the necessary permits for the Farmhouse property.
- **Alpharetta Old Milton County Museum** - This request is for upgrading the displays, artifacts, equipment, etc. and totals \$10,000 in 2022.

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Cultural Services Plan

\$30,000

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

Haynes Bridge Road Park Restroom

\$300,000

Priority 1: This request is for a new restroom facility at Haynes Bridge Road Park. Currently at the Haynes Bridge Road Park, visitors have access only to a port-a-let. This access park was opened in 1997. Funds were limited and plans were to construct a restroom at a later date. A pre-tab type restroom would be preferred. The amount of funding requested for this facility is due to current flood plain constraints, entailing more site work prep, design, and surveying. Approximately 100' of sewer line will need to be installed. A waterline will have to be bored under Haynes Bridge Road and a new meter installed for connection to existing waterlines. Additional restrooms at the access points is the most requested improvement made by Greenway users.

Marconi Drive Park Restroom

\$100,000

Priority 1: This request is for a new restroom facility at Marconi Drive Park. Currently at the Marconi Drive Park, visitors have access only to a port-a-let. This access park was opened in 2011. Funds were limited and plans were to construct a restroom at a later date. A pre-tab type restroom would be preferred. We anticipate the estimated cost is \$100,000, based on the construction costs of the restroom at Windward Community Park. Additional restrooms at the access points is the most requested improvement made by Greenway users.

Athletic Field Lighting (Wills Park fields 1-4)

\$400,000

Priority 1: This project entails athletic field lighting improvements for Wills Park fields 1-4. Specifically, these fields have older wooden poles (23 in total) that are reaching end of life and are also not in the optimal location for usability. This initiative involves replacing these poles with concrete poles like what is installed at fields 5-8.

Additionally, this initiative involves upgrading the lighting at fields 1-4 from incandescent to LED fixtures. LED fixtures provide a much lower operational cost (energy and maintenance) and more optimal lighting for our customers.

Restroom replacement (Wacky World - Wills Park)

\$700,000

Priority 1: The existing restroom at the Wacky World Playground serves the playground, four baseball fields, batting cages, two picnic pavilions, and trail users. The restroom

CAPITAL INITIATIVE REQUESTS

facility is old and much too small for the number of park users. The new restroom would have increased capacity for both women and men, as well as two family style restrooms.

Restroom replacement (North Park – Fields 1-4)

\$700,000

Priority 1: The existing restroom/concession stand at North Park (fields 1-4) serves four softball fields, batting cages, and a playground. The facility is old and much too small for the number of users. The new restroom/concession facility would have increased numbers of facilities for men and women. It would also have an enhanced concession operation.

Big Creek Stream Bank Restoration

\$100,000

Priority 2: At the direction of the Director of Recreation, Parks and Cultural Services, this capital item is for construction projects repairing bank stabilization along the Big Creek Greenway. The projects listed were identified in the FY 2018 Big Creek Erosion Study and were designed in FY 2019 and FY 2020. The FY 2022 funds are for the construction of a culvert replacement along the greenway trail south of Old Milton Parkway. This area has seen severe erosion and sediment deposition. This area has seen severe erosion and sediment deposition. In this area, the bank of Big Creek has been eroding away and threatens to impact the greenway trail.

Town Green Park Holiday (Christmas) Tree

\$125,000

Priority 2: This request is for a 60' Holiday (Christmas) Tree to place over the interactive fountain located at Town Green Park. This tree will become the centerpiece of Alpharetta's Season of Celebration, which happens every December and brings the community together. The current plans call for the existing tree located at the corner of Highway 9 and Milton Avenue to be removed as part of the renovation of this small pocket park. The tree is declining, and according to the City Arborist should be removed. In addition, it is hindering the growth of the large specimen oak tree in the same park.

The 60' Tree would be erected early in December and would remain in place through the New Year. It would serve as the backdrop for many of the Season of Celebration activities including the Nutcracker Village, our scheduled "snow days" and the food drive benefiting the North Fulton Community Charities.

This tree would be equipped with LED lighting that allows for changing colors and lighting patterns to be done easily and often.

The initial cost of \$125,000 would include the tree, lighting and delivery. Estimated annual costs of \$1,500 will be incurred for installation and removal each year. Staff is currently researching partner funding opportunities to fully/partially offset the city's investment in this initiative.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CITYWIDE BUDGET SUMMARIES

Citywide Budget Summaries

Overview

The *Citywide Budget Summaries* section is intended to provide readers with an overall understanding of the city's fiscal year 2022 budget. The following schedules provide readers with revenue and expenditure summaries from several different perspectives including:

- **Citywide Budget Summary by Fund**

This section provides a summary/narrative of FY 2022 budget data by fund type (e.g. General Fund, Special Revenue Funds, etc.).

- **Citywide Budget Summary by Revenue Source**

This section provides a summary/narrative of FY 2022 budget data by revenue source (i.e. Property Taxes, Other Taxes, Charges for Services, etc.). Please refer to the specific Fund Summaries section (e.g. General Fund Summary, Special Revenue Fund Summaries, etc.) of this document for more detailed information about the city's various revenue sources.

- **Citywide Budget Summary by Department Expenditures**

This section provides a summary/narrative of FY 2022 budget data by department expenditures (e.g. City Administration, Public Safety, etc.). Please refer to the *Departmental Summaries* section of this document for more detailed information about each department's expenditures.

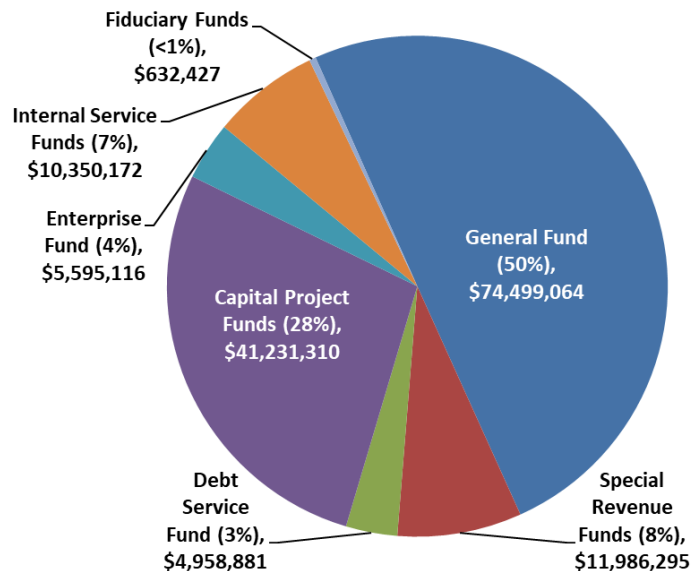
- **Citywide Budget Summary by Expenditure Category**

This section provides a summary/narrative of FY 2022 budget data by expenditure category (e.g. Personnel Services, Maintenance & Operations, etc.).

CITYWIDE BUDGET SUMMARIES

Summary by Fund Type

**FY 2022 Citywide Budget
totals \$149 Million**



The Fiscal Year 2022 budget for all funds totals \$149 million. The city budget includes appropriations for the following fund types:

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

Special Revenue Funds: These Funds are established to account for revenues that are restricted by statute, ordinance, or resolution for a specific purpose. Appropriated Funds include: E-911 Fund; Impact Fee Fund; and the Hotel/Motel Fund.

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

Capital Project Funds: These Funds are used for various citywide capital projects. Projected funding for FY 2022 is from fund balance, T-SPLOST collections, transfers from other funds,

and funds from the American Rescue Act. Unspent appropriations from fiscal year 2021 will be re-appropriated to continue previously approved projects.

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

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

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

CITYWIDE BUDGET SUMMARIES

Summary by Fund

	Revenues	Expenditures	Balanced Budget
General Fund	\$ 74,499,064	\$ 74,499,064	√
Special Revenue Funds:			
E-911 Fund	\$ 4,728,482	\$ 4,728,482	√
Impact Fee Fund	1,443,100	1,443,100	√
Hotel/Motel Fund	5,814,713	5,814,713	√
	\$ 11,986,295	\$ 11,986,295	√
Debt Service Fund	\$ 4,958,881	\$ 4,958,881	√
Capital Project Funds:			
Capital Projects Fund	\$ 8,066,799	\$ 8,066,799	√
Stormwater Capital Fund	1,520,000	1,520,000	√
T-SPLOST Capital Fund	25,000,000	25,000,000	√
American Rescue Act Fund	6,644,511	6,644,511	√
	\$ 41,231,310	\$ 41,231,310	√
Enterprise Fund:			
Solid Waste Fund	\$ 5,595,116	\$ 5,595,116	√
Internal Service Funds:			
Risk Management Fund	\$ 1,610,172	\$ 1,610,172	√
Medical Insurance Fund	8,740,000	8,740,000	√
	\$ 10,350,172	\$ 10,350,172	√
Fiduciary Funds:			
OPEB Health Benefit Fund	\$ 22,474	\$ 22,474	√
OPEB Reimbursement Benefit Fund	609,953	609,953	√
	\$ 632,427	\$ 632,427	√
Total	\$ 149,253,265	\$ 149,253,265	√

CITYWIDE BUDGET SUMMARIES

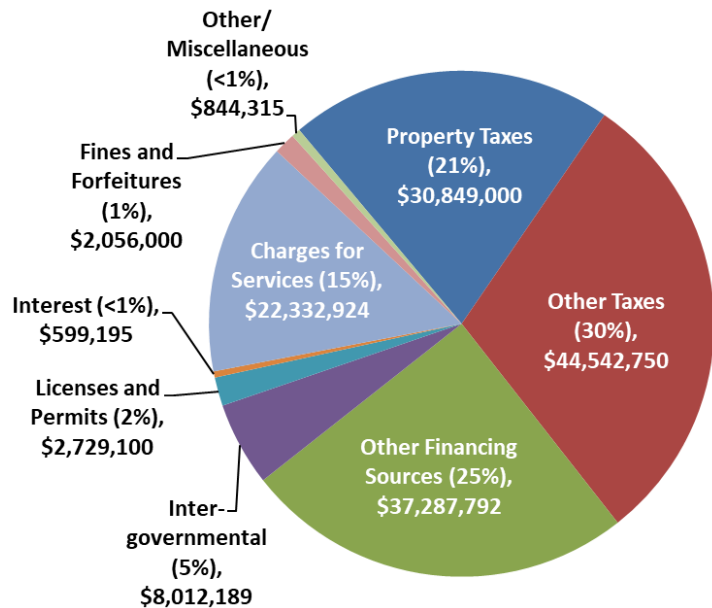


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CITYWIDE BUDGET SUMMARIES

Summary by Revenue Source

**FY 2022 Citywide Budget
totals \$149 Million**



The chart above segments the FY 2022 budget by revenue source and includes the following:

Property Taxes: Ad Valorem tax on real/personal property owned within the city. The recommended millage rate for FY 2022 is flat with the prior year at 5.750 mills and is composed of the following: Operating Millage Rate of 4.935 mills (used to fund general city operations and the recurring capital program); and a Debt Service Millage Rate of 0.815 mills (used to fund debt service on voter approved general obligation bonds).

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

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

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

Intergovernmental: Includes federal (American Rescue Act), state, and local grant funding as well as revenue sharing associated with intergovernmental agreements.

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

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

Interest: Includes investment earnings on city funds.

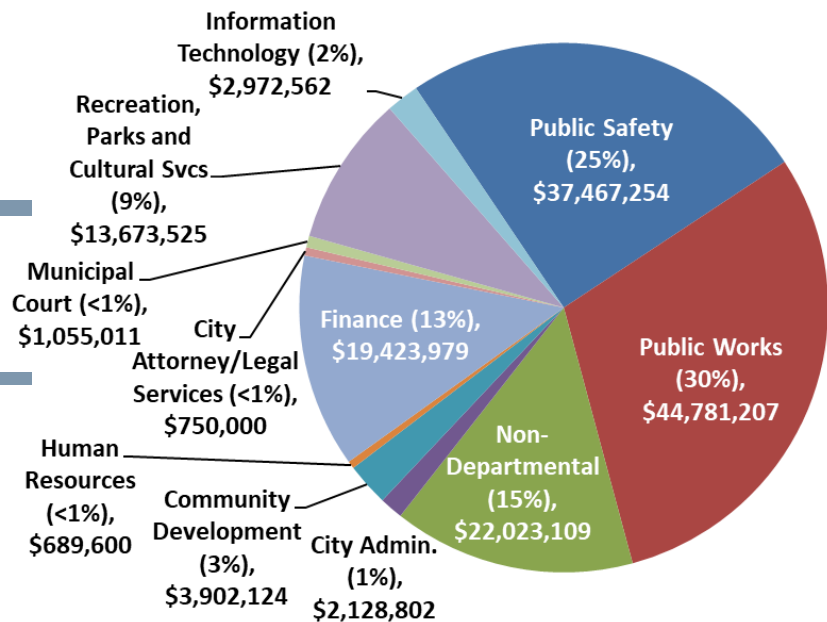
Other/Miscellaneous: Includes the sale of surplus assets, donations, and other miscellaneous revenues.

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

CITYWIDE BUDGET SUMMARIES

Summary by Department Expenditures

**FY 2022 Citywide Budget
totals \$149 Million**



The chart above segments the FY 2022 budget by department/functional unit and includes the following:

Mayor and City Council

City Administration

Community Development

Public Works

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

Human Resources

Information Technology

Legal Services (City Attorney)

Municipal Court

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

Recreation, Parks and Cultural Services

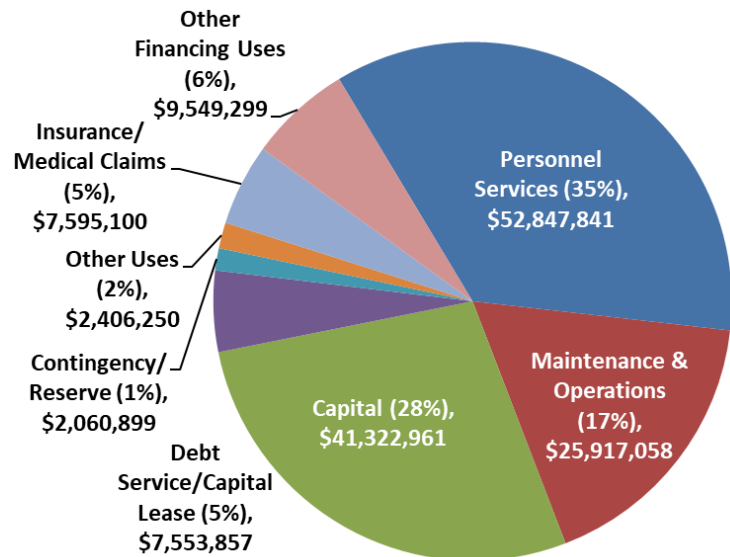
Non-Departmental (interfund transfers, contingency/reserves, Hotel/Motel Fund distributions, debt service, activities within the OPEB Funds, etc.)

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

CITYWIDE BUDGET SUMMARIES

Summary by Expenditure Category

FY 2022 Citywide Budget
totals \$149 Million



The chart above segments the FY 2022 budget by expenditure category and includes the following:

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

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

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

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

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

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

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

Contingency/Reserves: Includes General Fund contingency appropriations and reserve appropriations across multiple funds (E911 Fund, American Rescue Act Fund, etc.).

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

CITYWIDE BUDGET SUMMARIES

Consolidated Summary (Revenues by Source/Expenditures by Department)

	General Fund	Special Revenue Funds			Capital Project Funds				
		E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Projects Fund	Stormwater Capital Fund	T-SPLOST Capital Fund	American Rescue Act Fund	
REVENUES:									
Property Taxes	\$ 26,097,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Local Option Sales Taxes/T-SPLOST	15,700,000	-	-	-	-	-	7,615,000	-	
Other Taxes	15,727,750	-	-	5,500,000	-	-	-	-	
Licenses and Permits	2,729,100	-	-	-	-	-	-	-	
Intergovernmental Revenue	117,678	1,250,000	-	-	-	-	-	6,644,511	
Charges for Services	3,741,450	3,410,000	-	-	-	-	-	-	
Fines and Forfeitures	2,056,000	-	-	-	-	-	-	-	
Interest Earnings	190,000	18,482	-	10,000	100,000	-	225,000	-	
Other/Miscellaneous	240,787	-	-	-	-	-	-	-	
subtotal	\$ 66,599,765	\$ 4,678,482	\$ -	\$ 5,510,000	\$ 100,000	\$ -	\$ 7,840,000	\$ 6,644,511	
Other Financing Sources									
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 5,966,799	\$ 1,520,000	\$ -	\$ -	
Interfund Transfer from Hotel/Motel Fund	2,062,500	-	-	-	-	-	-	-	
Budgeted Fund Balance	5,836,799	50,000	1,443,100	304,713	2,000,000	-	17,160,000	-	
subtotal	\$ 7,899,299	\$ 50,000	\$ 1,443,100	\$ 304,713	\$ 7,966,799	\$ 1,520,000	\$ 17,160,000	\$ -	
Total Revenues	\$ 74,499,064	\$ 4,728,482	\$ 1,443,100	\$ 5,814,713	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	
EXPENDITURES:									
Mayor and City Council	\$ 386,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
City Administration	2,128,802	-	-	-	-	-	-	-	
Finance	3,478,691	-	-	-	-	-	-	-	
Legal Services	750,000	-	-	-	-	-	-	-	
Information Technology	2,022,562	-	-	-	950,000	-	-	-	
Human Resources	689,600	-	-	-	-	-	-	-	
Municipal Court	1,055,011	-	-	-	-	-	-	-	
Public Safety	31,846,772	4,728,482	124,600	-	767,400	-	-	-	
Public Works	9,022,696	-	1,250,000	-	3,344,000	1,520,000	25,000,000	4,644,511	
Recreation, Parks and Cultural Services	10,089,025	-	-	-	1,584,500	-	-	2,000,000	
Community Development	3,773,624	-	68,500	-	60,000	-	-	-	
Non-Departmental	-	-	-	6,000	-	-	-	-	
Insurance Premiums (Risk Fund)	779,750	-	-	-	-	-	-	-	
Alpharetta Convention and Visitors Bureau	-	-	-	2,406,250	-	-	-	-	
Debt Service (Principal and Interest)*	289,640	-	-	1,339,963	-	-	-	-	
Contingency	700,000	-	-	-	-	-	-	-	
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	1,360,899	-	-	-	
subtotal	\$ 67,012,265	\$ 4,728,482	\$ 1,443,100	\$ 3,752,213	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	
Other Financing Uses									
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ 2,062,500	\$ -	\$ -	\$ -	\$ -	
Interfund Transfer to Capital Funds	7,486,799	-	-	-	-	-	-	-	
subtotal	\$ 7,486,799	\$ -	\$ -	\$ 2,062,500	\$ -	\$ -	\$ -	\$ -	
Total Expenditures	\$ 74,499,064	\$ 4,728,482	\$ 1,443,100	\$ 5,814,713	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511	

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

CITYWIDE BUDGET SUMMARIES

	Enterprise Fund		Internal Service Funds		Fiduciary Funds		
	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Health Benefit Fund	OPEB Reimb. Fund	TOTAL
REVENUES:							
Property Taxes	\$ 4,752,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,849,000
Local Option Sales Taxes/T-SPLOST	-	-	-	-	-	-	23,315,000
Other Taxes	-	-	-	-	-	-	21,227,750
Licenses and Permits	-	-	-	-	-	-	2,729,100
Intergovernmental Revenue	-	-	-	-	-	-	8,012,189
Charges for Services	-	4,831,575	1,609,899	8,740,000	-	-	22,332,924
Fines and Forfeitures	-	-	-	-	-	-	2,056,000
Interest Earnings	13,000	13,541	273	-	9,874	19,025	599,195
Other/Miscellaneous	-	-	-	-	12,600	590,928	844,315
<i>subtotal</i>	\$ 4,765,000	\$ 4,845,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 111,965,473
Other Financing Sources							
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,486,799
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	2,062,500
Budgeted Fund Balance	193,881	750,000	-	-	-	-	27,738,493
<i>subtotal</i>	\$ 193,881	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 37,287,792
Total Revenues	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 149,253,265
EXPENDITURES:							
Mayor and City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 386,092
City Administration	-	-	-	-	-	-	2,128,802
Finance	-	5,595,116	1,610,172	8,740,000	-	-	19,423,979
Legal Services	-	-	-	-	-	-	750,000
Information Technology	-	-	-	-	-	-	2,972,562
Human Resources	-	-	-	-	-	-	689,600
Municipal Court	-	-	-	-	-	-	1,055,011
Public Safety	-	-	-	-	-	-	37,467,254
Public Works	-	-	-	-	-	-	44,781,207
Recreation, Parks and Cultural Services	-	-	-	-	-	-	13,673,525
Community Development	-	-	-	-	-	-	3,902,124
Non-Departmental	16,000	-	-	-	22,474	609,953	654,427
Insurance Premiums (Risk Fund)	-	-	-	-	-	-	779,750
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	2,406,250
Debt Service (Principal and Interest)*	4,942,881	-	-	-	-	-	6,572,484
Contingency	-	-	-	-	-	-	700,000
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	-	1,360,899
<i>subtotal</i>	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 139,703,966
Other Financing Uses							
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,062,500
Interfund Transfer to Capital Funds	-	-	-	-	-	-	7,486,799
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,549,299
Total Expenditures	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 149,253,265

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

CITYWIDE BUDGET SUMMARIES

Consolidated Summary (Revenues by Source/Expenditures by Category)

	Special Revenue Funds				Capital Project Funds			
	General Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Capital Fund	American Rescue Act Fund
REVENUES:								
Property Taxes	\$ 26,097,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Option Sales Taxes/T-SPLOST	15,700,000	-	-	-	-	-	7,615,000	-
Other Taxes	15,727,750	-	-	5,500,000	-	-	-	-
Licenses and Permits	2,729,100	-	-	-	-	-	-	-
Intergovernmental Revenue	117,678	1,250,000	-	-	-	-	-	6,644,511
Charges for Services	3,741,450	3,410,000	-	-	-	-	-	-
Fines and Forfeitures	2,056,000	-	-	-	-	-	-	-
Interest Earnings	190,000	18,482	-	10,000	100,000	-	225,000	-
Other/Miscellaneous	240,787	-	-	-	-	-	-	-
<i>subtotal</i>	\$ 66,599,765	\$ 4,678,482	\$ -	\$ 5,510,000	\$ 100,000	\$ -	\$ 7,840,000	\$ 6,644,511
Other Financing Sources								
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 5,966,799	\$ 1,520,000	\$ -	\$ -
Interfund Transfer from Hotel/Motel Fund	2,062,500	-	-	-	-	-	-	-
Budgeted Fund Balance	5,836,799	50,000	1,443,100	304,713	2,000,000	-	17,160,000	-
<i>subtotal</i>	\$ 7,899,299	\$ 50,000	\$ 1,443,100	\$ 304,713	\$ 7,966,799	\$ 1,520,000	\$ 17,160,000	\$ -
Total Revenues	\$ 74,499,064	\$ 4,728,482	\$ 1,443,100	\$ 5,814,713	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511
EXPENDITURES:								
Personnel Services	\$ 49,136,071	\$ 3,032,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	16,204,009	1,318,801	68,500	6,000	-	-	-	-
Capital	27,950	50,000	1,374,600	-	6,705,900	1,520,000	25,000,000	6,644,511
Debt Service	944,235	326,778	-	1,339,963	-	-	-	-
Other								
Insurance/Medical Claims	-	-	-	-	-	-	-	-
Alpharetta Convention and Visitors Bureau	-	-	-	2,406,250	-	-	-	-
Contingency	700,000	-	-	-	-	-	-	-
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	1,360,899	-	-	-
<i>subtotal</i>	\$ 67,012,265	\$ 4,728,482	\$ 1,443,100	\$ 3,752,213	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511
Other Financing Uses								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ 2,062,500	\$ -	\$ -	\$ -	\$ -
Interfund Transfer to Capital Funds	7,486,799	-	-	-	-	-	-	-
<i>subtotal</i>	\$ 7,486,799	\$ -	\$ -	\$ 2,062,500	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 74,499,064	\$ 4,728,482	\$ 1,443,100	\$ 5,814,713	\$ 8,066,799	\$ 1,520,000	\$ 25,000,000	\$ 6,644,511

CITYWIDE BUDGET SUMMARIES

	Enterprise Fund		Internal Service Funds		Fiduciary Fund		TOTAL
	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Health Benefit Fund	OPEB Reimb. Fund	
REVENUES:							
Property Taxes	\$ 4,752,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,849,000
Local Option Sales Taxes/T-SPLOST	-	-	-	-	-	-	23,315,000
Other Taxes	-	-	-	-	-	-	21,227,750
Licenses and Permits	-	-	-	-	-	-	2,729,100
Intergovernmental Revenue	-	-	-	-	-	-	8,012,189
Charges for Services	-	4,831,575	1,609,899	8,740,000	-	-	22,332,924
Fines and Forfeitures	-	-	-	-	-	-	2,056,000
Interest Earnings	13,000	13,541	273	-	9,874	19,025	599,195
Other/Miscellaneous	-	-	-	-	12,600	590,928	844,315
<i>subtotal</i>	\$ 4,765,000	\$ 4,845,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 111,965,473
Other Financing Sources							
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,486,799
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	2,062,500
Budgeted Fund Balance	193,881	750,000	-	-	-	-	27,738,493
<i>subtotal</i>	\$ 193,881	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 37,287,792
Total Revenues	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 149,253,265
EXPENDITURES:							
Personnel Services	\$ -	\$ 75,440	\$ -	\$ -	\$ 12,474	\$ 590,953	\$ 52,847,841
Maintenance and Operations	16,000	5,519,676	900,072	1,855,000	10,000	19,000	25,917,058
Capital	-	-	-	-	-	-	41,322,961
Debt Service	4,942,881	-	-	-	-	-	7,553,857
Other							
Insurance/Medical Claims	-	-	710,100	6,885,000	-	-	7,595,100
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	2,406,250
Contingency	-	-	-	-	-	-	700,000
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	-	1,360,899
<i>subtotal</i>	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 139,703,966
Other Financing Uses							
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,062,500
Interfund Transfer to Capital Funds	-	-	-	-	-	-	7,486,799
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,549,299
Total Expenditures	\$ 4,958,881	\$ 5,595,116	\$ 1,610,172	\$ 8,740,000	\$ 22,474	\$ 609,953	\$ 149,253,265

CITYWIDE BUDGET SUMMARIES

Personnel Listing by Department

	Actual FY 2018	Actual FY 2019	Actual FY 2020	Actual FY 2021	Proposed FY 2022*	Variance
Detail by Department:						
General Fund						
Mayor & City Council	7.0	7.0	7.0	7.0	7.0	-
City Administration	10.0	8.0	7.0	6.0	8.0	2.0
Community Development	26.0	28.0	30.0	32.0	30.0	(2.0)
Public Works	52.0	52.0	52.0	52.0	52.0	-
Finance	21.5	21.5	21.5	21.5	21.5	-
Public Safety	221.0	221.0	223.5	226.5	232.5	6.0
Human Resources	2.0	3.0	3.0	3.0	3.0	-
Municipal Court	9.0	8.0	8.0	8.0	7.0	(1.0)
Recreation, Parks and Cultural Svcs	51.0	51.0	51.0	51.0	50.5	(0.5)
Information Technology	11.0	11.0	12.0	12.0	12.0	-
subtotal	410.5	410.5	415.0	419.0	423.5	4.5
E-911 Fund (Special Revenue Fund)						
Public Safety	29.0	29.0	32.0	32.0	32.0	-
Information Technology	1.0	1.0	1.0	1.0	1.0	-
subtotal	30.0	30.0	33.0	33.0	33.0	-
DEA Fund (Special Revenue Fund)						
Public Safety	3.0	3.0	3.0	-	-	-
Solid Waste Fund (Enterprise Fund)						
Finance	1.0	1.0	1.0	1.0	1.0	-
Full-Time-Equivalent (FTE) Positions	444.5	444.5	452.0	453.0	457.5	4.5

Notes:

- * Includes 10.5 full-time equivalent positions that are not funded but are part of the City's authorized work force. These positions will remain vacant pending a (1) justifiable needs assessment by City Administration and (2) identification of a sustainable funding source.

Frozen positions include:

<u>General Fund</u>	<u>Department</u>	<u>Full-Time Equivalent</u>
Crew Leader	Public Works	2.0
Tech I	Public Works	1.0
Civil Engineer	Public Works	1.0
Deputy Court Clerk III	Court	1.0
Treasury Services Manager	Finance	1.0
Technology Analyst	IT	1.0
Admin Assistant II	Parks	1.0
Police Officer	Public Safety	2.0
Parking Enforcement Officer	Public Safety	0.5
		<u>10.5</u>

GENERAL FUND SUMMARY

General Fund Summary

Overview

The *General Fund Summary* section is intended to provide readers with an overall understanding of the city's fiscal year 2022 General Fund budget. The following schedules provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **General Fund Summary**

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

- **Statement of Budgetary Comparisons**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2021 and 2022. Revenues are presented by source and expenditures are presented by category (i.e. Personnel Services, Maintenance & Operations, Capital, etc.).

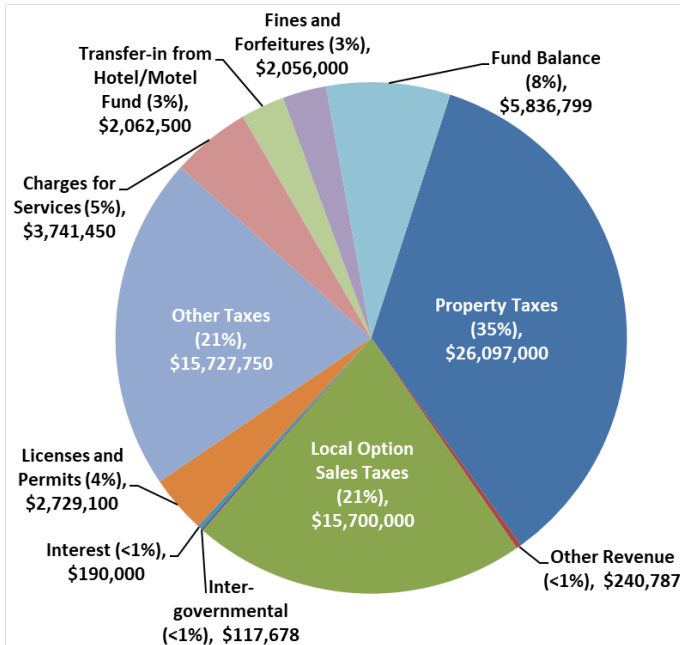
- **Budget Narrative**

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

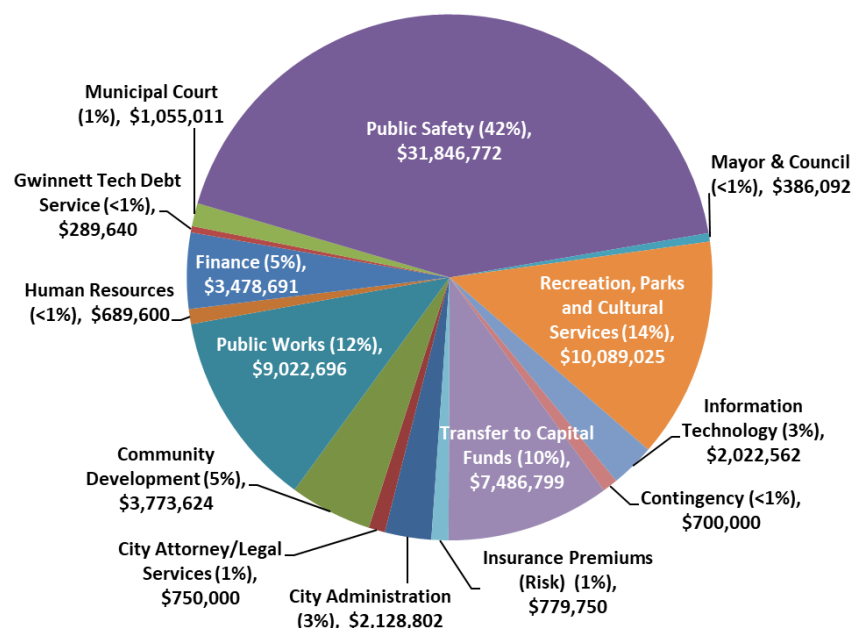
GENERAL FUND SUMMARY

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

Summary by Revenue Source



Summary by Department Expenditures



FY 2022 General Fund Budget

totals \$74 Million

GENERAL FUND SUMMARY

Statement of Budgetary Comparisons

	FY 2021 AMENDED BUDGET	FY 2022 RECOMMENDED BUDGET	\$ Variance	% Variance
Revenues:				
Property Taxes:				
Current Year	\$ 25,350,000	\$ 24,000,000	\$ (1,350,000)	-5.3%
Motor Vehicle	75,000	60,000	(15,000)	-20.0%
Motor Vehicle Title Tax Fee	1,600,000	1,800,000	200,000	12.5%
Prior Year/Delinquent	217,000	237,000	20,000	9.2%
Local Option Sales Tax	13,479,457	15,700,000	2,220,543	16.5%
Other Taxes	15,556,950	15,727,750	170,800	1.1%
Licenses & Permits	2,579,750	2,729,100	149,350	5.8%
Intergovernmental	113,000	117,678	4,678	4.1%
Charges for Services	3,395,105	3,741,450	346,345	10.2%
Fines & Forfeitures	1,806,000	2,056,000	250,000	13.8%
Interest	310,000	190,000	(120,000)	-38.7%
Other Revenues	249,809	240,787	(9,022)	-3.6%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	2,531,250	2,062,500	(468,750)	-18.5%
Total Operating Revenues	\$ 67,263,321	\$ 68,662,265	\$ 1,398,944	2.1%
Fund Balance Carryforward	5,289,252	5,836,799		
Total Revenues	\$ 72,552,573	\$ 74,499,064		
Expenditures (by Category):				
Personnel Services:				
Salaries	\$ 29,915,404	\$ 30,755,039	\$ 839,635	2.8%
Group Insurance	9,005,901	9,473,883	467,982	5.2%
Pension (Defined Benefit)	2,675,532	2,818,660	143,128	5.3%
Pension (401A)	2,183,255	2,367,862	184,607	8.5%
Miscellaneous Benefits	3,644,651	3,720,627	75,976	2.1%
subtotal	\$ 47,424,743	\$ 49,136,071	\$ 1,711,328	3.6%
Maintenance and Operations:				
Professional Services	\$ 2,561,658	\$ 2,696,938	\$ 135,280	5.3%
Repair/Maintenance	1,603,061	1,620,750	17,689	1.1%
Maintenance Contracts	2,846,574	2,850,778	4,204	0.1%
Professional Services (IT)	2,048,834	2,027,570	(21,264)	-1.0%
General Supplies	958,131	869,161	(88,970)	-9.3%
Utilities	2,897,285	2,953,175	55,890	1.9%
Legal Services	750,000	750,000	-	0.0%
Insurance Premiums (Risk Fund)	720,250	779,750	59,500	8.3%
Miscellaneous	2,028,868	1,655,887	(372,981)	-18.4%
subtotal	\$ 16,414,661	\$ 16,204,009	\$ (210,652)	-1.3%
Capital/Lease:	\$ 613,848	\$ 682,545	\$ 68,697	11.2%
Other Uses:				
Contingency	\$ 700,000	\$ 700,000	\$ -	0.0%
Gwinnett Tech Contribution (Debt Svc)	290,490	289,640	(850)	-0.3%
subtotal	\$ 990,490	\$ 989,640	\$ (850)	-0.1%
Total Operating Expenditures	\$ 65,443,742	\$ 67,012,265	\$ 1,568,523	2.4%
Non-Allocated/Reserve	1,880,579	-		
Non-Allocated/Reserve (One-Time Usage)	686,390	-		
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	4,352,862	5,836,799		
Recurring Capital Program	189,000	1,650,000		
Total Expenditures	\$ 72,552,573	\$ 74,499,064		

Personnel (full-time-equivalent) * 419.0 423.5

* FY 2022 includes 10.5 full-time equivalent positions that are not funded but are part of the City's authorized workforce. These positions will remain vacant pending a (1) justifiable needs assessment by City Administration and (2) identification of a sustainable funding source.

GENERAL FUND SUMMARY

Budget Narrative

The City of Alpharetta, like many cities in our region and throughout the world, is currently facing fiscal challenges as a result of the COVID-19 pandemic. The main incremental economic impact forecasted for FY 2022 is a reduction in property taxes due to the COVID-19 pandemic's impact on property valuations (primarily commercial). Specifically, FY 2022 property valuations represent market conditions as of January 1, 2021 (valuations during 2020). Due to the unprecedented impact on our businesses during 2020 from COVID-19, the city has forecasted a steep reduction in commercial valuations (20% reduction). The forecasted reduction in commercial valuations, which is partially offset through forecasted growth in residential valuations and estimated new construction (\$168 million in market valuations), equates to a -5% reduction in property tax revenues.

Other revenue sources, while down compared to pre-pandemic levels, are forecasting growth compared to FY 2021 except for Investment Earnings (low market interest rates).

The city has been proactive in realigning its spending to match the current economic reality. Spending since FY 2020 has been limited to essential items only and vacancies are filled on a priority basis with an emphasis on public safety operations. This trend continues and has positioned the city to more effectively approach the challenges in the FY 2022 Budget resulting from COVID-19.

GENERAL FUND SUMMARY

Revenues

FY 2022 General Fund operating revenues are forecasted to grow by 2%, or \$1.4 million, compared to Amended FY 2021. The following table compares major revenue categories within the General Fund:

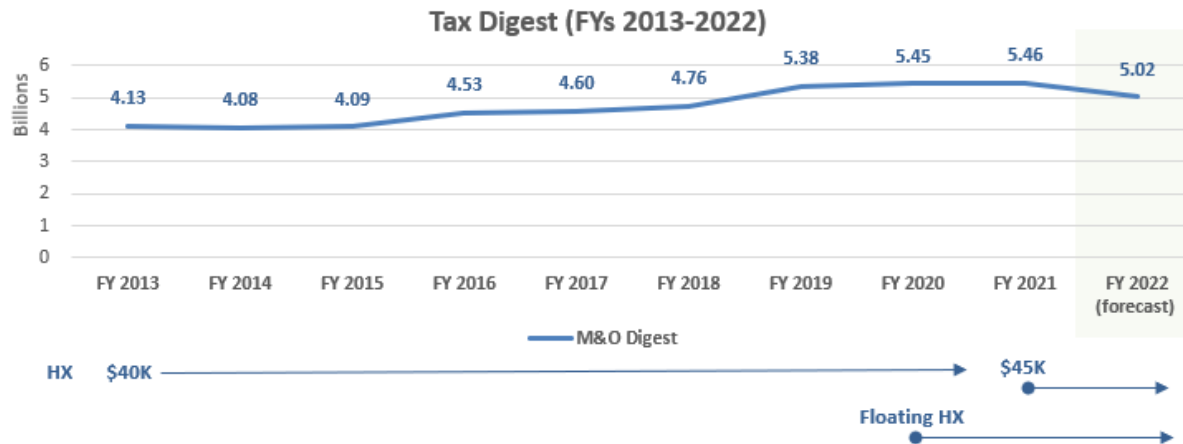
	FY 2021 AMENDED BUDGET	FY 2022 RECOMMENDED BUDGET	\$ Variance	% Variance
Revenues:				
Property Taxes:				
Current Year	\$ 25,350,000	\$ 24,000,000	\$ (1,350,000)	-5.3%
Motor Vehicle	75,000	60,000	(15,000)	-20.0%
Motor Vehicle Title Tax Fee	1,600,000	1,800,000	200,000	12.5%
Prior Year/Delinquent	217,000	237,000	20,000	9.2%
Local Option Sales Tax	13,479,457	15,700,000	2,220,543	16.5%
Other Taxes:				
Franchise Fees	6,675,000	6,620,000	(55,000)	-0.8%
Insurance Premium Tax	4,589,200	4,650,000	60,800	1.3%
Alcohol Beverage Excise Tax	2,100,000	2,025,000	(75,000)	-3.6%
Other Taxes	2,192,750	2,432,750	240,000	10.9%
Licenses & Permits	2,579,750	2,729,100	149,350	5.8%
Intergovernmental	113,000	117,678	4,678	4.1%
Charges for Services	3,395,105	3,741,450	346,345	10.2%
Fines & Forfeitures	1,806,000	2,056,000	250,000	13.8%
Interest	310,000	190,000	(120,000)	-38.7%
Other Revenues	249,809	240,787	(9,022)	-3.6%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	2,531,250	2,062,500	(468,750)	-18.5%
Total Operating Revenues	\$ 67,263,321	\$ 68,662,265	\$ 1,398,944	2.1%
Fund Balance Carryforward	5,289,252	5,836,799		
Total Revenues	\$ 72,552,573	\$ 74,499,064		

Property and Motor Vehicle Taxes

Property taxes are calculated based on an assessed millage rate on real and personal property owned within the city. Real property consists of land, buildings, structures, and improvements affixed to land. Personal property includes machinery, equipment, inventory supplies, furniture, motor vehicles, boats, etc. The Fulton County Board of Assessors (the "BOA") determines the fair market value of property (i.e. tax digest) utilizing numerous analytical methods including comparative sales data. As of the date of this budget submission, the BOA has not provided the updated tax digest. As such, FY 2022 is based on a forecasted tax digest.

GENERAL FUND SUMMARY

The chart below illustrates the tax digest growth within the city for the last 9 years as provided by the BOA and a staff forecast for FY 2022. These figures are net of all exemptions (e.g. basic homestead and floating homestead exemptions).



As previously mentioned, FY's 2013-2021 represent tax digest valuations provided by the BOA. Property valuations have stagnated from a digest perspective over the last several years due to a combination of the following:

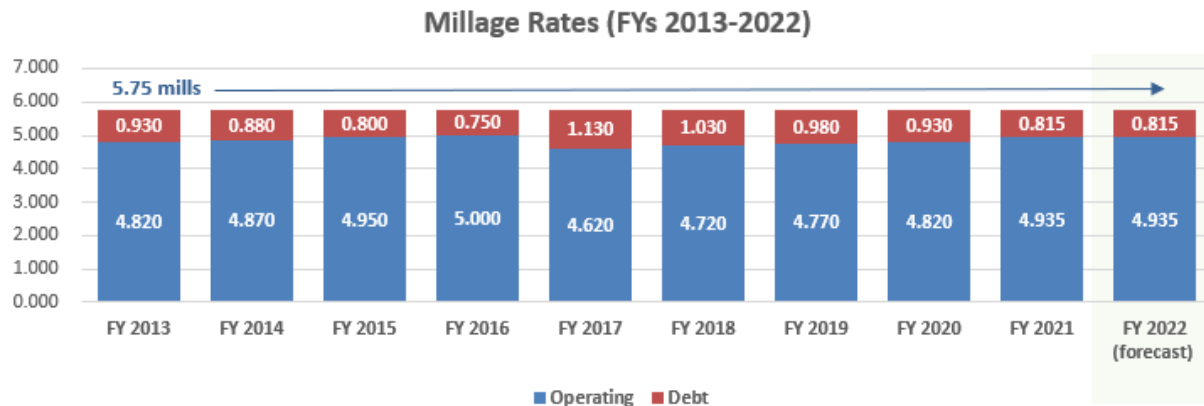
- FY 2020: Implementation of the floating homestead exemption;
- FY 2021: \$5,000 increase to the basic homestead exemption (\$40,000 to \$45,000);
- FY 2021: Removal of income restrictions for residents age 65 and older to qualify for the \$10,000 senior homestead exemption; and
- General tax digest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

As highlighted above, the tax digest is subject to tax appeal adjustments which reduce overall valuations. It is the City's practice to conservatively estimate appeal valuation adjustments as well as collectability when forecasting property tax collections for the upcoming budget year. Additionally, FY 2022 valuations represent the 1st year of valuation impacts resulting from the COVID-19 pandemic. Specifically, FY 2022 property valuations represent market conditions as of January 1, 2021 (valuations during 2020). Due to the unprecedented impact on our businesses during 2020 from COVID-19, the City has forecasted a steep reduction in commercial valuations (20% reduction). The forecasted reduction in commercial valuations, which is partially offset through forecasted growth in residential valuations and estimated new construction (\$168 million in market valuations), equates to an -8% overall reduction in the property tax digest.

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

GENERAL FUND SUMMARY

The city has historically acknowledged the need to provide a taxation rate commensurate with the government's level of service. The chart below illustrates the annual millage rates levied by the city for the last 9 years including the request for FY 2022.

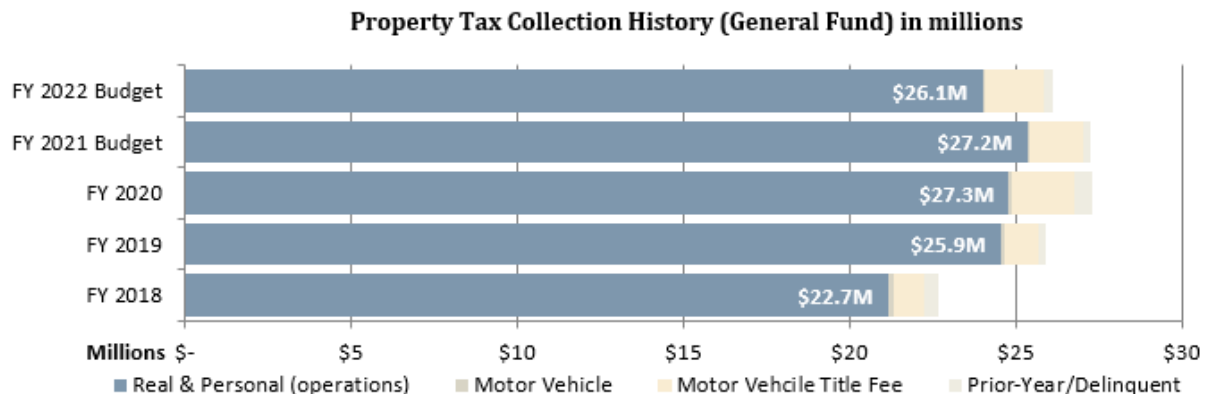


The FY 2022 Budget is based on maintenance of the city's millage rate at 5.750 mills.

- The portion of the millage rate funding debt service (Debt Service Fund) is estimated to remain flat with FY 2021 at 0.815 mills.
- The portion of the millage rate funding operations and recurring capital investment (General Fund) is estimated to remain flat with FY 2021 at 4.935 mills.

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

General Fund property taxes are budgeted at \$26.1 million in FY 2022 and represent approximately 35% of General Fund revenues. The chart below depicts a 5-year history of General Fund property tax collections by type.

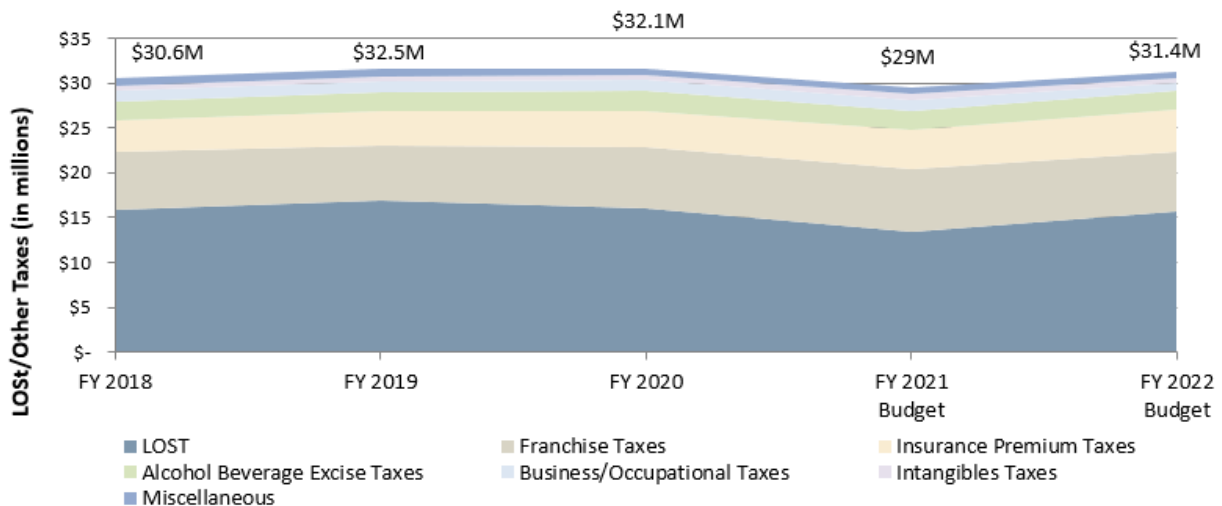


GENERAL FUND SUMMARY

Motor vehicle taxes are experiencing declines due to House Bill 386 which phased out motor vehicle taxes on all vehicles titled on or after March 1, 2013. The city is still receiving motor vehicle taxes on vehicles titled before March 1, 2013 until the vehicle is sold/transferred. The city is forecasting motor vehicle revenues to be fully phased-out over the period ending in FY 2024. HB 386 created a Motor Vehicle Title Fee to partially offset the reduction in motor vehicle taxes. The Title Fee is 6.6% and is shared between the State and local governments (county, city, and school boards; local share approaches 65% of collections). An increase of 13% is forecasted in FY 2022 for motor vehicle title fees from a budget-to-budget standpoint. However, the reduction programmed into the FY 2021 budget due to anticipated COVID-19 impacts has not been realized and 2021 actuals are trending towards \$1.8 million resulting in a conservative flat-collection trend for 2022.

Other Taxes (including LOST)

Other taxes account for 42%, or \$31 million, of total General Fund revenue for FY 2022. Specifically, revenue sources within the Other Taxes category include Local Option Sales Taxes (“LOST”), Franchise Taxes, Insurance Premium Taxes, Alcohol Beverage Excise Taxes, etc. The chart below provides a 5-year history of Other Tax collections by type.



- **Local Option Sales Taxes (“LOST”):** This revenue source represents the city’s portion of the 7% sales and use tax collected in Fulton County (not counting T-SPLOST levy) and totals \$15.7 million for FY 2022.

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

GENERAL FUND SUMMARY

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

An increase of 17% is forecasted for FY 2022 from a budget-to-budget standpoint. However, actual collections are conservatively estimated at \$15.5 million in FY 2021 which equates to a revised growth rate of 2%. Due to the Federal stimulus recently approved and beginning to flow thru the local, State, and National economy, LOST collections are likely to exceed budgetary figures for 2022 and begin to recover towards pre-COVID trends (e.g. 2019).

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

A reduction of -1% is forecasted for FY 2022 from a budget-to-budget standpoint. However, actual collections are estimated at \$6.4 million in FY 2021 which equates to a revised growth rate of 3%.

Franchise Fee revenue is sensitive to fluctuations in usage (e.g. cool summer significantly lessens the need for air conditioning and associated energy usage) and economic activity. COVID-19 has had a detrimental effect on many of our commercial partners through closings and/or reduced operational hours which impacted onsite energy usage. That said, the residential segment will provide growth in energy usage (and cable usage) as families work/attend school from home. Budgetary practice is to be conservative with forecasting these collections to insulate the operating budget from the associated short-term collection fluctuations inherent in this revenue source.

Collections from GA Power and Sawnee EMC, the largest contributors of this revenue source (70% of total franchise fees), totaled \$4.3 million in FY 2021 and represents a -\$440,370 decrease over the prior year (\$4.8 million was collected in FY 2020). The budget forecast for FY 2022 totals \$4.4 million and represents minor growth compared to 2021 collections. Augmenting revenue growth forecasts are approved rate increases by GA Power (average of 3% on 1/1/2021 and 5% on 1/1/2022).

