



RECREATION COMMISSION WORKSHOP

AUGUST 24, 2022

ALPHARETTA CITY HALL
COMMUNITY ROOM
2 PARK PLAZA
5:30 PM

I. WORKSHOP ANNOUNCEMENTS

This meeting agenda is for workshop purposes only. Items will be discussed by the members of the Board or Commission, but no formal action will be taken on today's agenda items.

II. CALL TO ORDER

III. ROLL CALL

IV. WORKSHOP ITEMS

- a. Non-Resident Fees - Events / NOC / Alpharetta Gymnastics Academy / Adult Leagues
- b. Recreation, Parks, and Cultural Services Restroom Inventory
- c. Park Services Bond Update - August 2022
- d. Commission Member Orientation

V. ITEMS FROM COMMISSION MEMBERS

VI. ADJOURNMENT



RECREATION COMMISSION WORKSHOP

STAFF REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES
SUBMITTED BY: CHRISTINE YOUNG

I. AGENDA ITEM TITLE: Recreation Services: Non-Resident Fees

II. RECOMMENDATION:

This workshop is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

Recreation Services would like to discuss the following Non-Resident fees as they apply to our programs:

1. One-off events: holiday events, family dance, 4V4 Basketball tournaments
2. NOC Camps/Sand Volleyball
3. Alpharetta Gymnastics Academy
4. Adult Leagues

The discussion will be about changes to the NR fees for these programs and introducing different options for the programs.

Program	NR Fees	Team/Activity Fees	Net Revenue	% NR
Adult Softball	\$4,300	\$15,760	\$20,060	62%
Adult/Teen Basketball	\$4,375	\$8,400	\$12,775	73%
Family Dance	\$440	\$2,360	\$2,800	37%
Grinchmas Party	\$90	\$624	\$714	37%
Jolly Jingle Jam	\$58	\$305	\$363	38%
AGA	See report	See report	\$208,142	46%

Continued on next page.

AGA Team Non-Residents/Suggested Options
September 2020- October 2021 Totals

	Non-Resident Average	# of Non-Residents	Non-Resident Fee Collected	Quarterly Payment same fee for all members (Aug, Nov, Feb, May) \$85 fee	Quarterly Payment same fee for all members (Aug, Nov, Feb, May) \$150 fee	Quarterly Payment (based on time in gym) 10hr<-\$100 10hr>-\$275
September 2020	\$29.62	33	\$977.50	\$3,315.00	\$5,850.00	\$7,400.00
October 2020	\$94.30	32	\$3,017.50			
November 2020	\$82.12	33	\$2,710.00	\$3,315.00	\$5,850.00	\$7,400.00
December 2020	\$80.39	32	\$2,572.50			
January 2021	\$83.03	33	\$2,740.00			
February 2021	\$87.58	33	\$2,890.00	\$3,315.00	\$5,850.00	\$7,400.00
March 2021	\$103.87	31	\$3,220.00			
April 2021	\$85.63	30	\$2,568.75			
May 2021	\$63.56	27	\$1,716.25	\$3,315.00	\$5,850.00	\$7,400.00
June 2021	\$103.96	36	\$3,742.50			
July 2021	\$80.81	34	\$2,747.50			
August 2021	\$92.77	41	\$3,803.75	\$3,315.00	\$5,850.00	\$7,400.00
September 2021	\$86.84	40	\$3,473.75			
October 2021	\$87.47	39	\$3,411.25			
		Total	\$39,591.25	\$16,575.00	\$29,250.00	\$37,000.00
				Alpharetta	669	
Total Residents	669			Milton	460	
				JC	41	
Total NR	562	46%		Roswell	31	
Total	1,231			Other	30	

IV. ALTERNATIVES:

V. ATTACHMENTS:

None.



RECREATION COMMISSION WORKSHOP STAFF REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES
SUBMITTED BY: KURT KIRBY

I. AGENDA ITEM TITLE: Restroom Inventory

II. RECOMMENDATION:

This workshop is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

Review of the current restroom inventory (PowerPoint presentation)

IV. ALTERNATIVES: N/A

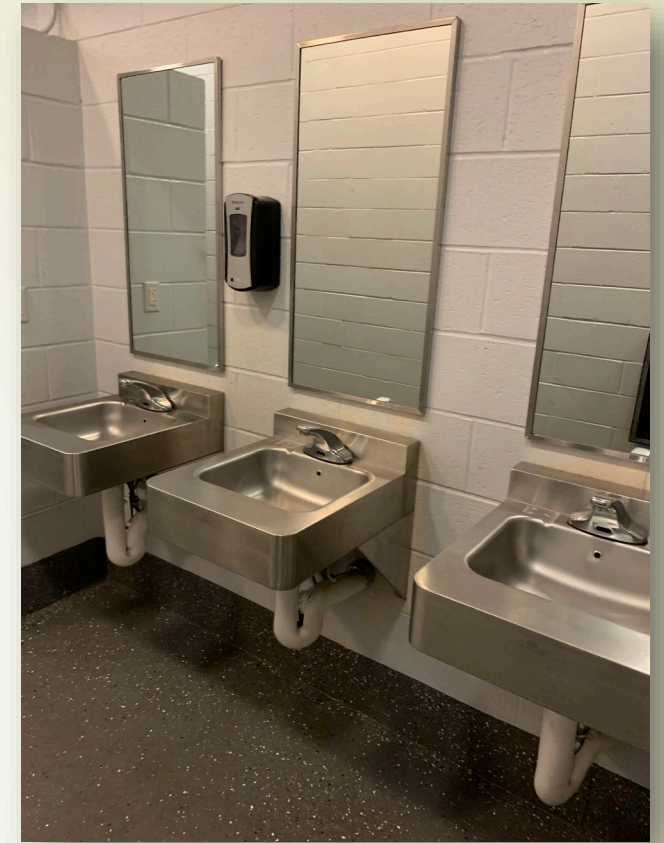
V. ATTACHMENTS:

Restroom Inventory PowerPoint

Alpharetta, Recreation, Parks Cultural Services

2022 Restroom Inventory
Updated July 2022





Brooke Street Park Restroom at City Hall (by parking deck)

Built in 2015 ~ Second level of Parking Deck

Male: 3 sinks, 2 urinals, 2 toilets

Female: 3 sinks, 4 toilets

Waste System: Sewer



Brooke Street Park Restroom at City Hall (under City Hall)

Built in 2015 ~ Under City Hall ~ Opened to public for Special Events

Male: 2 sinks, 2 urinals, 2 toilets

Female: 2 sinks, 4 toilets

Waste System: Sewer



Cogburn Park Restroom

Built in 2007 ~ Approximate Square Footage 1,335 ft

Male: 1 sink, 1 urinal, 1 toilet, 1 changing table

Female: 1 sink, 2 toilets, 1 changing table

Waste System: Sewer



Equestrian Center Concession Stand Restroom connected to Concession Stand

Built in 1990 ~ Approximate Square Footage 4,226 ft
Male: 2 sinks, 1 urinal, 2 toilets
Female: 2 sinks, 3 toilets
Waste System: Sewer



Equestrian Center Stables Restroom next to stables

Built in 1990 ~ Approximate Square Footage 1,659 ft

Male: 4 sinks, 3 urinals, 3 toilets, 4 showers

Female: 4 sinks, 5 toilets, 4 showers

Waste System: Sewer



Innovation Academy Restrooms

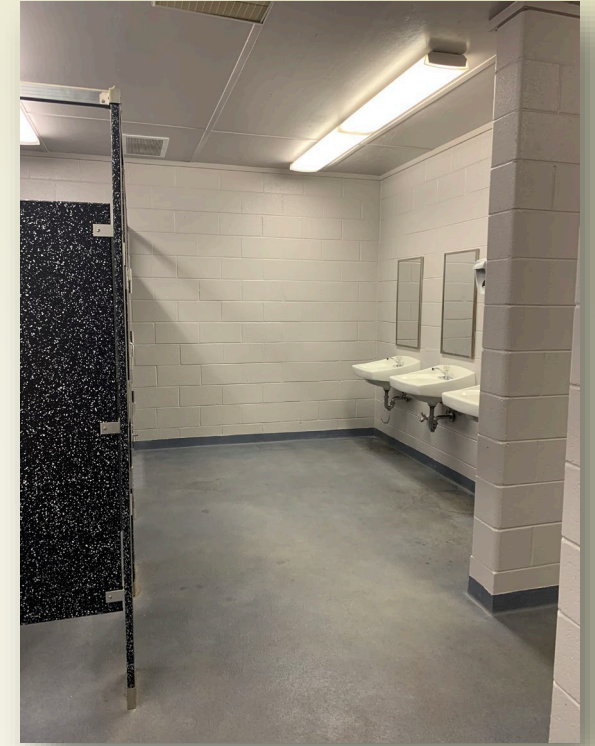
Away Side

Renovated in 2021 ~ Approximate Square Footage 1,200 ft

Male: 2 sinks, 3 urinals, 3 toilets

Female: 3 sinks, 3 toilets

Waste System: Sewer



Innovation Academy Restrooms

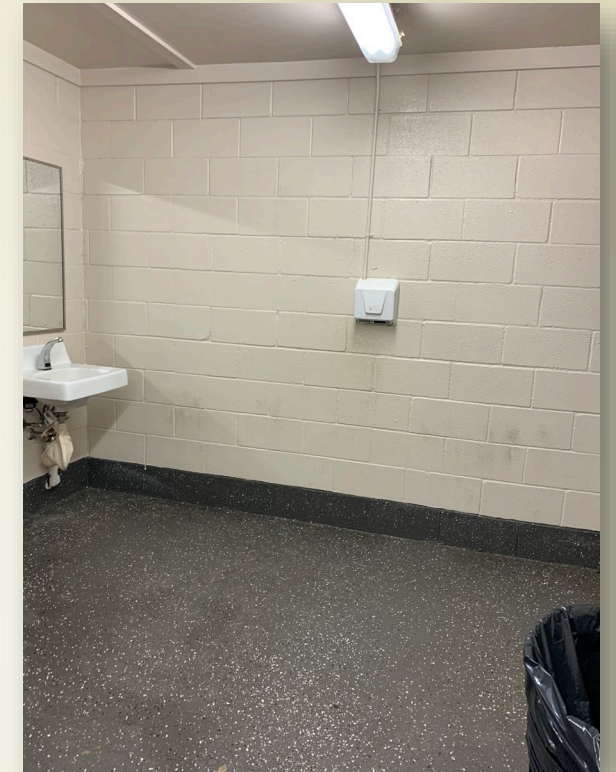
Home Side

Renovated in 2021 ~ Approximate Square Footage 1,200 ft

Male: 3 sinks, 3 urinals, 3 toilets

Female: 3 sinks, 6 toilets

Waste System: Sewer



North Park Football Restroom at North Park (by Football Field)