Collections from cable franchise agreements represent the next largest source and are estimated to total \$890,000 in FY 2021. The budget forecast for FY 2022 totals \$950,000 and reflects growth approximating 6%. The city raised the Cable Franchise Fee from 3% to 5% effective January 1, 2019.

GENERAL FUND SUMMARY

- **Insurance Premium Taxes:** This revenue source represents a percentage of insurers' gross direct premiums on life, accident, and sickness insurance policies written within the State and totals \$4.7 million in FY 2022. Strong growth is forecasted for FY 2022 from a budget-to-budget standpoint. However, actual collections during FY 2021 totaled \$4.6 million which equates to a conservative 1% growth factor.

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

- **Alcohol Beverage Excise Taxes:** This revenue source represents taxes levied on dealers and wholesalers of alcoholic beverages within the city and totals \$2 million in FY 2022. A contraction of -4% is forecasted for FY 2022 from a budget-to-budget standpoint. However, actual collections during FY 2021 are estimated at \$2 million which equates to a conservative 1% growth factor and reflects the ongoing economic impacts of the COVID-19 pandemic.

Licenses & Permits

Licenses & permits account for 4%, or \$2.7 million, of total General Fund revenue for FY 2022. Licenses and permit revenues include alcoholic beverage permit fees, development permit and related fees, building permit fees, occupancy permit fees, sign permit fees, etc.

Growth of 6% is forecasted for FY 2022 based on 2021 collection patterns but lags pre-pandemic collection levels (\$4.2 million in 2019).

The largest revenue source is Building Permit Fees (\$1.7 million conservatively forecasted for FY 2022; \$1.9 million estimated for FY 2021).

Intergovernmental

Intergovernmental sources account for <1%, or \$117,678, of total General Fund revenue for FY 2022. This revenue is primarily generated from Intergovernmental Agreements with the City of Milton related to the sharing of court management capabilities as well as overtime reimbursement through the Federal HIDTA (High Intensity Drug Trafficking Area) program.

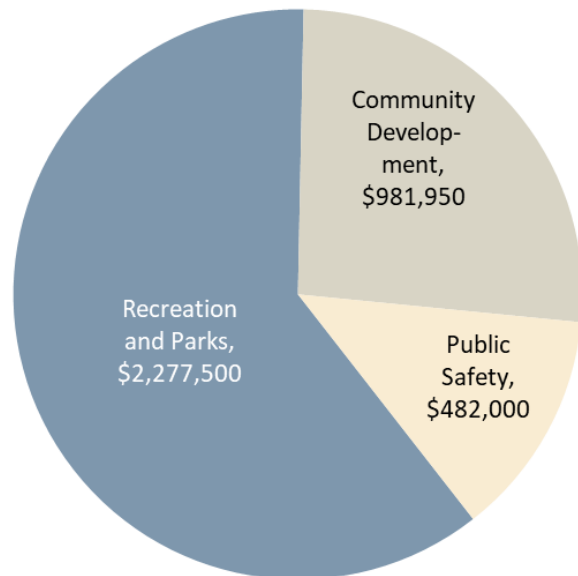
GENERAL FUND SUMMARY

Charges for Services

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

Charges for services account for 5%, or \$3.7 million, of total General Fund revenue. Growth of 10% is forecasted for FY 2022 primarily due to increased plan review fee trends coupled with recreation program attendance growth (compared to 2020 which included significant program cancellations due to COVID-19).

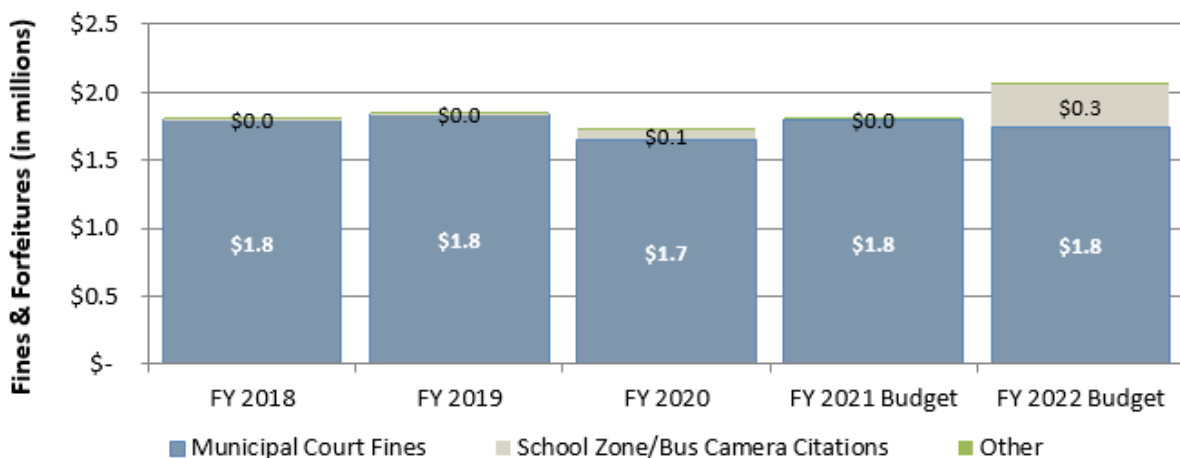
Charges for Services: \$3.7M



Fines & Forfeitures

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

Fines & forfeitures account for 3%, or \$2.1 million, of total General Fund revenue for FY 2022. An increase of 14% is forecasted for FY 2022 from a budget-to-budget standpoint due primarily to School Zone traffic camera citation fees being included within the budget.



Interest

Interest earnings account for <1%, or \$190,000, of total General Fund revenue for FY 2022. Reductions are forecasted to more accurately reflect the earnings the city is currently receiving on its investments in the low market-rate environment.

GENERAL FUND SUMMARY

Other Financing Sources

Other Financing Sources account for 3%, or \$2.1 million, of total General Fund revenue for FY 2022 and consists of the city's share (40%) of the Hotel/Motel Tax. This revenue source is discussed in more detail within the *Special Revenue Fund Summaries* (Hotel/Motel Fund) section of this document.

Fund Balance

Carryforward fund balance accounts for 8%, or \$5.8 million, of total General Fund appropriations for FY 2022. Carryforward Fund Balance represents available cash in excess of the city's 23% emergency reserve.

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

GENERAL FUND SUMMARY

Expenditures

Operating expenditures of the General Fund are forecasted to grow by 2% over FY 2021. This figure includes the operating initiative funding for FY 2022⁴. After adjusting for the operating initiative funding, **the base operational growth totals 1%.**

The following table compares departmental appropriations within the General Fund:

Expenditures (by Department):	FY 2021 AMENDED BUDGET	FY 2022 RECOMMENDED BUDGET	\$ Variance	% Variance
Mayor and Council	\$ 382,505	\$ 386,092	\$ 3,587	0.9%
City Administration	1,288,313	2,128,802	840,489	65.2%
Finance	3,541,567	3,478,691	(62,876)	-1.8%
Legal Services	750,000	750,000	-	0.0%
Information Technology	2,194,661	2,022,562	(172,099)	-7.8%
Human Resources	647,529	689,600	42,071	6.5%
Municipal Court	1,006,645	1,055,011	48,366	4.8%
Public Safety	30,596,284	31,846,772	1,250,488	4.1%
Public Works	9,046,380	9,022,696	(23,684)	-0.3%
Recreation, Parks & Cultural Services	10,088,405	10,089,025	620	0.0%
Community Development	4,190,713	3,773,624	(417,089)	-10.0%
Non-Departmental:				
Contingency	700,000	700,000	-	0.0%
Insurance Premiums (Risk Fund)	720,250	779,750	59,500	8.3%
Gwinnett Tech Contribution (Debt Svc)	290,490	289,640	(850)	-0.3%
Total Operating Expenditures	\$ 65,443,742	\$ 67,012,265	\$ 1,568,523	2.4%
Non-Allocated/Reserve	1,880,579	-	-	
Non-Allocated/Reserve (One-Time Usage)	686,390	-	-	
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	4,352,862	5,836,799		
Recurring Capital Program	189,000	1,650,000		
Total Expenditures	\$ 72,552,573	\$ 74,499,064		

⁴ Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

GENERAL FUND SUMMARY

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

	FY 2021 AMENDED BUDGET	FY 2022 RECOMMENDED BUDGET	\$ Variance	% Variance
Expenditures (by Category):				
Personnel Services:				
Salaries	\$ 29,915,404	\$ 30,755,039	\$ 839,635	2.8%
Group Insurance	9,005,901	9,473,883	467,982	5.2%
Pension (Defined Benefit)	2,675,532	2,818,660	143,128	5.3%
Pension (401A)	2,183,255	2,367,862	184,607	8.5%
OPEB/Post Employment Healthcare	604,717	566,084	(38,633)	-6.4%
Miscellaneous Benefits	3,039,934	3,154,543	114,609	3.8%
<i>subtotal</i>	\$ 47,424,743	\$ 49,136,071	\$ 1,711,328	3.6%
Maintenance and Operations:				
Professional Services	\$ 2,561,658	\$ 2,696,938	\$ 135,280	5.3%
Repair/Maintenance	1,603,061	1,620,750	17,689	1.1%
Maintenance Contracts	2,846,574	2,850,778	4,204	0.1%
Professional Services (IT)	2,048,834	2,027,570	(21,264)	-1.0%
General Supplies	958,131	869,161	(88,970)	-9.3%
Utilities	2,897,285	2,953,175	55,890	1.9%
Legal Services	750,000	750,000	-	0.0%
Insurance Premiums (Risk Fund)	720,250	779,750	59,500	8.3%
Miscellaneous	2,028,868	1,655,887	(372,981)	-18.4%
<i>subtotal</i>	\$ 16,414,661	\$ 16,204,009	\$ (210,652)	-1.3%
Capital/Lease:	\$ 613,848	\$ 682,545	\$ 68,697	11.2%
Other Uses:				
Contingency	\$ 700,000	\$ 700,000	\$ -	0.0%
Gwinnett Tech Contribution (Debt Svc)	290,490	289,640	(850)	-0.3%
<i>subtotal</i>	\$ 990,490	\$ 989,640	\$ (850)	-0.1%
Total Operating Expenditures	\$ 65,443,742	\$ 67,012,265	\$ 1,568,523	2.4%
Non-Allocated/Reserve	1,880,579	-	-	
Non-Allocated/Reserve (One-Time Usage)	686,390	-	-	
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	4,352,862	5,836,799		
Recurring Capital Program	189,000	1,650,000		
Total Expenditures	\$ 72,552,573	\$ 74,499,064		

GENERAL FUND SUMMARY

Meeting the Internal Needs of Operating Departments

Several of the major points of the FY 2022 Budget are as follows:

- Management of personnel and compensation program to align with current market environment:
 - Staffing level at 457.5 full-time equivalents “FTE” with the funding breakdown as follows:
 - 447 full-time equivalents (funded) – includes 6 positions funded as part of the 2022 operating initiatives (Quint apparatus staffing);
 - 10.5 full-time equivalents (unfunded; budgetary savings of \$900,000); positions to remain vacant pending an identified funding source and workload justification.
 - Continuation of the annual performance-based merit program (3% on average) effective July 1, 2021 in an estimated cost of \$1 million.
- Reduction (-1% or -\$210,652) in departmental maintenance and operations budgets (General Fund) including controls on non-essential spending.
 - Net reduction is approximately -5% after adjusting for operating initiatives for 2022⁵, new initiatives (e.g. elections, municipal court office space lease, Innovation Academy field maintenance IGA, etc.), and growth drivers including risk insurance premiums (8% growth or +\$59,500 based on premium trends), maintenance of new parks (+\$42,000 for AlphaLoop, Thompson Street Park, Maddox Park, and Encore Park), and expanded Public Safety Taser program (42% growth or +\$30,000).
- The departmental operating capital/lease budget primarily represents funding for the city’s capital lease obligations (fire trucks, police tasers, etc.) coupled with minor maintenance capital needs. The FY 2022 budget experienced growth due primarily to approval of the Quint lease as part of the 2021 Mid-Year budget (replaced 1 Pumper with a dual-purpose Quint including ladder and water pumping capabilities).
- Funding from the General Fund which is available for immediate capital investment in 2022 includes the following:
 - \$5,836,799 Fund Balance for one-time capital;
 - \$1,650,000 Recurring Capital Contribution from the General Fund
 - \$7,486,799

⁵ Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

DEPARTMENTAL SUMMARIES

Departmental Summaries

Overview

The *Department Summaries* section is intended to provide detailed financial and non-financial information of the departmental operations funded within the General Fund.

This section segments departmental budgets into the following components:

- *Mission Statement* – the statement must identify the particular purpose for the department and how it relates to the city’s overall mission.
- *Goals & Objectives* – a listing of the fundamental goals and objectives which aid the department in achieving its mission. Goals stretch and challenge the department, but they must also be SMART (Specific, Measurable, Achievable, Relevant, and Timed).

Direct linkages are identified between the city’s vision/strategic priorities and departmental goals & objectives.
- *Revenue/Expenditure Summary* – the budget for the department summarized by expenditure category:
 - Personal Services: salaries, overtime, and other compensation related expenditures.
 - Maintenance & Operations: professional fees, repair & maintenance, general supplies, communications, and other operational related expenditures.
 - Capital: departmental machinery & equipment expenses.
- *Statement of Service and Performance Measures* – multi-year summary of departmental performance measurements.

DEPARTMENTAL SUMMARIES

Mayor and City Council

DONALD MITCHELL
CITY COUNCIL (POST 1)



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BEN BURNETT
CITY COUNCIL (POST 2)



BBurnett@alpharetta.ga.us

KAREN RICHARD
CITY COUNCIL (POST 3)



KRichard@alpharetta.ga.us

JIM GILVIN
MAYOR



JGilvin@alpharetta.ga.us

Mission Statement

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

JOHN HIPES
CITY COUNCIL (POST 4)



JHipes@alpharetta.ga.us

JASON BINDER
CITY COUNCIL (POST 5)



JBinder@alpharetta.ga.us

DAN MERKEL
CITY COUNCIL (POST 6)



DMerkel@alpharetta.ga.us

DEPARTMENTAL SUMMARIES

Mayor and City Council

Mission Statement

To make a positive difference in the community by efficiently managing public resources and providing effective services and leadership that exceed the expectations of our citizens.

Core Values

Excellence: We believe that expectations are the starting point; not the destination. Every member of the City of Alpharetta Team shall be dedicated to the pursuit of continuous improvement in our results and how they are achieved.

Stewardship: The citizens of Alpharetta have entrusted to us public resources and empowered us to protect, invest, and leverage them for the good and betterment of the community. We shall do so in a manner that reflects the highest ethics, exacting standards, and unwavering principles.

Integrity: The trust of the public is the foundation of our ability to conduct the business of local government and realize the City's mission. Every member of the City of Alpharetta Team shall maintain her or his reputation for honesty, straightforwardness, fair dealing, and a sincere desire to serve in the best interest of the community and citizens of Alpharetta

Service: The City of Alpharetta is committed to efficient, effective, and responsive service delivery that makes a positive difference in the community and the lives of those we serve. We shall proactively address issues and pursue opportunities, act with humility, and deliver more than what is expected.

Loyalty: Through our every word and action we shall serve, protect, and promote the community and citizens of Alpharetta; advance the City's mission; and support and work in unity with those with whom we serve.

Community Vision

Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security;



Providing a business climate that attracts the top echelon companies.

DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
N/A	\$ -	\$ -	\$ -		\$ -
TOTAL	\$ -	\$ -	\$ -		\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 109,063	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Group Insurance	128,080	165,061	171,786	184,845	188,913
FICA	6,615	7,036	7,036	9,438	9,448
Pension (Defined Benefit)	-	-	-		-
Pension (401A Contribution/Match)	12,844	15,563	18,000	18,000	18,000
Workers Compensation	3,027	3,307	3,626	3,384	3,363
OPEB Contribution	377	2,718	2,808	2,856	2,459
Miscellaneous	2,700	3,600	3,600	3,764	3,763
<i>subtotal</i>	\$ 262,705	\$ 317,284	\$ 326,856	\$ 342,287	\$ 345,946
Maintenance & Operations:					
* Mayor	\$ 7,782	\$ 8,467	\$ 9,000	\$ 7,200	\$ 7,200
* City Council Post 1	4,916	6,154	4,692	4,000	4,000
* City Council Post 2	3,936	4,975	5,000	4,000	4,000
* City Council Post 3	689	1,979	4,593	4,000	4,000
* City Council Post 4	1,954	1,513	4,472	4,000	4,000
* City Council Post 5	1,316	3,367	4,999	4,000	4,000
* City Council Post 6	3,395	958	3,527	4,000	4,000
Miscellaneous	5,840	6,845	3,278	9,018	8,946
<i>subtotal</i>	\$ 29,828	\$ 34,258	\$ 39,561	\$ 40,218	\$ 40,146
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 292,533	\$ 351,543	\$ 366,417	\$ 382,505	\$ 386,092
PERSONNEL					
Mayor	1.0	1.0	1.0	1.0	1.0
City Council	6.0	6.0	6.0	6.0	6.0
TOTAL	7.0	7.0	7.0	7.0	7.0

* Financial activity is tied to the Post and not the necessarily the current incumbent.

DEPARTMENTAL SUMMARIES

Budget Narrative

The Fiscal Year 2022 Budget for Mayor and City Council totals \$386,092 and represents an increase of 1%, or \$3,587, compared to the FY 2021 budget. This variance is solely related to growth in group health insurance premiums.

The Maintenance and Operations remained relatively flat compared to FY 2021.

Authorized personnel totals 7.0 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Mayor	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 1	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 2	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 3	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 4	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 5	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 6	1.0	1.0	1.0	1.0	1.0	-
	7.0	7.0	7.0	7.0	7.0	-



The City of Alpharetta is one of the first communities in the region to qualify for the Green Community Certification by the Atlanta Regional Commission. Certification is earned by implementing environmental sustainability practices and policies in 10 categories, ranging from energy efficiency and green building to transportation and water efficiency.

The City Council adopted the Alpharetta Green City Program in early 2009 as a comprehensive document for all the city's sustainable policies and practices. A variety of measures are incorporated in the Green City Program, including LEED or EnergyStar certification for all new local government buildings, a green fleet policy, "green" purchasing policies and more. The city received points for its water conservation requirement for new construction, which mandates that any project within the city limits demonstrate how the project will reduce water consumption by at least 10 percent to receive a permit. Other measures implemented by the City of Alpharetta are community incentives for green building and WaterSense homes, a commercial recycling requirement, installation of LED bulbs in all traffic signals and a no-idling policy for government.

DEPARTMENTAL SUMMARIES

City Administration

BOB REGUS
CITY ADMINISTRATOR

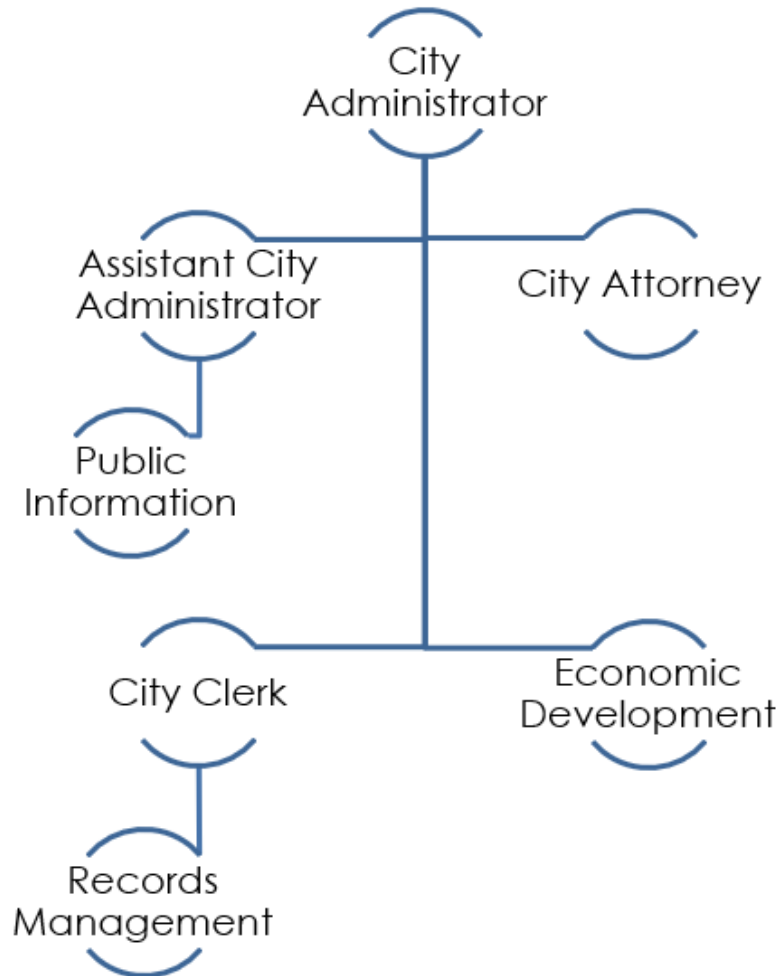


BRegus@alpharetta.ga.us

JAMES DRINKARD
ASSISTANT CITY
ADMINISTRATOR



JDrinkard@alpharetta.ga.us



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

DEPARTMENTAL SUMMARIES

City Administration

Administration, City Attorney, City Clerk, Public Information, and Economic Development

Mission Statement

The mission of the City Administrator's Office is to carry out the policies and implement the goals established by the City Council in providing services to the citizens in the most effective and economical manner while promoting awareness and understanding of services, policies, information, programs, and priorities that results in an informed and participative community.

Goals and Objectives



✓ To improve quality of service to citizens of the City of Alpharetta;



✓ To improve morale and promote teamwork among all employees;



✓ To improve coordination and administration of interdepartmental activities;



✓ To promote better communication between all levels of government and the citizens;



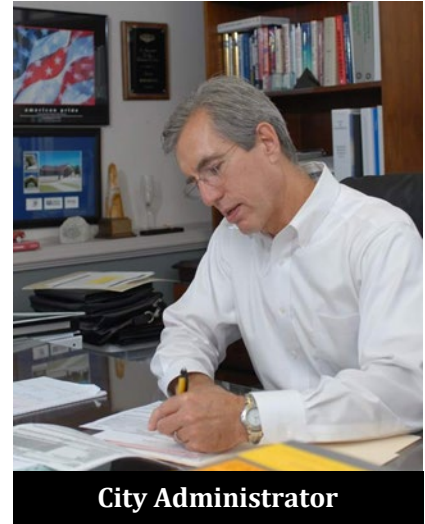
✓ To use technology to improve processes for citizen input into facets of governance;



✓ To increase the public/government interaction through the City's website; and



✓ Oversee the Economic Development efforts for the City.



City Administrator

DEPARTMENTAL SUMMARIES

Key Issues

- ✓ Continue the development of a “customer-driven” organizational culture among the staff;
- ✓ Strengthen the relationship between the City Council and staff - building bridges in communication to facilitate the relationship;
- ✓ Continue the informative, cooperative endeavor of providing the best available information for the City Council to remain effective and successful in their offices;
- ✓ Meet the service provision and service level demand of the citizens while ensuring the most cost-effective delivery of those services;
- ✓ Continue efforts toward more effective communication strategies with citizens through enhanced public awareness and public education programs;
- ✓ Seek to work with the local legislative delegation on the introduction or support of legislation that benefits the City of Alpharetta and its citizens;
- ✓ Anticipate the future population and area growth of the City as a result of continued development and annexations, ensuring staff meets the expectations of existing and new residents; and
- ✓ Continue efforts toward enhancing the compensation and benefits package to attract and retain the very best employees.



The City of Alpharetta has been awarded the *Certified City of Ethics* designation from the Georgia Municipal Association (“GMA”). This program was created to recognize cities that have adopted principles and procedures that offer guidance on ethical issues, along with a mechanism to resolve complaints at the local level.

The city has also been awarded the *City of Excellence* designation from the GMA in conjunction with Georgia Trend Magazine. This program was created to recognize Georgia’s best managed and most livable cities.



DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

City Administration General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Licenses and Permits:					
Alcohol Beverage Permits	\$ 10,150	\$ 11,200	\$ 2,300	\$ -	\$ -
Charges for Services:					
Taste of Alpharetta	-	-	-	-	-
Other (Events)	1,020	775	588	750	450
Other Revenue:					
Property Leases	-	-	-	-	-
Other	4,648	17,156	16,621	-	-
TOTAL	\$ 15,818	\$ 29,131	\$ 19,509	\$ 750	\$ 450
EXPENDITURES					
Personnel Services:					
Salaries	\$ 986,288	\$ 897,873	\$ 761,456	\$ 723,908	\$ 938,008
Overtime	88	-	-	-	-
Group Insurance	165,996	147,597	122,879	114,648	183,821
FICA	66,730	60,169	48,935	43,825	60,896
Pension (Defined Benefit)	100,437	99,253	80,260	102,738	112,581
Pension (401A Contribution/Match)	63,771	59,559	50,836	41,246	68,194
Workers Compensation	24,362	27,015	22,417	18,347	24,478
OPEB Contribution	3,115	22,789	18,216	15,483	17,799
Miscellaneous	7,433	7,743	7,200	7,526	7,772
<i>subtotal</i>	\$ 1,418,220	\$ 1,321,998	\$ 1,112,199	\$ 1,067,721	\$ 1,413,549
Maintenance & Operations:					
Professional Services	\$ 293,534	\$ 113,594	\$ 243,064	\$ 69,500	\$ 481,500
Advertising	184,783	115,804	162,385	8,750	23,750
Printing	1,342	-	3,308	-	5,000
Employee Training	30,809	9,102	6,305	9,500	12,200
Employee Travel	38,585	6,507	5,592	3,338	7,500
General Supplies	80,558	57,721	32,428	39,700	47,100
Maintenance Contracts/IT Services	103,360	88,943	79,379	85,804	134,203
Utilities	178	56	222	-	-
Miscellaneous	30,085	914	17,092	4,000	4,000
<i>subtotal</i>	\$ 763,232	\$ 392,640	\$ 549,774	\$ 220,592	\$ 715,253
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,181,453	\$ 1,714,638	\$ 1,661,974	\$ 1,288,313	\$ 2,128,802
Authorized Personnel	10.0	8.0	7.0	6.0	8.0

DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2022 Budget for City Administration totals \$2,128,802 and represents an increase of 65%, or \$840,489, compared to FY 2021. The primary drivers of this increase (\$594,169) includes the transfer of the Economic Development function from Community Development (FY 2021) to City Administration (FY 2022) as well as estimated 2021 election costs (\$155,000). The Economic Development function has historically been housed under the City Administration Department but was moved for FY 2021 to facilitate a better management linkage with the Community Development Department and is being moved back into City Administration for FY 2022 under the leadership of the newly funded Economic Development Director position.

The Personnel Services category increased 32%, or \$345,828, due primarily to the transfer of the Economic Development Division (discussed above) coupled with wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021.

Authorized personnel total 8 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Assistant City Administrator	1.0	1.0	1.0	1.0	1.0	-
Assistant City Clerk	1.0	1.0	1.0	1.0	1.0	-
City Administrator	1.0	1.0	1.0	1.0	1.0	-
City Clerk	1.0	1.0	1.0	1.0	1.0	-
Economic Development Director*	1.0	1.0	-	-	1.0	1.0
Economic Development Manager*	1.0	1.0	1.0	-	1.0	1.0
Executive Office Coordinator	1.0	1.0	1.0	1.0	1.0	-
Internal Auditor	1.0	-	-	-	-	-
Records Manager	1.0	-	-	-	-	-
Web Administrator	1.0	1.0	1.0	1.0	1.0	-
	10.0	8.0	7.0	6.0	8.0	2.0

* Positions reorganized into the Community Development Department for fiscal year 2021 and transferred back under City Administration for FY 2022 upon approval of a Director position.

The Maintenance and Operations category increased 224%, or \$494,661, due primarily to the following activity:

- Increase within multiple accounts totaling \$285,815 representing the transfer of the Economic Development function from the Community Development Department (discussed above).
- Increase in professional services and advertising of \$155,000 due to estimated costs to conduct the 2021 election under the terms of the Fulton County IGA.

DEPARTMENTAL SUMMARIES

- Increase in professional services of \$25,000 for City Administrator national recruitment services (2022 operating initiative)⁶.
- Increase in maintenance contracts and IT professional services due of \$23,659 due to general growth in software maintenance costs coupled with additional funds for citizen communication-focused software applications (e.g. Survey Monkey, TypeForm, Mailchimp, MentiMeter, etc.).

Statement of Revenues, Expenditures, and changes in Personnel

Legal Services

				FY 2021 Amended Budget	FY 2022 Recommended Budget
	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual		
REVENUES					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Maintenance & Operations:					
Professional Fees	\$ 725,172	\$ 842,459	\$ 882,013	\$ 750,000	\$ 750,000
TOTAL	\$ 725,172	\$ 842,459	\$ 882,013	\$ 750,000	\$ 750,000
PERSONNEL*	-	-	-	-	-

* City Attorney services are provided through a contractual arrangement with a private law firm.

⁶ Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on City Administration programs including performance measures and personnel.

- City Administration

Statement of Service: Serves as the administrative head of the municipal government, coordinating municipal functions in order to provide effective, efficient, and responsive services. This office also ensures that ordinances, resolutions and regulations of the City Council and laws of the State of Georgia are enforced and is responsible for public relations activities.

City Administration Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
City Administration Department annual turnover percentage	0.0%	14.3%	0.0%	0.0%	16.7%
Number of website hits	536,173	585,556	614,396	590,000	600,000
Website Unique Visitors	332,428	361,548	497,660	360,000	420,000
Website Page Views	1,177,294	1,285,007	1,296,371	1,200,000	1,200,000
% of Website New Visits	61%	60%	81%	60%	70%
Facebook Followers	7,800	11,117	13,589	13,450	16,578
Twitter Followers	8,100	9,337	10,556	11,408	12,000
Personnel Assigned:	8.0 FTE	7.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE
City Administrator	City Administrator	City Administrator	City Administrator	City Administrator	City Administrator
Asst City Admin	Asst City Admin	Asst City Admin	Asst City Admin	Asst City Admin	Asst City Admin
Executive Office Coord.	Executive Office Coord.	Executive Office Coord.	Executive Office Coord.	Executive Office Coord.	Executive Office Coord.
N/A	N/A	N/A	N/A	N/A	N/A
Web Administrator	Web Administrator	Web Administrator	Web Administrator	Web Administrator	Web Administrator
City Clerk	City Clerk	City Clerk	City Clerk	City Clerk	City Clerk
Assistant City Clerk	Assistant City Clerk	Assistant City Clerk	Assistant City Clerk	Assistant City Clerk	Assistant City Clerk
Records Manager	Records Manager	N/A	N/A	N/A	N/A
Internal Auditor					

Economic Development

Statement of Service: To promote the economic growth of Alpharetta.

City Administration - Economic Development					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Existing business contacts	425	400	418	400	415
# of New projects	9	15	19	15	20
# of Major business prospects recruited	1	2	2	3	5
Personnel Assigned:	2.0 FTE	2.0 FTE	1.0 FTE	2.0 FTE	2.0 FTE
Economic Dev Director	Economic Dev Director	N/A	Economic Dev Director	Economic Dev Director	Economic Dev Director
Economic Dev Manager	Economic Dev Manager	Economic Dev Manager	Economic Dev Manager	Economic Dev Manager	Economic Dev Manager

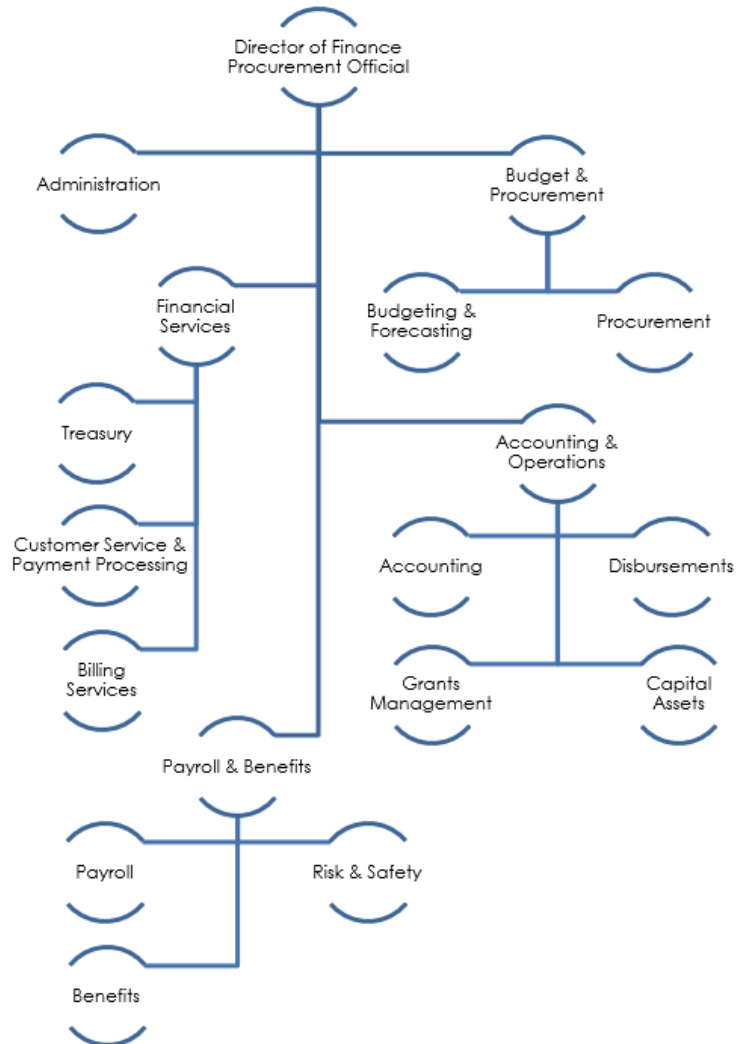
DEPARTMENTAL SUMMARIES

Finance

THOMAS G. HARRIS
DIRECTOR



THarris@alpharetta.ga.us



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

DEPARTMENTAL SUMMARIES

Finance

Administration, Accounting, Budgeting, Employee Benefits and Compensation, Procurement, Grants Management, Risk Management, Treasury, Internal and External Service

Mission Statement

The mission of the Finance Department is to plan, receive, monitor, safeguard, invest, account, and expend the financial resources of the City of Alpharetta in the highest legal, ethical, and professional standard practical, and to respond to the service needs of our internal and external customers in a timely, courteous and accurate manner.

Goals and Objectives



- ✓ Implementation of a finance/human resources system that utilizes current technology and provides heightened data analysis functionality and increases overall staff efficiencies;



- ✓ Process and procedure documentation program – conduct a comprehensive review of team processes, procedures, and practices;



- ✓ Expansion of the financial planning process – continue the development of a comprehensive long-term capital improvement program and multi-year budgeting, forecasting, and planning in order to more accurately predict our financial position in future years, and the impact current year decisions have on the city's long-range financial position;



- ✓ Update to Financial Management Program (e.g. policy revisions); and



- ✓ Design and administer innovative and cost-effective benefit programs (e.g. Health Savings Accounts and enhanced Wellness Program) that meet the needs of today's diverse workforce and enhance the city's ability to attract, retain and reward employees.



DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Finance General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 1,554,527	\$ 1,586,992	\$ 1,568,576	\$ 1,637,421	\$ 1,649,301
Overtime	-	2,760	1,149	3,000	3,000
Group Insurance	382,135	402,106	422,092	454,424	465,150
FICA	109,700	113,798	110,447	119,873	120,716
Pension (Defined Benefit)	189,117	203,743	217,163	199,706	186,526
Pension (401A Cont./Match)	78,584	96,325	108,615	122,367	129,368
Workers Compensation	39,136	44,107	50,234	46,539	47,149
OPEB Contribution	4,704	34,943	37,647	39,279	34,273
Miscellaneous	792	930	1,006	980	571
<i>subtotal</i>	\$ 2,358,694	\$ 2,485,702	\$ 2,516,929	\$ 2,623,589	\$ 2,636,054
Maintenance & Operations:					
Professional Services	\$ 344,260	\$ 296,764	\$ 317,926	\$ 313,964	\$ 306,350
Printing	29,831	26,332	23,964	29,350	27,350
Employee Travel	12,490	6,582	1,777	7,906	3,750
Employee Training	12,254	9,112	10,201	9,889	6,565
Maint. Contracts/IT Services	235,154	200,182	340,372	338,420	333,362
General Supplies	47,856	38,496	54,224	45,063	41,260
Wellness Programs	156,995	160,768	122,071	166,386	119,000
Miscellaneous	9,572	16,966	(364)	7,000	5,000
<i>subtotal</i>	\$ 848,412	\$ 755,201	\$ 870,172	\$ 917,978	\$ 842,637
Capital/Lease/Other:					
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Software Lease	110,902	-	-	-	-
Interest on Property Tax Refunds	1,519	7,080	7,280	-	-
<i>subtotal</i>	\$ 112,421	\$ 7,080	\$ 7,280	\$ -	\$ -
TOTAL	\$ 3,319,528	\$ 3,247,984	\$ 3,394,381	\$ 3,541,567	\$ 3,478,691
Authorized Personnel	21.5	21.5	21.5	21.5	21.5

FY 2022 includes 1 full-time equivalent position (Treasury Services Manager) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2022 Budget for Finance totals \$3,478,691 and represents a decrease of -2%, or -\$62,876, compared to FY 2021.

The Personnel Services category was relatively flat with FY 2021 due to departmental turnover (and associated differences in incumbent salaries and benefit elections) which partially offset the wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021.

Authorized personnel total 21.5 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*	Variance
Accountant (2FT; 1PT)	3.5	3.5	3.5	2.5	2.5	-
Accounting & Operations Manager	1.0	1.0	1.0	1.0	1.0	-
Accounting Coordinator	-	-	-	-	1.0	1.0
Accounts Payable Technician	1.0	1.0	1.0	1.0	1.0	-
Benefits Analyst	-	-	-	1.0	-	(1.0)
Benefits Manager	1.0	1.0	1.0	-	-	-
Benefits Coordinator	1.0	1.0	1.0	-	-	-
Benefits Specialist	-	-	-	1.0	1.0	-
Billing Coordinator	1.0	1.0	1.0	1.0	1.0	-
Billing/Collections Rep.	1.0	1.0	1.0	1.0	1.0	-
Budget & Procurement Coordinator	-	-	-	-	3.0	3.0
Budget & Procurement Manager	1.0	1.0	1.0	1.0	1.0	-
Cash Management Coordinator	1.0	1.0	1.0	1.0	1.0	-
Chief Accountant	1.0	1.0	1.0	1.0	-	(1.0)
Customer Account Representative	1.0	1.0	1.0	1.0	1.0	-
Director of Finance	1.0	1.0	1.0	1.0	1.0	-
Office Manager	1.0	1.0	1.0	1.0	1.0	-
Payroll Coordinator	1.0	1.0	1.0	1.0	-	(1.0)
Payroll & Benefits Coordinator	-	-	-	-	1.0	1.0
Payroll & Benefits Manager	-	-	-	-	1.0	1.0
Payroll Specialist	-	-	-	1.0	1.0	-
Safety/Risk Administrator	1.0	1.0	1.0	1.0	1.0	-
Senior Budget & Procurement Analyst	3.0	3.0	3.0	3.0	-	(3.0)
Treasury Services Manager	1.0	1.0	1.0	1.0	1.0	-
	21.5	21.5	21.5	21.5	21.5	-

* FY 2022 includes 1 full-time equivalent position (Treasury Services Manager) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance and Operations category decreased -8%, or -\$75,341, to align with forecasted revenue trends resulting from the COVID-19 pandemic. These reductions were spread across all accounts based on a prioritization of need and will not impact core operational service delivery. The largest reduction occurred within the Wellness Program function (-\$47,386).

DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Finance programs including performance measures and personnel.

- Administration

Statement of Service: The purpose of the administrative arm of the Department of Finance is to facilitate the success of the operating divisions of the department through the provision of oversight, staff support, and internal and public advocacy. Finance administration provides fiduciary oversight and support to the various departments of the city and communicates the financial health of the city to the Mayor, City Council, and stakeholders. Administration is also responsible for cash and debt management.

Finance Admin Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of New GAAP/GASB financial requirements implemented	3	3	3	3	3
Bond rating maintained or upgraded	Maintain Aaa - AAA	Maintain Aaa - AAA	Maintain Aaa - AAA	Maintain Aaa - AAA	Maintain Aaa - AAA
Cash management program maximizing interest returns (all funds)	\$1,196,713	\$2,717,547	\$2,184,465	\$925,056	\$599,231
Personnel Assigned:	Finance Admin 2.0 FTE	Finance Admin 2.0 FTE	Finance Admin 2.0 FTE	Finance Admin 2.0 FTE	Finance Admin 2.0 FTE
	Director of Finance Office Manager	Director of Finance Office Manager	Director of Finance Office Manager	Director of Finance Office Manager	Director of Finance Office Manager
	Risk Mgmt. 1.0 FTE	Risk Mgmt. 1.0 FTE	Risk Mgmt. 1.0 FTE	Risk Mgmt. 1.0 FTE	
	Safety/Risk Administrator	Safety/Risk Administrator	Safety/Risk Administrator	Safety/Risk Administrator	

- Internal Services

Statement of Service: The internal services arm of the Department of Finance includes Accounting & Operations along with Budgeting & Procurement Services, each further defined as:

- *Budget & Procurement:* The purpose of the budget/procurement division is to facilitate the financial planning process. This is accomplished through the budgeting and expenditure monitoring process in order to effectively distribute available resources consistent with city objectives and priorities. Responsibilities also include supporting all city departments with financial information, activities, transactions, and administration of their annual financial plan.

DEPARTMENTAL SUMMARIES

- **Accounting & Operations:** Accounting services records the city's financial transactions. Responsibilities include financial reporting and disbursement activities. The accounting function also provides financial data for the purpose of compiling management and public reports which reflect the financial condition of the city in accordance with Generally Accepted Accounting Principles.

Accounting, Budget, Procurement Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
Audited CAFR to be published within 180 days of fiscal year end	12/20/2018	12/5/2019	12/30/2020**	11/25/2021	11/25/2022
GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes
GFOA Outstanding Achievement in Popular Annual Financial Reporting	Yes	Yes	Yes	Yes	Yes
GFOA Distinguished Budget Award	Yes	Yes	Yes	Yes	Yes
Percentage of General Fund departments within appropriated budget*	91%	91%	91%	100%	100%
% of Budgeted employees participating in direct deposit	99%	99%	99%	99%	99%
Average # of vendor responses to Bids/Requests for Proposals	6	5	4	6	6
Accounting Services 7.5 FTE	Accounting Services 7.5 FTE	Accounting Services 7.5 FTE	Accounting Services 7.5 FTE	Accounting Services 7.5 FTE	Accounting Services 5.5 FTE
Accounting & Op. Mgr.	Accounting & Op. Mgr.	Accounting & Op. Mgr.	Accounting & Op. Mgr.	Accounting & Op. Mgr.	Accounting & Op. Mgr.
Chief Accountant	Chief Accountant	Chief Accountant	Chief Accountant	Chief Accountant	Accounting Coordinator
Accountant (3.5)	Accountant (3.5)	Accountant (3.5)	Accountant (3.5)	Accountant (3.5)	Accountant (2.5)
Payroll Coordinator	Payroll Coordinator	Payroll Coordinator	Payroll Coordinator	Payroll Coordinator	Accounts Payable
Accounts Payable	Accounts Payable	Accounts Payable	Accounts Payable	Accounts Payable	Technician
Technician	Technician	Technician	Technician	Technician	
					Payroll & Benefits 5 FTE
					Payroll & Benefits Mgr.
					Benefits Specialist
					Payroll & Benefits Coord.
					Payroll Specialist
					Safety/Risk Amin.
Budget/Procurement 4 FTE	Budget/Procurement 4 FTE	Budget/Procurement 4 FTE	Budget/Procurement 4 FTE	Budget/Procurement 4 FTE	Budget/Procurement 4 FTE
Budget & Procurement Mgr.	Budget & Procurement Mgr.	Budget & Procurement Mgr.	Budget & Procurement Mgr.	Budget & Procurement Mgr.	Budget & Procurement Mgr.
Sr. Budget & Procurement	Sr. Budget & Procurement	Sr. Budget & Procurement	Sr. Budget & Procurement	Sr. Budget & Procurement	Sr. Budget & Procurement
Analyst (3)	Analyst (3)	Analyst (3)	Analyst (3)	Analyst (3)	Analyst (3)
Total Personnel Assigned Internal Services:	11.5 FTE	11.5 FTE	11.5 FTE	11.5 FTE	14.5 FTE

* Legal Services is the only department that has gone over its appropriations. Legal services represents professional services expenses to a private legal firm.

** COVID-19 Pandemic slowed auditor response times.

DEPARTMENTAL SUMMARIES

- External Services**

Statement of Service: The purpose of the external services team is to provide accurate and efficient services to City of Alpharetta residents, businesses, and stakeholders through timely and accurate billing and collections processes and outstanding customer service.

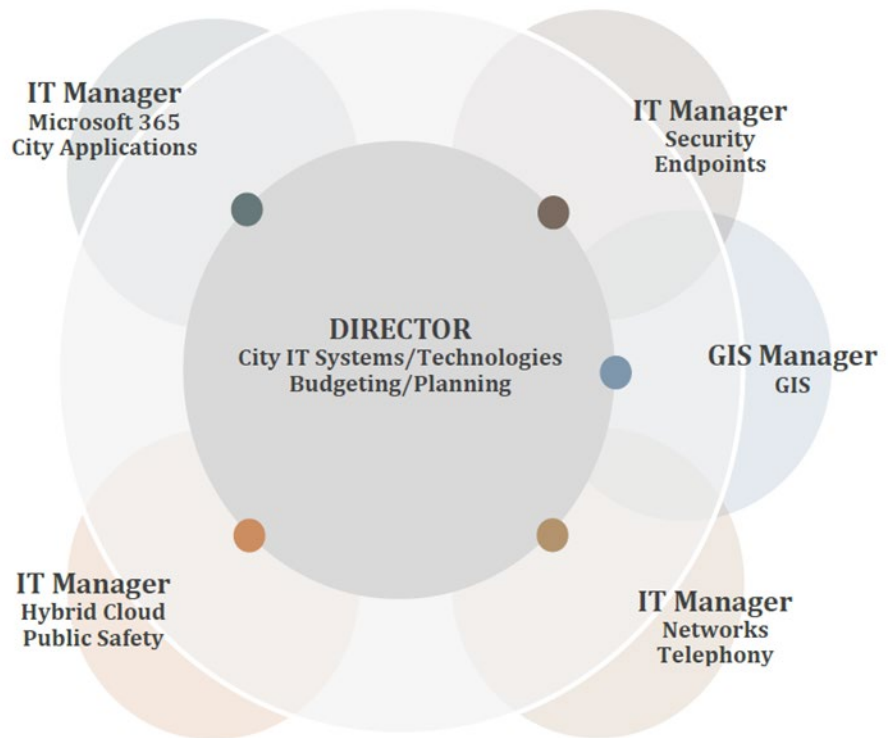
Financial Services Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target* FY 2021	Target* FY 2022
% of bills generated on time	99%	99%	99%	99%	99%
% of bills collected on time	95%	95%	95%	95%	95%
# of Real estate tax bills generated	20,152	20,674	20,989	21,197	21,429
# of Personal property tax bills	3,030	3,055	3,128	3,096	2,900
# of Liens processed	86	127	135	150	150
# of Sanitation customers	16,277	16,382	16,550	16,696	17,000
% of Delinquent sanitation Accts	<10%	<10%	<10%	<10%	<10%
Personnel Assigned:	6.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE**
Treasury Services Manager	Treasury Services Manager	Treasury Services Manager	Treasury Services Manager	Treasury Services Manager	Treasury Services Manager
Billing Coordinator	Billing Coordinator	Billing Coordinator	Billing Coordinator	Billing Coordinator	Billing Coordinator
Cash Management Coordinator	Cash Management Coordinator	Cash Management Coordinator	Cash Management Coordinator	Cash Management Coordinator	Cash Management Coordinator
Billing/Collections Representative	Billing/Collections Representative	Billing/Collections Representative	Billing/Collections Representative	Billing/Collections Representative	Billing/Collections Representative
2 Customer Account Representative	2 Customer Account Representative	2 Customer Account Representative	2 Customer Account Representative	2 Customer Account Representative	2 Customer Account Representative

* Includes 1 Treasury Services Manager position that is unfunded in the current budget proposal for 2021 and will remain vacant pending an identified funding source and workload justification.

** Includes 1 Customer Account Representative that is funded through the Solid Waste Fund.

DEPARTMENTAL SUMMARIES

Information Technology



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

DEPARTMENTAL SUMMARIES

Information Technology

Administration, Network, and Systems

Mission Statement

Information Technology's mission is to provide high quality technology products, services and human resources to City departments that enable them to accomplish their goals and objectives. The Information Technology Department strives to continuously improve the delivery of services and minimize costs while accommodating future City growth.

Goals and Objectives

As we accomplish our mission, the City of Alpharetta Information Technology Department will be known to provide high quality services by:

-  ✓ Being recognized by City departments as having a high level of skill and knowledge;
-  ✓ Providing excellent service to all City departments as measured by the City's performance standards;
-  ✓ Acquiring and supporting proven, sustainable technology solutions that are continually maintained and updated; and
-  ✓ Helping City departments to improve and extend the functionality of major systems by offering systems integration and software development services.

DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Information Technology General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2021 Recommended Budget
REVENUES					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 994,117	\$ 1,030,097	\$ 1,141,452	\$ 1,191,783	\$ 1,146,582
Group Insurance	211,182	223,431	261,312	306,017	305,173
FICA	72,841	74,945	83,668	90,572	86,435
Pension (Defined Benefit)	107,093	100,618	106,663	121,870	131,986
Pension (401A Cont./Match)	64,633	80,672	90,553	99,288	93,444
Workers Compensation	25,439	28,195	31,967	33,441	33,810
OPEB Contribution	3,114	22,734	24,384	28,223	24,579
Miscellaneous	408	544	542	-	980
<i>subtotal</i>	\$ 1,478,827	\$ 1,561,237	\$ 1,740,540	\$ 1,871,194	\$ 1,822,989
Maintenance & Operations:					
Professional Services	\$ 24,140	\$ 20,044	\$ 22,446	\$ 10,000	\$ -
Employee Travel	24,292	19,638	14,016	10,000	2,000
Employee Training	18,766	16,874	15,994	15,000	14,000
Maintenance Contracts/IT Svcs.	47,278	68,654	175,375	272,967	173,323
General Supplies	7,481	8,584	18,334	12,000	10,000
Utilities	-	-	-	-	-
Small Equipment	45	4,118	7,491	2,250	-
Miscellaneous	1,580	2,351	532	1,250	250
<i>subtotal</i>	\$ 123,583	\$ 140,262	\$ 254,188	\$ 323,467	\$ 199,573
Capital/Other	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,602,409	\$ 1,701,499	\$ 1,994,728	\$ 2,194,661	\$ 2,022,562
Authorized Personnel	11.0	11.0	12.0	12.0	12.0

Budget Narrative

The FY 2022 Budget for Information Technology totals \$2,022,562 and represents a decrease of -8%, or -\$172,099, compared to FY 2021.

The Personnel Services category decreased -3%, or -\$48,205, due to multiple factors including: departmental turnover (and associated differences in incumbent salaries and benefit elections); wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021; all of which is offset through elimination of funding for the vacant IT Analyst position. This position is still part of the city's authorized workforce

DEPARTMENTAL SUMMARIES

and will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

Authorized personnel total 12 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*	Variance
Chief Security Officer	-	-	1.0	1.0	1.0	-
CityWorks IT Administrator	-	-	1.0	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
GIS Manager	1.0	1.0	1.0	1.0	1.0	-
IT Administrator	-	-	4.0	4.0	4.0	-
IT Analyst	-	-	1.0	1.0	1.0	-
IT Manager	4.0	4.0	3.0	3.0	3.0	-
Network Administrator	2.0	2.0	-	-	-	-
Network Analyst II	1.0	1.0	-	-	-	-
Systems Analyst II	2.0	2.0	-	-	-	-
	11.0	11.0	12.0	12.0	12.0	-

* FY 2022 includes 1 full-time equivalent position (IT Analyst) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance & Operations category decreased -38%, or -\$123,894, due primarily to reductions in maintenance contracts and general/IT professional services (-\$99,644), travel/training (-\$9,000), and professional services (-\$10,000) to align with forecasted revenue trends resulting from the COVID-19 pandemic.

DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Information Technology programs including performance measures and personnel.

- Information Technology**

Statement of Service: Information Technology provides hardware, software and support services to all departments in technology related areas.

LEGEND
A = met or exceeded target
B = within 15% of target
C = missed target by more than 15%

Performance Measures (Calendar Year Stats)

	Actual CYear 2016	Actual CYear 2017	Actual CYear 2018	Actual CYear 2019	Actual CYear 2020	Department Target	Results
Telephone							
Repairs							
Number	68	54	66	39	28		28
Number resolved w/in 24 hours	60	47	44	28	24		24
% resolved w/in 24 hours	88.24%	87.04%	66.67%	71.79%	85.71%	60.00%	A
Service Requests							
Number	158	133	144	167	131		131
Number resolved on time	144	130	135	145	123		123
% resolved on time	91.14%	97.74%	93.75%	86.83%	93.89%	90.00%	A
Network							
Repairs							
Number	256	318	288	221	188		188
Number resolved w/in 24 hours	220	260	259	207	180		180
% resolved w/in 24 hours	85.94%	81.76%	89.93%	93.67%	95.74%	80.00%	A
Service Requests							
Number	281	299	274	245	188		188
Number resolved on time	253	279	240	222	179		179
% resolved on time	90.04%	93.31%	87.59%	90.61%	95.21%	90.00%	A
Outages							
Number (including maintenance)	37	21	17	12	14		14
Avg. duration in hours	1.16	0.92	1.30	1.60	1.20		
Applications							
Repairs							
Number	751	872	934	1,208	1,431		1,431
Number resolved w/in 24 hours	535	706	775	899	1,156		1,156
% resolved w/in 24 hours	71.24%	80.96%	82.98%	74.42%	80.78%	70.00%	A
Desktop							
Repairs							
Number	1,099	946	988	934	899		899
Number resolved w/in 24 hours	750	728	711	727	689		689
% resolved w/in 24 hours	68.24%	76.96%	71.96%	77.84%	76.64%	60.00%	A
Service Requests							
Number	929	888	844	944	991		991
Number resolved on time	851	822	784	888	904		904
% resolved on time	91.60%	92.57%	92.89%	94.07%	91.22%	90.00%	A
Helpdesk							
Number total calls	4,089	4,318	3,841	4,487	4,891		4,891
Number resolved w/in 4 hours	1,406	1,698	1,391	1,981	2,077		2,077
Number resolved w/in 8 hours	501	777	684	567	600		600
% resolved w/in 8 hours	46.64%	57.32%	54.02%	56.79%	54.73%	40.00%	A
GIS							
Number total cases	354	322	268	314	277		277
Number resolved on time	295	280	222	267	253		253
% resolved on time	83.33%	86.96%	82.84%	85.03%	91.34%	80.00%	A
Emails							
Number	1,389,156	1,756,752	2,178,655	2,788,432	3,144,446		3,144,446
SPAM blocked	699,478	867,581	999,346	1,389,329	1,587,319		1,587,319
Viruses blocked	428,777	421,483	447,831	513,220	789,342		789,342
% SPAM	50.35%	49.39%	45.87%	49.82%	50.48%		50.48%
% viruses	30.87%	23.99%	20.56%	18.41%	25.10%		25.10%
Servers							
Avg. number	183	177	118	137	117		117
% availability (including maint.)	99.84%	99.88%	99.24%	99.36%	99.46%	99.00%	A

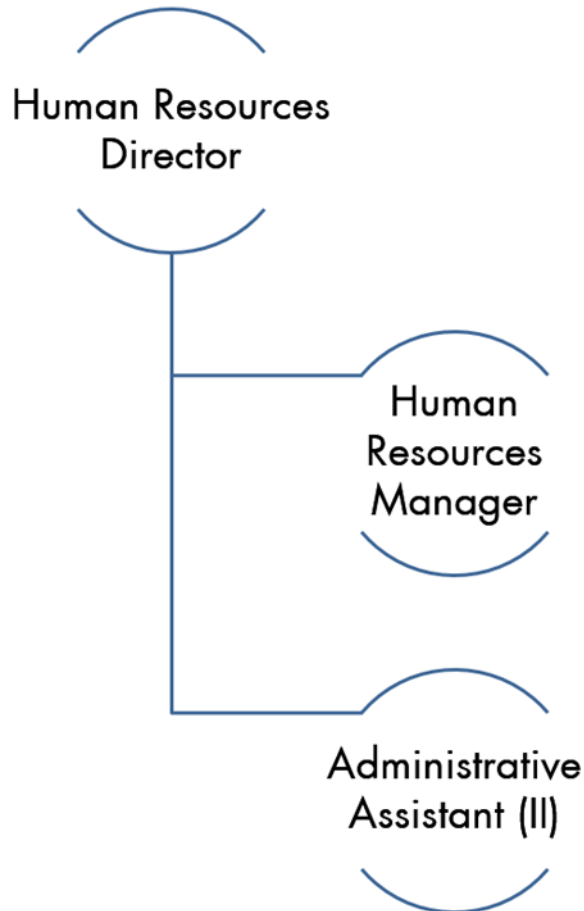
DEPARTMENTAL SUMMARIES

Human Resources

CRIS RANDALL
HUMAN RESOURCES
DIRECTOR



CRandall@alpharetta.ga.us



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Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

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DEPARTMENTAL SUMMARIES

Human Resources

Administration, Talent and Compensation Management, Employee Relations, Development, Recruitment and Retention

Mission Statement

It is the mission of the Human Resources Team to recruit, retain, and develop an efficient, creative, and professional workforce capable of meeting the current and future needs and expectations of the City of Alpharetta and the citizens and customers whom we exist to serve.

Synopsis

To successfully carryout our core mission, the Human Resources Team shall:



Human Resources Team

- ✓ Ensure that employees are provided the same concern, respect, and caring attitude within the organization that they are expected to share with every customer, both external and internal;
- ✓ Be committed to achieve the highest standards of public administration through sound HR practices, to ensure compliance with federal and local employment laws;
- ✓ Act as a catalyst in providing employees with the support, training and development needed to fulfill the duties and responsibilities of their position as a public servant and contribute at optimum levels towards the success of the community and the City of Alpharetta;
- ✓ Establish, administer, and effectively communicate sound policies, rules, and practices that treat employees with dignity, respect and equality while maintaining compliance with employment and labor laws, organizational directives, and the mission, vision and core values of the City of Alpharetta;
- ✓ Act as strategic partner and trusted advisor to senior management and supervisory staff on talent management, workforce planning and staffing, organizational effectiveness, training and development, engagement and corrective actions, compliance, and related matters; and
- ✓ Collaborate with Finance Department to develop and provide a competitive salary and benefit package that supports our employees and meets the needs and goals of the City of Alpharetta.

DEPARTMENTAL SUMMARIES

Goals and Objectives

-  ✓ Develop and maintain appropriate personnel policies and procedures that provide flexibility in the management of personnel while maintaining compliance with current employment law and practice so as to effectively protect the City;
-   ✓ Improve operational efficiency, effectiveness and reduce costs by elevating the overall health and wellbeing of our employees;
-   ✓ Develop, implement, evaluate and communicate job classification and compensation policies and programs. This is a critical HR role as a well-designed classification and compensation system will help attract, motivate and retain employees as well as work within fiscal constraints;
-  ✓ Develop and deliver effective training programs to all employees so as to constantly improve customer service delivery, efficiency of operations, and the overall effectiveness and professionalism of the organization;
-   ✓ Identify and develop internal talent and future organization leaders to build succession pipelines to meet current and future talent needs in critical roles;
-   ✓ Develop and maintain a Strategic Human Resources Plan to ensure continuity of operations, effective succession planning in key positions, appropriate staffing to meet City goals and customer service expectations, and anticipate fiscal needs and impacts;
-  ✓ Serves as a resource for employees and supervisors to ensure positive City-employee relationships. Assist and educate employees about operating within the bounds of personnel policies. Assist supervisors address difficult employee situations, help in resolving labor disputes, and respond with the appropriate level of corrective action while working to prevent retaliation;
-  ✓ Elevate and maintain employee engagement by enhancing communication channels and fostering an information rich environment; and
-   ✓ Leverage technology to enhance the effectiveness and efficiencies of certain labor intense HR functions and automate routine and administrative tasks in order to be able to focus on more strategic tasks.

DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Human Resources General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Public Records Requests	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 139,789	\$ 179,337	\$ 262,440	\$ 277,848	\$ 282,949
Overtime	-	57	116	250	200
Group Insurance	11,661	15,100	25,896	38,586	39,529
FICA	13,647	16,381	22,849	20,719	21,395
Pension (Defined Benefit)	19,905	21,426	22,793	26,117	28,666
Pension (401A Cont./Match)	7,528	11,717	19,905	21,744	26,077
Workers Compensation	3,513	3,962	8,149	7,633	7,857
OPEB Contribution	430	3,197	6,199	6,438	5,701
Citywide Educational Programs	30,999	36,734	34,025	55,000	55,000
Miscellaneous	163	-	-	-	408
<i>subtotal</i>	\$ 227,634	\$ 287,910	\$ 402,372	\$ 454,335	\$ 467,782
Maintenance & Operations:					
Professional Services	\$ 58,933	\$ 67,402	\$ 41,824	\$ 70,000	\$ 65,000
Employee Travel	216	2,272	1,109	3,000	1,000
Employee Training	2,084	3,283	6,188	3,500	3,500
Maintenance Contracts/IT Svcs.	6,560	6,971	39,643	41,969	74,593
General Supplies	5,955	9,771	4,853	7,725	8,725
Employee Recognition	64,821	66,479	57,181	64,500	65,000
Miscellaneous	1,338	6,867	1,214	2,500	4,000
<i>subtotal</i>	\$ 139,906	\$ 163,045	\$ 152,012	\$ 193,194	\$ 221,818
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 367,541	\$ 450,955	\$ 554,384	\$ 647,529	\$ 689,600
Authorized Personnel	2.0	3.0	3.0	3.0	3.0

Budget Narrative

The FY 2022 Budget for Human Resources totals \$689,600 and represents an increase of 6%, or \$42,071, compared to FY 2021.

The Personnel Services category increased 3%, or \$13,447 due primarily to wage increases associated with the 3.0% performance-based merit program scheduled for July 1, 2021, growth in group insurance premiums, etc.

DEPARTMENTAL SUMMARIES

Authorized personnel total 3 full-time-equivalents (“FTE”) and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Administrative Assistant II	1.0	1.0	1.0	1.0	1.0	-
Human Resources Manager	1.0	1.0	1.0	1.0	1.0	-
Director of Human Resources	-	1.0	1.0	1.0	1.0	-
	2.0	3.0	3.0	3.0	3.0	-

The Maintenance & Operations category increased 15%, or \$28,624, due primarily to 2022 operating initiatives (further NeoGov software enhancements⁷), incremental growth in HR software improvements (e.g. existing NeoGov software functionality), and growth in the citywide IT Professional Services cost allocation. After adjusting for the 2022 operating initiative funding, the base maintenance & operations growth totals 2%.

Performance Measurement

The following section provides detailed information on Human Resources programs including performance measures and personnel.

- **Administration**

Statement of Service: The administrative function monitors legal compliance and employee relations in order to effectively administer sound policies, and practices that will treat all employees equally while maintaining compliance with employment and labor laws.

Human Resources Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
Human Resources Dept. annual turnover percentage	0.0%	0.0%	0.0%	0.0%	0.0%
City-wide turnover percentage	9.40%	11.80%	8.18%	9.00%	9.50%
Total # full-time equivalents (full-time, part-time, seasonal, and elected)	528	573	565	551	560
HR staff to total full-time equivalent employee ratio	264:01	191:01	188.33	183.66	186.67
	0.379	0.524	0.531	0.544	0.536
Personnel Assigned:	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE
	Admin Assistant II	Admin Assistant II	Admin Assistant II	Admin Assistant II	Admin Assistant II

HR-staff-to-employee-ratio represents the number of HR staff per 100 employees supported by HR in the organization. SHRM’s most recent Human Capital Benchmarking Study shows the average HR-to-employee ratio in 2018 was 2.60.

⁷ Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

DEPARTMENTAL SUMMARIES

- Recruitment and Retention**

Statement of Service: The recruitment and retention function facilitate programs to continually increase the quality of the workforce through placing, training, and retaining highly qualified individuals who have the educational background, knowledge, and competencies to perform at above average levels.

Human Resources Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
Employment & Retention					
Average cost per hire - Regular positions	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Average cost per hire - Seasonal positions	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
# of Online job postings hits	n/a	6142*	36,459	15,000**	51,000
# of Job interest cards received	n/a	634*	1,347	2,000	2,500
# of Applications reviewed	775	767	342	910	1,500
# of Qualified applications processed	155	153	193	182	210
# of New hires - Regular positions	48	54	40	35	30
# of New hires - Seasonal positions	50	70	70	70	70
# of Internal promotions	19	24	22	8	15
# of Separations	105	121	115	120	110
# New hire orientation sessions	48	54	40	35	30
Workforce Management					
% of Employees rated "Exceeds" on annual merit review	17.5%	27.3%	37.4%	42.0%	49.0%
% of Employees rated "Meets" on annual merit review	82.6%	72.7%	62.6%	58.0%	51.0%
% of Employees underperforming on annual performance review	0.0%	0.0%	0.0%	0.0%	0.0%
% of Employees on "Performance Improvement Plan"	0.0%	0.0%	1.3%	1.0%	1.0%
# Employee Relation Cases		28	31	25	20
Education Incentive - Professional Development					
# enrollments by program***					
Doctorate Degree	2	2	1	0	0
Master's Degree	3	5	4	1	5
Bachelor's Degree	12	9	10	5	10
Associate's Degree	3	1	1	1	3
Certificate Programs	0	0	2	2	2
Total # of employees receiving education incentive	20	17	18	9	20
Personnel Assigned:					
	1.0 FTE	2.0 FTE	2.0 FTE	2.0 FTE	2.0 FTE
		Director of Human Resources	Director of Human Resources	Director of Human Resources	Director of Human Resources
	Human Resources Manager	Human Resources Manager	Human Resources Manager	Human Resources Manager	Human Resources Manager

*New Applicant Tracking System (NEOGOV) implemented on Sept., 2019.

**Operating under hiring freeze for certain non-Public Safety positions.

*** FY21 and FY22 - program partially unfunded due to budget constraints

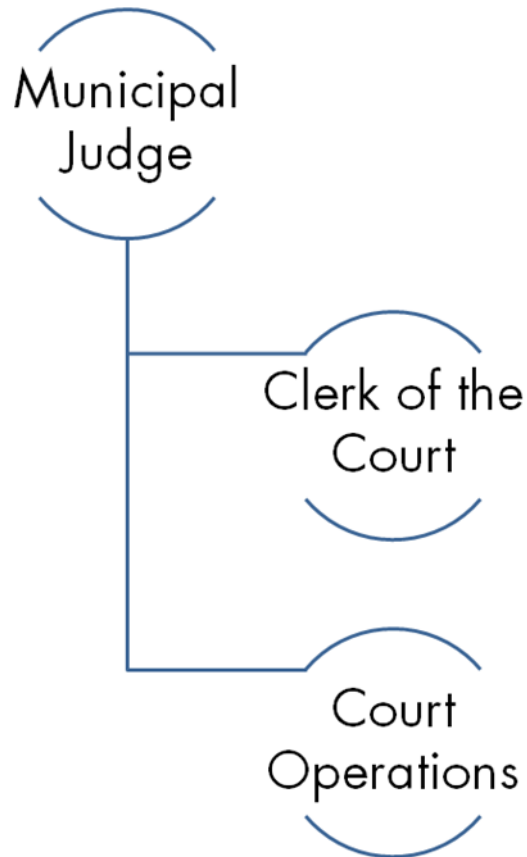
DEPARTMENTAL SUMMARIES

Municipal Court

BROOKE LAPPIN
DIRECTOR



BLappin@alpharetta.ga.us



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

DEPARTMENTAL SUMMARIES

Municipal Court

Administration, Employee Recruitment and Retention

Mission Statement

To grow and maintain sufficient staffing, infrastructure and general court services for the City of Alpharetta; to educate and inform persons who attend court; to ensure the citizens' rights are observed and protected; to achieve justice and fundamental fairness in all matters including cases that go to trial and those that are settled pre-trial; and to efficiently and responsibly serve all citizens living in the community.

Goals and Objectives

-   ✓ Provide professional, quality service;
-   ✓ Monitor court sessions and continue to improve efficiency;
-   ✓ Develop operations guide to use internally;
-   ✓ Implement the new eCourts software system;
-   ✓ Enhance reporting to state and city departments;
-   ✓ Review and enhance current reports/forms;
-   ✓ Enhance the current data that is shared between Court/Police;
-   ✓ Review, improve, and update day to day operations;
-   ✓ Provide proper training to insure compliance with all State laws and regulations; and
-   ✓ Continue to cross-train employees.

DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Municipal Court General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ 64,678
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 64,678
EXPENDITURES					
Personnel Services:					
Salaries	\$ 417,285	\$ 355,800	\$ 330,104	\$ 361,048	\$ 427,890
Group Insurance	106,364	92,507	70,243	97,370	101,211
FICA	29,972	25,531	24,251	27,210	25,560
Pension (Defined Benefit)	43,842	46,617	33,429	31,311	18,145
Pension (401A Cont./Match)	25,970	24,933	27,319	29,999	42,795
Workers Compensation	11,697	11,854	13,904	10,778	11,655
OPEB Contribution	1,431	9,576	10,590	9,105	8,470
Miscellaneous	686	784	-	734	-
<i>subtotal</i>	\$ 637,247	\$ 567,603	\$ 509,841	\$ 567,555	\$ 635,726
Maintenance & Operations:					
Professional Services	\$ 243,994	\$ 265,152	\$ 252,699	\$ 275,000	\$ 201,500
Printing	10,249	8,314	8,336	12,000	6,000
Maintenance Contracts/IT Svcs.	47,274	60,620	68,427	110,320	84,585
General Supplies	10,528	13,865	16,013	12,100	12,100
Utilities	25,473	19,586	21,544	24,175	24,175
Miscellaneous	8,426	38,758	12,574	5,495	90,925
<i>subtotal</i>	\$ 345,944	\$ 406,295	\$ 379,594	\$ 439,090	\$ 419,285
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 983,191	\$ 973,898	\$ 889,434	\$ 1,006,645	\$ 1,055,011
Authorized Personnel	9.0	8.0	8.0	8.0	7.0

Budget Narrative

The FY 2022 Budget for Municipal Court totals \$1,055,011 and represents an increase of 5%, or \$48,366, compared to FY 2021.

The Personnel Services category increased 12%, or \$68,171, due to multiple factors including: departmental turnover (and associated differences in incumbent salaries and benefit elections); wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021; transfer of bailiff overtime appropriations (\$90,000) from the Public Safety Department to allow for more direct management control; all of which

DEPARTMENTAL SUMMARIES

is partially offset through the elimination of 1 FTE during FY 2021 (Administrative Assistant I position).

Authorized personnel total 7 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Administrative Assistant I	-	-	-	1.0	-	(1.0)
Director	1.0	1.0	1.0	1.0	1.0	-
Deputy Clerk I	1.0	1.0	1.0	-	-	-
Deputy Clerk II	5.0	4.0	4.0	4.0	4.0	-
Deputy Clerk III	1.0	1.0	1.0	1.0	1.0	-
Judge	1.0	1.0	1.0	1.0	1.0	-
	9.0	8.0	8.0	8.0	7.0	(1.0)

* FY 2022 includes 1 full-time equivalent position (Deputy Clerk III) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance and Operations category decreased -5%, or -\$19,805, due primarily to the following activity:

- Decrease in professional fees of -\$73,500 due primarily to software system improvements (including passing credit card processing fees to the end-user) and realigning service needs (court appointed attorneys, solicitors, etc.).
- Decrease in maintenance contracts/IT professional services of -\$25,735 due primarily to the recognition that the City will not incur costs associated with the new eCourts system during FY 2022.
- All of which is partially offset through new costs for the leasing of office space for court operations from the City of Milton (\$82,000).

DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Municipal Court programs including performance measures and personnel.

- **Violations Bureau**

Statement of Service: The purpose of the Municipal Court is to process all alleged violations of city Ordinances and certain state laws in a fair, impartial, expeditious, accurate, and fiscally responsible manner. The Violations Bureau holds traffic and state court, monitors and handles all cash bonds and manages all Court records.

Municipal Court Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021*	Target FY 2022*
# of Citations received to process	12,830	14,268	9,503	14,350	15,000
Total # of cases disposed	10,803	13,019	11,198	12,875	13,000
# of Court sessions	242	242	238	218	216
Annual deposits (Court Fines)	\$1,793,974	\$1,834,716	\$1,657,373	\$1,800,000	\$1,750,000
Personnel Assigned:	9.0 FTE	8.0 FTE	8.0 FTE	8.0 FTE	7.0 FTE
	Municipal Judge	Municipal Judge	Municipal Judge	Municipal Judge	Municipal Judge
	Director	Director	Director	Director	Director
	Deputy Clerk III	Deputy Clerk III	Deputy Clerk III	Deputy Clerk III	Deputy Clerk III
	Deputy Clerk II (5)	Deputy Clerk II (4)	Deputy Clerk II (4)	Deputy Clerk II (4)	Deputy Clerk II (4)
	Deputy Clerk I	Deputy Clerk I	Deputy Clerk I	Admin Assistant I	

* Includes 1 Deputy Clerk III position that is unfunded in the current budget proposal for 2022 and will remain vacant pending an identified funding source and workload justification.

DEPARTMENTAL SUMMARIES

Public Safety

JOHN ROBISON
DIRECTOR



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Providing a business climate that attracts the top echelon companies.

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DEPARTMENTAL SUMMARIES

Public Safety

*Administration, Police, Fire, and Emergency
911*

Mission Statement

Public Safety: It is the **Mission** of the **Alpharetta Department of Public Safety** to **Enhance** the **Quality of Life** of those that **Live, Work, and Play** in the **City of Alpharetta**.

Police Services strives to ensure the highest quality of life for its citizens through developing and maintaining partnerships with the community. We take pride in the fact that all contacts with the public are professional and at all times personify the highest levels of honor, integrity, ethics and justice, entrusted to us by those we are sworn to serve.

Fire and Emergency Services is a proactive, customer-oriented emergency services provider. Our objective is to provide the best possible fire and emergency medical services. Our goal is to maximize the saving of lives, minimize the loss of property and avoid loss whenever possible through prevention and education.



Fire Services

Goals and Objectives

Police Services



- ✓ Crime Prevention - Partner with the community through the Alpharetta Community of Excellence (ACE) program, Crime-Free Multifamily Housing, and building partnerships and mitigating problems through education and enforcement;



- ✓ Uniform Patrol - Increase visible presence in the community with an emphasis on residential neighborhoods;



- ✓ Criminal Investigation - Maintain a case clearance rate above national averages through strong local investigative efforts and appropriate partnerships with other federal, state and local law enforcement agencies; and



- ✓ Traffic Safety - Identify and address traffic and pedestrian concerns through engineering, education, and enforcement. Build an effective strategy utilizing a collaborative effort between city departments.

DEPARTMENTAL SUMMARIES

Fire Services

-  ✓ Maintain a minimum on-duty staffing level of not less than 23 Firefighter/EMT or Paramedics at all times;
-  ✓ Assure all firefighters are certified at the National Professional Qualifications Firefighter II Level;
-  ✓ Maintain a minimum of 240 hours of annual training and career development for each career firefighter;
-  ✓ Place the first fire apparatus on the scene of an emergency within five minutes of dispatch at least 90% of the time;
-  ✓ Place a minimum of 14 firefighters on the scene of a structure fire within seven minutes of dispatch at least 90% of the time;
-  ✓ Place an advance life support paramedic on the scene of a medical emergency within five minutes of dispatch at least 90% of the time;
-  ✓ Present programs of fire safety education to 80% of all preschool children and 95% of all first and fourth grade students who reside within the City; and
-  ✓ Conduct a fire safety inspection and/or design a pre-fire plan for every non-residential occupancy annually.



DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Public Safety General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Licenses and Permits					
Alcohol Beverage	\$ 670,979	\$ 676,671	\$ 26,925	\$ -	\$ -
Other	42,191	46,243	23,635	750	100
Intergovernmental:					
City of Milton	60,000	55,000	65,000	60,000	-
Charges for Services:					
Reports	17,315	25,942	22,641	25,000	25,000
Services	50,870	227,731	173,410	220,000	210,000
False Alarms	50,336	44,911	45,852	46,000	46,000
Plan Review	86,884	188,685	206,443	193,000	193,000
Other	17,676	19,335	11,280	10,000	8,000
Fines & Forfeitures:					
Municipal Court Fines	1,793,974	1,834,716	1,657,373	1,800,000	1,750,000
School Zone/Bus Camera Citations	15,540	4,020	63,009	4,000	304,000
Other	1,908	-	-	-	-
Other Revenue	57,540	15,254	944	1,019	-
TOTAL	\$ 2,865,213	\$ 3,138,508	\$ 2,296,512	\$ 2,359,769	\$ 2,536,100
EXPENDITURES					
Personnel Services:					
Salaries	\$ 13,393,254	\$ 13,484,795	\$ 14,197,773	\$ 15,330,726	\$ 15,475,139
Overtime	1,466,005	1,846,569	1,789,103	1,535,100	1,666,130
Group Insurance	4,025,019	4,174,201	4,602,770	5,082,193	5,317,358
FICA	1,070,484	1,109,675	1,161,545	1,251,363	1,293,633
Pension (Defined Benefit)	1,429,761	1,511,217	1,535,869	1,532,464	1,631,525
Pension (401A Cont./Match)	863,050	1,062,077	1,188,108	1,153,213	1,229,640
Miscellaneous	387,846	717,979	766,689	731,460	744,934
<i>subtotal</i>	<i>\$ 22,635,420</i>	<i>\$ 23,906,513</i>	<i>\$ 25,241,856</i>	<i>\$ 26,616,519</i>	<i>\$ 27,358,359</i>
Maintenance & Operations:					
Professional Services	\$ 115,484	\$ 212,426	\$ 176,701	\$ 194,262	\$ 202,563
Fuel/Repair & Maint. (Vehicles)	738,290	746,078	704,730	695,892	686,500
Employee Travel	120,290	120,059	85,902	74,238	90,550
Employee Training	103,713	99,716	76,567	56,245	107,856
Maint. Contracts/IT Services	1,002,568	1,032,103	1,115,253	1,482,956	1,466,675
General Supplies	298,807	244,860	285,121	251,582	241,741
Miscellaneous	568,123	629,878	537,461	641,616	432,850
<i>subtotal</i>	<i>\$ 2,947,275</i>	<i>\$ 3,085,120</i>	<i>\$ 2,981,734</i>	<i>\$ 3,396,791</i>	<i>\$ 3,228,735</i>
Capital/Leases:					
Software/Fire Truck Lease(s)	\$ 578,654	\$ 630,405	\$ 631,280	\$ 582,974	\$ 654,595
<i>subtotal</i>	<i>\$ 578,654</i>	<i>\$ 630,405</i>	<i>\$ 631,280</i>	<i>\$ 582,974</i>	<i>\$ 654,595</i>
TOTAL	\$ 26,161,349	\$ 27,622,038	\$ 28,854,870	\$ 30,596,284	\$ 31,241,689
Authorized Personnel	221.0	221.0	223.5	226.5	226.5

DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2022 Budget for Public Safety totals \$31,846,772 and represents an increase of 4%, or \$1,250,488, compared to FY 2021.

The Personnel Services category increased 5%, or \$1,346,923, due to multiple factors including:

- Wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021;
- Annualized impact of the 3.0 FT police officer positions transferred from the DEA Fund during FY 2021;
- Increases in group insurance premiums, pension contributions, and risk insurance premiums;
- Operating initiative funding for 2022⁸ to cover Quint staffing (6 full time positions including 3 Lieutenants and 3 Fire Apparatus Engineers).
- Some of which is partially offset through the transfer of bailiff overtime appropriations (\$90,000) to the Courts Department to allow for more direct management control and the elimination of funding for 2 FT police officer positions. These positions are still part of the city's authorized workforce and will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

After adjusting for the 2022 operating initiative funding, the personnel services growth totaled 3%.

Authorized personnel total 232.5 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*	Variance
Sworn Police Officers						
Director of Public Safety	1.0	1.0	1.0	1.0	1.0	-
Captain	6.0	4.0	4.0	4.0	4.0	-
Lieutenant	15.0	15.0	8.0	7.0	7.0	-
Division Chief	-	1.0	-	-	-	-
Field Training Officer	10.0	9.0	6.0	4.0	5.0	1.0
Officer	71.0	67.0	70.0	73.0	72.0	(1.0)
Sergeants	-	6.0	13.0	16.0	16.0	-
Police Operations Major	1.0	1.0	1.0	1.0	1.0	-
Police Support Operations Major	-	1.0	1.0	1.0	1.0	-
Public Information Officer	1.0	-	-	-	-	-
Training Coordinator/Police	-	-	1.0	1.0	1.0	-
	105.0	105.0	105.0	108.0	108.0	-

⁸ Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

DEPARTMENTAL SUMMARIES

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*	Variance
Certified Firefighters						
Deputy Director of Public Safety	1.0	1.0	1.0	-	-	-
Battalion Chief	2.0	3.0	4.0	4.0	4.0	-
Division Chief	1.0	-	-	-	-	-
Captain	23.0	22.0	18.0	18.0	17.0	(1.0)
EMS Chief	-	-	-	1.0	1.0	-
Lieutenant	-	-	3.0	3.0	7.0	4.0
Public Affairs Coordinator	-	1.0	1.0	1.0	-	(1.0)
Special Projects and Data Analyst	-	-	-	-	1.0	1.0
Accreditation/Emer. Mgmt. Coord. (Captain)	1.0	1.0	1.0	1.0	1.0	-
Training/Emergency Medical Svcs Coord.	1.0	1.0	1.0	-	-	-
Fire/EMS Training Officer	-	-	-	1.0	1.0	-
Fire Apparatus Engineer	22.0	24.0	24.0	24.0	27.0	3.0
Firefighter/Paramedic	20.0	20.0	20.0	20.0	20.0	-
Firefighter II	21.0	19.0	19.0	19.0	19.0	-
Public Safety Logistics Officer	1.0	1.0	1.0	1.0	1.0	-
Fire Marshal (Battalion Chief)	1.0	1.0	1.0	1.0	1.0	-
Fire Operations Chief	1.0	1.0	1.0	1.0	1.0	-
Deputy Fire Marshal	1.0	1.0	1.0	1.0	1.0	-
Assistant Fire Marshal	3.5	3.5	5.0	5.0	5.0	-
	99.5	99.5	101.0	101.0	107.0	6.0
Civilian Positions						
Administrative Assistant II	2.0	2.0	2.0	2.0	2.0	-
Criminal Intelligence Analyst	1.0	1.0	1.0	1.0	1.0	-
Evidence Custodian	1.0	1.0	1.0	1.0	1.0	-
Evidence Technician	-	-	1.0	1.0	1.0	-
Fingerprint Technician	1.0	1.0	1.0	0.5	0.5	-
Parking Enforcement Officer (2PT)	1.0	1.0	1.0	1.0	1.0	-
Public Safety Budget/Finance Administrator	1.0	1.0	1.0	1.0	1.0	-
Records Clerk	4.5	4.5	4.5	5.0	5.0	-
Records Manager	-	-	-	-	1.0	1.0
Records Supervisor	1.0	1.0	1.0	1.0	-	(1.0)
School Crossing Guard (8PT)	4.0	4.0	4.0	4.0	4.0	-
	16.5	16.5	17.5	17.5	17.5	-
	221.0	221.0	223.5	226.5	232.5	6.0

* FY 2022 includes 1 part-time position (Parking Enforcement Officer) and 2 full-time positions (Police Officers) that are not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance & Operations category decreased -5%, or -\$168,056, to align with forecasted revenue trends resulting from the COVID-19 pandemic. These reductions were spread across all accounts based on a prioritization of need and will not impact core operational service delivery. Said reductions were reallocated to a reserve account in 2021 to assist with departmental cost management (identified herein within the Miscellaneous category).

The Capital/Lease category includes funding for fire truck leases, heart monitors, and tasers, and grew by 12%, or \$71,621, compared to FY 2021 due primarily to approval of the Quint

DEPARTMENTAL SUMMARIES

lease as part of the 2021 Mid-Year budget (replaced 1 Pumper with a dual-purpose Quint including ladder and water pumping capabilities).

Performance Measurement

The following section provides detailed information on Public Safety programs including performance measures and personnel.

- **Administration**

Statement of Service: Public Safety Administration ensures effective, efficient and responsive services by planning and administering the resources allocated to the various divisions of the department, ensuring activities are managed in a manner which produces a safe and secure city.

- **Police Services**

Statement of Service: Alpharetta's Police Services include criminal investigations, uniform patrol, traffic patrol, and training activities.

LEGEND
A = met or exceeded target
B = within 15% of target
C = missed target by more than 15%

National Incident Based Reporting System

Patrol Division

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021 YTD
Offenses					
Group A Offenses	3,106.00	2,769.00	2,631.00	1,850.00	1,006.00
Group B Offenses	932.00	818.00	728.00	663.00	499.00
Total	4,038.00	3,587.00	3,359.00	2,513.00	1,505.00
Per 1000 Population	61.37	54.14	50.70	36.35	21.77

Arrest

Group A Offenses	477.00	343.00	436.00	372.00	202.00
Group B Offenses	496.00	477.00	422.00	248.00	143.00
Non-Criminal Offenses	754.00	684.00	695.00	563.00	268.00
Total	1,727.00	1,504.00	1,553.00	1,183.00	613.00
Per 1000 Population	26.25	22.70	23.44	17.11	8.87

Criminal Investigations Division

Assigned for Investigation	907.00	842.00	889.00	944.00	804.00
Closed by Arrest	51.00	59.00	60.00	87.00	68.00
Closed by Exception	44.00	50.00	27.00	38.00	7.00
Unfounded	100.00	101.00	78.00	112.00	86.00
Active Cases	712.00	632.00	724.00	707.00	643.00

Traffic Division

Accidents	3,074.00	2,969.00	3,059.00	2,538.00	1,081.00
Fatalities	3.00	4.00	4.00	1.00	2.00

911 Communications

Calls For Service	38,552.00	39,174.00	38,069.00	33,997.00	21,455.00
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DEPARTMENTAL SUMMARIES

- Fire Services**

Statement of Service: Alpharetta's Fire Services include fire prevention, fire inspection, and fire suppression.

	2016 Total Incidents	2017 Total Incidents	2018 Total Incidents	2019 Total Incidents	2020 Total Incidents
FIRES					
Structure Fires	61	60	32	45	41
Vehicle Fires	23	28	22	27	25
Other Fires	46	43	46	80	30
Total Fires	130	131	100	152	96
Pressure Ruptures, Explosion, Overheat	4	5	2	0	0
RESCUE CALLS					
Emergency Medical Treatment	3354	3373	3011	3103	3442
All Others	68	84	63	61	54
Total Rescue Calls	3422	3457	3074	3164	3496
Hazardous Condition Calls	169	160	121	107	147
Service Calls	640	946	726	806	598
Good Intent Calls	1468	1753	2424	2368	1123
Severe Weather or Natural Disaster	1	15	1	1	2
Special Incident Calls	10	19	3	9	2
Unknown Incident Type	0	0	0	0	0
FALSE CALLS					
Malicious Calls	10	21	16	18	19
Other False Calls	661	771	749	776	768
Total False Calls	671	792	765	794	787
TOTAL CALLS	6515	7278	7216	7401	6251

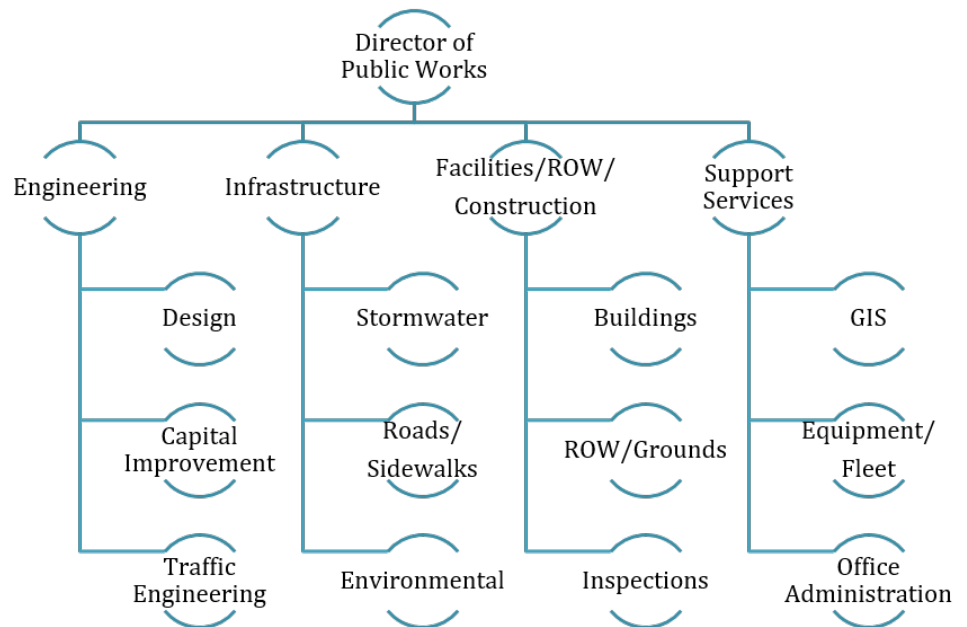
DEPARTMENTAL SUMMARIES

Public Works

PETE SEWCZWICZ
DIRECTOR



PSewczwicz@alpharetta.ga.us



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

DEPARTMENTAL SUMMARIES

Public Works

Administration, Public Works and Conservation

Mission Statement

The Department of Public Works is committed to providing cost effective engineering, maintenance and design solutions through the highest possible professionalism which protects, preserves and improves the City of Alpharetta's infrastructure. Our focus shall include facilities, traffic, streets, stormwater, and environmental conservation.

Goals and Objectives



- ✓ Improve and maintain the City of Alpharetta infrastructure at the highest possible level and to enhance and promote the quality of life;



- ✓ Provide engineering professionalism to ensure growth and progress for the City of Alpharetta;



- ✓ Provide consistent Public Works functions and operations that afford future excellence in growth and expansion for the City of Alpharetta;



- ✓ Improve intergovernmental relations;



- ✓ Provide more efficient support and response for the citizens of Alpharetta;



- ✓ Develop strategic, long-range plans for the future; and



- ✓ Ensure timely completion of repairs on work projects so the disruption of service to the customer is minimal.

DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Public Works General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Other Revenue:					
CID (GA400 Interchange Maint.)	\$ 70,674	\$ 73,262	\$ 88,944	\$ 85,194	\$ 87,749
Miscellaneous	-	-	2,500	-	-
TOTAL	\$ 70,674	\$ 73,262	\$ 91,444	\$ 85,194	\$ 87,749
EXPENDITURES					
Personnel Services:					
Salaries	\$ 2,869,678	\$ 2,952,337	\$ 2,864,499	\$ 3,105,010	\$ 3,119,986
Overtime	43,316	39,419	33,356	45,000	40,000
Group Insurance	792,229	864,686	892,231	1,007,318	1,029,985
FICA	210,454	216,406	209,851	231,348	236,888
Pension (Defined Benefit)	290,243	310,830	354,974	306,128	323,670
Pension (401A Cont./Match)	155,069	194,753	216,423	236,425	252,638
Workers Compensation	73,941	83,195	94,888	88,360	91,966
OPEB Contribution	9,151	67,848	72,374	74,549	66,877
Miscellaneous	1,837	1,008	2,554	1,551	3,448
<i>subtotal</i>	\$ 4,445,918	\$ 4,730,481	\$ 4,741,150	\$ 5,095,689	\$ 5,165,458
Maintenance & Operations:					
Professional Services	\$ 37,568	\$ 39,652	\$ 10,933	\$ 7,000	\$ 5,500
Fuel/Repair & Maint. (Vehicles)	137,814	140,666	103,856	120,000	110,000
Repair & Maint. (Facilities)	393,039	437,871	414,037	380,000	347,000
Maint. Contracts/IT Services	938,960	957,455	1,038,912	1,206,341	1,181,888
General Supplies	150,350	159,758	142,199	143,800	108,750
Utilities	1,502,256	1,779,627	1,814,759	1,966,600	2,015,600
Miscellaneous	94,874	92,861	87,064	126,950	88,500
<i>subtotal</i>	\$ 3,254,860	\$ 3,607,891	\$ 3,611,761	\$ 3,950,691	\$ 3,857,238
Capital/Lease/Other					
Enterprise Software Lease	\$ 70,042	\$ 76,942	\$ -	\$ -	\$ -
<i>subtotal</i>	\$ 70,042	\$ 76,942	\$ -	\$ -	\$ -
TOTAL	\$ 7,770,820	\$ 8,415,314	\$ 8,352,910	\$ 9,046,380	\$ 9,022,696
Authorized Personnel	52.0	52.0	52.0	52.0	52.0

Budget Narrative

The FY 2022 Budget for Public Works totals \$9,022,696 and is essentially flat with FY 2021.

DEPARTMENTAL SUMMARIES

The Personnel Services category increased 1%, or \$69,769, due to multiple factors including: wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021; increases in group insurance premiums, pension contributions, and risk insurance premiums; which is partially offset through departmental turnover (and associated differences in incumbent salaries and benefit elections).

Authorized personnel total 52 full-time-equivalents (“FTE”) and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*	Variance
Administrative Assistant II	1.0	1.0	1.0	-	-	-
Administrative Office Coordinator	1.0	-	-	-	-	-
Assistant Construction Manager	1.0	1.0	1.0	1.0	1.0	-
Civil Engineer	2.0	2.0	2.0	2.0	2.0	-
Construction Manager	1.0	1.0	1.0	1.0	1.0	-
Deputy Director of Public Works	1.0	1.0	1.0	-	-	-
Director of Public Works	1.0	1.0	1.0	1.0	1.0	-
Engineering Technician	6.0	6.0	5.0	5.0	4.0	(1.0)
Environmental Program Coordinator	1.0	1.0	1.0	1.0	1.0	-
Fleet/Equipment Logistics Manager	-	-	-	1.0	1.0	-
Fleet Coordinator	1.0	1.0	1.0	-	-	-
GIS Coordinator	-	-	-	-	1.0	1.0
Office Manager	-	-	-	1.0	1.0	-
Project Administrator	1.0	1.0	1.0	1.0	1.0	-
Public Works Crew Leader	8.0	8.0	8.0	8.0	8.0	-
Public Works Supervisor	4.0	4.0	4.0	4.0	4.0	-
Public Works Technician I	6.0	6.0	6.0	6.0	6.0	-
Public Works Technician II	10.0	10.0	10.0	10.0	10.0	-
Right of Way Coordinator	-	-	1.0	1.0	1.0	-
Senior Engineer	2.0	2.0	2.0	2.0	2.0	-
Senior Inspector	1.0	1.0	1.0	1.0	1.0	-
Senior Operations Manager	-	-	-	1.0	1.0	-
Senior Water Resources Analyst	1.0	1.0	1.0	1.0	1.0	-
Support Services Manager	-	1.0	1.0	1.0	1.0	-
Traffic Operations Manager	1.0	1.0	1.0	1.0	1.0	-
Traffic Signal Engineer	1.0	1.0	1.0	-	-	-
Transportation Engineering Manager	-	-	-	1.0	1.0	-
Urban Forestry Program Manager	1.0	1.0	1.0	1.0	1.0	-
	52.0	52.0	52.0	52.0	52.0	-

* FY 2022 includes 4 full-time equivalent positions (2 Public Works Crew Leaders, 1 Public Works Technician I, and 1 Civil Engineer) that are not funded but part of the City's authorized workforce. These positions will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance and Operations category decreased -2%, or -\$93,453, to align with forecasted revenue trends resulting from the COVID-19 pandemic. These reductions were spread across all accounts based on a prioritization of need and will not impact core operational service delivery.

DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Engineering and Public Works programs including performance measures and personnel.

- **Conservation**

Statement of Service: Conservation provides education and community activism strategies to address environmental and aesthetic issues in the City of Alpharetta, through clean-up campaigns, seminars, literature, and other beautification efforts.

Public Works Conservation					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Events coordinated	28	26	17	25	20
# of Students reached	738	419	404	600	400
# of Volunteers	752	626	307	652	300
Personnel Assigned:	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE
	Environmental Program Coord.	Environmental Program Coord.	Environmental Program Coord.	Environmental Program Coord.	Environmental Program Coord.

DEPARTMENTAL SUMMARIES

- Engineering**

Statement of Service: Engineering administration provides for the administration and technical review of public and private improvements in the City of Alpharetta by managing all projects skillfully, efficiently and professionally.

Public Works						
Engineering						
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021*	Target FY 2022*
# of Water quality samples analyzed	381	405	400	421	400	400
* Capital contracts include traffic, stormwater, sidewalks, infrastructure, community development, and facilities projects.						
Personnel Assigned:	21.0 FTE	22.0 FTE	22.0 FTE	20.0 FTE	20.0 FTE	20.0 FTE
Director of PW	Director of PW	Director of PW	Director of PW	Director of PW	Director of PW	Director of PW
Deputy Director	Deputy Director	Deputy Director	Deputy Director	Sr. Operations Manager	Sr. Operations Manager	Sr. Operations Manager
Project Administrator	Project Administrator	Project Administrator	Project Administrator	Project Administrator	Project Administrator	Project Administrator
Administrative Office Coordinator	Administrative Office Coordinator	Administrative Office Coordinator	Administrative Office Coordinator	Support Services Manager	Support Services Manager	Support Services Manager
Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II	Office Manager	Office Manager	Office Manager
Fleet Coordinator	Fleet Coordinator	Fleet Coordinator	Fleet Coordinator	Equipment and Fleet Logistics Technician	Equipment and Fleet Logistics Technician	Equipment and Fleet Logistics Technician
Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)
Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)
Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.
Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.
Senior Inspector	Senior Inspector	Senior Inspector	Senior Inspector	Senior Inspector	Senior Inspector	Senior Inspector
Public Works Supervisor	Public Works Supervisor	Public Works Supervisor	Public Works Supervisor	Right of Way Coordinator	Right of Way Coordinator	Right of Way Coordinator
Engineering Technician (4)	Engineering Technician (4)	Engineering Technician (4)	Engineering Technician (4)	Engineering Technician (2)	Engineering Technician (2)	Engineering Technician (2)
Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager
Traffic Signal Engineer	Traffic Signal Engineer	Traffic Signal Engineer	Traffic Signal Engineer	Transportation Engineer Manager	Transportation Engineer Manager	Transportation Engineer Manager
Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager
Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst

* Includes 1 Civil Engineer position that is unfunded in the current budget proposal for 2022 and will remain vacant pending an identified funding source and workload justification.

DEPARTMENTAL SUMMARIES

- Public Works**

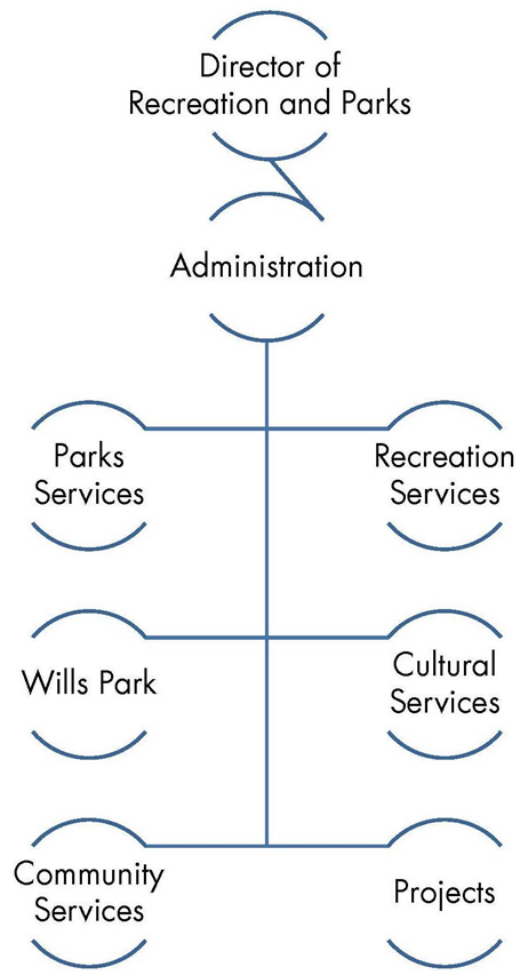
Statement of Service: Public works coordinates and performs maintenance on streets, sidewalks, traffic signals, traffic signs, and city facilities. Public Works also provides construction services in support of the engineering division and other city departments.

Public Works						
Public Works Operations						
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021*	Target FY 2022*
Average # of days to complete sidewalk work order	3.9	3.6	6.6	12.5	5.0	7.0
Average # of days to complete pothole work order	1.0	1.0	1.0	1.0	1.0	1.0
Average # of days to complete curb and gutter work order	2.3	3.0	4.1	2.7	3.0	3.0
Average # of days to complete ROW, mowing, limb work order	1.1	1.6	1.3	1.2	1.0	1.0
Average # of days to complete sink hole work order	1.0	4.8	1.4	2.2	3.0	2.0
Average # of days to complete sign replacement/upgrade work order	1.4	1.1	2.0	1.7	2.0	2.0
Average # of days to complete signal light maintenance work order	2.9	2.8	2.2	3.4	2.0	3.0
Average # of days to complete striping work order	15.2	4.5	2.2	5.9	3.0	4.0
Average # of days to complete catch basin work order	1.6	3.7	4.1	4.9	4.0	4.0
Average # of days to complete storm drain work order	2.7	5.0	7.3	5.2	5.0	5.0
Average # of days to complete facilities work order	2.1	2.3	3.4	4.8	3.0	3.0
Personnel Assigned:	30.0 FTE	29.0 FTE	29.0 FTE	31.0 FTE	31.0 FTE	31.0 FTE
PW Supervisor (3)	PW Supervisor (3)	PW Supervisor (3)	PW Supervisor (3)	PW Supervisor (4)	PW Supervisor (4)	PW Supervisor (4)
PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)
PW Tech II (7)	PW Tech II (10)	PW Tech II (10)	PW Tech II (10)	PW Tech II (10)	PW Tech II (10)	PW Tech II (10)
PW Tech I (11)	PW Tech I (6)	PW Tech I (6)	PW Tech I (6)	PW Tech I (6)	PW Tech I (6)	PW Tech I (6)
Utility Locator	Engineering Tech (2)	Engineering Tech (2)	Engineering Tech (2)	Engineering Tech (3)	Engineering Tech (3)	Engineering Tech (3)

* Includes 2 PW Crew Leader and 1 PW Tech positions that are unfunded in the current budget proposal for 2022 and will remain vacant pending an identified funding source and workload justification.