Built in 1995 ~Approximate Square Footage 2,830 ft

Male: 2 sinks, 2 urinals, 2 toilets

Female: 2 sinks, 4 toilets, 1 changing table

Waste System: Septic



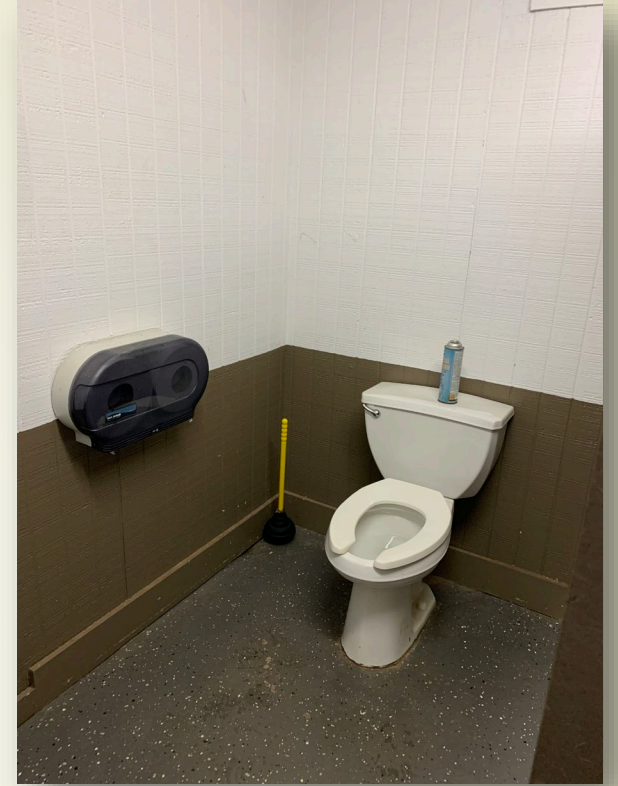
North Park Miracle Restroom at North Park (by Miracle Field)

Built in 2005 ~ Approximate Square Footage 5,381 ft

Male: 2 sinks, 2 urinals, 2 toilets, 1 changing table

Female: 2 sinks, 3 toilets, 1 changing table

Waste System: Septic



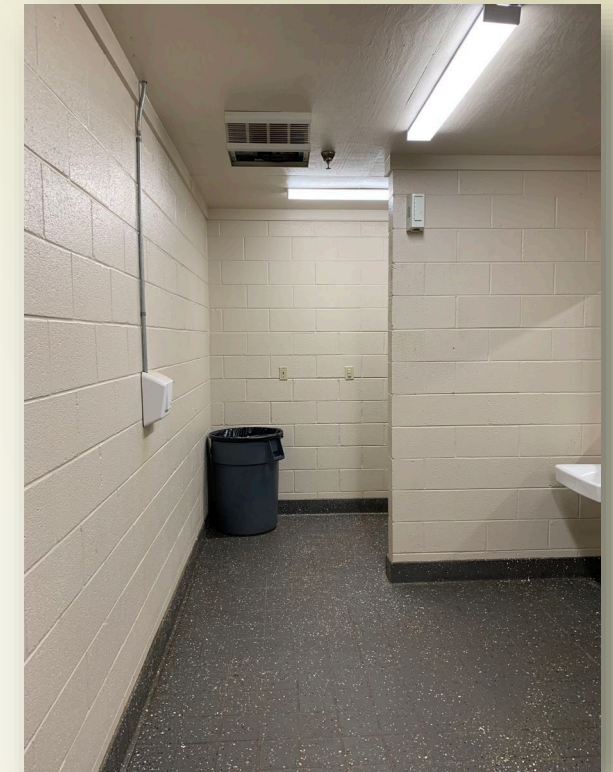
North Park Softball Restroom at North Park (by Fields 1-4)

Built in 1995 ~ Approximate Square Footage 1,275 ft

Male: 2 sinks, 1 urinal, 1 toilet

Female: 2 sinks, 2 toilets, 1 changing table

Waste System: Septic



North Park Softball Restroom at North Park (by Fields 6 & 7)

Built in 2000~ Approximate Square Footage 2,149 ft

Male: 2 sinks, 3 urinals, 2 toilets

Female: 2 sinks, 5 toilets, 1 changing table

Waste System: Septic



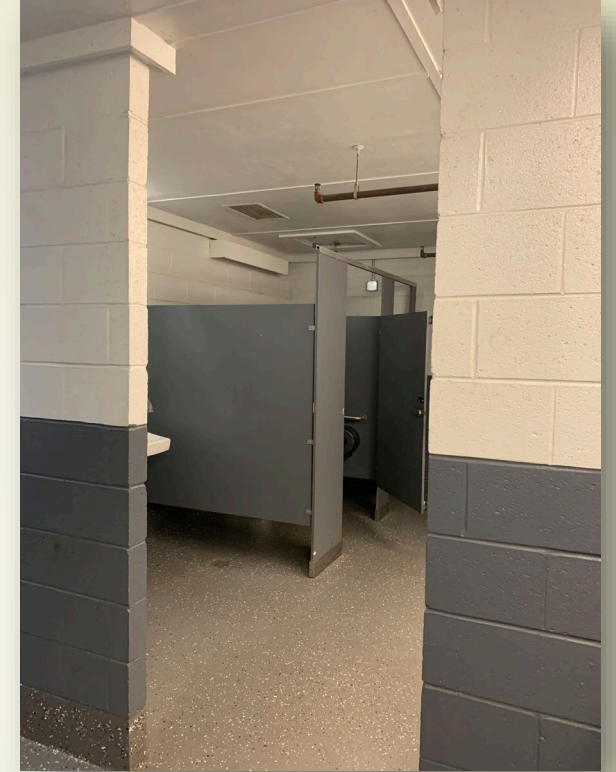
North Park Tennis Restroom at North Park (by tennis courts)