DEPARTMENTAL SUMMARIES

Recreation, Parks & Cultural Services



Our Community Vision is to advance Alpharetta as a signature City by:



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DEPARTMENTAL SUMMARIES

Recreation and Parks

Administration, Parks Services, Recreation Services, Wills Park, Cultural Services, Community Services, Projects

Mission Statement

The Alpharetta Recreation and Parks Department strives to promote the highest quality recreation programs and park facilities to our citizens consistent with our core values of Excellence, Stewardship, Integrity, Service and Loyalty.

Goals and Objectives



- ✓ Implement Recreation and Parks Master Plan 2025 as funded and prioritized by City Officials;



- ✓ Develop a short/long term facility maintenance plan for all department facilities;



- ✓ Implement new programs where there is a need to serve residents;



- ✓ Increase revenues through increased participation and sponsorships; and



- ✓ Improve access and usability of all parks and facilities by improved signage, beautification and facility enhancement.

DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Recreation, Parks and Cultural Services General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Intergovernmental	\$ 461,661	\$ 452,098	\$ 318,295	\$ 3,000	\$ 3,000
Charges for Services:					
Aquatics Activity Fees	158,113	216,328	127,559	160,000	150,000
Athletics Activity Fees	445,732	446,387	418,111	430,000	375,000
Arts Services	29,978	83,569	53,688	103,500	78,500
Community Center Activity Fees	584,668	599,823	451,273	455,000	520,000
Senior Center Activity Fees	66,808	98,071	102,675	90,000	67,000
Equestrian Center Activity Fees	300,412	362,103	222,383	200,000	315,000
Wills Park Rec. Ctr Activity Fees	197,252	264,324	211,913	155,000	240,000
Non-Resident Fees	273,280	247,467	199,162	215,000	300,000
Taste of Alpharetta	139,327	214,577	900	193,050	175,000
Other	78,798	76,024	219,178	132,305	57,000
Other Revenue	25,449	34,982	17,526	15,427	-
TOTAL	\$ 2,761,477	\$ 3,095,753	\$ 2,342,661	\$ 2,152,282	\$ 2,280,500
EXPENDITURES					
Personnel Services:					
Salaries	\$ 2,358,663	\$ 2,474,200	\$ 2,578,921	\$ 2,730,574	\$ 2,699,441
Seasonal	434,473	566,635	562,833	549,289	560,289
Overtime	115,253	156,640	128,413	158,900	148,400
Group Insurance	734,572	791,664	843,908	971,784	964,209
FICA	214,750	234,926	242,111	264,158	256,834
Pension (Defined Benefit)	197,564	182,937	186,096	210,321	223,610
Pension (401A Cont./Match)	168,948	219,505	234,332	250,544	254,883
Miscellaneous	83,613	141,745	137,315	136,218	131,450
<i>subtotal</i>	<i>\$ 4,307,836</i>	<i>\$ 4,768,252</i>	<i>\$ 4,913,928</i>	<i>\$ 5,271,788</i>	<i>\$ 5,239,116</i>
Maintenance & Operations:					
Professional Services	\$ 1,262,105	\$ 1,692,651	\$ 1,433,673	\$ 1,460,232	\$ 1,394,825
Fuel/Repair & Maint. (Vehicles)	52,374	59,212	53,574	60,600	60,600
Repair & Maintenance (Grounds)	536,794	514,541	525,515	551,754	634,900
Repair & Maintenance (Facilities)	42,833	33,498	19,749	29,310	18,500
Equipment Rental	193,853	148,993	129,803	133,638	87,843
Maintenance Contracts/IT Svcs.	877,179	967,872	1,016,315	1,132,908	1,245,558
General Supplies	346,740	388,613	395,035	392,421	371,485
Uniforms	24,462	25,822	23,220	25,100	25,100
Utilities	664,147	636,100	637,639	716,600	726,000
Miscellaneous	218,885	340,624	255,412	286,083	257,148
<i>subtotal</i>	<i>\$ 4,219,372</i>	<i>\$ 4,807,927</i>	<i>\$ 4,489,937</i>	<i>\$ 4,788,646</i>	<i>\$ 4,821,959</i>
Capital/Other	\$ 59,417	\$ 52,593	\$ 15,880	\$ 27,971	\$ 27,950
TOTAL	\$ 8,586,625	\$ 9,628,772	\$ 9,419,744	\$ 10,088,405	\$ 10,089,025
Authorized Personnel	51.0	51.0	51.0	51.0	50.5

DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2022 Budget for Recreation, Parks & Cultural Services totals \$10,089,025 and is flat with FY 2021.

The Personnel Services category decreased -1%, or -\$32,672, due to multiple factors including: wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021; increases in group insurance premiums, pension contributions, and risk insurance premiums; all of which is fully offset through the elimination of funding for 1 position (Admin Assistant II - position is still part of the city's authorized workforce and will remain vacant pending a justifiable needs assessment and identification of a sustainable funding source) and a departmental reorganization within the Cultural Services Division that resulted in the reduction of 0.5 FTEs (moving a FT facility tech to PT).

Authorized personnel total 50.5 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*	Variance
Administrative Assistant I	5.0	4.0	4.0	4.0	3.0	(1.0)
Administrative Assistant II	1.0	1.0	2.0	2.0	2.0	-
Administrative Office Coordinator	-	-	1.0	1.0	1.0	-
Community Agricultural Coordinator	-	-	-	0.5	0.5	-
Community Services Manager	-	1.0	1.0	1.0	1.0	-
Cultural Services Coordinator	-	-	1.0	1.0	1.0	-
Cultural Arts Supervisor	1.0	1.0	1.0	1.0	-	(1.0)
Cultural Services Supervisor	-	-	-	-	2.0	2.0
Cultural Services Manager	-	1.0	1.0	1.0	1.0	-
Deputy Director of Recreation/Parks	1.0	-	-	-	-	-
Director of Recreation/Parks	1.0	1.0	1.0	1.0	1.0	-
Equestrian Center Manager	1.0	-	-	-	-	-
Facility Technician	4.0	4.0	4.0	4.0	3.5	(0.5)
Marketing/Accreditation Coordinator	1.0	1.0	-	-	-	-
Marketing Coordinator	-	-	0.5	0.5	0.5	-
Office Manager	1.0	1.0	-	-	-	-
Park Services Manager	1.0	1.0	1.0	1.0	1.0	-
Parks Maintenance Crew Leader	-	-	1.0	1.0	1.0	-
Parks Maintenance Technician I	13.0	12.0	12.0	12.0	12.0	-
Parks Maintenance Technician II	5.0	5.0	4.0	4.0	4.0	-
Parks Supervisor II	4.0	3.0	3.0	3.0	3.0	-
Projects Manager	-	1.0	1.0	1.0	1.0	-
Recreation Coordinator	5.0	6.0	4.0	4.0	4.0	-
Recreation Services Manager	-	1.0	1.0	1.0	1.0	-
Recreation Supervisor II	4.0	3.0	4.0	4.0	4.0	-
Special Events Coordinator	2.0	3.0	2.5	2.0	2.0	-
Special Events Manager	1.0	-	-	-	-	-
Wills Park Manager	-	1.0	1.0	1.0	1.0	-
	51.0	51.0	51.0	51.0	50.5	(0.5)

* FY 2022 includes 1 full-time equivalent position (Admin Assistant II) that are is funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

DEPARTMENTAL SUMMARIES

The Maintenance and Operations category increased 1%, or \$33,313, due primarily to the following activity:

- Increase in maintenance costs (multiple accounts) for our new parks (+\$42,000 for AlphaLoop, Thompson Street Park, Maddox Park, and Encore Park), Innovation Academy field maintenance (+\$60,000 County IGA), Alpharetta Elementary School Playground maintenance (+\$7,000), etc.
- Net reduction of -\$75,687 for all other accounts to align with forecasted revenue trends resulting from the COVID-19 pandemic.

The Capital/Other category includes funding for general repair/replacement capital and equipment needs.

Performance Measurement

The following section provides detailed information on Recreation and Parks programs including performance measures and personnel.

- **Administration**

Statement of Service: The administrative arm of the Recreation & Parks Department provides short/long-term capital projects planning, oversees the effective distribution of the department's resources, and provides professional guidance to each division.

Recreation, Parks & Cultural Services - Rec Admin					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022*
Recreation & Parks turnover percentage	8%	16%	10%	10%	10%
Annual Activity Enrollments as in RecWare and ActiveNet	19,126	20,242	15,811	16,500	18,000
# of Part-time hours used	43,495	56,399	45,046	48,000	50,000
Personnel Assigned:	5.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks
Deputy Director	Project Manager	Project Manager	Project Manager	Project Manager	Project Manager
Office Manager	Admin Office Coor	Admin Office Coor	Admin Office Coor	Admin Office Coor	Admin Office Coor
Admin Assistant I Mkt/Accreditation Coordinator	Admin Assistant II	Admin Assistant II	Admin Assistant II	Admin Assistant II	Admin Assistant II

* Includes 1 Admin Assistant II position that is unfunded in the current budget proposal for 2022 and will remain vacant pending an identified funding source and workload justification.

DEPARTMENTAL SUMMARIES

- Adult Activity Center**

Statement of Service: To meet the needs of Alpharetta's adult and senior citizens through facilitating convenient, affordable, and accessible recreation activities and services.

Recreation, Parks & Cultural Services - Adult Activity					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
Total # of Participants per year*	29,194	32,321	22,425	25,000	30,000
(Res / Non-Res)	11970/17224	17707/14614	9299/13126	12000/13000	14000/16000
Total # of Building rentals	42	19	18	10	15
Total # of Day trips taken	97	95	100	55	80
Total # of Overnight trips taken using City buses	5	5	8	5	8
Personnel Assigned:	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II
Recreation Coord	Recreation Coord	Recreation Coord	Recreation Coord	Recreation Coord	Recreation Coord
Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I
Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician

- Aquatics**

Statement of Service: Aquatics provides accessible and safe recreation opportunities through water-related training, events, and facilities.

Recreation, Parks & Cultural Services - Aquatics					
Performance Measurements	Actual FY 2018	Actual** FY 2019	Actual** FY 2020	Target FY 2021	Target FY 2022
% of Days pool facilities were open during pool season (93 days)	100%	100%	100%	60%	100%
Average daily attendance at City pool	290	415	400	80	300
Hours of lifeguard training per person	24	40	40	40	40
# of Swim lessons held	152	128	133	0	125
# of Swim lessons participants	836	421	598	0	450
(resident / non-resident)	522/314	288/133	439/159	0	300/150
Swim teams participants	225	249	196	121	175
(resident / non-resident)	142/83	157/92	117/79	79/42	100/75
C.O.A.S.T. participants	38	39	19	0	25
(resident / non-resident)	28/10	20/19	9 res/10 nr	0	15/10
# of Pool passes sold	320	558	601	201	400
(resident / non-resident)	165/155	430/128	314/287	30/171	250/150
Personnel Assigned:					
Employees are hired seasonally. Aquatics is overseen by Rec.Services Mgr & Aquatics Coordinator					

**Numbers projected to be lower due to Milton MOU expiration

DEPARTMENTAL SUMMARIES

- Health and Wellness**

Recreation, Parks & Cultural Services - Health & Wellness					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Participants in aerobics	264	1416**	1459	900	1000
(resident / non-resident)	165/99	1062/354	1092/367	600/300	650/350
# of Participants in Yoga (Adults &	180	116	81	90	100
(resident / non-resident)	105/67	64/52	44/37	60/30	70/30
# of Participants in tennis	630	540	286	250	250
(resident / non-resident)	360/270	320/220	238/46	175/75	200/50
# of Participants in Couch to 5K	20	18	60	75	90
(resident / non-resident)	8/12	13/5	40/20	45/30	55/45
# Participants in Babysitter Bootcamp	129	119	72	100	100
Classes and Camps	50/79	48/71	27/45	65/35	65/35
# of Participants in Cooking	N/A	28	40	35	45
Classes(remove "and Camps")		19/9	11/29	25/10	35/10
(resident / non-resident)					
# of HW Pop-Up Participants	0	872	1542	1750	1850
	0				
Personnel Assigned:	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE
	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II

New area of programming launched July 2018.

* Numbers projected to be lower due to Milton MOU expiration.

**Participants Tracked by Visit starting Spring 2019

DEPARTMENTAL SUMMARIES

- Athletics**

Statement of Service: Athletics provides accessible and safe recreation opportunities through athletic-related training and events.

Recreation, Parks & Cultural Services - Athletics						
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Participants - Adult Basketball						
2 Seasons-25 teams	279 w/42 teams	376/36 teams	451/48	111/11 teams	0-COVID	300/25
(resident / non-resident)	122/157	136/240	166/285	31/80	0-COVID	150
# of Participants - Adult Softball						
3 Seasons-170 teams	1528 w/126 teams	1734/114 teams	1567/124	598/46 teams	1200/110	1400/120
(resident / non-resident)	766/762	501/1233	596/971	232/366	450/750	500/900
# of Participants - Teen Basketball						
2 Season-12 teams	273 w/28 teams	230/20 teams	301/32	67/8 teams	70/8	300/30
(resident / non-resident)	199/74	95/135	94/207	20/47	25/45	95/205
# of Participants - Youth Basketball						
75 Teams	611 w/76 teams	584	582	491	0-COVID	615
(resident / non-resident)	352/259	331/253	343/239	353/138	0-COVID	365/250
# of Participants - Youth Soccer						
70 Teams	927 w/85 teams	897	1946	2071	1975	2000
(resident / non-resident)	707/220	583/314	1093/853	1292/779	1200/775	1300/700
# of Participants - Youth Travel Soccer						
40 Teams (2 seasons)	1063 w/88 teams	1079	1062	545	1000	1200
(resident / non-resident)	535/528	509/570	538/524	284/261	575/525	650/550
Personnel Assigned:	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE
Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II
Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician
Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I
Recreation Coord (2)	Recreation Coord (2)	Recreation Coord (2)	Recreation Coord (2)	Recreation Coord (2)	Recreation Coord (2)	Recreation Coord (2)

DEPARTMENTAL SUMMARIES

- Community Center**

Statement of Service: The Alpharetta Community Center provides a convenient and safe environment for diverse recreational opportunities and services to meet the needs of all populations.

Recreation, Parks & Cultural Services - Community Center						
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Participants in summer camp	1200	1181	1316	1369	1500	1500
(resident / non-resident)	1140/60	641/540	612/704	770/599	850/650	850/650
# of Participants in dance, including camps	647	812	618	533	600	650
(resident / non-resident)	417/230	434/378	354/264	232/301	350/250	375/275
# of Participants in gymnastics, including camps	3747	3846	2564	2261	2500	2500
(resident / non-resident)	2031/1716	2105/1741	1383/1181	1315/946	1400/1100	1450/1050
# of Participants in Specialty Recreation	199	182	50	850	1000	1000
# of Part-time hours used	3,287	12,205				
Personnel Assigned:	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE
Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Services Manager	Recreation Services Manager	Recreation Services Manager	Recreation Services Manager
(Recreation Coord (2)	Recreation Coord (2)	Recreation Spv II (1)	Recreation Spv II (1)	Recreation Spv II (1)	Recreation Spv II(1)	Recreation Spv II(1)
		Recreation Coord (1)	Recreation Coord (1)	Recreation Coord (1)	Recreation Coord (1)	Recreation Coord (1)
Customer Service Representative	Admin Assistant I	Admin Assistant I	Admin Assistant I	Admin Assistant I	Admin Assistant I	Admin Assistant I
Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician

DEPARTMENTAL SUMMARIES

- Cultural Arts**

Statement of Service: Cultural Arts facilitates programs that educate and expose citizens and visitors to a rich and diverse range of cultural expressions, through both education and special events.

Recreation, Parks & Cultural Services - Cultural Arts					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022*
# of Participants in youth art classes	303	397	365	225	340
(resident/Milton/non-resident)	157/48/98	196/111/90	222/53/90	134/29/62	200/75/90
# of Participants in adult art classes	348	477	343	191	350
(resident/Milton/non-resident)	180/99/69	257/122/98	178/65/100	143/8/40	240/80/70
# of Participants in summer camp	261	277	119	74	275
(resident/Milton/non-resident)	130/94/20	158/61/58	84/21/14	46/13/15	140/60/40
Personnel Assigned:	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	4.5 FTE
Cultural Arts Manager	Cultural Arts Manager	Cultural Arts Manager	Cultural Arts Manager	Cultural Arts Manager	Cultural Arts Manager
Cultural Arts Supervisor	Cultural Arts Supervisor	Cultural Arts Supervisor	Cultural Arts Supervisor	Cultural Arts Supervisor	2 FT Cultural Arts Supervisors
Arts Coordinator	Arts Coordinator	Arts Coordinator	Arts Coordinator	Arts Coordinator	Cultural Services Coordinator
Admin Assistant I	Admin Assistant I	Admin Assistant I	Admin Assistant I	Admin Assistant I	PT Facility Tech
Facility Tech	Facility Tech	Facility Tech	Facility Tech	Facility Tech	

- Equestrian Center**

Statement of Service: The equestrian center provides an accessible and safe venue for hosting local and national equestrian events as well as other outdoor events.

Recreation, Parks & Cultural Services - Equestrian Center					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
Total # of Equestrian event dates	107	92	86	95	100
Total # dog show events	17	17	6	14	15
Total # other event dates hosted at equestrian center	68	43	3	10	10
Total attendance at events	135,000	135,000	100,000	115,000	115,000
# of Arenas/rings maintained	5	5	5	5	6
# of Part-time hours used	113	261	9	250	1,000
Personnel Assigned:	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Wills Park Manager	Wills Park Manager	Wills Park Manager	Wills Park Manager	Wills Park Manager	Wills Park Manager
Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II
Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)

DEPARTMENTAL SUMMARIES

- Community Services**

Statement of Service: To enhance the quality of life and reputation of the city by providing special event opportunities for citizens and visitors of Alpharetta.

Recreation, Parks & Cultural Services - Community Services Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Total Approved Events:					
Exclusive City Events	18	48	24	0	3
City Partnered Events	15	36	32	20	50
Outside Event Applications Processed	N/A	37	17	30	30
Approved / Denied	N/A	37 / 0		30/0	
Film Permit Requests Processed	N/A	6	3	6	6
Approved / Denied	N/A	5 / 1	3/0		
Estimated Attendance for:					
Taste of Alpharetta	35,000	45,000	0	0	50,000
Mayor's Challenge	2,400	2,400	2,400	0	0
Old Soldier's Day Parade	6,000	4,000	3,000	0	0
Season of Celebration	10,000	1,500	7,000	0	7,000
Alpharetta Arts StreetFest	15,000	15,000	0	0	0
Scarecrow Harvest	7,000	5,000	5,000	0	0
Wire & Wood	1,500	15,000	20,000	0	20,000
Food Trucks	10,000	20,000	13,000	0	0
Restless In Resthaven	300	200	0	0	0
Grilling & Gridiron	1,800	750	1,000	0	1,000
Volunteer Recruitment:					
Taste of Alpharetta (Non-City Staff)	N/A	18	0	0	20
Season of Celebration	N/A	84	64	0	50
Scarecrow Harvest	N/A	51	40	0	0
Wire & Wood	N/A	25	6	0	10
Community Agriculture	N/A	225	65	100	100
TOTAL	325	403	175		
Sponsorship Revenue Raised: SPONSORSHIPS ARE BASED ON CY NOT FY					
Taste of Alpharetta	N/A	63,210	0	0	0
Food Truck Alley	N/A	28,550	0	0	0
Season of Celebration	N/A	3,000	0	0	0
Scarecrow Harvest	N/A	3,400	0	0	0
Wire & Wood	N/A	78,000	0	0	0
Brooke Street Park Concert Series	N/A	20,000	0	0	0
TOTAL (minus 20% commission)	N/A	N/A			
Personnel Assigned:					
	3.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Special Events Manager	Special Events Manager	Community Services Manager	Community Services Manager	Community Services Manager	Community Services Manager
Special Events Coord. (1 FT; 2 PT)	Special Events Coord. (1 FT; 2 PT)	Marketing Coordinator(1PT)	Marketing Coordinator(1PT)	Marketing Coordinator(1PT)	Marketing Coordinator(1PT)
		Special Events Coordinator (2FT/1PT)	Special Events Coordinator (2FT/1PT)	Special Events Coordinator (2FT/1PT)	Special Events Coordinator (2FT)
					Community Agriculture Coordinator (1 PT)

DEPARTMENTAL SUMMARIES

- Parks Maintenance**

Statement of Service: Parks maintenance provides for the development and maintenance of the city's parks, greenway space, recreation facility grounds, athletic fields, and other city owned property in order to aesthetically reflect community identity, enrich the quality of life, and provide accessible and safe open space for leisure time activities.

Recreation, Parks & Cultural Services - Parks Maintenance					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Athletic fields maintained*	33	33	32	36	36
# of Park acres maintained	322	322	350	350	350
# of Greenway acres maintained	252	252	252	252	262
# of Playground inspections	96	96	102	108	108
# of Park/playground injuries	0	4	2	2	0
# of Athletic field preparations	5,832	6,864	5,304	7,488	7,488
# of Park mowings	40	40	40	40	40
# of Athletic field mowings	80	80	80	80	80
# of Buildings maintained	36	36	36	37	37
# of Restrooms maintained	55	54	56	57	57
# of Pavilions maintained	15	15	15	18	18
# of Hours utilized for trash	10,220	10,950	10,000	11,000	11,000
# of Part-time hours used	6,454	6,927	6,848	7,000	9,500
# of Vehicles maintained	16	17	18	18	19
# of Vehicle-related accidents	1	1	2	1	0
Personnel Assigned:	19.0 FTE	19.0 FTE	19.0 FTE	19.0 FTE	19.0 FTE
Park Services Manager	Park Services Manager	Park Services Manager	Park Services Manager	Park Services Manager	Park Services Manager
Park Supervisor II (3)	Park Supervisor II (3)	Park Supervisor II (3)	Park Supervisor II (3)	Park Supervisor II (3)	Park Supervisor II (3)
	Park Crew Leader (1)	Park Crew Leader (1)	Park Crew Leader (1)	Park Crew Leader (1)	Park Crew Leader (1)
Park Maintenance Tech II (4)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)
Park Maintenance Tech I (10)	Park Maintenance Tech I (10)	Park Maintenance Tech I (11)	Park Maintenance Tech I (13)	Park Maintenance Tech I (13)	Park Maintenance Tech I (13)
Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II

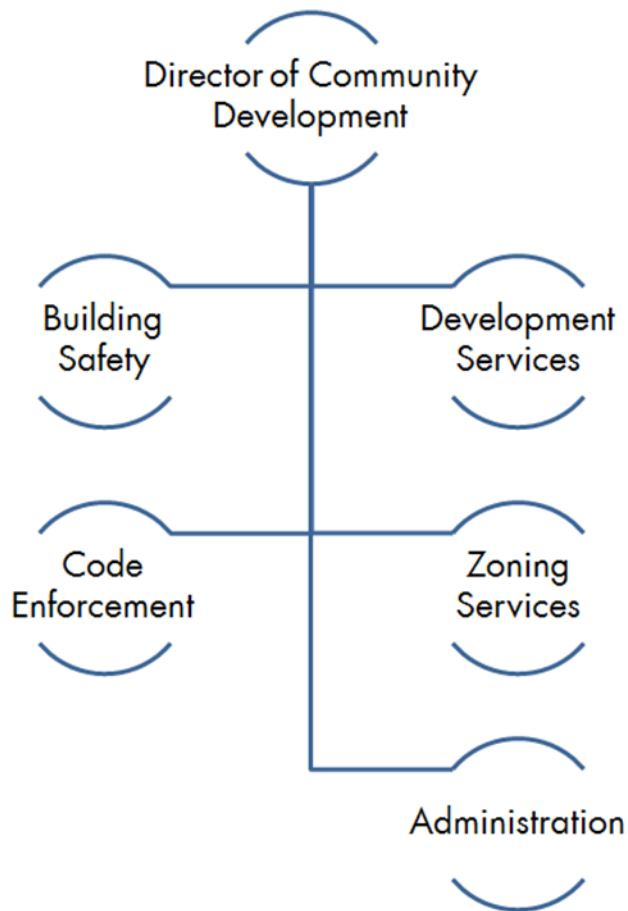
DEPARTMENTAL SUMMARIES

Community Development

KATHI COOK
DIRECTOR



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Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

DEPARTMENTAL SUMMARIES

Community Development

*Administration, Building Safety,
Development Services, Zoning, and Code
Enforcement*

Mission Statement

To protect and enhance the lives of Alpharetta citizens by guiding the city's growth and safeguarding the built environment.

Goals and Objectives



- ✓ Enforce the standard building code and zoning code;



- ✓ Provide building inspections within 48 hours of request;



- ✓ Provide efficient plans processing and permitting;



- ✓ Provide quality support to boards and commissions staffed by Community Development;



- ✓ Provide the highest quality of customer service;



- ✓ Maintain and update demographic, statistical and other data, maps and materials;



- ✓ Process all public hearings in the most efficient manner possible;



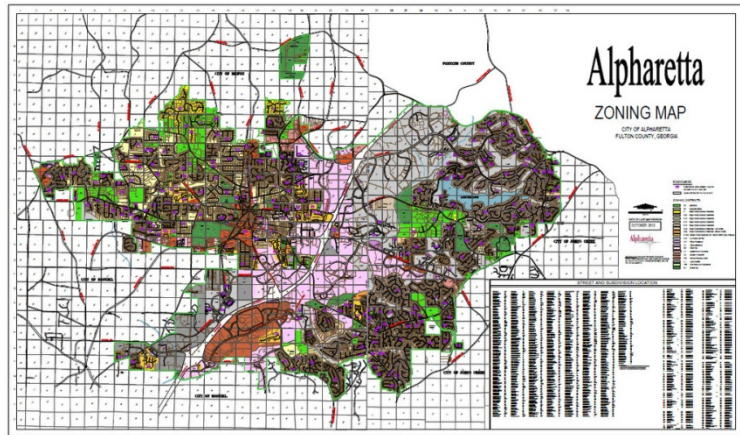
- ✓ Maintain and process business licenses for the City;



- ✓ Collaborate with the Community to provide planning documents for the future; and



- ✓ Collaborate with the Economic Development Division (City Administration) to fulfill the vision of the City of Alpharetta as the preeminent place to live, work, learn and play.



DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Community Development General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Business Taxes:					
Occupational License Fees	\$ 1,132,316	\$ 1,184,418	\$ 1,162,099	\$ 932,500	\$ 957,500
Licenses & Permits:					
Development Permits/Fees	187,353	244,921	178,480	160,000	160,000
Building Permit Fees	2,232,284	2,887,710	2,130,275	1,550,000	1,700,000
Occupancy Permit Fees	182,594	249,586	187,262	160,000	160,000
Tree Removal Permit	6,421	12,626	4,736	7,500	7,500
Soil Erosion Permit	44,362	38,638	22,034	35,000	35,000
Alcoholic Beverage Permit	-	-	656,303	639,000	639,000
Other	27,276	31,218	36,433	27,500	27,500
Charges for Services:					
Planning and Development Fees	128,040	104,767	95,959	85,000	85,000
Plan Review Fees	719,380	1,059,850	1,003,981	660,000	875,000
Other	44,533	37,342	48,481	21,500	21,500
Fines & Forfeitures	2,300	2,406	1,250	2,000	2,000
TOTAL	\$ 4,706,861	\$ 5,853,483	\$ 5,527,293	\$ 4,280,000	\$ 4,670,000
EXPENDITURES					
Personnel Services:					
Salaries	\$ 1,594,195	\$ 1,703,432	\$ 1,887,959	\$ 2,143,047	\$ 2,085,230
Overtime	2,561	3,486	588	2,500	1,000
Group Insurance	455,245	554,638	646,350	748,716	736,988
FICA	116,577	124,889	137,068	157,181	155,453
Pension (Defined Benefit)	122,992	123,294	138,285	144,877	161,951
Pension (401A Contribution/Matc	116,905	150,008	170,800	210,429	204,853
Miscellaneous	44,772	84,951	94,476	107,316	100,534
<i>subtotal</i>	\$ 2,453,248	\$ 2,744,699	\$ 3,075,526	\$ 3,514,066	\$ 3,446,009
Maintenance & Operations:					
Professional Services	\$ 85,120	\$ 77,771	\$ 49,445	\$ 161,700	\$ 39,700
Board Member Fees	10,855	10,675	9,375	12,000	11,000
Fuel/Repair & Maintenance	17,746	19,277	12,702	17,000	13,000
Advertising	20,384	19,873	14,692	161,500	16,000
Employee Training	11,067	12,847	10,767	17,700	14,000
Employee Travel	16,988	14,810	7,355	17,794	17,500
Printing	4,923	4,938	6,900	10,500	5,000
Maintenance Contracts/IT Svcs.	132,394	131,424	141,345	218,805	179,215
General Supplies	35,309	31,105	26,226	49,740	24,000
Miscellaneous	5,540	13,026	10,363	9,908	8,200
<i>subtotal</i>	\$ 340,325	\$ 335,747	\$ 289,170	\$ 676,647	\$ 327,615
Capital/Other	\$ -	\$ -	\$ 12,971		\$ -
TOTAL	\$ 2,793,574	\$ 3,080,445	\$ 3,377,667	\$ 4,190,713	\$ 3,773,624
Authorized Personnel	26.0	28.0	30.0	32.0	30.0

DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2022 Budget for Community Development totals \$3,773,624 and represents a decrease of -10%, or -\$417,089 compared to FY 2021. The primary driver of this decrease is the transfer of the Economic Development function from Community Development (FY 2021) to City Administration (FY 2022). The Economic Development function has historically been housed under the City Administration Department but was moved for FY 2021 to facilitate a better management linkage with the Community Development Department and is being moved back into City Administration for FY 2022 under the leadership of the newly funded Economic Development Director position.

The Personnel Services category decreased -2%, or -\$68,057, due primarily to the transfer of the Economic Development Division (discussed above) which is partially offset through wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021, and increases in group insurance and risk premiums as well as increased pension costs.

Authorized personnel total 30 full-time-equivalents ("FTE") and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Administrative Assistant II	1.0	1.0	1.0	1.0	1.0	-
Arborist	1.0	1.0	1.0	1.0	1.0	-
Building Inspector	4.0	4.0	4.0	4.0	4.0	-
Building Inspector Manager	-	1.0	1.0	1.0	1.0	-
Building Official	1.0	1.0	1.0	1.0	1.0	-
Building Plans Examiner	2.0	2.0	2.0	2.0	2.0	-
Code Enforcement Manager	1.0	1.0	1.0	1.0	1.0	-
Code Enforcement Officer	3.0	3.0	5.0	5.0	5.0	-
Director of Community Development	1.0	1.0	1.0	1.0	1.0	-
Development Services Engineer (Stormwater)	1.0	1.0	1.0	1.0	1.0	-
Economic Development Director*	-	-	-	1.0	-	(1.0)
Economic Development Manager*	-	-	-	1.0	-	(1.0)
GIS Specialist/Planner	1.0	1.0	1.0	1.0	1.0	-
Inspectors	3.0	3.0	3.0	3.0	3.0	-
Office Manager	-	1.0	1.0	1.0	1.0	-
Planning and Zoning Coordinator	1.0	1.0	1.0	1.0	1.0	-
Permit Technician	1.0	2.0	2.0	2.0	2.0	-
Project Administrator	1.0	1.0	1.0	1.0	1.0	-
Senior Building Inspector	1.0	-	-	-	-	-
Senior Transportation Engineer/Planner	1.0	1.0	1.0	1.0	1.0	-
Senior Planner	1.0	1.0	1.0	1.0	1.0	-
Zoning Administrator	1.0	1.0	1.0	1.0	1.0	-
	26.0	28.0	30.0	32.0	30.0	(2.0)

* Positions reorganized into the Community Development Department for fiscal year 2021 and transferred back under City Administration for FY 2022 upon approval of a Director position.

DEPARTMENTAL SUMMARIES

The Maintenance and Operations category decreased -52%, or -\$349,032, due primarily to the transfer of the Economic Development function from the Community Development Department coupled with an overall reduction in operating costs to align with forecasted revenue trends resulting from the COVID-19 pandemic.

Performance Measurement

The following section provides detailed information on Community Development programs including performance measures and personnel.

- **Administration**

Statement of Service: The purpose of Community Development Administration is to provide effective, efficient and responsive services to account for the resources allocated to the Planning & Zoning and Code Enforcement division of the department.

Community Development - Administration					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Special projects managed	16	16	19	15	16
Personnel Assigned:	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
	Director of Comm Development	Director of Comm Development	Director of Comm Development	Director of Comm Development	Director of Comm Development
	Admin Asst. II	Office Manager	Office Manager	Office Manager	Office Manager
	Senior Planner	Senior Planner	Senior Planner	Senior Planner	Senior Planner
	Project Administrator	Project Administrator	Project Administrator	Project Administrator	Project Administrator

DEPARTMENTAL SUMMARIES

- Zoning/Development/Building Safety Services**

Statement of Service: These Divisions are tasked with guiding the growth and development of the city in a manner that enhances the quality of life and recognizes the city's historic and natural features.

Community Development - Zoning					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of New public hearings filed	145	112	106	120	115
Total # of public hearings processed	132	85	91	120	115
# of parcels annexed	0	0	0	0	0
Personnel Assigned:	3.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Zoning Administrator		Zoning Administrator	Zoning Administrator	Zoning Administrator	Zoning Administrator
GIS Specialist/Planner		GIS Specialist/Planner	GIS Specialist/Planner	GIS Specialist/Planner	GIS Specialist/Planner
		Administrative Assistant II	Administrative Assistant II	Administrative Assistant II	Administrative Assistant II
Planning and Zoning Coordinator		Planning and Zoning Coordinator	Planning and Zoning Coordinator	Planning and Zoning Coordinator	Planning and Zoning Coordinator

Community Development - Development Services					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
Private development plans reviewed	160	144	136	140	140
Tree permits issued	878	1024	991	800	800
Personnel Assigned:	6.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE
Development Services Senior Engineer - Transportation		Development Services Senior Engineer - Transportation	Development Services Senior Engineer - Transportation	Development Services Senior Engineer - Transportation	Development Services Senior Engineer - Transportation
Development Services Engineer - Stormwater		Development Services Engineer - Stormwater	Development Services Engineer - Stormwater	Development Services Engineer - Stormwater	Development Services Engineer - Stormwater
Inspectors (3)		Inspectors (3)	Inspectors (3)	Inspectors (3)	Inspectors (3)
Arborist		Arborist	Arborist	Arborist	Arborist

DEPARTMENTAL SUMMARIES

Community Development - Building Safety					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of New building permits issued	5,902	5,717	4,756	4,950	5,000
# of Building inspections completed	29,786	31,500	24,161	24,200	25,000
Personnel Assigned:	9.0 FTE	10.0 FTE	10.0 FTE	10.0 FTE	10.0 FTE
Building Official	Building Official	Building Official	Building Official	Building Official	Building Official
Permit Technician	Permit Technicians (2)	Permit Technicians (2)	Permit Technicians (2)	Permit Technicians (2)	Permit Technicians (2)
Building Plans Examiners (2)	Building Plans Examiners (2)	Building Plans Examiners (2)	Building Plans Examiners (2)	Building Plans Examiners (2)	Building Plans Examiners (2)
Senior Building Inspector	Senior Building Inspector	Senior Building Inspector	Senior Building Inspector	Senior Building Inspector	Senior Building Inspector
Building Inspectors (4)	Building Inspectors(4)	Building Inspectors(4)	Building Inspectors(4)	Building Inspectors(4)	Building Inspectors(4)

- Code Enforcement Services**

Statement of Service: To protect the public health, safety, and welfare by ensuring compliance with city building and land-use codes and ordinances.

Community Development - Code Enforcement					
Performance Measurements	Actual FY 2018	Actual FY 2019	Actual FY 2020	Target FY 2021	Target FY 2022
# of Code enforcement inspections completed	644	677	679	500	500
Personnel Assigned:	4.0 FTE	4.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE
Code Enforcement Manager	Code Enforcement Manager	Code Enforcement Manager	Code Enforcement Manager	Code Enforcement Manager	Code Enforcement Manager
Code Enforcement Officers (3)	Code Enforcement Officers (3)	Code Enforcement Officers (3)	Code Enforcement Officers (5)	Code Enforcement Officers (5)	Code Enforcement Officers (5)

SPECIAL REVENUE FUND SUMMARIES

Special Revenue Fund Summaries

Overview

The *Special Revenue Fund Summaries* section is intended to provide readers with an overall understanding of the respective fiscal year 2022 budgets for the city's Special Revenue Funds.

Special Revenue Funds are used to account for revenues that are legally restricted to expenditures for specific uses. All special revenue funds utilize the modified accrual basis of budgeting and accounting.

The following schedules are set forth by Fund and provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Revenues, Expenditures, and changes in Personnel**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2018-2020 (actuals) and 2021-2022 (budget). Revenues are presented by source and expenditures are presented by use.

SPECIAL REVENUE FUND SUMMARIES

Emergency 911 Fund Summary

The E-911 Fund accounts for fees received from users, or potential users, of the city's Emergency 911 System. The fee equals \$1.50 monthly and is paid by wired and wireless telecommunication providers (including prepaid cards) as well as Voice over Internet Protocol ("VOIP") providers, with expenditures occurring to maintain and run the system within the government. The Public Safety Department manages the E-911 Program.

Trends

The FY 2022 Budget for the E-911 Fund totals \$4,728,482 and represents a decrease of -16%, or -\$890,511, compared to FY 2021. The main driver of this variance is the non-allocated reserve (i.e. available fund balance) budgeted in FY 2021⁹. After adjusting for the non-allocated reserve, the true operational budget request is roughly 9% (including new operating and capital initiatives).

The Personnel Services category increased 4%, or \$130,435, due to wage increases associated with the 3% performance-based merit program scheduled for July 1, 2021 coupled with growth in group insurance and risk premiums as well as increased pension costs. Authorized personnel total 33.0 FTEs.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Communications Officer	17.0	17.0	20.0	20.0	20.0	-
Communications Shift Supervisor	4.0	4.0	4.0	4.0	4.0	-
Communications Quality Assurance Officer	-	1.0	1.0	1.0	1.0	-
Division Chief	1.0	1.0	1.0	1.0	1.0	-
Section Chief - Communications Training	1.0	1.0	1.0	1.0	1.0	-
Sr. Communications Officer	5.0	4.0	4.0	4.0	4.0	-
911 Operations Manager	1.0	1.0	1.0	1.0	1.0	-
IT Analyst	-	-	1.0	1.0	1.0	-
Network Analyst II	1.0	1.0	-	-	-	-
	30.0	30.0	33.0	33.0	33.0	-

The Maintenance and Operations category increased 2%, or \$21,479, due primarily to growth in communications costs (e.g. AT&T), North Fulton Regional Radio System Authority costs, IT professional services, etc.

The Capital/Leases category includes appropriations for the existing mobile radio lease as well as funding requested through the 2022 Operating Initiatives (Portable Radio Replacement – Capital Lease) and 2022 Capital Requests (E911 Facility Renovations). Please

⁹ Annually after the year-end accrual period (i.e. September), the city carries-forward available fund balance and places in a Non-Allocated Reserve account. The purpose is to provide elected officials, city staff, citizens, and stakeholders with a transparent view of the funding available for future initiatives. The carry-forward for FY 2022 will occur subsequent to adoption of the budget.

SPECIAL REVENUE FUND SUMMARIES

refer to the *Operating Initiative Requests* and *Capital Initiatives Requests* sections of this document for a detailed description.

Statement of Revenues, Expenditures, and changes in Personnel

Emergency 911 Fund Public Safety Department

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Charges for Services:					
E-911 Service Fees	\$ 2,831,466	\$ 2,696,943	\$ 2,774,476	\$ 2,865,000	\$ 3,130,000
E-911 Prepaid Service Fees	86,883	319,871	258,419	255,000	280,000
Intergovernmental:	941,752	1,238,943	1,260,758	1,130,000	1,250,000
Investment Earnings	12,542	24,444	23,154	26,568	18,482
Other					
Miscellaneous	-	-	403	-	-
Mobile Radio Lease Financing	504,024	-	-	-	-
Fund Balance	-	-	-	1,342,425	50,000
TOTAL	\$ 4,376,667	\$ 4,280,200	\$ 4,317,210	\$ 5,618,993	\$ 4,728,482
EXPENDITURES					
Personnel Services:					
Salaries	\$ 1,365,536	\$ 1,448,818	\$ 1,495,738	\$ 1,642,059	\$ 1,709,608
Overtime	235,161	265,227	218,017	200,000	199,821
Group Insurance	336,370	371,923	415,603	558,679	582,315
FICA	117,117	125,816	126,374	139,127	158,737
Pension (Defined Benefit)	117,865	100,062	99,468	103,689	115,365
Pension (401A Cont./Match)	104,934	138,775	151,194	166,462	179,763
Miscellaneous	43,160	79,469	82,367	92,452	87,294
<i>subtotal</i>	<i>\$ 2,320,143</i>	<i>\$ 2,530,089</i>	<i>\$ 2,588,761</i>	<i>\$ 2,902,468</i>	<i>\$ 3,032,903</i>
Maintenance & Operations:					
Communications	\$ 320,229	\$ 358,194	\$ 298,143	\$ 353,000	\$ 359,900
Maintenance Contracts	431,863	356,558	401,632	467,400	473,500
IT Professional Services	239,899	261,894	281,260	274,750	282,079
Miscellaneous	185,729	158,268	155,845	202,172	203,322
<i>subtotal</i>	<i>\$ 1,177,720</i>	<i>\$ 1,134,914</i>	<i>\$ 1,136,880</i>	<i>\$ 1,297,322</i>	<i>\$ 1,318,801</i>
Capital/Leases:					
Capital	\$ -	\$ 70,437	\$ 22,932	\$ -	\$ -
PS/911 HQ Improvements	273,160	438,310	-	-	50,000
North Fulton Regional Radio Syster	-	72,660	-	-	-
Radio Replacements	504,024	360	58,000	33,000	-
Mobile Radio Lease	76,777	76,777	76,777	76,778	76,778
Portable Radio Lease	-	-	-	-	250,000
<i>subtotal</i>	<i>\$ 853,961</i>	<i>\$ 658,544</i>	<i>\$ 157,709</i>	<i>\$ 109,778</i>	<i>\$ 376,778</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 1,309,425	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 1,309,425</i>	<i>\$ -</i>
TOTAL	\$ 4,351,824	\$ 4,323,547	\$ 3,883,350	\$ 5,618,993	\$ 4,728,482
Authorized Personnel	30.0	30.0	33.0	33.0	33.0

SPECIAL REVENUE FUND SUMMARIES

Impact Fee Fund Summary

The Impact Fee Fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the city's impact fee ordinance. The Community Development Department manages the Impact Fee Program.

Trends

The FY 2022 Budget totals \$1,443,100. This fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the city's impact fee ordinance.

Impact Fee revenues are variable and dependent upon multiple factors such as the local and national economy. Due to the variability, the annual budget typically appropriates fund balance as the primary funding tool. That is to say, appropriations are made with funds already collected (i.e. fund balance) as opposed to a forecast of collections that may not materialize due to their inherent variability.

Impact Fees are being allocated to the following capital initiatives which are discussed in depth within the *Capital Initiatives Requests* section of this document.

- Impact Fee Study Update;
- North Point Corridor Improvements (TIP Grant match); and
- Fire Rapid-Rescue Response Truck.

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Impact Fee Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Charges for Services:					
Impact Fees (Roads)	\$ 255,071	\$ 246,362	\$ 182,291	\$ -	\$ -
Impact Fees (Parks)	1,022,419	564,632	592,472	745,000	-
Impact Fees (Public Safety)	69,100	149,437	91,329	-	-
Investment Earnings	36,045	83,063	74,870	-	-
Other					
Fund Balance	-	-	-	3,258,304	1,443,100
TOTAL	\$ 1,382,634	\$ 1,043,495	\$ 940,963	\$ 4,003,304	\$ 1,443,100
EXPENDITURES					
Capital/Leases:					
Impact Fee Study Update	\$ -	\$ -	\$ -	\$ -	\$ 68,500
Roads					
Rucker Rd Corridor Imp.	-	23,700	556,968	569,332	-
Wills Rd Widening	-	14,460	-	-	-
Teasley St Imp.	-	-	38,125	18,800	-
Park Plaza Signal	-	-	45,935	-	-
Hopewell/Vaughan Roundabout	-	-	16,553	11,652	-
North Point Corridor (grant match)	-	-	-	-	1,250,000
Parks					
Alpharetta Arts Center	1,113,438	13,606	-	-	-
Wills Park Pool Expansion	1,100,000	-	-	-	-
City Center Sidewalks	-	300,000	-	-	-
Greenway Ext. to Forsyth	-	-	-	1,251,402	-
Park Development	-	-	420,993	12,700	-
Public Safety					
Headquarters Expansion	520,464	40,000	-	-	-
HAZMAT Truck & Trailer	-	-	-	155,750	-
Fire Rescue-Rapid Resp. Truck	-	-	-	-	124,600
<i>subtotal</i>	\$ 2,733,902	\$ 391,766	\$ 1,078,574	\$ 2,019,636	\$ 1,443,100
Non-Allocated					
Roads	\$ -	\$ -	\$ -	\$ 1,540,262	\$ -
Parks	-	-	-	317,820	-
Public Safety	-	-	-	125,586	-
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 1,983,668	\$ -
TOTAL	\$ 2,733,902	\$ 391,766	\$ 1,078,574	\$ 4,003,304	\$ 1,443,100
Authorized Personnel	-	-	-	-	-

SPECIAL REVENUE FUND SUMMARIES

Hotel/Motel Fund Summary

The Hotel/Motel Fund accounts for occupancy tax collections from area hotels and motels for the purpose of promoting conventions, tourism, and trade shows, while providing funds to facilitate economic vitality in downtown areas. The city levies a hotel/motel occupancy tax of 8% on total rental charges. The resulting revenue is distributed as follows: City of Alpharetta (37.5%); Alpharetta Convention & Visitor's Bureau (43.75%); and Facilities (Conference Center/Tourism Product Development; 18.75%).

Trends

The FY 2022 Budget totals \$5,814,713. This fund accounts for occupancy tax collections from area hotels and motels for the purpose of promoting conventions, tourism, and trade shows, while providing funds to facilitate economic vitality in downtown areas. The city levies a hotel/motel occupancy tax of 8% on total rental charges. The resulting revenue is distributed as follows: City of Alpharetta (37.5% or \$2.1 million); Alpharetta Convention & Visitor's Bureau (43.75% or \$2.4 million); and Tourism Product Development (18.75%). The Tourism Product Development portion of the revenue is dedicated to funding debt service on the Conference Center bonds (\$1.3 million).

The COVID-19 pandemic has severely impacted the hospitality market segment and this revenue source has declined significantly as business and personal travel have been curtailed. That said, improvements are being witnessed with hotel occupancy reaching 60% of pre-pandemic levels in spring 2021. The 2022 budget assumes, on average, 60% of pre-pandemic activity which results in hotel/motel tax collections of \$5.5 million (compared to \$9 million in FY 2019).

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Hotel/Motel Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Other Taxes					
Hotel/Motel Taxes	\$ 7,665,868	\$ 9,049,266	\$ 6,668,386	\$ 6,750,000	\$ 5,500,000
Interest/Penalties	-	2,066	3,711	-	-
Investment Earnings	-	-	-	52,338	10,000
Other					
Transfer-In from Conf. Ctr. Fund	-	380,308	-	-	-
Fund Balance	-	-	-	1,966,633	304,713
TOTAL	\$ 7,665,868	\$ 9,431,640	\$ 6,672,097	\$ 8,768,971	\$ 5,814,713
EXPENDITURES					
ACVB/City					
Alpharetta Convention & Visitors Bureau	\$ 3,353,817	\$ 3,959,958	\$ 2,919,042	\$ 2,953,125	\$ 2,406,250
City of Alpharetta (transfer-out)	2,874,701	3,394,250	2,502,036	2,531,250	2,062,500
<i>subtotal</i>	<i>\$ 6,228,518</i>	<i>\$ 7,354,207</i>	<i>\$ 5,421,079</i>	<i>\$ 5,484,375</i>	<i>\$ 4,468,750</i>
Facility					
Professional Svcs (Bond Admin)	\$ 6,525	\$ 6,440	\$ 5,500	\$ 6,000	\$ 6,000
Series 2016 Bonds (debt service)	779,963	979,963	975,963	1,311,963	1,339,963
Debt Service Reserve	-	-	-	1,017,394	-
Downtown Land Purchase	-	-	795,398		-
Alpharetta Arts Center	385,609	164,391	-		-
Wayfinding Signage	-	-	53,917		-
Equestrian Center Improvements	-	-	3,185	246,815	-
Wills Park Master Plan Imp.	-	-	147,577	702,424	-
<i>subtotal</i>	<i>\$ 1,172,096</i>	<i>\$ 1,150,794</i>	<i>\$ 1,981,540</i>	<i>\$ 3,284,596</i>	<i>\$ 1,345,963</i>
TOTAL	\$ 7,400,614	\$ 8,505,001	\$ 7,402,619	\$ 8,768,971	\$ 5,814,713
Authorized Personnel	-	-	-		-

DEBT SERVICE FUND SUMMARY

Debt Service Fund Summary

Overview

Pursuant to the Governmental Accounting Standards Board's Codification, Section 1300.107, debt service funds are used to account for the accumulation of resources for the payment of principal and interest on general long-term debt.

Trends

The FY 2022 Budget for the Debt Service Fund totals \$4,958,881 and funds the outstanding General Obligation Bonds (Series 2014, 2016, and 2020) set forth on the *Statement of Revenues, Expenditures, and changes in Fund Balance*.

The city refunded the Series 2012 General Obligation Bonds during fiscal year 2020 which resulted in a savings of over \$300,000 annually. The fiscal year 2022 budget reflects the debt service savings.

The primary funding source for general obligation debt is property taxes. The portion of the millage rate funding debt service is estimated to remain at 0.815 mills in FY 2022.

DEBT SERVICE FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Personnel

Debt Service Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Property Taxes					
Current Year	\$ 5,099,934	\$ 5,514,354	\$ 5,564,390	\$ 4,953,000	\$ 4,720,000
Delinquent	94,326	34,313	95,378	-	17,000
Penalties/Interest	4,994	6,286	5,479	-	3,000
Motor Vehicle	39,890	28,952	20,145	-	12,000
Investment Earnings	20,456	79,535	81,590	-	13,000
Other					
Miscellaneous	-	452	457	-	-
Refunding Bond Proceeds	-	-	17,775,000	-	-
Premium on Bond Proceeds	-	-	5,501,675	-	-
Fund Balance	-	-	-	648,199	193,881
TOTAL	\$ 5,259,600	\$ 5,663,892	\$ 29,044,114	\$ 5,601,199	\$ 4,958,881
EXPENDITURES					
Maintenance & Operations:					
Professional Services	\$ 3,300	\$ 3,927	\$ 5,225	\$ 15,860	\$ 16,000
<i>subtotal</i>	<i>\$ 3,300</i>	<i>\$ 3,927</i>	<i>\$ 5,225</i>	<i>\$ 15,860</i>	<i>\$ 16,000</i>
Debt Service					
General Obligation Bonds					
Series 2012	\$ 1,483,900	\$ 1,478,498	\$ 1,485,350	\$ -	\$ -
Series 2014 (refunding)	1,935,477	1,933,622	1,930,948	1,927,455	1,918,143
Series 2016	1,930,788	1,930,788	1,929,788	1,927,188	1,923,988
Series 2020 (debt issuance costs)	-	-	381,757	-	-
Series 2020 (refunding)	-	-	23,886,801	1,082,497	1,100,750
Development Authority					
Series 2009 (refunding)	124,493	125,153	-	-	-
Capital Lease (Interest)	-	-	-	-	-
<i>subtotal</i>	<i>\$ 5,474,657</i>	<i>\$ 5,468,060</i>	<i>\$ 29,614,644</i>	<i>\$ 4,937,140</i>	<i>\$ 4,942,881</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 648,199	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 648,199</i>	<i>\$ -</i>
TOTAL	\$ 5,477,957	\$ 5,471,987	\$ 29,619,869	\$ 5,601,199	\$ 4,958,881
Authorized Personnel	-	-	-	-	-

ENTERPRISE FUND SUMMARY

Enterprise Fund Summary

Overview

The *Enterprise Fund Summary* section is intended to provide readers with an overall understanding of the fiscal year 2022 budget for the city's Solid Waste Fund.

Enterprise Funds are used to account for business-type activities whose operations are primarily funded by customer fees. The enterprise fund utilizes the accrual basis of budgeting and accounting.

The following schedules are set forth by Fund and provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Revenues, Expenditures, and changes in Personnel**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2018-2020 (actuals) and 2021-2022 (budget). Revenues are presented by source and expenditures are presented by use.

ENTERPRISE FUND SUMMARY

Solid Waste Fund Summary

The Solid Waste Fund accounts for fees received from users of the city's residential solid waste program (i.e. garbage, yard waste, and recycling collection including glass). Services are provided on a user charge basis and managed through a contract with a private operator. The Finance Department manages the Solid Waste Program including billing, collection, and customer service functions. Commercial solid waste customers are authorized to contract for commercial solid waste collection and disposal services from any contractor that has obtained a solid waste collection permit from the city.

Trends

The FY 2022 Budget for the Solid Waste Fund totals \$5,595,116 and represents an increase of 19%, or \$898,255, compared to FY 2021. This growth is driven through rate increases by our private sanitation hauler due to a combination of market forces including the impact of the COVID-19 pandemic on trash volume.

The city's private waste hauler increased rates by 25% effective April 1, 2021. To offset this increase, the city is utilizing reserves within the Solid Waste Fund (\$750,000 for FY 2022) to cover most of the rate growth with the balance coming through an increase in sanitation fees to our customers. As a parallel process to these rate adjustments, the city is in the process of formulating an RFP for private sanitation hauler services to ensure continued excellent service to our customers at a competitive price.

The Personnel Services category was relatively flat with FY 2021 due to departmental turnover and varying salary/benefit elections.

Authorized personnel total 1.0 FTE and represent the following:

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Variance
Customer Account Representative	1.0	1.0	1.0	1.0	1.0	-
	1.0	1.0	1.0	1.0	1.0	-

The Maintenance and Operations category increased 24%, or \$1,068,694, due primarily to the private sanitation hauler rate adjustments previously discussed.

ENTERPRISE FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Personnel

Solid Waste Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Licenses and Permits					
Penalties and Interest	\$ 50	\$ -	\$ 69	\$ -	\$ -
Charges for Services:					
Collection Fees	3,777,854	4,122,679	4,152,563	4,415,000	4,775,000
Commercial Hauler Fees	27,189	32,465	21,592	25,000	25,000
Penalties and Interest	45,199	31,757	31,267	30,000	30,000
Other	1,571	1,213	2,312	1,575	1,575
Investment Earnings	19,817	59,238	52,629	22,763	13,541
Other					
Miscellaneous	(56)	4	-	-	-
Fund Balance	-	-	-	202,523	750,000
TOTAL	\$ 3,871,624	\$ 4,247,356	\$ 4,260,432	\$ 4,696,861	\$ 5,595,116
EXPENDITURES					
Personnel Services:					
Salaries	\$ 38,117	\$ 32,152	\$ 39,645	\$ 42,217	\$ 43,573
Overtime	-	2,472	156	2,638	390
Group Insurance	26,139	21,680	19,648	20,418	20,858
FICA	2,624	2,352	2,981	3,407	3,331
Pension (401A Cont./Match)	3,377	3,369	4,659	4,996	5,186
Miscellaneous	1,085	1,954	2,149	2,170	2,102
<i>subtotal</i>	\$ 71,341	\$ 63,979	\$ 69,238	\$ 75,846	\$ 75,440
Maintenance & Operations:					
Professional Services (Haulers)	\$ 3,659,933	\$ 4,102,010	\$ 4,192,244	\$ 4,385,990	\$ 5,453,500
Miscellaneous	87,370	60,966	58,020	64,992	66,176
<i>subtotal</i>	\$ 3,747,302	\$ 4,162,976	\$ 4,250,264	\$ 4,450,982	\$ 5,519,676
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 170,033	\$ -
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 170,033	\$ -
TOTAL	\$ 3,818,643	\$ 4,226,955	\$ 4,319,502	\$ 4,696,861	\$ 5,595,116
Authorized Personnel					
	1.0	1.0	1.0	1.0	1.0

INTERNAL SERVICE FUND SUMMARIES

Internal Service Fund Summaries

Overview

The *Internal Service Fund Summaries* section is intended to provide readers with an overall understanding of the respective fiscal year 2022 budgets for the city's Internal Service Funds.

Internal Service Funds are used to accumulate and allocate costs internally among the city's various functions and utilizes the accrual basis of budgeting and accounting.

The following schedules provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Revenues, Expenditures, and changes in Personnel**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2018-2020 (actuals) and 2021-2022 (budget). Revenues are presented by source and expenditures are presented by use.

INTERNAL SERVICE FUND SUMMARIES

Risk Management Fund Summary

The Risk Management Fund accounts for expenses related to providing and administering the general liability, automotive liability, workers' compensation and property insurance coverage for the city. Funding is provided through an (approximate) 2% charge per employee (based on salary) for workers compensation coupled with funding from the General Fund for insurance premiums. The Finance Department manages the Risk Management Program including all workers compensation, general liability, and other insurance claims.

Trends

The FY 2022 Budget for the Risk Management Fund totals \$1,610,172 and represents a decrease of -40%, or -\$1,061,071, compared to FY 2021. The main driver of this variance is the non-allocated reserve (i.e. available fund balance) budgeted in FY 2021¹⁰. After adjusting for the non-allocated reserve, the true operational budget growth is flat with 2021.

¹⁰ Annually after the year-end accrual period (i.e. September), the city carries-forward available fund balance and places in a Non-Allocated Reserve account. The purpose is to provide elected officials, city staff, citizens, and stakeholders with a transparent view of the funding available for future initiatives. The carry-forward for FY 2021 will occur subsequent to adoption of the budget.

INTERNAL SERVICE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Risk Management Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Charges for Services:					
Risk Management Allocations	\$ 1,335,000	\$ 1,446,500	\$ 1,499,800	\$ 793,361	\$ 830,149
Insurance Premium Funding	-	-	-	720,250	779,750
Investment Earnings	9,247	28,736	31,873	12,639	273
Other					
Insurance Proceeds	56,175	14,573	52,528	-	-
Fund Balance	-	-	-	1,144,813	-
TOTAL	\$ 1,400,421	\$ 1,489,809	\$ 1,584,201	\$ 2,671,063	\$ 1,610,172
EXPENDITURES					
Maintenance & Operations:					
Professional Services	\$ 131,408	\$ 108,241	\$ 106,003	\$ 125,000	\$ 118,000
Insurance Premiums					
Vehicle	159,588	163,093	165,625	180,432	187,000
Property/Equipment	92,197	87,694	105,652	120,976	125,000
Fine Art	-	2,500	3,201	3,201	4,000
General Liability	56,626	57,952	55,354	65,324	70,000
Law Enforcement Liability	85,194	86,283	86,313	86,256	90,500
Public Entity Liability	58,077	62,733	73,360	73,360	76,500
Workers Comp Excess	103,609	105,684	100,398	110,642	114,000
Criminal Liability	3,386	3,386	3,386	3,386	4,000
Cyber Liability	6,394	6,805	30,202	32,823	35,750
Umbrella Liability	52,782	53,745	54,246	65,677	70,000
Medical Services (PS Custody)	40,155	2,475	319	10,000	5,322
Claims/Judgments	668,204	200,354	426,332	735,298	710,100
<i>subtotal</i>	\$ 1,457,620	\$ 940,944	\$ 1,210,390	\$ 1,612,375	\$ 1,610,172
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 1,058,868	\$ -
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 1,058,868	\$ -
TOTAL	\$ 1,457,620	\$ 940,944	\$ 1,210,390	\$ 2,671,243	\$ 1,610,172
Authorized Personnel	-	-	-		-

INTERNAL SERVICE FUND SUMMARIES

Medical Insurance Fund Summary

The Medical Insurance Fund accounts for activity under the City's Minimum Premium Plan (MPP) in accordance with Generally Accepted Accounting Principles.

Accounting rules dictate the creation of an Internal Service Fund to track activity under an MPP. As such, this fund does not represent new costs. Rather, it represents a flow of funds from the Operating Funds (e.g. employer/employee premiums) that does have the effect of grossing-up the totals as the appropriations are reflected in multiple Funds.

Under the MPP, the City and the medical insurer (CIGNA) agree that the City will be responsible for paying all claims up to an agreed-upon aggregate level, with the insurer responsible for the excess. The insurer will continue to process claims and administrative services. Through the MPP arrangement, the City can reduce premium taxes while maintaining coverage benefits. The MPP is still a fully insured medical plan.

Trends

The FY 2022 Budget totals \$8.7 million and represents premiums (employer and employee) and the associated expenditures (administration, claims, and reserves). The operating funds (e.g. General Fund, E911 Fund, DEA Fund, and Sanitation Fund) all include group insurance expenses that represent the city's costs.

INTERNAL SERVICE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Medical Insurance Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Charges for Services:					
Medical Insurance Premiums					
Employer Contribution	\$ 6,249,906	\$ 6,365,425	\$ 7,024,367	\$ 7,700,000	\$ 7,930,000
Employee Contribution	749,815	760,710	616,248	785,000	810,000
Investment Earnings	119	151	1,048		-
Other					
Fund Balance	-	-		2,449	-
TOTAL	\$ 6,999,839	\$ 7,126,286	\$ 7,641,662	\$ 8,487,449	\$ 8,740,000
EXPENDITURES					
Maintenance & Operations:					
Medical Premiums	\$ 1,506,906	\$ 1,631,686	\$ 1,742,464	\$ 1,800,000	\$ 1,855,000
Medical Claims	5,257,053	5,458,174	5,633,235	6,685,000	6,885,000
<i>subtotal</i>	<i>\$ 6,763,958</i>	<i>\$ 7,089,860</i>	<i>\$ 7,375,700</i>	<i>\$ 8,485,000</i>	<i>\$ 8,740,000</i>
Other					
Transfer to OPEB Fund	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ 1,500,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 2,449	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 2,449</i>	<i>\$ -</i>
TOTAL	\$ 6,763,958	\$ 8,589,860	\$ 7,375,700	\$ 8,487,449	\$ 8,740,000
Authorized Personnel	-	-	-		-

FIDUCIARY FUND SUMMARIES

Fiduciary Fund Summaries

Overview

The *Fiduciary Fund Summaries* section is intended to provide readers with an overall understanding of the respective fiscal year 2022 budgets for the Other Post Employment Benefit (OPEB) Funds.

Fiduciary Funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds utilize the accrual basis of accounting.

The following schedules provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Revenues, Expenditures, and changes in Personnel**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2018-2020 (actuals) and 2021-2022 (budget). Revenues are presented by source and expenditures are presented by use.

FIDUCIARY FUND SUMMARIES

Other Post Employment Benefit (OPEB) Trust Fund Summary

The OPEB Health Fund represents activity associated the other post-employment benefit plan (OPEB). Eligible retirees are offered the same health and prescription drug coverage as active employees. Each fiscal year, the city determines the Plan benefits and premium rate for participants (active and retirees). However, unlike active employees, retirees pay 100% of the blended premium afforded to the city. Therefore, as the retiree makes the full premium payment, the city's only exposure is the accounting treatment of this implicit rate subsidy caused by the difference in the blended rate offered to the retiree and his/her actual age adjusted premium. Coverage expires at age 65. OPEB related funding for FY 2022 totals \$22,474.

Statement of Revenues, Expenditures, and changes in Personnel

OPEB Health Benefit Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Investment Earnings	\$ 16,391	\$ 39,750	\$ 29,985	\$ 10,000	\$ 9,874
Other					
OPEB Health Benefit Funding					
Employer Contribution	85,200	85,000	68,015	76,589	12,600
Employee Contribution	-	-	-	-	-
Fund Balance	-	-	-	68,048	-
TOTAL	\$ 101,591	\$ 124,750	\$ 98,000	\$ 154,637	\$ 22,474
EXPENDITURES					
Maintenance & Operations:					
OPEB Health Benefit	\$ 7,686	\$ 9,094	\$ 21,875	\$ 76,589	\$ 12,474
Miscellaneous	-	5,737	8,076	10,000	10,000
<i>subtotal</i>	<i>\$ 7,686</i>	<i>\$ 14,831</i>	<i>\$ 29,951</i>	<i>\$ 86,589</i>	<i>\$ 22,474</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 68,048	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 68,048</i>	<i>\$ -</i>
TOTAL	\$ 7,686	\$ 14,831	\$ 29,951	\$ 154,637	\$ 22,474
Authorized Personnel	-	-	-		-

FIDUCIARY FUND SUMMARIES

Other Post Employment Benefit (OPEB) Reimbursement Fund Summary

Starting with Fiscal Year 2019, the city implemented a new post-employment healthcare benefit to assist our employees in funding one of their primary cost drivers during retirement, healthcare.

Costs for this benefit approximate 2% of payroll (\$590,928 citywide for FY 2022). This benefit will require a minimum 15-year vesting (maximum benefit achieved at 25-years¹¹) which will further assist in not only recruitment, but also retention of our most valuable assets, our employee.

Statement of Revenues, Expenditures, and changes in Personnel

OPEB Health Reimbursement Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended Budget	FY 2022 Recommended Budget
REVENUES					
Investment Earnings	\$ -	\$ 48,386	\$ 53,648	\$ 19,000	\$ 19,025
Other					
OPEB Health Reimbursement Funding					
Employer Contribution	-	550,000	575,000	574,502	590,928
Transfer-In					
Medical Insurance Fund	-	1,500,000	-	-	-
Fund Balance	-	-	-	2,703,531	-
TOTAL	\$ -	\$ 2,098,386	\$ 628,648	\$ 3,297,033	\$ 609,953
EXPENDITURES					
Maintenance & Operations:					
OPEB Reimbursement Benefit	\$ -	\$ -	\$ -	\$ 574,502	\$ 590,953
Miscellaneous	-	8,538	14,964	19,000	19,000
<i>subtotal</i>	<i>\$ -</i>	<i>\$ 8,538</i>	<i>\$ 14,964</i>	<i>\$ 593,502</i>	<i>\$ 609,953</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 2,703,531	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 2,703,531</i>	<i>\$ -</i>
TOTAL	\$ -	\$ 8,538	\$ 14,964	\$ 3,297,033	\$ 609,953
Authorized Personnel	-	-	-		-

¹¹ Credited years-of-service for current employees will count towards vesting (subject to a maximum of 15-years).

APPENDIX

Appendix

Alpharetta Convention & Visitors Bureau (ACVB)

The ACVB, while a separate legal entity from the city, is funded through a portion of the city's hotel/motel tax (as detailed within the Hotel/Motel Fund budget). As a component of our operational relationship, the city reports on certain economic activities of the ACVB such as the annual adopted budget. This section is provided for informational purposes only.

- **Vision Statement**

To positively impact the economic life of Alpharetta.

- **ACVB Mission Statement**

To position the city of Alpharetta as a regionally, nationally and globally recognized premier tourism destination by developing quality programs and facilities to attract overnight visitors.

- **How We Are Funded**

Alpharetta's 29 hotels collect an 8 percent hotel occupancy tax from their visitors and pay it to the city on a monthly basis. The city keeps 37.5% of the tax to spend on enhancements for its citizens, 18.75% is given to the conference center (facility portion of the tax) and 43.75% is distributed to the ACVB to market and promote the city of Alpharetta.

- **What We Do**

The ACVB uses innovative and targeted marketing strategies, along with aggressive sales efforts, to attract overnight visitors to the city. We do this in three key areas:

- Increasing the awareness and identity of Alpharetta as a destination for the leisure and individual traveler and raising awareness of the economic importance of the visitor industry to Alpharetta by placing advertisements, writing press releases, utilizing social media and maintaining a technologically advanced website;
- Employing a variety of sales strategies to increase the number of group room nights booked in Alpharetta's 29 hotels through attendance at tradeshow, association meetings and conferences as well as sales calls and site visits with event organizers; and
- Providing leadership for the visitor industry, coordinating activities, encouraging marketing activities and partnerships, and projecting an appealing image on behalf of the city of Alpharetta.

APPENDIX

Alpharetta Convention & Visitors Bureau Fiscal Year 2022 Adopted Budget

Occupancy Tax Revenues	\$ 2,406,250
Interest Income	1,600
Accumulated Surplus	500,000
TOTAL REVENUE	\$ 2,907,850
Salary & Benefits	\$ 1,195,318
Accounting & Legal Fees	15,000
Advertising	
<i>Georgia/Metro Atlanta Ads</i>	129,500
<i>National/Regional Ads</i>	126,780
Business License	400
Computer Equipment	4,200
Business Development	
Ameris Bank Amphitheatre	128,000
Conference Center	500,000
Computer Software/Maintenance	67,000
Research	9,120
Contingency Fund	165,441
Insurance	4,600
Meeting Expenses	44,300
Membership Dues	40,856
Subscriptions	650
Office Equipment/Leases	9,640
Office Rent (utilities, cleaning, security)	99,318
Office Supplies/Furniture	16,500
Postage/Shipping	7,600
Premiums/Gifts	10,000
Printing/Production	62,000
Taxes/Leased Equipment	1,200
Public Relations	50,000
Sponsorships/Bid Fees	140,700
Telephone/ISP	24,252
Tradeshows/Conference/Professional Development	55,175
Staff Development	300
TOTAL EXPENSES	\$ 2,907,850



AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA, TO FIX THE AD VALOREM TAX RATE OF THE CITY OF ALPHARETTA, GEORGIA FOR THE FISCAL YEAR COMMENCING JULY 1, 2021, AND ENDING JUNE 30, 2022; AND FOR OTHER PURPOSES.

BE IT ORDAINED by the Mayor and City Council of the City of Alpharetta, Georgia as follows:

SECTION I: The ad valorem tax rate for the City of Alpharetta, Georgia for the 2021 calendar year, on property subject to ad valorem taxation by the City is hereby fixed at \$5.750 on forty percent (40%) of each \$1,000.00 of property subject to ad valorem tax by the City.

SECTION II: Said rate of \$5.750 on forty percent (40%) of each \$1,000.00 of taxable property is hereby levied as follows:

(a) For General Government purposes \$4.935 on forty percent (40%) of each \$1,000.00 of taxable property.

(b) For the purpose of retiring outstanding General Obligation bonds, \$0.815 on forty percent (40%) of each \$1,000.00 of taxable property.

SECTION III: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

ADOPTED AND APPROVED this ____ day of _____, 2021.

CITY OF ALPHARETTA, GEORGIA

By: _____
Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

(SEAL)

Attest:

City Clerk



City Council Meeting STAFF REPORT

Submitting Department: Legal
Submitted By: Sam Thomas
Sponsored By:
Meeting Date: June 21, 2021

- I. AGENDA ITEM TITLE:** ORDINANCE: AMENDING CHAPTER 4 (ALCOHOLIC BEVERAGES) OF THE CITY CODE TO ELIMINATE ANY CONFLICT BETWEEN THE CITY CHARTER AND SECTION 4.9 (E) REGARDING QUALIFICATION OF THOSE SEEKING ELECTIVE OFFICE (1ST READING)
- II. RECOMMENDATION:**
Please approve an ordinance to amend Chapter 4 (Alcoholic Beverages) of the City Code to eliminate any conflict between the City Charter and Section 4.9 (e) regarding qualification of those seeking elective office; to provide for an effective date; to repeal conflicting ordinances; and for other purposes.
- III. REPORT IN BRIEF:**
Please reference the attached ordinance.
- IV. ALTERNATIVES:**
N/A
- V. ATTACHMENTS:**
ORDINANCE AMENDING CHAPTER 4 (ALCOHOLIC BEVERAGES) OF CODE - ELIMINATE CONFLICT RE QUALIFICATION OF THOSE SEEKING ELEC(4214631.1)

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA TO AMEND CHAPTER 4 (ALCOHOLIC BEVERAGES) OF THE CODE OF THE CITY OF ALPHARETTA, GEORGIA; TO ELIMINATE ANY CONFLICT BETWEEN THE CITY CHARTER AND SEC. 4.9(E) REGARDING QUALIFICATION OF THOSE SEEKING ELECTIVE OFFICE; TO PROVIDE FOR AN EFFECTIVE DATE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES

WHEREAS, Chapter 4 (Alcoholic Beverages) of The Code of the City of Alpharetta, Georgia (the "Code") provides regulations governing the sale of alcoholic beverages within the City; and

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

WHEREAS, the City Council has determined that it is appropriate from time to time to modify alcoholic regulations to comport with current conditions; and

WHEREAS, the City Council desires to amend Chapter 4 (Alcoholic Beverages) of the Code, specifically Sec. 4-9(e), in order to eliminate a conflict between the City Charter regarding qualification of those seeking elective office.

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

Section 1. Chapter 4 of the Code is hereby amended by deleting Section 4-9(e) and substituting in lieu thereof a revised Section 4-9(e) as follows:

"Sec. 4-9. Licensing Qualifications.

(e) No license for the sale of alcoholic beverages shall be granted to any person who is a city employee or appointed city official, or who is a spouse or minor child of a city employee or appointed city official. It shall be unlawful for such person to have a financial interest in any such city license, or in any establishment licensed under the provisions of this chapter."

Section 2. It is the intention of the City Council and it is hereby ordained by the authority of the City Council that the provisions of this Ordinance shall become and be made a part of The Code of the City of Alpharetta, Georgia, and the codifier is authorized to make the specified deletions, insertions, additions, and to insert headings, article numbers and section numbers as and where appropriate.

Section 3. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. If any section, subsection, provisions, or clause of any part of this Ordinance shall be declared invalid or unconstitutional, or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent of the City Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

Section 5. This Ordinance shall become effective immediately upon adoption.

ADOPTED this _____ day of _____, 2021.

CITY OF ALPHARETTA, GEORGIA

By: _____
Jim Gilvin, Mayor

Approved as to form and
legal sufficiency:

COUNCILMEMBERS

C. Sam Thomas, City Attorney Jason Binder

Ben Burnett

(SEAL)

John Hipes

Attest:

Dan Merkel

City Clerk

First Reading: _____
Donald Mitchell

Second Reading: _____

Adopted: _____
Karen Richard



City Council Meeting STAFF REPORT

Submitting Department: Council
Submitted By: Sam Thomas
Sponsored By: CM Merkel & CM Hipes
Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: ORDINANCE: AMENDING CHAPTER 4 (ALCOHOLIC BEVERAGES) OF THE CITY CODE TO ADD A NON-CONFORMING PREMISES PROVISION (1ST READING)
SPONSORED BY: COUNCIL MEMBERS MERKEL & HIPES

II. RECOMMENDATION:

Please approve an ordinance to amend Chapter 4 (Alcoholic Beverages) of the City Code to add a non-conforming premises provision; to provide for an effective date; to repeal conflicting ordinances; and for other purposes.

III. REPORT IN BRIEF:

Please reference the attached ordinance.

IV. ALTERNATIVES:

N/A

V. ATTACHMENTS:

ORDINANCE AMENDING CHAPTER 4 (ALCOHOLIC BEVERAGES) OF CODE - NON-CONFORMING PREMISES(4214630.1)

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA TO AMEND CHAPTER 4 (ALCOHOLIC BEVERAGES) OF THE CODE OF THE CITY OF ALPHARETTA, GEORGIA; TO ADD A NON-CONFORMING PREMISES PROVISION; TO PROVIDE FOR AN EFFECTIVE DATE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES

WHEREAS, Chapter 4 (Alcoholic Beverages) of The Code of the City of Alpharetta, Georgia (the "Code") provides regulations governing the sale of alcoholic beverages within the City; and

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

WHEREAS, the City Council has determined that it is appropriate from time to time to modify alcoholic regulations to comport with current conditions; and

WHEREAS, the City Council desires to amend Chapter 4 (Alcoholic Beverages) of the Code, specifically Section 4-17, to add a non-conforming premises provision.

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

Section 1. Chapter 4 of the Code is hereby amended by adding a new subsection (f) to Section 4-17 as follows:

"(f) To the extent not otherwise prohibited by O.C.G.A. § 3-3-21 or other state law, the operator of a premises shall not be ineligible to receive, maintain or renew a license due solely to the premises' noncompliance with the distance requirements set forth in Section 4-17(a) if a duly licensed and operating licensee has been, continually and without interruption, engaged in the sale or offer for sale of alcoholic beverages on the premises for a period of at least six (6) months predating any use or activity described in Section 4-17(a). Notwithstanding the foregoing, nothing contained in this subsection or elsewhere in this Chapter shall be construed or interpreted to affect the status of a license under this Chapter 4 as a mere grant or privilege to carry on the business during the terms of the license subject to all terms and conditions imposed by the city ordinances and state law."

Section 2. It is the intention of the City Council and it is hereby ordained by the authority of the City Council that the provisions of this Ordinance shall become and be made a part of The Code of the City of Alpharetta, Georgia, and the codifier is authorized to make the specified deletions, insertions, additions,

and to insert headings, article numbers and section numbers as and where appropriate.

Section 3. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. If any section, subsection, provisions, or clause of any part of this Ordinance shall be declared invalid or unconstitutional, or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent of the City Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

Section 5. This Ordinance shall become effective immediately upon adoption.

ADOPTED this _____ day of _____, 2021.

CITY OF ALPHARETTA, GEORGIA

By: _____
Jim Gilvin, Mayor

Approved as to form and
legal sufficiency:

COUNCILMEMBERS

C. Sam Thomas, City Attorney

Jason Binder

Ben Burnett

(SEAL)

John Hipes

Attest:

Dan Merkel

City Clerk

First Reading: _____
Donald Mitchell

Second Reading: _____

Adopted: _____ Karen Richard
4214630



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By: Bob Regus

Sponsored By:

Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: CONSIDERATION OF A PROJECT LIST FOR THE PARKS BOND REFERENDUM

II. RECOMMENDATION:

Please approve the recommended parks bond referendum project list and authorize the Mayor to execute all necessary documents.

III. REPORT IN BRIEF:

The City of Alpharetta's Mayor and Council have been discussing the potential for a referendum to be placed on this November's ballot in order to ask the voters of Alpharetta if the City should take out a \$29.5 million general obligation bond to fund a variety of public parks projects. If the 2021 Parks Bond Referendum is approved by the voters, the bond funds would be used for the attached list of projects.

Prior to approving the ordinance calling for this referendum, City Council will need to vote to approve the attached list of projects.

IV. ALTERNATIVES:

V. ATTACHMENTS:

Possible Bond Referendum Items Updated June 15, 2021, Proposed Project Overviews, AlphaLoop North Point Gateway Park Concept, AlphaLoop North Point - River of Trees

Possible Bond Referendum Items

updated 6/15/2021

1. Wills Park Equestrian Renovation build out (50% match)	5,000,000
2. Turf Webb Bridge Large Soccer Field	1,000,000
3. Will Park Master Plan projects	6,000,000
4. Union Hill Park re-development/trailhead	3,250,000
5. Mid Broadwell Park build out	500,000
6. Old Rucker Park design & build out	3,000,000
7. Farmhouse Park design & build out	2,000,000
8. Waters Road Park design & build out	750,000
9. Alpha Loop	8,000,000
	\$29,500,000

PROPOSED PROJECT OVERVIEWS

Wills Park Equestrian Renovation build out (50% match)

Replace all the existing barns on site with new horse barns for a total of 380; renovate the three existing arenas to include drainage and erosion control, new footings, new fencing and new lighting; improve drainage and stormwater management; and improve access to the barns and to the arenas.

Turf Webb Bridge Large Soccer Field

Resurface the upper soccer field at Webb Bridge Park, replacing the existing natural grass with artificial turf.

Will Park Master Plan Projects

Complete renovation of the Wacky World Playground, create additional parking, improve the disc golf course, completely rebuild the Waggy World Dog Park, and creating a family gathering spot near the pool facility.

Union Hill Park Redevelopment/Trailhead

The project as proposed includes the creation, with public input, of a design plan and redevelopment of the land for use as a park space that better meets the needs of Alpharetta residents.

Mid Broadwell Park Buildout

Construction of restrooms, trails/sidewalks, and parking and the outfitting of the park with basic amenities such as trashcans and benches.

Old Rucker Park Design & Buildout

The proposed project involves the design of the remaining 7.5 acres and the construction and installation of the trails, restrooms, and amenities necessary for the property to be a functional passive park space.

Farmhouse Park Design & Buildout

Creation of conceptual and engineered plans for the creation of a park at the Farmhouse Site and buildout of initial access trails.

Waters Road Park Design & Buildout

The project as proposed includes the creation, with public input, of a design plan and the initial phase of development of the land for use as a passive park space.

Alpha Loop

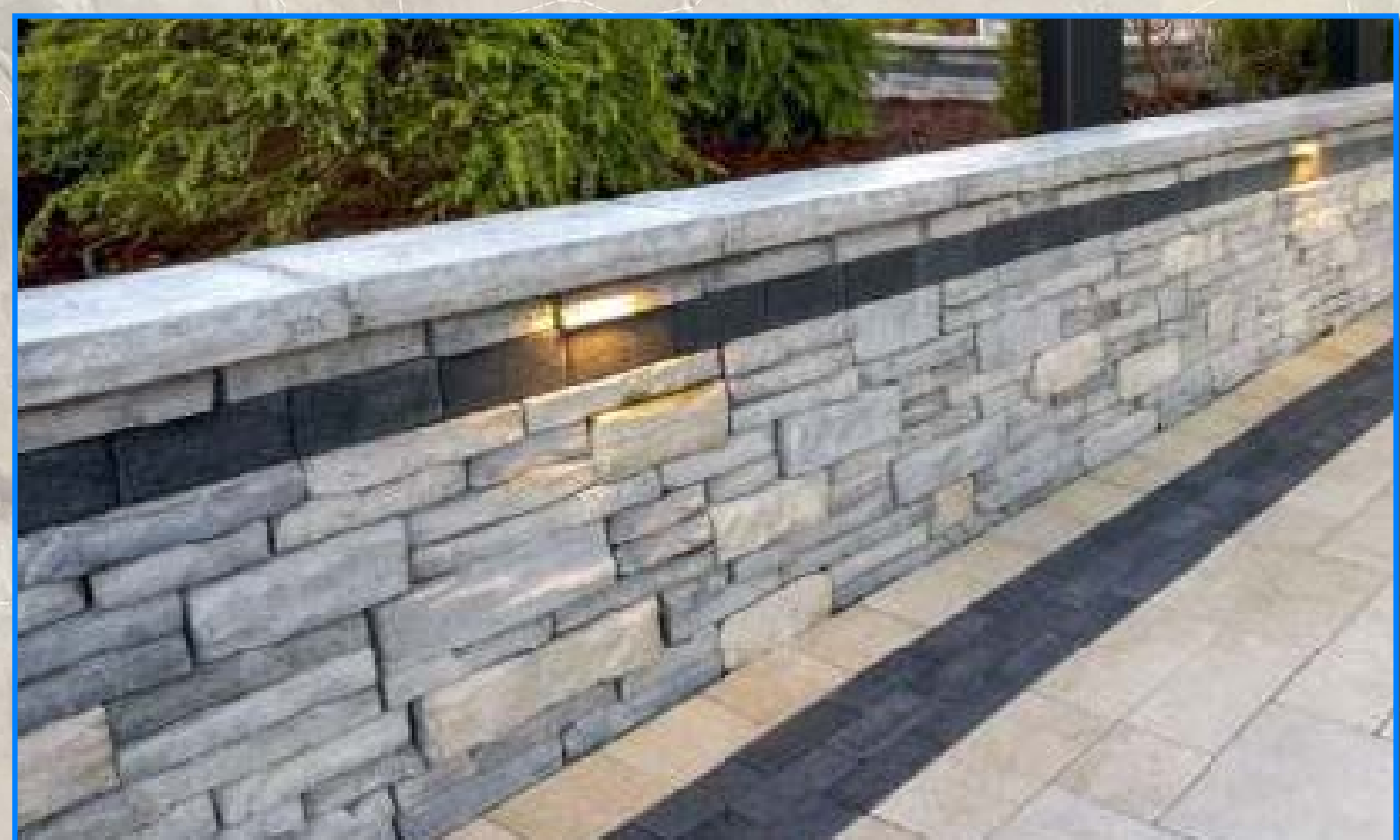
As proposed, these funds would be allocated for the creation of conceptual and engineered design plans, acquisition of rights-of-way and other property, construction, and/or other accoutrements associated with various segments of the AlphaLoop, and affiliated greenways, trails and connections.



A Bench



B Tree Bosque



C Flagstone Retaining Wall



D Garden Terrace

DISCLAIMER: CONCEPTUAL ONLY, SUBJECT TO CHANGE BASED ON FURTHER DESIGN, ENGINEERING AND COST ESTIMATING.



E Bollards



F Forest Floor Enhancement

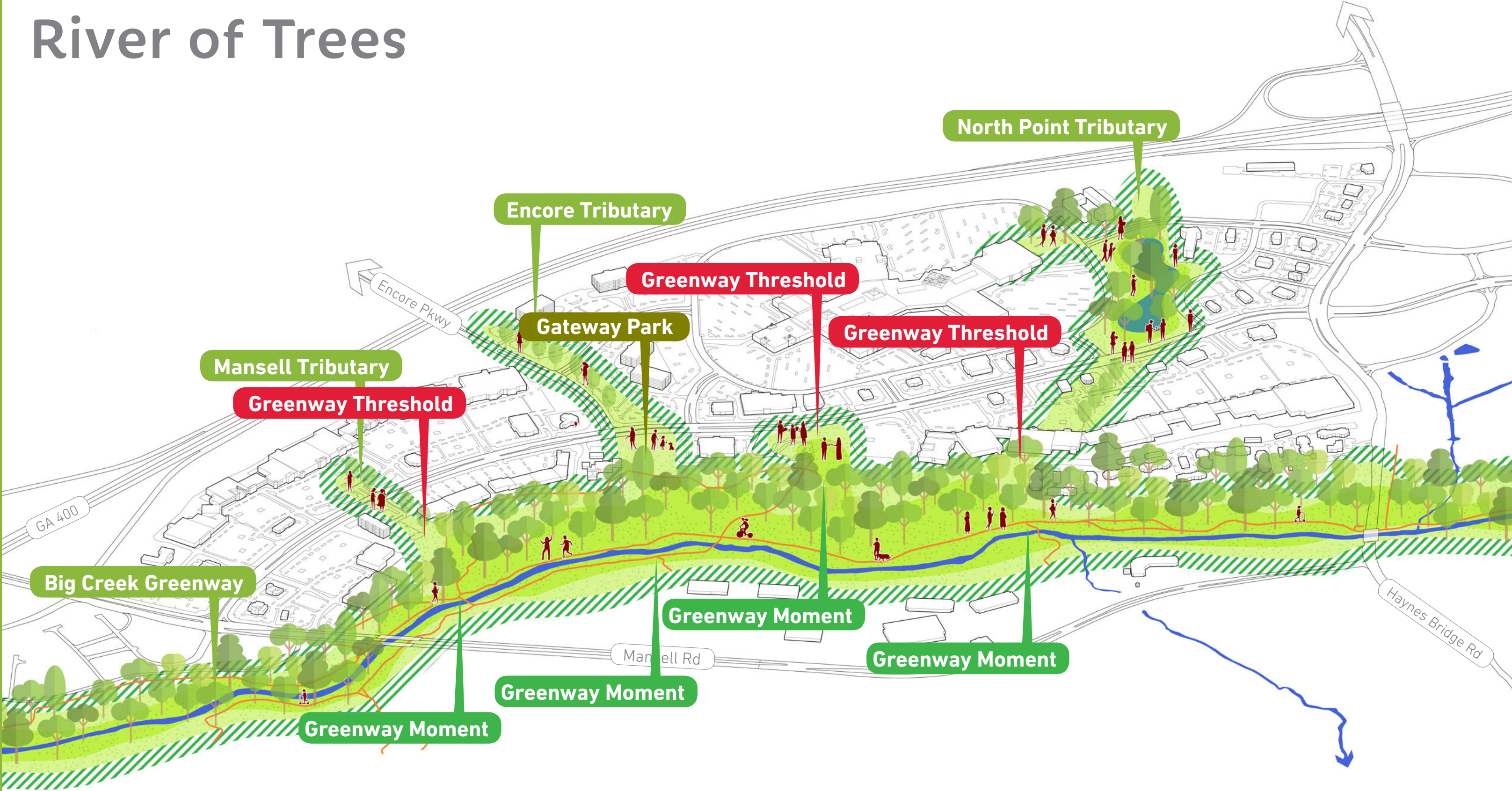


G Overlook



H PermaTrak on Helical Pile Foundation

River of Trees





City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By: Sam Thomas

Sponsored By:

Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: ORDINANCE: CALLING OF AN ELECTION TO DETERMINE THE ISSUANCE OR NON-ISSUANCE OF CITY OF ALPHARETTA GENERAL OBLIGATION BONDS IN THE PRINCIPAL AMOUNT OF \$29,500,000 **(1ST READING)**

AN ORDINANCE TO REGULATE AND PROVIDE FOR THE CALLING OF AN ELECTION TO DETERMINE THE ISSUANCE OR NON-ISSUANCE OF CITY OF ALPHARETTA GENERAL OBLIGATION BONDS, IN THE PRINCIPAL AMOUNT OF \$29,500,000.00; TO PROVIDE FOR THE DATE, MAXIMUM RATE OF INTEREST AND SCHEDULE OF MATURITIES THAT SAID BONDS SHALL BEAR; TO PROVIDE FOR THE LEVY AND COLLECTION OF TAXES TO SERVICE SAID BONDED INDEBTEDNESS; AND FOR OTHER PURPOSES

II. RECOMMENDATION:

Please approve an ordinance to regulate and provide for the calling of an election to determine the issuance or non-issuance of general obligation bonds in the amount of \$29,500,000 for the purpose of acquisition, construction and renovations for parks, recreation and cultural facilities, multi-use paths, sidewalks and greenways.

III. REPORT IN BRIEF:

The City of Alpharetta's Mayor and Council has determined it to be in the best interests of the citizens of the City to incur bonded indebtedness in the aggregate principal amount of \$29,500,000.00 for the following purposes: (1) acquisition, construction, and renovations for parks, recreation and cultural facilities, multi-use paths, sidewalks and greenways; and (2) paying the costs and expenses related to such bonded indebtedness. The City will provide Alpharetta voters the opportunity to vote for or against the issuance of the bonds by placing this question on the ballot for the November 2, 2021 Election.

IV. ALTERNATIVES:

V. ATTACHMENTS:

Ordinance Calling for Election - 2021 Parks and Recreation Bonds(4182177.1)

AN ORDINANCE TO REGULATE AND PROVIDE FOR THE CALLING OF AN
ELECTION TO DETERMINE THE ISSUANCE OR NON-ISSUANCE OF CITY OF
ALPHARETTA GENERAL OBLIGATION BONDS, IN THE PRINCIPAL AMOUNT OF
\$29,500,000.00; TO PROVIDE FOR THE DATE, MAXIMUM RATE OF INTEREST AND
SCHEDULE OF MATURITIES THAT SAID BONDS SHALL BEAR; TO PROVIDE FOR
THE LEVY AND COLLECTION OF TAXES TO SERVICE SAID BONDED
INDEBTEDNESS; AND FOR OTHER PURPOSES

WHEREAS, the City of Alpharetta (sometimes hereinafter referred to as the “City”), a legally created and existing municipal corporation of the State of Georgia located in Fulton County, is authorized pursuant to Article IX, Section V, Paragraph I of the Constitution of the State of Georgia to incur bonded indebtedness with the assent of a majority of the qualified voters of the City voting in an election held for that purpose in the manner provided in Sections 36-82-1 through 36-82-28 of the Official Code of Georgia Annotated (1982 and 1987 Supp.) (the “Act”); and

WHEREAS, the Council of the City has determined it to be in the best interests of the citizens of the City to incur bonded indebtedness in the aggregate principal amount of \$29,500,000.00 for the following purposes: (1) acquisition, construction, and renovations for parks, recreation and cultural facilities, multi-use paths, sidewalks and greenways; and (2) paying the costs and expenses related to such bonded indebtedness; and

WHEREAS, pursuant to the Charter of the City, the Council is vested with the legislative authority of the government of the City, including the power to issue bonds for the purpose of raising funds to carry out any project authorized by the Charter or the laws of the State of Georgia and desires to afford the qualified voters of the City the opportunity to vote for or against the issuance of said bonds and further desires that the question be submitted for decision by the qualified voters of the City at a special election to be held for such purpose on November 2, 2021;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL, and IT IS HEREBY ORDAINED BY AUTHORITY OF THE COUNCIL, that there be, and there is hereby called to be held in the City of Alpharetta, Georgia, on the 2nd day of November, 2021, an election for the purpose of submitting to the qualified voters of the City the question of issuing City of Alpharetta General Obligation Bonds in the aggregate principal amount of \$29,500,000.00 for the purposes herein stated;

BE IT FURTHER ORDAINED BY THE AUTHORITY AFORESAID that the ballots to be used in said election shall have written or printed thereon substantially the language as described in Exhibit A hereto.

BE IT FURTHER ORDAINED BY THE AUTHORITY AFORESAID that the date of the election be and it is hereby set for November 2, 2021, and the regular polling places of the City, be opened at 7:00 A.M. and closed at 7:00 P.M., and the election be held in accordance with the election laws of the State of Georgia, and that the returns of said election be made to the

City, which shall, in the presence of and together with the poll managers, who shall bring up the returns, consolidate said returns and declare the result of said election in the manner required by law.

BE IT FURTHER ORDAINED BY THE AUTHORITY AFORESAID that the City Clerk be and is hereby authorized and instructed to publish the notice of said election in the newspaper in which sheriff's advertisements for Fulton County, Georgia are published for a space of thirty (30) days previous to said election and to publish the notice of said election in the newspaper of general circulation designated by previous ordinance of the Council once prior to said election, and the notice of election shall be in substantially the form attached hereto as Exhibit B.

BE IT FURTHER ORDAINED that the Fulton County Department of Registration and Elections shall conduct the election and is hereby appointed as the Elections Superintendent to perform all duties of the Election Superintendent; and

BE IT FURTHER ORDAINED that the Mayor and such other City officials as are necessary are authorized to enter into and execute on behalf of the City a contract with Fulton County for the conduct of the election; and

BE IT FURTHER ORDAINED that should any of the said bonds described above be authorized by the requisite number of qualified voters, the Council shall levy a tax upon all the property subject to taxation within the City sufficient in amount to pay the principal of and interest on said bonds at their respective maturities and the proceeds of said bonds shall be held by the City separate and apart from all other of its funds to accomplish the undertaking hereinabove set forth.

BE IT FURTHER ORDAINED that books for registration of voters in the aforementioned special election shall remain open until the close of business on October 4, 2021, and that any resident of the City who has not previously registered may do so prior to such date and time.

BE IT FURTHER ORDAINED that as required by O.C.G.A. Section 36-82-1(d), any brochures, listings or other advertisements issued by the City or by any other person, firm, corporation or association with the knowledge and consent of the City, shall be deemed to be a statement of intention of the City concerning the use of the proceeds of said bonds; and such statement of intention shall be binding on the City in the expenditure of any such funds or interest received from such funds which have been invested.

BE IT FURTHER ORDAINED that any and all resolutions or ordinances in conflict with this Ordinance this day passed be, the same hereby are, repealed.

[SIGNATURES ON FOLLOWING PAGE]

ADOPTED AND APPROVED for first reading on the 21st day of June, 2021 and second reading on the 28th day of June, 2021.

CITY OF ALPHARETTA, GEORGIA

By: _____
Jim Gilvin, Mayor

COUNCIL MEMBERS

Jason Binder

Ben Burnett

John Hipes

Dan Merkel

Donald Mitchell

Karen Richard

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Erin Cobb, City Clerk

C. Sam Thomas, City Attorney

Exhibit A

FORM OF BALLOT

___ YES ___ NO

“Shall General Obligation Bonds in the principal amount of \$29,500,000.00 be issued by the City of Alpharetta, Georgia for the purpose of providing funds to pay, or to be applied or contributed toward, the cost of providing for (1) acquisition, construction, and renovations for parks, recreation and cultural facilities, multi-use paths, sidewalks and greenways; and (2) paying the costs and expenses related to such bonded indebtedness?”

Exhibit B

FORM OF NOTICE OF ELECTION

Notice of Special City Bond Election

TO THE QUALIFIED VOTERS OF THE CITY OF ALPHARETTA, GEORGIA:

You are hereby notified that on the 2nd day of November, 2021, an election will be held in the City of Alpharetta, Georgia, at which election there will be submitted to the qualified voters thereof for their determination the question of whether or not certain general obligation bonds shall be authorized for issuance by the City as follows:

(1) \$29,500,000.00 of general obligation bonds (the “Parks and Recreation Bonds”) for the purpose of providing funds to pay, or to be applied or contributed toward, the cost of providing for (1) acquisition, construction, and renovations for parks, recreation and cultural facilities, multi-use paths, sidewalks and greenways; and (2) paying the costs and expenses related to such bonded indebtedness.

The Parks and Recreation Bonds shall be dated their date of delivery, shall be in the denomination of five thousand dollars (\$5,000.00) or an integral multiple thereof each, shall bear interest at a rate or rates not to exceed six percent (6.0%) per annum, and the principal of the Parks and Recreation Bonds shall mature in the years set forth below as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Year</u>	<u>Principal Amount</u>
2023	\$ 835,000.00	2035	1,210,000.00
2024	1,010,000.00	2036	1,235,000.00
2025	1,020,000.00	2037	1,265,000.00
2026	1,030,000.00	2038	1,300,000.00
2027	1,045,000.00	2039	1,335,000.00
2028	1,060,000.00	2040	1,370,000.00
2029	1,075,000.00	2041	1,405,000.00
2030	1,095,000.00	2042	1,445,000.00
2031	1,115,000.00	2043	1,480,000.00
2032	1,135,000.00	2044	1,525,000.00
2033	1,155,000.00	2045	1,565,000.00
2034	1,180,000.00	2046	1,610,000.00

The principal amount of and the interest on said bonds shall be payable in lawful money of the United States of America at a paying agent bank, which will

be designated by the City of Alpharetta prior to the issuance of said bonds. The bonds may be issued in one or more separate deliveries. At or before the time any bonded indebtedness is incurred on account of the bonds to be issued, the Council of the City of Alpharetta will provide for the levy and collection of an annual tax sufficient in amount to pay the principal of and interest on the bonds so issued and sold as the same become due and payable.

The ballots to be used at said election shall have written or printed thereon substantially the following:

___ YES ___ NO “Shall General Obligation Bonds in the principal amount of \$29,500,000.00 be issued by the City of Alpharetta, Georgia for the purpose of providing funds to pay, or to be applied or contributed toward, the cost of providing for (1) acquisition, construction, and renovations for parks, recreation and cultural facilities, multi-use paths, sidewalks and greenways; and (2) paying the costs and expenses related to such bonded indebtedness?”

The election shall be at the regular polling places of the City of Alpharetta, Georgia, and the polls will be open from 7:00 A.M. to 7:00 P.M., on the date fixed for the election.

Those residents qualified to vote at the election shall be determined in all respects in accordance with the election laws of the State of Georgia. Those residents who have not previously registered may do so at City Hall, any other Fulton County, Georgia registration office, or any other location and in any other manner authorized by law. Registration for this referendum will close at the close of business on October 4, 2021.

Any brochures, listings or other advertisements issued by the City of Alpharetta or by any other person, firm, corporation or association with the knowledge and consent of the City Council and Mayor of the City of Alpharetta, Georgia shall be deemed to be a statement of intention of the City of Alpharetta concerning the use of the proceeds of the bonds.

This Notice is given pursuant to an Ordinance of the Council of the City of Alpharetta, passed on the 21st and 28th days of June, 2021.

CITY OF ALPHARETTA

By: /s/ Jim Gilvin
Mayor

4182177



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By: Erin Cobb

Sponsored By:

Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: ORDINANCE: CALLING THE CITY OF ALPHARETTA GENERAL ELECTION (1ST READING)

AN ORDINANCE TO REGULATE AND PROVIDE FOR THE CALLING OF THE CITY OF ALPHARETTA GENERAL CITY ELECTION; TO PROVIDE FOR PUBLICATION AND NOTICE OF THE ELECTION; TO ESTABLISH A CANDIDATE QUALIFICATION PERIOD; TO REAFFIRM CANDIDATE QUALIFICATION FEES; TO ESTABLISH A VOTER REGISTRATION CUT-OFF DATE; AND FOR OTHER PURPOSES

II. RECOMMENDATION:

Staff is recommending that Council approve an ordinance to call the City of Alpharetta's 2021 General Election, provide publication of the election, establish the candidate qualification period and fees, and establish the voter registration cut-off date.

III. REPORT IN BRIEF:

The Georgia Election Code requires that when a municipality authorizes their County to conduct their election, the municipality shall by Ordinance, authorize such an action. This Ordinance serves to meet that statute requirement and in addition provides the following:

- 1.) Calls the Alpharetta General Election
- 2.) Provides Publication and Notice of the Alpharetta General Election
- 3.) Provides notification of the candidate qualification period and reaffirms the associated fees
- 4.) Provides notice of voter registration deadline for the Alpharetta General Election

IV. ALTERNATIVES:

V. ATTACHMENTS:

ORDINANCE REGULATING_PROVIDING FOR CALLING OF ELECTION - POSTS 1_2_3 - 11-02-2021(4183435.1)

**AN ORDINANCE TO REGULATE AND PROVIDE FOR THE CALLING OF
THE CITY OF ALPHARETTA GENERAL CITY ELECTION; TO PROVIDE FOR
PUBLICATION AND NOTICE OF THE ELECTION; TO ESTABLISH A CANDIDATE
QUALIFICATION PERIOD; TO REAFFIRM CANDIDATE QUALIFICATION FEES;
TO ESTABLISH A VOTER REGISTRATION CUT-OFF DATE;
AND FOR OTHER PURPOSES**

WHEREAS, pursuant to the Charter of the City of Alpharetta and the laws of the State of Georgia, the City of Alpharetta is required to hold a non-partisan general election on the 2nd day of November, 2021, to elect three (3) members of the City Council (Posts 1, 2, and 3) for a full four (4) year term each; and

WHEREAS, by this Ordinance the Council desires to call the election and to provide for a period of candidate qualification and voter registration;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL, AND IT IS HEREBY ORDAINED that a non-partisan general election is hereby called to be held in the City of Alpharetta, Georgia, on the 2nd day of November, 2021, to elect three (3) members of the City Council (Posts 1, 2, and 3) for a full four (4) year term each;

BE IT FURTHER ORDAINED that those residents who have not previously registered shall make application for registration no later than the close of business on October 4, 2021; and

BE IT FURTHER ORDAINED that those residents who wish to qualify as a candidate in the election shall file a notice of candidacy in the Office of the City Clerk no earlier than 8:30 A.M. on August 16, 2021 and no later than 5:00 P.M. on August 18, 2021, and that all candidates for election shall designate, at the time of qualifying, the post for which they are seeking election; and

BE IT FURTHER ORDAINED, as previously published by the City as required by law, the qualification fee for City Council shall be \$450.00; and

BE IT FURTHER ORDAINED that the City Clerk is hereby authorized and directed to publish a notice at least two (2) weeks prior to the opening of the qualifying period and once a week for not less than four (4) weeks immediately preceding the date of the election (and for such other dates as the Clerk or City Attorney may deem appropriate), in the Alpharetta-Roswell Herald, which notice shall contain the information required by applicable law; and

BE IT FURTHER ORDAINED that any and all ordinances or resolutions in conflict with this Ordinance are hereby repealed.