Built in Late 02'/Early 03' ~ Approximate Square Footage 1,359 ft

Male: 1 sink, 1 urinal, 1 toilet

Female: 1 sink, 2 toilets, 1 changing table

Waste System: Septic



North Point Park Restroom at North Point Trailhead

Built in Late 97/ Early 98' ~ Approximate Square Footage 806 ft

Male: 2 sinks, 3 urinals, 2 toilets, 1 changing table

Female: 3 sinks, 5 toilets, 1 changing table

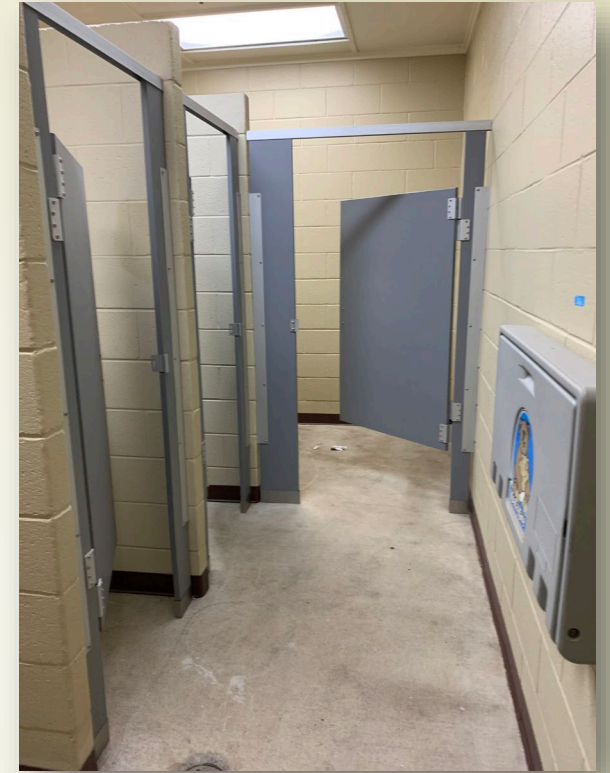
Waste System: Sewer



Preston Ridge Park Restroom

next to YMCA Camp (Partnership)

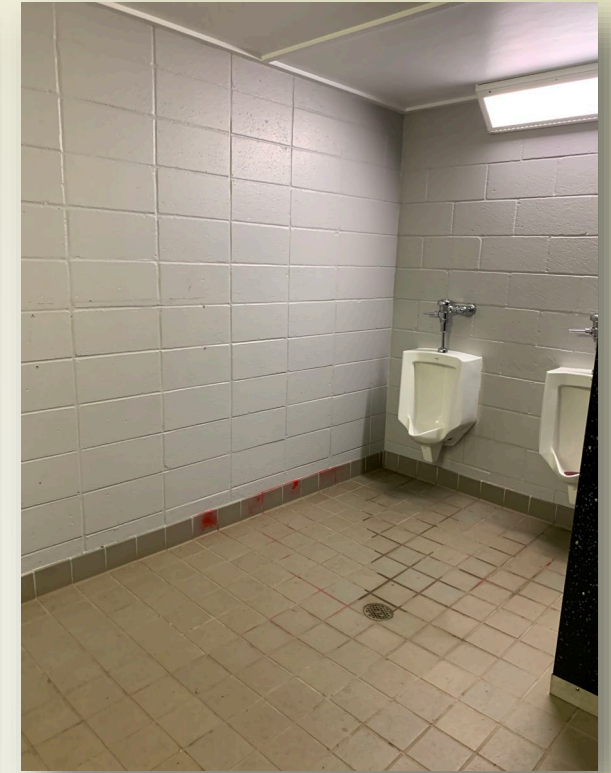
Rebuilt in late 90's ~ Approximate Square Footage 1,550 ft
Waste System: Sewer



Rock Mill Restroom

next to large pavilion

Built in Late 97' / Early 98' ~ Approximate Square Footage 1,304 ft
Male: 1 sink, 2 urinals, 1 toilet, 1 changing table
Female: 1 sink, 3 toilets, 1 changing table
Waste System: Sewer



Union Hill Park Restroom

Built in Late 02' / Early 03' ~ Approximate Square Footage 1,260 ft

Male: 2 sinks, 2 urinals, 2 toilets

Female: 2 sinks, 4 toilets

Waste System: Sewer



Webb Bridge Baseball Restroom at Webb Bridge (by Baseball Fields)

Built in 1999 ~ Approximate Square Footage 2,869 ft

Male: 3 sinks, 3 urinals, 2 toilets

Female: 3 sinks, 5 toilets

Waste System: Septic



Webb Bridge Soccer Restroom at Webb Bridge (by Soccer Fields)

Built in 1998 ~ Approximate Square Footage 1,574 ft

Male: 2 sinks, 1 urinal, 1 toilet

Female: 2 sinks, 2 toilets

Waste System: Septic



Webb Bridge Tennis Restroom at Webb Bridge (by Tennis Courts)

Built in Late 02/ Early 03' ~ Approximate Square Footage 1,389 ft
Male: 1 sink, 1 urinal, 1 toilet, 1 changing table
Female: 1 sink, 2 toilets, 1 changing table
Waste System: Septic



Webb Bridge Trail Restroom

at Webb Bridge (by the trail pavilion)

Built in 1999 ~ Approximate Square Footage 1,150 ft

Male: 1 sink, 1 urinal, 1 toilet, 1 changing table

Female: 1 sink, 2 toilets, 1 changing table

Waste System: Sewer



Wills Park Baseball Restroom at Wills Park (by Fields 5 - 8)

Built in 1997 ~ Approximate Square Footage 1,483 ft

Male: 2 sinks, 1 urinal, 1 toilet

Female: 2 sinks, 2 toilets

Waste System: Sewer



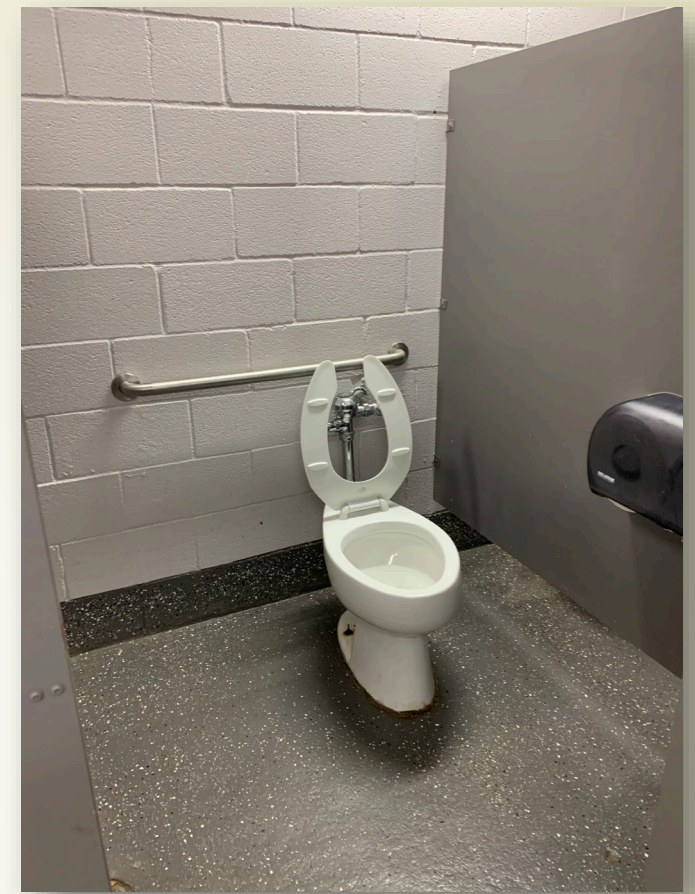
Wills Park Tennis Restroom at Wills Park (by Tennis Courts)

Built in Late 02'/ Early 03' ~ Approximate Square Footage 1,604 ft

Male: 1 sink, 1 urinal, 1 toilet

Female: 1 sink, 2 toilets

Waste System: Sewer



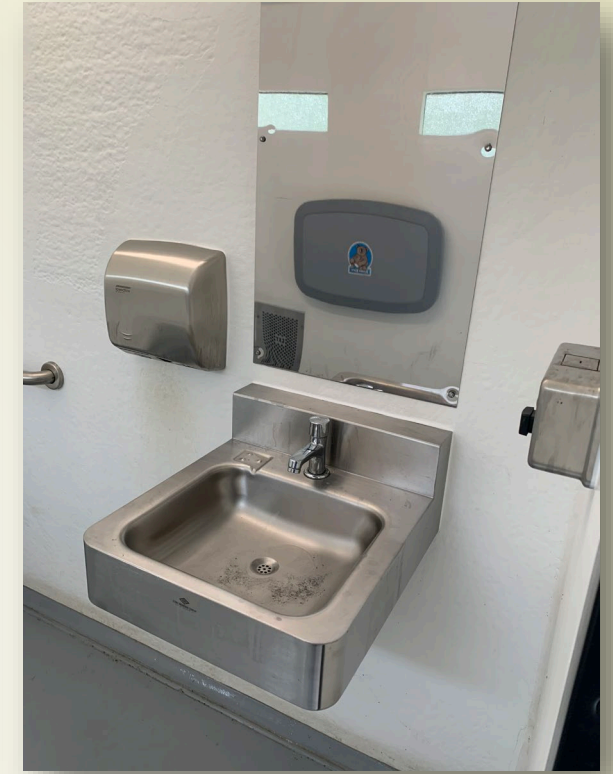
Wills Park Wacky World Restroom at Wills Park (by Wacky World)

Built in 1997 ~ Approximate Square Footage 885 ft

Male: 2 sinks, 3 urinals, 2 toilets, 1 changing table

Female: 3 sinks, 4 toilets, 1 changing table

Waste System: Sewer



Windward Community Park Restroom

Built in 2020 ~ Approximate Square Footage 291 ft
Male: 1 toilet, 1 sink, 1 changing table
Female: 1 toilet, 1 sink, 1 changing table
Waste System: Sewer



RECREATION COMMISSION WORKSHOP STAFF REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES
SUBMITTED BY: KURT KIRBY

I. AGENDA ITEM TITLE: Bond Update

II. RECOMMENDATION:

This workshop is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

The design contracts for four bond items were approved by City Council on August 22.

1. Old Rucker Park was awarded to Columbia Engineering and Services Inc. for the amount not to exceed \$357,900.00
2. Union Hill Park was awarded to Dix.Hite+partners, Inc. for the amount not to exceed \$336,500.00.
3. Wills Park was awarded to Barge Design Solutions, Inc. for the amount not to exceed \$625,650.00 for the Wills Park Master Plan Improvements and \$1,184,750.00 for the Wills Park Equestrian Center.

IV. ALTERNATIVES:

V. ATTACHMENTS:

Old Rucker Road Park Council Staff Report

Union Hill Park Council Staff Report

Wills Park Council Staff Report



STAFF REPORT

Submitting Department: Public Works

Submitted By: Geoffrey Sarra

Sponsored By: N/A

Meeting Date: August 1, 2022

I. AGENDA ITEM TITLE: DESIGN SERVICES: OLD RUCKER PARK, RFQ 22-121

II. RECOMMENDATION:

Please award RFQ 22-121 to Columbia Engineering and Services, Inc. for design of Old Rucker Park in an amount not to exceed \$357,900.00 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: \$357,900.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
Old Rucker Park (31861150-541500-C2218)	\$357,900

EXTERNAL FUNDING SOURCES:

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

IV. REPORT IN BRIEF:

Old Rucker Park is an approximately 10-acre tract of land that was once a commercial nursery and is home to a variety of species of plants and trees. The rolling topography of the property is highlighted by a small stream that runs through the park. While a small section of the site has been developed into an operating educational farm, the Farm at Old Rucker Park, approximately 7.5 acres remain to be developed into a passive recreational space. The Old Rucker Park project will focus on the construction of trails, restrooms, and parking necessary for the property to be a functional passive park space.