ADOPTED AND APPROVED this _____ day of _____, 2021.

CITY OF ALPHARETTA, GEORGIA

By: _____
Jim Gilvin, Mayor

COUNCIL MEMBERS

Mayor Pro Tem Mitchell

Council Member Burnett

Council Member Richard

Council Member Hipes

Council Member Binder

Council Member Merkel

(SEAL)

Attest:

Erin Cobb, City Clerk
4183435



City Council Meeting STAFF REPORT

Submitting Department: Public Works
Submitted By: Geoffrey Sarra
Sponsored By: N/A
Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: ALPHA LOOP DESIGN SERVICES - CHANGE ORDER #3

II. RECOMMENDATION:

Please approve Pond & Company's proposal for Change Order #3 to Purchase Order 18000123 for design revisions to the Alpha Loop in an amount not to exceed of \$48,944.00 and authorize the Mayor to execute all necessary documents.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

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

TOTAL PROJECT COST: \$48,944.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
Alphaloop (30141100-541420-C1712)	\$48,944.00

EXTERNAL FUNDING SOURCES:

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

IV. REPORT IN BRIEF:

On July 17, 2017, City Council approved Pond & Company's proposal for design of the Alpha Loop from Old Milton Parkway to Westside Parkway. This work was approved as part of the City's On-Call Park Planning services contract.

Change Order #1 was issued on October 17, 2019 for the creation of a stand-alone plan set which was used to construct a portion of the Alpha Loop from the Chelsea Walk Subdivision to the first stream crossing. Change Order #1 increased the purchase order by \$12,980.00 from \$376,190.00 to \$389,170.00.

Change Order #2 was approved by City Council on November 4, 2019 for the realignment of approximately 450 linear feet of the trail to provide a connection point to The Atley subdivision. Change Order #2 increased the purchase order by \$80,380.00 from \$389,170.00 to \$469,550.00.

In February 2021, the Department of Public Works provided Integrated Construction and Nobility (ICAN) the plans for the bridge structure which would connect the Alpha Loop trail segment running south from Old Milton Parkway to the segment constructed as part of The Atley and requested a construction cost estimate. ICAN was selected for this as they were awarded construction of the Big Creek Greenway extension from Marconi Drive to Union Hill Park and hold an on-call contract with the City for trail construction.

On March 17, 2021 ICAN submitted a cost estimate of \$4,290,242.48 for that segment of Alpha Loop, significantly above Pond & Company's initial estimate of \$1,590,504.80 from June 7, 2020. Upon sharing this with Pond & Company, they revisited their estimate and provided a revised cost estimate of \$2,469,726.69 on April 2, 2021.

As there was still a significant separation in the two estimates, the Department of Public Works reached out to another reputable firm with significant trail construction experience, Astra Group. The same information was provided to Astra as was to ICAN. On May 14, 2021 Astra provided an estimated construction cost of \$4,461,600.00 for the segment. Astra did note that current market conditions have lead to very volatile and escalating material and labor costs.

Based on the estimates received from these three parties, Staff believes with a competitive procurement process this segment would cost approximately \$3,500,000.00

As part of a value engineering exercise, Public Works staff evaluated the replacement of the bridge structure with a return to an at-grade trail constructed, in part, along an older alignment. Based upon costs for at-grade trail construction from other active projects, staff believes the at-grade alternate alignment could provide cost savings of \$1,000,000 or more as compared to the bridge as currently designed.

Recognizing that the the bridge option would provide a different user experience than the at-grade alignment and given the volatility of the construction market, staff requested a proposal from Pond & Company to develop an alternate plan set replacing the bridge with a revised at-grade alignment. Having both plan sets would enable the City to bid out both scenarios and then decide which route to take from there. Change Order #3 to Purchase Order 18000123 will allow for the preparation of this alternate plan set.

The preparation of the alternate alignment plans will require:

- *Revising tree protection plans, demolition/clearing plans, site plans, grading plans, lighting plans, landscape plans, erosion control plans, main line profiles, and storm drain profiles.

- *Structural design of approximately 209' of elevated boardwalk to accommodate two stream crossings. The boardwalk would be similar to those recently constructed as part of the Big Creek Greenway extension.

- *Updates to the 2018 geotechnical report to bring recommendations in line with revised boardwalk design and new building codes.

Also included in the scope of Change Order #3 are the following:

- *Design of approximately 270' of trail within The Atley which would need to be reconstructed to provide an ADA compliant connection from the bridge as the existing trail currently sits too high. (The need to reconstruct this segment would be eliminated with the at-grade alternate alignment.)

- *Widening the 104' long spur connecting the mainline of Alpha Loop to the sidewalks along the western shoulder of Westside Parkway from 8' wide to 12' wide.

- *Revising wall designs to Redi-Rock walls as Belgard has discontinued their Mega-Tandem series currently called for in the plans.

- *Updated cost estimates prepared by a construction cost estimating subconsultant.

If approved, Change Order #3 will increase Purchase Order 18000123 by \$48,944.00 from \$469,550.00 to \$518,494.00. Revised plans are anticipated to be completed within 60 calendar days from Notice To Proceed.

V. ALTERNATIVES:

None.

VI. ATTACHMENTS:

Pond & Company Proposal, Alignment Options, Bridge Profile Rendering



3500 Parkway Lane, Suite 500
Peachtree Corners, Georgia 30092

T: 678.336.7740 | F: 678.336.7744
www.pondco.com

May 17, 2021

Geoff Sarra, P.E.
Senior Engineer
Alpharetta Department of Public Works
1790 Hembree Road
Alpharetta, Georgia 30009
678-297-6239
GSarra@alpharetta.ga.us

Re: AlphaLoop – Phase A Alternate Alignment Plan Additions

PROJECT DESCRIPTION

The design of the AlphaLoop corridor from Westside Parkway to the current end of “Phase A, Section 1” leading to the Chelsea Walk development has been completed and Client comments addressed. However, the Client wishes to have the design revised to include an alternative trail alignment added to the drawings as an alternative for pricing, while leaving the current bridge alignment in the plans as the base bid.

The specific tasks are described in the scope of services herein.

If you have any questions, please do not hesitate to call.

Sincerely,

Brad Jones, PLA, ASLA
Project Manager

Matthew Wilder, PLA, ASLA
Associate Vice President

SCOPE OF SERVICES

Task 1 – Addition of Alternate Trail Alignment

The consultant will prepare an alternate trail alignment and indicate an overall base bid in the drawing set. The consultant will also prepare an opinion of probable construction cost based on the scope of work, to be prepared by a third party. Station numbers below reference current stationing in the drawings. Construction Documents will include:

Base Bid:

- Include the trail segment between 0+00 and 104+00 as part of the base bid and widen it to 12 feet.
- Identify the trail segment between 200+00 to 207+24 (including the tunnel under Westside Parkway) as a future phase and not in the Base Bid.
- Identify the trail segment between 500+00 to 505+30 (including the steel staircase ramp/overlooks) as a future phase and not in the base bid.
- Identify the trail segment between 300+00 to 310+13 (walking loop) as a future phase and not in the base bid.
- Include the proposed bridge between 120+63 to 123+81 as part of the base bid.
- Provide a new design of an approximate 270 LF segment of completed trail on the Atley development to be replaced with a 12 foot wide trail segment with proposed ADA-accessible grade where it meets the proposed bridge.
- Provide a detail for Redi-Rock walls as an alternate to Belgard Mega-Tandem walls.
- Review Level A utility survey data and determine effects on current Tunnel design.
- Opinion of probable construction cost will include the future phases separate from the base bid.

Alternate:

- The alternate includes a 12-foot wide trail section starting near Sta 112+50 and meeting up with the existing trail at Sta 123+81 and be clearly identified as the alternate design for pricing.
- Bridge indicated in the Base Bid is deleted from the alternate.
- Base Bid alignment will extend from approximately Sta 120+50 to meet the existing trail at the Atley development at its existing grade.
- Structural design of stream crossings in the alternate design will be an elevated concrete boardwalk similar in design to that recently used on the Big Creek Greenway Extension. Drawings will include details as necessary for proposed new boardwalk.
- Provide update to 2018 Geotech report to bring recommendations in line with revised boardwalk design and new building codes.

Deliverables:

- *One set of construction drawings, with added sheets as necessary to account for the Atley trail improvement, Alternate trail alignment, and boardwalk structural detailing.*
- *Opinion of probable construction cost*

Scope Assumptions and Exclusions:

- Plan drawings will be a stand-alone set of construction drawings.

- Erosion and Sediment Control Plans will be revised and will be submitted to GAEPD for review. Permitting shall be limited to GAEPD Submittal and subsequent revision based on GAEPD comment.
- The Opinion of Probable Construction Cost will be prepared by a third party. Any estimates as to costs are based on industry experience and Pond is not responsible for changes in market conditions that affect construction, material, or maintenance costs. Any changes to the project or additional expenses associated with same will not be the responsibility of Pond under this agreement. Additionally, Pond will be entitled to additional compensation for any services required due to major changes in the project because of Client requested changes based on cost of the Project after completion and approval of the Construction Documents.
- All permit, review, or impact fees shall be paid by the City of Alpharetta.
- Irrigation design and specification is not included.
- The project is understood to be funded entirely by local money and potentially LWCF; should other state or federal dollars be applied to the project; additional services may be required to meet additional regulatory requirements for design and engineering.
- Construction phase services are not included and can be added under a separate agreement.

PRELIMINARY SCHEDULE

The tasks outlined in this proposal can be completed within 60 business days from NTP.

FEE STRUCTURE

Pond shall receive lump sum compensation for the above-described responsibilities as broken out below. Fees are to be billed monthly based on services provided.

Task 1 – AlphaLoop – Phase A Alternate Alignment Plan Additions	\$48,944
TOTAL	\$48,944

City of Alpharetta

PROJECT:

5/6/2021

AlphaLoop – Phase A Alternate Alignment Plan Additions

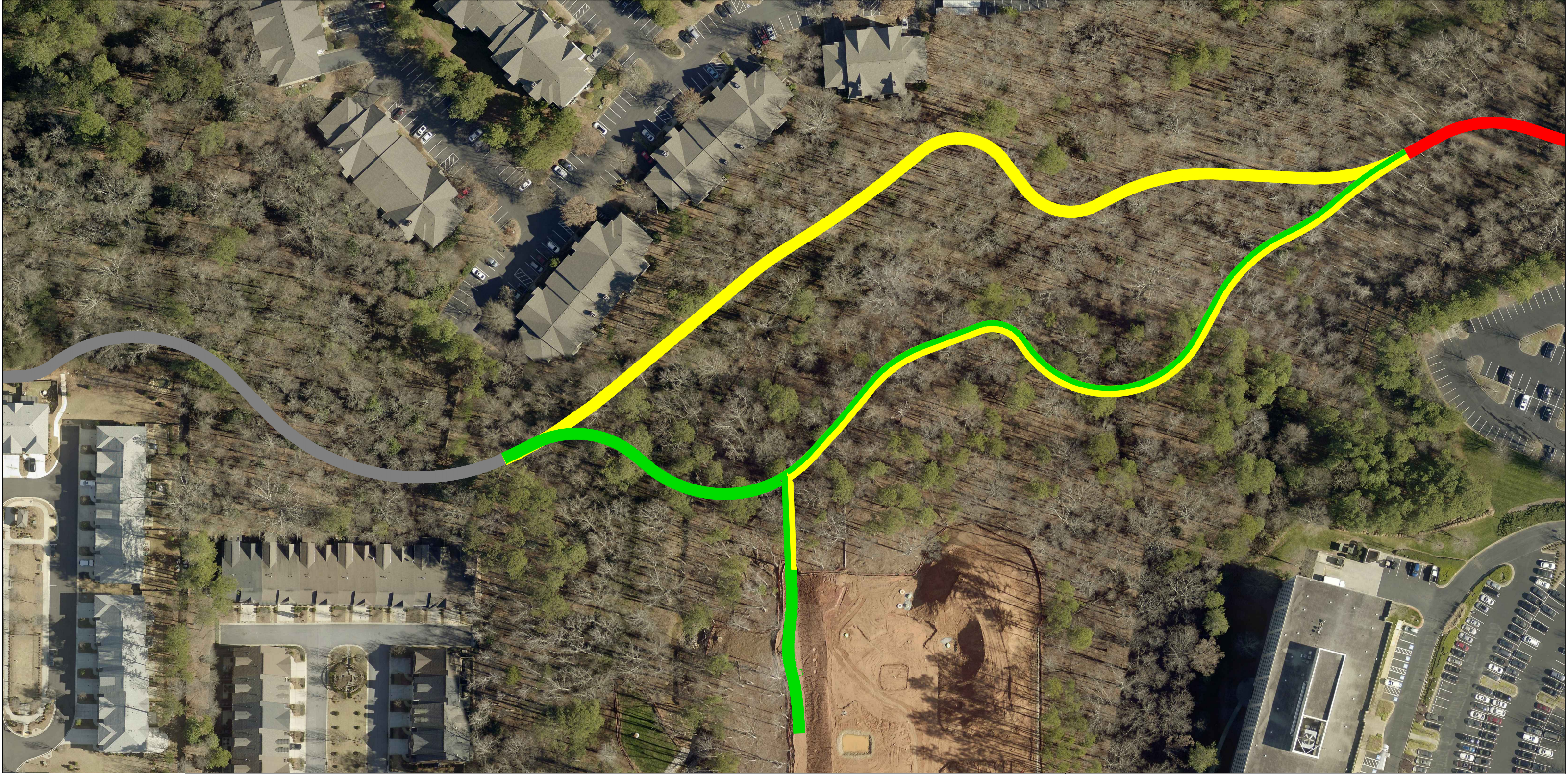
PERSONNEL		EST. HOURS	RATE/HR.	COST \$	TOTALS
DESIGN DIRECTOR	0	\$200	\$0		
PROGRAM MANAGER	0	\$180	\$0		
PROJECT MANAGER	16	\$179	\$2,864		
SENIOR ENGINEER	80	\$130	\$10,400		
ENGINEER	100	\$100	\$10,000		
SENIOR LANDSCAPE ARCHITECT	55	\$104	\$5,720		
LANDSCAPE ARCHITECT	32	\$90	\$2,880		
TECHNICIAN / DRAFTER	0	\$80	\$0		
SENIOR REGULATORY SPECIALIST	0	\$155	\$0		
CLERICAL	6	\$60	\$360		
					\$32,224
TOTAL DIRECT LABOR		283 Manhours			\$32,224
DIRECT COSTS (SPECIFY):					
	PHOTOGRAPHY & VIDEO				\$0
	REPRODUCTION				\$0
	SUPPLIES				\$0
	TRAVEL				\$0
	MAIL & DELIVERY				\$0
SUBCONSULTANTS (LIST):					
	Palacio	\$7,535			\$7,535
	Shear	\$7,260			\$7,260
	GeoHydro	\$1,925			\$1,925
OTHER DIRECT COSTS (LIST):					
TOTAL DIRECT COSTS					\$16,720
COST AMOUNT FOR PHASE					\$48,944

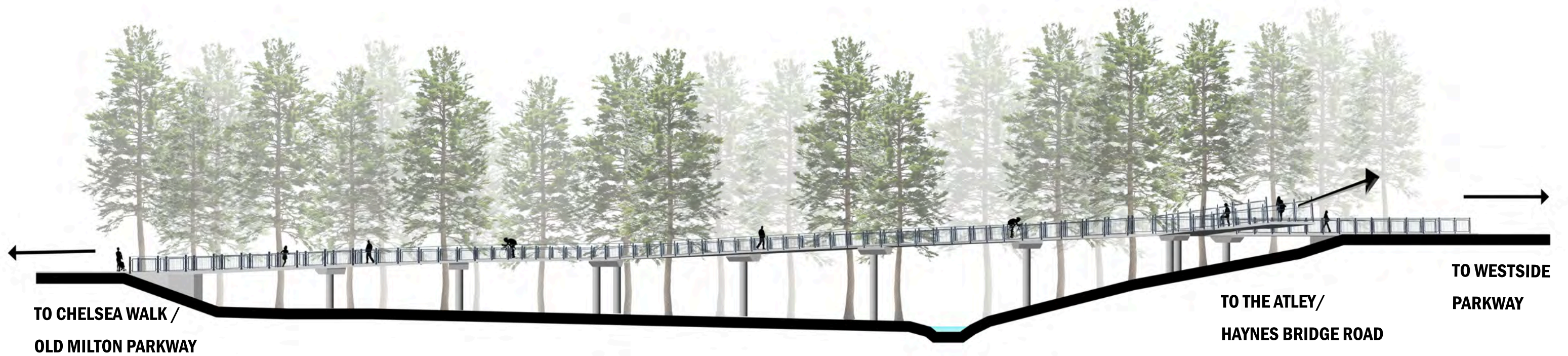
EXISTING ALPHA LOOP SEGMENT

CURRENT DESIGN

ALTERNATE ALIGNMENT

CONTINUATION TO WESTSIDE PARKWAY





WESTSIDE ELEVATION

THE PROPOSED BRIDGE STRUCTURE IS AN ATYPICAL STRUCTURE FROM WHAT HAS BEEN UTILIZED ON THE BIG CREEK GREENWAY AND THE OTHER PORTIONS OF ALPHA LOOP. AT ITS PEAK HEIGHT WHERE IT CROSSES A STREAM, THE BRIDGE STRUCTURE IS APPROXIMATELY 24' ABOVE THE GROUND. THIS COUPLED WITH THE NEED TO MINIMIZE IMPACTS TO THE FLOOD PLAIN AND FLOODWAY OF THE STREAM BEING CROSSED HAS YIELDED THIS DESIGN.





City Council Meeting STAFF REPORT

Submitting Department: Community Development

Submitted By: Kathi Cook

Sponsored By:

Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: AWARD OF RFP 21-104 NORTH POINT PARKWAY LID STREETSCAPE ENHANCEMENTS AND COMPLETE STREETS UPGRADE PROJECT DESIGN

II. RECOMMENDATION:

Approve awarding RFP No. 21-104 to Columbia Engineering and Services, Inc. with a Master Contract in an amount not to exceed \$2,000,000 for the North Point Parkway LID Streetscape Enhancements and Complete Streets Upgrade Project Design and authorize the Mayor to execute all necessary documents.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

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

TOTAL PROJECT COST: \$2,000,000.00

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
34074150-541410-C2107	\$2,000,000.00

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
0	\$0.00

IV. REPORT IN BRIEF:

The City of Alpharetta requested proposals from consultants under RFP 21-104 for North Point Parkway Low Impact Development (LID) Streetscape Enhancements and Complete Streets Upgrade Project Design. Services will include, but are not limited to design work from concept refinement through final design and related work necessary to provide final construction documentation. The location of the project is along North Point Parkway from Mansell Road to Haynes Bridge Road.

Five consultant teams responded with required prequalifications under RFQ 21-1001 and were invited to provide proposals for this solicitation.

- Kimley-Horn
- Columbia Engineering
- Moffatt & Nichol
- Pond
- Kennedy Engineering & Associates

A multidisciplinary staff selection committee comprised from Public Works and Community Development professionals evaluated the submissions. The top two firms were subsequently asked in for interviews. Based on the responses in the proposals and discussions during the interviews, the selection committee has found the Columbia Engineering team to be the most responsive, responsible consultant.

This project is being funded with City and Federal funding which requires significant Georgia Department of Transportation (GDOT) oversight. A major goal of the project is to develop a connected walkable corridor.

Building on the previous LCI plans, the initial effort will be focused on developing a typical section that will accommodate the anticipated future traffic and focus on serving the transit, pedestrian and bicycle users. Current sketch assessments indicate this can be accomplished with a five-lane street section (two travel lanes in each direction and a center turn lane where appropriate) for motorized vehicles, providing several options within the existing rights-of-way for the proposed multi-use paths and green stormwater infrastructure.

Due to the complexity of this project as well as the unknowns such as the final street configuration, staff is recommending this RFP be awarded as a master contract not to exceed \$2,000,000 (Federal Funding of \$1,600,000, City Funding \$400,000). Task orders will be negotiated as the project progresses. The initial task order will be for the development of an approved Concept Report and is expected to take up to 720 days (two years) to complete. This will progress the design to nearly 40% and includes survey, environmental investigations, public involvement, and full corridor design. Final construction documents will be complete by summer of 2024 in order to be ready for Federal construction funding authorization in FY 2025.

V. ALTERNATIVES:

VI. ATTACHMENTS:

Scope of Work-Proposal Requirements RFP 21-104, Columbia Engineering

CITY OF ALPHARETTA REQUEST FOR PROPOSALS (RFP)

RFP Number: 21-104 GDOT PI #0017814

RFP Title: North Point Parkway LID Streetscape Enhancements and
Complete Streets Upgrade Project Design



RFP SCOPE OF WORK AND PROPOSAL SUBMISSION

1. RFP Period of No Communication

The no communication period starts on the issue date of this RFP, March 18, 2021, and lasts until the City Council meeting for contract award recommendation (or until contract award if this isn't required to go before council for approval).

Any person or company, their employees, representatives, agents, attorneys, etc. must not contact the City's elected officials or any City staff concerning this RFP.

Contacting anyone other than the Procurement Agent named below for this RFP during this time will be reason to remove a proposal from review.

2. Procurement Agent, Single Point of Contact

Debora Westbrook is the Procurement Agent and Single Point of Contact for this RFP and is the only contact representing the City for this RFP.

Enter all questions or comments using Opportunity Q&A tab at the Bonfire project web page. Debora can be reached at 678-297-6052 or purchasing@alpharetta.ga.us.

City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009
Attn: Debora Westbrook, Procurement Agent

3. RFP Schedule of Events

1. **Proposal Close Date, Deadline for Submissions: April 22, 2021, 10:00 AM.** We may change this date during the RFP process. We will post any change in an addendum. Review web page for addenda.
2. Link to Bonfire Project Web Page: <https://cityofalpharetta.bonfirehub.com/>
3. This project web page has the important dates and all project documents for this RFP and consultant's response.
4. **Consultant Team Change:** Consultant must contact Debora Westbrook at purchasing@alpharetta.ga.us to notify of any changes in the consultant team from the team submitted in the response to RFQ 21-1001. The new team makeup will be reviewed to decide if the City will allow the change and continuation in this RFP process.
5. **Mandatory Pre-Proposal Meeting:** The City will hold a mandatory pre-proposal meeting to discuss specific project point. All consultants must attend in order to submit a proposal for our review. The meeting will be a virtual Zoom meeting.
 - a. **Meeting Date and Time: Apr 1, 2021 10:00 AM Eastern**
 - Tentative agenda posted as a separate document at Bonfire bid page.

b. Meeting login information:

Join Zoom Meeting

<https://zoom.us/j/97685200385?pwd=eERjUVNuMnZ4QS9GN0JyOTQycUJnQT09>

Meeting ID: 976 8520 0385

Passcode: 997794

One tap mobile

+13126266799,,97685200385# US (Chicago)

+16465588656,,97685200385# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 976 8520 0385

Find your local number: <https://zoom.us/u/aeGXl56tjL>

6. **Questions, Comments, Requests for Information:** Enter all questions, comments, and RFIs before the Questions Due Date using ✉ Message – Opportunity Q&A at the project web page. Consultant must clearly note the RFP document and section for each question or RFI.
7. We will share any changes or added information from the City by a written addendum. We will make the information available to the public on the project web page.
8. It is your responsibility to check the project web page for any addenda, other information, or other messages before finally uploading a proposal. You must respond using any updated information.

4. Our Review of Proposals and Review Criteria:

1. The City will make investigations as we feel necessary to make sure of the Consultant's ability to provide the supplies or perform the work or services detailed in this RFP.
2. We will first review all proposals to be sure that proposal have basic requirements and information.
3. Some scoring may simply be Pass/Fail. Any proposal that Fails any part or section that is needed will be removed from further review and scoring.
4. **Phase I:** Selection of Shortlisted Consultants was completed with RFQ 21-1001.
5. **Phase II:** Shortlisted Consultants are requested to provide responses regarding Experience, Qualifications, Resources, Workload Capacity, Technical Approach and Past Performance.

6. Cost or fees will not be scored and is not part of the scoring criteria. Cost proposal will only be requested from the highest-ranking consultant prior to the City initiating negotiations with said consultant.
7. The Review Team will only get correct proposals for review and scoring. Proposals will be scored based on the evaluation criteria below. We may consider accepted industry standards. We may compare all proposals to each other for quality, quantity, contract terms, etc. We will use this review and scoring to decide the top-scoring proposal[s].
8. All members of our Evaluation Committee will review the responses to this RFP. Consultants must not address any questions, prior to the award announcement, to anyone other than the designated contact noted on page 1 of the RFP.
9. **Final Selection:** Final selection will be determined by criteria noted on the next page for this RFP 21-104. The Selection Committee will individually review each response before discussing as a group the Finalist's Phase II Responses. Final rankings will be determined.
10. Once all evaluations are complete, the Evaluation Committee may either recommend negotiating with the highest-ranking Consultant or, if necessary, request interview/discussion with one or more high scoring firms to determine the highest-ranking Consultant.
11. Once final ranking is determined, the City will begin negotiations with the top-ranked firm(s) to complete the terms and conditions of the contract(s), including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm(s), our City will formally end the negotiations and possibly enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and we award a contract. Our City will develop the final form of the contract.
12. We will review and score each proposal using the criteria and percentage weights in the matrix below.

Evaluation Criteria	Maximum Points
Project Manager, Key Team Leader(s) and prime's Experience and Qualifications	30
Project Manager, Key Team Leader(s) and prime's Resources & Workload Capacity	20
Technical Approach	40
Past Performance & References	10
<i>Total Maximum point score</i>	<i>100</i>

WHAT WE WANT TO DO

1. General Description

The City of Alpharetta is requesting phase II responses from short listed consultants for **RFP 21-104, PI # 0017814, North Point Parkway LID Streetscape Enhancements and Complete Streets Upgrade Project Design** including, but not limited to, design work from concept refinement through final design and related work. The location of the work is at North Point Parkway from Mansell Road to Haynes Bridge Road---within the City of Alpharetta, Georgia. These consultant teams were shortlisted from RFQ 21-1001.

All design must follow the Georgia Department of Transportation Plan Development Process (PDP) and conform to AASHTO/GDOT/FHWA guidelines and policies and the State of Georgia Standard Specifications for the Construction of Transportation Systems, 2021 Edition. Only consultants that have been pre-qualified with the Georgia Department of Transportation to perform this class of work should send qualifications. You must include your Georgia Department of Transportation qualification specification acknowledgement using the supplied area class checklist.

This project is an implementation cumulating more than twelve years of planning within the North Point LCI Activity center. The successful consultant will be an interdisciplinary team showing unique experience within the following categories:

Landscape Architecture and Planning: The North Point Activity Center has been classified as an Ecco District (the District). Hardscapes, Placemaking Initiatives (i.e. crosswalk treatments, lighting, street furniture), and plantings will need to be selected that are low maintenance, predominately native, hardy, and build upon the previous planning efforts. Incorporating the built environment within nature is a fundamental aspect of The District.

Stormwater Management Design: This project will be used to demonstrate low impact development (LID) techniques of stormwater management solutions. A goal of the project will be to improve and enhance the existing stormwater treatment within The District and amenitize stormwater management infrastructure by incorporating low maintenance features within the streetscape and medians. Final plans will need to show compliance with the City of Alpharetta UDC for stormwater and landscaping; and will need EPD approval of the ES&PC plans.

Traffic Engineering and Roadway Design: The North Point Corridor is currently a 6-lane facility with sporadic sidewalks, wide medians and several traffic signals utilizing median mast arm poles. The signals along the corridor are tied to the City's Traffic Control Center with fiber optic communications. This ITS infrastructure will need to be maintained with additional accommodations for future Smart City initiatives. An emphasis will be placed on bicycle, pedestrian, and transit modes, remaking this auto-centric corridor. Multiuse side paths will be added to the corridor, significantly enhancing the walkability of The District, complementing the existing transit availability. Enhanced bike/pedestrian crossing treatments will be essential as we look to engage the Big Creek Greenway and Alpha Loop trail systems. A goal of this project will be to minimize right-of-way needs. Lane widths and potentially lane diets will be considered for this context sensitive design. The City will perform ROW acquisition.

Project Database, Special Studies, and Investigations: The final deliverable will be full construction plans and specification following GDOT's PDP. The selected consultant firm or team will be responsible for providing all necessary site investigation / database items such as survey, SUE services (level B is probably sufficient), geotechnical (BFIs, WFIs, pavement evaluation, perc tests for infiltration-based stormwater ideas, etc.), and environmental services (wetlands delineations, ACOE/FEMA coordination if needed, the various studies required in the PDP process, etc.).

2. Approved Consultant Team

Each consultant team will remain as presented to the City in responses to our RFQ 21-1001. If any changes have occurred, follow instructions noted on page 1, Section 3, #4.

During this RFP process and during the resulting contract term with the successful Consultant, the awarded firm may not change the team makeup or team members, including, but not limited to the sub-consultants, project manager, or key team leader(s) without prior approval by the City.

3. Contract Term and Type

This RFP is for one (1) Multi-Phase, Project Specific contract following the GDOT PDP process that our City intends to award to one (1) consultant firm, for the project/contract named. We expect that the Contract Type may be Lump Sum, Cost Plus Fixed Fee, Cost per Unit of Work or Specific Rate of Compensation. As a Project Specific contract, it is our intention that the Agreements will remain in effect until successful completion of the preliminary engineering phase of the projects. In addition, we may choose to utilize the selected consultant for use on construction revisions as necessary.

4. Contract Amount

The Multi-Phase, Project Specific contract amount will be decided via negotiations between our City and the highest scoring consultant.

If a satisfactory agreement is not reached and at reasonable rates to be paid for the services to be provided, we reserve the right to terminate negotiations with the highest scoring consultant and begin negotiations with the next highest scoring consultant.

A cost proposal for scope of services for Task Order 1 as defined in this RFP will be requested by the City from the highest scoring firm prior to beginning the negotiation process.

Subsequent Task Orders will be similarly negotiated.

5. Task Order 1

- **Scope of Work, Task Order 1** of this multi-phase project will include, but may not be limited to, the following scope of work. The Consultant will provide:
 - A. Prepare Scope Concept Report for approval.
 - 1. Construction Cost Estimate-One estimate for this phase
 - 2. Traffic Counts and Projections
 - 3. Traffic Analysis
 - 4. Prepare Concept Layouts and Alignment Alternatives.

5. Prepare Concept Lighting Plan
 6. Perform Intersection Control Evaluation (ICE) or waiver as needed.
 7. Initial Concept Team Meeting Preparation and Attendance
 8. Concept Team Meeting Preparation and Attendance
 9. Approved Scope Concept Report
 10. Concept Design Data Book
 11. Mail out Right of Entry Letter (Survey and Environmental).
- B. Prepare Survey Database and submit for acceptance. ***All work must meet the guidelines of the Department's survey manual as of the NTP date of this task order.
1. Collect all areas inside the field survey limits (100' each side of C/L). Collect all information required in the GDOT Survey Manual to include but no limited to: Pavement, above ground utilities, property, drainage, driveways, buildings...
 2. Perform 404 permit surveys if necessary
 3. Collect septic tank locations along with drain lines within enhanced limits. Do research if needed from health department
 4. Collect pipe conditions for all cross drains.
 5. Collect any monitoring wells on the project
 6. Research property and ROW plans for the property database.
 7. Field tie all front property corners and ROW markers as possible. If back property corners can be tied with minimum effort, tie these as well.
 8. Perform property resolution holding to as many property corners as possible using professional judgement.
 9. Perform Survey data processing to meet GDOT guidelines.
 10. Perform SUE QL B Survey for submittal and acceptance.
- C. All work must be done in accordance with the current edition of the GDOT Plan Development Process (PDP) and the GDOT Environmental Procedures Manual (EPM), particularly Chapter III NEPA Documents, and Chapter V Environmental Studies.
- [Note: The City has not removed items marked through in this section from the project. Consultant will complete these items in following task orders.]
1. Perform Environmental Project Management
 2. A3M Meeting
 3. Provide schedule updates in Primavera (P6) and TPro twice a month.
 4. Conduct Air Quality Impact Analysis and prepare reports.
 5. Conduct Noise Quality Impact Analysis and prepare reports, if needed.
 6. Conduct Ecology survey and prepare reports.
 - a. Combined resource survey and assessment of effects report
 - b. Protected species survey and report, if needed.
 - c. Aquatic survey and report, if needed
 - d. Bat habitat survey and report, if needed
 7. Conduct Archaeological Survey and prepare reports.

8. Conduct Historic Resource Survey and prepare reports.
 9. Perform all activities associated with a Public Information Open House (PIOH) including:
 - a. Prepare for and attend meeting,
 - b. Attend dry run, and
 - c. Prepare legal advertisement, handout, synopsis, summary of comments, and comment response letters.
 10. Attend project meetings and write meeting minutes.
 11. Environmental Site Assessment Phase I, if needed
- D. Project Management Activities
1. Hold monthly meetings with City PM and Staff, and GDOT PM in addition to the other meetings previously mentioned above, to discuss progress, design issues, and preparation for other formal meetings. Provide meeting minutes for each meeting.
 - **Project Work Deliverables for Task Order 1** will be completed by the Consultant and delivered to the Department as specified by the Project Manager:
 - A. Approved Scope Concept Report
 - B. Accepted Survey Database
 - C. Accepted Survey Control Package
 - D. Approved Environmental Site Assessment Phase I Report
 - E. Approved Air Quality Impact Assessment
 - F. Approved Noise Assessment Report, if needed
 - G. Approved Ecology Survey and Report
 - H. Archaeology Survey Report or Short Form.
 - I. History Survey Report.
 - J. Public Information Open House (PIOH): legal advertisement, handout, displays, synopsis, summary of comments, and comment response letters.
 - **Work Schedule for Task Order 1:**

The Consultant must complete all work between the date of the notice to proceed issued by the City's Finance Department, Budget and Procurement Team and the completion date specified in this section. In no instance will the City authorize work beyond the completion date unless specifically authorized in writing as shown by a task order time extension letter. The City will not authorize or make payment for work performed beyond the termination date of the master professional services agreement. The Consultant must complete all work specified in this Task Order 1 by the following deadline and/or no later than the completion date specified:

The Consultant must complete all work of this Task Order 1 within 24 months.

6. Future Task Orders

We offer the following list as informative only. Task order work division will be defined at a later date, after contracting with the successful consultant.

- **Scope of Work for Future Task Orders:** includes only the items not completed in Task Order 1.
 - A. All work must be done in accordance with the current edition of the GDOT Plan Development Process (PDP) and the GDOT Environmental Procedures Manual (EPM), particularly Chapter III NEPA Documents, and Chapter V Environmental Studies.
 1. Prepare Section 404 General Permit Application, if needed.
 2. Prepare Buffer Variance Application, if needed.
 3. Prepare Cultural Resources Assessment of Effects (AOE), if needed.
 4. Prepare Special Provisions, if needed.
 5. Prepare Environmental Commitments Table (ECT).
 6. Review ROW plans for ROW certification.
 7. Prepare Special studies addenda or memos, as needed, for ROW and Let authorizations.
 8. Perform all activities associated with the Preliminary Field Plan Review (PFPR) and Final Field Plan Review (FFPR) meetings:
 - a. Prepare for and attend meetings,
 - b. Review Environmental Resource Impact Table (ERIT), and
 - c. Review PFPR and FFPR reports and provide written responses to any environmental comments.
 9. Environmental Site Assessment Phase II, if needed
 - B. The consultant shall provide preliminary plans design services to include the following but not limited to:
 1. Complete Preliminary Plans, meeting the requirements of GDOT's PDP, Plan Presentation Guide (PPG), Electronic Data Guidelines (EOG), and the Preliminary Field Plan Review (PFPR) checklist.
 2. Utilities First Submission
 3. Approved Pavement Design
 4. Approved Soil Survey
 5. Project Datasheet
 6. Cover Sheet
 7. Typical Sections
 8. Plan and profile sheets

9. Cross Sections
 10. Preliminary Right-Of-Way and Easements
 11. Existing Utilities
 12. Drainage Profiles
 13. Roadway Design
 14. Staging Plans
 15. Signing and Marking Plans
 16. Driveway Locations
 17. Sediment Basins (If Required)
 18. Detention Basins (If Required)
 19. Preliminary Erosion Control Plans
 20. Draft Special Provisions
 21. Post Construction Stormwater Report
 22. Approved Design Exceptions/Design Variances (If Required)
 23. Prepare and submit Design Databook.
 24. Prepare layout and other required information for PIOH.
 25. Prepare a detailed Construction Cost Estimate in CES estimating program, update annually at a minimum.
 26. Perform internal Quality Control/Quality Assurance (QC/QA) reviews and revise plans accordingly. Submit QC/QA letter stating that the plans were reviewed and corrected.
 27. Attend PFPR and address all PFPR comments within four (4) weeks.
 28. Hold monthly meetings with City PM and staff, and GDOT PM in addition to the other meetings previously mentioned above, to discuss progress, design issues, and preparation for other formal meetings. Provide meeting minutes for each meeting.
- C. The Consultant shall provide the Location and Design report services including:
1. Develop Location and Design (L&D) Report and L&D Notice for submission to Design Policy and Support for review and comments, revise accordingly.
- D. The Consultant shall provide Right-Of-Way plans design services including:
1. Prepare ROW Plans meeting the requirements of the PDP, Plan Presentation Guide, and GDOT's Right of Way Office Checklist. These plans will include cover and ROW Plans sheets.
 2. Perform internal Quality Control/Quality Assurance (QC/QA) reviews and revise plans accordingly. Submit QC/QA letter stating that the plans were reviewed and corrected.
 3. Submit plans to the City PM and staff prior to submittal to GDOT. It is expected that the consultant shall submit plans to the GDOT PM two (2) weeks prior to the P6

- baseline date for the PM to submit to the ROW office for review and comments, and revise plans accordingly.
4. Prepare staking and deed data.
 5. Perform ROW and Easement Staking (Assume 1 time)
 6. Perform necessary ROW revisions caused by changes to the plans that result in right of way negotiations.
- E. The Consultant shall provide final plan design services to include the following but not limited to:
1. Complete the final plans meeting the requirements of the PDP, Plan Presentation Guide, and Final Field Plan Review (FFPR) Checklist.
 2. Perform Right-of-Way Staking and easements.
 3. 2nd Submission Utilities
 4. Prepare and submit Final Design Databook.
 5. Roadway Plans
 6. Signing and Marking Plans
 7. Final Erosion Control Plans
 8. Utility Plans
 9. Lighting Plans
 10. Sediment and/or Detention Basin construction Details (If required)
 11. Post Construction Stormwater BMP Construction Details
 12. All Special Provisions
 13. Earthwork Calculations
 14. Notice of Intent
 15. Prepare a detailed construction cost estimate in CES estimating program; update annually at a minimum.
 16. Perform internal Quality Control/Quality Assurance (QC/QA) reviews and revise plans accordingly. Submit QC/QA letter stating that the plans were reviewed and corrected.
 17. Attend FFPR and address all comments within two (2) weeks.
 18. After FFPR comments have been addressed, the corrected FFPR plans and other materials required for the Corrected FFPR plan submission to Engineering Services will be submitted. The engineer's cost estimate, special provisions, Earthwork Calculations, approved WFI, and electronic files will be included in this submission. Submit QC/QA Letter stating that the plans were reviewed and corrected. Corrected FFPR plan submission shall be made to the City PM and staff prior to submittal to GDOT. It is expected that the consultant shall submit plans to the GDOT PM as well. The City will let this project and it is expected that the corrected plans are received prior to advertisement.

19. Prepare and submit Signal Permit Revisions with Corrected FFPR submittal.
 20. After corrected FFPR comments have been addressed, the final plans and other materials required for final plan submission to Construction Bidding Administration will be submitted. The final engineer's cost estimate, the designer's checklist, Notice of Intent (if required), special provisions, and electronic files will be included in this submission. Submit QC/QA Letter stating that the plans were reviewed and corrected. Final plan submission shall be made to the City PM and staff prior to submittal to GDOT. It is expected that the consultant shall submit plans to the GDOT PM at least two (2) weeks before the plans are due in Construction Bidding Administration.
 21. Prepare Revisions, Amendments and/or "Use on Construction" revisions as required.
 22. Hold monthly meetings with City PM and staff, and GDOT PM in addition to the other meetings previously mentioned above, to discuss progress, design issues, and preparation for other formal meetings.
- F. Project Management Activities
1. Hold monthly meetings with City PM and staff, and GDOT PM in addition to the other meetings previously mentioned above, to discuss progress, design issues, and preparation for other formal meetings. Provide meeting minutes for each meeting.
- **Project Work Deliverables for Future Task Orders**
 - A. Section 404 General Permit application, if needed.
 - B. Stream Buffer Variance application, if needed.
 - C. Cultural Resources Assessment of Effects (AOE).
 - D. Special Provisions, if needed.
 - E. Environmental Commitments Table (ECT).
 - F. Special studies addenda or memos, as needed, for ROW and Let authorizations.
 - G. Preliminary Field Plan Review (PFPR) and Final Field Plan Review (FFPR): review of ERIT, meeting attendance, and responses to environmental comments.
 - H. Approved Environmental Site Assessment Phase II Report
 - I. First Utilities Submission
 - J. Approved Soil Survey Report
 - K. Approved Pavement Design
 - L. PFPR Plans
 - M. PFPR Responses
 - N. Approved L&D Report
 - O. Approved Right of Way Plans and revisions as required
 - P. Second Utilities submission
 - Q. Final Design Databook

- R. Approved Stormwater Report
- S. Approved Design Exceptions Variances (as needed)
- T. FFPR Plans
- U. FFPR Responses
- V. Corrected FFPR Plans
- W. Final Plans
- X. Prepare Cost Estimate Updates with annual updates.
- Y. Meeting Minutes
- Z. Electronic Copy of all Data and Design Files

WHAT CONSULTANTS MUST DO TO SUBMIT PROPOSAL

How We Want You to Construct Your Proposal

1. Using Bonfire to Submit Proposal

- 1.1. This is the link to Bonfire Project Web Page to get our documents and to upload your proposal: <https://cityofalpharetta.bonfirehub.com/>
- 1.2. We are accepting all proposals by online response only. You must upload completed proposals online before the closing date and time found in Project Details of the project web page for this RFP.
- 1.3. Don't send proposals by mail, fax, or email. We will not accept paper copy proposals. We will not accept any proposals after the closing time deadline has passed.
- 1.4. You have not completed your response simply by uploading proposal documents and information. You must successfully upload all the required documents, including filling out any questionnaires or data requests, and then you must click the submit button before the closing time.
- 1.5. You will receive an email confirmation receipt with a unique confirmation number shortly after you complete your proposal upload. This confirms that you have successfully turned in your proposal with all required information.
- 1.6. You can update your proposal at any time until the closing time.
- 1.7. All uploaded items and responses are Sealed and will only be visible by the City after the closing time has passed.
- 1.8. If the file is 'mandatory' or 'required', you won't be able to complete your proposal until you have met all requirements.
- 1.9. Uploading large documents may take more time, depending on the size of the file(s) and your Internet connection speed.
- 1.10. Pay attention to the type and number of files we have asked you to upload.

- 1.11. The largest upload file size is 1000 MB.
- 1.12. Don't embed any documents within your uploaded files. They won't be accessible or evaluated.
- 1.13. Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

Proposal Deliverables to our City

The following proposal required sections A – D correspond with the stated scoring criteria. Each Consultant's proposal must address all required information in the following order listed.

- Document format:
 1. Total page count allowed is 20 pages. Consultants will supply forms separately from proposal. Forms do not count in the allowed number of pages.
 2. formatted to single space lines,
 3. 10 to 12-point font size,
 4. black font color, and
 5. upload in PDF format.

Proposal:

- A. **Proposal Cover page:** Each proposal must have a separate cover page and it must indicate the response is for **RFP 21-104, GDOT PI #0017814, North Point Parkway LID Streetscape Enhancements and Complete Streets Upgrade Project Design** and include the responding Consultant's full legal name. This will not count toward the 15-page limit.
- B. **Project Manager, Key Team Leader(s) & prime's Experience & Qualifications: 30 Points**
 1. **Project Manager** - Provide information pertaining to the project manager, including but not limited to:
 - a. Education.
 - b. Registration (if necessary and applicable.)
 - c. Relevant qualifications.
 - d. Relevant engineering experience.
 - e. Relevant project management experience for projects of similar complexity, size, scope, and function.
 - f. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).
 2. **Key Team Leaders** - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to this specific project). For each Key Team Leader identified provide:
 - a. Education.
 - b. Registration (if necessary and applicable.)
 - c. Relevant qualifications.

- d. Relevant experience in the applicable resource area of the most relevant projects.
 - e. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key team leader's area.
- C. **Project Manager, Key Team Leader(s) & prime's Resources & Workload Capacity: 20 Points**
- 1. **Schedule** - Provide your teams proposed schedule
 - 2. **Overall Resources** - Provide information regarding the overall resources dedicated to delivering the specific project, including:
 - a. **Primary Office** - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency. **This information to be included on the one (1) page with the Narrative on Additional Resource Areas and Ability.**
 - b. **Narrative on Additional Resource Areas and Ability** - Respondents are to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the PM and Key Team Leaders can deliver the project on schedule given their workload capacity. (It is recognized that some individuals may be able to meet the schedule while carrying heavier project loads.) Respondents may discuss the advantages of your team and the abilities of the team members which will enable the project to meet the proposed schedule.
 - 2. **Project Manager Commitment Table** - Provide a list of ALL projects (City of Alpharetta, GDOT, other governments and private contracts – Information may be confirmed. Any consultant found by the City not to be listing all projects may be subject to disqualification) on which the proposed project manager is currently committed, to enable the City to determine the project manager's availability. Utilize a table like the following format with a minimum of all data shown to provide the requested information:

Project Manager	PI/Project # for GDOT Projects/Name of Customer for Non-GDOT Projects	Role of PM on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours

3. **Key Team Leader Project Commitment Table** - Provide a table similar to the example below, with a minimum of all criteria indicated, which identifies ALL projects the Key Team Leaders are committed on to enable determination of the available capacity.

Key Team Leader	PI/Project # for GDOT Projects/Name of Customer for Non-GDOT Projects	Role of Key Team Leader on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours

NOTE: This information is limited to the organization chart (excluded from page count), [one (1) page of text to include both C1.b. Primary Office and C1.c. Narrative on Additional Resource Areas and Ability], and the tables.

D. Technical Approach: 40 Points

1. Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project.
2. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
3. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.

E. Past Performance: 10 Points

1. **Prime Experience** - Provide the prime's experience and ability in delivering effective services for projects of similar complexity, size, scope, and function, which demonstrate the firm's capabilities to provide services for Federal Aid projects. Include at least three (3) projects completed within the last five (5) years. For each project, the following information should be provided:
 - a. **Client name, project location and dates** during which services were performed.
 - b. **Description of overall project and services performed** by your firm.
 - c. **Duration of project services provided** by your firm, and overall project budget.
 - d. **Experience utilizing GDOT specific processes, manuals, or guidance** (PDP, Design Policy, Environmental Procedures Manual, etc.)
 - e. **Client(s) current contact information** including contact names, telephone numbers and email address.
 - f. **Involvement of Key Team Leaders** on the projects.

Required Forms:

- You must complete these forms or supply requested information. These do not count in the maximum number of pages.

- We prefer for completed forms to be returned as PDF file.
- Below are the required forms for all proposals:
 1. Area Class Check List RFP 21-104
 2. **Organizational chart** which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure. **This chart may be submitted as a PDF sized as 11" x 17" page.**

Questionnaire:

We use a questionnaire to gather important information needed for legal requirements, your acknowledgements, our proposal review, or information needed for writing a contract.

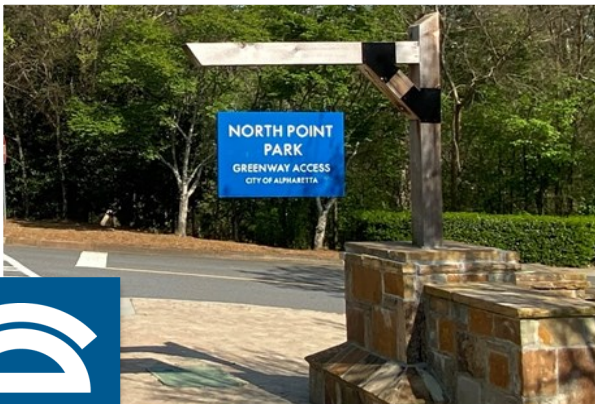
You will fill out the questionnaire completely online. There is no other form or document to upload.

Information requested:

- Contact with the City for this RFP process.
 - Name, phone, email, address
- Authorized Signer for potential contract execution.
 - Name, title, email address
- Legal contact for contracting.
 - Firm name, legal contact's name, street address
- DUNS number.
- Insurance Requirements acknowledgement.
 - See Information and Contract document.
- Addendum acknowledgement – if any.
- Exceptions to contract terms and conditions.
 - See Information and Contract document.

North Point Parkway LID Streetscape Enhancements and Complete Streets Upgrade Project Design

CITY OF ALPHARETTA | RFP #21-104 PHASE II | GDOT PI# 00178144



COLUMBIA ENGINEERING AND SERVICES, INC.
2862 Buford Highway, Suite 200 | Duluth, GA 30096

April 22, 2021

Attn: Debora Westbrook, Procurement Agent

City of Alpharetta
2 Park Plaza
Alpharetta, Georgia 30009

Re: RFQ Number: 21–1001
North Point Parkway LID Streetscape Enhancements and Complete Streets Upgrade

Dear Ms. Westbrook:

Columbia Engineering is excited to submit this statement of qualifications for the North Point Parkway LID Streetscape Enhancements and Complete Streets Upgrade project. We believe that this project will be transformational. Please see below why we are convinced the Columbia team should be selected!