The Department of Public Works, working with the Department of Recreation, Parks, and Cultural Services, prepared a Request for Proposals/Qualifications for the design of Old Rucker Park. The RFP was advertised in April and May 2022 and a total of three responses were received on May 26, 2022. The responses were then reviewed by an evaluation team consisting of staff from both Public Works and Recreation, Parks, and Cultural Services. Each member of the team scored the responses independently based on three evaluation criteria: firm and assigned staff qualifications (40%), example projects and references (20%), and project understanding and approach (40%). The resulting scores were as follows:

1. Columbia Engineering and Services, Inc. - 86.67
2. Pond & Company - 66.67
3. CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C. - 64.00

A scoping meeting was held with representatives of Public Works, Recreation, Parks, and Cultural Services, and Columbia Engineering and Services, Inc. (Columbia) on June 23, 2022 to review the project scope and the City's expectations. City staff and representatives of Columbia then began negotiations on a fee and schedule for design services. City staff reviewed Columbia's proposal and found their fee and schedule to be reasonable and in line with industry standards. Therefore, the evaluation team has recommended award of RFQ 22-121 Design Services: Old Rucker Park to Columbia Engineering and Services, Inc.

The design consultant's scope of work will include the delineation of wetlands, development of a conceptual plan and color rendering, geotechnical investigations, and the preparation and permitting of construction

plans. Staff will present the conceptual plan to City Council as a workshop item prior to moving forward with preparation of construction plans. Columbia anticipates it will take approximately eleven months to complete design - nine months of design efforts from their team and a total of two months for review by the City and other permitting agencies throughout the process.

V. ALTERNATIVES:

None.

VI. ATTACHMENTS:

Columbia Engineering Proposal



STAFF REPORT

Submitting Department: Public Works

Submitted By: Geoffrey Sarra

Sponsored By: N/A

Meeting Date: August 22, 2022

I. AGENDA ITEM TITLE: DESIGN SERVICES: UNION HILL PARK, RFQ 22-122

II. RECOMMENDATION:

Please award RFQ 22-122 to Dix.Hite + Partners, Inc. for design of Union Hill Park in an amount not to exceed \$336,500.00 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: \$336,500.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
Union Hill Park (31861150-541500-C2216)	\$336,500.00

EXTERNAL FUNDING SOURCES:

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

IV. REPORT IN BRIEF:

Union Hill Park is a roughly 11-acre park space located on Union Hill Road south of McGinnis Ferry Road. The park today is very much under-utilized and consists of a covered event space once serving as a roller hockey rink, a combined restroom and concession building, a parking lot, a small skate park once serving as an outdoor roller hockey rink, and a connection to the Big Creek Greenway. Under the 2021 Parks Bond Referendum, the City dedicated \$3.25 million to recreating Union Hill Park as a recreational and gathering space that better meets the needs of current and future Alpharetta residents. The key goals for the Union Hill Park project include: providing a connection from the Big Creek Greenway to the multi-use trail proposed as part of the McGinnis Ferry Road; addressing drainage issues around the covered event space; improving parking – both in terms of additional spaces and repairing damage caused by root uplift; redeveloping the upper active area (the existing skate park); developing the lower active area (area between Little Pine Trail and Union Hill Road); and, developing natural trails through the wooded areas on site.

The Department of Public Works, working with the Department of Recreation, Parks, and Cultural Services, prepared a Request for Proposals/Qualifications for the design of Union Hill Park. The RFQ was advertised in April and May 2022 and a total of five responses were received on May 26, 2022. The responses were then reviewed by an evaluation team consisting of staff from both Public Works and Recreation, Parks, and Cultural Services. Each member of the team scored the responses independently based on three evaluation criteria: firm and assigned staff qualifications (40%), example projects and references (20%), and project understanding and approach (40%). The resulting scores were as follows:

- Lose Design – 76.67
- Dix.Hite + Partners, Inc. – 74.00
- Pond & Company – 64.00
- CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C. - 64.00
- TSW – 54.00

The evaluation team then conducted interviews with representatives of the two highest scoring firms: Lose

Design and Dix.Hite + Partners, Inc. (Dix.Hite). The interviews consisted of a presentation by the design team followed by a question-and-answer session with the evaluation team. Based on their presentation and subsequent discussion, the evaluation team selected Dix.Hite as the highest scoring firm.

A scoping meeting was held with representatives of Public Works, Recreation, Parks, and Cultural Services, and the Dix.Hite team on July 6, 2022 to review the project scope and the City's expectations. City staff and representatives of Dix.Hite then began negotiations on a fee and schedule for design services. City staff reviewed Dix.Hite's proposal and found their fee and schedule to be reasonable and in line with industry standards. Therefore, the evaluation team has recommended award of RFQ 22-122 Design Services: Union Hill Park to Dix.Hite + Partners, Inc.

The design consultant's scope of work will include the delineation of wetlands, development of a conceptual plan and color rendering, geotechnical investigations, and the preparation and permitting of construction plans. Staff will present the conceptual plan to City Council as a workshop item prior to moving forward with preparation of construction plans. Dix.Hite anticipates it will take approximately twelve months to complete design.

V. ALTERNATIVES:

None

VI. ATTACHMENTS:

RFQ 22-122 Dix.Hite + Partners Proposal



STAFF REPORT

Submitting Department: Public Works

Submitted By: Geoffrey Sarra

Sponsored By: N/A

Meeting Date: August 22, 2022

I. AGENDA ITEM TITLE: DESIGN SERVICES: WILLS PARK IMPROVEMENTS & WILLS PARK EQUESTRIAN CENTER IMPROVEMENTS, RFQ 22-1005 & RFQ 22-120

II. RECOMMENDATION:

Please award to Barge Design Solutions, Inc. RFQ 22-1005 for design of the Wills Park Improvements in an amount not to exceed \$625,650.00 and RFQ 22-120 Wills Park Equestrian Center Improvements in an amount not to exceed \$1,184,750.00, 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: \$1,810,400.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
Wills Park Master Plan Improvements (31861150-541500-C2011)	\$625,650.00
Equestrian Center (City) (31861150-541500-C1911)	\$1,184,750

EXTERNAL FUNDING SOURCES:

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

IV. REPORT IN BRIEF:

RFQ 22-1005 Design Services: Wills Park Improvements

At 120 acres, Wills Park is Alpharetta's largest single park property and includes a 60-acre equestrian show facility, 10 baseball fields, the newly renovated Wills Park Pool, three playgrounds, six tennis courts, and an 18-hole disc golf course. The park amenities have been developed over the years, but until 2019 there was not a single vision or plan for the park and many of the park's facilities are showing their age. In 2019 the City adopted the Wills Park Master Plan, an effort to bring all of the park elements together and make it a more cohesive place that feels special and unique. The goals of the plan are to unite the various park facilities, identify key facility improvements, and strengthen connections to nearby neighborhoods. Under the 2021 Parks Bond Referendum, the City dedicated \$6.0 million to begin implementing elements of the master plan. The key goals for the Wills Park Improvements project include: renovating the Wacky World Playground; replacing the existing restroom building adjacent to Wacky World with a larger restroom facility; creating gateway entrances at the corner of Old Milton Parkway and Roswell Street and at the corner of Old Milton Parkway and Wills Road; creating a pedestrian spine connecting the gateways and running through the center of the park; renovating Waggy World Dog Park; and, expanding parking in the vicinity of Wacky World.

The Department of Public Works, working with the Department of Recreation, Parks, and Cultural Services, prepared a Request for Qualifications for the design of Wills Park Improvements. The RFQ was advertised in April and May 2022 and a total of five responses were received on May 5, 2022. The responses were then reviewed by an evaluation team consisting of staff from both Public Works and Recreation, Parks, and Cultural Services. Each member of the team scored the responses independently based on three evaluation criteria: firm and assigned staff qualifications (40%), example projects and references (20%), and project understanding and approach (40%). The resulting scores were as follows:

- Barge Design Solutions, Inc. – 88.67
- Lose Design – 72.67
- CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C. - 69.33
- Pond & Company – 67.33
- TSW – 63.33

The evaluation team then conducted interviews with representatives of the two highest scoring firms: Barge Design Solutions, Inc. (Barge) and Lose Design. The interviews consisted of a presentation by the design team followed by a question-and-answer session with the evaluation team. Based on their presentation and subsequent discussion, the evaluation team selected Barge as the highest scoring firm.

RFQ 22-120 Design Services: Wills Park Equestrian Center Improvements

In 2019 the City adopted a master plan for the Equestrian Center as part of the larger Wills Park Master Plan. While the Wills Park Equestrian Center is older and smaller than some of its competitors, its neighborhood setting and shed row barns tucked into the trees give it an edge with a homey, boutique feeling and an in-town location. The master plan identified priority improvements that will better connect the facility to the larger Wills Park and the overall community while also better positioning the facility as a draw for regional events. As part of the approved 2021 Parks Bond Referendum, the City dedicated \$5.0 million to begin implementation of the Equestrian Center Master Plan with the Wills Park Equestrian Foundation pledging to contribute an additional \$5.0 million to the project, bringing the total allocation to \$10.0 million. The key goals for the Wills Park Equestrian Center Improvements project include: improving stormwater runoff from the site; expanding the existing arena south of the newly constructed arena; reconfiguring and revamping parking throughout the site; replacing and reconfiguring the existing barns; improving circulation throughout the site for pedestrians, horses, and vehicles; providing a new lunging pen; providing a wider, gateway entrance; and, providing shade pavilions and seating terraces around the arenas.

The Department of Public Works, working with the Department of Recreation, Parks, and Cultural Services, prepared a Request for Proposals/Qualifications for the design of Wills Park Equestrian Center Improvements. The RFQ was advertised in April and May 2022 and a total of two responses were received on May 26, 2022. The responses were then reviewed by an evaluation team consisting of staff from both Public Works and Recreation, Parks, and Cultural Services and a representative of the Wills Park Equestrian Foundation. Each member of the team scored the responses independently based on three evaluation criteria: firm and assigned staff qualifications (40%), example projects and references (20%), and project understanding and approach (40%). The resulting scores were as follows:

- Barge Design Solutions, Inc. – 80.40
- Pond & Company – 77.60

The evaluation team then conducted interviews with representatives of both firms. The interviews consisted of a presentation by the design team followed by a question-and-answer session with the evaluation team. Based on their presentation and subsequent discussion, the evaluation team selected Barge as the highest scoring firm.

A scoping meeting was held with representatives of Public Works, Recreation, Parks, and Cultural Services, and Barge on June 30, 2022 to review both project scopes and the City's expectations. City staff and representatives of Barge then began negotiations on a fee and schedule for design services. City staff reviewed Barge's proposal and found their fee and schedule to be reasonable and in line with industry standards. Therefore, the evaluation team has recommended award of RFQ 22-1005 Design Services: Wills Park Improvements and RFQ 22-120 Design Services: Wills Park Equestrian Center Improvements to Barge Design Solutions, Inc.

The design consultant's scope of work will include the delineation of wetlands, development of conceptual plans and color renderings, geotechnical investigations, and the preparation and permitting of construction plans. Barge anticipates it will take approximately seventeen months to complete design.

V. ALTERNATIVES:

None

VI. ATTACHMENTS:

Barge Design Solutions Proposal



RECREATION COMMISSION WORKSHOP STAFF REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES
SUBMITTED BY: LAUREN SHAPIRO & AMBER O'DWYER

I. AGENDA ITEM TITLE: Commission Orientation

II. RECOMMENDATION:

This workshop is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

- New Member Orientation is now provided to newly appointed board and commission members to properly equip them in their new roles. Several members of the Recreation Commission have never experienced such an orientation. To address the matter, Chairman Mitchell asked the orientation be made available during a workshop to all existing members of the Recreation Commission.