- **Project Understanding** – Our team has performed numerous site visits, videotaped the corridor, taken over 500 photographs, and reviewed previous studies. We know the importance of this project to accelerate the process of reinventing the area to improve the **economic viability** and **quality of life** for the adjacent business owners, local citizens, and visitors.
- **Project Manager** – Tom Ziegler, PE, our proposed project manager, has over 37 years of transportation engineering experience. Tom has spent the last 27 years living in South Forsyth County and is extremely familiar with the North Point Parkway area having moved here just after the Mall opened in October 1993. Tom, a fairly recent Columbia hire, is a seasoned PM with **75% availability** to lead the Columbia team on this project.
- **Transportation Planning Expertise** – Michael Crawford, our lead transportation planner, has over 35 years of transportation planning experience. He is very knowledgeable about the North Point area having **worked on several traffic and transit studies in the North Fulton/North Point Parkway area**. Our traffic team will help the city to identify ways to 1) reduce the dependence on vehicles, 2) improve pedestrian, bicycle, and transit facilities, 3) lower the speed limit, and 4) reduce the number of travel lanes.
- **Stormwater Management Expertise** – Randy Strunk, PE specializes in green infrastructure/MS4 design and is passionate about implementing **best urban stormwater practices** that enhance and protect our environment. Columbia staff have provided some of the first MS4 designs to the Georgia Department of Transportation including designs for surface sand filters, dry enhanced swales, filter strips, pocket wetlands, and bioretention.
- **Landscape Architecture Expertise** – Starr Whitehouse is an **award-winning landscape architectural firm** that will help our team achieve the vision that the City of Alpharetta is pursuing. Jacob Lange, RLA will work with Columbia's in-house certified arborists, Roger Grant, RLA and John Beal, RLA to protect the existing landscape while identifying new sustainable and environmentally appropriate design strategies.
- **Complete Street Expertise** - Our team has decades of experience in preparing construction plans for a wide range of projects including roadway/intersection improvements, multiuse pathways, greenways, downtown streetscapes, and mixed-use facilities.

- **Practical Design** - Our staff is well trained and routinely follows the GDOT Plan Development Process (PDP) when state and/or federal funding is utilized while preparing high quality plans and specifications that result in reduced construction costs. In addition, we recognize that the project may need to be implemented in phases based upon available funding. We will develop reliable estimates of probable construction costs and work closely with City staff and program managers to develop a realistic phasing plan.

Our Commitment to the City of Alpharetta

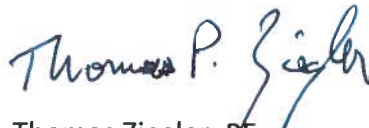
- We will build on the City's vision and produce a successful **award-winning** project for the City of Alpharetta, adjacent business owners, local citizens, and the Columbia team.
- We will perform extensive quality assurance/quality control reviews and deliver a **high quality, well-coordinated work product**.
- We will provide exceptional client service by listening to your goals, communicating often, and being accountable and accessible **before, during, and after** the execution of this assignment.

We truly look forward to serving The City of Alpharetta on this great project. If you have any questions or need further information, please feel free to contact us anytime.

Sincerely,



Paul Cook, PE
President/Principal-In-Charge
(404) 394-7222



Thomas Ziegler, PE
Project Manager
(470) 242-9334 (cell)



a. Education

Master of Business Administration,
University of North Carolina Chapel Hill, 1989

Bachelor of Science Civil Engineering
North Carolina State University 1983

b. Registration

GA PE #022319

B. EXPERIENCE AND QUALIFICATIONS

1. Project Manager and Key Team Lead for Roadway & Sidewalk Design

Thomas Ziegler, PE

Key Team Leader – Roadway and Sidewalk Design

c. Relevant qualifications: Tom Ziegler has 37 years of experience working on a variety of transportation projects for state and local departments of transportation throughout the southeast. Having been in Georgia for the past 27 years, he has served as the principal-in-charge, project manager, or senior project engineer for several hundred GDOT or municipal projects. These projects have included roadway widenings, bridge replacements, intersection improvements, pedestrian facilities, new roads/bridges, and construction observation. Representative projects are shown below.

d. Relevant engineering experience, and e. Relevant Project Management experience for projects of similar complexity, size, scope/function

2nd Street – Cherry to Poplar Vision Area, City of Macon, Macon, GA. Project Manager/Senior Engineer. Cherry to Poplar Vision Area (CPVA) was conceived as the prototype streetscape design for Downtown Macon. Phase 1, was designed for sustainability and includes new sidewalks, streetscapes, unique storm sewer collection areas with bio-retention bump-out areas, local materials including granite and brick pavers, PED lighting for energy efficiency and performance, canopy street trees utilizing Silva Cell technology, reverse angle parking, bicycle facilities including dedicated lanes and accommodation for a future fixed-rail trolley system that will connect the Ocmulgee River to Mercer University.

Little Richard Penniman Connector (LRPC), City of Macon, Macon, GA. Project Manager/Senior Engineer. This project was developed using a Complete/Green Streets approach including a

decorative streetscape, sidewalks/multi-use trail, retaining walls, bicycle, street/pedestrian lighting, stormwater recharge system, and accommodations for a future transit system. Scope included the demolition on a bridge over Norfolk Southern and the addition of a new bridge to accommodate the future transit system along with vehicular, bicycle, and pedestrian traffic.

Highway 29 Multi-Use Path, Lilburn Community Improvement District (LCID), Lilburn, GA. Project Manager/Senior Engineer. This project was for a 10-foot-wide asphalt surface on the south side of US Highway 29 (SR 8) between Postal Way and Killian Hill Road. Work included civil engineering, environmental documentation, landscape architecture, structural engineering, and lighting. Project specific activities included preparing a concept report, public involvement meetings, coordination with LCID staff, and meetings with adjacent property owners. The multi-use trail meandered for the length of the project to minimize impacts to existing utilities, adjacent properties, and driveways.

City of Johns Creek, SR 120 Widening, Johns Creek, Georgia - Project Manager/Senior Engineer Project consisted of designing and preparing construction documents for the widening of 1.2 miles of SR 120/Kimball Bridge Road from State Bridge Road to Jones Bridge Road. The project scope included field surveys, database development, roadway design, utility coordination, public involvement, geotechnical investigations, environmental services, and preliminary plans. An extensive traffic analysis was performed to evaluate access management, alignment, and widening alternatives. In addition, this federally funded project underwent full NEPA processing and documentation.

Union Hill/Mullinax Road, Forsyth County, GA. Project Manager/Senior Engineer. This project was for the widening of Union Hill/Mullinax Road for approximately 2.5 miles from McFarland Parkway to SR 9. Horizontal and vertical curves were designed to meet current standards and to improve safety along the developing corridor in the County. Retaining walls were included to reduce the impacts to adjacent properties and utilities along the corridor. This roadway project consisted of widening the existing travel lanes to a four-lane facility with a 20-foot raised median. Additional features included the following: concrete curb and gutter, drainage improvements, a concrete sidewalk on the south side, a 10-foot-wide, multi-use trail on the north side, and three traffic signal upgrades.

f. Relevant experience utilizing GDOT specific processes, manuals, or guidance - Mr. Ziegler has an extensive understanding of the GDOT Plan Development Process. Developing a customized Project Management Plan (PMP) and Quality Control/Quality Assurance (QA/QC) Plan, utilizing checklists, and monitoring all projects on a regular basis are key tools that Mr. Ziegler uses to help ensure that his projects are successful. Mr. Ziegler has participated in a significant number of training classes during his career including attending GDOT's PDP class multiple times to remain current on any changes that have been made since most of GDOT's policies and guidelines are "living" documents or procedures.





B. EXPERIENCE AND QUALIFICATIONS

2. Key Team Leader – Transportation Planning/Traffic Analysis

Michael Crawford, PE

a. Education

Bachelor of Science
Civil Engineering
Georgia Institute
of Technology,
1986

b. Registration

FL PE #47232
GA PE - Pending

c. Relevant qualifications: Mr. Crawford is experienced in a wide range of transportation planning and traffic engineering projects. He has served as project manager for transportation planning studies, traffic impact studies, conceptual roadway designs, travel time studies, signal designs, access plans, pavement marking plans and other planning and operations studies for public and private clients. In addition, he has provided expert testimony on the transportation aspects of various types of civil suits. Mr. Crawford has been involved in all aspects of transportation and land-use planning. His experience includes conceptual roadway design, conceptual site designs/land-use plans, Development of Regional Impact Analyses, local government comprehensive planning, impact fee development and independent assessment and traffic signal timing. These projects have spanned a broad range of planning and operations applications for major public and private clients. He also has extensive experience in the application of microcomputers for transportation engineering, including capacity analysis, signal system timing plan design and traffic flow simulation-programming modeling.

d. Relevant engineering experience

North Point Mall Traffic Studies and Design, Alpharetta, GA, Project Manager. This project was for a traffic Impact studies and conceptual roadway design. Mike served as around the North Point Mall project. Following the studies, he also served as project manager for the design of the signing, marking, and signal plans for the Haynes Bridge Road and Mansell Road interchanges.

Northern Suburbs Transit Master Plan, Project Manager. This project identified enhanced transit service in the North Point area. The project was jointly funded by Cumberland, North Fulton, Perimeter, and Gwinnett Place CIDs, and was managed by North Fulton CID. Results in the project area included advancing the Red Line Extension project in the Preliminary Engineering phase, as well as enhanced bus service in the North Point area.

Red Line Extension Alternatives Analysis, Project Engineer. This project evaluated options to extend MARTA's Red Line northward to the North Point area, with eventual extension to the Windward area. Station locations, alignment options, ridership forecasts, cost estimates, and funding sources were developed and submitted to the Federal Transit Administration (FTA), with eventual approval to proceed to Preliminary Engineering.

Martin Luther King Boulevard Complete Streets Project, Atlanta, GA. Project Manager. This project was for the final design and construction phase of the \$40 million MLK Boulevard Complete Streets project. The project length was approximately seven miles, from Northside Drive to Fulton Industrial Boulevard. In the section closest to town, the corridor was converted from a four-lane undivided roadway to a two-lane roadway with a median and an exclusive, physically separated bicycle/pedestrian boulevard. The scope also included a linear park, as well as connections to major parks, churches, neighborhoods, and historic areas. The project traversed the historic Atlanta University Area, and abutted Morris Brown College, Mozley Park, and Westview Cemetery. Extensive public involvement, and project adjustments to avoid unknown utilities and historic sites discovered during construction were also included in the scope.

Boulevard South Corridor Study, Atlanta, GA. Project Manager. The project was for a corridor study along Boulevard South from Woodward Ave to McDonough Boulevard. The scope included alternatives analysis to add on-street bicycle lanes, provide intersection improvements and signal upgrades, and to provide access management and traffic calming features. The project traversed the Grant Park Historic District, and experienced significant bicycle, pedestrian, local, and regional traffic. The project developed concepts for short and long-term improvements to improve operations, provide additional intermodal capabilities, and to provide access management where applicable.

e. Relevant experience utilizing GDOT specific processes, manuals, or guidance. Mr. Crawford has an extensive understanding of the GDOT Plan Development Process. Developing a customized Project Management Plan (PMP) and Quality Control/Quality Assurance (QA/QC) Plan, utilizing checklists, and monitoring all projects on a regular basis are key tools that Mr. Crawford uses to help ensure that his projects are successful. For reports, he develops a report outline early in the process, and reviews it with the client so that all parties understand the direction of the project. He is also well versed in GDOT's Context Sensitive Design Guidelines, having utilized them on numerous projects in the City of Atlanta. Mr. Crawford has also led NEPA studies and understands GDOT's processes related to it.



a. Education

M.E. Civil Engineering
University of Louisville, 2007
B.S. Civil Engineering,
University of Louisville, 2007

b. Registration

Georgia PE #035712
North Carolina PE #050570
Tennessee PE #123293

B. EXPERIENCE AND QUALIFICATIONS

2. Key Team Leaders

Randy Strunk, PE

Key Team Leader – Stormwater Management

c. Relevant experience

Mr. Strunk has 15 years of experience in civil engineering in the areas of water resources, utilities, and transportation, 12 of which are with Columbia. He has worked on projects on the local, county, state, and private levels, seeing many through from concept study to construction plans, construction specifications and construction oversight. He has worked as the project manager for several municipal public works projects, including leading several demand service contracts including for the City of Duluth, City of Sandy Springs, and Gwinnett County. He has built a reputation for providing innovative, cost-effective solutions for difficult projects with short deadlines. He has taught several classes on proper hydrodynamic modeling as well AutoCAD Civil 3D.

d. Relevant experience in the applicable resource area of the most relevant projects.

Eastern Alcovy Drainage Basin System Analysis, Gwinnett County Department of Water Resources, Gwinnett County, GA. Principal-In-Charge. This project was for the analysis of pipe networks for large areas within the eastern portion of the Eastern Alcovy basin. The scope of work includes delineations to each drainage catch basin, analyzation of water flow paths, buried structure measure down calculations, determining the curve number for each basin, and performing a system analysis using PCSWMM software.

Mabry Road – Flooding Analysis, City of Sandy Springs Public Works. Project Manager.

Mr. Strunk was responsible for developing existing conditions hydraulic and hydrologic model to analyze flooding reported along Mabry Road in Sandy Springs, GA. Concept level plans were developed to present client with multiple options to mitigate current flooding.

Overbend Trail Culvert Replacement, Gwinnett County, GA. Project Manager. This project which included the installation of proposed six barrel 10'x12' RCB which is the largest culvert installed by Gwinnett County DWR. It also included raising of Overbend Trail by 3.2' to carry Level Creek without overtopping for the 100-year storm. The culvert crossing services a one-way-in, one-way-out neighborhood which was overtopping an average of once every two years which did not allow for residents, school buses, or emergency vehicles access to around 75 homes. An onsite detour was designed to allow for two lanes of traffic to remain open at all times during construction. It also included a no-rise flood study to show that the stream would not be adversely impacted at any cross-section along the creek. Columbia's role included the survey, design, permitting, construction administration, and construction inspection for the project. Project completed and operating as designed.

Josh Lane, Gwinnett County Department of Water Resources, Gwinnet County, GA. Project Manager. This project was for the analysis of the drainage networks and storage existing in the drainage area for pipe network crossing Josh Lane in Gwinnett County. Multiple proposed models were developed to provide the client with options to mitigate flooding concerns. The chosen concept includes the lining of the existing pipe and a 36" overbank added on a separate alignment.

e. Relevant experience utilizing GDOT specific processes, manuals, or guidance.

Mr. Strunk has experience utilizing GDOT Specific Processes, Manuals, and Guidance including: **GDOT** – TIA, DPM, UAM, PDP, PPG, EDG, ProjectWise, ICE, Pavement Design, QC/QA, Driveway & Encroachment Control, Environmental Procedures, Context-Sensitive Design, Manual on Drainage Design for Highways, Standard Specifications, Signing & Marking Design Guidelines, Pedestrian & Streetscape Guide; FHWA – MUTCD, Roadway Safety Systems Designer Training. Mr. Strunk has successfully completed Plan Development Process training provided through the Georgia Department of Transportation.



a. Education

B.S. Zoology, Montana State University, 1986

b. Registration n/a

B. EXPERIENCE AND QUALIFICATIONS

2. Key Team Leaders

Robert "Josh" Earhart

Key Team Leader - NEPA

c. Relevant qualifications: Mr. Earhart serves as a Senior NEPA Analyst and Environmental Project Manager for the firm. He has seventeen years' experience with a broad spectrum of transportation-related projects including roadway improvements and widening, bridge replacements, safety projects, sidewalk, multi-use trail, and streetscape improvements. Mr. Earhart has worked closely with the Federal Highway Administration (FHWA) Georgia Department of Transportation (GDOT), National Park Service, and numerous Georgia County DOT and local municipalities. In his role as Senior NEPA Analyst he plays a critical role in assessing impacts to environmental resources, and working closely with design engineers to avoid, minimize, and mitigate impacts in accordance with a wide variety of local, state, and federal regulations. Mr. Earhart's years of technical and management experience are valuable assets to maintain and meet project scopes, schedules, and budgets. Mr. Earhart's familiarity with client needs, GDOT requirements, and supervision of Edwards-Pitman's environmental staff have been crucial elements for the successful completion of numerous transportation projects and establishment of the firm's reputation as a leader in providing NEPA related services.

d. Relevant experience in the applicable resource area of the most relevant projects.

Project DeRenne, Chatham County, GA: As part of the NEPA team, helped develop an Environmental Impact Statement (EIS) document to assess impacts from improvements to

DeRenne Avenue in Savannah, Georgia. Improvements included construction of a flyover ramp, widening of a secondary road from two to a four-lane divided roadway, improved an upgraded median, and construction of a roundabout at the entrance to Hunter Army Airfield to aid with an efficient deployment of US Army troops and equipment.

Hardy McManus Road, Columbia County, GA. Senior NEPA Analyst and Project Manager. Josh was responsible for assessment of impacts from widening of approximately 2.6 miles from two to three lanes, including construction of three roundabouts. In addition to developing and coordinating a robust public involvement effort, the analysis included impacts to resources along the corridor including wetlands, streams, and historic resources.

Parker Road Widening, Rockdale County, GA. Senior NEPA Analyst. Josh's responsibilities included analyzing impacts from the proposed widening of Parker Road from two to four lanes with a raised median and creating an urban road section with new curb and gutter, sidewalks, and a multi-use trail. The project also included a single lane roundabout, realignment at one end of the project, and pedestrian signal and amenity improvements. The project required a 404 Permit from the USACE and stream buffer variance. The project required preparation of an EA/FONSI to comply with NEPA.

SR 372/Birmingham Highway/Broadwell Road at SR 372/Crabapple Road/Mayfield Road, Fulton County, GA Environmental Project Manager Senior NEPA Analyst. Josh's responsibilities included assessing impacts and preparing NEPA documentation for improvements to the intersection, and design of a bypass route to improve an existing system of local roads and access points to alleviate congestion through the intersection. Eligible historic resources and existing development at the intersection prevented significant modifications to the intersection other than turn lanes, and the bypass route was developed to avoid historic resources, eliminate the potential for displacements, and provided connectivity north and west of the intersection. The project included two roundabouts and a four lane, divided road. A CE was also prepared for the overall project to comply with NEPA.

e. Relevant experience utilizing GDOT specific processes, manuals, or guidance. As an Environmental Planner, Josh has training and first-hand knowledge utilizing GDOT processes and procedures including the GDOT Plan Development Process (PDP) and the GDOT Environmental Procedures Manual (EPM). He has worked on a variety of GDOT projects throughout all project development phases, from concept through construction letting, and has first-hand knowledge of the GDOT PDP process. He has experience managing all resource special studies, coordinating with Project Managers and engineers on design issues, developing schedules for environmental deliverables, and preparing NEPA documents in accordance with the GDOT EPM.



a. Education

Master of Arts,
Landscape Architecture,
University of Georgia,
Athens, GA

b. Registration

GA RLA # 001831

B. EXPERIENCE AND QUALIFICATIONS

2. Key Team Leaders

Jacob Lange, RLA, LEED AP

Key Team Leader – Landscape Architect

c. Relevant qualifications

Jacob is a landscape architect and the Director of Starr Whitehouse's Atlanta studio where he leads a variety of projects ranging from urban public open spaces, regional waterfront parks, community-focused green infrastructure projects, large-scale mixed-use developments, and multi-family residential amenity spaces. Since relocating from New York to Atlanta in 2017, Jacob has volunteered extensively for Park Pride's Park Visioning program, he is an active member of the ULI Atlanta chapter as well as a current member of their 2020 Center for Leadership, and he serves as an advisor to the Candler Park Conservancy and the Friends of Memorial Drive Greenway as they implement ambitious long-term vision plans.

Jacob also remains active on projects in the Northeast, where he manages some of the firm's most ambitious public open spaces. These include St. Mary's Park in the Bronx, the

reconstruction of the FDR Drive Promenade at Carl Schurz Park in Manhattan, and public open spaces for The Durst Organization's new mixed-use developments at Queens Plaza Park in Queens and along the Delaware Waterfront in Philadelphia. He is also lead designer for NYC Economic Development Corporation's reconstruction of the Brooklyn Bridge Esplanade, a linear park and multi-use urban trail that weaves its way under, over, and through a complex network of transportation and utility infrastructure.

d. Relevant experience in the applicable resource area of the most relevant projects.

Roswell River Parks, Roswell, GA. Design and Construction Lead. This project is for a new riverfront park for the community of Roswell, GA.

Green Infrastructure Challenge: Continental Colonies, Atlanta, GA. Design and Construction Lead. This project is for a model resilient landscape that combines green infrastructure BMPs with college and high school education initiatives.

Green Infrastructure Challenge: MLK Living Lab, Atlanta, GA. Design and Construction Lead. This project is for model resilient landscape that combines green infrastructure BMPs with college, high school, and workforce education.

St. Mary's Anchor Park Master Plan and Restoration, Bronx, NY. Project Manager. Mr. Lange is leading a team of engineers, architects, ecologists, and other professionals on NYC's Anchor Park initiative to create a new master plan and restore large segments of one of the Bronx's oldest public spaces.

Covington Town Center Development, Covington, GA. Landscape Architect. This project is for an outdoor amenity space for a 350-unit multi-family development in a new mixed-use overlay district in Covington.

e. Relevant experience utilizing GDOT specific processes, manuals, or guidance

Starr Whitehouse has recently acquired prequalification on 3.15 and therefore, Mr. Lange does not have previous GDOT related experience.



a. Education

Master of Arts Degree,
Public
Communication, The
American University

b. Registration

N/A

B. EXPERIENCE AND QUALIFICATIONS

2. Key Team Leaders

Karlene Barron

Key Team Leader – Public Involvement

c. Relevant qualifications

Karlene Barron joined Atlas Technical Consultants (Atlas) as communications director in 2018. Barron, a 30-year public relations, marketing, and communications professional, led and managed Georgia DOT's overall public education and outreach efforts for most of those years. She was responsible for improving the Department's public outreach efforts through enhanced use of media relations, community outreach, digital media, and public involvement. She began her career working as a Public Relations Manager in the Office of the Prime Minister of Jamaica and has also worked in social service PR in Washington, D.C., and entertainment PR in New York. She has a Master of Arts degree in Public Communications from The American University in Washington, D.C.

d. Relevant experience in the applicable resource area of the most relevant projects.

Strategic Communications Administrator, Georgia DOT

Assisted leadership in overseeing programmatic marketing and communications campaigns. Managed the \$900,000 contract for the marketing, PR and advertising firm

working to improve the agency's image; manage and approve the contract, task orders, budget, and deliverables. Led, coached, and managed the 11-member communications staff in the areas of public involvement and community outreach; social media, web, and digital platforms; creative design and video production and manage the office's \$2.4 M overhead budget.

Director of Communications, Georgia DOT | Served as primary communications professional for the state's \$3.4 B transportation agency. Developed, implemented, and managed large scale internal and external communications plans geared toward strategically influencing opinion, changing behavior, launching a service, or educating on major statewide transportation programs. Ensured measurement and effectiveness of key education campaign goals and strategies. Served as staff advisor to State Transportation Board Communications Committee—present strategies/ communications plans for projects and programs and the effectiveness of those plans; create speeches and talking points for Board members.

Deputy Director, Communications Division, Georgia DOT | Assisted the Communications Division Director in leading 25-member communications staff in promoting Georgia DOT's positive image. Managed, edited and ensured timeliness of all GDOT online and print publications and guided the implementation of the agency's social media platforms. Revamped and overhauled the Department webpage to serve as a marketing tool for the Department; reduced 5000 data pages to 500 and streamlined information with the use of visuals to tell GDOT's story; web views increased 120% in two years. Negotiated \$200,000 in-kind services for a \$1 million advertising and education campaign on the resurfacing of the Downtown Connector.

Administrator, Office of Communications, Georgia DOT | Managed the overall strategic communications efforts of the Department; counseled management on the public relations implications of the organization's policies, practices, and actions; provided briefing updates and training for new State Transportation Board members and served as the official spokesperson for the agency. Developed and approved policies and procedures for the 25-member communications team specializing in media relations; community relations, speech writing, publications production, constituency services and website management and prepared and managed the office's \$1 million budget.

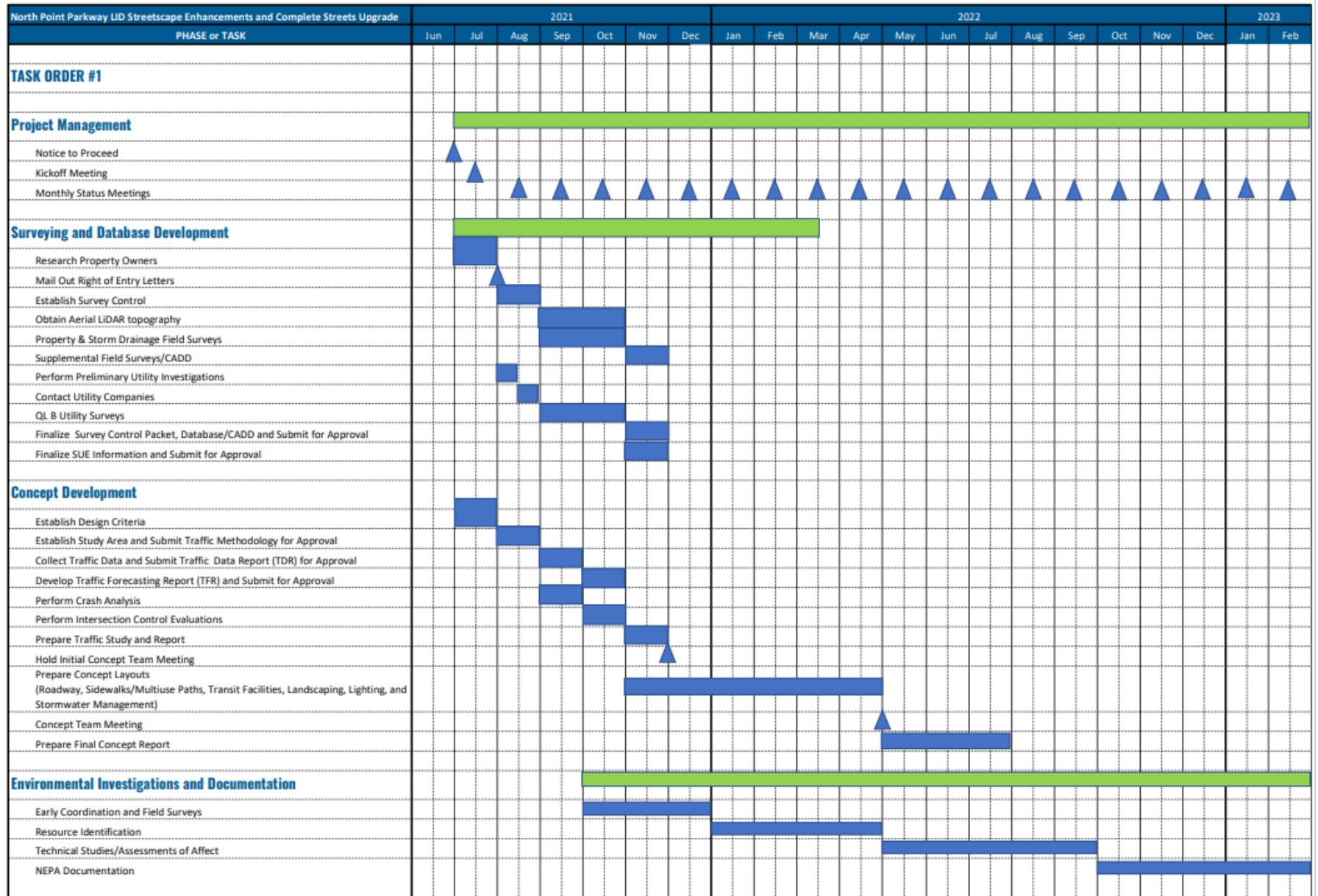
e. Relevant experience utilizing GDOT specific processes, manuals, or guidance

Karlene has an extensive understanding of the GDOT processes related to nearly every aspect of work. Serving as Director of Communications, Karlene was exposed to many facets of GDOT's operations, policies, and procedures. In particular to this contract, Karlene wrote GDOT's initial Public Involvement Plan which follows NEPA guidance, and she led and consistently worked with the environmental staff on major projects. Karlene uses all the tools in the toolbox to help ensure that key audiences are targeted, that wide and varied outreach techniques are used, resulting in award-winning projects. Karlene has participated in numerous training classes on NEPA related outreach and international standards for public outreach.



C. PROJECT MANAGER, KEY TEAM LEADERS, PRIME RESOURCES, WORKLOAD CAPACITY

1. Schedule





C. PROJECT MANAGER, KEY TEAM LEADERS, PRIME RESOURCES, WORKLOAD CAPACITY

2. Overall Resources

a. Primary Office – Columbia’s office is located in Metro Atlanta in Duluth, GA and will be the primary office responsible for project management, surveying, database development, sidewalk/roadway design, drainage design, erosion control, signing and pavement marking, and construction plan preparation. Columbia is a full-service engineering firm with approximately 50 employees including 3 registered surveyors, 5 survey crews, 10 transportation engineers, 2 landscape architects, and 7 municipal engineers who are available to work on this project. Our senior transportation staff include Randy Strunk, PE; Paul Cook, PE; Tom Ziegler, PE; Peggi Fellows, PE; David McKinney, PE; Michael Crawford, PE; and Morgan Purchell, PE who have more than 150 years of combined experience. Our staff have worked together on numerous municipal, county, state, and federal projects.

b. Narrative on Additional Resource Areas and Ability – We have added several specialty sub consultants to our team including: Starr Whitehouse (Landscape Architecture); Lumin8 (traffic studies/operations); Platinum Geomatics (LiDAR); Long Engineering (utility coordination/SUE); Edwards Pitman (environmental studies); United Consulting (geotechnical investigations); and Atlas (Public Involvement and QA/QC). Columbia has worked with personnel from each subconsultant on past and/or current projects. Our combined resources located in Georgia consist of over 400 personnel that are available to meet all of the projects resource needs with overlapping skill sets. Our design expertise includes projects with urban & rural design, environmental mitigations, extensive coordination/outreach, federal, state, and/or local funding, and utility owner coordination for many City, County, and GDOT projects that are similar in scope to this proposed project.

Our project management team is comprised of Tom Ziegler (Project Manager), Paul Cook (Principal-In-Charge), David McKinney (QC/QA Manager), Josh Earhart (NEPA key team leader), Michael Crawford (Transportation Planning key team leader), Brandon Miller (Survey key team leader), Randy Strunk (Stormwater Management key team leader), and Randy Sanborn (utility key team leader), who will facilitate all aspects of this project. Because communication is paramount to the successful completion of all projects, we will utilize several methods to achieve this. We will coordinate with all current task order team players bi-weekly to understand potential issues, track progress, chart schedules, and monitor budgets. Also, we will utilize a master transportation project calendar to set and track intermediate due dates as well as milestones to help keep the project on schedule. Additionally, we will hold monthly status meetings with team members to discuss progress, schedules, potential issues, and plan for upcoming milestones. Then, we will send meeting minutes to ALL team members, regardless of whether they attended the meeting or do not have current tasks. This keeps everyone aware and engaged in the project status milestone deliveries. This information will also be summarized in a detailed monthly progress report and submitted along with monthly invoices for processing. Also, equally as important to the successful completion of these projects are QA/QC reviews. Each discipline will provide internal and external (peer) reviews on all documents prior to submission to assure the project design is accurate and cost effective.

In conclusion, the Columbia Team offers the following advantages:

- Many of the Columbia Team members have worked together on projects for more than 20 years.
- Past projects have included innovative solutions aimed at cost and time saving measures to bring projects within or under programmed budgets and schedules
- Our Team has the capacity and ability to utilize multiple survey crews, design teams, and technology (i.e., LiDAR).
- Our team’s experience will help avoid and/or minimize impacts to ROW, utilities, and environmental resources.
- Our staff routinely follows and has a deep understanding of the GDOT Plan Development Process (PDP)
- As a Small Business Enterprise (SBE), we are proud of our ability to be nimble and serve our clients with high quality services.
- Lastly, both Paul Cook, PE, Principal-In-Charge, and Randy Strunk, PE, drainage team lead, are owners within Columbia and proposed to work on this project. They are committed to successfully helping our staff complete this project.

**PROJECT MANAGER, KEY TEAM LEADERS, PRIME RESOURCES, WORKLOAD CAPACITY****2. Project Manager Commitment Table**

PI/Project /Name of Customer	Role of PM on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours
Project Manager & Roadway Design Key Team Leader - Tom Ziegler, PE – Columbia Engineering and Services, Inc. Mr. Ziegler has considerable availability because he has recently joined Columbia Engineering.					
PI No. 0013576	Senior Engineer	Widen existing SR17 from Quaker Rd. to SR296 Jefferson/Warren Counties	Concept	20% complete	40

3. Key Team Leader Project Commitment Tables

PI/Project /Name of Customer	Role of KTL on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours
Key Team Leader: Traffic Planning & Analysis - Michael Crawford – Columbia Engineering and Services, Inc. Mr. Crawford has considerable availability because he has recently joined Columbia Engineering.					
PI No. 0013576	Senior Engineer	Widen existing SR17 from Quaker Rd. to SR296 Jefferson/Warren Counties	Concept	20% complete	40
Key Team Leader: Environmental – Josh Earhart – Edwards-Pitman Environmental, Inc.					
PI No. 0017185	Sr. Env PM, NEPA Lead	SR 53 at Snows Mill Road/ Rocky Branch Road	Concept	25% complete	8
PI No. 0017186	Sr. Env PM, NEPA Lead	SR 53 at Malcolm Bridge Road / Rays Church Road	Concept	25% complete	8
PI No. 0013751	Sr. Env PM, NEPA Lead	SR 81 Bridge Over Dried Indian Creek	ROW	60% complete	8
PI No. 0016052	Sr. Env PM, NEPA Lead	Lower Fayetteville Road Widening	Concept	10% complete	8
PI No. 0008358 / 0008359 / 0010236	Sr. Env PM	DeRenne Avenue Widening and Interchange	ROW	70% complete	4



PI/Project /Name of Customer	Role of KTL on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours
Key Team Leader: Public Involvement – Karlene Brown - Atlas Technical Consultants					
PI No. 0000379	Communications Lead	I-285-I-20 West Interchange Project	Project is Advertised	0% complete	25
Key Team Leader: Stormwater Management - Randy Strunk, PE – Columbia Engineering					
PI No. 0006446	Project Manager	SR 1/US 27 Widening from Turnberry Lane to SR 315, Muscogee/Harris Counties	Right-of-way	65%	16
PI No. 0011434	Utility Coordination	Roadway Improvement - Cusseta/Old Cusseta	Final	90%	4
PI No. 0016633	Project Manager	Greensboro, GA Streetscape Improvements	Concept	25%	8
Sandy Springs	Project Manager	Peachtree Dunwoody @ Telford	Final	95%	8
Sandy Springs	Project Manager	7275 Twin Branch Rd	Final	70%	8
Sandy Springs	Project Manager	FY20 Drainage Improvements	Final	98%	2
Key Team Leader: Landscape Architect – Jacob Lange, RLA – Starr Whitehouse Landscape Architects					
City of Roswell Dept. of Recreation, Parks, Historic and Cultural Affairs	Project Manager	Design and implementation of new riverfront park.	Design Development	60% complete	32
City of Atlanta DWM	Project Manager	Green Infrastructure Design Challenge: Continental Colony	Schematic	25% complete	24
Trees Columbus	Principal-In-Charge	Park Restoration Planning Study	Concept	10% complete	16
The Durst Organization	Project Manager	Philadelphia Waterfront Development	Contract Document	50% complete	32



D. TECHNICAL APPROACH

Project Understanding

North Point Mall opened in October of 1993. The rapid development which followed included numerous restaurants, furniture stores, and strip shopping centers which created unprecedented economic growth in the Alpharetta area. Fast forward to approximately 2005, many shopping malls across America were beginning to struggle. The pandemic during the past year has accelerated the decline of shopping malls and traditional strip shopping centers. In person shopping will never be the same. Fortunately, the City of Alpharetta has spent considerable effort over the past 12 years developing a new vision for the North Point Parkway area. Our team is ready to help bring this vision into reality by focusing on creating an optimal network along North Point Parkway for alternative travel and improved connectivity while enhancing the park like atmosphere.

Project Management

Tom Zeigler will serve as the project manager for this project. He will be responsible for all contractual issues, negotiating the scope and fee, allocation of the appropriate resources, managing sub consultants, ensuring that QA/QC procedures are followed, and public involvement. Other functions to be completed include:

- Preparation of a Project Management Plan to clearly define team personnel and roles, progress reports and meetings, invoicing, document control procedures, and communications protocol
- Preparation of a Quality Assurance/Quality Control (QA/QC) Plan to ensure consistency of concept reports and construction plan preparation, plan review procedures, and plan submission requirements
- Preparation of monthly invoices and status reports
- Documentation and distribution of meeting minutes and critical design discussions
- Participation in site visits, design meetings, and field plan reviews with project engineers and City of Alpharetta personnel
- Participation in public open houses (PIOHs)

Kickoff Meeting

After receiving Notice to Proceed (NTP), Tom Ziegler (Columbia Project Manager) will schedule a project kick off meeting with the City. This may be done in person, via videoconferencing, and include a site visit. A detailed agenda will be prepared, and discussion will include the following:

- 1) Project Goals
- 2) Scope, Schedule, and Budget
- 3) Roles and Responsibilities
- 4) Communication Protocol
- 5) Standard Operating Procedures
- 6) Document Control
- 7) Invoicing
- 8) Potential Risks

Field Surveying, LiDAR, and Database Development

The success of any design project begins with a quality database. The Columbia database team led by Brandon Miller and consisting of Columbia survey crews, Platinum Geomatic staff, and Long Engineering staff will perform the field surveys, LiDAR/aerial photography, Subsurface Utility Engineering (SUE), and database preparation. After the initial database has been developed, we will field verify that all necessary information was collected. Below is a detailed description for developing the database necessary for preparing concepts and future preliminary, right-of-way, and final design plans.

Initially, Columbia will produce a property statistics report that includes all the property owner's information along the corridor. We will send out an approved property owner notification letter, so the adjacent property owners are aware of our presence along the corridor. Next, the Columbia team will utilize aerial LiDAR to obtain topographic information. Strategic control targets will be placed prior to aerial flights to capture the most topographic coverage with the best accuracy. Concurrently, our field crews will establish survey control points along the corridor that will meet or exceed the tolerances for accuracy as outlined by the GDOT Automated Survey Manual. After the control is set, we will turn our efforts towards establishing the right-of-way and property lines. Research will be conducted in the Fulton County Clerk of Court's office to obtain all current vesting deeds and recorded plats.

After Platinum Geomatics delivers the aerial mapping to Columbia, our field staff will begin to ground survey the areas that were obscured from the aerial flights and locate all drainage and sewer structures. Care will be taken to properly measure invert elevations of each structure and obtain the correct connectivity of each system. Our field staff are trained and versed on how to properly locate surface features that allow for the most accurate Digital Terrain Model (DTM) which will assist the engineering team in making the correct design decisions without the need for re-work.

As the aerial and field surveying effort ends, our professional land surveyors and technicians will review the precision and accuracy of the data collected. The data will be drafted into Microstation/OpenRoads following the GDOT Electronic Data Guidelines. Columbia routinely utilizes the GDOT QA/QC tools to ensure that all database information is correct and can pass GDOT's approval processes.



Utility Coordination/Subsurface Utility Engineering (SUE)

Long Engineering, our SUE sub consultant, will be working simultaneously with the field surveying effort to produce the Subsurface Utility Engineering (SUE) plans for this corridor. The RFQ indicated QLB SUE for this project. Significant cost savings may be achieved if we develop the SUE database by using a hybrid approach of utility coordination and QLB in targeted areas instead of along the entire corridor. Our team will work closely with the City and GDOT to determine the best approach to obtaining the appropriate SUE database to help reduce costs and eliminate or minimize utility conflicts during construction and avoid costly delays.

Our team have already conducted a preliminary investigation to determine known utilities within the project limits. Utilities discovered within the corridor include the following:

- Water and Sewer - Fulton County has several large water vaults and sewer lines
- Telecommunications – ATT, Hotwire, Comcast, Fiberlight, Century Link, Verizon, Crown Castle, Uniti, and Zayo have several large fiber lines, communication vaults, and splice and slick cabinets
- Gas – Southern Company Gas have several large (steel and plastic) lines
- Electric – Georgia Power has multiple phase 3 power lines/vaults
- ITS - City of Alpharetta has fiber for Traffic Control



Existing utilities to be avoided

Long will use their extensive relationships with these owners to contact them to obtain as-built records. After all existing utility plans are obtained, the Long Engineering team will mobilize in the field to designate the buried underground utilities. Long will use a variety of geophysical techniques to designate buried utilities including electromagnetic applications and ground penetrating radar. Appropriate paint colors and pin flags will be

used to mark the utilities. Non-metallic utilities and utilities without tracer wires will not be physically marked on the ground and will be considered unlocatable. Underground utilities that will be marked will be water, communication, electrical, gas and force main.

The Long team will utilize the survey control packet that Columbia established and complete the survey of the designated utilities to the same level of accuracy as the survey database was performed. The data will follow the GDOT Electronic Data Guidelines for SUE deliverables. Our Team will prepare and submit the proper files to the GDOT Statewide Location Bureau and the GDOT State Office of Utilities for review and comment.

Traffic Analysis and Operations

North Point Parkway from Mansell Road to Haynes Bridge Road is a six-lane divided major collector approximately 1.5 miles in length with a 35-mph posted speed limit. Both Mansell Road and Haynes Bridge Road maintain full access interchange ramps with SR 400. Recently improved Encore Parkway provides a vital connection between North Point Parkway and Westside Parkway while crossing over SR 400. The corridor is almost exclusively commercial and runs parallel to and east of SR 400 with many major national stores, restaurants, hotels, and North Point Mall.

There are nine traffic signal-controlled intersections with an average 900-foot spacing along the corridor, all with full access median breaks. There is one non-signalized full access median break located just north of Encore Parkway. There are 13 additional right-in right-out driveways. There is ITS fiber optic cable along the corridor that provides communication back to the City's Traffic Control Center that will need to be maintained. There are currently no bicycle facilities located on the corridor. Access to the Big Creek Greenway is located opposite the south end of the North Point Mall (approximately 900 feet north/east of Encore Parkway) at North Point Park. The Alpha Loop is located nearby.

Key tasks of the traffic study will include:

- 1) Develop study area map and obtain approval from the GDOT Office of Planning for data collection
- 2) Collect traffic data including all driveways that contain more than 50 vehicles per day (vpd)
- 3) Develop existing traffic volume diagrams, submit, and obtain approval for the traffic data report (TDR)
- 4) Submit and obtain approval for the traffic forecasting report (TFR) for Base and Design Years
- 5) Perform detailed crash analysis and prepare collision diagrams using the most recent five years of available data from the Georgia Electronic Accident Reporting System (GEARS) system.
- 6) Perform Intersection Control Evaluations (ICE) for all intersections using the latest ICE tool
- 7) Prepare a Traffic Study and Report that meets the GDOT PDP requirements



Bicycle rider in vehicle lane



Roadway and Sidewalk Concept Development

After receiving LIDAR data, Columbia will commence work on developing conceptual layouts for the project. Our conceptual designs will build upon the previous studies and the City of Alpharetta's vision for the streetscape. Where possible the proposed improvements will be designed to avoid utility impacts. Avoidance measures may include retaining walls, modified slopes or locating the proposed improvements behind the utilities. The team will prepare a Concept Report consistent with GDOT's Plan Development Process Appendix A-2 and GDOT's concept report template. The concept report will include:

- A project location map
- A summary of project planning and background
- A description of the proposed project and design features including demolition, grading, and paving, storm drainage, utilities, pedestrian amenities, etc.
- Existing and proposed typical sections
- A summary of utility and property (ROW) requirements
- A summary of environmental and permitting needs
- An outline of construction issues
- A list of needed coordination, activities, responsibilities, and costs
- A discussion of alternatives
- Supporting data and appropriate attachments

The report will define the project's parameters and include written and graphic descriptions of the project, along with a conceptual construction cost estimate.

ADA Compliance

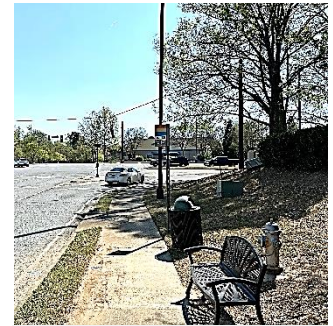
There are over 50 million Americans with disabilities. It is imperative that our design maximizes equability for all users including ensuring ADA compliance whenever feasible as the initial construction met with the ADA requirements of that time period. Throughout the corridor there are examples of substandard handicap ramps that will need to be improved. Maximizing equability for all users would include all components including handicap ramps, parking impacts, route accessibility, signage and striping, detectable warning strips, handrails, egress evaluations, and acceptable construction tolerances. Our analysis will utilize PROWAG requirements for accessibility in road right-of-way, which contains different rules than commercial ADA applications. Our team of ADA experts will ensure the design meets the City's goals of providing accessibility for as many of its citizens as possible.



Substandard for maximizing equability

Transit Facilities

The corridor has numerous MARTA bus stop locations. Many of these locations do not currently have any sidewalks, trash receptacles, or benches. There is only 1 stop near the Chic Fil A that has a small bus shelter. We will coordinate closely with MARTA to improve transit facilities at all locations and help reduce the reliance on automobiles by encouraging the use of MARTA.



Minimal transit facilities

Drainage, Bioswale, and MS4 Design

The design and implementation of green infrastructure along the corridor is a major component of our approach. With the requirement of runoff reduction required by large phase I Municipal Separate Storm Sewer System (MS4) communities, this project can serve as a model project for developers, departments of transportation, and other municipalities of how low impact development best management practices can be incorporated on linear transportation projects. Our understanding of the City's goals for the stormwater on the project include:

- Improvement of stormwater quality throughout the corridor
- Model project for communities throughout the region on green infrastructure
- Meet gutter spread standards per the GDOT drainage manual
- Preserve and enhance natural areas as feasible
- Meet minimum post-development stormwater management standards established in the City of Alpharetta UDC
- Maximize use of nonstructural stormwater management better site design practices
- Utilize native species within stormwater features (as well as throughout the corridor)
- Highlight stormwater as an aesthetic feature of the project
- Implement a scalable design that can be phased if necessary

We will meet with the City to discuss these goals and refine this list to ensure we provide a product that exceeds the City's expectations.

Potential removal of a lane width in each direction will present a unique opportunity for the City to implement a variety of green infrastructure practices throughout the corridor. Often on transportation projects, the designs are limited to bioslopes and planter boxes. Those features can work well, however, the low slopes on this project are ideal for use of many best practices which will give the corridor a



greater variety. This may include filter strips, enhanced swales, bioretention, sand filters, infiltration trenches, and potentially others. We will evaluate the optimal implementation of these practices based on the topography, the drainage area, the infiltration capacity of the soil, etc. In addition to areas along the roadway shoulders,



Potential bioswale location

there may also be some opportunities within the medians of the corridor to provide additional water quality treatment. For example, in front of Pier 1 imports, there is an on grade catch basin along the curb of the median. This could potentially be modified to a curb cut that drains into a bioretention area installed in the median where there is a gap in the landscaping. We would evaluate the corridor in detail to determine where best practices make sense and design the green infrastructure to work with the gray infrastructure to improve water quality while maintaining safe driving conditions.

The southern portion of the project is within a mile of a Biota F impaired stream (Foe Killer Creek). Per the requirement of GAR 100002, the project will require four additional BMP's selected from Part III.C.2 of the permit. Reduction of the amount of the overall impervious area will allow for two of these criteria to be met. One will also be met with the installation of the post construction BMPs on the project.

The green infrastructure practices have specialized microclimates including being adjacent to a roadway with fairly heavy traffic with varying degrees of water within the soil. Plants within the green infrastructure will be selected to ensure that they are able to withstand these climates. Preference will be given to native species that can be locally sourced. In addition, plant selection will be a palette of varying plant sizes that provides varying color and interest throughout the year while also being cognizant of the long-term maintenance burden on the City.

Implementation of green infrastructure will promote the stormwater practices as a feature of the site. Signage can be utilized throughout the corridor to educate the public on the various best practices including how they work and why they are important to the sustainability to both the project but also the ecosystem. This will also allow the project to be featured to various trade groups such as the Georgia Association of Water Professionals so other regional leaders can see the practices implemented and replicate the City of Alpharetta's model in their own communities.

Landscape/Hardscape Design

Starr Whitehouse will support Columbia Engineering in creating a vibrant streetscape along North Point Parkway, infusing the corridor with a unique materiality and sense of place that draws future investment even as it supports the district's daily activities with efficient circulation and stormwater management.

Above the surface, the design will bring the corridor down to a human scale with finely detailed hard and softscape features that encourage connectivity, efficient pedestrian crossings, and intuitively placed social nodes that mark trail connections and other important crossings. Seating, shade, and gathering spaces such as pocket parks and plazas will foster the district's street life, while generous native plantings will infuse the district with nature and extend animal and insect habitat. Starr Whitehouse will contribute to the roadway cross-section design from a landscape and placemaking perspective, selecting plant palettes, specifying materiality and iconography, delineating fine grading, and developing wayfinding strategies to ensure that the streetscape integrates into the City's vision for the North Point district while establishing a unique sense of place for the corridor.



Mature trees to be protected

Perhaps the single greatest placemaking opportunity along the Parkway will be to prepare the way for a future hub at the primary trail connection to the Alpha Loop and Big Creek Trail. A node or plaza space situated at this intersection would create an anchor for the district that social life will naturally gravitate towards—as well as a potential site where the ecology of the trails can “spill out” into the urban fabric, connecting Alpharetta to its environmental context. The streetscape design can prepare for future development of this hub by carving out open spaces, delineating pedestrian, and vehicular circulation, and laying foundations for future structures. A similar opportunity exists at secondary greenway thresholds identified in previous design studies. These boundaries between the natural abundance of the Greenway and the urban fabric of the Parkway could be delineated even at this early stage with subtle changes in plantings, paving pattern selection, and other ground plane interventions.

Beneath the surface, efficient green infrastructure systems will filter stormwater before it percolates into the soil. Planting, materials, and design for bioswales and other BMPs will be geared towards the maintenance, operations, and budgetary structures of agencies and organizations responsible for stewardship of the district's open spaces. Hardy native plants and durable materials will minimize upkeep and extend native habitat.



Lighting Design



Example of existing lighting

During our site visit, we observed two different types of lighting poles and fixtures being used along North Point Parkway and Encore Parkway. The Encore Parkway lighting is much more decorative and appears to be consistent with standards that have been developed for the “North Point Overlay District”. Our first step will be to determine the City’s expectations and types of light fixtures that they would like to use for North Point Parkway. We

will coordinate early with City staff to obtain criteria and fixture approvals prior to the development of the photometric layout. All lighting will be designed to accommodate vehicles, pedestrians, and bicyclists along the corridor. Full photometric calculations will be provided along all roadway and pedestrian facilities. These calculations will include luminance calculations along the roadways, within intersections, and along pedestrian and cyclist facilities.

Our proposed layout will carefully consider utility conflicts and the impacts of fixed objects (e.g.: trees) that could obstruct lighting. Once the photometric analysis is complete and accepted, we will develop lighting plans with the appropriate electrical details and cable routing based on the most efficient path and with minimal voltage drops. We will coordinate appropriate service drops with Georgia Power and locate the best service points to minimize length of cable being run.

Environmental Investigations and Documentation

Because federal funding is included and to comply with the Georgia DOT Plan Development Process (PDP) in evaluating possible improvements for the North Point Parkway corridor, environmental personnel would begin the environmental analysis to identify resources for consideration in the design by conducting coordination and consultation with local, state, and federal agencies for known or recorded resources along the project corridor. After completion of this coordination phase, field surveys would be conducted within an area developed by Columbia Engineering known as the Environmental Survey Boundary (ESB) which establishes limits for any improvements along the corridor.