IV. ALTERNATIVES: N/A

V. ATTACHMENTS:

- New Member Orientation Power Point Presentation



BOARD MEMBER ORIENTATION

Welcome!

Welcome!

- Board Member Contact Information
- Vendor Self Service Portal
- Meeting Dates



Ethics Ordinance

Sec. 2-144(c) Conduct of Public Meetings

"City Officials shall prepare themselves for all public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of the meetings."

Sec. 2-145 Prohibitions

City Officials are not permitted to engage in certain activities, as defined in this section.

Ethics Ordinance

Sec. 2-146 Conflict of Interest

City Officials cannot participate in a matter where he/she has a substantial interest.

Sec. 2-147 Creation and purpose of the Board of Ethics

Board of citizens who review ethic complaints.

Conflict of Interest + Recusal

Prior to a meeting:

- Disclose in your meeting RSVP that you will not attend because of the conflict of interest

During a meeting:

- Make a statement prior to the case and declare reason for recusal
- Leave Council Chambers and sit in the Executive Conference Room

Meeting Manager Portal

Link to Meeting Manager Portal:

<https://www.alpharetta.ga.us/government/meeting-manager-portal>

Link to City of Alpharetta Government YouTube Channel:

<https://www.youtube.com/channel/UCGNJQNekcCqYv-iWfXbsgqQ>

YouTube city of alpharetta government



Alpharettagov

HOME VIDEOS PLAYLISTS CHANNELS ABOUT

Upcoming live streams



Alpharetta Board of Zoning Appeals Meeting - 06-17-21



Alpharetta Design Review Board Meeting - 06-17-21



Alpharetta City Council Meeting - 06-21-2021



Alpharetta Cultural Commission Meeting - 06-21-2021

NEWSLETTER SIGNUP REPORT, PAY, APPLY. SOCIAL ENGAGEMENT



Meeting Manager Portal - Public Meetings

Q Search

Keywords or Phrase To GO

Current and Upcoming Events

Name	Date/Time	Media	Files
Board of Zoning Appeals June 2021	6/17/2021 5:30 PM		Download
Design Review Board June 2021	6/18/2021 8:30 AM		Download

Agenda Packet

- Email with Link to Agenda Packet the Friday prior to the week of the scheduled meeting
- You can download the packet and print or save to your device
- Packet includes:
 - Meeting Agenda
 - Minutes to be approved
 - Staff Report
 - Attachments for each agenda item

Staff Report

- Prepared by Parks Staff and provides information about the agenda item
- One of the most important documents for each agenda item
- Outlines the criteria, requirements, and code sections applicable to the public hearing item
- Staff Report Includes:
 - Recommendation
 - Brief Report
 - Discussion (background of the item, why it is needed, or being brought before the board)
 - Any Code requirements

Robert's Rules of Order + Parliamentary Procedure

Quorum = at least 5 Board Members

Structure of Meetings:

- Staff Presentation
- Applicant Presentation
- Public Comment
- Applicant or Staff Rebuttal
- Motion
- Second
- Board Discussion
- Vote



Robert's Rules of Order: Chair

Primary responsibilities of the Chair:

- Maintain proper meeting decorum
- Ensure that all participants are treated fairly and respectfully
- Maintain order and timeliness of the meeting
- Confine debate and discussion to the motion or case at hand
- Guarantee that no single Board Member or participant dominates discussion or interferes with the right of others to be heard

Robert's Rules of Order: Motion Types

Main Motions

Offered on business brought before the Board and can be debated and amended before a vote is made.

Privileged Motions

Offered to allow the meeting to have controlled debate and take care of opening and closing the meeting; examples include: adjournment, recess, and questions of privilege.

Subsidiary Motions

Offered to defer or modify main motions; examples include: motion to table, motion to defer, motion to limit debate, and friendly amendment.

Robert's Rules of Order: Making a Motion

Proper phrasing:

"I move to . . ."

Incorrect phrasing:

"I would like to make a motion . . ."



Most Common Motions

To do this:	You say this:	Interruption Allowed?	Debatable?	Amendable?	Vote Needed	Requires Second
Introduce Business	"I move to . . ."	✗	✓	✓	Majority	✓
Alter a motion	"I move to make a friendly amendment . . ."	✗	✓	✓	Acceptance by the original Author of the Motion	✗
Request to end discussion	"Mr./Mrs. Chair, I call for the question."	✗	✗	✗	Majority	✓
Postpone discussion for a specific time	"I move to defer this item until . . ."	✗	✓ Only when determining the future date to hear a case	✓	Majority	✓
Temporarily suspend consideration of an issue	"I move to lay the motion on the table . . ."	✗	✗	✗	Majority	✓
Take up a matter previously tabled	"I move to remove the item from the table . . ."	✓	✗	✗	Majority	✓

Robert's Rules of Order: Common Mistakes

Be careful not to:

- Debate or discuss an item during the time for presentation or question
- Have prolonged Board discussion without a motion
- Discuss information that does not pertain to the current motion before the Board

Meeting Reminders

- Review Agenda + Agenda Packet prior to each meeting
- Attend meetings regularly and arrive on time
- Don't be afraid to speak up and contribute during the meetings
- Face opposition without taking offense (*don't make it personal*)
- If the Code defines criteria on which the Board's decisions are to be made, base your comments on that criteria

A large, ornate red brick building with a central dome and classical columns, illuminated at dusk. The building features a prominent portico with six columns and a balcony above it. The central entrance is flanked by arched windows. The building is surrounded by trees and a paved area with streetlights.

QUESTIONS?