Based on the age of development in the North Point Parkway area, we do not anticipate that historic resources or archaeological sites would be present and eligible for listing on the National Register of Historic Places (NRHP). A Historic Resources Survey Report (HRSR) would be prepared for review and approval by Georgia DOT and the Georgia State Historic Preservation Office (SHPO). Archaeology efforts would likely be documented in an

Archaeological Short Form (ASR) report, for review and approval by GDOT. Given the developed nature of the project corridor jurisdictional waters of the US, such as wetlands and streams, are not anticipated to be present, except for a few small tributaries to Big Creek that flow under North Point Parkway. Also, threatened, and endangered species or their habitat which is protected under the Endangered Species Act are not anticipated to be present.

After approval and concurrence of resource identification reports, and after receipt of preliminary plans, assessments of effect (AOE) would be prepared that describe impacts from the proposed project to identified resources, minimization efforts, and any mitigation if necessary. Again, based on the developed nature of the project area, the only AOE anticipated would be for ecological resources. Mitigation or permitting under Section 404 of the Clean Water Act is not anticipated.

Other studies and resources that would be considered during the environmental process include air, noise, recreational facilities, and environmental justice (EJ) communities. Given the nature of proposed improvements, and that adding capacity or realigning roads would not occur, air and noise assessments would be qualitative in nature and require reporting and approval by Georgia DOT. An assessment for the presence of EJ communities, defined as low income and minority populations, are required for federal aid projects. However, given the nature of land use as commercial and retail, EJ communities are not anticipated to be present. Documentation would be required, but findings only reported in the environmental document. An assessment of impacts from the proposed improvements to area recreational facilities, such as Big Creek Greenway, would be conducted as part of the environmental analysis. The proposed improvements are not anticipated to adversely affect the Big Creek Greenway and would likely be considered a benefit by increasing access with improved facilities to local trailheads and access points.

Findings and impacts from the project to environmental resources would be included in a NEPA document, anticipated to be a Categorical Exclusion (CE). The CE would be submitted to Georgia DOT and Federal Highway Administration for review and approval. The environmental process, from early coordination to approval of the NEPA document, is anticipated to take between 16-18 months.



Geotechnical Services

Our geotechnical sub consultant, United Consulting, is prepared to perform soil surveys, pavement evaluations, bridge and wall foundation investigations, and perc tests in accordance with GDOT standards. The RFP included bridge foundation investigations and soil surveys in the “scope of services”, however, based upon the anticipated improvements which would include lane reductions and the addition of sidewalks/multiuse paths, we do not anticipate the need for a typical soil survey or bridge foundation investigation (BFI). We will verify with the city that these are not necessary. If the proposed improvements vary greatly from our current understanding, we would recommend including a soil survey in a future task order.

Pavement Evaluation Survey - Pavement evaluations are performed in accordance with GDOT Pavement Design Manual Chapter 9 and Appendix C. Pavement design is performed in accordance with chapter 11. The existing roadway to be evaluated consists of a six-lane divided road (3 lanes eastbound and 3 lanes westbound) with frequent turn lanes. The pavement evaluation will require coring pavement at selected locations within the travel and turn lanes. We will initially visually evaluate and identify distress cracks and document their general locations. Areas that distress levels are significant and are not suitable for overlay are identified. Then the preferred core locations are selected to cover the best anticipated spectrum of the pavement sections. The areas that may be overlaid are further evaluated and core samples for RUT tests are obtained.

Photographs of the road will be taken in accordance with the guidelines specified in the pavement design manual. To determine proposed pavement sections, the soil support values (SSV) are taken from the soils survey report if available. Alternatively, if a soils survey report is not available the SSV are taken from the published GDOT values for the county that the project is located. Subsequently pavement sections are determined using SSV and traffic volumes.

Wall Foundation Investigations (WFI) - WFI will be generally performed in accordance with GDOT Geotechnical guidelines. Standard Penetration Test borings are drilled to depth dictated by wall types, height, and length. Depending on the wall type, samples for laboratory testing are obtained. The field and laboratory test data are used to provide a basis for the wall foundation recommendation. Because the project is federally funded, the analysis should be performed in accordance with the ASHTTO LRFD manual.

Perc Tests for Stormwater Design (MS4) - We will perform field permeability testing and obtain Undisturbed Shelby Tube samples. The undisturbed samples will be used to run laboratory permeability tests to compare with field test data when applicable and will be used in conjunction with the field tests to determine soil's ksat and soil Hydrologic Group. The number of tests and depth of the samples will be dependent on the number and size of the proposed MS4 locations.

Public Involvement

Proposed improvements are not anticipated to have significant impacts to environmental resources or be controversial in nature. Therefore, public involvement and outreach is not anticipated to meet the requirements of the PDP or National Environmental Policy Act (NEPA). However, we recognize that the city of Alpharetta included “Public Involvement” in Task Order #1 Scope of Services. Choosing to conduct public outreach as matter of transparency or policy often improves the success of any project. We recommend that all activities are conducted in compliance with the current Georgia DOT Public Involvement Plan and included in the NEPA document. Elements of a potential public involvement plan for North Point Parkway are found below.

To adjust to the realities of the COVID-19 pandemic, we propose a multi-faceted approach to the PIOH. To accommodate all audiences, we envision an approach to offer multiple forms of public feedback and participation in an effort to disperse a concentration of attendees while still following the regulatory framework for PIOHs. **This includes an in-person physically distanced Public Information Open House, coupled with a fully interactive website, a live Q&A session and supplemental public involvement tools for consideration.** In the event that COVID restrictions have been lifted at the time of the public meeting, the adjustments can be easily made to accommodate the anticipated turn-out to the PIOH.

Physically Distanced PIOH

An in-person PIOH event would be hosted in an outdoor location with a timed attendance format, through appointments. A designated number of individuals would be allowed during each time block. Upon registration, attendees will be offered the option to receive the project handouts by email in advance of the PHOH to reduce the amount of person-to-person contact at the meeting. Paper copies of the PIOH materials will be available at the meeting for those who wish to receive the information in that format. If necessary, upon arrival to the PIOH, attendees will be greeted by a masked and gloved staff member and offered a mask if they are not wearing one. The use of iPads loaded with PIOH information and comment forms would also be considered to conveniently document and analyze comments during the meeting.

Public Meeting Website

We propose using part of the Social Engagement page on the City of Alpharetta's website to house the dedicated PIOH site. This site could house all PIOH information as well as project updates that will be shown to the public/visitors. The purpose of the page is to offer the user an upgraded, interactive experience, compared to a simple static website, that will simulate a public meeting experience. This would be done through coordination and approval from the City's IT Department.



Live Question and Answer Session with Project Staff

In addition to the public meeting website, we propose to host one, two-hour, “live” question and answer session where project staff would be available to answer questions and take comments. How and when to participate in the session will be included in the PIOH legal advertisement, on the public meeting website, and through emails and postcards sent to stakeholders and project partners. This community inclusion strategy provides those without internet access or the time, desire, or ability to participate in the PIOH, an opportunity to ask questions and have their comments recorded. Information for the call-in session will be included on all the advertising materials.

Supplemental public involvement tools/advertising for consideration:

- Legal ad
- Project visualization
- Mailout invitation to PIOH/ comment card
- Project hotline
- Promotional media relations/press releases
- Social media plan
- Text Marketing advertising
- Government Access Channels outreach
- Use of established City communications platforms

Documentation, Evaluate & Respond to Public Comments

The team proposes to provide a tracking & approved response mechanism to all comments from the public in a timely manner. In addition, the team will summarize and distribute responses to all comments, once approved by the City.

Quality Assurance/Quality Control (QA/QC)

Columbia Engineering’s Quality Assurance/Quality Control (QA/QC) procedures start before the project has been assigned. We believe that employee retention is the first step toward helping to ensure long term client satisfaction. This allows our employees to accumulate knowledge of the clients’ design processes and procedures. We also want to provide the proper training of our personnel so that they are up to date on current training. This learning can be attained from internal “lunch and learn” sessions, training sessions from a peer engineering firm or formal National Highway Institute (NHI), DOT or college listed continuing education classes.

Quality Control (QC) is verified through checking, reviewing, and monitoring of work activities, with documentation, by qualified individuals who are not directly responsible for performing the work. Quality Control is the operational activities our personnel follow to control the quality of our plans. This includes providing clear and concise decisions and directions, constant supervision by experienced individuals, immediate review of completed activities for

accuracy and completeness before moving to the next task or phase, and accurate documentation of all decisions, assumptions, and recommendations. These procedures help ensure that the work is done correctly the first time, rather than reacting to problems and errors as they happen.

Quality Assurance (QA) refers to the degree of certainty that Columbia’s engineering design and plan production meet our client’s requirements for quality. This includes continual improvement of the project’s quality, production, and client’s satisfaction throughout this and future projects. The QA/QC process is the responsibility of all employees from CAD personnel to the Principal, subconsultants, surveyors and all other members of the design team before the project is reviewed for Quality Assurance. Our goal is to prevent errors from being introduced as well as finding any errors in the design process as early as possible. The plans are designed by one professional engineer and reviewed by another professional engineer (can be from a subconsultant) not working daily on that project so that a clean cross check review is performed for the QA review.

Our team will use their check prints, calculations (readable by others) and a formal checklist of the work performed on all information contained within the plans and calculations. This work includes marked-up plans that result from other reviews. It also includes quality assurance findings and recommended corrective actions, coordination meetings/quality assurance meetings, all phone logs, quality control review letters, review comments and responses from City of Alpharetta personnel, and any other correspondence regarding QA/QC. Subconsultant schedules will be incorporated into the master schedule so they are aware of QA/QC implementation into their portion of the project, or by a peer review, depending upon the project. The prime consultant is fully responsible for all work, as if it were the prime consultant’s own work. The technical reviews shall include maintaining a design book consisting of the design calculations, that include theories and formulas used for the calculations, as well as the reviews of the calculations and all pertinent correspondence.

Future Tasks

The previous pages focused on Task Order #1 which included Surveying, Subsurface Utility Engineering, Database Development, Traffic Analysis, Concept Development and Environmental services. However, we recognize that additional Task Orders would be issued for Preliminary, Right of Way, and Final Plan preparation. We are confident that the Columbia team has the appropriate resources to deliver future phases in accordance with the GDOT PDP.



The preliminary plans phase will include the following:

- Project Management
- Cover, Index and General Notes
- Typical Sections
- Preliminary Pavement Design
- Construction Layout/Stakeout Sheet
- Roadway Plans, etc.
- Profiles
- Roadway Cross-Sections
- Preliminary Driveway Profiles
- Preliminary Drainage Design and Layout
- Preliminary Drainage Profiles/Cross Sections
- Preliminary Drainage Map
- Preliminary Signal Plans
- Preliminary Staging Plans
- Landscape Plans
- Lighting Plans
- Preliminary Erosion, Sed. & Pollution Control
- Prepare MS4 Plans
- Soil Surveys
- Wall Foundation Investigations
- Existing Utility Plans
- Retaining Wall Locations and Envelopes
- Draft Special Provisions
- Prepare Prelim. Earthwork Qtys
- Estimate of Probable Construction Costs
- R/W Cost Estimate
- Prepare for, Participate in PFPR
- Address PFPR Comments
- Internal Quality Control Reviews

The right of way plans phase will include the following:

- Right-of-Way Plan Sheets
- Right-of-Way Points/Tables
- R/W Plans Review/Revisions
- Internal Quality Control Reviews
- Right-of-Way Revisions During Acquisition

The final construction plans phase will include the following:

- Project Management
- Final Cover, Index, Notes and Typical
- Final Roadway Plans, Profiles, etc.
- Final Bridge Plans
- Final Drainage Design, Profiles, Cross Sections
- Final Driveway Profiles
- Final Detailed Plan Sheets
- Final Erosion, Sed. & Pol. Ctrl. Plans
- Final Staging Plans and Details
- Final Staging Cross-Sections
- Final Utility Plans
- Final Wall Envelopes
- Final Box Culvert Extensions
- Final Special Provisions
- Supplemental Specifications
- Final Signal Plans
- Detailed Construction Quantities
- Final Estimate of Probable Construction Costs
- Prepare for, Participate in FFPR
- Address FFPR Comments
- Revise Construction Plans per R/W Acquisition Revisions
- Internal Quality Control Reviews
- Address comments from GA EPD review of erosion plans
- Seven-day erosion control inspection and letter



PAST EXPERIENCE

a. Client name, project location and dates of services performed: City of Sandy Springs; Design – 2016-ongoing

b. Description of overall project and services performed:

Roswell Road at Grogans Ferry Road Intersection Improvement.

This intersection improvement and access control project along the primary thoroughfare was proposed to improve the intersection and pedestrian connection of Roswell Road and Grogans Ferry Road. The intersection was unsignalized and reported several accidents along with pedestrians crossing midblock leading to hazardous conditions. The project was the first in the City to implement the Next Ten concept which aims to change the Roswell Road corridor to a boulevard feel including utilization of shared use paths on one side of the roadway and bike lanes on the other. The raised median limited access for businesses causing a lot of concern. Additional traffic signals and turning lanes were recommended and designed to improve the level of service and safety along the project corridor. The project included roadway, intersection, drainage, retaining wall, landscape, and erosion control design. Extensive utility coordination was necessary. The project was locally funded, however, since the improvements were located along a state route, extensive coordination with GDOT was necessary.



c. Duration of project services and overall project budget: **Duration:** 5 years-ongoing | **Budget:** \$250k | On time and within budget

d. Experience utilizing GDOT specific processes, manuals, or guidance: This project included utilizing GDOT standards and details.

e. Client, Contact name, telephone, and email: City of Sandy Springs, Christine Schultz 770.206.2020, cschultz@sandyspringsga.gov

f. Involvement of Key Team Leaders: Randy Strunk, PE; Paul Cook, PE

a. Client name, project location and dates of services performed:

City of Newnan, 2014-2020

b. Description of overall project and services performed:

McIntosh Parkway

The project included 4000 LF of 8-foot-wide concrete sidewalk and 4500 LF of a 10-foot-wide asphalt shared-use path. Design included a passage under Greison Trail via an overbank culvert with trail. This allowed for flood protection during heavy rain events. The project goal was to connect pedestrians and bikes from the Ashley Park area of Newnan to the historic downtown area.



c. Duration of project services and overall project budget:

Duration: Six years; **Budget:** \$227k | On time and within budget

d. Experience utilizing GDOT specific processes, manuals, or guidance: Project followed PDP and EDG standards

e. Client, Contact name, telephone, and email:

City of Newnan, Michael Klahr, PE, CFM, 770.253.8433 Ext. 225, mklahr@cityofnewnan.org

f. Involvement of Key Team Leaders: Randy Strunk, PE; Paul Cook, PE

a. Client name, project location and dates of services performed: Gwinnett County, 2004 - Ongoing

b. Description of overall project and services performed:

Gwinnett County Dot Sidewalk and Shared Use Paths Demand Services

Columbia has provided dozens of sidewalk and shared use path designs to the Gwinnett County Department of Transportation over the past 17 years. We are proud to be considered one of Gwinnett County's preferred consultants for the design of sidewalk and multi-use paths. Our most recent assignment was the James Road Sidewalk Design which included preparing preliminary, right of way, and final plans for 3700 linear feet of sidewalk along James Road from Paces Landing Drive to US 29/SR 8/Lawrenceville Hwy.



c. Duration of project services and overall project budget

Duration: 17 years; **Budget:** Construction \$8.4M | On time and within budget

d. Experience utilizing GDOT specific processes, manuals, or guidance: This project included utilizing GDOT standards and details.

e. Client, Contact name, telephone, and email: Gwinnett County DOT, Edgardo Aponte 770.822.7433, Edgardo.Aponte@gwinnettcountry.com

f. Involvement of Key Team Leaders: Paul Cook, PE, Randy Strunk, PE



a. Client name, project location and dates of services performed:

Starr Whitehouse Landscape, Suwanee, 5/20 to present

b. Description of overall project and services performed:

Roswell River Parks – Fitness Loop Trail

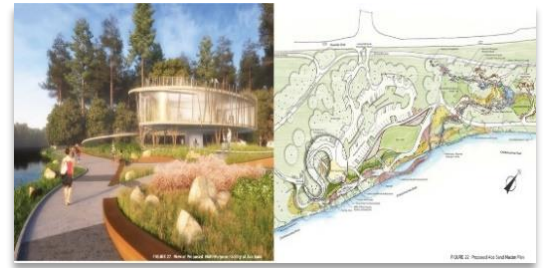
Columbia provided trail design through the former Ace Sands site and Don White Park adjacent to the Chattahoochee River. The trail design included fitness pods utilizing natural elements and a natural trail for a more “off-road” aesthetic. Coordination with MRPA, through the ARC, along with USACOE, EPD, the Riverkeepers, and the National Park Service was required. Project elements included green infrastructure design, project layout, utility design, construction details, grading, and erosion control design. The project was phased so each phase worked as a standalone project while allowing for future build outs as funding allowed.

c. Duration of project services and overall project budget: Duration: 11 months-ongoing; Budget: \$350k | On time and within budget

d. Experience utilizing GDOT specific processes, manuals, or guidance: This project included utilizing GDOT standards and details.

e. Client, Contact name, telephone, and email: Starr Whitehouse Landscape Architects and Planners, Jacob Lange – 212-487-3272; jlange@starrwhitehouse.com

f. Involvement of Key Team Leaders: Randy Strunk, PE



a. Client name, project location and dates of services performed: City of Greensboro, GA; 2/17 – 4/18

b. Description of overall project and services performed:

Tap Streetscape Design SR 15/44

This project will provide an important pedestrian link from the commercial core along Main Street to the emerging commercial node around the depot area. Lighting, sidewalks, and landscaping will be added to improve safety and walkability. The scope includes: Concept Development, ROW Acquisition, Database Development, and Environmental.

c. Duration of project services and overall project budget: Duration: 12 months for this phase; Budget: \$210,168 | On time and within budget

d. Experience utilizing GDOT specific processes, manuals, or guidance: This PDP and Limited Scope Concept Report guidance provided by GDOT.

e. Client, Contact name, telephone, and email:

City of Greensboro, Cail Hammons - 706-453-7967, hammons@greensboroga.gov

f. Involvement of Key Team Leaders: Randy Strunk, PE, Paul Cook, PE



a. Client name, project location and dates of services performed: Arcadis, Fulton County, GA, 2/17 - 4/18

b. Description of overall project and services performed:

MLK Jr. Drive from Ollie Street to Northside

As a subconsultant to Arcadis, Columbia provided utility coordination on MLK Jr. Drive design for sidewalk, lighting, landscaping, and bicycle lanes. This project was for the final design and construction phase of the \$40 million MLK Boulevard Complete Streets project. The project length was approximately seven miles, from Northside Drive to Fulton Industrial Boulevard. In the section closest to town, the corridor was converted from a four-lane undivided roadway to a two-lane roadway with a median and an exclusive, physically separated bicycle/pedestrian boulevard. The scope also included a linear park, as well as connections to major parks, churches, neighborhoods, and historic areas. The project traversed the historic Atlanta University Area, and abutted Morris Brown College, Mozley Park, and Westview Cemetery. Extensive public involvement, and project adjustments to avoid unknown utilities and historic sites discovered during construction were also included in the scope.

c. Duration of project services and overall project budget: Duration: 14 months; Budget: \$73k
On time and within budget

d. Experience utilizing GDOT specific processes, manuals, or guidance: This project included utilizing GDOT standards and details.

e. Client, Contact name, telephone, and email: Arcadis, Jerry Jones – 770.384.6506, Jerry.Jones@arcadis.com

f. Involvement of Key Team Leaders: Paul Cook, PE



City Council Meeting STAFF REPORT

Submitting Department: Public Safety
Submitted By: Stephanie Cochran
Sponsored By:
Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: APPROVAL OF THE FY21 COPS HIRING PROGRAM (CHP) GRANT APPLICATION

II. RECOMMENDATION:

Approve submission of the FY21 COPS Hiring Program grant application to the U.S. Department of Justice and authorize the Mayor to execute all necessary documents.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
2021 COPS Hiring Program (TBD)	\$460,624.00
Non-Allocated Grant matching Funds (TBD)	(\$210,624.00)

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
2021 COPS Hiring Program Grant (TBD)	\$250,000.00
.	\$0.00

IV. REPORT IN BRIEF:

The COPS Hiring Program (CHP) is a competitive grant program designed to provide funding directly to law enforcement agencies to hire and/or rehire additional career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts.

Anticipated outcomes of the CHP program awards include engagement in planned community partnerships, implementation of projects to analyze and assess problems, implementation of changes to personnel and agency management in support of community policing, and increased capacity of agency to engage in community policing activities.

Funding Provisions FY 2021 CHP awards will provide up to 54% of the entry-level salary and fringe benefits for each approved position for a three-year period. There is a 46% local cash match (cost share) requirement unless a waiver is approved. The maximum federal share per officer position is \$125,000 over the three-year period unless a local match waiver is approved, since we are asking for two officers that is a total of \$250,000. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the recipient agency. The only other expense for the two positions would be the officers uniforms and body armor which is roughly \$8,700.

Funding under this program will support three years of officer salaries within a five-year period of performance to accommodate the training and recruitment time frame.

Agencies must retain each CHP-funded position for 12 months following the three-year funding for that position. The additional officer positions should be added to your agency's law enforcement budget with state or local funds (or both) over and above the number of locally funded officer positions that would have existed in the absence of the award. Absorbing CHP-funded positions through attrition (rather than adding the extra

positions to your budget with additional funding) does not meet the retention requirement.

Funding under this program may be used to do the following: (1) hire new officers (including filling existing officer vacancies that are no longer funded in an agency's budget); (2) rehire officers already laid off (at the time of application) as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions unrelated to the receipt of award funding; or (3) rehire officers scheduled to be laid off (at the time of application) on a specific future date as a result of state, local, or BIA budget reductions unrelated to the receipt of award funding. CHP applicants may request funding in one or more of these three hiring categories.

In FY 2021, agencies may request the number of officer positions necessary to support their proposed community policing strategy. The COPS Office will fund as many positions as possible for successful applicants; however, the number of officer positions requested by an agency may be reduced based on the availability of funding and other programmatic considerations.

The Department currently has two (2) frozen positions that are eligible for this grant. The department estimates the total of cost for the salary & benefits for each position would be \$74,358.14 for year 1; \$78,588.67 year 2; and \$79,365 year 3. Total for two positions for all three years would be \$460,624. The grant if awarded would fund 54% totaling \$250,000. The City would fund the remaining 46% totaling \$210,624 and any other related expenses.

There is a two part deadline for submittal of this grant application to the Department of Justice. The first deadline was June 15, 2021 by 7:59PM. The second deadline was June 22, 2021 by 7:59PM. To meet this requirement, staff has already submitted the first part that was due June 15, 2021. If approved staff will submit the application on June 22, 2021.

V. ALTERNATIVES:

VI. ATTACHMENTS:

COPS Hiring Program_FactSheet



Fact Sheet

cops.usdoj.gov

2021 COPS Hiring Program

Strengthening Community Policing by Hiring Officers

The FY 2021 COPS Hiring Program (CHP) is designed to advance public safety through community policing by addressing the full-time sworn officer needs of state, local, and tribal law enforcement agencies nationwide. CHP provides funds directly to law enforcement agencies to hire new or rehire additional career law enforcement officers and to increase their community policing capacity and crime-prevention efforts.

The FY 2021 CHP award program is an open solicitation. All local, state, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

WHEN: Deadline for first part of application in Grants.gov is **June 15, 2021**, at 7:59 p.m. ET. Deadline for completed application in JustGrants is **June 22, 2021**, at 7:59 p.m. ET.

Start EARLY. This is more than a one-day process.

WHERE: 1. Register at www.grants.gov.
2. Complete the application in <https://justicegrants.usdoj.gov>.

HOW: Online only. No hard copies sent by U.S. Mail or electronic copies sent via email.

Supporting Local Law Enforcement in Advancing Community Policing so Communities can Thrive

More than 25 years after its establishment by the Violent Crime Control and Law Enforcement Act of 1994, the COPS Office continues to support the efforts of law enforcement agencies across the country to develop creative and innovative ways to meet long-standing challenges in their communities. To date, the COPS Office has funded the addition of more than 13,000 state, local, and tribal law enforcement agencies to fund the hiring and redeployment of more than 134,000 officers.

COPS Office hiring programs like CHP assist law enforcement agencies in advancing public safety by enhancing their community policing efforts. In a changing economic climate, these programs help state, local, and tribal law enforcement agencies maintain sufficient sworn personnel levels to keep their communities safe.

Funding Provisions

FY 2021 CHP awards will provide up to 75 percent of the entry-level salary and fringe benefits for each approved position for a three-year period. There is a minimum 25 percent local cash match (cost share) requirement unless a waiver is

approved. The maximum federal share per officer position is \$125,000 over the three-year period unless a local match waiver is approved. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the recipient agency.

Funding under this program will support three years of officer or deputy salaries within a five-year period of performance to accommodate the training and recruitment time frame. Agencies must retain each CHP-funded position for 12 months following the three-year funding for that position. The additional officer positions should be added to your agency's law enforcement budget with state or local funds (or both) over and above the number of locally funded officer positions that would have existed in the absence of the award. Absorbing CHP-funded positions through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

Funding under this program may be used to do the following: (1) hire new officers (including filling existing officer vacancies that are no longer funded in an agency's budget); (2) rehire officers already laid off (at the time of application) as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions unrelated to the receipt of award funding; or (3) rehire officers scheduled to be laid off (at the time of application) on a specific future date as a result of state, local, or BIA budget reductions unrelated to the receipt of award funding. CHP applicants may request funding in one or more of these three hiring categories.

In FY 2021, agencies may request the number of officer positions necessary to support their proposed community policing strategy. Please keep in mind that there is a minimum 25 percent local cash match and a 12-month retention period for each officer position funded. The COPS Office will fund as many positions as possible for successful applicants; however, the number of officer positions requested by an agency may be reduced based on the availability of funding and other programmatic considerations.

The COPS Office may grant a waiver of some or all of an applicant's local match requirement. During the application review process, waiver requests will be evaluated based on a demonstration of severe fiscal distress.

The COPS Office statutory nonsupplanting requirement mandates that CHP funds must be used to supplement (increase) state, local, or BIA funds that would have been dedicated toward sworn officer positions if federal funding had not been awarded. CHP award funds must not be used to supplant (replace) local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring or rehiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired or rehired with state, local, or BIA funds.

CHP awards provide funding for three years (36 months) of entry-level salary for each position awarded. The award period of performance is five years (60 months) to accommodate the hiring process.

Retained CHP-funded positions should be added to the recipient's law enforcement budget with state or local funds to increase the number of locally funded sworn officer positions that would have existed in the absence of the award.

Applicants are required to affirm in their CHP award application that their agency plans to retain any additional officer positions funded following the expiration of the award and identify their planned sources of retention funding.

Highlights of FY 2021 CHP

Additional consideration in the application review process will be given to applicants that propose a community-based approach to the following problem/focus areas: Building Legitimacy and Trust, Violent Crime (particularly gun violence), Police-Based Response to Persons in Crisis, and Combating Hate and Domestic Extremism. If awarded CHP funding, recipients that chose any of these specific community policing problem areas will not be allowed to change the problem area post-award.

Under FY 2021 CHP, new-hire officer positions are not required to be military veterans. However, because the COPS Office supports the priority to hire military veterans whenever possible, applicants who commit to hiring or rehiring at least one military veteran under CHP will receive additional consideration for FY 2021 CHP funding. These military veterans may be in any of the three hiring categories described under "Funding Provisions," not just new hires.

Additional consideration will be provided to agencies that commit to hiring officers from the communities in which they will serve and to agencies that commit to hiring officers willing to relocate to areas characterized by fragmented relations between police and community residents or areas of high crime. Additional consideration may also be provided to applicants who experienced an unanticipated catastrophic event. All agencies that report that they have experienced a catastrophic event will be required to submit an attachment documenting the event or incident as part of their application. Additional consideration will also be provided to agencies in states with certain anti-human trafficking laws that treat minors engaged in commercial sex as victims (referred to as “safe harbor” laws) or permit individuals to vacate arrest or prosecution records for nonviolent offenses as a result of being trafficked. Additional consideration will also be provided to agencies from rural areas, agencies that did not receive a CHP award in FY20, agencies in counties with persistent poverty, and agencies that require evidence-based culture sensitivity training for officers.

CHP recipients who use CHP funding to deploy school resource officers (SRO) will also be required to submit a memorandum of understanding (MOU) between the law enforcement agency and the school partners. In addition, all applicants who receive FY 2021 CHP funding for SROs will be required to send each awarded SRO position to a regionally based training sponsored and subsidized by the COPS Office. Additional information about this training requirement will be provided to recipients at the time of award or shortly thereafter.

How to Apply

Step 1. Obtain a DUNS (Data Universal Numbering System) number or confirm your existing DUNS number.

Step 2. Register with the SAM (System of Award Management) database or confirm or renew your existing SAM registration.

Step 3. Confirm your entity's electronic business point of contact (E-Biz POC) in SAM.

Step 4. Register with Grants.gov or confirm your existing registration.

Step 5. Submit the first part of your application in Grants.gov. **Deadline to complete this step is June 15, 2021, at 7:59 p.m.**

Step 6. Onboard your agency to the JustGrants Justice Grants System.

Step 7. Complete and submit the second part of your application in JustGrants (<https://www.justicegrants.usdoj.gov>).

Further instructions and explanations of the application process can be found on the COPS Office website at <https://cops.usdoj.gov>.

Complete application packages for the FY 2021 CHP solicitation are due by June 22, 2021, at 7:59 p.m. ET.

Contact the COPS Office

For more information about COPS Office programs and resources, please call the COPS Office Response Center at 800-421-6770 or visit the COPS Office website at <https://cops.usdoj.gov>.



City Council Meeting STAFF REPORT

Submitting Department: City Clerk
Submitted By: Sam Thomas
Sponsored By:
Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: INTERGOVERNMENTAL AGREEMENT: USE AND DISTRIBUTION OF TSPLOST II PROCEEDS

II. RECOMMENDATION:

Approve as presented an intergovernmental agreement for the use and distribution of proceeds generated by the 2021 Transportation Special Purpose Local Option Sales Tax (TSPLOST II) and authorize the Mayor to execute all necessary documents.

III. REPORT IN BRIEF:

The City Attorney will present and discuss an intergovernmental agreement between Fulton County and the 14 municipalities within Fulton County that defines the use and distribution of proceeds generated by the 2021 TSPLOST (TSPLOST II), should such TSPLOST be approved by voters in November.

IV. ALTERNATIVES:

None

V. ATTACHMENTS:

6 17 21 Draft 2021 TSPLOST IGA with Cities clean, TSPLOST II Project List_060821 (2)

STATE OF GEORGIA
COUNTY OF FULTON

**INTERGOVERNMENTAL AGREEMENT FOR USE AND DISTRIBUTION OF
PROCEEDS GENERATED BY THE 2021 TRANSPORTATION SPECIAL
PURPOSE LOCAL OPTION SALES TAX REFERENDUM**

THIS INTERGOVERNMENTAL AGREEMENT ("IGA" or "Agreement") is made and entered into this _____ day of July, 2021, by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia (hereinafter referred to as "**Fulton County**" or "**County**"); the **CITY of ALPHARETTA**; the **CITY OF CHATTAHOOCHEE HILLS**; the **CITY OF COLLEGE PARK**, the **CITY OF EAST POINT**; the **CITY OF FAIRBURN**; the **CITY OF HAPEVILLE**; the **CITY OF JOHNS CREEK**; the **CITY OF MILTON**; the **CITY OF MOUNTAIN PARK**; the **CITY OF PALMETTO**; the **CITY OF ROSWELL**; the **CITY OF SANDY SPRINGS**; the **CITY OF SOUTH FULTON**; and the **CITY OF UNION CITY** (hereinafter collectively referred to as the "Cities").

WITNESSETH

WHEREAS, the parties to this Agreement consist of Fulton County and all qualifying municipalities (hereinafter referred to as "Cities") located outside the city limits of the City of Atlanta, and located wholly or partially within Fulton County, Georgia; and

WHEREAS, the parties anticipate that Fulton County will approve and sign a Resolution authorizing the Fulton County Board of Registrations and Elections to call a Referendum on the issue of the imposition of a 0.75 percent Metropolitan County Transportation Special Purpose Local Option Sales Tax ("TSPLOST" or "Tax") to begin on April 1, 2022 and to conclude on March 31, 2027; and

WHEREAS, the law authorizing a Referendum on the issue of the imposition of the TSPLOST was amended during the 2018 Legislative Session of the Georgia General Assembly; and

WHEREAS, the parties desire to execute an Intergovernmental Agreement to control the distribution and use of TSPLOST proceeds received solely by Fulton County and one or more Cities located within Fulton County, containing a combined total of not less than sixty percent of the aggregate population located within the County outside the City of Atlanta; and

WHEREAS, for the purpose of the distribution of proceeds for the April 1, 2022 through March 31, 2027 TSPLOST, the Special District shall be known as the boundaries of Fulton County outside the city limits of the City of Atlanta; and

WHEREAS, the fourteen Cities located wholly or partially within Fulton County

and outside the city limits of the City of Atlanta have certified they are qualified municipalities and are eligible to receive distributions of the 0.75 percent TSPLOST Proceeds; and

WHEREAS, the parties hereto are interested in serving the needs of the residents of Fulton County by planning and performing transportation projects within the County and Cities which are parties to this Agreement; and

WHEREAS, the parties intend that the transportation projects which are the subject of this Agreement shall benefit residents of Fulton County and its Cities; and

WHEREAS, the County and the Cities located within Fulton County are committed to continue to work together to improve the County's transportation infrastructure; and

WHEREAS, the County and all its Cities have identified transportation needs that are important to the current and future well-being of their residents and have determined that proceeds from the TSPLOST should be used to address a portion of these needs.

NOW, THEREFORE, in consideration of the mutual promises and understandings herein made and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto do consent and agree as follows:

1.

This Agreement is conditioned upon a Referendum to be approved by a majority of the voters of Fulton County to impose a TSPLOST of 0.75 percent which shall commence on April 1, 2022 and continue to, through and including March 31, 2027.

2.

Pursuant to O.C.G.A. § 48-8-269.13, one percent (1.0%) of the amount of TSPLOST proceeds collected beginning April 1, 2022 shall be paid into the General Fund of the State of Georgia ("State") treasury in order to defray the costs of administration of the Georgia Department of Revenue. One-half of one percent (0.5%) of the tax proceeds (County oversight) shall be allocated to the County by the State to provide for any costs associated with the administration of the TSPLOST Program. Such cost shall include the support, maintenance and operation of the Fulton Transportation Investment Citizen's Oversight Council, the annual audit and the overall program administration, at a minimum. The remaining ninety-eight and one-half percent (98.5%) of the amount collected from the TSPLOST Tax proceeds (hereinafter known as the "net proceeds") beginning April 1, 2022 and ending March 31, 2027, shall be distributed by the State of Georgia to the County and all qualified Cities outside of the city limits of the City of Atlanta, and shall be allocated to each jurisdiction based on the percentages shown in the table below in Paragraph 3.

3.

DISTRIBUTION PERCENTAGES

City of Alpharetta	11.22%
City of Chattahoochee Hills	0.55%
City of College Park	2.53%
City of East Point	5.82%
City of Fairburn	2.80%
City of Hapeville	1.09%
City of Johns Creek	14.11%
City of Milton	6.61%
City of Mountain Park	0.09%
City of Palmetto	0.81%
City of Roswell	15.81%
City of Sandy Springs	18.27%
City of South Fulton	16.55%
City of Union City	3.74%

Total	100.00%
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(A) To facilitate the distribution of net proceeds, the parties agree that the sum of Five Hundred Forty-five Million Nine Hundred Fifty-Four Thousand Seven Hundred Twenty and 00/100 Dollars (\$545,954,720.00) shall represent an estimate of the maximum net proceeds to be derived from the subject TSPLOST during its five year term.

(B) The parties agree that the aggregate total distribution received by the Cities shall amount to one hundred percent (100%) of the net proceeds distributed by the State.

(C) The percentage of total net proceeds calculated for each City based on the above distribution shall be adjusted proportionally, if necessary, to ensure that the Cities

on an aggregate basis receive the full one hundred (100%) of net proceeds distributed by the State, as agreed to by the parties.

(D) The parties agree that no project will be given preference in the funding and distribution process in such a way that the monthly distribution formula is affected.

(F) Should any jurisdiction choose not to be a party to this Agreement, said jurisdiction's allocation of the net proceeds shall be 0%. If a City chooses not to be party to this agreement, the DISTRIBUTION PERCENTAGES provided under Paragraph #3 shall be adjusted to reflect new percentages based on that city's population being removed from the calculation.

4.

In recognition of the need for transportation improvements across the County and its Cities, the parties agree that the total net proceeds shall be utilized for transportation purposes, as defined in O.C.G.A. § 48-8-260(4) and § 48-8-121.

5.

The projects and purposes ("Transportation Projects and Purposes") to be funded from the net proceeds of the TSPLOST pursuant to this Agreement, the estimated dollar amounts allocated for each transportation purpose, and the schedule for distribution of funds are contained in Exhibit "A" which is attached hereto, incorporated herein by this reference, and made a part of this Agreement. The parties acknowledge and agree that 30% of the estimate revenues are being expended on projects that are consistent with the Statewide Strategic Transportation Plan as defined in O.C.G.A. § 32-2-22. The priority and order in which the TSPLOST proceeds will be fully or partially funded is shown in Exhibit A.

6.

Except as otherwise provided herein, the TSPLOST which is the subject of the November 2, 2021 Referendum shall continue for a period of five years from April 1, 2022 until March 31, 2027, unless otherwise terminated earlier pursuant to O.C.G.A. § 48-8-269.10.

7.

All Transportation Projects included in this Agreement shall be funded in whole or in part from net proceeds from the TSPLOST authorized by law except as otherwise agreed in writing by the parties.

8.

The net proceeds from the TSPLOST shall be maintained in the parties' separate accounts and utilized exclusively for the purposes specified in this Agreement. The

parties acknowledge that TSPLOST proceeds are not guaranteed. Proceeds received under the amount estimated in the Referendum question shall be allocated in accordance with the percentages set forth in this Agreement and shall be used on the Transportation Projects and Purposes as outlined in Exhibit A to this Agreement.

9.

Any net proceeds over and above the amount estimated in Section 3(A) of this agreement during the quarter during which this amount is reached shall be allocated in accordance with the percentages set forth in this Agreement and shall be used solely for the transportation purposes listed herein. Each party shall expend its portion of the excess net proceeds from the 2022 TSPLOST Program on the Transportation Projects and Purposes as outlined in Exhibit A to this Agreement.

10.

At the end of each party's fiscal year wherein net proceeds from the TSPLOST are distributed, each party shall cause an audit of the distribution and use of its portion of the net proceeds from the TSPLOST to be completed. Each party to this Agreement shall pay the cost of each such annual audit that it conducts. Each party shall publish each of its annual audits as required by law.

11.

In addition to the audit required by paragraph 10 of this Agreement, at the end of each calendar year wherein net proceeds from the Transportation Special Purpose Local Option Sales Tax are distributed, the Cities and the County shall participate in a joint annual audit of the entire TSPLOST program approved by the voters during the November 2, 2021 Referendum. The purpose of this joint annual audit is to ensure compliance with the Resolution that resulted in the call of the Transportation Special Purpose Local Option Sales Tax Referendum. Fulton County shall choose the auditor to conduct the annual audit. The cost of such joint annual audit shall be paid from proceeds collected by the County as described under paragraph 2 of this document.

12.

Pursuant to O.C.G.A. § 48-8-269.21, not later than December 31 of each year, the County on behalf of itself and the qualified municipalities receiving proceeds from the tax, shall publish annually, in a newspaper of general circulation in the boundaries of each City and the County and in a prominent location on each City's and the County's website, a simple nontechnical report, or consolidated schedule of projects, which shows the following for each Transportation Project or purpose outlined in this Agreement:

- A. Original estimated cost;
- B. Current estimated cost if it is not the original estimated cost;
- C. Amounts expended in prior years;
- D. Amounts expended in the current year;
- E. Any excess proceeds which have not been expended for a project or purpose;
- F. Estimated completion date, and the actual completion cost of a project completed during the current year; and
- G. A statement of what corrective action the City or County intends to implement with respect to each project which is underfunded or behind schedule.

In addition to the above, the County shall include in such publication an accounting of expenditures of the County oversight funds. The use of these funds by the County will be made with input from the cities.

13.

Fulton County and the Cities will create a Fulton Transportation Investment Citizen's Oversight Council ("Oversight Council") within ninety (90) days of the November 2, 2021 referendum. The Oversight Council will oversee the progress and implementation of the program and shall furnish annual reports to the Board of Commissioners and each Mayor and City Council of the Cities within the County outside the City of Atlanta. The report shall also be published periodically. The Oversight Council shall consist of 15 total members with one appointee for each City and one member appointed by the Fulton County Board of Commissioners. The Annual Report shall include a complete list of projects and the progress of the projects. The Oversight Council shall meet at least twice per year. Any administrative costs associated with the Oversight Council shall be paid from the one-half of one percent as described in paragraph #2 above. Fulton County shall provide staff support to the Oversight Council.

14.

This Agreement constitutes all of the understanding and agreements of whatsoever nature or kind existing between the Parties with respect to distribution and use of the proceeds from the TSPLOST.

15.

This Agreement shall not be changed or modified except by agreement in writing executed by all Parties hereto.

16.

This Agreement shall be deemed to have been made and shall be construed and interpreted in accordance with the laws of the State of Georgia.

17.

It is agreed that the illegality or invalidity of any term or clause of this Agreement shall not affect the validity of the remainder of the Agreement, and the Agreement shall remain in full force and effect as if such illegal or invalid term or clause were not contained herein.

18.

Each party to this Agreement shall comply with all applicable local, State, and Federal statutes, ordinances, rules and regulations.

19.

No consent or waiver, express or implied, by any party to this Agreement to any breach of any covenant, condition or duty of another party shall be construed as a consent to or waiver of any future breach of the same.

20.

All notices, consents, waivers, directions, requests or other instruments or communications provided for under this Agreement shall be deemed properly given if, and only if, delivered personally or sent by registered or certified United States mail, postage prepaid, as follows:

- a. If to the City of Alpharetta:
Mayor Jim Gilvin
City of Alpharetta
2 Park Place
Alpharetta, GA 30009
- b. If to the City of Chattahoochee Hills:
Mayor Tom Reed
City of Chattahoochee Hills
6505 Rico Rd
Chattahoochee Hills, GA 30268
- c. If to the City of College Park:
Mayor Bianca Motley Broom
City of College Park
3667 Main St.
College Park, GA 30337
- d. If to the City of East Point:
Mayor Deana Holiday Ingraham
City of East Point
2777 East Point St.
East Point, GA 30344
- e. If to the City of Fairburn:
Mayor Elizabeth Carr-Hurst
City of Fairburn
56 Malone St.
Fairburn, GA 30213
- f. If to the City of Hapeville:
Mayor Alan Hallman
City of Hapeville
3468 N. Fulton Ave.
Hapeville, GA 30354
- g. If to the City of Johns Creek:
Mayor Mike Bodker
11360 Lakefield Drive
Johns Creek, GA 30097

- h. If to the City of Milton:
Mayor Joe Lockwood
City of Milton
13000 Deerfield Parkway, Suite 107
Milton, GA 30004
- i. If to the City of Mountain Park:
Mayor Jim Still
City of Mountain Park
118 Lakeshore Dr.
Roswell, GA 30075
- j. If to the City of Palmetto:
Mayor J. Clark Boddie
City of Palmetto
P.O Box 190
509 Toombs St.
Palmetto, GA 30268
- k. If to the City of Roswell:
Mayor Lori Henry
City of Roswell
38 Hill Street, Suite 115
Roswell, GA 30075
- l. If to the City of Sandy Springs:
Mayor Rusty Paul
City of Sandy Springs
1 Galambos Way
Sandy Springs, GA 30328
- m. If to the City of South Fulton:
Mayor William "Bill" Edwards
City of South Fulton
5440 Fulton Industrial Blvd.
South Fulton, GA 30336
- n. If to the City of Union City:
Mayor Vince Williams
City of Union City
5047 Union St.
Union City, GA 30329

- o. If to Fulton County:
Chairman, Robert Pitts
Fulton County
141 Pryor St., 10th Floor
Atlanta, GA 30303

Any party may at any time change the address where notices are to be sent or the person to whom such notices should be directed by the delivery or mailing to the above persons a notice stating the change.

21.

This Agreement shall become effective on _____, 2021. If the November 2, 2021 Referendum concerning the imposition of the TSPLOST is not approved by a majority of the voters of Fulton County, this Agreement shall expire and shall be of no force and effect after November 2, 2021.

22.

Notwithstanding the parameters of paragraph 21, this Agreement shall continue in full force and effect until July 1st of the year following completion of the last project funded from the net proceeds from the 2022 TSPLOST Program.

23.

This Agreement shall be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties hereto acting through their duly authorized agents have caused this Agreement to be signed, sealed and delivered for final execution by Fulton County on the date indicated herein.

[SIGNATURES CONTINUE OF FOLLOWING PAGES]

APPROVED AS TO FORM

FULTON COUNTY, GEORGIA:

County Attorney

By: _____
Robert L. Pitts, Chairman
Board of Commissioners

ATTEST:

Tonya R. Grier, Clerk to the Commission

(ADDITIONAL SIGNATURE PAGES FOLLOW)
(Executed in Counterparts for each City)

APPROVED AS TO FORM

CITY OF ALPHARETTA, GEORGIA:

City Attorney

By: _____
Mayor Jim Gilvin

ATTEST:

City Clerk

APPROVED AS TO FORM

CITY OF CHATTAHOOCHEE HILLS,
GEORGIA:

City Attorney

By: _____
Mayor Tom Reed

ATTEST:

City Clerk

DRAFT

APPROVED AS TO FORM

CITY OF COLLEGE PARK, GEORGIA:

City Attorney

By: _____
Mayor Bianca Motley Broom

ATTEST:

City Clerk

DRAFT

APPROVED AS TO FORM

CITY OF EAST POINT, GEORGIA:

City Attorney

By: _____
Mayor Deana Holiday Ingraham

ATTEST:

City Clerk

DRAFT

APPROVED AS TO FORM

CITY OF FAIRBURN, GEORGIA:

City Attorney

By: _____
Mayor Elizabeth Carr-Hurst

ATTEST:

City Clerk

DRAFT

APPROVED AS TO FORM

CITY OF HAPEVILLE, GEORGIA:

City Attorney

By: _____
Mayor Alan Hallman

ATTEST:

City Clerk

DRAFT

APPROVED AS TO FORM

CITY OF JOHNS CREEK, GEORGIA:

City Attorney

By: _____
Mayor Mike Bodker

ATTEST:

City Clerk

DRAFT

APPROVED AS TO FORM

CITY OF MILTON, GEORGIA:

City Attorney

By: _____
Mayor Joe Lockwood

ATTEST:

City Clerk

DRAFT

APPROVED AS TO FORM

CITY OF MOUNTAIN PARK,
GEORGIA:

City Attorney

By: _____
Mayor Jim Still

ATTEST:

City Clerk

DRAFT

APPROVED AS TO FORM

CITY OF PALMETTO, GEORGIA:

City Attorney

By: _____
Mayor J. Clark Boddie

ATTEST:

City Clerk

DRAFT

APPROVED AS TO FORM

CITY OF ROSWELL, GEORGIA:

City Attorney

By: _____
Mayor Lori Henry

ATTEST:

City Clerk

DRAFT

APPROVED AS TO FORM

CITY OF SANDY SPRINGS, GEORGIA:

City Attorney

By: _____
Mayor Rusty Paul

ATTEST:

City Clerk

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Cities.clean.docx

DRAFT

APPROVED AS TO FORM

CITY OF SOUTH FULTON, GEORGIA:

City Attorney

By: _____
Mayor William Edwards

ATTEST:

City Clerk

DRAFT

APPROVED AS TO FORM

CITY OF UNION CITY, GEORGIA:

City Attorney

By: _____
Mayor Vince Williams

ATTEST:

City Clerk

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TSPLOST II Project List

		Allocation (05/18/21)
TIER I (85%)	Mid-Block Crosswalk (Alpharetta Elementary School)	\$85,000
	Mid-Block Crosswalk (Manning Oaks Elementary School)	\$150,000
	Improved Crossing from Parking Deck to north side of Milton Ave	\$275,000
	Raised intersection at Marietta St and Roswell St	\$350,000
	Improved Pedestrian Crossings from City Center to Churches	\$750,000
	Alpha Loop (Old Milton Pkwy to Northwinds Pkwy)	\$12,000,000
	4 Pedestrian Bridges (Windward Pkwy over Big Creek; Greenway access)	\$4,000,000
	North Point Pkwy Corridor (cost is an allocation)	\$10,000,000
	Mid-Block Crosswalk (Cogburn Road Park)	\$85,000
	Mid-Block Crosswalk (Mid Broadwell Rd at Charlotte Dr)	\$100,000
	Webb Bridge Rd Improvements (Morris Rd to Greenway)	\$13,000,000
	Tradewinds Ripple Effect Improvements	\$6,500,000
	Cumming St Corridor Improvements (cost is an allocation)	\$4,757,526
		\$52,052,526
TIER II (100%)	Kimball Bridge Rd Widening (Verizon to Georgia Power driveways)	2,000,000
	Academy St Improvements	3,250,000
	Milton Ave Improvements (cost is an allocation)	3,935,740
		9,185,740
TIER III (115%)	Roundabout (Hopewell Rd at Vaughan Dr)	\$1,500,000
	Roundabout (Mayfield Rd at Canton St)	2,000,000
	Roundabout (Mayfield Rd at Providence Rd)	2,000,000
	Pedestrian Tunnel Under Haynes Bridge Road at GA 400 (Design/Concept)	500,000
	Milling and Resurfacing	2,500,000
	Debt Retirement/Debt Service	685,740
		\$9,185,740
		\$70,424,006

*Public Works revised project pricing, based on the current increase of construction, cost estimates from on-call vendors, and recent bids.

*The increase of funds from the initial allocation to the revised (4/30/21) is based on new projected figures from Fulton County. Most recent figures received came on April 29, 2021.

*Cost allocation means the project cannot be accomplished for the dollar amount listed and funds listed is for design work, right of way acquisition, utility relocations, or matching dollars for grants.



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By: Bob Regus

Sponsored By: CM Richard & CM Binder

Meeting Date: June 21, 2021

I. AGENDA ITEM TITLE: REFUND OF NON-RESIDENT FEES FOR CAMP HAPPY HEARTS
SPONSORED BY: COUNCIL MEMBERS RICHARD & BINDER

II. RECOMMENDATION:

Staff is recommending that Council approve refunds of non-resident fees to City of Milton residents for Camp Happy Hearts.

III. REPORT IN BRIEF:

Camp Happy Hearts is a summer day camp for children with special needs which includes many activities such as swimming, arts & crafts, games, sports and field trips. It has been Alpharetta's practice to waive non-resident fees for City of Milton residents who utilize Camp Happy Hearts.

During the June 7th City Council Meeting, it was brought to the attention of City Council, by Council Member Karen Richard, that these fees were not waived for this year's summer camp applications. Staff is asking that Council approve a refund for non-residents fees that were charged to City of Milton residents who registered their children for Camp Happy Hearts.

As of now, we have had 14 non-residents register for Camp Happy Hearts and the current amount we would be refunding is \$1,050.

IV. ALTERNATIVES:

N/A

V. ATTACHMENTS: