



City Council Meeting MARCH 6, 2017

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

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE TO THE FLAG
- IV. CONSENT AGENDA
 - A. Council Meeting Minutes (Meeting of 02/27/2017)
 - B. Alcoholic Beverage License Applications
 - C. Financial Management Report: Month Ending January 31, 2017
- V. PUBLIC HEARING
 - A. PH-17-03: Comprehensive Plan 2035 Amendment - Downtown Residential Development
Consideration of an amendment to the 2035 Comprehensive Plan to add language to the Downtown Activity Center, Kimball Bridge Activity Center and Old Milton Parkway Corridor character areas in order to clarify the vision for redevelopment of existing residential neighborhoods in the Downtown Overlay.
 - B. PH-17-05: Unified Development Code Text Amendments - Signs & Downtown Parking
Consideration of amendments to the Unified Development Code (UDC) Section 2.6.12 (C)(2) to increase the maximum wall sign area permitted in industrial and office parks from 156 square feet to 240 square feet and delete a provision in UDC Appendix A, Section 2.4 (C)(3) Downtown Parking Code.
 - C. PH-17-08: 2012 IPMC Adoption / Update to Property Maintenance Code
- VI. NEW BUSINESS
 - A. Fiscal Year 2017 Mid-Year Budget Amendment
 - B. Advanced Heart Monitor Replacements for the Fire Department
- VII. PUBLIC COMMENT
- VIII. REPORTS
- IX. ADJOURNMENT TO EXECUTIVE SESSION



OFFICIAL MINUTES OF
PUBLIC HEARING & COUNCIL MEETING
ON FEBRUARY 27, 2017
CITY HALL – 2 PARK PLAZA
6:30 PM

Official Minutes

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

I. CALL TO ORDER

❖ *Mayor Belle Isle called the meeting to order at 6:32 p.m.*

II. ROLL CALL

- *Council Members*
 - *Mayor David Belle Isle*
 - *Chris Owens (Mayor Pro Tem)*
 - *Jason Binder*
 - *Jim Gilvin*
 - *Mike Kennedy*
 - *Dan Merkel*
 - *Donald Mitchell*
- *Staff*
 - Bob Regus, City Administrator
 - Kathi Cook, Director of Community Development
 - James Drinkard, Asst. City Administrator
 - John Robison, Director of Public Safety

- Michael Woodman, Senior Planner
- Pete Sewczwicz, Director of Public Works
- Coty Thigpen, City Clerk
- Sam Thomas, City Attorney

III. PLEDGE TO THE FLAG

IV. PROCLAMATIONS

A. North Point Community Church

V. CONSENT AGENDA

A. Council Meeting Minutes (Meeting of 02/20/2017)

- ❖ Council Member Merkel offered a motion to approve the Consent Agenda
 - The motion received a second from Council Member Owens
 - The motion was approved 7-0

VI. PUBLIC HEARING

A. PH-017-01 / V-17-03: Newvale Townhomes

- Director of Community Development, Kathi Cook, came forward to present this item on behalf of staff
- Staff recommends approval of PH-17-01/V-17-03 Newvale Townhomes/Olmstead Park subject to the following conditions:
 1. Property shall be developed substantially similar to site plan dated November 21, 2016 prepared by AEC, except as modified in these conditions. However, lot yield depicted is not guaranteed and subject to meeting all City code requirements and conditions of zoning.
 2. Fencing visible from streets shall be limited to black wrought iron or decorative aluminum having a height of no more than 42". Wrought iron/aluminum fencing with gate shall be required in front of each townhome fronting a public right-of-way. Final approval of fence material, type and location is subject to Staff approval.
 3. Applicant shall construct new typical section for property along Canton Street, including an 8' brick sidewalk, on-street parking, 5' planting strip with street trees, on-street parking and decorative lighting with final approval by Staff.
 4. Applicant shall construct new typical section for property along Lily Garden Place, Violet Garden Walk, and Church Street, including a 6' brick-banded sidewalk, on-street parking, 5' planting strip with street trees, on-street parking and decorative lighting with final approval by Staff. Lily Garden Place and Violet Garden Walk shall be dedicated to the City as public rights-of-way.

5. On-street parallel parking shall be limited to no more than 3 consecutive parking spaces. Bump-outs between on-street parallel parking shall include street trees as approved by Staff.
6. Driveway design shall provide a minimum of 18 feet or a maximum of 5 feet from garage door to back of curb or back of sidewalk.
7. Decks shall not encroach into the building setback and shall be heavily screened. Unfinished wood deck material shall be prohibited. Porches fronting the public right-of-way shall have no more than 10 steps from grade to front doors.
8. Townhome buildings shall be English Tudor Revival style and substantially similar to the elevations provided by the applicant. Buildings shall include, but not limited to, roof-top terrace with optional outdoor kitchen, wrought iron stair railings with rock/brick finished sides on the stair wells, 4-sided brick or stone, decorative window finishes and moldings, brick deck posts, decorative front door, chimneys, shutters and cedar shake shingles. Individual unit elevations shall not be repeated within a set of buildings and buildings shall be treated with similar materials and level of detail on the rear and sides as the front. Each unit shall have a covered entry and decorative garage door styles shall alternate. Townhomes shall have the appearance of separate, individual units and shall not have a common, unified roofline.
9. Each unit shall have a courtyard at the front defined by walls of solid masonry and planted with vines, such as creeping fig or alternative, as approved by Staff. Under ledge wall lighting shall be required.
10. Retaining walls visible from the public right-of-way shall be faced with brick or stone as approved by Staff.
11. Building height shall be limited to 45'.
12. Benches, landscaping and a water feature shall be provided at the corner of Church Street and Canton Street as approved by Staff.
13. Roadways with on-street parking shall incorporate curb extensions at intersections. All entrance drives shall be constructed with decorative pavers approved by Staff.
14. Internal sidewalks to the front of all units shall be provided.
15. Tree save area along Church Street and amenity courtyard between Units 17-21 and 12-16 shall include a mix of trees, shrubs, and ground covers of varying heights, textures and colors as approved by Staff. Amenity courtyard shall be designed to maximize the amount of green area. Tree save area shall include brick sidewalk as depicted on the site plan. Tree save area adjacent to Unit 22 shall be improved with hardscape and landscape as approved by Staff.
16. The 38" Water Oak (#85), 30" Elm (#80), 24", 25" & 22" Sweet Gums (#81, 82 & 83), 24" Pecan (#79), and 24" Red Maple (#90) shall be incorporated into the site plan. Applicant shall make every effort to incorporate any other trees of quality into the site plan with final approval by Staff. Encroachment into the critical root zone (CRZ) of off-site shall be approved by Staff and subject to notification of property owner. Applicant shall be responsible for any recompense.
17. Street trees along public rights-of-way shall be a minimum of 4" caliper at time of planting and shall include the City-approved tree grates as approved by Staff.
18. Applicant shall incorporate traditional southern landscape material in focal point areas and within the overall landscape plan as approved by Staff.

19. A minimum 10' heavily planted landscape buffer shall be provided along the east and south property lines adjacent to C-1 properties and shall incorporate existing trees as approved by Staff.
 20. Applicant shall provide an easement to the City for the civic space at the corner of Church Street and Canton Street, as well as the tree save area. The Homeowner's Association shall maintain all civic space.
 21. All previous conditions of zoning related to Z-13-14 Olmstead Park Townhomes shall remain in effect, except as modified in the conditions above.
- The applicant, D&G Development Group, is requesting changes to previous conditions of zoning on a 2.39-acre property approved as a 23-unit 'For-Sale' townhome development (F.K.A. Olmstead Park Townhomes). The requested changes will allow for modifications to the site plan and building architecture. A variance is proposed to increase the building height from 40' to 45'. The subject property is located at the northeast corner of Canton Street and Church Street.
 - The subject property was approved on November 18, 2013 for a rezoning to R-10MHD (Dwelling, 'For-Rent' or 'For-Sale' Residential – Historic Downtown) to allow 23 'For-Sale' townhome units with a density of up to ten (10) dwelling units per acre. The property was previously zoned R-10M in November 2006, but reverted to R-15 in June 2008 due to a building permit not being issued. Some grading and infrastructure installation was completed between 2007 – 2008, including a portion of Lily Garden Place, underground utilities, and a detention pond.
 - Rezoning of the property occurred when the Historic Downtown Incentive Zoning (HDIZ) was in place. The Downtown Master Plan update and associated Alpharetta Downtown Code has since taken the place of the HDIZ. Surrounding properties include The Georgian (R-10MHD) to the west, Appen Properties (R-10MHD) to the north, and various commercial properties (C-1 and C-2) to the east and south.
 - In addition to proposed changes to conditions of zoning, the applicant also requests a variance to increase the building height from 40' to 45'. The HDIZ designated the subject property as Residential Village, except that the portion of the property with frontage along Church Street was designated Retail/Office Mixed Use. Properties designated Residential Village have a maximum building height of three (3) stories or 40', whichever is less. Whereas, properties in the Retail/Office Mixed Use designation permit a maximum building height of four (4) stories or 60', whichever is less. The applicant proposes 3-story townhome buildings, including a roof-top terrace with the option for an outdoor kitchen. The proposed roof-top amenities trigger the need for the requested height variance.
 - The applicant's proposed site plan is similar to the approved zoning plan for the subject property with the primary difference being the addition of two (2) townhome units at the northwest corner of Lily Garden Place and Violet Garden Walk adjacent to the existing detention pond. The site plan depicts 23 'For-Sale' townhome units in five (5) buildings. Townhome units are rear-loaded and oriented to Canton Street, Church Street, Lily Garden Place, and an internal amenity courtyard.
 - Residential parking is provided within the garage for each unit. 19 on-street parallel parking spaces are provided along Canton Street, Lily Garden Place and Violet Garden Walk. Access to the rear of the townhomes is provided through driveways off Lily Garden Place and Violet Garden Walk. The site plan depicts an eight-foot (8') brick sidewalk along Canton Street and five-foot (5') brick sidewalks along

Church Street, Lily Garden Place, and Violet Garden Walk.

- The applicant's site plan depicts open space (civic and amenity areas) at a few locations throughout the subject property. Three (3) tree save areas are provided along Church Street and to the west of Unit 22. Both tree save areas will include improvements for use as civic and amenity space. The corner of Church Street and Canton Street includes a civic space with water feature and seat wall. An amenity courtyard with sidewalks and green area is depicted between Units 17-21 and Units 12-16. Garden areas will be provided along the front of each unit adjacent to Canton Street, Church Street and Lily Garden Place. The proposed site plan reflects an eight-percent (8%) reduction in overall open space from the 2013 approved zoning plan, which is related to the two (2) additional townhome units near the detention pond. However, if the property were developed under the current Downtown zoning districts, a minimum 10% amenity space, or 0.24 acres, would be required. The applicant's site plan depicts 0.462 acres of civic and amenity space.
- Three (3) tree save areas are depicted on the site plan along Church Street, to the west of Unit 22 and to the south of Unit 17. The arborist assessment shows that three (3) Water Oaks (#84, 86 & 87) are now in 'Poor' condition due to impacts from construction of the detention pond. The City Arborist has reviewed the applicant's tree assessment, as well as conducted a site visit and concurs with this determination.
- The applicant is requesting a change to previous conditions of zoning to allow new building elevations.
 - . The applicant's architect provided the following description of the proposed building architecture and building materials:

"The townhomes are designed in an English Tudor Revival style. This style can be seen in homes within Alpharetta, such as the one converted into "La Casa Italian Grill" on the corner of Roswell St. & Old Roswell, just a few blocks from our site. Each unit features a side gable roof rising front to back, with a prominent front facing, steeply pitched cross gable roof. The townhomes are clad in masonry, brick or stone or some combination thereof.

The brick may have an aged or weathered look or be painted. The windows are tall, multi-paned and often grouped together in bands of glass and painted or stained dark colors. The front entries are small and detailed, with round or square front doors, prominent lanterns, occasional "cut stone" (may actually be cast stone or stucco) flattened gothic arch detailing, recessed doors or simple timber supported overhangs provide protection from the elements for visiting guests. Other architectural characteristics of our design are the incorporation of some roughhewn timbers, "cut stone" details, cantilevers and incorporating a massive chimney with decorative brick work and chimney pots into the overall building design. A 3rd floor, outdoor room will be incorporated into the roof and provide covered private outdoor space with an optional outdoor kitchen and/or a fireplace. These will be supported with post & beam, roughhewn timbers. To promote outdoor living, the townhomes will also have a front patio adjacent to the front door. These patios will be typically be up to 10' deep, slightly raised above the finished grade where applicable, separated from the public side walk by the front yard and a low hedge, iron fence or a masonry wall."

- The proposed English Tudor Revival style is not an approved architectural style in the Alpharetta Downtown Code. However, the Downtown Architect reviewed the proposed elevations and believes that the style is appropriate in the Downtown and had no other comments on the elevations.

- City Staff has reviewed the applicant's proposal and finds that it can generally support the applicant's request for changes to previous conditions of zoning and height variance. The proposed site plan incorporates civic and amenity spaces, as well as tree save areas and the proposed building architecture and design represents a significant improvement over the previously approved building elevations. Although staff has concerns with the number of townhomes approved or under construction, the proposed use and density is already approved and the applicant's proposed architecture and roof-top terrace with outdoor kitchen is unique to the City and consistent with residential building design envisioned in the Downtown Master Plan. Staff recommends architectural standards and site conditions to ensure compatibility of the buildings with the character of the Downtown Overlay and Canton Street corridor.
- The report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that no comments were received.
- Attorney, Dennis Webb, came forward to present the request on behalf of the applicant

Public Comment
None

- ❖ Council Member Kennedy offered a motion to approve PH-017-01 / V-17-03: Newvale Townhomes /Olmstead Park with the staff recommended conditions with a few modifications:
 - Condition #1 – change site plan date to February 22, 2017
 - Condition #3 – add the word 'parallel' so that the condition reads, " Applicant shall construct new typical section for property along Canton Street, including an 8' brick sidewalk, on-street parallel parking, 5' planting strip with street trees at landscaped islands between on-street parallel parking, and decorative lighting with final approval by staff."
 - Condition #4 – Add sentence at the end that reads, "The streetscape on Church Street is intended to preserve the 24" Pecan Tree (#79) and the 30' Elm (#80), and shall be substantially similar to the streetscape shown on the Site Plan, with decorative lighting to be approved by staff."
 - Condition #5 – adding phrase "landscaped islands", so as to read, "On-street parallel parking shall be limited to no more than 3 consecutive parking spaces. Landscaped islands between on-street parallel parking shall include street trees as approved by staff."
 - Condition #8 – add phrases 'or decorative aluminum', 'Grand Manor', and 'or an approved alternative', so that the condition reads, "Townhome buildings shall be English Tudor Revival style and substantially similar to the elevations provided by the applicant. Buildings shall include, but not limited to, roof-top terrace with optional outdoor kitchen, wrought iron or decorative aluminum stair railings with rock/brick finished sides on the stair wells, 4-sided brick or stone, decorative window finishes and moldings, brick deck posts, decorative front door, chimneys, shutters and Grand Manor shingles, or an approved alternative. Individual unit elevations shall not be repeated within a set of buildings and buildings shall be treated with similar materials and level of detail on the rear and sides as the front. Each unit shall have a covered entry and decorative garage

door styles shall alternate. Townhomes shall have the appearance of separate, individual units and shall not have a common, unified roofline."

- The motion received a second from Council Member Owens
- The motion was approved 7-0

B. MP-17-03 / CU-17-02: Cutter's Cigar Emporium

- Senior Planner, Michael woodman, came forward to present this item
- This item was heard at the January 5, 2017 Planning Commission meeting. Several residents from Cogburn Walk subdivision spoke in opposition to the request, stating concerns with screening and noise associated with the outdoor patio. After discussion, the Planning Commission recommended to table the request. Vote (7-0)
- This item was heard at the February 2, 2017 Planning Commission meeting. Residents from Cogburn Walk spoke against the applicant's request stating concerns over screening, noise, smoke intrusion and negative impact on children. After discussion, the Planning Commission recommended to approve the request subject to staff's recommended conditions with some amendments. Vote (7-0)
- Staff recommends approval of MP-17-03/CU-17-02 Cutter's Cigar Emporium/Fulton Greens subject to the following conditions:
 1. 'Smoke Shop and Tobacco Store' shall be added as a conditional use in the Fulton Greens Master Plan, Pod A at 4915 Windward Parkway, Suite 100.
 2. Conditional use approval shall be limited to the Cutter's Cigar Emporium; no additional smoke shop and tobacco store businesses or subleasing shall be permitted within the approved space.
 3. Hours of operation shall be limited to Monday – Thursday 10:00 AM – 11:00 PM, Friday – Saturday 10:00 AM – 12:00 PM and Sunday 12:30 PM – 8:00 PM.
 4. Outdoor patio shall be limited to no more than 490 SF and developed substantially similar to plans submitted by the applicant. Outdoor patio and associated furniture shall require approval by the Design Review Board. Outdoor patio area shall be defined with landscaping and all outdoor smoking shall be confined to this area. Outdoor speakers shall not be permitted. Pedestrian access shall be maintained on the sidewalk adjacent to the Sydney Center building.
 5. Extend, build or modify the retaining wall up 6' to 8' from the corner of the building to the dumpster enclosure and paint the wall to blend in with the surroundings. Final approval of materials and layout by Staff.
 6. All music entertainment shall be conducted within the interior of the space located at 4915 Windward Parkway, Suite 100.
 7. The business shall be required to provide a ventilation system that exceeds the ventilation requirements of the International Mechanical Code 2012 to prevent impacts to adjacent businesses.
 8. The business shall not sell any vaping products or drug-related paraphernalia.
 9. Outdoor patio shall have a minimum of two (2) fans.

- The applicant, Cutter's Cigar Emporium, is requesting a conditional use permit and master plan amendment to add 'Smoke Shop and Tobacco Store' as a conditional use in Pod A of the Fulton Greens Master Plan to allow a cigar store in a 3,258 square foot suite located at 4915 Windward Parkway, Suite 100 (Sydney Center on Windward). Cutter's Cigar Emporium currently operates at 5530 Windward Parkway (The Plaza). If approved, the applicant intends to relocate the business to the proposed location.
- The submitted request, if approved, will allow the applicant to operate a 'Smoke Shop and Tobacco Store' business in a 3,258 square foot suite within an existing retail center. The subject property is the Sydney Center on Windward retail center on the west side of Windward Parkway, just north of Highway 9. The property is zoned C-1 (Neighborhood Commercial) and is located in Pod A of the Fulton Greens Master Plan. Pod A is approved for a variety of commercial uses, including retail establishments and restaurants.
- Sydney Center on Windward is a three (3) tenant, 10,000 square foot retail building currently occupied by Great Harvest Bread and Mambo's Cafe. Suite 100 was formerly occupied by a hair salon. The 87 parking spaces provided at the Sydney Center meet the Code-required parking for the existing and proposed uses at this location.
- There are no 'Smoke Shop and Tobacco Store' uses in the Sydney Center on Windward retail center. Similar businesses in the City include Alpha Smoke at 221 South Main Street, Tinder Box at 131 South Main Street, and Cigars Plus at 4055 Old Milton Parkway, Suite 8.
- Cutter's Cigar Emporium has been in business since 2012, currently operating at 5530 Windward Parkway, Suite 200-B, Alpharetta, GA. The applicant's business is primarily retail sales of premium cigars and accessories, as well as indoor/outdoor smoking lounge with on-premises alcohol consumption. According to the applicant, alcohol sales represent 10% of all sales associated with the business. Hours of operation are Monday – Thursday 10:00 AM – 11:00 PM, Friday – Saturday 10:00 AM – 12:00 PM and Sunday 12:30 PM – 8:00 PM. The applicant will be relocating their existing business to the new location in order to increase their useable floor space.
- The applicant proposes a covered outdoor patio where patrons would be permitted to smoke cigars. The 490 square foot patio is proposed to be located at the front entrance of the suite nearest the parking lot and could accommodate seating for approximately 17 persons. The location of the outdoor patio is approximately 270' from the nearest home in Cogburn Walk and is separated by a heavily wooded area. Mambo's Café, which is also located within the Sydney Center building, has a large outdoor seating patio that can accommodate 44 persons. According to a letter of support from the owner of Mambo's Café, their business has been open for four (4) years and has not experienced any noise complaints related to their outdoor patio. Mambo's Café opens as early as 11:00 AM and closes as late as 10:30 PM.
- According to documentation provided by the applicant, the proposed ventilation system exceeds the requirements for outdoor ventilation air into the space. The applicant proposes a new HEPA filter/smoke filtration system, in addition to the existing smoking area exhaust system.

- City Staff has reviewed the applicant's proposal and finds that it can generally support the master plan amendment and conditional use. The request is not in conflict with the established standards and should have little impact on the area. The proposed use would be compatible with the surrounding retail uses and other locations for this business, which are similarly situated within retail shopping centers. However, conditions should be established as part of this application that regulate and limit any expansion of the business and requires screening of the outdoor patio area.
- The report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that no comments were received.
- In response to concerns raised at the January 5, 2017 Planning Commission meeting, the applicant met with the Cogburn Walk HOA President and emailed residents soliciting their input. The applicant presented the proposed location of the outdoor patio, as well as potential solutions to address screening and noise concerns. The applicant proposed two (2) options: 1. Increase the height of the retaining wall by 6' to 8'. 2. Plant landscape screening along the retaining wall. According to the applicant, the HOA president did not have a preference with regard to the proposed options.
- Applicant, Russ Sutton, came forward to make a brief presentation of his request

Public Comment

None

- ❖ Council Member Kennedy offered a motion to approve MP-17-03 / CU-17-02: Cutter's Cigar Emporium subject to the staff conditions with a few modifications:
 - Condition #3 – Hours of operation shall be limited to Monday – Thursday 10:00 AM – 11:00 PM, Friday – Saturday 10:00 AM – 12:00 AM and Sunday 12:30 PM – 8:00 PM
 - Delete Condition #5 and replace with, "The applicant shall plant an evergreen buffer from the dumpster enclosure to the building as approved by staff."
 - Delete Condition #9
- The motion received a second from Council Member Owens
- The motion was approved 7-0

C. CLUP-17-01 / Z-17-02 / V-15-05: GRBK Academy, LLC / Ben Manning House

- Senior Planner, Michael Woodman, came forward to present this item on behalf of staff
- This item was heard at the February 2, 2017 Planning Commission meeting. No one spoke for or against the request. After discussion, the Planning Commission recommended to approve the request. Vote (7-0)

- Staff recommends approval of CLUP-17-01 /Z-17-02/V-17-05 GRBK Academy LLC/Manning House subject to the following conditions:
 1. Property shall be zoned DT-LW and shall be developed substantially as depicted on the zoning plan prepared by Travis Pruitt & Associates, dated 12/1/2016.
 2. A final plat revision shall be required prior to final site Certificate of Occupancy. Final plat shall specify zoning, development standards, tree save area, and conditions of zoning related to the subject property. An easement shall be recorded on the final plat providing for use of the Ben Manning House yard as amenity space for the East of Main subdivision.
 3. A 10' planted buffer shall be provided along the west property line and shall be planted with Evergreen trees and/or shrubs to provide a visual screen between uses, as approved by Staff.
 4. Developer shall provide a statement on the final plat and in the HOA covenants, conditions & restrictions providing for the protection and maintenance of the Ben Manning House.
 5. Previous conditions of zoning related to file Z-14-15/V-14-32 Academy Street Tract shall remain in effect, except as modified in the conditions above.
 6. Monument sign not to exceed 10 square feet to be located at the rear of the property, wall sign not to exceed 4 square feet both to be approved by the Design Review Board. The property will forever be known as the Ben Manning House and will be so designated by a plaque, which will be affixed to the exterior of the structure as approved by the Design Review Board.
- The applicant, GRBK Academy, LLC, is requesting to rezone approximately 0.39 acres from R-8A/D (Dwelling, 'For-Sale' Attached/Detached Residential) to DT-LW (Downtown Live-Work) in order to allow a historic residential structure to be used for an office or residential use. A change to the Comprehensive Land Use Plan designation from 'Downtown Residential Density' to 'Mixed Use Live Work' and a variance to reduce the buffer requirement between residential and non-residential uses is requested. The property is located at the northwest corner of Academy Street and Cricket Lane (Haynes Bridge Road extension) at 94 Academy Street.
- The subject property was rezoned to R-8A/D on June 15, 2015 as part of a 10.43-acre residential development to allow for the construction of 83 'For-Sale' Detached and Townhome units. All surrounding properties are zoned R-8A/D and are part of the East of Main subdivision. The property has a comprehensive land use plan designation of Downtown Residential Density. The applicant requests a comprehensive land use plan amendment to change the designation of the property to Mixed Use Live Work.
- The Ben Manning House was saved in conjunction with the rezoning of the Academy Street Tract in 2015. The developer is currently utilizing the Ben Manning House as their sales office for the East of Main subdivision. The condition of zoning below describes the requirement to save and restore the historic structure.

4. The Historic Manning House shall be restored and protected. Minimum lot size for the historic property shall be 15,000 sq. ft. Restoration and modifications shall require review and approval

by Staff. The exterior of the home shall be restored with final approval by Staff prior to the first Certificate of Occupancy on the property. Pool area shall be setback from the front of the home as depicted on site plan. Landscaping and fencing style shall be designed to complement the time period of the historic home.

- At the time, the developer planned to use the structure as an amenity clubhouse for the residential subdivision. According to the applicant, Building and Life Safety Code requirements, such as adding a fire sprinkler system, make it economically unfeasible to use the structure as an amenity clubhouse. The developer has prepared covenants, conditions and restrictions (CC&R's) that will provide access and use of the Ben Manning House yard and formal gardens by residents of East of Main. The long-term sustainability of the structure will be with a single private owner that will have the funds to properly maintain the structure. The proposed CC&R's for East of Main contemplate the following to ensure a good long-term plan for the building, the use and maintenance:
 1. *The Ben Manning Home is a member of the East of Main HOA and owns 17 of the 100 shares. The owner of the Ben Manning House will be responsible of 17% of the long-term maintenance of the parking lot, alleyway and detention facility.*
 2. *The Ben Manning Home is responsible for paying Common Area Maintenance (CAM) charges to the East of Main HOA to maintain the area surrounding the home, as well as the garden contained on the property.*
 3. *The parking in the rear of the home is shared; the Ben Manning House has exclusive right to the parking area from 7:00 AM – 5:00 PM Monday – Friday. Homeowners can use the parking area during all other hours for overflow resident/guest parking.*
 4. *The HOA has the right to share the garden as "open space" for the common use of the members of the HOA.*
- In short, the HOA gains the benefit of the restored home and the beauty it adds to the entrance and in lieu of a long-term liability. The property is income producing for the HOA to offset the maintenance of the community. The HOA has rights to the parking and garden area in documents set forth and recorded in the CC&R's.
- A previous condition of zoning exempted the historic home from being included in the overall residential density restriction for the East of Main subdivision, which was capped at no more than eight (8) dwelling units per acre. If the structure were used as a residential use, the overall density of the East of Main subdivision would be 8.05 dwelling units per acre.
- The applicant requests a variance to UDC Appendix A, Section 2.6, Neighborhood Compatibility to remove the 50' undisturbed buffer requirement between residential and non-residential uses. A 'For-Sale' detached home will be constructed on the adjacent property to the west. If the subject property is used as an office, a 50' undisturbed buffer would be required. The Ben Manning House is approximately 50' from its west property line and the side yard includes a tree save area. Staff recommends evergreen screening along the west property line to provide a transition between uses.
- The submitted site plan depicts the 1,890 square foot Ben Manning House on 0.387 acres at the corner of Academy Street and Cricket Lane. Seven (7) parking spaces are provided at the rear of the structure and on-street parking will be provided along Cricket Lane. Conversion of the structure to an office use would generate a need for six (6) parking spaces. Access to the property is depicted through Belle Isle Drive, which is a new local street on the west side of Cricket Lane and north of Academy Street. A pedestrian

connection is provided from the front door of the structure to the sidewalk in the linear park along Academy Street.

- The existing structure meets all setback requirements, which includes a 10' front and rear setback and a 0' side setback. The nearest residential lots are 45' (north) and 50' (west) from the Ben Manning House. Five (5) trees have been saved on the subject property, including a grouping of Magnolias on the west side of the structure that should provide screening between the property and the adjacent residential lot. The applicant has planted a row of Evergreens along the west property line to provide screening.
- The Alpharetta Downtown Code states that a site's open space requirement shall be considered satisfied when a development incorporates a historic building. The applicant is currently in the process of renovating the Ben Manning House, including the following improvements:

- Stabilize weak foundation piers
- Paint exterior
- Replace rotten cornice and porch materials
- Repair fireplace chimneys
- Replace windows and sills
- Add porch railing
- Replace under pinning between porch piers
- Replace front stoop and add railing
- Add landscaping
- Provide ADA access to structure
- Add rubble wall with fencing/railing
- Interior renovations, including floors, sheetrock walls, ceilings, electrical, water/sewer, HVAC, insulation, refinish wood floors, refinish fireplace mantles, expose pocket doors and restore, add ADA bathrooms
- While the applicant intends to use the Ben Manning House for private use, access to the yard will be kept open as an amenity to the East of Main subdivision. The west side of the property has been developed as a formal garden area. The linear park along Academy Street and in front of the structure will remain open for public access. Including the Ben Manning House property, linear park and two (2) pocket parks, the total outdoor amenity area for East of Main is 1.06 acres or 10.2% of the overall development. Therefore, the outdoor amenity space exceeds the requirement provided for in the previous condition of zoning stated below.

16. Site Plan shall include outdoor amenity spaces that comprise 10% of the land area per the Downtown Master Plan recommendations. The calculation shall include the Manning House and grounds.

- If the 1,890 square feet Manning House were used as a professional office, it would generate 3 PM Peak Hour trips. Whereas, if used as a residence it would generate 2 PM Peak Hour trips.
- Staff has reviewed the applicant's proposal and finds that it can generally support the applicant's requests for comprehensive land use plan amendment, rezoning and variance. The proposed change of use will. Conditions are recommended to guarantee maintenance and protection of the historic structure, as well as provide screening between
- While the change in use will result in a higher demand on government services than that generated by non-residential development, traffic associated with a residential development will reduce the impact on the area's transportation infrastructure.

- The report submitted by the applicant states that letters were mailed to each property owner within 500' of the subject property stating the applicant's intent. The report states that no comments were received.
- Attorney, Don Rolader, came forward on behalf of the applicant

Public Comment

- ❖ Council Member Kennedy offered a motion to approve CLUP-17-01 / Z-17-02 / V-15-05: GRBK Academy, LLC / Ben Manning House subject to the 6 conditions with one modification:
 - Condition #6- delete staff condition and replace with, "The primary monument sign shall be located at the rear of the property facing Cricket Lane, and shall not exceed 10 square feet in size. The secondary front hanging wall sign shall be located on the porch of the Manning House and shall not exceed 4 square feet in size. The property shall forever be identified as the Manning House, and will be designated by a plaque located on a sign post in the park in front of the structure. All signage shall be approved by the Design Review Board."
- The motion received a second from Council Member Mitchell
- The motion was approved 7-0

D. PH-17-04: Milton Avenue Commercial Center/Thrive

- Director of Community Development, Kathi Cook, came forward to present this item on behalf of staff
- Staff recommends approval of PH-17-04 44 Milton Avenue/THRIVE subject to the following conditions:
 1. Applicant shall reconstruct building in the Georgian Revival style depicted in 3/29/2007 drawing prepared by RJD Architect, LLC, except that the ground-floor parking area shall be enclosed using similar building materials and architectural elements. The west facing building elevation is permitted to include a roll-up door subject to approval by the Design Review Board.
 2. Building shall not exceed 11,000 square feet. Building shall be restricted to office and retail.
 3. Property owner shall dedicate a permanent easement to the City over the driveway area on the west side of the building for the purpose of providing public access for an outdoor gathering area. If the City does not improve the easement with hardscape and landscape on or before February 27, 2022 and the property owner/applicant has paid \$63,000.00 into the City's parking fund, the easement shall become void and all rights that were transferred to the City by

way of the easement shall revert back to the property owner of 44 Milton Avenue. This condition shall be subject to a mutual agreement between the property owner and City.

4. Applicant shall improve the driveway area with outdoor furniture and landscaping as presented to Council.
 5. Building elevations for the enclosure of the structured parking shall require approval by the Design Review Board. Windows shall be required on the side (west) and rear building elevations.
 6. The existing dumpster shall be removed and the applicant shall make arrangements for a roll-out container. If roll-out container is kept outside, it shall be screened from view as approved by Staff.
 7. Foundation landscape areas on the front and west side of the building shall be refreshed with traditional Southern landscape material, as approved by the Design Review Board.
- The submitted request, if approved, will allow for the conversion of a seven (7) space structured parking area into 2,451 square feet of office space on a 0.16-acre property in the Downtown. The existing 2-story building is approximately 7,598 square feet, not including ground-level parking underneath the building at the rear of the structure. If approved, the enclosure of the parking area will add 2,451 square feet to the existing building for a total of 10,049 square feet. The applicant also intends to improve the existing driveway on the west side of the building as an outdoor workspace to be shared with the public. The subject property is located at 44 Milton Avenue near the southeast corner of Milton Avenue and Roswell Street.
 - The subject property is zoned C-2 Conditional (General Commercial – Conditional). The property is surrounded by C-2 parcels, including 41 Milton Avenue/Forever Gems to the north, Ceviche to the east and City parking lot to the south. The Rothman Building is located to the west and is zoned SU (Special Use). The property is located within the Downtown Overlay and has a comprehensive land use plan designation of Central Business District.
 - The property is subject to previous conditions of zoning associated with a parking variance approved on April 16, 2007. At the time of the parking variance, the property was subject to the Historic Downtown Incentive Zoning (HDIZ), which was adopted in 2005 and allowed parking reductions for retail and restaurant uses. The parking variance was approved to allow a reduction in 35 required parking spaces, subject to seven (7) parking spaces being required at the rear of the building and payment into the Downtown Parking Fund of \$4,500.00 per parking space or \$157,500.00. The applicant is now requesting to remove the seven (7) on-site parking spaces. The applicant proposes the following changes to the previous conditions of zoning:
 1. Applicant shall reconstruct building in the Georgian Revival style depicted in 3-29-2007 drawing prepared by RJD Architect, LLC, except that the ground-floor parking area shall be enclosed using similar building materials and

architectural elements and the west facing elevation of the building may include a roll-up garage door, subject to approval by Staff.

2. Building shall not exceed ~~6,953~~ 11,000 square feet. Restaurant use shall not occupy more than one floor and shall not exceed 4,580 square feet due to parking constraints.
 3. ~~A minimum of 7 parking spaces for employees shall be provided to the rear of the building.~~
- The Downtown Master Plan Update and Alpharetta Downtown Code requirements replaced the HDIZ in 2015. The current Downtown parking requirements state that office use shall provide three (3) parking spaces per 1,000 square feet. Therefore, the 2,451 square foot space would generate a need for seven (7) additional parking spaces. Downtown parking regulations allow non-residential parking requirements to be met off-site within 500' of the use it serves and/or utilize on-street parking located adjacent to and on the same side of the street as the site it serves. There are four (4) angled on-street parking spaces directly in front of 44 Milton Avenue. Additionally, the property is located directly in front of the Old Roswell Street City Parking Lot and within 500' of the Roswell Street City Parking Lot. The City has plans to develop public parking at 92 Milton Avenue, which is approximately 350' from the property. However, the Code provision allowing parking to be met off-site does not contemplate available capacity in off-site parking areas. The applicant proposes to satisfy parking requirements by dedicating a permanent easement for public access, as well as providing outdoor furniture and landscaping within the driveway on the west side of the building in lieu of payment into a parking fund.
 - The applicant proposes using the same building materials to enclose the ground-floor parking area underneath the building. A roll-up garage door is proposed on the west side of the building to in order to allow for ease of access between indoor and outdoor spaces. The applicant envisions improving the existing driveway on the west side of the building to allow for shared outdoor workspace. Approximately half of the existing driveway is on the applicant's property and the other half is owned by the adjacent property owner to the west (Rothman Building).
 - City Council is currently considering parking deck locations in the Downtown, including the City property to the rear of the subject site. In an effort to provide ease of access to parking and to create gathering spaces in the Downtown, the area could be further improved by the City in conjunction with building additional parking. The City may pursue working with the owner of the Rothman Building for a permanent easement through the remaining half of the driveway area.
 - Based on recent land sales in the area, land value is approximately \$25.00 per square foot. The applicant's portion of the driveway is approximately 1,147 square feet with an estimated land value of \$28,675.00. Since the applicant's driveway

area is proposed as a permanent easement, the industry standard is to discount the land value by half (50%). Therefore, the estimated value of a permanent easement on the subject property is \$14,337.50. Depending on the location of the Downtown parking deck, the City may pursue an easement from the adjacent property owner for the remaining 1,750 square feet of the driveway area.

- The applicant's business is THRIVE, which offers coworking spaces and shared office amenities for professionals and entrepreneurs. This business concept focuses on creating a unique work environment that fosters a sense of community through a variety of activities and educational opportunities. THRIVE currently operates on the 2nd Floor of the Kell Building at 53 South Main Street, Suite 300 and has over 50 members and tenants. The applicant proposes to move to the 44 Milton Avenue location in order to expand the business.
- Staff has reviewed the application and is generally in agreement with the request to change previous conditions of zoning. The applicant's request is consistent with the Alpharetta Downtown Code, which allows non-residential parking requirements to be met off-site. Staff recommends that the building be enclosed using the same materials as the existing building and that a permanent easement be dedicated to the City, including improvements within the existing driveway to provide for a public gathering space. Downtown is in need of public seating areas and it is not ideal to have cars accessing the current parking on the first floor and cutting across the public sidewalk.
- Existing parking in the Downtown requires expansion in order to serve this use and additional growth occurring in the Downtown. It is difficult to provide on-site parking on small downtown parcels as it would limit density and in some areas parcels would be purchased and developed solely for the purpose of surface parking. This could be a detriment to building connectivity and needed density along downtown streets.
- The City has budgeted over \$7 million to construct additional parking in the Downtown. The previous Historic Downtown Incentive Zoning (HDIZ) contemplated the parking issue by offering developers the option of contributing to a parking fund in lieu of providing on-site parking, which would be used to build communal parking deck spaces. That document required half of the parking be provided on-site and the applicant could pay \$4,500.00 per space into the Downtown parking fund to satisfy the remaining parking requirement. In 2007, 44 Milton Avenue paid \$157,500.00 into the Downtown Parking Fund and in 2013 Alpharetta Lofts paid \$66,000.00 for their portion of required parking. In 2014, CORO paid \$36,000.00 for their parking variance approval. If the HDIZ were in place today, the applicant would be required to pay \$63,000.00 into the parking fund for the seven (7) parking spaces to be removed and the seven (7) additional parking spaces needed to support the added office use, minus the value of the permanent easement and public improvements. In lieu of payment into a parking fund, the

applicant proposes to dedicate a public access easement within the existing driveway and improve the area with landscape and outdoor furniture.

- The report submitted by the applicant states that letters were mailed to each property owner within 500' of the subject property stating the applicant's intent. The report states that the property owner of 1 South Main Street inquired about the request and thought it was a positive change.
- Grant Schmeelk came forward on behalf of the applicant

Public Comment

- ❖ Council Member Kennedy offered a motion to approve PH-17-04: Milton Avenue Commercial Center/Thrive subject to the 7 staff conditions
 - The motion received a second from Council Member Owens
 - The motion was approved 7-0

- E. MP-16-11 / CLUP-16-07 / Z-16-09: Sharp Residential Townhomes / Windward POD20A
This item has been withdrawn without prejudice by the Applicant and will be neither heard nor considered during this meeting.

VII. NEW BUSINESS

A. RESOLUTION – City Center

“A RESOLUTION OF THE MAYOR AND COUNCIL APPROVING THE SALE OF REAL PROPERTY TO MMS ALPHARETTA, LLC, A GEORGIA LIMITED LIABILITY COMPANY; TO RATIFY CERTAIN PREVIOUS ACTIONS CONCERNING THE SALE OF SUCH PROPERTY; TO AUTHORIZE THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY TO CARRY OUT SUCH SALE AND CONVEYANCE; AND FOR OTHER PURPOSES”

- City Attorney, Sam Thomas, read the Resolution aloud

Public Comment

- Alexander Williamson, 12535 Wexcroft Lane, Alpharetta, GA, came forward to speak on this item
- ❖ Council Member Owens offered a motion to adopt the Resolution as read by the City Attorney approving the sale of real property to MMS Alpharetta, LLC, for certain and

various actions concerning the sale of such property and authorize the Mayor to execute all necessary documents.

- The motion received a second from Council Member Kennedy
- The motion was approved 7-0

VIII. PUBLIC COMMENT

None

REPORTS:

- Assistant City Administrator, James Drinkard announced that there would be a "Community Conversations" meeting concerning a potential performing arts center tomorrow at 6:30 PM in the multipurpose room.
- Mayor Belle Isle appointed John Monson to the TSPLOST Citizen Oversight Committee
- Mayor Belle Isle also announced that the cities in the North Fulton region have been asked to contribute to fund a study for transit. The City of Alpharetta's portion would be \$22,000 and a formal vote on this will come forward next week

IX. ADJOURNMENT TO EXECUTIVE SESSION

- ❖ Council Member Kennedy offered a motion to adjourn into Executive Session
- The motion received a second from Council Member Mitchell
- The motion was approved 6-1; Gilvin voting no

Respectfully Submitted,



Coty Thigpen, City Clerk



STAFF REPORT

Submitting Department: Administration

Submitted By:

Meeting Date: March 6, 2017

I. AGENDA ITEM TITLE: ALCOHOLIC BEVERAGE LICENSE APPLICATIONS

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: Coty Thigpen
DRAFTED BY: Lyn Kennedy

I. AGENDA ITEM TITLE: ALCOHOL BEVERAGE APPLICATIONS

II. RECOMMENDATION:

Staff recommends approval of the referenced Alcohol Beverage License Applications

III. BUDGET IMPLICATIONS:

NONE

IV. REPORT IN BRIEF:

ON THURSDAY, MARCH 2, 2017 A PUBLIC HEARING WAS HELD FOR THE FOLLOWING ALCOHOL LICENSE APPLICATIONS:

PH-17-AB-08
d/b/a Favors & Flavors
11775 Northfall Lane
Alpharetta, Ga. 30009

PH-17-AB-09
d/b/a Barleygarden Kitchen and Craft Bar
900 Avalon Blvd. – Suite 9130
Alpharetta, Ga. 30009

PH-17-AB-10
d/b/a Brine
700 Avalon Blvd.
Alpharetta, Ga. 30009

PH-17-AB-11
d/b/a Hyatt Place Alpharetta, North Point
7500 North Point Parkway
Alpharetta, Ga. 30022

No member of the public came forward to speak against the applications.

Prior to the Public Hearings, Staff conducted the required background checks and reviews and found no issues or circumstances in conflict with the Ordinance as defined in the City Codes. Staff recommends approval.

V. ALTERNATIVES:

N/A

VI. ATTACHMENTS:

- Agenda



*CITY OF ALPHARETTA
PUBLIC HEARING
ALCOHOL BEVERAGE LICENSE*

*DATE: MARCH 2, 2017
TIME: 3:00 P.M.
LOCATION: CITY HALL - COUNCIL CHAMBERS*

AGENDA

I. Call to order

II. License Applications:

*A. PH-17-AB-08 Willie & Lester's Coffee Brothers, LLC
d/b/a Favors & Flavors
11775 Northfall Lane
Suite 103
Alpharetta, Ga. 30009*

*Consumption Premises
Beer & Wine - Sunday Sales*

*Owner: Willie & Lester's Coffee Brothers, LLC
Registered Agent: Kelly C. McCants*

*B. PH-17-AB-09 Hop City Alpharetta, LLC
d/b/a Barleygarden Kitchen & Craft Bar
900 Avalon Blvd. - Ste. 9130
Alpharetta, Ga. 30009*

*Consumption on Premises
Liquor, Beer & Wine, Sunday sales*

*Owner: Hop City Alpharetta, LLC
Registered Agent: Michael Sard, Esq.*

C. PH-17-AB-10

*Brine-Avalon, LLC
d/b/a Brine
700 Avalon Blvd.
Alpharetta, Ga. 30009*

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

*Owner: Brine-Avalon, LLC
Registered Agent: Thomas M. Foust*

D. PH-17-AB-11

*PAH Management, LLC
d/b/a Hyatt Place Alpharetta, North Point
7500 North Point Parkway
Alpharetta, Ga. 30022*

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

*Owner: PAH Management, LLC
Registered Agent: Michael Sard, Esq.*

III. Adjournment



City Council Meeting STAFF REPORT

Submitting Department: Finance
Submitted By: Thomas Harris
Meeting Date: March 6, 2017

I. AGENDA ITEM TITLE: FINANCIAL MANAGEMENT REPORT: MONTH ENDING JANUARY 31, 2017

II. RECOMMENDATION:

Approve the Financial Management Reports for the month ending January 31, 2017 (period 7 of Fiscal Year 2017).

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

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

EXTERNAL FUNDING SOURCES:

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

IV. REPORT IN BRIEF:

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

In addition, this report includes:

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

V. ALTERNATIVES:

VI. ATTACHMENTS:

Financial Management Reports (January 2017)

Financial Management Reports



for the month ending
January 31, 2017
(Period 7 of 12 - unaudited)

Financial Management Reports

Fiscal Year 2017

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

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: THOMAS G. HARRIS, FINANCE DIRECTOR *TH*
DATE: MARCH 6, 2017
RE: FINANCIAL MANAGEMENT REPORTS AS OF JANUARY 31, 2017

The documents contained herein represent the financial management reports for the City of Alpharetta ("city") as of the period ending January 31, 2017.

General Fund

Revenue: The following section pertains to information detailed in the attached Revenue Summary and Collection Comparison report. FY 2017 revenues are budgeted at \$62 million (net of Carryforward Fund Balance totaling \$6 million). As of January 31, 2017, actual revenue collections total 68% or \$42 million.

Early collection trends indicate a net gain over budget of \$1.5 million. The revenue account detail is as follows:

• Insurance Premium Taxes:	\$ 228,813
• Building Permit Fees:	650,000
• Court Fines:	175,000
• Hotel Taxes (City portion):	375,000
• Motor Vehicle Title Fee:	(250,000)
• Franchise Taxes (Electricity):	(94,003)
• Other:	<u>391,543</u>

Estimated Gain: \$1,476,353

The FY 2017 budget for current year property taxes (non-motor vehicle) totals \$19.9 million and is based on a billable digest of \$4.4 billion (net of all exemptions/motor vehicle values). This figure was calculated in April/May 2016 based on staff forecasts of property values/appeals.

The actual digest for FY 2017, as provided by the Fulton County Board of Assessors ("Board of Assessors"), currently totals \$4.4 billion (net of all

MAYOR
DAVID BELLE ISLE

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

CITY ADMINISTRATOR
ROBERT J. REGUS

exemptions/motor vehicle values). This figure is net of all exemptions/motor vehicle values and assumes a 12%¹ write-down of appealed property values.

As detailed in the chart below, property tax collections at an estimated write-down trend of 12% on appealed properties would result in additional property tax collections of \$200,000.

General Fund			
	FY 2016 Budget	FY 2016 Estimate	Variance
Digest	4.4 billion	4.4 billion	(44 million)
Est. Revenue at:			
97% Budgeted Collection Rate	✓		
99% Historical Collection Rate		✓	
Property Tax Collections	\$19.9 million	\$20.1 million*	\$ 200,000
* Based on assessment (including appeals) write-down estimate of 12%.			

The budgetary estimate for FY 2017 property tax collections will remain at \$19.9 million pending further collection data and appeal write-down trends.

Insurance Premium Tax collections total \$3.6 million in FY 2017 and represent an 8% increase over FY 2016 collections of \$3.3 million.

Franchise Tax collections for electricity were received by Georgia Power in February (and will be reflected in next month's financial management reports) and were down roughly -4% compared to collections during FY 2016 (\$4.1 million collected in FY 2017 vs. \$4.3 million in FY 2016). According to Georgia Power, energy sales growth was trailing forecasts at less than 1% and contributed to the revenue decline.

Building Permit Fee collections is trending 33% higher than FY 2016 and is conservatively estimated to total \$2 million by year-end (\$2.5 million was collected in FY 2016) which is \$650,000 greater than budget. Building permit fee collections are variable but will likely exceed the estimate for FY 2017 and will be adjusted accordingly in future reports. Growth is being driven through an increase in the underlying number/value of permits.

Municipal Court Fine collections is trending 9% higher than FY 2016 and is estimated to total \$2.2 million by year-end (\$2.2 million was collected in FY 2016).

Motor Vehicle Title Tax (TAVT) collections is trending lower than FY 2016 (\$1.1 million was collected in FY 2016) and is estimated to total \$750,000 by year-end (non-standard revenue collection as it is dependent upon vehicle sales) which is \$250,000 less than budget. Main driver includes a revision in the TAVT formula that reduced the local share during 2016 from 45% to 41%. Starting January 1, 2017, the local share increased to 45%, which will improve collections moving forward.

¹ Appealed property values for FY 2017 currently total \$770 million with 79% (\$608 million) of these values included in the billable digest and the remaining 21% (\$162 million) representing the city's buffer. The current write-down trend of appealed properties has totaled 12%, which is within the city's buffer.

The Finance Department will continue to monitor revenues and provide updates on collection trends as they become available.

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

As of January 31, 2017, city departments (not including General Government²) have encumbered and expensed 58%, or \$32 million, of their FY 2017 budget appropriations.

Contingency: The General Fund contingency balance as of January 31, 2017 totals \$546,663.

Special Revenue Funds (large funds only)

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

Hotel/Motel Fund: FY 2017 revenues are budgeted at \$6 million (net of carryforward fund balance totaling \$950,566) with budgeted disbursements as follows: Alpharetta Convention & Visitor's Bureau (43.75% or \$2.6 million); Convention Center (18.75% or \$775,630 for debt service on the Series 2016 Convention Center Bonds and \$349,370 for debt service reserve); and the city (37.5% or \$2.3 million). Total debt service reserve funding from the Convention Center portion of the tax currently approximates \$1.3 million (includes current year appropriations and a carryforward of the prior year reserve balance). As of January 31, 2017, the city has collected 58% or \$3.5 million (six months of collections). All collections have been distributed to the participating entities based on their proportionate share.

Hotel Tax collections is trending higher than FY 2016 and is estimated to total \$7.3 million by year-end (\$6.4 million was collected in FY 2016) which is \$1.3 million greater than budget.

E-911 Fund: FY 2017 revenues are budgeted at \$3.7 million (net of carryforward fund balance totaling \$1.5 million for capital initiatives and reserve balances in excess of the 16% Emergency Reserve designation). As of January 31, 2017, the city has collected 51% or \$1.9 million (six months of collections including the 1st and 2nd quarterly payments under the Milton IGA).

Expenditures/encumbrances during the same time period total \$3.1 million and represent general operations, blanket purchase orders that will sustain operations/capital initiatives throughout the year, and one-time capital initiatives. There are no budget variances anticipated at this time.

² General Government is utilized to account for non-operating transactions such as transfers-out to other city funds, contingency, etc.

Debt Service Fund

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

FY 2017 revenues are budgeted at \$5.5 million (net of carryforward fund balance totaling \$814,052). As of January 31, 2017, actual revenue totaled 96% of budget or \$5.3 million.

The FY 2017 budget for current year property taxes (non-motor vehicle) totals \$5.4 million and is based on a billable digest of \$4.9 billion (net of all exemptions/motor vehicle values). This figure was calculated in April/May 2016 based on staff forecasts of property values/appeals.

The actual digest for FY 2017, as provided by the Fulton County Board of Assessors, currently totals \$4.8 billion (net of all exemptions/motor vehicle values). This figure is net of all exemptions/motor vehicle values and assumes a 12%³ write-down of appealed property values.

As detailed in the chart below, property tax collections at an estimated write-down trend of 12% on appealed properties would result in property tax collections trailing budget by (\$15,000).

Debt Service Fund			
	FY 2016 Budget	FY 2016 Estimate	Variance
Digest	4.9 billion	4.8 billion	(95 million)
Est. Revenue at:			
97% Budgeted Collection Rate	✓		
99% Historical Collection Rate		✓	
Property Tax Collections	\$5.4 million	\$5.4 million*	\$ (15,000)
* Based on assessment (including appeals) write-down estimate of 12%.			

The budgetary estimate for FY 2017 property tax collections will remain at \$15.4 million pending further collection data and appeal write-down trends.

Grant Funds

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

Operating Grant Fund (Fund 220): Available funding totals \$130,197 and represents unencumbered/unspent project appropriations of \$92,744 and a non-allocated reserve for future projects (grant matches) of \$37,453.

Capital Grants Fund (Fund 340): Available funding totals \$270,012 and represents unencumbered/unspent capital project appropriations of \$58,289 and a non-allocated reserve for future capital projects (grant matches) of \$211,723.

³ Appealed property values for FY 2017 currently total \$770 million with 79% (\$608 million) of these values included in the billable digest and the remaining 21% (\$162 million) representing the city's buffer. The current write-down trend of appealed properties has totaled 12%, which is within the city's buffer.

Capital Project Funds

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

General Capital Project Fund (Fund 301): Available city funding totals \$12.8 million and represents unencumbered/unspent capital project appropriations of \$11.8 million and a non-allocated reserve for future capital projects of \$1 million.

Available ABC (Alpharetta Business Community) funding totals \$286,078 and represents unencumbered/unspent capital project appropriations (sidewalk connectivity).

Stormwater Capital Fund (Fund 302): Available funding totals \$451,335 and represents unencumbered/unspent capital project appropriations.

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

Parks and Transportation Bond Fund (Fund 317): This fund accounts for proceeds of the voter approved General Obligation Bonds, Series 2016. Available funding totals \$49.2 million and represents unencumbered/unspent capital project appropriations.

TSPLOST Capital Project Fund (Fund 335): This fund accounts for collections under the Transportation Special Local Option Sales Tax (TSPLOST) that goes into effect on April 1, 2017. Available funding totals \$1.7 million (non-allocated reserve).

Enterprise Fund

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

Solid Waste Fund: FY 2017 revenues are currently budgeted at \$3.3 million (net of carryforward fund balance totaling \$593,989 constituting reserve balances in excess of the 16% Emergency Reserve designation). As of January 31, 2017, the city has collected \$2.5 million, which represents the 1st-3rd quarter billings and associated investment earnings. Expenditures/encumbrances during the same time period total \$3.2 million and represent general operations and blanket purchase orders (e.g. sanitation hauler) that will sustain operations throughout the year. There are no budget variances anticipated at this time.

Other Items

Council Member Stipend Activity Listing: The FY 2017 budget includes appropriations of \$9,000 for the Mayor and \$5,000 for each City Council Post and the available balances as of January 31, 2017 are as follows:

	Budget	Expenditures (year-to-date)	Available Balance
Mayor: David Belle Isle	\$ 9,000	\$ 2,831	\$ 6,169
Post #1: Donald Mitchell	\$ 5,000	\$ 419	\$ 4,581
Post #2: Mike Kennedy	\$ 5,000	\$ 492	\$ 4,508
Post #3: Chris Owens	\$ 5,000	\$ -	\$ 5,000
Post #4: Jim Gilvin	\$ 5,000	\$ 1,007	\$ 3,993
Post #5: Jason Binder	\$ 5,000	\$ 659	\$ 4,341
Post #6: Dan Merkel	\$ 5,000	\$ 888	\$ 4,112

Development Authority⁴ (Component Reporting Unit)

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

As of January 31, 2017, the Development Authority has \$36,896 in available resources to support its main functions of promoting the public good and general welfare, trade, commerce, industry, general tax base and the employment opportunities available in the city.

Other reports included with this packet are as follows:

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

⁴ The Development Authority is a public corporation created and existing under the Constitution and laws of the State of Georgia and is governed by seven directors duly appointed by the Alpharetta City Council.



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GENERAL FUND

Revenue Report



CITY OF ALPHARETTA
 Financial Management Reports
 General Fund (Unaudited)
Revenue Summary and Collection Comparison
 For the month ended January 31, 2017

	Current Fiscal Year					Prior Fiscal Year		
	2017 Budget	2017 YTD	% Collected	2017 Estimated	Variance	2016 Actual	2016 YTD	% Collected
Top 10 Revenues:								
Property Taxes								
Current Year	\$ 19,900,000	\$ 19,204,918	96.5%	\$ 19,900,000	\$ -	\$ 20,393,409	\$ 19,916,557	97.7%
Delinquent	259,000	251,582	97.1%	327,022	68,022	404,543	270,506	66.9%
Motor Vehicle Tax	250,000	137,275	54.9%	250,000	-	390,577	215,452	55.2%
Motor Vehicle Title Fee	1,000,000	417,228	41.7%	750,000	(250,000)	1,132,961	723,499	63.9%
Local Option Sales Tax	15,100,000	7,718,834	51.1%	15,100,000	-	14,953,985	7,732,740	51.7%
Franchise Tax	6,725,000	831,650	12.4%	6,630,997	(94,003)	6,630,390	782,186	11.8%
Insurance Premium Tax	3,360,000	3,588,813	106.8%	3,588,813	228,813	3,313,175	3,313,175	100.0%
Alcohol Beverage Excise Tax	2,015,000	1,071,569	53.2%	2,015,000	-	2,053,173	1,050,550	51.2%
Building Permit Fees	1,350,000	1,459,231	108.1%	2,000,000	650,000	2,542,159	1,095,491	43.1%
Business and Occupational Tax	950,000	448,423	47.2%	950,000	-	1,112,259	325,390	29.3%
Municipal Court Fines	2,025,000	1,374,056	67.9%	2,200,000	175,000	2,198,202	1,266,897	57.6%
Recreation/Special Event Fees	2,423,900	1,493,809	61.6%	2,445,885	21,985	2,678,423	1,561,844	58.3%
Hotel/Motel Tax (City portion)	2,250,000	1,295,639	57.6%	2,625,000	375,000	2,429,994	1,100,646	45.3%
subtotal	\$ 57,607,900	\$ 39,293,027	68.2%	\$ 58,782,717	\$ 1,174,817	\$ 60,233,250	\$ 39,354,934	65.3%
Other Revenues	4,088,272	2,761,877	67.6%	4,389,808	301,536	4,848,356	2,399,872	49.5%
Total Revenues	\$ 61,696,172	\$ 42,054,904	68.2%	\$ 63,172,525	\$ 1,476,353	\$ 65,081,606	\$ 41,754,806	64.2%
Carryforward Fund Balance	6,067,830							



GENERAL FUND

Expenditure Reports



CITY OF ALPHARETTA
 Financial Management Reports
 General Fund (unaudited)
Expenditure Summary by Department
 For the month ended January 31, 2017

	Current Fiscal Year						Prior Fiscal Year		
	2017 Budget	2017 Encumbrances	2017 Exp. (YTD)	Funds Available	% Enc./Exp.	% Exp.	2016 Exp. (Total)	2016 Exp. (YTD)	% Exp.
Expenditures by Department:									
Mayor & Council	\$ 360,977	\$ 538	\$ 181,937	\$ 178,501	50.6%	50.4%	\$ 321,095	\$ 193,611	60.3%
City Administration	2,037,438	96,466	1,119,540	821,433	59.7%	54.9%	1,893,792	1,106,855	58.4%
Finance	3,199,142	77,766	1,943,280	1,178,096	63.2%	60.7%	3,087,059	1,966,180	63.7%
City Attorney	650,000	-	265,157	384,843	40.8%	40.8%	726,165	380,845	52.4%
Information Technology	1,599,441	8,755	899,013	691,673	56.8%	56.2%	1,520,628	879,738	57.9%
Human Resources	401,756	8,045	220,288	173,423	56.8%	54.8%	393,603	225,283	57.2%
Municipal Court	1,092,257	110,512	536,506	445,239	59.2%	49.1%	955,841	547,718	57.3%
Public Safety	26,494,672	464,874	14,746,069	11,283,729	57.4%	55.7%	24,672,611	14,672,388	59.5%
Public Works	7,887,543	246,086	3,998,762	3,642,694	53.8%	50.7%	7,364,018	4,124,832	56.0%
Recreation & Parks	8,736,567	677,936	4,655,796	3,402,835	61.1%	53.3%	8,127,231	4,466,566	55.0%
Community Development	2,727,412	38,230	1,474,314	1,214,868	55.5%	54.1%	2,345,022	1,321,327	56.3%
subtotal	\$ 55,187,205	\$ 1,729,207	\$ 30,040,663	\$ 23,417,335	57.6%	54.4%	\$ 51,407,064	\$ 29,885,342	58.1%
General Government:									
Non-Departmental	\$ 45,000	\$ -	\$ 10,000	\$ 35,000	22.2%	22.2%	\$ 45,000	\$ 10,000	22.2%
Conv. Ctr Bonds Reserve	450,000	-	-	450,000	0.0%	0.0%	-	-	-
Insurance Premiums (Risk)	640,000	-	373,333	266,667	58.3%	58.3%	607,000	354,083	58.3%
Gwinnett Tech Bond P&I	286,940	-	58,470	228,470	20.4%	20.4%	290,340	60,170	20.7%
Transfer(s) to other Funds	10,549,857	-	6,154,083	4,395,774	58.3%	58.3%	8,943,236	5,216,888	58.3%
Contingency	605,000	3,466	54,872	546,663	9.6%	9.1%	84,663	5,587	6.6%
subtotal	\$ 12,576,797	\$ 3,466	\$ 6,650,758	\$ 5,922,573	52.9%	52.9%	\$ 9,970,239	\$ 5,646,728	56.6%
Total Expenditures	\$ 67,764,002	\$ 1,732,673	\$ 36,691,421	\$ 29,339,908	56.7%	54.1%	\$ 61,377,304	\$ 35,532,070	57.9%



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CITY OF ALPHARETTA
Financial Management Reports
General Fund (unaudited)
Expenditure Summary by Category
For the month ended January 31, 2017

	Current Fiscal Year						Prior Fiscal Year		
	2017 Budget	2017 Encumbrances	2017 Exp. (YTD)	Funds Available	% Enc./Exp.	% Exp.	2016 Exp. (Total)	2016 Exp. (YTD)	% Exp.
Expenditures by Category:									
Salaries & Benefits:									
(1) Regular Salaries	\$ 25,104,583	\$ -	\$ 13,061,593	\$ 12,042,990	52.0%	52.0%	\$ 24,084,319	\$ 13,191,579	54.8%
Overtime	1,045,000	-	595,410	449,590	57.0%	57.0%	1,174,251	631,928	53.8%
Group Insurance	7,573,002	-	4,075,479	3,497,523	53.8%	53.8%	6,528,813	4,007,420	61.4%
FICA and Social Security	1,997,108	-	979,726	1,017,382	49.1%	49.1%	1,812,614	986,044	54.4%
Defined Benefit Pension	2,387,665	-	2,387,665	-	100.0%	100.0%	2,276,470	2,276,470	100.0%
401(A) Retirement/Match	1,482,671	-	893,566	589,105	60.3%	60.3%	1,481,319	848,670	57.3%
(2) Other	791,126	-	452,180	338,946	57.2%	57.2%	778,040	449,429	57.8%
subtotal	\$ 40,381,155	\$ -	\$ 22,445,620	\$ 17,935,535	55.6%	55.6%	\$ 38,135,826	\$ 22,391,540	58.7%
Maintenance & Operations:									
Professional Services	\$ 2,346,023	\$ 588,016	\$ 1,220,201	\$ 537,806	77.1%	52.0%	\$ 2,197,742	\$ 1,127,751	51.3%
Legal Services	650,000	-	265,157	384,843	40.8%	40.8%	726,165	380,845	52.4%
Vehicle Fuel/Maintenance	1,125,026	-	485,859	639,167	43.2%	43.2%	888,211	505,498	56.9%
Maintenance Contracts	2,249,562	471,647	837,436	940,479	58.2%	37.2%	1,694,974	868,399	51.2%
IT Professional Services	1,396,932	289,179	896,887	210,866	84.9%	64.2%	1,297,004	867,781	66.9%
General Supplies	991,856	102,110	475,810	413,936	58.3%	48.0%	950,800	590,450	62.1%
Utilities	2,629,810	3,180	1,206,239	1,420,391	46.0%	45.9%	2,482,835	1,268,736	51.1%
Other	2,635,190	275,075	1,493,296	866,819	67.1%	56.7%	2,423,265	1,330,980	54.9%
subtotal	\$ 14,024,399	\$ 1,729,207	\$ 6,880,885	\$ 5,414,307	61.4%	49.1%	\$ 12,660,996	\$ 6,940,438	54.8%
Capital:									
OSSI/Fire Truck Leases	\$ 522,972	\$ -	\$ 522,971	\$ 1	100.0%	100.0%	\$ 355,747	\$ 355,747	100.0%
Software Leases	185,570	-	185,568	2	100.0%	100.0%	183,696	183,696	100.0%
Other	73,109	-	5,620	67,489	7.7%	7.7%	70,799	13,921	19.7%
subtotal	\$ 781,651	\$ -	\$ 714,158	\$ 67,493	91.4%	91.4%	\$ 610,242	\$ 553,364	90.7%
General Government:									
Non-Departmental	\$ 45,000	\$ -	\$ 10,000	\$ 35,000	22.2%	22.2%	\$ 45,000	\$ 10,000	22.2%
Conv. Ctr Bonds Reserve	450,000	-	-	450,000	0.0%	0.0%	-	-	-
Insurance Premiums (Risk)	640,000	-	373,333	266,667	58.3%	58.3%	607,000	354,083	58.3%
Gwinnett Tech Bond P&I	286,940	-	58,470	228,470	20.4%	20.4%	290,340	60,170	20.7%
Transfer(s) to other Funds	10,549,857	-	6,154,083	4,395,774	58.3%	58.3%	8,943,236	5,216,888	58.3%
Contingency	605,000	3,466	54,872	546,663	9.6%	9.1%	84,663	5,587	6.6%
subtotal	\$ 12,576,797	\$ 3,466	\$ 6,650,758	\$ 5,922,573	52.9%	52.9%	\$ 9,970,239	\$ 5,646,728	56.6%
Total Expenditures	\$ 67,764,002	\$ 1,732,673	\$ 36,691,421	\$ 29,339,908	56.7%	54.1%	\$ 61,377,304	\$ 35,532,070	57.9%

Notes:

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



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GRANT FUNDS

Revenue & Expenditure Reports



CITY OF ALPHARETTA
 Financial Management Reports
 Grant Funds
Operating Grant Fund Detail (Fund 220; life-to-date for active projects)
 As of January 31, 2017

			Project Snapshot		FY 2017							
			Total Project Authorization	Prior Year Collections/ Expenditures	Carryforward Budget	FY 2017 Appropriations	Total Budget	Collections/ Expenditures	Encumbrances	Remaining		
Account #	Project											
Revenues												
Public Safety												
22031150-371000-	G1407	BAC Pedal Car Walmart 2013	\$	2,500	\$	2,500	\$	-	\$	-	\$	-
22031150-331110-	C1617	2015 Bulletproof Vest Grant (DOJ)		11,561		4,242		7,319		-		7,319
22031150-3311150-	G1701	2017 Bicycle Safety Grant (GOHS)		26,985		-		26,985		26,985		-
22031150-3311110-	G1702	2017 Electronic Crime Taskforce		7,000		-		7,000		7,000		-
22031150-3311110-	G1703	2016 Homeland Security Grant		17,497		-		17,497		17,497		-
subtotal			\$	65,543	\$	6,742	\$	7,319	\$	51,482	\$	58,801
Recreation and Parks												
22061150-371000-	G1105	Camp Happy Hearts	\$	30,645	\$	29,845	\$	300	\$	500	\$	800
22061150-371000	G1700	Camp Happy Hearts		15,000		-		15,000		15,000		-
subtotal			\$	45,645	\$	29,845	\$	300	\$	15,500	\$	15,800
General Government												
22090200-391100	Transfer-In from the General Fund (Match)											
22090200-395000	Carryforward Fund Balance											
subtotal												
Total												



CITY OF ALPHARETTA
 Financial Management Reports
 Grant Funds
Operating Grant Fund Detail (Fund 220; life-to-date for active projects)
 As of January 31, 2017

				Project Snapshot		FY 2017						
				Total Project Authorization	Prior Year Collections/ Expenditures	Carryforward Budget	FY 2017 Appropriations	Total Budget	Collections/ Expenditures	Encumbrances	Remaining	
Account #	Project											
Expenditures												
Public Safety												
22031150-531600-	G1407	BAC Pedal Car Walmart 2013		\$ 2,500	\$ 687	\$ 1,813	\$ -	\$ 1,813	\$ -	\$ -	\$ 1,813	
22031150-542100	C1617	2015 Bulletproof Vest Grant (DOJ)		19,871	12,354	7,517	-	7,517	6,930	-	587	
22031150-521200	G1701	2017 Bicycle Safety Grant (GOHS)		425	-	-	425	425	425	-	-	
22031150-523500	G1701	2017 Bicycle Safety Grant (GOHS)		3,860	-	-	3,860	3,860	950	-	2,910	
22031150-523700	G1701	2017 Bicycle Safety Grant (GOHS)		3,150	-	-	3,150	3,150	-	-	3,150	
22031150-531100	G1701	2017 Bicycle Safety Grant (GOHS)		2,550	-	-	2,550	2,550	2,500	-	50	
22031150-531600	G1701	2017 Bicycle Safety Grant (GOHS)		2,000	-	-	2,000	2,000	485	-	1,515	
22031150-542100	G1701	2017 Bicycle Safety Grant (GOHS)		15,000	-	-	15,000	15,000	-	-	15,000	
22031150-531600	G1702	2017 Electronic Task Force		7,000	-	-	7,000	7,000	-	-	7,000	
22031150-531100	G1703	2016 Homeland Security		10,579	-	-	10,579	10,579	-	-	10,579	
22031150-531600	G1703	2016 Homeland Security		6,918	-	-	6,918	6,918	2,707	-	4,211	
		subtotal		\$ 73,853	\$ 13,041	\$ 9,330	\$ 51,482	\$ 60,812	\$ 13,997	\$ -	\$ 46,815	
Recreation and Parks												
22061150-531100-	G1105	Camp Happy Hearts		\$ 38,351	\$ 13,299	\$ 24,552	\$ 500	\$ 25,052	\$ -	\$ -	\$ 25,052	
22061150-531100-	G1700	Camp Happy Hearts		15,000	-	-	15,000	15,000	-	-	15,000	
22061150-521200-	G1401	Fresh Grant Special Needs		14,349	8,472	5,877	-	5,877	-	-	5,877	
		subtotal		\$ 67,700	\$ 21,771	\$ 30,429	\$ 15,500	\$ 45,929	\$ -	\$ -	\$ 45,929	
Non-Allocated												
(1) 22090200-579000		Reserve for City Grant Matches				\$ 17,453	\$ 20,000	\$ 37,453	\$ -	\$ -	\$ 37,453	
		subtotal				\$ 17,453	\$ 20,000	\$ 37,453	\$ -	\$ -	\$ 37,453	
		Total				\$ 57,212	\$ 86,982	\$ 144,194	\$ 13,997	\$ -	\$ 130,197	

Notes:

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



CITY OF ALPHARETTA
 Financial Management Reports
 Grant Funds
Capital Grant Fund Detail (Fund 340; life-to-date for active projects)
 As of January 31, 2017

			Project Snapshot		FY 2017					
			Total Project Authorization	Prior Year Collections/ Expenditures	Carryforward Budget	FY 2017 Appropriations	Total Budget	Collections/ Expenditures	Encumbrances	Remaining
Account #	Project									
Revenue										
Public Works										
34041100-331350-	C0005	Encore Pkwy Greenway Connection (TE Grant)	\$ 780,795	\$ 68,108	\$ 712,687	\$ -	\$ 712,687	\$ 45,648		\$ 667,039
34041100-331351-	C0005	Encore Pkwy Greenway Connection (GDOT)	7,600,000	878,922	6,721,078	-	6,721,078	1,581,438		5,139,640
34041100-336001-	C0005	Encore Pkwy Greenway Connection (NFCID SRTA)	1,000,000	337,013	662,987	-	662,987	620,534		42,453
34041100-336002-	C0005	Encore Pkwy Greenway Connection (NFCID)	3,262,757	601,956	2,660,801	-	2,660,801	639,933		2,020,868
34041100-334310-	C1219	Milling & Resurfacing (LMIG)	1,797,124	1,253,115	544,009	-	544,009	544,009		0
34041100-331350-	C1525	SR9 Operational Improvements	978,228	946,334	31,894	-	31,894	31,894		0
34041100-336101-	G1107	LCI Main St Improvements (MARTA Offset Fund)	1,050,004	1,045,892	4,112	-	4,112	-		4,112
34090200-371000-	G1109	Encore Pkwy Improvements (Cousins Properties)	54,469	54,469	-	-	-	-		-
34041100-334310-	C1620	Northwinds Parkway	1,869,353	1,869,353	-	-	-	-		-
		subtotal	\$ 18,392,731	\$ 7,055,163	\$ 11,337,568	\$ -	\$ 11,337,568	\$ 3,463,456		\$ 7,874,112
Recreation and Parks										
34061150-331350-	C1539	LWCF Big Creek Drainage Improvement	\$ 80,000	\$ 72,167	\$ 7,833	\$ -	\$ 7,833	\$ -		\$ 7,833
		subtotal	\$ 80,000	\$ 72,167	\$ 7,833	\$ -	\$ 7,833	\$ -		\$ 7,833
General Government										
34090200-391100		Transfer-In from the General Fund (Match)			\$ -	\$ -	\$ -	\$ -		\$ -
34090200-395000		Carryforward Fund Balance			(2,286,335)	-	(2,286,335)	-		(2,286,335)
		subtotal			\$ (2,286,335)	\$ -	\$ (2,286,335)	\$ -		\$ (2,286,335)
		Total			\$ 9,059,066	\$ -	\$ 9,059,066	\$ 3,463,456		\$ 5,595,610



CITY OF ALPHARETTA
 Financial Management Reports
 Grant Funds
Capital Grant Fund Detail (Fund 340; life-to-date for active projects)
 As of January 31, 2017

			Project Snapshot		FY 2017													
			Total Project Authorization	Prior Year Collections/ Expenditures	Carryforward Budget	FY 2017 Appropriations	Total Budget	Collections/ Expenditures	Encumbrances	Remaining								
Account #	Project																	
Expenditures																		
Public Works																		
34041100-541410-	C0005	Encore Parkway Greenway Connection	\$	12,643,552	\$	4,699,641	\$	7,943,911	\$	-	\$	7,943,911	\$	2,785,857	\$	5,158,052	\$	2
34041100-541410-	C1219	Milling & Resurfacing (LMIG)		1,797,124		1,253,115		544,009		-		544,009		544,009		-		0
34041100-541410-	C1525	SR9 Operational Improvements		956,334		956,334		-		-		-		(31,894)		31,894		-
34041100-541410-	C1620	Northwinds Parkway		1,287,941		983,053		304,888		-		304,888		107,349		193,787		3,752
34041100-521200-	G1107	LCI Main St Improvements (MARTA Offset Fund)		435,771		435,771		-		-		-		-		-		-
34041100-541420-	G1107	LCI Main Street Improvements		610,186		610,120		66		-		66		-		-		66
34041100-541410-	G1109	Encore Pkwy Improvements (LCI Grant)		54,469		-		54,469		-		54,469		-		-		54,469
subtotal			\$	17,785,378	\$	8,938,035	\$	8,847,343	\$	-	\$	8,847,343	\$	3,405,321	\$	5,383,733	\$	58,289
Recreation and Parks																		
34061150-541510-	C1539	LWCF Big Creek Drainage Improvement	\$	160,000	\$	160,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
subtotal			\$	160,000	\$	160,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Non-Allocated																		
(1)	34090200-579000	Reserve for City Grant Matches					\$	211,723	\$	(25,000)	\$	186,723	\$	-	\$	-	\$	186,723
	(2)	North Point Activity Center LCI						-		25,000		25,000		-		-		25,000
subtotal							\$	211,723	\$	-	\$	211,723	\$	-	\$	-	\$	211,723
Total							\$	9,059,066	\$	-	\$	9,059,066	\$	3,405,321	\$	5,383,733	\$	270,012

Notes:

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

(2) City Council approved the application for submission. Awaiting award determination by Grantor. Total Project = \$125,000 (\$100,000 grant; \$25,000 City match).



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CAPITAL PROJECT FUNDS

Expenditure Reports



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
 As of January 31, 2017

			Project Snapshot		FY 2017													
			Total Project Authorization	Prior Year Expenditures	Carryforward Budget	FY 2017 Appropriations	Total Budget	Expenditures	Encumbrances	Funds Available								
Account #	Project																	
Administration																		
30113230-544100-	C1130	Downtown Façade Grant Program	\$	194,593	\$	113,568	\$	31,025	\$	50,000	\$	81,025	\$	1,750	\$	-	\$	79,275
30113230-542400-	C1222	Records Management		5,000		-		5,000		-		5,000		-		2,425		2,575
30113230-544100-	C1300	Economic Development Initiatives		93,160		42,373		787		50,000		50,787		29,810		-		20,977
30113230-544300-	C1501	Alpharetta History Room Design Svcs (City Ctr)		303,500		9,500		44,000		250,000		294,000		43,500		244,780		5,720
30113230-544100-	C1502	Shop-Local Initiative for Downtown		7,501		4,857		2,644		-		2,644		-		-		2,644
30113230-544200-	C1527	Veterans Memorial		105,480		75,785		29,695		-		29,695		-		-		29,695
30113230-544100-	C1538	Arts Center Feasibility Study		50,894		40,788		10,106		-		10,106		5,500		5,500		(894)
30113230-544100-	C1600	Downtown Sculpture		165,000		-		90,000		75,000		165,000		-		-		165,000
30113230-544200	C1614	Senior Citizen History Project		50,000		25,000		-		25,000		25,000		2,500		22,500		-
30113230-544100-	C1625	Economic Development Video Marketing Program		145,600		45,600		-		100,000		100,000		100,000		-		-
		subtotal	\$	1,120,729	\$	357,472	\$	213,257	\$	550,000	\$	763,257	\$	183,060	\$	275,205	\$	304,992
Finance																		
30115150-542400-	C1101	Archive Filing & Scanning	\$	20,000	\$	14,191	\$	5,809	\$	-	\$	5,809	\$	-	\$	-	\$	5,809
30115150-542400-	C1102	Finance Software Improvement		94,972		64,641		30,331		-		30,331		19,790		8,656		1,885
30115150-542400-	C1141	Tyler ERP System		805,001		749,284		55,717		-		55,717		10,583		6,600		38,534
		subtotal	\$	919,973	\$	828,116	\$	91,857	\$	-	\$	91,857	\$	30,373	\$	15,256	\$	46,228
Information Technology																		
30117400-542400	C0900	Cisco Data Network	\$	300,001	\$	137,634	\$	162,367	\$	-	\$	162,367	\$	6,424	\$	-	\$	155,943
30117400-542400-	C0903	Data Center (Test Equip. & Software)		112,381		112,282		99		-		99		-		99		0
30117400-542400-	C1000	GIS Aerial Mapping		50,001		22,044		27,957		-		27,957		-		-		27,957
30117400-542400-	C1103	Network and VOIP		566,401		415,449		952		150,000		150,952		-		191		150,761
30117400-542400-	C1105	Fiber Connectivity Phase I		45,001		44,401		600		-		600		-		600		-
30117400-542400-	C1312	Backup Data Storage Management		510,001		243,432		46,569		220,000		266,569		183,246		210		83,114
30117400-542400-	C1313	Technology Replacement (recurring)		1,362,365		913,886		148,479		300,000		448,479		80,132		193,315		175,032
30117400-542400-	C1400	PW Data Center Server Replacement		207,503		202,215		5,288		-		5,288		-		5,287		1
30117400-542100	C1518	PW Data Center Generator/Air Conditioner		122,512		121,972		540		-		540		-		540		-
30117400-542400	C1615	App/Desktop Virtualization		140,001		74,254		15,747		50,000		65,747		934		-		64,813
		subtotal	\$	3,416,167	\$	2,287,569	\$	408,598	\$	720,000	\$	1,128,598	\$	270,735	\$	200,242	\$	657,621



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			Project Snapshot		FY 2017													
			Total Project Authorization	Prior Year Expenditures	Carryforward Budget	FY 2017 Appropriations	Total Budget	Expenditures	Encumbrances	Funds Available								
Account #	Project																	
Public Safety																		
30131150-542200-	C1202	Public Safety Fleet (recurring)	\$	6,883,463	\$	6,605,761	\$	(22,298)	\$	300,000	\$	277,702	\$	183,978	\$	43,865	\$	49,859
30131150-542400-	C1205	Security Camera System Expansion		68,383		6,555		61,828		-		61,828		-		61,828		-
30131150-541300	C1229	PS Roof Repair/Replacement		237,295		44,941		-		192,354		192,354		144,266		48,089		-
30131150-541300	C1241	Fire Truck		2,330,525		-		-		2,330,525		2,330,525		-		-		2,330,525
30131150-542100-	C1315	Cardiac Monitor Replacement		247,305		-		-		247,305		247,305		-		247,305		0
30131150-542100	C1401	PS Equipment Replacement		449,971		232,154		32,317		185,500		217,817		133,688		79,921		4,208
30131150-541300	C1609	PS Headquarters Improvements		289,000		67,110		153,890		68,000		221,890		25,432		10,225		186,233
30131150- 541300	C1630	PS HQ Expansion		650,000		-		-		650,000		650,000		-		-		650,000
30131150-541300	C1706	RAPSTC Improvements		171,623		-		-		171,623		171,623		-		-		171,623
30131150-544200	C1707	License Plate Rec Grant		80,000		-		-		80,000		80,000		-		-		80,000
	subtotal		\$	11,407,564	\$	6,956,520	\$	225,737	\$	4,225,307	\$	4,451,044	\$	487,363	\$	491,232	\$	3,472,449
Public Works																		
30141100-541410-	C0005	Encore Parkway Greenway Connection	\$	804,462	\$	369,138	\$	435,324	\$	-	\$	435,324	\$	308,612	\$	122,206	\$	4,506
30141100-541410-	C0041	Traffic Signal Interconnect		958,596		708,595		250,001		-		250,001		-		-		250,001
30141100-541200-	C0910	Tree Replacement Fund		966,498		469,693		496,805		-		496,805		10,156		6,365		480,285
30141100-541200-	C1008	Cemetery Authority - Maintenance		517,567		122,728		394,839		-		394,839		5,089		19,171		370,578
30141100-541000-	C1100	Land Acquisition		538,804		-		538,804		-		538,804		538,803		-		1
30141100-541410-	C1207	Bridge Maintenance (recurring)		1,125,994		950,994		-		175,000		175,000		-		10,413		164,588
30141100-541410-	C1208	Mast Arm Maintenance (recurring)		463,558		445,174		18,384		-		18,384		-		-		18,384
30141100-541410-	C1215	Striping & Signage (recurring)		1,916,136		1,589,650		146,486		180,000		326,486		104,171		77,023		145,292
30141100-541430-	C1216	Storm/Drainage Repair & Maintenance (recurring)		893,689		865,345		28,344		-		28,344		25,147		3,042		155
30141100-541410-	C1217	Traffic Calming Equipment/Intersection Safety Improvements (recurring)		515,166		468,239		11,927		35,000		46,927		11,900		-		35,027
30141100-541410-	C1218	Traffic Signal System Maintenance (recurring)		328,108		247,860		5,248		75,000		80,248		25,376		5,248		49,624
30141100-541410-	C1219	Milling & Resurfacing (recurring)		14,311,900		12,292,506		19,394		2,000,000		2,019,394		937,485		968,553		113,356
30141100-541410-	C1220	Traffic Control Equipment (recurring)		1,489,000		1,375,591		38,409		75,000		113,409		51,346		13,147		48,916
30141100-541410-	C1221	Design Services (recurring)		796,119		653,575		27,544		115,000		142,544		42,435		9,119		90,990
30141100-542200	C1223	Fleet Replacement		430,581		232,565		3,016		195,000		198,016		165,553		4,890		27,573
30141100-541200-	C1302	Tree Planting & Landscaping Improvements (recurring)		475,001		338,304		61,697		75,000		136,697		8,340		3,939		124,419
30141100-541430	C1308	Pipe/Storm Structure Replacement		746,920		577,313		169,607		-		169,607		167,478		2,128		1
30141100-541200-	C1311	Downtown Improvements		150,001		87,421		27,580		35,000		62,580		3,119		-		59,461



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		Total Project Authorization	Prior Year Expenditures	Carryforward Budget	FY 2017 Appropriations	Total Budget	Expenditures	Encumbrances	
	Charlotte Drive @ Rucker Rd Intersection								
30141100-541410-	C1324 Improvements	25,000	-	25,000	-	25,000	-	-	25,000
30141100-541420-	C1325 Rucker Rd Sidewalk Improvements	50,000	-	50,000	-	50,000	5,000	-	45,000
30141100-541410-	C1407 Minor Intersection Upgrades	112,168	75,003	37,165	-	37,165	2,101	-	35,064
30141100-541410-	C1410 Rucker Road Corridor Design	734,571	465,712	268,859	-	268,859	125,283	143,575	1
30141100-541430-	C1416 Clairborne Drive Culvert Design	52,762	41,033	11,729	-	11,729	-	11,729	0
30141100-541420-	C1442 Main St. Improvements	87,565	86,904	661	-	661	-	-	661
30141100-541410-	C1444 Davis Drive Extension (Design)	93,800	89,294	4,506	-	4,506	-	4,506	-
30141100-541430-	C1503 Stormwater Studies/Design	426,386	301,826	124,560	-	124,560	41,251	83,309	-
30141100-541410-	C1507 Rucker Rd Corridor Improvements (ROW)	50,000	19,100	30,900	-	30,900	-	-	30,900
30141100-541420-	C1512 Sidewalk Improvements	1,000,000	354,155	645,845	-	645,845	272,896	43,327	329,622
30141100-541430-	C1513 Stormwater Inventory & GIS Update	449,999	306,421	143,578	-	143,578	141,132	2,445	1
30141100-541410-	C1533 Main St. Watermain (Fulton County)	68,637	68,637	-	-	-	-	-	-
30141100-541430-	C1604 Stormwater Inspections (recurring)	83,706	64,371	19,335	-	19,335	19,335	-	-
30141100-541410-	C1606 Major Intersection Improvements	150,427	63,514	86,913	-	86,913	2,246	15,625	69,042
30141100-541410-	C1607 Signal @ Westside (Fiserv)	250,001	689	249,312	-	249,312	-	246,350	2,962
30141100-542100-	C1608 Lowboy Trailer	60,000	27,820	32,180	-	32,180	12,901	17,130	2,149
30141100-541430-	C1616 Stormwater Ordinance	80,257	64,257	16,000	-	16,000	13,600	2,400	-
30141100-541300-	C1620 Northwinds Parkway	508,727	334,938	173,789	-	173,789	26,837	-	146,952
30141100-541000-	C1627 Academy @ City Center Intersection Improve	18,220	-	18,220	-	18,220	-	-	18,220
30141100-571000-	C1631 McGinnis Ferry Road Expansion IGA	400,000	-	400,000	-	400,000	-	-	400,000
30141100-541000-	C1632 West Parking Garages/Lot Land	1,003,580	1,000,000	-	3,580	3,580	3,579	-	1
30141100-541300-	C1632 West Parking Garages/Lot Construction	122,191	11,653	-	110,538	110,538	20,743	17,300	72,495
30141100-541410-	C1637 Old Roswell St Pedestrian Imp	150,000	-	-	150,000	150,000	-	-	150,000
30141100-541410-	C1638 Webb Bridge Rd Corridor Imp	100,000	-	-	100,000	100,000	-	-	100,000
30141100-541300-	C1639 Pole Barn Extension	36,420	-	1,420	35,000	36,420	-	36,420	-
30141100-541410-	C1700 Northwinds St/Ped Lights	-	-	-	-	-	322	-	(322)
30141100-541410-	C1701 Pedestrian Intersection Imp	60,000	-	-	60,000	60,000	-	-	60,000
30141100-541300-	C1704 West Parking Garages	1,035,771	-	-	1,035,771	1,035,771	-	-	1,035,771
30141100-541300-	C1705 Old City Hall Brick Wall	25,000	-	-	25,000	25,000	3,745	-	21,255
	subtotal	\$ 34,663,289	\$ 25,170,019	\$ 5,013,381	\$ 4,479,889	\$ 9,493,270	\$ 3,095,983	\$ 1,869,358	\$ 4,527,929



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Account #	Project									
Recreation and Parks										
30161150-541000	C1100	Park Land Acquisition	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
30161150-541500	C1221	Design Services	102,501	38,013	14,488	50,000	64,488	25,261	3,216	36,010
30161150-541500-	C1225	Athletic Scoreboards (maint/replacement)	180,052	167,635	11,318	1,099	12,417	740	-	11,677
30161150-541300-	C1229	Rec & Parks Building Re-Roof	732,254	643,469	19,785	69,000	88,785	88,785	-	-
30161150-542200-	C1232	Recreation/Parks Fleet (recurring)	391,808	287,953	53,855	50,000	103,855	-	-	103,855
30161150-541510-	C1327	Greenway (AMLI Developer Contribution)	10,001	9,015	986	-	986	986	-	-
30161150-541200-	C1332	Milton Center Field Re-Sod	20,000	6,900	13,100	-	13,100	-	-	13,100
30161150-542100-	C1402	Rec/Parks Equipment Replacement	310,001	255,112	12,889	42,000	54,889	27,625	-	27,264
30161150-541430-	C1422	Webb Bridge Park Erosion & Repaving	534,025	534,024	1	-	1	-	-	1
30161150-541500-	C1424	Wills Park Pool Renovation	1,340,451	28,460	11,991	1,300,000	1,311,991	331	-	1,311,660
30161150-541500-	C1524	Adaptive Playground Equipment	28,501	20,422	8,079	-	8,079	-	-	8,079
30161150-541500-	C1612	Park Signage	55,000	-	55,000	-	55,000	-	49,900	5,100
30161150-541500-	C1613	Wills Park Batting Pavilion	271,401	8,150	16,850	246,401	263,251	61,618	201,633	1
30161150-541510-	C1636	Greenway Repair and Maintenance	44,500	39,081	5,419	-	5,419	3,250	-	2,169
30161150-541500	C1641	Park Master Plans	68,000	-	-	68,000	68,000	-	38,450	29,550
30161150-541500	C1642	Webb Br Pk Spectator Seating	135,000	-	-	135,000	135,000	-	124,582	10,418
30161150-541300	C1710	Log Cabin Relocation	50,000	-	-	50,000	50,000	-	-	50,000
	subtotal		\$ 5,273,497	\$ 2,038,236	\$ 1,223,761	\$ 2,011,500	\$ 3,235,261	\$ 208,596	\$ 417,781	\$ 2,608,884
Community Development										
30174150-544100-	C0019	Downtown Parking Fund	\$ 263,250	\$ 160,030	\$ 103,220	\$ -	\$ 103,220	\$ 35,363	\$ -	\$ 67,857
30174150-542400	C1222	Records Management	50,001	8,082	41,919	-	41,919	4,891	2,425	34,603
30174150-542200-	C1433	Fleet Replacement	145,001	85,613	9,388	50,000	59,388	46,395	-	12,993
30174150-541410	C1602	Lilly Garden Terrace	40,000	27,750	12,250	-	12,250	-	11,000	1,250
30174150-541410	C1603	Design Services	98,037	29,827	18,210	50,000	68,210	16,538	18,812	32,860
30174150-521200	C1634	TSPLOST Project Consultant	35,000	30,793	4,207	-	4,207	-	2,407	1,800
	subtotal		\$ 631,289	\$ 342,095	\$ 189,194	\$ 100,000	\$ 289,194	\$ 103,187	\$ 34,644	\$ 151,363



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			Total Project Authorization	Prior Year Expenditures	Carryforward Budget	FY 2017 Appropriations	Total Budget	Expenditures	Encumbrances	Funds Available									
Account #	Project																		
Alpharetta Business Community Sidewalk Projects																			
30176100-541420-	C0005	Encore Parkway Sidewalk	\$	1,705,000	\$	507,859	\$	1,197,141	\$	-	\$	1,197,141	\$	686,321	\$	456,502	\$	54,318	
30176100-541420-	C1442	Main St. Improvements		1,812,724		1,774,772		37,952		-		37,952		-		-		37,952	
30176100-541420-	C1712	City Trail (Loop)		237,879		-		237,879		-		237,879		33,083		10,989		193,807	
		subtotal	\$	3,755,604	\$	2,282,632	\$	1,472,972	\$	-	\$	1,472,972	\$	719,404	\$	467,491	\$	286,077	
Non-Departmental																			
30190200-579000		Non-Allocated						\$	-	\$	1,028,078	\$	1,028,078	\$	-	\$	-	\$	1,028,078
		subtotal						\$	-	\$	1,028,078	\$	1,028,078	\$	-	\$	-	\$	1,028,078
		Total	\$	61,188,112	\$	40,262,659	\$	8,838,757	\$	13,114,774	\$	21,953,531	\$	5,098,700	\$	3,771,209	\$	13,083,622	



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Stormwater Capital Fund Detail (Fund 302; life-to-date for all projects)
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		Total Project Authorization	Prior Year Expenditures	Carryforward Budget	FY 2017 Appropriations	Total Budget	Expenditures	Encumbrances	Funds Available
Account #	Project								
Administration									
30241100-541000-C1100	Land Acquisition (Stormwater)	\$ 60,842	\$ -	\$ -	\$ 60,842	\$ 60,842	\$ 60,841	\$ -	\$ 1
30241100-541430-C1216	Stormwater Drainage Maintenance	200,000	-	-	200,000	200,000	19,341	17,705	162,954
30241100-541430-C1308	Stormwater Pipe & Structure Maintenance	1,230,054	-	-	1,230,054	1,230,054	548,315	422,786	258,953
30241100-541430-C1604	Stormwater Inspections	100,000	-	-	100,000	100,000	7,930	75,490	16,580
30261150-541430-C1521	Wills Park Water Quality Improvement	45,100	-	-	45,100	45,100	21,060	15,436	8,604
30261150-541430-C1640	Wills Park Drainage Improvement	39,004	-	-	39,004	39,004	20,856	13,904	4,244
	Total	\$ 1,675,000	\$ -	\$ -	\$ 1,675,000	\$ 1,675,000	\$ 678,344	\$ 545,321	\$ 451,335



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Convention Center Capital Fund Detail (Fund 316; life-to-date for all projects)
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		Total Project Authorization	Prior Year Expenditures	Carryforward Budget	FY 2017 Appropriations	Total Budget	Expenditures	Encumbrances	Funds Available	
Account #	Project									
Administration										
31613230-541300-C1618	Conference Center (Construction/Design)	\$ 23,570,420	\$ -	\$ 23,570,420	\$ -	\$ 23,570,420	\$ 4,333,899	\$ 19,236,520		\$ 1
31613230-541300-C1619	Conference Center (Consulting)	234,829	-	234,829	-	234,829	6,417	25,741		202,670
31690200-579000	Non-Allocated	14,753	-	14,753	-	14,753	-	-		14,753
31690200-584000	Conference Center Issuance Cost	16,241	-	16,241	-	16,241	-	-		16,241
	Total	\$ 23,836,243	\$ -	\$ 23,836,243	\$ -	\$ 23,836,243	\$ 4,340,317	\$ 19,262,261		\$ 233,665



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Parks and Transportation Bond Fund Detail (Fund 317; life-to-date for all projects)
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Account #	Project								
Administration									
31741100-541410- C1410	Rucker Road Corridor Design	\$ 14,850,000	\$ -	\$ 14,850,000	\$ -	\$ 14,850,000	\$ 2,500	\$ 45,000	\$ 14,802,500
31741100-541420- C1512	Sidewalk Improvements	6,000,000	-	6,000,000	-	6,000,000	152,935	3,410	5,843,655
31741100-541410- C1602	Lilly Garden Terrace Ext.	1,500,000	-	1,500,000	-	1,500,000	-	-	1,500,000
31740055-541410- C1702	Kimball Br Rd Improvements	9,000,000	-	9,000,000	-	9,000,000	148,226	325,374	8,526,400
31741100-541410- C1703	Windward Pkwy Improvements	2,000,000	-	2,000,000	-	2,000,000	-	-	2,000,000
31761150-541000- C1100	Park Land Acquisition	4,000,000	-	4,000,000	-	4,000,000	1,672,824	3,550	2,323,626
31761150-541500- C1424	Wills Park Pool Design	2,700,000	-	2,700,000	-	2,700,000	49,995	345,231	2,304,774
31761150-541500- C1611	Mayfield Arts Center	1,500,000	-	1,500,000	-	1,500,000	-	-	1,500,000
31761150-541300- C1708	Greenway Ext to Forsyth County	6,500,000	-	6,500,000	-	6,500,000	55,943	18,648	6,425,410
31761150-541300- C1709	Eastside Community Center	2,500,000	-	2,500,000	-	2,500,000	-	-	2,500,000
31761150-541000- C1711	Cultural Arts Land/Park Land	1,450,000	-	1,450,000	-	1,450,000	-	-	1,450,000
31741100-579000	Public Works Reserve	2,420	-	2,420	-	2,420	-	-	2,420
31761150-579000	Parks Reserve	2,147	-	2,147	-	2,147	-	-	2,147
31790200-584000	Bond Issuance Cost	378,119	-	378,119	-	378,119	361,301	-	16,818
	Total	\$ 52,382,686	\$ -	\$ 52,382,686	\$ -	\$ 52,382,686	\$ 2,443,723	\$ 741,213	\$ 49,197,750



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 Financial Management Reports
 Capital Project Funds
TSPLOST Fund Detail (Fund 335; life-to-date for all projects)
 As of January 31, 2017

		Project Snapshot		FY 2017					
Account #	Project	Total Project Authorization	Prior Year Expenditures	Carryforward Budget	FY 2017 Appropriations	Total Budget	Expenditures	Encumbrances	Funds Available
Administration									
33541100-541410	Roadway Improvements	\$ 1,720,381	\$ -	\$	1,720,381	\$ 1,720,381	\$ -	\$ -	\$ 1,720,381
33541100-541410	C1713 Kimball Br Rd Operational Improvements	462,929	-		462,929	462,929	-	462,929	-
	Bethany Rd @ Mid-Broadwell Rd								
33541100-541410	C1714 Intersection Improvements	163,004	-		163,004	163,004	-	163,004	-
	Bethany Rd @ Mayfield Rd Intersection								
33541100-541410	C1715 Improvements	159,505	-		159,505	159,505	-	159,505	-
33541100-541410	C1716 Morris Rd Operational Improvements	207,234	-		207,234	207,234	-	207,234	-
33541100-541410	C1717 Old Milton Pkwy Capacity Improvements	83,556	-		83,556	83,556	-	83,556	-
	Windward Pkwy Business Dist/Union Hill								
33541100-541410	C1718 Rd Capacity Improvements	203,391	-		203,391	203,391	-	203,391	-
	Total	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000	\$ -	\$ 1,279,619	\$ 1,720,381



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OTHER REPORTS

Payments \$5,000 and Greater



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended January 31, 2017

Vendor	Description	Department	\$ Amount
Ace American Insurance Company	Monthly Worker Comp Claims & Judgements	Risk Management	\$ 41,510.79
AECOM Technical Services Inc.	Kimball Bridge Rd Congestion Mitigation	Public Works	\$ 75,114.71
AFLAC	December 2016 Premiums	Finance	\$ 10,519.46
Alpharetta Convention & Visitors Bureau	Hotel/Motel Tax for January 2017	Finance	\$ 182,364.98
Alpharetta Technology Commission	January 2017 ATC CEO Pay	Development Authority	\$ 7,500.00
Alta Planning + Design	Parks and Trail System	Recreation & Parks	\$ 6,083.00
American Facility Services Inc.	December 2016 Janitorial Services	Public Works	\$ 8,694.42
Ashley Banan	December 2016 Late Adds & January 2017 Gymnastics & MLK Make Up Day Gymnastics	Recreation & Parks	\$ 8,535.01
AT&T	December 2016 GLS	Information Technology	\$ 5,354.50
AT&T E911 Cost Recovery	May and June 2016 E911 Recurring Cost	Public Safety	\$ 7,811.35
AT&T E911 Cost Recovery	July and October 2016 E911 Recurring Cost	Public Safety	\$ 8,063.63
AT&T/Bellsouth @ 85 Annex	1/11 thru 2/10/17 Phone Service	Public Safety	\$ 23,021.60
Avalon Hotel Associates LLC (EFT)	Alpharetta Conference Center and Hotel Avalon Funding Request	Finance	\$ 914,719.28
B&T Shavings Inc.	Premium Flake	Recreation & Parks	\$ 5,460.00
Carl Black Buick GMC LLC	Install Vehicle Lights/Sirens and Vehicle Maintenance/Repairs	Public Safety	\$ 47,854.90
Cellebrite USA Inc.	Annual UFED SW Renewal and Upgrade Kit	Public Safety	\$ 12,004.70
Cigna Premiums (wire)	Monthly premium	Finance	\$ 33,387.78
Cigna Premiums (wire)	Monthly premium	Finance	\$ 36,176.00
Cigna Premiums (wire)	Monthly premium	Finance	\$ 112,694.73
City of Roswell	2nd Quarter Budget - Training Center	Public Safety	\$ 34,245.42
CMES Inc.	Northwinds Parkway and Retainage on Northwinds Parkway	Public Works	\$ 360,709.42
CW Matthews Contracting Co Inc.	Encore Parkway Water & Sewer	Public Works	\$ 20,483.00
Dana Safety Supply Inc.	Employee Uniforms and Bulletproof Vests	Public Safety	\$ 6,085.00
David Eristavi	Payment 3 of 4 Soccer Fees	Recreation & Parks	\$ 11,526.67
Downey Trees Inc.	Ground Repairs and Maintenance	Recreation & Parks	\$ 13,995.00
Downey Trees Inc.	Tree Trimming and Pruning Services	Recreation & Parks	\$ 5,070.00
Fiserv	Tax Refund	Finance	\$ 266,169.38
Fulton County Board of Commissioners	December 2016 State Reports	Municipal Court	\$ 8,698.50
Fulton County Board of Education	December 2016 Fuel Bill	Finance	\$ 29,379.26
Gas South	Gas Bill	Finance	\$ 5,123.75
Georgia Bureau of Investigation	December 2016 Alcohol/Liquor Licenses	Public Safety	\$ 7,608.00



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended January 31, 2017

Vendor	Description	Department	\$ Amount
Georgia Power Co	Power Bill	Finance	\$ 139,391.26
Georgia Superior Court Clerks	December 2016 State Reports	Municipal Courts	\$ 38,235.69
GTG Traffic Signals	Loop Detectors	Public Works	\$ 17,100.00
Integrated Science & Engineering Inc.	Stormwater Inventory & GIS Update	Public Works	\$ 70,684.35
J & J Computer Connection Inc.	PagePack	Finance	\$ 5,353.92
LD Gymnastics Inc.	Winter Gymnastics and Holiday Camp Gymnastics	Recreation & Parks	\$ 11,879.81
LD Gymnastics Inc.	Payment 3 of 4 Winter Gymnastics	Recreation & Parks	\$ 10,239.10
Mass Services Inc.	December 2016 Equestrian Stall Cleaning	Recreation & Parks	\$ 10,682.15
Mauldin & Jenkins LLC	Finance/Compliance Year End 2016 Audit	Finance	\$ 26,500.00
Media Frenzy Global	January 2017 Public Relations	City Administration	\$ 12,373.16
Metro Atlanta Chamber of Commerce Inc.	MWC Sponsorship	City Administration	\$ 16,500.00
Municipal Equipment Sales Inc.	Conveyor Belt and Chain	Public Works	\$ 5,190.26
Neil J Humphrey	First Draw on Break Room Remodeling	Development Authority	\$ 9,669.21
Newtown Recreation	CAPRA 2017 Annual Fee	Recreation & Parks	\$ 5,000.00
Northwest Georgia Paving Inc.	FY2017 Milling & Resurfacing	Public Works	\$ 325,992.66
OPEB (wire)	Monthly premium	Finance	\$ 7,083.35
Parsons Brinckherhoff	Rucker Road Corridor Design	Public Works	\$ 7,500.00
Peace Officers Annuity & Benefit Fund of GA	December 2016 State Reports	Municipal Courts	\$ 8,772.00
Peek Pavement Marking LLC	Pavement Marking Services	Public Works	\$ 24,507.50
Pitney Bowes Inc.	Postage Meter Refill	City Administration	\$ 5,017.00
Pond & Company	Greenway Extension-Forsyth & Webb Bridge Park Environmental Impact Studies	Various	\$ 20,046.53
Republic Services #800	December 2016 and January 2017 Waste Services	Various	\$ 6,015.82
Republic Services #800	Waste Management Services and On Call Services	Various	\$ 256,982.38
Riley Contracting Inc.	Wills Park Batting Pavilion	Recreation & Parks	\$ 55,134.00
Ruppert Landscape	December 2016 Landscape Management	Public Works	\$ 24,393.58
Sawnee Electric Membership Corp	Power Bills	Finance	\$ 32,208.23
Summit Construction & Development	Mayfield Road Driveway	Public Works	\$ 9,220.55
SunGard Public Sector	One Solution Field Training Online and INT Project Management Services	Public Safety	\$ 5,640.00
SunTrust Pcard	Procurement Card Payment	Finance	\$ 106,339.96
Temple Inc.	Traffic Signals Cabinet	Public Works	\$ 10,141.00
Ten 8 Fire & Safety Equipment of Georgia	Engine & Truck Maintenance and Repairs	Public Safety	\$ 9,549.90



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended January 31, 2017

Vendor	Description	Department	\$ Amount
Tetra Tech	Wills Park Equestrian Center Water Quality & Wills Park Drainage	Recreation & Parks	\$ 45,116.00
Tetra Tech	Mayfield Road H & H	Public Works	\$ 5,143.50
The Gates of Northpoint LLC	Released Landscape Completion Bond Phase 2	Community Development	\$ 11,231.00
Tri Scapes Inc.	December 2016 Landscape Management	Recreation & Parks	\$ 29,108.92
Tri Scapes Inc.	Greenway Boardwalk Repairs	Recreation & Parks	\$ 21,375.00
Tyler Technologies Inc.	Four J's Relicense and Server Transfer	Finance	\$ 5,100.00
Verizon Wireless Services LLC	12/13/16 thru 1/12/17 Cellular MiFi Service/Datacards/Cellphone/iPhone & iPad Services	Information Technology	\$ 20,041.41
West Canton LLC	Released Tree/Road/Erosion Control Bonds	Community Development	\$ 139,220.00



OTHER REPORTS

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



CITY OF ALPHARETTA
 Financial Management Reports
Listing of PO's between \$5,000.01 and \$50,000.00
 for the month ended January 31, 2017

Purchase Order #	Vendor	Department	Purchase Order Amt.	Description
17000359	Cobb County Tractor Co Inc	Recreation and Parks	\$ 5,668.75	1996 Ford 4630 Tractor repairs
17000360	Metro Atlanta Chamber of Commerce Inc.	Administration	\$ 16,500.00	Mobile World Congress sponsorship
17000364	Municipal Equipment Sales Inc	Public Works	\$ 5,190.26	Asphalt patch machine conveyor belt and chair repairs
17000368	Atkins North America Inc	Public Works	\$ 45,000.00	Rucker Road Corridor Improvement Project management services
17000369	Atkins North America Inc	Public Works	\$ 30,416.00	Windward Pkwy Business District/Union Hill Rd Capacity Improvement Project mgmt services
17000370	Atkins North America Inc	Public Works	\$ 30,416.00	Old Milton Parkway Capacity Improvement Project management services
17000372	Atkins North America Inc	Public Works	\$ 31,834.00	Bethany Road at Mid-Broadwell Road Intersection Improvement Project management services
17000373	Atkins North America Inc	Public Works	\$ 31,835.00	Bethany Road at Mayfield Road Intersection Improvements Project management services
17000378	Custom Courts Inc	Public Works	\$ 30,177.00	Community Center gymnasium floor repairs
17000379	Tetra Tech Inc.	Public Works	\$ 13,505.00	Mayfield Circle culvert analysis
17000382	Veristor Systems Inc.	Information Technology	\$ 14,782.84	CPU and server network security
17000388	Pro Grass LLC	Recreation and Parks	\$ 6,890.00	Wills Park Baseball Field # 4 repairs
17000389	The Metropolitan Club	Administration	\$ 5,400.00	2017 Business Awards Breakfast event/breakfast accommodations
17000390	DC Pool Service	Recreation and Parks	\$ 9,750.00	City Center water feature maintenance and repair services for Feb - June 2017
17000393	LANDAIR Surveying Co of Georgia	Public Works	\$ 8,395.00	Lynne Circle survey services
17000394	Advanced Metro Construction Inc	Public Works	\$ 36,420.00	Construction of the Public Works Pole Barn extension



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OTHER REPORTS

Bid/RFP Status



CITY OF ALPHARETTA
Financial Management Reports
Bid/RFP Status
for the month ended January 31, 2017

Bid#	RFP#	Department	Description	Close Date	Number of Vendor Responses	Award Date	Awarded To	Award Amount	Note	Purchase Order Date	Purchase Order #
	14-116	Administration	City Center Out-Parcels, Master Developer	8/28/2014	3	8/10/2015	MidCity Real Estate Partners; Morris & Fellows; South City Partners; Hedgewood Homes	N/A	1	n/a	n/a
	RFQ 16-1008	Administration	Downtown Sculpture Project: Instruments of Inspiration	5/26/2016	5	12/5/2016	Gregory Johnson; Ayokunle Odeleye; Sirlin Arts; Dillon Forge; Outdoor Art	22,500; 20,000; 30,400; 32,000; 20,000 (contingency 12,490)			
	16-1009 RFQ	Public Works	On-Call Engineering Services	6/16/2016	14	8/1/2015	AECOM Technical Services, Inc.; Pond & Company; Tetra Tech, Inc.	N/A			
	Re-Issue 16-109 RFP	Public Works	On-Call Storm Structure & Drainage Repair	6/16/2016	5	7/18/2016	Georgia Earth and Pipe, LLC; Cancelled 10-20-16	\$ 200,000.00	2	8/3/2016	17000150
	Re-Issue 16-109 RFP	Public Works	On-Call Storm Structure & Drainage Repair	6/16/2016	5	11/14/2016	Butch Thompson Enterprises, Inc.	\$ 200,000.00	2	1/6/2017	17000365
	16-111 RFP	Public Works	On-Call Pipe Lining Services	6/17/2016	5	7/18/2016	IPR Southeast, Inc.; Utility Asset Management, Inc.; Chase Plumbing & Mechanical, Inc.	\$350,000.00; \$75,000.00; \$75,000.00	3	8/26/2016; 9/8/2016; 9/8/2016	17000181; 17000205; 17000206
17-002		Public Works	FY 2017 Milling and Resurfacing	7/21/2016	6	8/1/2016	Northwest Georgia Paving, Inc.	\$ 1,905,823.49		8/26/2016	17000180
	17-1001 RFQ	Rec/Parks	Wills Park Pool Design Services	7/29/2016	7	8/12/2016	Shortlisted 3 Bidders for RFP 17-104	N/A			
	17-1002 RFQ	Rec/Parks	On-Call Park Planning Services	7/28/2016	11	9/19/2016	Alta Planning + Design, Pond & Co., TSW	N/A			
	17-101 RFP	Rec/Parks	Design/Build for Webb Bridge Park Spectator Seating	8/11/2016	4	9/26/2016	Ed Castro Landscape, Inc.	\$ 124,581.70		10/27/2016	17000296
	17-1003 RFQ	Public Works	City-wide landscape maintenance-ROW- excluding Park lands	9/1/2016	9	N/A	Shortlisted 2 Bidders for RFP 17-103	N/A			
	17-1004 RFQ	Community Development	Design / Build for Downtown Parking Deck	9/1/2016	10	N/A	Shortlisted 4 Bidders for RFP 17-102	N/A			
	17-104 RFP	Rec/Parks	Wills Park Pool Renovation	8/25/2016	3	9/21/2016	Stevens & Wilkinson GA, Inc.	\$ 49,995.00		9/22/2016	17000240
	17-1006 RFQ	Community Development	On-Call Planning Services for Community Development	9/22/2016	9	10/17/2016	2 Awards: TSW; Kimley-Horn	N/A			
17-001		Rec/Parks	Wills Park Batting Pavilion	10/13/2016	5	12/5/2016	Riley Contracting, Inc.,	\$ 282,893.00		1/12/2017	17000381
	17-1007 RFQ	Public Works	Project Management Services	10/13/2016	3	11/14/2016	Atkins North America, Inc.	N/A			



CITY OF ALPHARETTA
Financial Management Reports
Bid/RFP Status
for the month ended January 31, 2017

Bid#	RFP#	Department	Description	Close Date	Number of Vendor Responses	Award Date	Awarded To	Award Amount	Note	Purchase Order Date	Purchase Order #
	17-1005 RFQ	Rec/Parks	Park Landscape Maintenance Services	10/20/2016	7	N/A	Shortlisted Bidders for RFP 17-105 Parks and 17-106 Cty Ctr & Container Gardens	N/A			
	17-103 RFP	Public Works	City-wide landscape maintenance-ROW- excluding Park lands	10/21/2016	2	11/14/2016	Ruppert Landscaping	\$ 329,963.00	4	2/7/2017	17000410
17-003		Public Works	Northwinds Street Lighting	11/3/2016	4	12/12/2016	Brooks-Berry-Haynie & Associates, Inc.	\$ 193,787.00		1/26/2017	17000395
	17-1009 RFQ	Public Works	Landscape Maintenance Services: SR 400 at Five Interchanges	12/15/2016	6	1/5/2017	Shortlisted 3 Bidders for ITB 17-005	N/A			
	17-105 RFP	Rec/Parks	Landscape Maintenance of City Parks and Athletic Fields	12/20/2016	3	2/6/2017	Tri Scapes	\$ 235,270.00	5		
	17-106 RFP	Rec/Parks	Landscape Maintenance of City Center & Surrounding Area; & Maintenance of Downtown Container Gardens	12/20/2016	4	2/6/2017	Ed Castro Landscape, Inc.	\$96,427.00; \$50,208.00	6		
17-004		Public Works	North Hickory Trace Storm Drain Repairs	2/9/2017	8						
17-005		Public Works	Landscape Maintenance Services: SR 400 at Five Interchanges	1/26/2017	2						
17-006		Public Works	Multiple Sidewalk Improvements	2/16/2017	11						
	17-1010 RFQ	Rec/Parks	Renovation of Wills Park Pool	2/23/2017							

Notes:

- 1 Negotiations for sale of City Center Out Parcels to MidCity Real Estate Partne
- 2 On-Call contract with annual appropriations: Update 10-20-16 contract with GEPI terminated. Butch Thompson Ent. willing to maintain pricing in proposal-award recommendation to
- 3 On-Call Contracts for 3 different types of Pipe Lining Services with annual ap
- 4 Contract period begins 2-1-17
- 5 Contract period begins 3-1-17
- 6 Contract period begins 3-1-17; Two Contracts: City Center and Surrounding Areas = \$96,427.00 / year; Downtown Container Garden = \$50,208.00 / year



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OTHER REPORTS

GAAP Financial Statements

**City of Alpharetta
Balance Sheet
Governmental Funds
January 31, 2017**

	Major Governmental Funds						Non-Major	Total
	General Fund	Capital Project Fund	Capital Grant Fund	City Center Bond Fund	Conf Center Bond Fund	Construction Bond Fund	Governmental Funds	Governmental Funds
ASSETS								
Cash / Cash Equivalents / Investments	\$ 33,777,017	\$ 7,552,301	\$ -	\$ 85,554	\$ 19,552,872	\$ 50,020,062	\$ 13,532,956	\$ 124,520,762
Receivables (net of allowance for uncollectibles)			2,047,529					2,047,529
Taxes Receivable								-
Property Taxes	440,722	-		-	-	-	107,675	548,397
Other Taxes	-	-		-	-	-	-	-
Interest	-	-		-	-	-	-	-
Accounts	717,926	1,232,403		-	-	-	7,025	1,957,354
Due from Other Funds	396,010	-	-	-	-	-	-	396,010
Prepaid Items	-	-		-	-	-	-	-
Cash - Restricted	-	-		-	-	-	-	-
Intergovernmental Receivable	-	-		-	-	-	-	-
Restricted	-	-		-	-	-	-	-
Total Assets	35,331,675	8,784,704	2,047,529	85,554	19,552,872	50,020,062	13,647,656	129,470,052
LIABILITIES AND FUND BALANCES								
Liabilities								
Current								
Accounts Payable	2,112,996	61,001	368,688	-	-	-	196,365	2,739,050
Retainage Payable	-	146,382	54,401	0	-	-	-	200,783
Intergovernmental Payable	-	-	-	-	-	-	-	-
Arbitrage Payable	-	-	-	-	-	-	-	-
Accounts payable/AR Suspense acct	-	-	-	-	-	-	-	-
Claims Payable	-	-	-	-	-	-	-	-
Payroll Payable	85,089	-	-	-	-	-	5,095	90,185
Due to Other Funds	-	-	-	85,554	-	-	122	85,676
Deferred Revenue	479,749	1,202,701	\$ 3,886,634	-	-	-	163,466	5,732,550
Unearned Revenue	-	-	-	-	-	-	-	-
Teen Driving/Donation	-	-	-	-	-	-	-	-
T.A.D Payment to County	-	-	-	-	-	-	-	-
Compensated Absences	-	-	-	-	-	-	-	-
Non-Current								
Unclaimed Property	-	-	-	-	-	-	-	-
Claims Payable	-	-	-	-	-	-	-	-
Total Liabilities	2,677,834	1,410,083	4,309,723	85,554	-	-	365,050	8,848,243
Fund Balances:								
Restricted for:								
Capital Projects	-	695,351	(2,262,194)	-	19,552,872	50,020,062	3,872,340	71,878,431
Law Enforcement	-	-	-	-	-	-	1,595,399	1,595,399
Emergency Telephone Activities	-	-	-	-	-	-	1,271,272	1,271,272
Grant Projects	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	4,969,272	4,969,272
Promotion of Tourism	-	-	-	-	-	-	1,212,738	1,212,738
Assigned for:								
Grant Projects	-	-	-	-	-	-	62,846	62,846
Capital Projects	-	6,679,270	-	-	-	-	-	6,679,270
2017 Fiscal year Expenditures	6,049,857	-	-	-	-	-	-	6,049,857
Unassigned	26,603,984	-	-	-	-	-	298,740	26,902,723
Total Fund Balances	32,653,841	7,374,621	(2,262,194)	-	19,552,872	50,020,062	13,282,606	120,621,808
Total Liabilities and Fund Balances	\$ 35,331,675	\$ 8,784,704	\$ 2,047,529	\$ 85,554	\$ 19,552,872	\$ 50,020,062	\$ 13,647,656	\$ 129,470,052

City of Alpharetta
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Period Ended January 31, 2017

	Major Governmental Funds						Non-Major	Total
	General Fund	Capital Project Fund	Capital Grant Fund	City Ctr Fund Fund	Conf Ctr Fund Fund	S2016 Const Bond Fund	Governmental Funds	Governmental Funds
REVENUES								
Taxes:								
Property Tax	\$ 19,456,500	-	-	-	-	-	3,455,036	\$ 22,911,536
Local Option Sales Tax	7,718,834	-	-	-	-	-	5,293,704	13,012,539
Other Taxes	7,034,600	-	-	-	-	-	1,862,900	8,897,500
Licenses and permits	2,023,666	-	-	-	-	-	1,019,076	3,042,743
Intergovernmental	392,607	223,200	3,463,456	-	-	-	112,938	4,192,201
Charges for services	2,553,275	-	-	-	-	-	15,000	2,568,275
Impact Fees	-	-	-	-	-	-	500	500
Fines/Forfeitures	1,381,378	-	-	-	-	-	10,390	1,391,769
Investment earnings	35,361	10,126	(2,101)	-	56,945	81,100	2	181,433
Contributions and Donations	-	84,040	-	-	-	-	-	84,040
Other	127,443	-	-	-	18,911	1,527,686	-	1,674,040
Total revenues	40,723,665	317,366	3,461,355	-	75,856	1,608,786	11,769,547	57,956,575
EXPENDITURES								
Current:								
Unallocated	-	-	-	-	-	-	1,511,579	1,511,579
General government	5,165,722	484,168	-	-	4,340,317	361,301	-	10,351,507
Public safety	14,746,069	487,363	-	-	-	-	3,001,526	18,234,957
Public works	3,998,762	3,095,983	3,437,214	-	-	303,661	636,428	11,472,048
Economic and community development	1,474,314	103,187	-	-	-	-	-	1,577,501
Alpharetta Business Community	-	521,340	-	-	-	-	-	521,340
Culture and recreation	4,655,796	208,596	-	-	-	1,778,762	109,885	6,753,038
Debt service:								
Principal	-	-	-	-	-	-	110,550	110,550
Interest	58,470	-	-	-	-	-	1,415,778	1,474,248
Other Costs	438,205	-	-	-	-	-	-	438,205
Bond issuance costs	-	-	-	-	-	-	1,500	1,500
Capital outlay	-	-	-	-	-	-	-	-
Total expenditures	30,537,338	4,900,636	3,437,214	-	4,340,317	2,443,723	6,787,245	52,446,473
Excess (deficiency) of revenues over (under) expenditures	10,186,327	(4,583,270)	24,141	-	(4,264,461)	(834,937)	4,982,302	5,510,102
OTHER FINANCING SOURCES (USES)								
Transfers in	1,295,639	5,165,333	-	-	-	-	-	6,460,972
Transfers out	(6,154,083)	-	-	-	-	-	(306,889)	(6,460,972)
Loan Proceeds	-	-	-	-	-	-	-	-
Capital Leases	-	247,305	-	-	-	-	-	247,305
Sale of capital assets	6,250	-	-	-	-	-	-	6,250
Sale of non-capital assets	29,339	-	-	-	-	-	-	29,339
Insurance Proceeds	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	50,855,000	-	50,855,000
Total other financing sources and (uses)	(4,822,856)	5,412,638	-	-	-	50,855,000	(306,889)	51,137,894
Net change in fund balances	5,363,471	829,368	24,141	-	(4,264,461)	50,020,062	4,675,414	56,647,996
Fund balances - beginning	27,290,370	6,545,253	(2,286,335)	-	23,817,332	-	8,607,194	63,973,814
Fund balances - ending	\$ 32,653,841	\$ 7,374,621	\$ (2,262,194)	\$ -	\$ 19,552,872	\$ 50,020,062	\$ 13,282,606	\$ 120,621,808

City of Alpharetta
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES			
Taxes:			
Property Tax	\$ 20,159,000	\$ 19,456,500	\$ (702,500)
Local Option Sales Tax	15,100,000	7,718,834	(7,381,166)
Other Taxes	15,504,500	7,034,600	(8,469,900)
Licenses and Permits	1,765,550	2,023,666	258,116
Intergovernmental	511,000	392,607	(118,394)
Charges for Service	2,640,400	2,553,275	(87,125)
Fines/Forfeitures	2,404,000	1,381,378	(1,022,622)
Investment Earnings	60,000	35,361	(24,639)
Contributions and Donations			-
Other	196,722	127,443	(69,279)
Total revenues	58,341,172	40,723,665	(17,617,507)
EXPENDITURES			
Current:			
General government			
City Administration	2,037,438	1,216,005	821,433
Finance	3,199,142	2,021,046	1,178,096
Human Resources	401,756	228,333	173,423
Legal	650,000	265,157	384,843
Mayor and Council	360,977	182,476	178,501
Municipal Court	1,092,257	647,018	445,239
Information Technology	1,599,441	907,768	691,673
Non-Departmental	685,000	383,333	301,667
Contingency	1,055,000	58,338	996,663
Total general government	11,081,011	5,909,473	5,171,538
Public Safety	26,494,672	15,210,943	11,283,729
Public works	7,887,543	4,244,849	3,642,694
Economic and community development	2,727,412	1,512,544	1,214,868
Culture and recreation	8,736,567	5,333,732	3,402,835
Debt Service			
Principal	170,000	-	170,000
Interest	116,940	58,470	58,470
Total expenditures	57,214,145	32,270,011	24,944,134
Excess (Deficiency) of revenues over expenditures	1,127,027	8,453,654	7,326,627
OTHER FINANCING SOURCES (USES)			
Transfers in	2,250,000	1,295,639	(954,361)
Transfers out	(10,549,857)	(6,154,083)	4,395,774
Capital leases	-		-
Sale of capital assets	70,000	6,250	(63,750)
Sale of non-capital assets	35,000	29,339	(5,661)
Total other financing sources and uses	(8,194,857)	(4,822,856)	3,372,001
Net change in fund balances	(7,067,830)	3,630,798	10,698,628
Fund balances - beginning		27,290,370	
Fund balances - ending		\$ 30,921,168	
Adjustments to GAAP basis:			
Encumbrances		1,732,673	
Misc adj			
Fund balances-ending		\$ 32,653,841	

City of Alpharetta
Capital Project Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES			
Intergovernmental	\$ 944,397	\$ 223,200	\$ (721,197)
Contributions & Donations	3,046,864	84,040	(2,962,824)
Investment earnings	-	10,126	10,126
Misc Revenue	-	-	-
Other			-
Total revenues	3,991,261	317,366	(3,673,895)
EXPENDITURES			
Capital Outlay			
General Government:			
City Administration	763,257	458,265	304,992
Finance	91,857	45,629	46,228
Information Technology	1,128,598	470,977	657,621
Non-departmental	1,028,079	-	1,028,079
Total general government	3,011,791	974,871	2,036,920
Public Safety	4,451,044	978,595	3,472,449
Engineering & Public Works	9,493,270	4,872,992	4,620,278
Alpharetta Business Community	1,472,972	1,279,244	193,728
Economic and community development	289,194	137,831	151,363
Culture and recreation	3,235,261	626,377	2,608,884
Total Capital Outlay	21,953,532	8,869,910	13,083,622
Excess (Deficiency) revenue over expenditures	(17,962,271)	(8,552,543)	9,409,728
OTHER FINANCING SOURCES (USES)			
Transfers in	8,854,857	5,165,333	(3,689,524)
Capital leases	2,577,830	247,305	
Budgeted Fund Balance	-	-	-
Total other financing sources and uses	11,432,687	5,412,638	(3,689,524)
Net change in fund balances	(6,529,584)	(3,139,905)	3,389,679
Fund balances - beginning		6,545,253	
Fund balances - ending		\$ 3,405,348	
Adjustments to GAAP basis:			
Encumbrances		3,969,274	
Misc adj-			
Fund balances-ending		\$ 7,374,621	

City of Alpharetta
Capital Grant Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
Revenues:			
Intergovernmental	\$ 11,345,401	3,463,456	\$ (7,881,945)
Contributions & Donations	-	-	-
Interest Earnings	-	(2,101)	(2,101)
Total	<u>11,345,401</u>	<u>3,461,355</u>	<u>(7,884,046)</u>
Expenditures:			
Public Safety	-	-	-
General Government	211,723	-	211,723
Community Development	-	-	-
Public Works	8,847,343	8,789,054	58,289
Recreation & Parks	-	-	-
Non-Departmental	-	-	-
Total	<u>9,059,066</u>	<u>8,789,054</u>	<u>270,012</u>
Excess (Deficiency) revenue over expenditures	<u>2,286,335</u>	<u>(5,327,699)</u>	<u>(7,614,034)</u>
Other Financing Sources & Uses:			
Transfers in	-	-	-
Budgeted Fund Balance	-	-	-
Subtotal:	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	<u>2,286,335</u>	<u>(5,327,699)</u>	<u>(7,614,034)</u>
Fund balance - beginning		<u>(2,286,335)</u>	
Fund balance - ending		<u>\$ (7,614,034)</u>	
Adjustments to GAAP basis:			
Misc adj			
Encumbrances		5,351,839	
Fund balances - ending		<u>\$ (2,262,194)</u>	

City of Alpharetta
Conference Center Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES			
Bond Proceeds			\$ -
Premium on Bond Proceeds			
Misc Rev		\$ 18,911	
Investment Earnings		56,945	56,945
Total revenues	-	75,856	75,856
EXPENDITURES			
General Government:			
Cost of Bond Issuance	16,241		16,241
Non-Departmental	14,753	-	
Total general government	30,994	-	16,241
City Administration	23,805,249	23,602,578	202,671
Public Safety	-	-	-
Excess (Deficiency) of Revenues Over expenditures	(23,836,243)	(23,526,722)	309,521
OTHER FINANCING SOURCES			
General Obligation Bond Proceeds	-	-	-
Operating Transfers Out			-
Total other financing sources (uses)	-	-	-
Net change in fund balances	(23,836,243)	(23,526,722)	309,521
Fund balances - beginning		23,817,332	
Fund balances - ending		<u><u>\$ 290,611</u></u>	
Adjustments to GAAP basis:			
Encumbrances		19,262,261	
Fund balances-ending		<u><u>\$ 19,552,872</u></u>	

City of Alpharetta
Bond Construction Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES			
Bond Proceeds	\$ 50,855,000	\$ 50,855,000	\$ -
Premium on Bond Proceeds	\$ 1,527,686	\$ 1,527,686	
Investment Earnings		81,100	81,100
Total revenues	52,382,686	52,463,786	81,100
EXPENDITURES			
General Government:			
Cost of Bond Issuance	378,119	361,301	16,818
Public Works	33,352,420	677,445	
Recreation & Parks	18,652,147	2,146,190	
Total general government	52,382,686	3,184,936	16,818
City Administration			-
Public Safety	-	-	-
Excess (Deficiency) of Revenues Over expenditures	-	49,278,849	49,278,849
OTHER FINANCING SOURCES			
General Obligation Bond Proceeds	-	-	-
Operating Transfers Out			-
Total other financing sources (uses)	-	-	-
Net change in fund balances	-	49,278,849	49,278,849

Fund balances - beginning

Fund balances - ending	\$ 49,278,849
Adjustments to GAAP basis:	
Encumbrances	741,213
Fund balances-ending	\$ 50,020,062

City of Alpharetta
Internal Service Fund - Medical Insurance
Statement of Net Position
January 31, 2017

ASSETS

Current Assets:		
Cash and Cash Equivalents & Investments	\$	1,910,867
Accounts Receivables (net of allowance for uncollectibles)		-
Total Current Assets		<u>1,910,867</u>
Noncurrent Assets:		
Restricted Cash, Cash Equivalents, and Investments		-
Total Restricted Assets		<u>-</u>
Total Noncurrent Assets		<u>-</u>
Total Assets		<u>1,910,867</u>

LIABILITIES

Current Liabilities:		
Accounts Payable		-
Claims Payables		201,319
Accrued Interest Payable		-
Due to Other Funds		286,000
Total Current Liabilities		<u>487,319</u>
Current Liabilities Payable from Restricted Assets:		
		-
Total Current Liabilities Payable from Restricted Assets		<u>-</u>
Noncurrent Liabilities:		
Other Non-Current Liabilities		-
Total Noncurrent Liabilities		<u>-</u>
Total Liabilities		<u>487,319</u>

NET ASSETS

Invested in Capital Assets, net of related debt		-
Reserved for Debt Service		-
Reserved for Encumbrances		-
Unreserved		<u>1,423,548</u>
Total Net Assets		<u>1,423,548</u>
Total Liabilities & Net Assets	\$	<u>1,910,867</u>

City of Alpharetta
Internal Service Fund - Medical Insurance
Statement of Revenues, Expenses, and Changes in Net position - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES			
Investment Earnings	\$ -	\$ 61	\$ (61)
Employer Medical Contribution	6,520,032	3,512,275	(3,007,757)
Employee Medical Contribution	724,448	425,268	(299,180)
Insurance Proceeds	-	-	
Total revenues	7,244,480	3,937,604	(3,306,876)
EXPENDITURES			
Medical Premiums	1,441,673	787,986	653,687
Medical Claims	5,714,666	2,391,692	3,322,974
Contingency	955,624	0	955,624
Total expenditures	8,111,963	3,179,678	4,932,285
Excess (Deficiency) of Revenues Over expenditures	(867,483)	757,926	1,625,409
OTHER FINANCING SOURCES			
Asset Disposition		-	
Operating Transfers In	-	-	-
Operating Transfers Out	-	-	-
Total other financing sources (uses)	-	-	-
Net change in fund balances	(867,483)	757,926	1,625,409
Fund balances - beginning		665,623	
Fund balances - ending		<u><u>\$ 1,423,548</u></u>	
Adjustments to GAAP basis:			
Encumbrances		-	
Misc adj			
Fund balances-ending		<u><u>\$ 1,423,548</u></u>	

City of Alpharetta
Enterprise Fund -Solid Waste
Statement of Net Position
January 31, 2017

	<u>Solid Waste</u>
ASSETS	
Current Assets:	
Cash and Cash Equivalents & Investments	\$ 1,963,367
Inventories, at cost	-
Accounts Receivables (net of allowance for uncollectibles)	7,236
Prepaid Insurance Expenses	-
Total Current Assets	<u>1,970,603</u>
Noncurrent Assets:	
Restricted Cash, Cash Equivalents, and Investments	-
Total Restricted Assets	<u>-</u>
Other	-
Capital Assets	
Buildings and System	-
Machinery and Equipment	
Less Accumulated Depreciation	-
Total Capital Assets (net of accumulated depreciation)	<u>-</u>
Total Noncurrent Assets	<u>-</u>
Total Assets	<u>1,970,603</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	3,597
Accounts Payable/ Customer Credit Balances	(56)
Accounts Payable/ Customer Pre-Paid Service	-
Accounts Payable/ A/R Module Suspense Acct	1,704
Payroll Liabilities	175
Accrued Salaries	-
Accrued Interest Payable	-
Compensated Absences Payable	-
Notes Payable - Revenue Bonds	-
Due to Other Funds	-
Total Current Liabilities	<u>5,420</u>
Current Liabilities Payable from Restricted Assets:	
Revenue Bonds Payable	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
Customer Deposits	-
Compensated Absences less Current Portion	-
Revenue Bonds Payable	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>5,420</u>
NET ASSETS	
Invested in Capital Assets, net of related debt	-
Reserved for Debt Service	-
Reserved for Encumbrances	-
Unreserved	1,965,183
Total Net Assets	<u>1,965,183</u>
Total Liabilities & Net Assets	<u>\$ 1,970,603</u>

City of Alpharetta
Enterprise Fund - Solid Waste
Statement of Revenues, Expenses, and Changes in Net Position
For the Period Ended January 31, 2017

Operating revenues:	
Charges for sales and services:	
Refuse Collection charges	\$ 2,462,635
Misc Revenue	2,686
Total operating revenues	<u>2,465,320</u>
Operating expenses:	
Administration	3,226,435
Non-departmental	-
Total operating expenses	<u>3,226,435</u>
Operating Gain (loss)	(761,116)
Non-operating revenues (expenses):	
Investment earnings	-
Total non-operating revenue (expenses)	<u>-</u>
Income (loss) before transfers	(761,115)
Transfers In	-
Transfers Out	<u>-</u>
Change In Net Assets	(761,115)
Total net assets-beginning	<u>1,123,990</u>
Total net assets-ending (net of encumbrances)	<u>362,875</u>
Adjustments to GAAP basis:	
Encumbrances	1,602,308
Misc adj-Encumbrances Resv/Prior Year	-
Total net assets-ending	<u>\$ 1,965,183</u>

City of Alpharetta
Internal Service Fund - Risk Management
Statement of Net Position
January 31, 2017

ASSETS

Current Assets:	
Cash and Cash Equivalents & Investments	\$ 990,432
Accounts Receivables (net of allowance for uncollectibles)	-
Total Current Assets	<u>990,432</u>
Noncurrent Assets:	
Restricted Cash, Cash Equivalents, and Investments	-
Total Restricted Assets	<u>-</u>
Total Noncurrent Assets	<u>-</u>
Total Assets	<u>990,432</u>

LIABILITIES

Current Liabilities:	
Accounts Payable	1,250
Claims Payables	279,903
Accrued Interest Payable	-
Due to Other Funds	-
Total Current Liabilities	<u>281,153</u>
Current Liabilities Payable from Restricted Assets:	
	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
Other Non-Current Liabilities	328,692
Total Noncurrent Liabilities	<u>328,692</u>
Total Liabilities	<u>609,845</u>

NET ASSETS

Invested in Capital Assets, net of related debt	-
Reserved for Debt Service	-
Reserved for Encumbrances	-
Unreserved	380,587
Total Net Assets	<u>380,587</u>
Total Liabilities & Net Assets	<u>\$ 990,432</u>

City of Alpharetta
Internal Service Fund - Risk Management
Statement of Revenues, Expenses, and Changes in Net position - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES			
Investment Earnings	\$ 2,200	\$ 894	\$ (1,306)
Charges for Service	1,310,000	764,167	(545,833)
Discounts	-	-	-
Insurance Proceeds	-	70,075	
Total revenues	1,312,200	835,135	(477,065)
EXPENDITURES			
Workers Compensation Admin	-	-	-
Professional Fees	125,000	114,684	10,316
Auto Liability	137,000	143,111	(6,111)
Property & Equipment Liability	88,000	83,823	4,177
General Liability	60,000	56,244	3,756
Law Enforcement Liability	100,000	94,931	5,069
Public Entity Liability	55,000	57,900	(2,900)
Workers Comp Excess Liability	90,000	100,239	(10,239)
Employee Benefits Liability	-	-	-
Criminal Liability	4,200	4,275	(75)
Cyber Liability	8,000	6,806	1,194
Umbrella Liability	60,000	56,725	3,275
Medical Services	40,000	7,042	32,958
Claims/Judgements	545,000	317,810	227,190
Contingency	589,041	-	589,041
Total expenditures	1,901,241	1,043,589	857,652
Excess (Deficiency) of Revenues Over expenditures	(589,041)	(208,454)	380,587
OTHER FINANCING SOURCES			
Asset Disposition	-	-	-
Operating Transfers In	-	-	-
Operating Transfers Out	-	-	-
Total other financing sources (uses)	-	-	-
Net change in fund balances	(589,041)	(208,454)	380,587

Fund balances - beginning

589,041

Fund balances - ending

\$ 380,587

Adjustments to GAAP basis:

Encumbrances

-

Misc adj

Fund balances-ending

\$ 380,587

City of Alpharetta
Statement of Net Position
OPEB Trust Fund
January 31, 2017

	OPEB Plan
ASSETS	
Current Assets:	
Cash and Cash Equivalents	\$ 1,135,436
Investments	-
Accounts Receivables (net of allowance for uncollectibles)	-
Total Assets	<u>1,135,436</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	\$ 25,999
Due to Other Funds	-
Total Current Liabilities	<u>25,999</u>
Current Liabilities Payable from Restricted Assets:	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>25,999</u>
NET ASSETS	
Net Assets held in trust for pension benefits	<u>1,109,437</u>
Total Net Assets	<u>1,109,437</u>
Total Liabilities & Net Assets	<u><u>\$ 1,135,436</u></u>

City of Alpharetta
Statement of Changes in Fiduciary Net Position
OPEB Trust Fund
For the Period Ended January 31, 2017

	<u>Actual Amounts</u>
Additions:	
Employer Contribution	\$ 49,584
Employee Contribution	
Total Contribution	<u>49,584</u>
Investment Income	-
Net appreciation in FMV	-
Interest and Dividends	2,851
Total Investment Income	<u>2,851</u>
Total Additions (Deductions)	<u>52,434</u>
Deductions:	
Benefits payments	-
Professional Fees	-
Total deductions	<u>-</u>
Net Increase (Decrease)	<u>52,434</u>
Net Assets held in trust for pension benefits	
Beginning of year	1,057,003
Total net assets	<u>\$ 1,109,437</u>

**City of Alpharetta
Statement of Net Position
Pension Trust Fund
January 31, 2017**

	Pension Trust Fund
ASSETS	
Current Assets:	
Cash and Cash Equivalents	\$ -
Investments	63,450,210
	-
Accounts Receivables (net of allowance for uncollectibles)	-
Total Assets	<u>63,450,210</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	-
	-
Due to Other Funds	-
Total Current Liabilities	<u>-</u>
Current Liabilities Payable from Restricted Assets:	
	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>-</u>
NET ASSETS	
Net Assets held in trust for pension benefits	<u>63,450,210</u>
Total Net Assets	<u>63,450,210</u>
Total Liabilities & Net Assets	<u><u>\$ 63,450,210</u></u>

City of Alpharetta
Statement of Changes in Fiduciary Net Position
Pension Trust Fund
For the Period Ended January 31, 2017

	<u>Actual Amounts</u>
Additions:	
Employer Contribution	\$ 2,500,000
Employee Contribution	217,062
Total Contribution	<u>2,717,062</u>
Investment Income	-
Net appreciation in FMV	4,171,093
Interest and Dividends	546,558
Total Investment Income	<u>4,717,652</u>
Total Additions (Deductions)	<u>7,434,714</u>
Deductions:	
Benefits payments	986,600
Professional Fees	203,529
Total deductions	<u>1,190,128</u>
Net Increase (Decrease)	<u>6,244,586</u>
Net Assets held in trust for pension benefits	
Beginning of year	57,205,625
Total net assets	<u>\$ 63,450,210</u>



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City of Alpharetta
Combining Balance Sheet
Non-Major Governmental Funds
January 31, 2017

	Special Revenue					Total Non-major Governmental Funds	
	Hotel Motel	Impact Fee	Confiscated Assets	Grant Operating	E911	Debt Service Fund	Stormwater Capital Fund
ASSETS							
Cash / Cash Equivalents / Investments	\$ 1,212,738	\$ 3,872,340	\$ 1,595,509	\$ 65,553	\$ 1,285,675	\$ 5,018,038	\$ 483,103
Taxes Receivable	-	-	-	-	-	-	-
Pre-Paid Expenditures	-	-	-	-	-	-	-
Accounts Receivable	-	-	-	7,025	\$ -	-	-
Property Taxes	-	-	-	-	-	107,675	-
Intergovernmental Receivable	-	-	-	-	-	-	-
Due From Other Funds	-	-	-	-	-	-	-
Restricted	-	-	-	-	-	-	-
Total Assets	1,212,738	3,872,340	1,595,509	72,578	1,285,675	5,125,713	483,103
LIABILITIES							
Accounts Payable	-	-	-	2,707	9,295	-	184,364
Retainage Payable	-	-	-	-	-	-	-
Intergovernmental Payable	-	-	-	-	-	-	-
Arbitrage Payable	-	-	-	-	-	-	-
Accounts payable/AR Suspense acct	-	-	-	-	-	-	-
Compensated Absences	-	-	-	-	-	-	-
Payroll Liabilities	-	-	(12)	-	5,108	-	-
Due to Other Fund	-	-	122	-	-	-	-
Deferred Revenue	-	-	-	7,025	-	156,441	-
Unearned Revenue	-	-	-	-	-	-	-
Total Liabilities	-	-	110	9,732	14,403	156,441	184,364
FUND BALANCES							
Restricted:							
Capital Projects	-	3,872,340	-	-	-	-	-
Law Enforcement	-	-	1,595,399	-	-	-	-
Promotion of Tourism	1,212,738	-	-	-	-	-	-
Emergency Telephone Activities	-	-	-	-	1,271,272	-	-
Debt Service	-	-	-	-	-	4,969,272	-
Assigned for: Grant Projects	-	-	-	-	-	-	-
Grant Projects	-	-	-	62,846	-	-	-
Unassigned:	-	-	-	-	-	-	298,740
Total Fund Balances	1,212,738	3,872,340	1,595,399	62,846	1,271,272	4,969,272	298,740
Total Liabilities and Fund Balances	\$ 1,212,738	\$ 3,872,340	\$ 1,595,509	\$ 72,578	\$ 1,285,675	\$ 5,125,713	\$ 483,103

City of Alpharetta
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Non-major Governmental Funds
For the Period Ending January 31, 2017

	Special Revenue							Total Non-major Governmental Funds
	Hotel Motel	Impact Fee	Confiscated Assets	Grant Operations	E911 Fund	Debt Service Fund	Stormwater Service Fund	
REVENUES:								
Hotel Motel Tax	\$ 3,455,036	-	-	-				\$ 3,455,036
Property tax						5,293,704	-	5,293,704
Charges for Service	-	-	-	-	1,862,900			1,862,900
Impact Fees	-	1,019,076		-				1,019,076
Forfeiture Income	-	-	112,938	-				112,938
Intergovernmental	-	-	-	15,000	-			15,000
Contributions & Donations	-	-	-	500				500
Investment Earnings	-	4,589	564	82	1,461	3,695	-	10,390
Other	1		-			1	-	2
Total revenues	3,455,037	1,023,665	113,502	15,582	1,864,361	5,297,400	-	11,769,547
EXPENDITURES:								
Tourism	1,511,579	-	-	-	-			1,511,579
Community Development	-	-	-	-	-			-
Culture/Recreation	-	67,969	-	-	-		41,916	109,885
Public Safety	-	10,621	260,962	13,997	2,715,946			3,001,526
Public Works							636,428	636,428
General Government	-	-	-	-	-	-	-	-
Debt Service:								
Principal						110,550	-	110,550
Interest	385,648					1,030,130	-	1,415,778
Bond Issuance Costs						1,500	-	1,500
Total expenditures	1,897,227	78,589	260,962	13,997	2,715,946	1,142,180	678,344	6,787,245
Excess (deficiency) of revenues over expenditures	1,557,810	945,076	(147,460)	1,585	(851,586)	4,155,220	(678,344)	4,982,302
OTHER FINANCING SOURCES (USES):								
Transfers in / out:								-
Debt service fund	-	-	-	-				-
Capital Projects								-
Operating grants fund	-	-	-	-				-
Capital grants fund	-	-	-	-				-
General fund	(1,295,639)	-	-	11,667	-		977,083	(306,889)
Budgeted Fund Balance:	-	-	-	-				-
Total other financing sources and (uses)	(1,295,639)	-	-	11,667	-		977,083	(306,889)
Net change in fund balances	262,171	945,076	(147,460)	13,252	(851,586)	4,155,220	298,740	4,675,414
Fund balances - beginning	950,567	2,927,264	1,742,859	49,594	2,122,858	814,052	-	8,607,194
Fund balances - ending	1,212,738	\$ 3,872,340	\$ 1,595,399	\$ 62,846	\$ 1,271,272	\$ 4,969,272	\$ 298,740	\$ 13,282,606

City of Alpharetta
Hotel Motel Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Hotel Motel Tax	\$ 6,000,000	\$ 3,455,036	\$ (2,544,964)
Misc Revenue	-	1	1
Investment Earnings	-	-	-
Total revenues	6,000,000	3,455,037	(2,544,963)
EXPENDITURES:			
Alpharetta Convention & Visitor's Bureau	2,625,000	1,511,579	1,113,421
Alpharetta Business Community	-	-	-
Debt Service Reserve	1,299,936		
Bond Interest	775,630	385,648	
Contingency	-	-	-
Total Expenditures	4,700,566	1,897,227	1,113,421
Excess of revenues over expenditures	1,299,434	1,557,810	(1,431,542)
OTHER FINANCING SOURCES (USES):			
Transfers Out	(2,250,000)	(1,295,639)	954,361
Total other financing sources and uses	(2,250,000)	(1,295,639)	954,361
Net change in fund balances	(950,566)	262,171	11,137
Fund balances - beginning	\$ 950,567		
Fund balances - ending	\$ 1,212,738		

City of Alpharetta
Impact Fee Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Impact Fees	\$ 605,000	\$ 1,019,076	\$ 414,076
Investment Earnings	3,000	4,589	1,589
Total Revenues	608,000	1,023,665	415,665
EXPENDITURES:			
Public Safety	524,063	252,663	
Public Works	1,150,000	-	
Recreation & Parks	1,300,000	230,800	
Community Development	561,201	-	
General Government	-	\$ -	-
Total expenditures	-	483,463	-
Excess (deficiency) of revenues over expenditures	608,000	540,203	415,665
OTHER FINANCING SOURCES (USES):			
Transfers Out	-	-	-
Total other financing sources and uses	-	-	-
Net change in fund balances	608,000	540,203	415,665
Fund balances - beginning		2,927,264	
Fund balances - ending		\$ 3,467,467	
Encumbrances		404,873	
Fund balances - ending		\$ 3,872,340	

City of Alpharetta
Confiscated Assets Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Forfeiture Income	\$ 347,600	\$ 112,938	\$ (234,662)
Investment Earnings	976	564	(412)
Misc Revenue	-		
Total Revenues	348,576	113,502	(235,073)
EXPENDITURES:			
Public Safety	2,091,435	278,095	1,813,340
Non-Departmental	-		-
Total expenditures	2,091,435	278,095	1,813,340
Excess (deficiency) of revenues over expenditures	(1,742,859)	(164,593)	1,578,267
OTHER FINANCING SOURCES (USES):	-	-	-
Net change in fund balances	(1,742,859)	(164,593)	1,578,267
Fund balances - beginning		1,742,859	
Fund balances - ending		\$ 1,578,266	
Adjustments to GAAP basis:			
Encumbrances		17,133	
Fund balances - ending		\$ 1,595,399	

City of Alpharetta
Grant Fund - Operating
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Intergovernmental	\$ 73,801	\$ 15,000	(58,801)
Contributions & Donations	800	500	(300)
Discounts Taken		-	-
Interest Earnings	-	82	82
Transfers in	20,000	11,667	(8,333)
Contingencies	-	-	-
Total	94,601	27,248	(67,353)
EXPENDITURES:			
General Government	37,453	-	37,453
Community Development	-	-	-
Engineering/Public Works	-	-	-
Public Safety	60,812	13,997	46,815
Recreation & Parks	45,929	-	45,929
Contingencies	-	-	-
Operating Transfers Out	-	-	-
Non-Allocated	-	-	-
Total	144,194	13,997	130,197
Excess (deficiency) of revenues over expenditures	(49,593)	13,252	62,845
OTHER FINANCING SOURCES (USES):	-	-	-
Net change in fund balance	(49,593)	13,252	62,845
Fund balance - beginning		49,594	
Fund balance - ending		\$ 62,846	
Adjustments to GAAP basis:			
Encumbrances			
Fund balances - ending		\$ 62,846	

City of Alpharetta
Emergency 911 Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Charges for Service	\$ 3,665,000	\$ 1,862,900	\$ (1,802,100)
Misc Revenue	-	-	-
Investment Earnings	5,259	1,461	(3,798)
Total Revenues	3,670,259	1,864,361	(1,805,898)
EXPENDITURES:			
Public Safety	5,203,116	3,120,435	2,082,681
Total expenditures	5,203,116	3,120,435	2,082,681
Excess (deficiency) of revenues over expenditures	(1,532,857)	(1,256,074)	276,783
OTHER FINANCING SOURCES (USES):			
Transfers In	-	-	-
Transfers Out - Capital Project Fund	-	-	-
Total other financing sources and uses	-	-	-
Net change in fund balances	(1,532,857)	(1,256,074)	276,783
Fund balances - beginning		2,122,858	
Fund balances - ending		\$ 866,784	
Adjustments to GAAP basis:			
Encumbrances		404,488	
Fund balances - ending		\$ 1,271,272	

City of Alpharetta
Debt Service Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Property tax	\$ 5,505,000	\$ 5,293,704	\$ (211,296)
Misc Revenue		1	1
Investment earnings	9,000	3,695	(5,305)
Total revenues	5,514,000	5,297,400	(216,600)
EXPENDITURES:			
Current:			
General government			
Finance			-
Non-departmental		-	-
Total general government	-	-	-
Debt Service:			
Principal	2,560,550	110,550	2,450,000
Interest	3,251,257	1,030,130	2,221,127
Contingency	511,245	-	511,245
Bond issuance costs	5,000	1,500	3,500
Total debt service	6,328,052	1,142,180	5,185,872
Total expenditures	6,328,052	1,142,180	5,185,872
Excess (Deficiency) of revenues over expenditures	(814,052)	4,155,220	4,969,272
OTHER FINANCING SOURCES (USES):			
Transfers in			-
Transfers out			-
Total other financing sources and uses	-	-	-
	(814,052)	4,155,220	4,969,272
Fund balances - beginning		814,052	
Fund balances - ending		\$ 4,969,272	

City of Alpharetta
Stormwater Capital Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended January 31, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Misc Revenue	-	-	-
Investment Earnings	-	-	-
Total Revenues	-	-	-
EXPENDITURES:			
Public Works	1,590,896	1,152,409	
Public Safety	84,104	71,256	12,848
Total expenditures	1,675,000	1,223,665	12,848
Excess (deficiency) of revenues over expenditures	(1,675,000)	(1,223,665)	12,848
OTHER FINANCING SOURCES (USES):			
Transfers In	1,675,000	977,083	(697,917)
Transfers Out	-	-	-
Total other financing sources and uses	1,675,000	977,083	(697,917)
Net change in fund balances	-	(246,582)	(685,069)
Fund balances - beginning			
Fund balances - ending		\$ (246,582)	
Adjustments to GAAP basis:			
Encumbrances		545,321	
Fund balances - ending		\$ 298,740	

DEVELOPMENT AUTHORITY



Revenue & Expenditure Report GAAP Financial Statements



ALPHARETTA DEVELOPMENT AUTHORITY

Financial Management Report - As of January 31, 2017

Account #	Project	Total Budget	Actuals (Collections/ Expenditures)	Encumbrances	Remaining
Revenues					
99575100-346900	Bond Application Fee	\$ -	\$ 1,000		\$ (1,000)
99575100-361000	Investment Earnings	-	85		(85)
99575100-334310-C1528	FISERV REBA Grant	125,000	-		125,000
99575100-371000-C1625	Alpharetta Virtual Reality Video (ACVB Contribution)	12,500	-		12,500
99575100-381000-C1535	Innovation Center Operations (ATC)	3,159	3,160		(1)
	<i>subtotal</i>	\$ 140,659	\$ 4,245		\$ 136,414
(1) 99575100-395000	Carryforward Fund Balance	\$ 295,462	\$ -		\$ 295,462
	<i>subtotal</i>	\$ 295,462	\$ -		\$ 295,462
	Total	\$ 436,121	\$ 4,245		\$ 431,876
Expenditures					
99575100-571000-C1403	Local Job Creation Grant Program	\$ 60,000	\$ 14,000	\$ -	\$ 46,000
99575100-544100-C1532	ATC Operational Funds	150,000	67,500	-	82,500
99575100-544100-C1719	ATC Kitchen Remodel	25,000	9,669	-	15,331
99575100-544100-C1601	High Impact Permitting Grant Program (IGA with COA)	20,948	-	-	20,948
99575100-544100-C1528	FISERV REBA Grant	125,000	-	-	125,000
99575100-544100-C1625	Alpharetta Virtual Reality Video (Economic Development)	25,000	25,000	-	-
99575100-571000	Convention Center Issuance Costs	-	18,911	-	(18,911)
	<i>subtotal</i>	\$ 405,948	\$ 135,081	\$ -	\$ 270,867
(2) 99575100-522250-C1535	Innovation Center Operations (Facility R&M)	\$ -	\$ -	\$ -	\$ -
99575100-523860-C1535	Innovation Center Operations (Maintenance Contracts)	2,731	6,935	-	(4,204)
99575100-531100-C1535	Innovation Center Operations (Maintenance Supplies)	66	-	-	66
99575100-531200-C1535	Innovation Center Operations (Miscellaneous Utilities)	261	523	-	(262)
99575100-531210-C1535	Innovation Center Operations (Water/Sewer)	218	89	-	129
99575100-531220-C1535	Innovation Center Operations (Natural Gas)	684	1,790	-	(1,106)
99575100-531230-C1535	Innovation Center Operations (Electricity)	6,842	3,938	-	2,904
	<i>subtotal</i>	\$ 10,802	\$ 13,275	\$ -	\$ (2,473)
99575100-579000	Reserve	\$ 19,371	\$ -	\$ -	\$ 19,371
	<i>subtotal</i>	\$ 19,371	\$ -	\$ -	\$ 19,371
	Total	\$ 436,121	\$ 148,355	\$ -	\$ 287,766

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



ALPHARETTA DEVELOPMENT AUTHORITY
Financial Management Report - As of January 31, 2017

Account #	Project	Total Budget	Actuals (Collections/ Expenditures)	Encumbrances	Remaining
Fund Balance Reconciliation					
Fund Balance (beginning of Fiscal Year)			\$ 314,374		
Revenues collected to date			4,245		
Expenditures incurred to date			(148,355)		
Fund Balance (current)			\$ 170,264		
Forecasted revenue collections			137,500		
Fund Balance (forecasted)			\$ 307,764		
Allocation of Forecasted Fund Balance:					
Spendable (available for investment by the Board)			\$ 36,896		
Non-Spendable (unspent/remaining project allocations)			270,867		
			\$ 307,764		



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GAAP



Financial Statements

City of Alpharetta
Balance Sheet
COMPONENT UNIT-DEVELOPMENT AUTHORITY
January 31, 2017

ASSETS

Current Assets:

Cash and Cash Equivalents	\$	170,791
Investments		

Restricted Cash for Bond Issuance Costs		-
Total Assets		170,791

LIABILITIES

Current Liabilities:

Accounts Payable		527
Due to Other Funds		-
Total Current Liabilities		527

Current Liabilities Payable from Restricted Assets:

		-
Total Current Liabilities Payable from Restricted Assets		-

Noncurrent Liabilities:

		-
Total Noncurrent Liabilities		-
Total Liabilities		527

Fund Balance

Restricted		36,896
Unassigned		133,368
Total Fund Balance		170,264

Total Liabilities & Fund Balance	\$	170,791
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City of Alpharetta
Statement of Revenues, Expenditures, and Changes in Fund Balance
COMPONENT UNIT-DEVELOPMENT AUTHORITY
For the Period Ended January 31, 2017

	<u>Actual Amounts</u>
Revenues	
Rent/Royalties	\$ 3,160
State Grant	-
Fees	-
Contributions & Donations	-
Miscellaneous Income-Interest	1,085
	<u> </u>
Total Revenues	<u><u>4,245</u></u>
Expenditures	
Economic Development	102,169
Utilities - Miscellaneous	46,186
Debt Service:	
Principal	-
Interest	-
	<u> </u>
Total Expenditures	<u><u>148,355</u></u>
Excess (deficiency) of revenues over (under) expenditures	(144,110)
Other Financing Sources (Uses)	
Sale of capital assets	-
	<u> </u>
Net Change in Fund Balances	(144,110)
Fund Balance, Beginning of Year	<u>314,374</u>
Fund Balance, End of Year	<u><u>\$ 170,264</u></u>





City Council Meeting STAFF REPORT

Submitting Department: Community Development

Submitted By:

Meeting Date: March 6, 2017

- I. AGENDA ITEM TITLE:** PH-17-03: COMPREHENSIVE PLAN 2035 AMENDMENT - DOWNTOWN RESIDENTIAL DEVELOPMENT
CONSIDERATION OF AN AMENDMENT TO THE 2035 COMPREHENSIVE PLAN TO ADD LANGUAGE TO THE DOWNTOWN ACTIVITY CENTER, KIMBALL BRIDGE ACTIVITY CENTER AND OLD MILTON PARKWAY CORRIDOR CHARACTER AREAS IN ORDER TO CLARIFY THE VISION FOR REDEVELOPMENT OF EXISTING RESIDENTIAL NEIGHBORHOODS IN THE DOWNTOWN OVERLAY.

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:

Council Agenda Report, Kimball Bridge Activity Center Amendments, Old Milton Corridor Amendments, Downtown Activity Center Amendments, Resolution



CITY COUNCIL MEETING STAFF REPORT

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

I. AGENDA ITEM TITLE: PH-17-03 COMPREHENSIVE PLAN 2035 AMENDMENT – DOWNTOWN RESIDENTIAL REDEVELOPMENT

CITY COUNCIL: MARCH 6, 2017

This item was heard at the February 2, 2017 Planning Commission meeting. No one spoke for or against the Comprehensive Plan amendments. After discussion, the Planning Commission recommended to approve the request subject to adding clarification language to the Old Milton Parkway Corridor character area. Vote (7-0)

II. RECOMMENDATION:

Approval of an amendment to the 2035 Comprehensive Plan.

III. REPORT IN BRIEF:

Consideration of an amendment to the 2035 Comprehensive Plan to add language to the Downtown Activity Center, Kimball Bridge Activity Center and Old Milton Parkway Corridor character areas in order to clarify the vision for redevelopment of existing residential neighborhoods in the Downtown Overlay.

The 2015 Downtown Master Plan update identified existing residential areas as potential redevelopment opportunities. The Master Plan envisioned redevelopment to occur as part of a larger land assembly as opposed to a piecemeal, lot-by-lot approach. This would ensure existing residents are protected from piecemeal redevelopment. Piecemeal redevelopment has the potential to have negative impacts on existing residential properties and does not represent the best development plan for the area. A land assembly approach to redevelopment provides greater opportunities to protect the natural environment, provide a better site layout, provide larger and more useable civic and amenity spaces, and reduce infrastructure costs. Additionally, there are potential negative stormwater management implications since single lot redevelopment would not trigger stormwater requirements. This is especially concerning given that older residential areas in need of redevelopment were likely developed with little to no stormwater management requirements.

Existing residential areas identified as potential redevelopment opportunities are designated Downtown Residential Density on the Comprehensive Land Use Plan, which identifies DT-R (Downtown Residential) as an appropriate zoning district. DT-R may permit densities of up to eight (8) dwelling units per acre, if an appropriate plan is presented, as compared to the existing zoning districts of R-12 (3.6 dwelling units per acre) and R-15 (2.9 dwelling units per acre). DT-R also allows a wider variety of residential types, as well as reduced setbacks and lot sizes. Therefore, Staff requests this important clarification in the Comprehensive Plan.

IV. ATTACHMENTS:

- Downtown Activity Center Edits
- Kimball Bridge Activity Center Edits
- Old Milton Parkway Corridor Edits

Kimball Bridge Activity Center

Intent: **PRESERVE** and **ENHANCE** corporate campuses, businesses, parks and shopping areas as well as connectivity to neighborhoods, corridors and other communities with vehicular, pedestrian, bicycle and public transportation improvements. **CREATE** development and redevelopment that incorporates a variety of businesses, employment opportunities, retail and commercial services as well as residential options, particularly near Downtown.

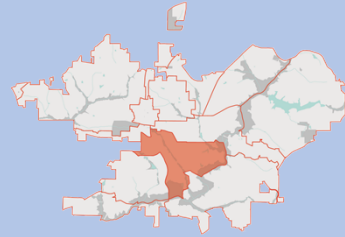
General Description: Kimball Bridge Activity Center includes a mix of commercial, office, residential and civic uses. The general development pattern is defined by corporate campuses, business parks and single use activity on individual lots. The street network has curvilinear streets and moderate to short distances between intersections. Buildings have moderate to shallow setbacks and use the building structure or streetscape features to frame the street.

Green space is accommodated within corporate campuses, on individual lots as well as shared spaces such as along streets or in public parks. Neighborhood and community parks take the form of pocket parks, plazas, greens and greenways that provide recreation and community gathering opportunities. Streetscape enhancements that include street trees and other plantings are appropriate to define and enhance the character of streets.

Connectivity is moderate to high for vehicles, pedestrians, bicycle users and public transportation riders. Roadway cross sections are typically defined by the roadway, curb and gutter, sidewalks and a well-defined pedestrian environment.

Future development should emphasize connectivity and accommodate the unique needs of corporate campuses and business parks, as well as commercial and residential areas. Focus should be on expanding the street network, enhancing public transportation service, creating a pedestrian-friendly environment by adding sidewalks, and supporting bicycle use with infrastructure that makes biking safe and convenient. This complete transportation system should link adjacent residential, office and commercial areas to major destinations within the activity center or serve as a safe and convenient connection to other destinations in the community.

Application: Kimball Bridge Activity Center is located along GA-400 in central Alpharetta. It is generally bound by the Kimball Bridge Neighborhoods, the South Main and Old Milton Corridors, and the North Point Activity Center. The area is zoned for a mix of office, commercial, residential or is part of a planned community development. The area is envisioned to continue to evolve as a job center and hub for major businesses. Commercial, mixed-use and residential development should be clustered west of GA-400 or between North Point Parkway and the Big Creek Greenway. The Downtown Master Plan envisioned redevelopment of residential neighborhoods to occur as part of a larger land assembly, as opposed to a piecemeal, lot-by-lot approach.



DESIGN PRINCIPLES

Site Design

- Vehicular access from private driveways, alleys and side streets
- Moderate to shallow setbacks are generally 40 feet or less in depth
- Moderate to high lot coverage with medium to large building footprint in relation to lot size
- Residential redevelopment approach to occur as part of a larger land assembly, not on a lot-by-lot basis, with shared green spaces and stormwater

Density/Intensity

- Moderate to high density/intensity
- 1 to 10 story buildings

Green Space

- Formal landscaping with built areas
- Neighborhood Parks
- Community Parks

Transportation

- Moderate to high pedestrian and bicycle connectivity with sidewalks, bikeways and greenways
- Moderate to high vehicular connectivity with curvilinear streets and moderate to short distance between intersections
- Moderate to high access to public transportation

Supporting Plans/Studies

- N. Fulton Comp. Transportation Plan
- 2008-13 Recreation & Parks Master Plan
- North Point Activity Center LCI Study
- Downtown Circulation Plan
- Big Creek Watershed Study
- 2015 Downtown Master Plan

Future Land Use Categories with Compatible Zoning Districts

- Medium Density Residential: R-10, R-4A, CUP¹ and DT-R
- High Density Residential: R-8A, R-10M, CUP² and DT-R
- Corporate Campus Office: O-I and CUP³
- Professional/Business Office: O-P and CUP⁴
- Commercial: C-1, C-2, PSC and CUP⁵
- Mixed Use: MU
- Public/Institutional/Education: SU
- Parks/Recreation/Open Space: OSR, SU, CUP⁶

Unique Issues and Opportunities

- Centrally located within Alpharetta
- Near GA-400 and residential areas
- Growing issue with traffic congestion along major roads at the edge of the character area as well as those that pass through the area

Visual Character Description



¹ With single-family detached residential designation and single-family attached residential designation

² With single-family attached residential designation and multi-family residential designation

³ With office and light industrial designation

⁴ With office and light industrial designation

⁵ With commercial designation

⁶ With open space designation

Old Milton Corridor

Intent: ENHANCE existing commercial and office character along the corridor with streetscape and property improvements, as well as vehicular, pedestrian, bicycle and public transportation connectivity to destinations along the corridor, activity centers and neighborhoods.

CREATE opportunities for mixed use, commercial, office and medium and high density residential developments.

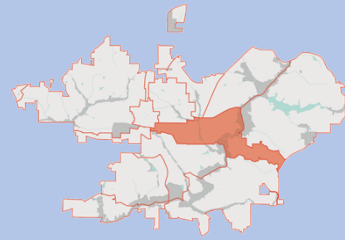
General Description: Old Milton Corridor Character Area is characterized by a linear mix of commercial, office professional and residential uses along Old Milton Parkway. Single-use activity on individual lots defines the general development pattern. The street network has curvilinear streets with moderate distances between intersections. Buildings have moderate to shallow setbacks and use the building structure or landscaping to frame the street.

Green space is largely incorporated on individual lots, but small neighborhood parks along the corridor can enhance the quality of life. Streetscape enhancements that include street trees and other plantings may also enhance the character of streets.

Connectivity is moderate for vehicles and public transit riders and moderate to high for pedestrians and bicycle users. Roadway, curb and gutter, sidewalks, and formal landscaping at the edge of the public right-of-way and private property typically define roadway cross sections.

Future development should emphasize connectivity and diversity of land uses, while also expanding the street network and enhancing the pedestrian environment by adding and/or linking sidewalks. Bicycle use should also be encouraged with infrastructure that makes biking safe and convenient. This complete transportation system should link adjacent residential areas to major destinations along the corridor or serve as a safe and convenient throughway to other destinations in the community.

Application: Old Milton Corridor Character Area stretches east to west through the middle of Alpharetta as shown on the Future Development Map. It is primarily zoned for a mix of residential, office, commercial and mixed use. West of GA-400, the corridor is envisioned to evolve into a mixed use corridor with reduced front setbacks along Old Milton Parkway. East of GA-400, the corridor is envisioned to evolve as an office/commercial corridor, although with a more compact, walkable development pattern. The Downtown Master Plan envisioned redevelopment of residential neighborhoods to occur as part of a larger land assembly, as opposed to a piecemeal, lot-by-lot approach.



DESIGN PRINCIPLES

Site Design

- Vehicular access from private driveways, alleys, side streets and frontage roads
- Deep to moderate setbacks are generally 40 feet or greater in depth, shallow setbacks 10 feet or greater near Downtown
- Moderate to high lot coverage with medium to large building footprint in relation to lot size
- Residential redevelopment approach to occur as part of a larger land assembly, not on a lot-by-lot basis, with shared green spaces and stormwater

Density/Intensity

- Moderate to high density/intensity
- 1 to 10 story buildings

Green Space

- Formal landscaping with built areas
- Neighborhood Parks
- Community Parks

Transportation

- Moderate to high pedestrian and bicycle connectivity with sidewalks, bikeways and greenways
- Moderate vehicular connectivity with curvilinear streets and moderate distance between intersections
- Moderate access to public transportation

Supporting Plans/Studies

- N. Fulton Comp. Transportation Plan
- 2008-13 Recreation & Parks Master Plan
- Upper Foe Killer Creek Watershed Study
- Big Creek Watershed Study
- 2015 Downtown Master Plan

Future Land Use Categories with Compatible Zoning Districts

- Low Density Residential: R-15, R-12 and CUP¹
- Medium Density Residential: R-10, R-4A and CUP²
- High Density Residential: R-8A, R-10M, CUP³ and DT-LW
- Commercial: C-1, C-2, PSC and CUP⁴
- Corporate Office: O-I and CUP⁵
- Professional/Business Office: O-P, CUP⁶ and DT-LW
- Mixed Use: MU
- Public/Institutional/Education: SU
- Parks/Recreation/Open Space: OSR, SU, CUP⁷

Unique Issues and Opportunities

- Primary east-west route– connecting to GA-400, downtown and to the east and west
- Traffic congestion along parkway
- Need to balance the corridor's role as transportation corridor with continued growth of the corridor as a major destination
- West of GA-400, development should transition to traditional Main Street
- Pedestrian/ bicycle connectivity and open space between Downtown Alpharetta and Avalon

Visual Character Description



¹ With single-family detached residential designation

² With single-family detached residential designation and single-family attached residential designation

³ With single-family attached residential designation and multi-family residential designation

⁴ With commercial designation

⁵ With office and light industrial designation

⁶ With office and light industrial designation

⁷ With open space designation

Downtown Activity Center

Intent: **PRESERVE** and **ENHANCE** historic features and small-town character. **CREATE** a central “heart” of the city and a community destination for civic activities, shopping, businesses and residences. It is the intent to encourage a true mixed use destination that creates a walkable and vibrant community center.

General Description: Downtown Activity Center Character Area is the historic center of Alpharetta and includes a mix of commercial, office, residential and civic uses. Mixed-use, “traditional main street” buildings along with single-use activity on individual lots defines the general development pattern. The street network is composed of linear streets with short distances between intersections. Buildings have moderate to shallow setbacks and use the building structure or landscaping to frame the street.

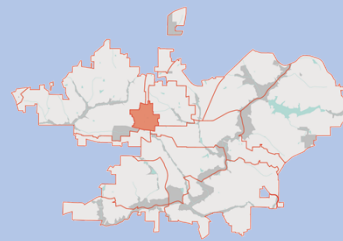
Green space is limited on individual lots and is instead primarily located in shared spaces such as along street edges or in public parks. Neighborhood and community parks take the form of pocket parks, plazas and greens which provide recreation and community gathering opportunities. Streetscape enhancements that include wide sidewalks, street furniture, street trees and other plantings are necessary to define and enhance the character of streets.

Connectivity is high for vehicles, pedestrians, bicycle users and public transit riders. Roadway cross sections are typically defined by the roadway, curb and gutter, sidewalks and a well-defined pedestrian environment.

Future development should emphasize a strong concentration of activity along Main Street, Milton Avenue, and Academy Street surrounded by a mix of residential and commercial uses generating a high level of activity and reinforcing a walkable, downtown development pattern. The vision for the downtown district is to preserve and strengthen the historic core of Alpharetta through the strategic protection of historic resources and integration of complementary new development. Central to this strategy is expanding the mix of retail, restaurant, and professional uses in downtown while providing new distinct housing opportunities.

The downtown district is intended to be the most walkable area within Alpharetta. A generous network of sidewalk and bicycle facilities should be integrated with existing and new green spaces and streetscapes creating a safe and pleasant walking environment that makes the area a destination. Significant historic buildings and sites should be enhanced with appropriate maintenance and rehabilitation while adding vertical mixed-use buildings that make downtown a vibrant town center.

Application: Downtown Activity Center Character Area is centrally located within Alpharetta with Main Street/GA-9 passing north to south through the center of the character area, as shown in the Future Development Map. It is primarily zoned for a mix of residential, office, commercial and mixed use and is envisioned to evolve as a compact, walkable mixed-use town center with a mix of office, commercial, residential and civic uses. The Downtown Master Plan envisioned



DESIGN PRINCIPLES

Site Design

- Vehicular access from private driveways, alleys and side streets
- Shallow setbacks are generally 10 feet or less in depth
- High lot coverage with large building footprint in relation to lot size
- Residential redevelopment approach to occur as part of a larger land assembly, not on a lot-by-lot basis, with shared green spaces and stormwater

Density/Intensity

- High density/intensity
- 1 to 4 story buildings

Green Space

- Formal landscaping with built areas
- Neighborhood Parks
- Community Parks

Transportation

- High pedestrian and bicycle connectivity with sidewalks and bikeways
- High vehicular connectivity with linear streets and moderate to short distance between intersections
- Moderate to high access to public transportation

Supporting Plans/Studies

- N. Fulton Comp. Transportation Plan
- 2008-13 Recreation & Parks Master Plan
- 2015 Downtown Master Plan
- Downtown Circulation Plan
- Downtown Zoning/Incentive Package
- Upper Foe Killer Creek Watershed Study
- Big Creek Watershed Study

redevelopment of residential neighborhoods to occur as part of a larger land assembly, as opposed to a piecemeal, lot-by-lot approach.

Future Land Use Categories with Compatible Zoning Districts

- See Alpharetta Downtown Code for development guidance.
- Low Density Residential: R-15, R-12 and CUP¹
- High Density Residential: R-8A, R-10M, CUP² and DT-R
- Central Business District: C-2, MU, DT-C, DT-MU and DT-R
- Commercial: C-1, C-2, PSC, CUP³, DT-C and DT-MU
- Professional/Business Office: O-P, CUP⁴, DT-C and DT-MU
- Public/Institutional/Education: SU, DT-C, DT-MU and DT-R
- Parks/Recreation/Open Space: OSR, SU, CUP⁵

Unique Issues and Opportunities

- Find/maintain balance between preservation of historic qualities and need for new investment and activity
- Traffic congestion
- Enhancement needed to facilitate walking, biking and transit
- Civic spaces and enhanced connections to Wills Park and Avalon needed
- Medium to high density residential development to support retail, restaurant, and entertainment
- Develop special design standards to accommodate unique signage, murals, street furniture and outdoor art

Visual Character Description



¹ With single-family detached residential designation

² With single-family attached residential designation and multi-family residential designation

³ With commercial designation

⁴ With office and light industrial designation

⁵ With open space designation



RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF ALPHARETTA FOR AN AMENDMENT TO THE COMPREHENSIVE PLAN 2035.

WHEREAS, the City of Alpharetta adopted the 2035 Comprehensive Plan update on January 9, 2017; and

WHEREAS, the City of Alpharetta proposes amendments to the Downtown Activity Center, Kimball Bridge Activity Center and Old Milton Parkway Corridor character areas in order to clarify the vision for redevelopment of existing residential neighborhoods in the Downtown Overlay; and

WHEREAS, the City of Alpharetta proposes adding language to the Downtown Activity Center, Kimball Bridge Activity Center and Old Milton Parkway Corridor character areas that redevelopment of existing residential areas in the Downtown Overlay is to occur as part of a larger land assembly as opposed to a piecemeal, lot-by-lot approach; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Alpharetta hereby approves the amendments to the Comprehensive Plan 2035.

SO RESOLVED this _____ day of _____, 2017.

CITY OF ALPHARETTA

By: _____
David Belle Isle, Mayor

(SEAL)

COUNCIL MEMBERS

Attest:

City Clerk



City Council Meeting STAFF REPORT

Submitting Department: Community Development

Submitted By:

Meeting Date: March 6, 2017

I. AGENDA ITEM TITLE: PH-17-05: UNIFIED DEVELOPMENT CODE TEXT AMENDMENTS - SIGNS & DOWNTOWN PARKING

CONSIDERATION OF AMENDMENTS TO THE UNIFIED DEVELOPMENT CODE (UDC) SECTION 2.6.12 (C)(2) TO INCREASE THE MAXIMUM WALL SIGN AREA PERMITTED IN INDUSTRIAL AND OFFICE PARKS FROM 156 SQUARE FEET TO 240 SQUARE FEET AND DELETE A PROVISION IN UDC APPENDIX A, SECTION 2.4 (C)(3) DOWNTOWN PARKING CODE.

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:

Council Agenda Report, Parking and Loading Text Amendments, Sign Ordinance Amendments, Ordinance



CITY COUNCIL MEETING STAFF REPORT

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

I. AGENDA ITEM TITLE: PH-17-05 UNIFIED DEVELOPMENT CODE TEXT AMENDMENTS – SIGNS & DOWNTOWN PARKING

CITY COUNCIL: MARCH 6, 2017

This item was heard at the February 2, 2017 Planning Commission meeting. No one spoke for or against the Unified Development Code text amendments. After discussion, the Planning Commission recommended to approve the text amendments. Vote (7-0)

II. RECOMMENDATION:

Approval of text amendments to the Unified Development Code – Signs & Downtown Parking.

III. REPORT IN BRIEF:

Consideration of amendments to the Unified Development Code (UDC) Section 2.6.12 (C)(2) to increase the maximum wall sign area permitted in industrial and office parks from 156 square feet to 240 square feet and UDC Appendix A, Section 2.4 (C)(3) Downtown Parking Code to delete a provision that allows required parking to be met off-site within 500’.

UDC Section 2.6.12 (C)(2):

The Sign Code allows industrial and office parks to have a maximum wall sign area of 20 square feet per floor or story above road grade, not to exceed 156 square feet. The regulation, as currently written, allows for a proportionately larger wall sign area for buildings up to eight (8) stories. The maximum wall sign area of 156 square feet does not allow for larger wall signs on buildings over eight (8) stories. There are several office properties in the City that have entitled building heights greater than eight (8) stories, including at Avalon, Northwinds, North Point Parkway, and Preston Ridge, to name a few. These heights are now being realized in Alpharetta although zoning has allowed these heights for many years. Therefore, staff recommends a change to allow 20 square feet of sign area per floor or story above road grade for buildings up to 12 stories with a maximum wall sign area not to exceed 240 square feet. The City of Dunwoody allows a maximum sign area of up to 300 square feet.

UDC Appendix A, Section 2.4 (C)(3):

The City has experienced parking shortages in the Downtown and as a result has a consultant under contract to prepare a parking study and parking management plan. The Alpharetta Downtown Code currently allows required non-residential parking to be met off-site, if the parking is located within 500 feet of the use it serves. However, this regulation does not consider the capacity available in off-site parking areas. Therefore, staff believes that the following provision should be deleted in its entirety until a solution is identified.

“Parking in the following locations may be used to satisfy the minimum requirements of the Vehicular Parking Requirements Table: 3. Off-site parking within 500 feet of the use it serves (as measured along a pedestrian walkway from the door of the use the parking serves).”

It should also be noted that parking requirements are reduced within the Downtown Overlay.

IV. ATTACHMENTS:

- UDC Section 2.6.12 (C)(2) Proposed Amendments
- UDC Appendix A, Section 2.4 (C)(3) Proposed Amendments

Sec. 2.4. - Parking and Loading.

2.4.1. Vehicle Parking.

A. Every use must provide and maintain vehicular parking in accordance with the Vehicular Parking Requirements Table.

B. Vehicular Parking Requirements Table.

Use	Parking Space Ratio
Residential Activities	
Dwelling, 'For-Sale,' Attached	Min. 1 per bedroom (up to 2 bedrooms), plus 0.15 visitor space per unit
Dwelling, 'For-Sale,' Detached	Min. 1 per bedroom (up to 2 bedrooms), plus 0.15 visitor space per unit
Dwelling, 'For-Rent'	Min. 1 per bedroom (up to 2 bedrooms), plus 0.15 visitor space per unit
Bed & Breakfast	Min. 1 per guest bedroom
Hotel	Min. 1 space per guest room, plus 1 employee space per 20 guest rooms, plus 1 per 500 sf of convention rooms, conference rooms, ballrooms, restaurant and retail shops
Congregate Housing, Assisted Living Facility	Min. 1 per 2 sleeping rooms
Home-Elderly, Children, Nursing	Min. 1 per 2 sleeping rooms
Business Uses	
Bank, Savings & Loan, Mortgage Company	Min. 3 per 1,000 sf
Day Care Center	Min. 1 per 400 sf, plus stacking for 6 cars on the lot
Funeral Home (with no cemetery or mausoleum)	Min. 1 per 4 seats in chapel or parlor, plus sufficient space to park or store all company vehicles
Medical, dental and optical offices	Min. 3 per 1,000 sf

Professional and business offices not otherwise specifically enumerated	Min. 3 per 1,000 sf
Auto, truck and mobile home sales, outdoor equipment and machinery sales, commercial nurseries	Min. 3 per 1,000 sf of showroom, sales office or other conditioned space
Restaurant	Min. 1 per 500 sf
Retail businesses, not otherwise specifically enumerated	Min. 1 per 500 sf
Theaters, night clubs and other such places of public assembly	Min. 1 per 4 seats, plus 1 (employee space) per 10 seats
Service and repair establishments not otherwise specifically enumerated	Min. 3 per 1,000 sf, excluding storage
Service Station, Automotive	Min. 2 per fueling station, plus 1 per 250 sf of retail
Technology Centers/Data Processing Centers	Min. 1 per 500 sf of unmanned areas and min. 1 per 300 sf of manned areas
Wholesale/Industrial Uses	
Wholesaling and industrial uses including lumber, brick, coal, junk and supply yards	Min. 1 per 1,000 sf
Public and Semipublic Uses	
Hospital	Min. 1 per bed, plus 1 per 200 sf for outpatient treatment areas
Church, Synagogue, Other Place of Worship	Min. 1 per 2 seats in the principal assembly room
Places of assembly or indoor recreation without fixed seats	Min. 1 per 500 sf playing court, rink, playing field and spectator area, plus 1 per 200 sf of patron use areas
Schools, elementary and middle schools	Min. 1 per classroom and administrative office, plus 5 visitor spaces

Schools, senior high	Min. 1 per classroom and administrative office, plus 1 per 4 students (based on the design capacity of the school)
Other public building	Min. 1 per 300 sf

- C. Parking in the following locations may be used to satisfy the minimum requirements of the Vehicular Parking Requirements Table:
1. Off-street parking located on the same site or lot as the use it serves;
 2. On-street parking located adjacent to and on the same side of the street as the site or lot containing the use it serves; and
 3. ~~Off-site parking within 500 feet of the use it serves (as measured along a pedestrian walkway from the door of the use the parking serves).~~
- D. When a use provides more than 120% of the minimum number of spaces required by the Vehicular Parking Requirements Table, any additional spaces in a surface parking lot must be constructed of pervious paving materials. For the purpose of conforming to this requirement, any on-street spaces or off-street spaces in parking structures must be counted towards satisfying the minimum requirement.

2.4.2. Bicycle Parking.

- A. Facilities that provide or require 25 or more vehicle parking spaces must provide a minimum of 1 bicycle parking space, plus 1 space for each additional 25 provided vehicle parking spaces, provided that no site may have fewer than 3 spaces nor be required to exceed 30 bicycle spaces.
- B. Bicycle parking facilities must comply with the following provisions.
1. Each required bicycle parking space must be at least 2 feet by 6 feet. Where a bike can be locked on both sides of a bicycle rack without conflict, each side can be counted as a required space.
 2. Bicycle racks must be securely anchored, be easily usable with both U-locks and cable locks, and support a bicycle at 2 points of contact to prevent damage to the bicycle wheels and frame.
 3. Bicycle parking must be provided in a well-lit area.
 4. Spacing of the bicycle racks must provide clear and maneuverable access.
 5. Bicycle parking may be placed within the public right-of-way, provided the encroachment is approved by the City Transportation Engineer.
 6. Bicycle parking spaces must be as close as or closer than the nearest vehicle parking space (as measured along a pedestrian walkway from the door of the use the parking serves).

2.4.3. Driveways.

- A. Applicability. The following applies to driveways, including those serving alleys, but not to new streets in conformance with Section 2.3.3.
- B. Width. Unless approved by the City Transportation Engineer or required by the Georgia Department of Transportation along a State highway, the maximum width of curb cuts, not including flares or returns at the throat of the facility, for entrances, exits, service drives and similar facilities shall be 24 feet for two-way entrances and 12 feet for one-way entrances.

- C. Number. The maximum number of driveways allowed on a site shall not exceed an amount equal to one driveway for every 300 feet of total street frontage or fraction thereof. All parcels are permitted at least one driveway.
- D. Location. Driveways may not be located on an arterial street when access is available from a collector or local street.

2.4.4. Design of Parking Structures.

- A. When a parking structure fronts an arterial or collector street its ground story must have active uses (such as, but not limited to, residential, commercial, office or civic space) located between the parking structure and the closest adjacent street (not including an alley). Such active use shall have a minimum depth of 20 feet.
- B. Where upper stories of structured parking are adjacent to or visible from any street, they must be screened so that cars and ramps are not clearly visible from ground level view from the adjacent parcel or the adjacent street (not including an alley).
- C. Structured parking facades adjacent to or visible from any street must have the appearance of a horizontal storied building.

2.4.5. Loading.

- A. On-site loading space is not required.
- B. Loading areas must be located to the rear of buildings. Loading areas must not be placed between a building and the closest adjacent street.
- C. Screening. If a loading area is provided, it must meet the following.
 - 1. Where a loading dock designed for tractor-trailers is placed between a shared lot line or building and the closest adjacent street (not including an alley), the entire length of the loading area must be screened.
 - 2. Screening must consist of either:
 - a. An 8-foot high wall compatible with the principal building in terms of texture, quality, material and color; or
 - b. Evergreen plant material that can be expected to reach a height of 8 feet with a spread of 4 feet within 3 years of planting.

2.4.6. Vehicle Access and Parking Locations.

- A. No driveway or off-street parking lots may be located between a building and the closest street unless an intervening approved building type exists.
 - B. Off-street parking for the following must be accessed from alleys:
 - 1. Townhouses on lots of any width.
 - 2. All other building types on lots less than 50 feet in width.
 - C. Where a garage faces a street the garage must be recessed a minimum distance of 20 feet behind the front building façade.
-

SECTION 2.6 - SIGNS^[2]

2.6.1 Findings, purpose and intent.

A. *Findings.*

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

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

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

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

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

2.6.2 Scope of regulations.

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

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

2.6.3 Definitions.

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

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

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

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

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

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

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

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

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

City. The City of Alpharetta, Georgia.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.6.4 Permits and labels.

- A. PERMIT REQUIRED. Except as specifically exempted from the provisions of this Ordinance, it shall be unlawful for any person to post, display, materially change, or erect a sign in the City without first having obtained a sign permit. Notwithstanding the foregoing, signs which are not visible from a public right-of-way or from neighboring properties shall not be subject to the standards of this Ordinance. A change in only the copy of a sign shall not constitute a material change.
- B. PERMIT APPLICATION. Applications for sign permits shall be filed by the sign owner or its agent with the Director. The application shall describe and set forth the following:
 - 1. The street address of the property upon which the subject sign is to be located and a site plan of the property which bears the scaled and labeled proposed location of the sign.
 - 2. The aggregate area and copy area for all signs on the parcel.
 - 3. The name(s) and address(es) of the owner(s) of the real property upon which the subject sign is to be located.
 - 4. Name, address, telephone number, business license number and signature of the business owner authorizing placement of the sign.
 - 5. Name, address, telephone number, fax number, business license number and signature of the sign contractor.
 - 6. The type of sign to be erected, the area and copy area of the sign, the height of the sign, (if free-standing) the shape of the sign, the color(s) of the sign, the material of the sign and details showing how the sign will be mounted, installed or erected.
 - 7. For permanent free-standing, ground and monument signs only, show dimensioned sign location on site plan and include structural foundation and mounting details. Indicate the location and size of all existing permanent free-standing, ground and monument signs on the property.
 - 8. The cost of the sign (materials and installation).
 - 9. All applicants for signs which incorporate electricity must obtain an electrical permit or, if previously issued, a copy of the electrical permit. Signs connected to an approved, existing wired outlet or junction box do not require electrical permits.
- C. PERMIT FEES, LABELS AND EXPIRATION DATE.
 - 1. No permit shall be issued until the appropriate application has been filed with, and approved by, the Director and fees have been paid. Fees and any required deposits shall be established from time to time by resolution of the City Council. No application shall be deemed to be accepted by the Director unless and until all fees and deposits are paid and all information reasonably required by the Director is provided by the applicant.

2. The Director may inspect all existing signs in the City to determine if such signs conform to the provisions of the Ordinance. The Director is authorized and empowered to revoke any permit issued upon failure of the holder thereof to comply with any provision of this Ordinance or other Ordinances of the City, or to take other action lawful and necessary to assure correction of violations. Appeal from a revocation of a permit shall be in accordance with the provisions for appeal of a permit denial as set forth in paragraphs #5 and #6.
3. A sign permit shall become null and void if the sign for which the permit was issued has not been completed and erected within the time frame specified by the permit or six (6) months after the date of issuance.
4. A sign permit shall be issued or denied by the Director within 30 days of the filing of a complete and conforming permit application, payment of the appropriate deposits and fee(s), and compliance with all requirements under this Ordinance. If the City fails to act within the thirty-day period, the permit shall be deemed to have been granted.
5. In the event a permit application is denied, the Director shall provide the applicant a written denial, indicating the reason(s) for denial. The applicant may appeal a denial to the Board of Appeals by filing a notice of appeal with the Director within 10 days of written notice of the permit denial. The notice shall state the reasons for the appeal.
6. The Board of Appeals shall take final action on the appeal within 60 days of the notice. If the Board of Appeals fails to act within 60 days, the permit shall be deemed to have been granted. Should the Board of Appeals vote to uphold the denial, the Board of Appeals shall issue a written decision, indicating the reason(s) to the applicant. Appeal from the decision of the Board of Appeals is by writ of certiorari to the Fulton County Superior Court and must be filed within 30 days of the date of the Board's decision.

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

2.6.5 Variances.

- A. Where a literal application of terms of this Ordinance, due to special circumstances, would result in an unusual hardship in an individual case, a variance may be granted pursuant to procedures set forth in this Code where all the following conditions exist:
 1. a. Exceptional conditions pertaining to the property where the sign is to be located as a result of its size, shape or topography, which are not applicable to other lands or structures in the area; or
 - b. The natural features of the lot on which the sign is located or to be located, or of the land immediately adjacent to the lot, impairs the visibility of the sign such that it cannot be seen;
 2. The applicant would be deprived of rights that are commonly enjoyed by others similarly situated;
 3. Granting the variance would not confer on the applicant any significant privileges which are denied to others similarly situated;
 4. The exceptional circumstances are not the result of action by the applicant;
 5. The requested variance is the minimum variance necessary to allow the applicant to enjoy the rights commonly enjoyed by others similarly situated;
 6. Granting of the variance would not violate more than one standard of this Ordinance; and
 7. Granting the variance would not result in allowing a sign that interferes with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic.

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

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

2.6.6 Non-conforming signs.

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

- A. The City finds that non-conforming signs may adversely affect the public health, safety and welfare. Such signs adversely affect the aesthetic characteristics of the city and may adversely affect public safety due to the visual impact of said signs on motorists and the structural characteristics of said signs. Accordingly, the following registration requirements are found to be necessary in order to minimize these possible adverse effects through annual inspections and maintenance and allow the City to remain cognizant of the locations and maintenance of said signs.
- B. The owner(s) or authorized agent(s) of each non-conforming sign located within the City shall register said non-conforming sign with the Director no later than 90 days after the effective date of this Ordinance and shall renew this registration annually thereafter. Any non-conforming sign that does not comply with the registration requirements herein shall be deemed to be an illegal sign and shall be subject to the regulations applicable to illegal signs and all other enforcement provisions of this Ordinance. The Director shall promulgate a form for the registration of non-conforming signs and shall annually inspect said signs to assure that they continue in all other respects in conformity with all other provisions of this Ordinance and any other applicable ordinance or regulation of the City.
- C. The Director may inspect existing signs in the City from time to time to determine if such signs conform to the provisions of this Ordinance.
- D. Any non-conforming sign which is not used or leased for a continuous period of 1 year shall not be reused for sign purposes unless and until it fully conforms with the terms and requirements of this Ordinance.
- E. No change in shape, size or design, shall be permitted except to make a non-confirming sign comply with all requirements of this Ordinance.
- F. A non-conforming sign may not be replaced by another non-conforming sign.

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

2.6.7 Exemptions from permit requirements.

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

- A. Standard informational signs.
- B. Address numerals, not exceeding six (6) inches in height in residential districts and twelve (12) inches in height in non-residential districts, for the sole purpose of displaying street numbers as may be required by other ordinances and other signs required by law.
- C. Flags provided that the height of a flag pole shall not exceed the allowed height provided for a structure or a building in the applicable zoning district, or sixty (60) ft., whichever is less, and in residential districts shall not exceed twenty-five (25) ft. in height or the height of the primary structure on the lot, whichever is less. In addition, the maximum dimensions of any flag shall be proportional to the flag pole height and the hoist side of the flag shall not exceed twenty percent (20%) of the vertical height of the flag pole. Each lot shall be allowed a maximum of three (3) flag poles unless a special land use permit or variance is obtained. A maximum of 2 flags per pole is allowed.

- D. Non-governmental traffic control devices in or adjacent to internal parking areas and driveways in private developments, located so as not to interfere with, or detract from, official traffic control devices, and which conform to MUTCD (current edition) standards, including, but not limited to, standards regarding size, height, design and location.
- E. Window signs meeting the standards of this Ordinance.
- F. Legally authorized public notices when posted by a government officer in the performance of his or her duties.

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

2.6.8 Prohibited signs and devices.

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

1. Balloons, pennants, streamers, feather signs, air or gas filled figures, or similar attention-getting devices or wind-activated devices, excluding flags.
2. Swinging signs.
3. Rotating signs.
4. Animated signs, flashing signs, and intensely lighted signs.
5. Beacons, search lights or laser lights or images.
6. Variable message boards used for purposes other than traffic management.
7. Signs which purport to be, or are an imitation of, or resemble an official traffic sign or signal.
8. Window signs which, in aggregate, exceed 20% of the window area or otherwise fail to meet the standards of this Ordinance.
9. A-frame signs, sandwich board, sidewalk or curb signs are prohibited except when placed within 5 ft. of the front door of a building.
10. Signs painted on or attached to utility poles, trees, rocks or other similar objects, except signs lawfully placed on utility poles by a government, public authority or public utility.
11. Signs which obstruct a fire escape, required exit, window or door opening used as a means of ingress or egress, or which interfere with any opening required for ventilation, or which violate any code of the City, including the Life Safety Code and the Fire Prevention Code.
12. Signs occupying a parking space required under the minimum parking requirements of this Ordinance, other than signs designating the space as reserved for handicapped or other use.
13. Signs which do not conform to City-adopted building and electrical codes.
14. Signs which emit audible sound, odor or visible matter.
15. Portable signs.
16. [Reserved].
17. [Reserved].
18. Signs attached to any street signs or traffic control devices, or to any pole supporting same, or any sign attached to any utility pole, other than those signs lawfully placed by a government, public agency, or public utility.
19. Signs projected on a building.
20. Signs in a public right-of-way other than publicly owned or maintained signs.

21. Signs which are in violation of the rules and regulations of any zoning overlay district presently existing or as may later be enacted.
22. Signs located on any substandard lot.
23. Abandoned signs.
24. Any sign that is structurally unsound, or is a hazard to traffic or pedestrians.
25. Dilapidated or neglected signs. A sign (including sign structure) will be dilapidated or neglected if it does not present a neat and orderly appearance, which may be manifested by the following: rust or holes on or in the sign or sign structure, or broken, missing, loose or bent parts, faded or flaking paint, non-operative or partially non-operative illuminating or mechanical devices or missing letters in sign copy.
26. Signs exceeding 156 sq. ft. in copy area if located on a commercial building, signs exceeding 240 sq. ft. in copy area if located on an industrial or office park building and/or signs and sign structures in excess of 15 ft. in height (measured from the ground to the highest point of the structure).
27. Signs in any area designated as an undisturbed buffer pursuant to a federal, state or local law, a condition of zoning, or approved plat.
28. Internally illuminated window signs, including neon or LED signs (except as otherwise permitted herein). Additionally, LED, string or similar lighting outlining the windows, doors or other similar building features shall be prohibited.

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

2.6.9 Remedies.

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

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

2.6.10 Severability.

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

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

2.6.11 General provisions.

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

A. MAINTENANCE AND APPEARANCE OF SIGNS.

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

B. ILLUMINATION OF SIGNS.

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

C. MEASUREMENT OF SIGN AREA.

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

- b. *Sign Face.* For monument signs, the area of the sign face shall be measured in the same manner as provided for the measurement of the area of sign for all other signs.
- c. *Copy Area.* For monument signs, the copy area shall be measured in the manner provided in the definition of "copy area."
- d. *Tenant Panels and Changeable Copy Board.* If a portion of a monument sign includes a sign face with tenant panels or changeable copy board, which is separated from another copy area on the sign by portions of a sign structure that are not intended to contain any copy, but rather are purely structural or architectural in nature, the portion of the sign containing tenant panels or changeable copy board shall be measured separately from the other copy area of the sign (i.e., the copy area of the monument sign is the total of (i) the area within the smallest rectangle enclosing the limits of the sign face comprised of tenant panels or changeable copy and (ii) the other (separated) copy area.

D. STANDARDS FOR MONUMENT SIGNS.

- 1. The base of a monument sign shall be at least as wide as the sign face. Unless otherwise specified in a Master Sign Plan or a condition of zoning approval, the base and structure of a monument sign shall be constructed of brick, stone, or other architectural materials matching the principal building's materials and color. Any poles or columns utilized for structural purposes shall be fabricated or covered so that they may not be detected visually. Foundations shall be designed to carry weight and wind load of the sign, in soil which it is placed.
- 2. Any tenant panels or changeable copy on a monument sign shall have a uniform background color and material.
- 3. All monument signs shall display the property address in numbers at least six (6) inches in height. The numerical address shall not be considered part of the sign face and shall not count against the allowable sign square footage provided such numbers are not more than twelve (12) inches in height.
- 4. Except for subdivision signs, monument signs may not be constructed before the principal building is on a lot.

E. BANNERS. Banners require a permit and are permitted in all zoning districts pursuant to the following standards:

- 1. Banners shall be permitted for either one (1) fourteen (14) day period per calendar year per lot or two (2) seven (7) day periods per calendar year per lot. An individual banner permit may be divided into two (2) non-consecutive seven (7) day periods provided the dates are stated on the permit. However, in the case of lots which contain a shopping center (or strip shopping center) with multiple tenant spaces, each tenant space shall be allowed to erect or place a banner for either one (1) fourteen (14) day period per calendar year or two (2) seven (7) day periods per calendar year.
- 2. In addition to the foregoing, banners shall be allowed on private property during an approved temporary use, as defined in Section 2.3.2 of the U.D.C., for the approved period of such temporary use, but not to exceed forty-five (45) days; provided, however, the placement of banners on lots during approved temporary uses shall not be permitted more than two (2) times per calendar year per lot. Any such banners shall be removed upon termination of the temporary use or within forty-five (45) days from the date it is first placed on the lot, whichever is first to occur. Upon removal, no banner shall be placed on the same lot for a period of sixty (60) days.
- 3. Banners shall not exceed 24 sq. ft. total area in size.
- 4. Banners must either be free-standing or mounted to the wall of a tenant space or the lot's existing monument sign. If free-standing, the height of the banner shall not exceed five (5)

[feet] above grade. If mounted to the wall of a tenant space, the width of the banner shall not exceed tenant frontage and shall not extend above the horizontal plane of the roof where the building wall and roof meet. If mounted to the lot's existing monument sign, the banner shall not extend beyond the sign face of the monument sign.

5. Banners shall be erected with supports or other means so that they do not sag or become dilapidated.
- F. **PLACEMENT OF SIGNS.** Except within the Central Business District, all free-standing signs must be set back at least ten (10) ft. from the public right-of-way. Within the Central Business District, all free standing signs must be set back at least five (5) feet from the public right-of-way.
- G. **CHANGEABLE COPY.** Any monument sign permitted under this Ordinance may contain up to sixty-five percent (65%) changeable copy if the sign is located on a lot zoned and used (as its principal existing use) for an institutional, public or semi-public use and which includes an indoor public assembly place accommodating one hundred (100) or more persons.

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

2.6.12 Requirements for non-residential zoning districts.

A. Signs Permitted in Strip Shopping Centers (less than 50,000 sq. ft. enclosed leasable space).

1. **Primary Free-standing Sign (Monument Sign).** One (1) primary monument sign no greater than ten (10) ft. in height with no more than forty-two (42) sq. ft. of copy area shall be permitted in a strip shopping center. The monument sign may have up to four (4) tenant panels, which shall be calculated as part of the copy area. This sign shall be set back 20 ft. from the public right-of-way.
2. **Wall Signs.** One wall sign per road frontage for each tenant space no greater than one (1) sq. ft. of sign area per one (1) ln. ft. of tenant space frontage shall be permitted; provided, however, no more than two (2) wall signs shall be allowed for a tenant space (i.e. Corner tenants within strip shopping centers may have a wall sign on the end of the building in addition to the wall sign on the front of the building for a maximum of two (2) wall signs).
3. **Rear Entrance Sign.** One (1) rear entrance sign is allowed for each tenant space within the strip shopping center. Rear entrance signs shall be located on the tenant space's rear entrance door and shall not exceed two (2) sq. ft. in area. Rear entrance signs shall not require a permit from the Director.
4. **Window Signs.** Window signs, as defined in this Ordinance, are permitted for each tenant space in a shopping center. The aggregate copy area of such signs, however, shall not exceed a maximum of twenty percent (20%) of the total window area of the subject tenant space. One (1) illuminated window sign is permitted for each tenant space provided that such sign does exceed a maximum of four (4) sq. ft. in area. Illuminated window signs shall be included in the maximum aggregate window sign area calculation. Any illuminated window sign shall be constant in its light emission, shall not be animated, and shall not be so large or of character to obscure vision into the premises from the outside. Window signs shall not require a permit from the Director. However, each tenant shall immediately remove any window sign upon receipt of written notification from the Director stating that such window sign obscures the vision of police or other security or safety personnel into the premises in a manner that endangers public safety.
5. **Under-Canopy Sign.** One (1) under-canopy sign is permitted for each tenant space within a strip shopping center, which shall not exceed 8 sq. ft. in area.
6. **Sign During Construction.** One (1) temporary free-standing sign per strip shopping center project shall be permitted during the construction of the strip shopping center or the principal building of any outparcel. Such sign shall be allowed upon the commencement of construction

for which a land disturbance permit has been issued, and terminating upon the issuance of a certificate of occupancy, installation of a permanent sign, or expiration/termination of the land development permit, whichever is first to occur. The sign shall not exceed ten (10) ft. in height, thirty-two (32) sq. ft. in area, and must be set back ten (10) ft. from the public right-of-way (five (5) ft. in the Central Business District). Further, the location of the sign be confined to the site of construction, and only one (1) such sign may be permitted per project.

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

B. *Signs Permitted in Shopping Centers (more than 50,000 sq. ft. enclosed leasable space).*

1. *Primary Free-standing Signs (Monument Signs).*

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

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

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

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

- f. The name and street number of the shopping center may be set forth on the monument sign. The calculation of the permitted copy area shall not include the street number.
 - g. The owner or developer of a shopping center which exceeds 150,000 sq. ft. may elect to forego one or more of the monument signs otherwise permitted under this subsection. For each sign that is foregone, the owner or developer may elect to increase the copy area of one

remaining sign up to 100% of the square footage that is otherwise permitted under this subsection, or, in the event there is more than one remaining sign, this percentage may be allocated among the remaining signs. In no event shall the copy area of any sign be increased by more than 100%. By way of illustration, if an owner of a shopping center exceeding 200,000 sq. ft. elects to forego one of the four permitted monument signs, he might elect to increase the copy area of one of the remaining signs by 100%, or he might elect to increase the copy area of one remaining sign by 50% and the two other signs by 25% each, etc.

- h. In addition to the monument signs permitted above, one (1) monument sign not exceeding 10 ft. in height and 32 sq. ft. in copy area is permitted for each out-parcel; provided, however, if the out-parcel is a corner lot, one (1) sign for each street frontage is permitted.

2. *Canopy Signs and Wall Signs.*

- a. One canopy sign or wall sign is permitted for each tenant space in the shopping center.
- b. No wall sign or canopy sign shall be located so that any part of the sign or its support extends above the top of the wall or canopy, and no copy shall be located within five (5) in. of the top of the sign.
- c. The area of a wall sign or canopy sign shall not exceed one (1) sq. ft. for each linear foot of tenant space frontage.

3. *Under-Canopy Signs.*

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

4. *Rear Entrance Sign.*

- a. One rear entrance sign is permitted for each tenant space within the shopping center. The developer or owner of the shopping center shall be responsible to the City for proper rear entrance signage of tenant spaces, including proper maintenance.
- b. Rear entrance signs shall be located on the tenant space's rear door.
- c. The area of rear entrance signs shall not exceed 8 sq. ft.; however, the sign may not be less than 18 in. wide and 12 in. high.

5. *Signs During Construction.*

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

7. *Window Signs.*

- a. Window signs, as defined in this Ordinance, are permitted for each tenant space in a shopping center. The aggregate copy area of such signs, however, shall not exceed a maximum of twenty percent (20%) of the total window area of the subject tenant space.

- b. One (1) illuminated window sign is permitted for each tenant space provided that such sign does not exceed four (4) sq. ft. in area. Illuminated window signs shall be included in the maximum aggregate window sign area calculation. Any illuminated window sign shall be constant in its light emission, shall not be animated, and shall not be so large or of a character to obscure vision into the premises from the outside.
 - c. Window signs shall not require a permit from the Director. However, each tenant shall immediately remove any window sign upon receipt of written notification from the Director stating that such window sign obscures the vision of police or other security or safety personnel into the premises in such a manner that endangers public safety.
- 8. *Reserved.*
- 9. *Signs Permitted for Cinema Complexes.*
 - a. In addition to the primary monument signs permitted for the shopping center, one (1) monument sign, which may include changeable copy board, shall be permitted for a lot containing a cinema complex; provided, however, if the cinema complex is located on an outparcel, any cinema monument signs erected shall be in lieu of the monument sign that is otherwise permitted for the outparcel pursuant to this subsection. If the cinema complex is on a corner lot, one (1) cinema monument sign for each street frontage is permitted.
 - b. The changeable copy board shall be constructed in such a fashion to prevent wind, rain or other elements from altering the position of the copy.
 - c. The height of a monument sign for a cinema complex shall not exceed fifteen (15) ft.
 - d. *Reserved.*
 - e. The copy area of a monument sign for a cinema complex shall not exceed one-hundred-and-twenty (120) sq. ft.
 - f. One (1) wall sign, which may include changeable copy board, or canopy sign shall be permitted for a cinema complex; provided, however, if theaters are contained within separate buildings then one such sign shall be permitted for each building. Signage for each building shall be treated as a separate sign. The aggregate area of wall signs or canopy signs for a cinema complex shall not exceed 1 sq. ft. for each linear foot of building frontage.
 - g. No wall sign or canopy sign shall be located so that any part of the sign or its support extends above the top of the wall or canopy, and no copy shall be located within five (5) in. of the top of the sign. The provisions of this subsection pertaining to signage in cinema complexes shall also apply to cinemas not located within a shopping center.
- 10. *Entry Wall Signs.* A sign of up to three (3) sq. ft. is permitted on the wall above or adjacent to the entry of a tenant space located in a building without a common front entry.
- 11. *Standard Informational Signs.* Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.
- C. *Signs Permitted in Industrial and Office Parks.*
 - 1. *Free-Standing Signs.*
 - a. *Primary Free-Standing (Monument) Signs.* A maximum of two (2) primary monument signs are permitted in an industrial or office park. No primary monument sign shall exceed 15 ft. in height. A changeable copy board is not permitted on an industrial or office park sign. No primary monument sign shall be located within 20 ft. of the public right-of-way of the street which affords the principal means of access to the industrial or office park. The permitted area for primary free-standing signs is as follows:

Frontage	Area	Copy Area
Up to 500 feet	75 square feet	60 sq. ft.
501—1,000 feet	100 square feet	75 sq. ft.
1,001—1,500 feet	150 square feet	100 sq. ft.
Over 1,500 feet	200 square feet	150 sq. ft.

- b. **Secondary Free-Standing (Monument) Signs.** One secondary monument sign shall be permitted for each building in the industrial or office park, not to exceed 32 sq. ft. in area. The height of a secondary monument sign shall not exceed 10 ft.
 2. **Wall Signs.** Buildings of two (2) stories or greater may have a wall sign located at the top of the building. The maximum area of such sign shall not exceed 20 sq. ft. per floor or story above road grade, not to exceed ~~156~~240sq. ft.
 3. **Door or Wall Sign.** One (1) sign of up to three square feet (3 sq. ft.) is permitted for each tenant space within a building. Such signs shall be located on the door of the suite, or on a wall immediately adjacent to the door of the suite for business establishments located in a building without a common front entry.
 4. **Directory Signs.** Directory signs are permitted in industrial or office parks. Each exterior directory sign shall be a monument sign. Height of a directory sign shall not exceed ten feet (10 ft.).
 5. **Reserved.**
 6. **Rear, Secondary or Delivery Entrance Signs.** Rear, secondary or delivery entrance signs are permitted at appropriate locations within an industrial or office park. All such signs shall be free-standing and shall not exceed eight square feet (8 sq. ft.) in size and ten feet (10 ft.) in height.
 7. **Signs During Construction.** One (1) temporary free-standing sign for each subdivided tract within an industrial or office park is permitted during construction. Such sign shall be allowed upon the commencement of construction for which a land disturbance permit has been issued, and terminating upon the issuance of a certificate of occupancy, the installation of a permanent sign, or the expiration/termination of the land development permit, whichever is first to occur.

The size of such sign shall not exceed thirty-two square feet (32 sq. ft.) and the maximum height of such sign shall be ten feet (10 ft.). Further, the location of the sign shall be confined to the site of construction.
 8. **Standard Informational Signs.** Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.
- D. **Signs Permitted for Convenience Centers with Gasoline Pumps.**
1. One monument sign per road frontage not to exceed ten feet (10 ft.) in height and thirty-two square feet (32 sq. ft.) in area. The monument sign may include changeable copy board, not to exceed four (4) square feet in area, which shall be calculated as part of the copy area.

2. Wall signage for convenience store and accessory buildings shall not exceed an aggregate area of eighty square feet (80 sq. ft.).
 3. One canopy sign per road frontage not to exceed twenty square feet (20 sq. ft.) per sign.
 4. Signs on pumps shall not exceed three square feet (3 sq. ft.) per pump.
 5. Window signs, as defined in this Ordinance, are permitted. The aggregate copy area of such signs, however, shall not exceed a maximum of twenty percent (20%) of the total window area of the subject building or tenant space. One (1) illuminated window sign is permitted for each tenant space provided that such sign does not exceed four (4) sq. ft. in area.
 6. Standard Informational Signs. Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.
- E. *Signs Permitted for Free-Standing Commercial Establishments not Located within a Shopping Center, Office Park or Industrial Park.*
1. One (1) monument sign per road frontage no greater than ten feet (10 ft.) in height with no more than thirty-two square feet (32 sq. ft.) of area. Each sign shall be set back not less than ten feet (10 ft.) from the public right-of-way, except in the Central Business District where the setback shall be not less than five feet (5 ft.) from the public right-of-way.
 2. One (1) wall sign per road frontage for each tenant space no greater than one square foot (1 sq. ft.) of area per one linear foot (1 ln. ft.) of tenant frontage; provided, however, no more than 2 wall signs shall be allowed for a tenant space.
 3. One (1) rear door sign not to exceed three square feet (3 sq. ft.) in area.
 4. Window signs not exceeding twenty percent (20%) of the glass area.
 5. One (1) sign no greater than three square feet (3 sq. ft.) located on the front door or on a wall immediately adjacent to the front door.
 6. Buildings of three (3) stories or greater may have a wall sign located at the top of the building and is not greater than forty-eight square feet (48 sq. ft.) in area.
 7. One (1) temporary free-standing sign shall be permitted during the construction of the principal building for the lot. Such sign shall be allowed upon the commencement of construction for which a land disturbance or building permit has been issued, and terminating upon the issuance of a certificate of occupancy, the installation of a permanent sign, or the expiration/termination of the land development or building permit, whichever is first to occur. The sign shall not exceed ten feet (10 ft.) in height, thirty-two square feet (32 sq. ft.) in area, and must be set back ten feet (10 ft.) from the public right-of-way (five feet (5 ft.) in the Central Business District).
 8. Standard Informational Signs. Standard informational signs, as defined in this Section, shall be permitted for each lot. Standard informational signs do not require a permit from the Director.
- F. *Signs permitted within the Historic Business District and MU zoned properties.* In addition to the signs authorized under a designated category, each business in the Historic Business District and within MU zoned properties may utilize the following additional signage:
1. Each located on the ground floor of a building shall be permitted one (1) perpendicular sign which shall not exceed eight (8) square feet in size and shall be placed at least eight (8) feet, but no more than twelve (12) feet above sidewalk. In order to foster originality, the shape of the sign may not incorporate more than one set of parallel edges and words may only comprise up to 50% of the sign face area. The remaining sign face area must incorporate some form of graphic design. In addition, signs must be mounted on decorative black brackets.
 2. Businesses located within the first two floors of a building that backs onto a parking lot, alley, park or other public space may have an additional wall sign up to twenty-four (24) square feet in size. This additional wall sign shall be located on the back of the building facing the parking lot, alley, park or other public space and placed within general proximity of the associated business.

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

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

2.6.13 Requirements for residential zoning districts.

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

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

Footnotes:

--- (2) ---

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

AN ORDINANCE TO AMEND ARTICLE II AND APPENDIX A OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF ALPHARETTA, GEORGIA; TO MODIFY SECTION 2.6.8 (26) PROHIBITED SIGNS AND DEVICES; TO MODIFY SECTION 2.6.12 (C) SIGNS PERMITTED IN INDUSTRIAL AND OFFICE PARKS; TO DELETE APPENDIX A: ALPHARETTA DOWNTOWN CODE SECTION 2.4.1 (C)(3) WITH REGARD TO OFF-SITE PARKING; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

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

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

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

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

WHEREAS, the City Council desires to amend Article II and Appendix A (the Alpharetta Downtown Code) of the Unified Development Code for the foregoing purposes; and

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

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

Section 1: **Article II, Subsection 2.6.8 (26)**, “Prohibited Signs and Devices,” of the Unified Development Code is hereby amended to identify wall signs exceeding 240 square feet on industrial or office park buildings as prohibited signs.

Section 2: **Article II, Subsection 2.6.12 (C)(2)**, Signs Permitted in Industrial and Office Parks – Wall Signs of the Unified Development Code is hereby amended to increase the maximum allowable wall sign area, not to exceed 240 square feet.

Section 3: **Appendix A: Alpharetta Downtown Code, Subsection 2.4.1 (C)(3)**, Vehicle Parking of the Unified Development Code are hereby deleted in its entirety.

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 be effective immediately upon its adoption by the City Council and incorporated into The Unified Development Code of the City of Alpharetta, Georgia. This Ordinance hereby repeals any and all conflicting ordinances and amendments.

SO ORDAINED this the _____ day of _____, 2017.

Approved:

David Belle Isle, Mayor

Attest:

COUNCILMEMBERS

Coty Thigpen, City Clerk
(Seal)

Approved as to Form:

C. Sam Thomas, City Attorney



CITY COUNCIL MEETING STAFF REPORT

SUBMITTING DEPARTMENT: COMMUNITY DEVELOPMENT
SUBMITTED BY: KATHI COOK
DRAFTED BY: BRET SCHROEDER

I. AGENDA ITEM TITLE: PH-17-03 PROPERTY MAINTENANCE CODE

CITY COUNCIL: MARCH 6, 2017

II. RECOMMENDATION:

Approval of the Property Maintenance Code and changes to Code of Ordinances Sec. 5.4 – Codes adopted – Building.

III. REPORT IN BRIEF:

City Staff is proposing to update the current City of Alpharetta Property Maintenance Code (PMC). Alpharetta adopted its first Property Maintenance Code in December of 2003. The PMC is based on a document that the ICC (International Code Council) drafted and distributed for local adoption if Municipalities want to use it.

The City of Alpharetta has made some amendments to the PMC, since the initial adoption, including the following:

- Grass height (12 inches)
- Inactive Construction Sites
- “Fences” was added to section 304.10 in order to clarify this section includes maintenance of fences. A resident requested Staff add language to the Code requiring fence construction specifics such as depth required for posts in order to avoid fences leaning onto adjacent properties. However, Staff is recommending that the word “Fence” be added to the existing code, which can be used to address fence maintenance such as leaning.
- The Appeals process is written in the International Property Maintenance Code as being heard by a Board of Appeals and in Alpharetta, Code violations are heard by the Code Enforcement Board.

However, since 2003 the newer versions of the ICC Property Maintenance Code were not adopted.

As required by state regulations, the City transmitted the update and Alpharetta’s changes to the Georgia Department of Community Affairs (DCA) for review. They act as the State of Georgia’s governing body for Building Codes, Life Safety Code, Fire Code and Property Maintenance Code. The City received approval from DCA for the proposed update and changes.

Therefore, City Staff is proposing to adopt the International Property Maintenance Code, 2012 Edition, with Georgia Amendments (2015) edition of the Property Maintenance Code with Alpharetta’s specifics.

IV. ATTACHMENTS:

- Property Maintenance Code Edits
- Chap. 5 City Code Edits

AN ORDINANCE ADOPTING THE 2012 EDITION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE WITH CERTAIN LOCAL AMENDMENTS AS THE PROPERTY MAINTENANCE CODE OF THE CITY OF ALPHARETTA, REGULATING AND GOVERNING THE CONDITIONS AND MAINTENANCE OF ALL PROPERTY, BUILDINGS AND STRUCTURES, BY PROVIDING THE STANDARDS FOR SUPPLIED UTILITIES AND FACILITIES AND OTHER PHYSICAL THINGS AND CONDITIONS ESSENTIAL TO ENSURE THAT STRUCTURES ARE SAFE, SANITARY AND FIT FOR OCCUPATION AND USE, AND THE CONDEMNATION OF BUILDINGS AND STRUCTURES UNFIT FOR HUMAN OCCUPANCY AND USE, AND THE DEMOLITION OF SUCH EXISTING STRUCTURES IN THE CITY OF ALPHARETTA; PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES THEREFORE; AMENDING SECTION 5.4 OF THE CODE OF THE CITY OF ALPHARETTA, GEORGIA; AND FOR OTHER PURPOSES

WHEREAS, the Mayor and Council of the City of Alpharetta are charged with preserving the health, safety and welfare of the citizens of the City; and

WHEREAS, the Mayor and Council previously adopted an earlier edition of the International Property Maintenance Code for the purpose of preserving and ensuring the safety of property, buildings and structures in the City; and

WHEREAS, since the time of the City's prior adoption of the International Property Maintenance Code, a new edition has come out and has been adopted by the State, that being the 2012 Edition, and the City hereby desires to adopt said 2012 Edition of the International Property Maintenance Code, subject to certain local amendments.

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

SECTION 1. That a certain document, three (3) copies of which are on file in the office of the City Clerk of the City of Alpharetta, being marked and designated as the International Property Maintenance Code, 2012 edition, as published by the International Code Council, and as adopted and amended by the Georgia Department of Community Affairs, is hereby adopted as the Property Maintenance Code of the City of Alpharetta for regulating and governing the conditions and maintenance of all property, buildings and structures, by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe,

sanitary and fit for occupation and use, and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office stated above are hereby referred to, adopted and made part of as if fully set out in this ordinance with the additions, insertions, deletions and changes prescribed in Section 2 of this ordinance.

SECTION 2. The following sections are hereby revised as set forth in Exhibit "A" attached hereto and incorporated herein by this reference:

Sections 101, 103, 103.5, 111.1, 111.2-111.5, 111.6-111.8, 202, 301, 302.4, 302.7, 303.1, 304.10, 304.14, 401.3, 503, 507.2, 602.2, 603.2, 604.2, 605.3, 701.1, 702.1, 702.2, 702.3, 704.1, 704.2, 704.3, and 704.4.

SECTION 3. Paragraph (3) of Section 5-4 of The Code of the City of Alpharetta, Georgia is hereby amended by deleting same and inserting in lieu thereof a new Paragraph (3) to read as follows:

"(3) The city adopts, by reference, as if fully set forth herein, the latest edition of the International Property Maintenance Code as adopted and amended by the state department of community affairs, and as further amended by Ordinance No. ____."

SECTION 4. That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City of Alpharetta hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections or subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 5. That nothing in this ordinance or in the property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any causes of action acquired or existing, or under any act or ordinance hereby repealed; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

SO ORDAINED this _____ day of _____, 2017.

CITY OF ALPHARETTA, GEORGIA

By: _____
David C. Belle Isle, Mayor

COUNCIL MEMBERS

(SEAL)
Attest:

City Clerk

First Reading _____

Second Reading _____

Adopted _____

EXHIBIT A

February 27, 2017

Bret Schroeder,
Code Enforcement Manager
The City of Alpharetta
Community Development
2 Park Plaza
Alpharetta, GA 30009

Dear Bret Schroeder:

This letter acknowledges receipt of City of Alpharetta letter dated January 3, 2017 with proposed local ordinance amending the state permissive *2012 International Property Maintenance Code*, Section 101.1, Section 103.1, Section 103.5, Section 111.1, Section 111.2, Section 111.3, Section 111.4, Section 111.5, Section 111.6, Section 111.7, Section 111.8, Section 202, Section 301, 301.4(a), Section 302.4, Section 302.7, Section 303.1, Section 304.10, Section 304.14, Section 401.3, Section 503, Section 507.2, Section 602.2, Section 603.2, Section 604.2, Section 605.3, Section 701.1, Section 702.2, Section 702.3, Section 704.1, Section 704.2 Section 704.3, Section 704.4 (see attached). You have requested the Department of Community Affairs (DCA) review the proposed amendment and comment in accordance with the Official Code of Georgia Annotated (O.C.G.A.), Title 8, Chapter 2, Article 1, and Part 2.

The Uniform Codes Act, O.C.G.A. § 8-2-25 (c) (1), requires such amendment(s) to be not less stringent than the State Minimum Standard Codes for Construction and they be based on local climatic, geologic, topographic or public safety factors. The Act also requires the local government to demonstrate a local need by submitting in writing the legislative findings of the governing body and such other documentation it deems necessary/helpful in justifying the proposed amendment(s).

Legislative findings should take the form of analysis or special studies, conducted by the local government, which would support the need for a particular local code amendment. If such detailed material is not available, documentation of legislative findings must, at a minimum, consist of a resolution adopted by the governing authority which indicates: (a) the governing authority has reviewed the proposed local code amendment(s) being submitted to the Department; (b) the governing authority has found each of the proposed amendment(s) to be not less stringent than the State Minimum Standard Codes; (c) the reason(s) the local government feels each amendment is needed and which of the aforementioned localized factors (i.e., climate, geology, topography or public safety) is causing the need for the local amendment; and (d) the local government is requesting the Department to review the proposed local amendment(s) in accordance with the Act.

Accordingly, the Department may respond to your proposed amendment(s) in one of three ways: 1) the Department recommends adoption of the amendment; 2) the Department does not recommend adoption of the amendment; or 3) the Department has no comment.

Whenever the Department has made no comment, there was either no evidence of legislative findings and/or other supporting documentation justifying the requirement provided for the Department to make a decision regarding the amendment or the requirement was an administrative procedure or the requirement was not code related.

Therefore, we have reviewed your amendments and we offer the following recommendations and comments for consideration by your local governing body.

Section 101.1 Title. 101 add "City of Alpharetta Property Maintenance Code of City of Alpharetta"

Section 103.1 General. Change "~~code official~~ Code Enforcement Manager."

Section 103.5 Fees. Delete the section

Section 111.1 Application for appeal. Change "~~board of appeals~~ City Code Enforcement Board"

Section 111.2. Membership of board. Delete the section

Section 111.3 Notice of meeting. Delete the section

Section 111.4 Open hearing. Delete the section

Section 111.5 Postponed hearing. Delete the section

Section 111.6 Board decision. Renumber the section

Section 111.7 Court review. Renumber the section

Section 111.8 Stays of enforcement. Renumber the section

- 1) Regarding all the sections mentioned above, the Department has no comment.

Section 202 General Definitions.

- Add "water closet, lavatory" to definition of Bathroom,
- Add definition for Extermination "Extermination. The control and elimination of insects, rats, or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food; by poison spraying, fumigating, trapping, or by any other approved pest elimination methods." ,
- Add definition for Inactive Construction Site "Inactive Construction Site. A property having a permit that has been expired for at least six months or a property that has not passed an inspection in at least six months."

- 2) Regarding section 202 General Definitions, the Department has no comment.

Section 301 General. Add Section 301.4 "Inactive Construction Site. Whenever a development property remains inactive for at least one year, the property shall no longer be considered a construction site and shall be subject to the mitigation requirements of 301.4 (a):

301.4 (a) Mitigation. Within 30 days of notification by the City, the responsible party associated with an inactive construction site shall do the following:

- a. Remove all construction materials, supplies, and equipment from the site; and
- b. Remove all storage containers, construction trailers and security trailers from the site; and
- c. Remove all signage except signage allowed by other City Ordinances; and

- d. Stabilize the soil on the site pursuant to requirements of City Storm water Design Engineer; and
- e. Remove silt fencing and tree protection fencing as directed by City Staff; and
- f. Remove any standing water and eliminate ponding conditions on site; and
- g. Complete any required drainage improvements needed to prevent downstream impacts; and
- h. Remove or safeguard any additional hazards on site; and
- i. Remove unsafe partial structures; and
- j. Re-vegetate and/or screen the site along roadways, as approved by Staff for material and design; and
- k. Mow, weed, and trim existing vegetation on site such that grass does not exceed eight inches in height, weeds are removed, and shrubs and trees are free of dead limbs or growth; and
- l. Submit a letter of intent to City Staff identifying the plan for on-going site maintenance (including watering schedule for vegetation) until such time as the construction permit is re-activated.

Section 302.4 Weeds. Add "All trees, shrubs, or other vegetation on the premises that block visibility from driveways or road intersections, or that are a danger to the public, or that are in advanced stages of rot, decay, or dying, as determined by City Staff (arborist), shall be moved or removed and disposed of by the premises owner in a proper manner approved by the City."

Section 302.7 Accessory Structures. Add "storage buildings, playhouses, barns".

Section 303.1 Swimming pools. Add "similar structures".

Section 304.10 Stairways, decks, porches and balconies. Add "fences".

Section 304.14 Insect screens. Add "commercial buildings" add to Exception "This requirement does not apply to restaurant patio seating areas."

- 3) Regarding all the sections mentioned above, the Department has no comment.

Section 401.3 Alternative devices. Change "International Building Code Georgia State Minimum Standard Building Codes."

- 4) Regarding section 401.3, the Department has no comment.

Section 503 Toilet Rooms. Change International Plumbing Code, Georgia State Minimum Standard Plumbing Code.

Section 507.2 Add Section "507.2 Flow control. Discharge from roofs, paved areas, yards and courts, and other areas on premises shall flow away from building foundations, shall not flow into sanitary sewers, and shall flow to a location approved by the City. Yards and premises shall not be graded or shaped to direct undue storm water discharge upon adjacent land or property and shall not contain low areas where water may be trapped and induce insect breeding. Storm water discharge piping systems shall be constructed and installed in accordance with the Georgia State Minimum Plumbing Code."

- 5) Regarding sections 503 and Section 507.2, the Department has no comment.

Section 602.2 Residential occupancies. Change "~~Appendix D of the International Plumbing Code~~ Georgia State Energy Conservation Code (IECC)."

Section 603.2 Removal of combustion products. Add "in good working order".

Section 604.2 Service. Change 60 to "100".

Section 605.3 Luminaires. Add "garage, basement, water heater room and exterior entry door."

6) Regarding all the sections mentioned above, the Department has no comment.

Section 701.1 Scope. Add "the Georgia State Minimum Standard Fire Prevention Code, and the Life Safety Code"

Section 702.1 General. Change "~~International Fire Code~~ Life Safety Code"

Section 702.2 Aisles. Change "~~International Fire Code~~ Georgia State Fire Prevention Code"

Section 702.3 Locked doors. Change "~~International Building Code~~ Georgia State Minimum Building Code."

Section 704.1 General. Change "~~International Fire Code.~~ Georgia State Minimum Standard Fire Prevention Code."

Section 704.2 Smoke alarms. Add "and in dwellings not regulated in Group R"

Section 704.3 Power source. Add "and in dwellings not regulated in Group R"

Section 704.4 Interconnection. Add "and in dwellings not regulated in Group R."

7) Regarding all the sections mentioned above, the Department has no comment.

Per O.C.G.A. 8-2-25 (c) (4), Georgia law requires no local amendment to the State Minimum Standard Codes shall become effective until the local governing body has caused a copy of the adopted amendment to be filed with this Department. Accordingly, we request you submit a copy of your final adopting ordinance for our records.

If you have questions regarding this matter, please contact me at (404) 679-3106 or by email at Ted.Miltiades@dca.ga.gov.

Sincerely,



Ted Miltiades
Director,
Office of Construction Codes & Research

Attachment

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS

LOCAL CODE AMENDMENT FORM

(For Local Government Use Only)

Item # :	(For DCA use only)			Page:	1	of		
Local Government:	City of Alpharetta			Date: 11/29/16				
Official's Name and Title:	David Belle Isle, Mayor			Phone:	678-297-6088			
Address:	2 Park Plaza, Alpharetta, Ga 30009			Fax:				
				Email:	bschroeder@alpharetta.ga.us			
Title of Code Book:		Code Book Edition:		Code Section:	IPMC multiple Sections			
CHECK ONE:	☒	Revise section to read as follows:			☐	Add new section to read as follows:		
	☐	Delete section and substitute the following:			☐	Delete without substitution:		
LINE THROUGH MATERIAL TO BE DELETED:					<u>UNDERLINE MATERIAL TO BE ADDED</u>			

Complete ordinance section containing local amendment:

See attached documents.

**LOCAL CODE AMENDMENT FORM
INSTRUCTION SHEET**

1. A letter on official letterhead must accompany this form requesting the Department of Community Affairs to review the proposed local amendment(s) in accordance with OCGA 8-2-25, and in that letter all other required submitted documentation should be included as required by OCGA 8-2-25.
2. Please use a separate form for each proposed local code amendment.
3. "Sheet 1 of 2 " indicates the number of sheets for each individual proposed code amendment, not the number of sheets for all the amendments submitted. If all of the amendment or ordinance section will not fit in the space provided on form please submit remaining parts on additional sheet.
4. Identify the code and code section that is the subject of the proposed local amendment.
5. The local government official's name, address, telephone, fax and email address must be filled out completely.
6. Be sure to indicate the type of recommended action in the space referred to as "Check One".
7. If the proposed amendment revises the language of the code section, deletes the entire code section, or deletes the entire code section and offers substitute language, include the language of the present code section and line through the language to be deleted and underline the language of the proposed amendment..
8. **All proposed local code amendments must be typed and completed in full and the original submitted to the Codes and Industrialized Buildings Section of the Department of Community Affairs.** An incomplete form will be sent back to the proponent for completion.
9. Information concerning submittal of code amendments can be obtained by contacting the Codes and Industrialized Buildings Section at (404) 679-3118. All proposed local code amendments should be submitted to:

The Department of Community Affairs
Codes and Industrialized Buildings Section
60 Executive Park South, NE
Atlanta, Georgia 30329-2231

Section 101 add “City of Alpharetta Property Maintenance Code of City of Alpharetta”

Section 103 change “~~code official~~ Code Enforcement Manager.”

Section 103.5 delete section

Section 111.1 change “~~board of appeals~~ City Code Enforcement Board”

Section 111.2 - 111.5 delete

Section 111.6 – 111.8 renumber

Section 202 add “water closet, lavatory” to definition of Bathroom,

add definition for Extermination “**EXTERMINATION.** The control and elimination of insects, rats, or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food; by poison spraying, fumigating, trapping, or by any other approved pest elimination methods”

add definition for Inactive Construction Site “**INACTIVE CONSTRUCTION SITE.** A property having a permit that has been expired for at least six months or a property that has not passed an inspection in at least six months.”

Section 301 add section 301.4 “**Inactive Construction Site.** Whenever a development property remains inactive for at least one year, the property shall no longer be considered a construction site and shall be subject to the mitigation requirements of 301.4.a

301.4.a Mitigation. Within 30 days of notification by the City, the responsible party associated with an inactive construction site shall do the following:

- a. Remove all construction materials, supplies, and equipment from the site; and
- b. Remove all storage containers, construction trailers and security trailers from the site; and
- c. Remove all signage except signage allowed by other City Ordinances; and
- d. Stabilize the soil on the site pursuant to requirements of City Stormwater Design Engineer; and
- e. Remove silt fencing and tree protection fencing as directed by City Staff; and
- f. Remove any standing water and eliminate ponding conditions on site; and
- g. Complete any required drainage improvements needed to prevent downstream impacts; and
- h. Remove or safeguard any additional hazards on site; and
- i. Remove unsafe partial structures; and
- j. Re-vegetate and/or screen the site along roadways, as approved by Staff for material and design; and
- k. Mow, weed, and trim existing vegetation on site such that grass does not exceed eight inches in height, weeds are removed, and shrubs and trees are free of dead limbs or growth; and
- l. Submit a letter of intent to City Staff identifying the plan for on-going site maintenance (including watering schedule for vegetation) until such time as the construction permit is re-activated.

Section 302 add in 302.4 “All trees, shrubs, or other vegetation on the premises that block visibility from driveways or road intersections, or that are a danger to the public, or that are in advanced stages of rot, decay, or dying, as determined by City Staff (arborist), shall be moved or removed and disposed of by the premises owner in a proper manner approved by the City.”

Section 302.7 add “storage buildings, playhouses, barns”

Section 303 add to 303.1 “and similar structures”

Section 304.14 Add “commercial buildings” add to Exception “This requirement does not apply to restaurant patio seating areas.”

Section 401.3 change “~~International Building Code~~ Georgia State Minimum Standard Building Codes”

Section 503 change ~~International Plumbing Code~~.[Georgia State Minimum Standard Plumbing Code](#).

ADD Section 502.7 “ **507.2 Flow Control.** [Discharge from roofs, paved areas, yards and courts, and other areas on premises shall flow away from building foundations, shall not flow into sanitary sewers, and shall flow to a location approved by the City. Yards and premises shall not be graded or shaped to direct undue storm water discharge upon adjacent land or property and shall not contain low areas where water may be trapped and induce insect breeding. Storm water discharge piping systems shall be constructed and installed in accordance with the Georgia State Minimum Plumbing Code.](#)”

Section 602.2 change “~~Appendix D of the International Plumbing Code~~.[Georgia State Energy Code for Buildings \(IECC\)](#)”

Section 603.2 add “[in good working order](#)”

Section 604.2 change “~~60~~ [100](#)”

Section 605.3 add ” , [garage, basement, water heater room and exterior entry door](#)”

Section 701.1 add “[the Georgia State Minimum Standard Fire Prevention Code, and the Life Safety Code](#)”

Section 702.1 change “~~International Fire Code~~[Life Safety Code](#)”

Section 702.2 change “~~International Fire Code~~ [Georgia State Fire Prevention Code](#)”

Section 702.3 change “~~International Building Code~~ [Georgia State Minimum Building Code](#).”

Section 704.1 change “~~International Fire Code~~.[Georgia State Minimum Standard Fire Prevention Code](#).”

Section 704.2 add “[and in dwellings not regulated in Group R](#)”

Section 704.3 add “[and in dwellings not regulated in Group R](#)”

Section 704.4 add “[and in dwellings not regulated in Group R](#).”

Section 101 add “City of Alpharetta Property Maintenance Code of City of Alpharetta”

Section 103 change “~~code official~~ Code Enforcement Manager.”

Section 103.5 delete section

Section 111.1 change “~~board of appeals~~ City Code Enforcement Board”

Section 111.2 - 111.5 delete

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- i. Remove unsafe partial structures; and
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Section 302.7 add “storage buildings, playhouses, barns”

Section 303 add to 303.1 “and similar structures”

Section 304.10 add “fences” to title and first sentence

Section 304.14 add “commercial buildings” add to Exception “This requirement does not apply to restaurant patio seating areas.”

Section 401.3 change “~~International Building Code~~ Georgia State Minimum Standard Building Codes”

Section 503 change ~~International Plumbing Code~~.Georgia State Minimum Standard Plumbing Code.

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Section 602.2 change “~~Appendix D of the International Plumbing Code~~.Georgia State Energy Code for Buildings (IECC)”

Section 603.2 add “in good working order”

Section 604.2 change “~~60~~ 100”

Section 605.3 add ”, garage, basement, water heater room and exterior entry door”

Section 701.1 add “the Georgia State Minimum Standard Fire Prevention Code, and the Life Safety Code”

Section 702.1 change “~~International Fire Code~~Life Safety Code”

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Section 702.3 change “~~International Building Code~~ Georgia State Minimum Building Code.”

Section 704.1 change “~~International Fire Code~~.Georgia State Minimum Standard Fire Prevention Code.”

Section 704.2 add “and in dwellings not regulated in Group R”

Section 704.3 add “and in dwellings not regulated in Group R”

Section 704.4 add “and in dwellings not regulated in Group R.”

2012 IPMC



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PREFACE

Introduction

Internationally, code officials recognize the need for a modern, up-to-date property maintenance code governing the maintenance of existing buildings. The *International Property Maintenance Code*®, in this 2012 edition, is designed to meet this need through model code regulations that contain clear and specific property maintenance requirements with required property improvement provisions.

This 2012 edition is fully compatible with all of the *International Codes*® (I-Codes®) published by the International Code Council (ICC)®, including the *International Building Code*®, *International Energy Conservation Code*®, *International Existing Building Code*®, *International Fire Code*®, *International Fuel Gas Code*®, *International Green Construction Code*™ (to be available March 2012), *International Mechanical Code*®, *ICC Performance Code*®, *International Plumbing Code*®, *International Private Sewage Disposal Code*®, *International Residential Code*®, *International Swimming Pool and Spa Code*™ (to be available March 2012), *International Wildland-Urban Interface Code*® and *International Zoning Code*®.

The *International Property Maintenance Code* provisions provide many benefits, among which is the model code development process that offers an international forum for code officials and other interested parties to discuss performance and prescriptive code requirements. This forum provides an excellent arena to debate proposed revisions. This model code also encourages international consistency in the application of provisions.

Development

The first edition of the *International Property Maintenance Code* (1998) was the culmination of an effort initiated in 1996 by a code development committee appointed by ICC and consisting of representatives of the three statutory members of the International Code Council at that time, including: Building Officials and Code Administrators International, Inc. (BOCA), International Conference of Building Officials (ICBO) and Southern Building Code Congress International (SBCCI). The committee drafted a comprehensive set of regulations for existing buildings that was consistent with the existing model property maintenance codes at the time. This 2012 edition presents the code as originally issued, with changes reflected through the previous 2006 editions and further changes developed through the ICC Code Development Process through 2010. A new edition of the code is promulgated every three years.

This code is founded on principles intended to establish provisions consistent with the scope of a property maintenance code that adequately protects public health, safety and welfare; provisions that do not unnecessarily increase construction costs; provisions that do not restrict the use of new materials, products or methods of construction; and provisions that do not give preferential treatment to particular types or classes of materials, products or methods of construction.

Adoption

The *International Property Maintenance Code* is available for adoption and use by jurisdictions internationally. Its use within a governmental jurisdiction is intended to be accomplished through adoption by reference in accordance with proceedings established in the jurisdiction's laws. At the time of adoption, jurisdictions should insert the appropriate information in provisions requiring specific local information, such as the name of the adopting jurisdiction. These locations are shown in bracketed words in small capital letters in the code and in the sample ordinance. The sample adoption ordinance on page xiii addresses several key elements of a code adoption ordinance, including the information required for insertion into the code text.

Maintenance

The *International Property Maintenance Code* is kept up to date through the review of proposed changes submitted by code enforcing officials, industry representatives, design professionals and other interested parties. Proposed changes are carefully considered through an open code development process in which all interested and affected parties may participate.

The contents of this work are subject to change both through the Code Development Cycles and the governmental body that enacts the code into law. For more information regarding the code development process, contact the Codes and Standards Development Department of the International Code Council.

While the development procedure of the *International Property Maintenance Code* ensures the highest degree of care, ICC, its membership and those participating in the development of this code do not accept any liability resulting from compliance or noncompliance with the provisions because ICC does not have the power or authority to police or enforce compliance with the contents of this code. Only the governmental body that enacts the code into law has such authority.

Code Development Committee Responsibilities (Letter Designations in Front of Section Numbers)

In each code development cycle, proposed changes to this code are considered at the Code Development Hearings by the International Property Maintenance/Zoning Code Development Committee, whose action constitutes a recommendation to the voting membership for final action on the proposed changes. Proposed changes to a code section having a number beginning with a letter in brackets are considered by a different code development committee. For example, proposed changes to code sections that have the letter [F] in front of them (e.g., [F] 704.1) are considered by the International Fire Code Development Committee at the Code Development Hearings.

The content of sections in this code that begin with a letter designation is maintained by another code development committee in accordance with the following:

- [A] = Administrative Code Development Committee;
- [F] = International Fire Code Development Committee;
- [P] = International Plumbing Code Development Committee; and
- [B] = International Building Code Development Committee (IBC—Fire Safety, General, Means of Egress or Structural);

Note that, for the development of the 2015 edition of the I-Codes, there will be two groups of code development committees and they will meet in separate years. The groupings are as follows:

Group A Codes (Heard in 2012, Code Change Proposals Deadline: January 3, 2012)	Group B Codes (Heard in 2013, Code Change Proposals Deadline: January 3, 2013)
International Building Code	Administrative Provisions (Chapter 1 all codes except IRC and ICC PC, administrative updates to currently referenced standards, and designated definitions)
International Fuel Gas Code	International Energy Conservation Code
International Mechanical Code	International Existing Building Code
International Plumbing Code	International Fire Code
International Private Sewage Disposal Code	International Green Construction Code
	ICC Performance Code
	International Property Maintenance Code
	International Residential Code
	International Swimming Pool and Spa Code
	International Wildland-Urban Interface Code
	International Zoning Code

Code change proposals submitted for code sections that have a letter designation in front of them will be heard by the respective committee responsible for such code sections. Because different committees will meet in different years, it is possible that some proposals for this code will be heard by a committee in a different year than the year in which the primary committee for this code meets.

For instance, Section 502.1 is designated as the responsibility of the International Plumbing Code Development Committee, along with most of the provisions in Chapter 5. This committee will meet in 2012 to consider all code change proposals to the *International Plumbing Code* and any portions of other codes that it is responsible for, including Section 502.1 and most of the provisions of Chapter 5 (designated with [P] in front of those sections.) Therefore, any proposals to Section 502.1 in Chapter 5 will be needed to be submitted by January 3, 2012, for consideration in 2012 by the International Plumbing Code Committee.

Note that every section of Chapter 1 of this code is designated as the responsibility of the Administrative Code Development Committee, and that committee is part of the Group B portion of the hearings. This committee will hold its code development hearing in 2013 to consider all code change proposals for Chapter 1 of this code and proposals for Chapter 1 of all I-Codes except the *International Residential Code* and *ICC Performance Code*. Therefore, any proposals received for Chapter 1 of this code will be assigned to the Administrative Code Development Committee for consideration in 2013.

It is very important that anyone submitting code change proposals understand which code development committee is responsible for the section of the code that is the subject of the code change proposal. For further information on the code development committee responsibilities, please visit the ICC web site at www.iccsafe.org/scoping.

Marginal Markings

Solid vertical lines in the margins within the body of the code indicate a technical change from the requirements of the previous edition. Deletion indicators in the form of an arrow (➡) are provided in the margin where an entire section, paragraph, exception or table has been deleted or an item in a list of items or a table has been deleted.

Italicized Terms

Selected terms set forth in Chapter 2, Definitions, are italicized where they appear in code text. Such terms are not italicized where the definition set forth in Chapter 2 does not impart the intended meaning in the use of the term. The terms selected have definitions which the user should read carefully to facilitate better understanding of the code.

EFFECTIVE USE OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE

The *International Property Maintenance Code* (IPMC) is a model code that regulates the minimum maintenance requirements for existing buildings.

The IPMC is a maintenance document intended to establish minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation and fire safety. Responsibility is fixed among owners, operators and occupants for code compliance. The IPMC provides for the regulation and safe use of existing structures in the interest of the social and economic welfare of the community.

Arrangement and Format of the 2009 IPMC

Before applying the requirements of the IPMC it is beneficial to understand its arrangement and format. The IPMC, like other codes published by ICC, is arranged and organized to follow sequential steps that generally occur during an inspection. The IPMC is divided into eight different parts:

Chapters	Subjects
1	Administration
2	Definitions
3	General Requirements
4	Light, Ventilation and Occupancy Limitations
5	Plumbing Facilities and Fixture Requirements
6	Mechanical and Electrical Requirements
7	Fire Safety Requirements
8	Referenced Standards

The following is a chapter-by-chapter synopsis of the scope and intent of the provisions of the *International Property Maintenance Code*:

Chapter 1 Scope and Administration. This chapter contains provisions for the application, enforcement and administration of subsequent requirements of the code. In addition to establishing the scope of the code, Chapter 1 identifies which buildings and structures come under its purview. Chapter 1 is largely concerned with maintaining “due process of law” in enforcing the property maintenance criteria contained in the body of the code. Only through careful observation of the administrative provisions can the building official reasonably expect to demonstrate that “equal protection under the law” has been provided.

Chapter 2 Definitions. All terms that are defined in the code are listed alphabetically in Chapter 2. While a defined term may be used in one chapter or another, the meaning provided in Chapter 2 is applicable throughout the code.

Where understanding of a term’s definition is especially key to or necessary for understanding of a particular code provision, the term is shown in italics wherever it appears in the code. This is true only for those terms that have a meaning that is unique to the code. In other words, the generally understood meaning of a term or phrase might not be sufficient or consistent with the meaning prescribed by the code; therefore, it is essential that the code-defined meaning be known.

Guidance regarding tense, gender and plurality of defined terms as well as guidance regarding terms not defined in this code is provided.

Chapter 3 General Requirements. Chapter 3, “General Requirements,” is broad in scope. It includes a variety of requirements for the exterior property areas as well as the interior and exterior elements of the structure. This chapter provides requirements that are intended to maintain a minimum level of safety and sanitation for both the general public and the occupants of a structure, and to maintain a building’s structural and weather-resistance performance. Chapter 3 provides specific criteria for regulating the installation and maintenance of specific building components; maintenance requirements for vacant structures and land; requirements regulating the safety, sanitation and appearance of the interior and exterior of structures and all exterior property areas; accessory structures; vehicle storage regulations and establishes who is responsible for complying with the chapter’s provisions. This chapter also contains the requirements for swimming pools, spas and hot tubs and the requirements for protective barriers and gates in these barriers. Chapter 3 establishes the responsible parties for exterminating insects and rodents, and maintaining sanitary conditions in all types of occupancies.

Chapter 4 Light, Ventilation and Occupancy Limitations. The purpose of Chapter 4 is to set forth these requirements in the code and to establish the minimum environment for occupiable and habitable buildings, by establishing the minimum criteria for light and ventilation and identifies occupancy limitations including minimum room width and area, minimum ceiling height and restrictions to prevent overcrowding. This chapter also provides for alternative arrangements of windows and other devices to comply with the requirements for light and ventilation and prohibits certain room arrangements and occupancy uses.

Chapter 5 Plumbing Facilities and Fixture Requirements. Chapter 5 establishes the minimum criteria for the installation, maintenance and location of plumbing systems and facilities, including the water supply system, water heating appliances, sewage disposal system and related plumbing fixtures.

Sanitary and clean conditions in occupied buildings are dependent upon certain basic plumbing principles, including providing potable water to a building, providing the basic fixtures to effectively utilize that water and properly removing waste from the building. Chapter 5 establishes the minimum criteria to verify that these principles are maintained throughout the life of a building.

Chapter 6 Mechanical and Electrical Requirements. The purpose of Chapter 6 is to establish minimum performance requirements for heating, electrical and mechanical facilities and to establish minimum standards for the safety of these facilities.

This chapter establishes minimum criteria for the installation and maintenance of the following: heating and air-conditioning equipment, appliances and their supporting systems; water-heating equipment, appliances and systems; cooking equipment and appliances; ventilation and exhaust equipment; gas and liquid fuel distribution piping and components; fireplaces and solid fuel-burning appliances; chimneys and vents; electrical services; lighting fixtures; electrical receptacle outlets; electrical distribution system equipment, devices and wiring; and elevators, escalators and dumb-waiters.

Chapter 7 Fire Safety Requirements. The purpose of Chapter 7 is to address those fire hazards that arise as the result of a building’s occupancy. It also provides minimum requirements for fire safety issues that are most likely to arise in older buildings.

This chapter contains requirements for means of egress in existing buildings, including path of travel, required egress width, means of egress doors and emergency escape openings.

Chapter 7 establishes the minimum requirements for fire safety facilities and fire protection systems, as these are essential fire safety systems.

Chapter 8 Referenced Standards. The code contains numerous references to standards that are used to regulate materials and methods of construction. Chapter 8 contains a comprehensive list of all standards that are referenced in the code. The standards are part of the code to the extent of the reference to the standard. Compliance with the referenced standard is necessary for compliance with this code. By providing specifically adopted standards, the construction and installation requirements necessary for compliance with the code can be readily determined. The basis for code compliance is, therefore, established and available on an equal basis to the code official, contractor, designer and owner.

Chapter 8 is organized in a manner that makes it easy to locate specific standards. It lists all of the referenced standards, alphabetically, by acronym of the promulgating agency of the standard. Each agency's standards are then listed in either alphabetical or numeric order based upon the standard identification. The list also contains the title of the standard; the edition (date) of the standard referenced; any addenda included as part of the ICC adoption; and the section or sections of this code that reference the standard.

LEGISLATION

The *International Codes* are designed and promulgated to be adopted by reference by legislative action. Jurisdictions wishing to adopt the 2012 *International Property Maintenance Code* as an enforceable regulation governing existing structures and premises should ensure that certain factual information is included in the adopting legislation at the time adoption is being considered by the appropriate governmental body. The following sample adoption legislation addresses several key elements, including the information required for insertion into the code text.

SAMPLE LEGISLATION FOR ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE ORDINANCE NO. _____

A[N] [ORDINANCE/STATUTE/REGULATION] of the [JURISDICTION] adopting the 2012 edition of the *International Property Maintenance Code*, regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the [JURISDICTION]; providing for the issuance of permits and collection of fees therefor; repealing [ORDINANCE/STATUTE/REGULATION] No. _____ of the [JURISDICTION] and all other ordinances or parts of laws in conflict therewith.

The [GOVERNING BODY] of the [JURISDICTION] does ordain as follows:

Section 1. That a certain document, three (3) copies of which are on file in the office of the [TITLE OF JURISDICTION'S KEEPER OF RECORDS] of [NAME OF JURISDICTION], being marked and designated as the *International Property Maintenance Code*, 2012 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the [JURISDICTION], in the State of [STATE NAME] for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the [JURISDICTION] are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Section 101.1. Insert: [NAME OF JURISDICTION]

Section 103.5. Insert: [APPROPRIATE SCHEDULE]

Section 112.4. Insert: [DOLLAR AMOUNT IN TWO LOCATIONS]

Section 302.4. Insert: [HEIGHT IN INCHES]

Section 304.14. Insert: [DATES IN TWO LOCATIONS]

Section 602.3. Insert: [DATES IN TWO LOCATIONS]

Section 602.4. Insert: [DATES IN TWO LOCATIONS]

Section 3. That [ORDINANCE/STATUTE/REGULATION] No. _____ of [JURISDICTION] entitled [FILL IN HERE THE COMPLETE TITLE OF THE LEGISLATION OR LAWS IN EFFECT AT THE PRESENT TIME SO THAT THEY WILL BE REPEALED BY DEFINITE MENTION] and all other ordinances or parts of laws in conflict herewith are hereby repealed.

Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The [GOVERNING BODY] hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this legislation or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired

or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

Section 6. That the **[JURISDICTION'S KEEPER OF RECORDS]** is hereby ordered and directed to cause this legislation to be published. (An additional provision may be required to direct the number of times the legislation is to be published and to specify that it is to be in a newspaper in general circulation. Posting may also be required.)

Section 7. That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect **[TIME PERIOD]** from and after the date of its final passage and adoption.

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CHAPTER 1

SCOPE AND ADMINISTRATION

PART 1 — SCOPE AND APPLICATION

SECTION 101 GENERAL

[A] **101.1 Title.** These regulations shall be known as the *City of Alpharetta Property Maintenance Code* of City of Alpharetta, hereinafter referred to as “this code.”

[A] **101.2 Scope.** The provisions of this code shall apply to all existing residential and nonresidential structures and all existing *premises* and constitute minimum requirements and standards for *premises*, structures, equipment and facilities for light, *ventilation*, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of *owners*, *operators* and *occupants*; the *occupancy* of existing structures and *premises*, and for administration, enforcement and penalties.

[A] **101.3 Intent.** This code shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued *occupancy* and maintenance of structures and *premises*. Existing structures and *premises* that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein.

[A] **101.4 Severability.** If a section, subsection, sentence, clause or phrase of this code is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 102 APPLICABILITY

[A] **102.1 General.** Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall govern. Where differences occur between provisions of this code and the referenced standards, the provisions of this code shall apply. Where, in a specific case, different sections of this code specify different requirements, the most restrictive shall govern.

[A] **102.2 Maintenance.** Equipment, systems, devices and safeguards required by this code or a previous regulation or code under which the structure or *premises* was constructed, altered or repaired shall be maintained in good working order. No *owner*, *operator* or *occupant* shall cause any service, facility, equipment or utility which is required under this section to be removed from or shut off from or discontinued for any occupied dwelling, except for such temporary interruption as necessary while repairs or alterations are in progress. The requirements of this code are not intended to provide the basis for removal or abrogation of fire protection and safety systems and devices in existing structures. Except as other-

wise specified herein, the *owner* or the *owner's* designated agent shall be responsible for the maintenance of buildings, structures and *premises*.

[A] **102.3 Application of other codes.** Repairs, additions or alterations to a structure, or changes of *occupancy*, shall be done in accordance with the procedures and provisions of the *International Building Code*, *International Energy Conservation Code*, *International Fire Code*, *International Fuel Gas Code*, *International Mechanical Code*, *International Residential Code*, *International Plumbing Code* and NFPA 70. Nothing in this code shall be construed to cancel, modify or set aside any provision of the *International Zoning Code*.

[A] **102.4 Existing remedies.** The provisions in this code shall not be construed to abolish or impair existing remedies of the jurisdiction or its officers or agencies relating to the removal or demolition of any structure which is dangerous, unsafe and insanitary.

[A] **102.5 Workmanship.** Repairs, maintenance work, alterations or installations which are caused directly or indirectly by the enforcement of this code shall be executed and installed in a *workmanlike* manner and installed in accordance with the manufacturer's instructions.

[A] **102.6 Historic buildings.** The provisions of this code shall not be mandatory for existing buildings or structures designated as historic buildings when such buildings or structures are judged by the *code official* to be safe and in the public interest of health, safety and welfare.

[A] **102.7 Referenced codes and standards.** The codes and standards referenced in this code shall be those that are listed in Chapter 8 and considered part of the requirements of this code to the prescribed extent of each such reference and as further regulated in Sections 102.7.1 and 102.7.2.

Exception: Where enforcement of a code provision would violate the conditions of the listing of the equipment or appliance, the conditions of the listing shall apply.

[A] **102.7.1 Conflicts.** Where conflicts occur between provisions of this code and the referenced standards, the provisions of this code shall apply.

[A] **102.7.2 Provisions in referenced codes and standards.** Where the extent of the reference to a referenced code or standard includes subject matter that is within the scope of this code, the provisions of this code, as applicable, shall take precedence over the provisions in the referenced code or standard.

[A] **102.8 Requirements not covered by code.** Requirements necessary for the strength, stability or proper operation of an existing fixture, structure or equipment, or for the public safety, health and general welfare, not specifically covered by this code, shall be determined by the *code official*.

[A] **102.9 Application of references.** References to chapter or section numbers, or to provisions not specifically identi-

SCOPE AND ADMINISTRATION

fied by number, shall be construed to refer to such chapter, section or provision of this code.

[A] **102.10 Other laws.** The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law.

PART 2 — ADMINISTRATION AND ENFORCEMENT

SECTION 103 DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION

[A] **103.1 General.** The department of property maintenance inspection is hereby created and the executive official in charge thereof shall be known as the ~~code official~~ **Code Enforcement Manager**.

[A] **103.2 Appointment.** The *code official* shall be appointed by the chief appointing authority of the jurisdiction.

[A] **103.3 Deputies.** In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the *code official* shall have the authority to appoint a deputy(s). Such employees shall have powers as delegated by the *code official*.

[A] **103.4 Liability.** The *code official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction, in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act or by reason of an act or omission in the discharge of official duties. Any suit instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by the legal representative of the jurisdiction until the final termination of the proceedings. The *code official* or any subordinate shall not be liable for costs in an action, suit or proceeding that is instituted in pursuance of the provisions of this code.

~~[A] **103.5 Fees.** The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule.~~

~~[JURISDICTION TO INSERT APPROPRIATE SCHEDULE.]~~

SECTION 104 DUTIES AND POWERS OF THE CODE OFFICIAL

[A] **104.1 General.** The *code official* is hereby authorized and directed to enforce the provisions of this code. The *code official* shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

[A] **104.2 Inspections.** The *code official* shall make all of the required inspections, or shall accept reports of inspection by

approved agencies or individuals. All reports of such inspections shall be in writing and be certified by a responsible officer of such *approved* agency or by the responsible individual. The *code official* is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

[A] **104.3 Right of entry.** Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the *code official* has reasonable cause to believe that there exists in a *structure* or upon a *premises* a condition in violation of this code, the *code official* is authorized to enter the structure or *premises* at reasonable times to inspect or perform the duties imposed by this code, provided that if such *structure* or *premises* is occupied the *code official* shall present credentials to the *occupant* and request entry. If such structure or *premises* is unoccupied, the *code official* shall first make a reasonable effort to locate the *owner* or other person having charge or control of the *structure* or *premises* and request entry. If entry is refused, the *code official* shall have recourse to the remedies provided by law to secure entry.

[A] **104.4 Identification.** The *code official* shall carry proper identification when inspecting *structures* or *premises* in the performance of duties under this code.

[A] **104.5 Notices and orders.** The *code official* shall issue all necessary notices or orders to ensure compliance with this code.

[A] **104.6 Department records.** The *code official* shall keep official records of all business and activities of the department specified in the provisions of this code. Such records shall be retained in the official records for the period required for retention of public records.

SECTION 105 APPROVAL

[A] **105.1 Modifications.** Whenever there are practical difficulties involved in carrying out the provisions of this code, the *code official* shall have the authority to grant modifications for individual cases upon application of the *owner* or *owner's* representative, provided the *code official* shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the department files.

[A] **105.2 Alternative materials, methods and equipment.** The provisions of this code are not intended to prevent the installation of any material or to prohibit any method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. An alternative material or method of construction shall be *approved* where the *code official* finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety.

[A] 105.3 Required testing. Whenever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the *code official* shall have the authority to require tests to be made as evidence of compliance at no expense to the jurisdiction.

[A] 105.3.1 Test methods. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the *code official* shall be permitted to approve appropriate testing procedures performed by an *approved agency*.

[A] 105.3.2 Test reports. Reports of tests shall be retained by the *code official* for the period required for retention of public records.

[A] 105.4 Used material and equipment. The use of used materials which meet the requirements of this code for new materials is permitted. Materials, equipment and devices shall not be reused unless such elements are in good repair or have been reconditioned and tested when necessary, placed in good and proper working condition and *approved* by the *code official*.

[A] 105.5 Approved materials and equipment. Materials, equipment and devices *approved* by the *code official* shall be constructed and installed in accordance with such approval.

[A] 105.6 Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from *approved* sources.

SECTION 106 VIOLATIONS

[A] 106.1 Unlawful acts. It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of this code.

[A] 106.2 Notice of violation. The *code official* shall serve a notice of violation or order in accordance with Section 107.

[A] 106.3 Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 107 shall be deemed guilty of a misdemeanor or civil infraction as determined by the local municipality, and the violation shall be deemed a *strict liability offense*. If the notice of violation is not complied with, the *code official* shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful *occupancy* of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such *premises* shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

[A] 106.4 Violation penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day that a vio-

lation continues after due notice has been served shall be deemed a separate offense.

[A] 106.5 Abatement of violation. The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal *occupancy* of a building, structure or *premises*, or to stop an illegal act, conduct, business or utilization of the building, structure or *premises*.

SECTION 107 NOTICES AND ORDERS

[A] 107.1 Notice to person responsible. Whenever the *code official* determines that there has been a violation of this code or has grounds to believe that a violation has occurred, notice shall be given in the manner prescribed in Sections 107.2 and 107.3 to the person responsible for the violation as specified in this code. Notices for condemnation procedures shall also comply with Section 108.3.

[A] 107.2 Form. Such notice prescribed in Section 107.1 shall be in accordance with all of the following:

1. Be in writing.
2. Include a description of the real estate sufficient for identification.
3. Include a statement of the violation or violations and why the notice is being issued.
4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the *dwelling unit* or structure into compliance with the provisions of this code.
5. Inform the property *owner* of the right to appeal.
6. Include a statement of the right to file a lien in accordance with Section 106.3.

[A] 107.3 Method of service. Such notice shall be deemed to be properly served if a copy thereof is:

1. Delivered personally;
2. Sent by certified or first-class mail addressed to the last known address; or
3. If the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice.

[A] 107.4 Unauthorized tampering. Signs, tags or seals posted or affixed by the *code official* shall not be mutilated, destroyed or tampered with, or removed without authorization from the *code official*.

[A] 107.5 Penalties. Penalties for noncompliance with orders and notices shall be as set forth in Section 106.4.

[A] 107.6 Transfer of ownership. It shall be unlawful for the *owner* of any *dwelling unit* or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such *dwelling unit* or structure to another until the

provisions of the compliance order or notice of violation have been complied with, or until such *owner* shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the *code official* and shall furnish to the *code official* a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

SECTION 108 UNSAFE STRUCTURES AND EQUIPMENT

[A] 108.1 General. When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

[A] 108.1.1 Unsafe structures. An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

[A] 108.1.2 Unsafe equipment. Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the *premises* or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or *occupants* of the *premises* or structure.

[A] 108.1.3 Structure unfit for human occupancy. A structure is unfit for human *occupancy* whenever the *code official* finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks *ventilation*, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the *occupants* of the structure or to the public.

[A] 108.1.4 Unlawful structure. An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code, or was erected, altered or occupied contrary to law.

[A] 108.1.5 Dangerous structure or premises. For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described below shall be considered dangerous:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the *approved* building or fire code of the jurisdiction

as related to the requirements for existing buildings.

2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, *deterioration*, *neglect*, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become *detached* or dislodged.
4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so *anchored*, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.
5. The building or structure, or part of the building or structure, because of dilapidation, *deterioration*, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use and *occupancy*.
7. The building or structure is *neglected*, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.
8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the *approved* building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.
9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, *ventilation*, mechanical or plumbing system, or otherwise, is determined by the *code official* to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.
10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel con-

nections, mechanical system, plumbing system or other cause, is determined by the *code official* to be a threat to life or health.

11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

[A] 108.2 Closing of vacant structures. If the structure is vacant and unfit for human habitation and *occupancy*, and is not in danger of structural collapse, the *code official* is authorized to post a placard of condemnation on the *premises* and order the structure closed up so as not to be an attractive nuisance. Upon failure of the *owner* to close up the *premises* within the time specified in the order, the *code official* shall cause the *premises* to be closed and secured through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate and may be collected by any other legal resource.

[A] 108.2.1 Authority to disconnect service utilities.

The *code official* shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards set forth in Section 102.7 in case of emergency where necessary to eliminate an immediate hazard to life or property or when such utility connection has been made without approval. The *code official* shall notify the serving utility and, whenever possible, the *owner* and *occupant* of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnection the *owner* or *occupant* of the building structure or service system shall be notified in writing as soon as practical thereafter.

[A] 108.3 Notice. Whenever the *code official* has *condemned* a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the *owner* or the person or persons responsible for the structure or equipment in accordance with Section 107.3. If the notice pertains to equipment, it shall also be placed on the *condemned* equipment. The notice shall be in the form prescribed in Section 107.2.

[A] 108.4 Placarding. Upon failure of the *owner* or person responsible to comply with the notice provisions within the time given, the *code official* shall post on the *premises* or on defective equipment a placard bearing the word “Condemned” and a statement of the penalties provided for occupying the *premises*, operating the equipment or removing the placard.

[A] 108.4.1 Placard removal. The *code official* shall remove the condemnation placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who

defaces or removes a condemnation placard without the approval of the *code official* shall be subject to the penalties provided by this code.

[A] 108.5 Prohibited occupancy. Any occupied structure *condemned* and placarded by the *code official* shall be vacated as ordered by the *code official*. Any person who shall occupy a placarded *premises* or shall operate placarded equipment, and any *owner* or any person responsible for the *premises* who shall let anyone occupy a placarded *premises* or operate placarded equipment shall be liable for the penalties provided by this code.

[A] 108.6 Abatement methods. The *owner*, *operator* or *occupant* of a building, *premises* or equipment deemed unsafe by the *code official* shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other *approved* corrective action.

[A] 108.7 Record. The *code official* shall cause a report to be filed on an unsafe condition. The report shall state the *occupancy* of the structure and the nature of the unsafe condition.

SECTION 109 EMERGENCY MEASURES

[A] 109.1 Imminent danger. When, in the opinion of the *code official*, there is *imminent danger* of failure or collapse of a building or structure which endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building *occupants* or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or operation of defective or dangerous equipment, the *code official* is hereby authorized and empowered to order and require the *occupants* to vacate the *premises* forthwith. The *code official* shall cause to be posted at each entrance to such structure a notice reading as follows: “This Structure Is Unsafe and Its Occupancy Has Been Prohibited by the Code Official.” It shall be unlawful for any person to enter such structure except for the purpose of securing the structure, making the required repairs, removing the hazardous condition or of demolishing the same.

[A] 109.2 Temporary safeguards. Notwithstanding other provisions of this code, whenever, in the opinion of the *code official*, there is *imminent danger* due to an unsafe condition, the *code official* shall order the necessary work to be done, including the boarding up of openings, to render such structure temporarily safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the *code official* deems necessary to meet such emergency.

[A] 109.3 Closing streets. When necessary for public safety, the *code official* shall temporarily close structures and close, or order the authority having jurisdiction to close, sidewalks, streets, *public ways* and places adjacent to unsafe structures, and prohibit the same from being utilized.

[A] **109.4 Emergency repairs.** For the purposes of this section, the *code official* shall employ the necessary labor and materials to perform the required work as expeditiously as possible.

[A] **109.5 Costs of emergency repairs.** Costs incurred in the performance of emergency work shall be paid by the jurisdiction. The legal counsel of the jurisdiction shall institute appropriate action against the *owner* of the *premises* where the unsafe structure is or was located for the recovery of such costs.

[A] **109.6 Hearing.** Any person ordered to take emergency measures shall comply with such order forthwith. Any affected person shall thereafter, upon petition directed to the appeals board, be afforded a hearing as described in this code.

SECTION 110 DEMOLITION

[A] **110.1 General.** The *code official* shall order the *owner* of any *premises* upon which is located any structure, which in the *code official* judgment after review is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary, or to board up and hold for future repair or to demolish and remove at the *owner's* option; or where there has been a cessation of normal construction of any structure for a period of more than two years, the *code official* shall order the *owner* to demolish and remove such structure, or board up until future repair. Boarding the building up for future repair shall not extend beyond one year, unless *approved* by the building official.

[A] **110.2 Notices and orders.** All notices and orders shall comply with Section 107.

[A] **110.3 Failure to comply.** If the *owner* of a *premises* fails to comply with a demolition order within the time prescribed, the *code official* shall cause the structure to be demolished and removed, either through an available public agency or by contract or arrangement with private persons, and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

[A] **110.4 Salvage materials.** When any structure has been ordered demolished and removed, the governing body or other designated officer under said contract or arrangement aforesaid shall have the right to sell the salvage and valuable materials at the highest price obtainable. The net proceeds of such sale, after deducting the expenses of such demolition and removal, shall be promptly remitted with a report of such sale or transaction, including the items of expense and the amounts deducted, for the person who is entitled thereto, subject to any order of a court. If such a surplus does not remain to be turned over, the report shall so state.

SECTION 111 MEANS OF APPEAL

[A] **111.1 Application for appeal.** Any person directly affected by a decision of the *code official* or a notice or order issued under this code shall have the right to appeal to the ~~board of appeals~~ **City Code Enforcement Board**, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

~~[A] **111.2 Membership of board.** The board of appeals shall consist of a minimum of three members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The code official shall be an ex-officio member but shall have no vote on any matter before the board. The board shall be appointed by the chief appointing authority, and shall serve staggered and overlapping terms.~~

~~[A] **111.2.1 Alternate members.** The chief appointing authority shall appoint a minimum of two alternate members who shall be called by the board chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership.~~

~~[A] **111.2.2 Chairman.** The board shall annually select one of its members to serve as chairman.~~

~~[A] **111.2.3 Disqualification of member.** A member shall not hear an appeal in which that member has a personal, professional or financial interest.~~

~~[A] **111.2.4 Secretary.** The chief administrative officer shall designate a qualified person to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.~~

~~[A] **111.2.5 Compensation of members.** Compensation of members shall be determined by law.~~

~~[A] **111.3 Notice of meeting.** The board shall meet upon notice from the chairman, within 20 days of the filing of an appeal, or at stated periodic meetings.~~

~~[A] **111.4 Open hearing.** All hearings before the board shall be open to the public. The appellant, the appellant's representative, the code official and any person whose interests are affected shall be given an opportunity to be heard. A quorum shall consist of a minimum of two-thirds of the board membership.~~

~~[A] **111.4.1 Procedure.** The board shall adopt and make available to the public through the secretary procedures under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence, but shall mandate that only relevant information be received.~~

~~[A] 111.5 Postponed hearing. When the full board is not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.~~

[A] 111.62 **Board decision.** The board shall modify or reverse the decision of the *code official* only by a concurring vote of a majority of the total number of appointed board members.

[A] 111.6.12.1 **Records and copies.** The decision of the board shall be recorded. Copies shall be furnished to the appellant and to the *code official*.

[A] 111.6.2-2.2 **Administration.** The *code official* shall take immediate action in accordance with the decision of the board.

[A] 111.7 **3 Court review.** Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.

[A] 111.8 **4 Stays of enforcement.** Appeals of notice and orders (other than *Imminent Danger* notices) shall stay the enforcement of the notice and order until the appeal is heard by the appeals board.

SECTION 112 STOP WORK ORDER

[A] 112.1 **Authority.** Whenever the *code official* finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the *code official* is authorized to issue a stop work order.

[A] 112.2 **Issuance.** A stop work order shall be in writing and shall be given to the *owner* of the property, to the *owner's* agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.

[A] 112.3 **Emergencies.** Where an emergency exists, the *code official* shall not be required to give a written notice prior to stopping the work.

[A] 112.4 **Failure to comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than [AMOUNT] dollars or more than [AMOUNT] dollars.

CHAPTER 2

DEFINITIONS

SECTION 201 GENERAL

201.1 Scope. Unless otherwise expressly stated, the following terms shall, for the purposes of this code, have the meanings shown in this chapter.

201.2 Interchangeability. Words stated in the present tense include the future; words stated in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural, the singular.

201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in the *International Building Code*, *International Existing Building Code*, *International Fire Code*, *International Fuel Gas Code*, *International Mechanical Code*, *International Plumbing Code*, *International Residential Code*, *International Zoning Code* or NFPA 70, such terms shall have the meanings ascribed to them as stated in those codes.

201.4 Terms not defined. Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.

201.5 Parts. Whenever the words “dwelling unit,” “dwelling,” “premises,” “building,” “rooming house,” “rooming unit,” “housekeeping unit” or “story” are stated in this code, they shall be construed as though they were followed by the words “or any part thereof.”

SECTION 202 GENERAL DEFINITIONS

ANCHORED. Secured in a manner that provides positive connection.

[A] APPROVED. *Approved* by the code official.

BASEMENT. That portion of a building which is partly or completely below grade.

BATHROOM. A room containing plumbing fixtures including a bathtub or shower, [water closet](#), [lavatory](#).

BEDROOM. Any room or space used or intended to be used for sleeping purposes [in either a dwelling or sleeping unit](#).

[A] CODE OFFICIAL. The official who is charged with the administration and enforcement of this code, or any duly authorized representative.

CONDEMN. To adjudge unfit for *occupancy*.

DETACHED. When a structural element is physically disconnected from another and that connection is necessary to provide a positive connection.

DETERIORATION. To weaken, disintegrate, corrode, rust or decay and lose effectiveness.

[B] DWELLING UNIT. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

[Z] EASEMENT. That portion of land or property reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The *easement* shall be permitted to be for use under, on or above a said lot or lots.

EQUIPMENT SUPPORT. Those structural members or assemblies of members or manufactured elements, including braces, frames, lugs, snuggers, hangers or saddles, that transmit gravity load, lateral load and operating load between the equipment and the structure.

EXTERMINATION. [The control and elimination of insects, rats, or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food; by poison spraying, fumigating, trapping, or by any other approved pest elimination methods.](#)

EXTERIOR PROPERTY. The open space on the *premises* and on adjoining property under the control of *owners* or *operators* of such *premises*.

GARBAGE. The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

[B] GUARD. A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

[B] HABITABLE SPACE. Space in a structure for living, sleeping, eating or cooking. *Bathrooms*, *toilet rooms*, closets, halls, storage or utility spaces, and similar areas are not considered *habitable spaces*.

HOUSEKEEPING UNIT. A room or group of rooms forming a single *habitable space* equipped and intended to be used for living, sleeping, cooking and eating which does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

IMMINENT DANGER. A condition which could cause serious or life-threatening injury or death at any time.

INACTIVE CONSTRUCTION SITE. [A property having a permit that has been expired for at least six months or a property that has not passed an inspection in at least six months.](#)

INFESTATION. The presence, within or contiguous to, a structure or *premises* of insects, rats, vermin or other pests.

INOPERABLE MOTOR VEHICLE. A vehicle which cannot be driven upon the public streets for reason including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.

[A] LABELED. Equipment, materials or products to which have been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of the

production of the above-*labeled* items and whose labeling indicates either that the equipment, material or product meets identified standards or has been tested and found suitable for a specified purpose.

DEFINITIONS

LET FOR OCCUPANCY or LET. To permit, provide or offer possession or *occupancy* of a dwelling, *dwelling unit*, *rooming unit*, building, premise or structure by a person who is or is not the legal *owner* of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

NEGLECT. The lack of proper maintenance for a building or structure.

[A] OCCUPANCY. The purpose for which a building or portion thereof is utilized or occupied.

OCCUPANT. Any individual living or sleeping in a building, or having possession of a space within a building.

OPENABLE AREA. That part of a window, skylight or door which is available for unobstructed *ventilation* and which opens directly to the outdoors.

OPERATOR. Any person who has charge, care or control of a structure or *premises* which is let or offered for *occupancy*.

[A] OWNER. Any person, agent, *operator*, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

PERSON. An individual, corporation, partnership or any other group acting as a unit.

PEST ELIMINATION. The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food or water; by other *approved pest elimination* methods.

[A] PREMISES. A lot, plot or parcel of land, *easement* or *public way*, including any structures thereon.

[A] PUBLIC WAY. Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

ROOMING HOUSE. A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one- or two-family dwelling.

ROOMING UNIT. Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

RUBBISH. Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, *yard* trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

[B] SLEEPING UNIT. A room or space in which people sleep, which can also include permanent provisions for liv-

ing, eating and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a *dwelling unit* are not *sleeping units*.

STRICT LIABILITY OFFENSE. An offense in which the prosecution in a legal proceeding is not required to prove criminal intent as a part of its case. It is enough to prove that the defendant either did an act which was prohibited, or failed to do an act which the defendant was legally required to do.

[A] STRUCTURE. That which is built or constructed or a portion thereof.

TENANT. A person, corporation, partnership or group, whether or not the legal *owner* of record, occupying a building or portion thereof as a unit.

TOILET ROOM. A room containing a water closet or urinal but not a bathtub or shower.

ULTIMATE DEFORMATION. The deformation at which failure occurs and which shall be deemed to occur if the sustainable load reduces to 80 percent or less of the maximum strength.

[M] VENTILATION. The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.

WORKMANLIKE. Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged and without marring adjacent work.

[Z] YARD. An open space on the same lot with a structure.

CHAPTER 3

GENERAL REQUIREMENTS

SECTION 301 GENERAL

301.1 Scope. The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and *exterior property*.

301.2 Responsibility. The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy *premises* which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. *Occupants* of a *dwelling unit*, *rooming unit* or *housekeeping unit* are responsible for keeping in a clean, sanitary and safe condition that part of the *dwelling unit*, *rooming unit*, *housekeeping unit* or *premises* which they occupy and control.

301.3 Vacant structures and land. All vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

301.4 Inactive Construction Site. Whenever a development property remains inactive for at least one year, the property shall no longer be considered a construction site and shall be subject to the mitigation requirements of 301.4.a

301.4.a Mitigation. Within 30 days of notification by the City, the responsible party associated with an inactive construction site shall do the following:

- a. Remove all construction materials, supplies, and equipment from the site; and
- b. Remove all storage containers, construction trailers and security trailers from the site; and
- c. Remove all signage except signage allowed by other City Ordinances; and
- d. Stabilize the soil on the site pursuant to requirements of City Stormwater Design Engineer; and
- e. Remove silt fencing and tree protection fencing as directed by City Staff; and
- f. Remove any standing water and eliminate ponding conditions on site; and
- g. Complete any required drainage improvements needed to prevent downstream impacts; and
- h. Remove or safeguard any additional hazards on site; and
- i. Remove unsafe partial structures; and
- j. Re-vegetate and/or screen the site along roadways, as approved by Staff for material and design; and
- k. Mow, weed, and trim existing vegetation on site such that grass does not exceed eight inches in height, weeds are removed, and shrubs and trees are free of dead limbs or growth; and

l. Submit a letter of intent to City Staff identifying the plan for on-going site maintenance (including watering schedule for vegetation) until such time as the construction permit is re-activated.

SECTION 302 EXTERIOR PROPERTY AREAS

302.1 Sanitation. All *exterior property* and *premises* shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the *exterior property* which such *occupant* occupies or controls in a clean and sanitary condition.

302.2 Grading and drainage. All *premises* shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

Exception: *Approved* retention areas and reservoirs.

302.3 Sidewalks and driveways. All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

302.4 Weeds. All *premises* and *exterior property* shall be maintained free from weeds or plant growth in excess of ~~JURISDICTION TO INSERT HEIGHT IN INCHES~~. **12 inches.** All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

302.

Upon failure of the *owner* or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the *owner* or agent responsible for the property.

302.5 Rodent harborage. All structures and *exterior property* shall be kept free from rodent harborage and *infestation*. Where rodents are found, they shall be promptly exterminated by *approved* processes which will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

302.6 Exhaust vents. Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly

upon abutting or adjacent public or private property or that of another *tenant*.

302.7 Accessory structures. All accessory structures, including *detached* garages, *storage buildings*, *playhouses*, *barns*, fences and walls, shall be maintained structurally sound and in good repair.

302.8 Motor vehicles. Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any *premises*, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an *approved* spray booth.

Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and *approved* for such purposes.

302.9 Defacement of property. No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the *owner* to restore said surface to an *approved* state of maintenance and repair.

SECTION 303 SWIMMING POOLS, SPAS AND HOT TUBS

303.1 Swimming pools and similar structures. Swimming pools and similar structures, such as spas and hot tubs, shall be maintained in a clean and sanitary condition, and in good repair.

303.2 Enclosures. Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least ~~48~~ 60 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool.

Exception: When such pools are located on the property abutting a lake, the barrier may be omitted at the lake side, provided side barriers extend to the water's edge of the lake.

Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is a minimum of 54 inches (1372 mm) above the bottom of the gate,

GENERAL REQUIREMENTS

the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

Exception: Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.

SECTION 304 EXTERIOR STRUCTURE

304.1 General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

304.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The *anchorage* of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or water tight;
5. Structural members that have evidence of *deterioration* or that are not capable of safely supporting all nominal loads and load effects;
6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects;
7. Exterior walls that are not *anchored* to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects;
8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of *deterioration*, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects;
9. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of *deterioration* or fatigue, are not properly *anchored* or are incapable of supporting all nominal loads and resisting all load effects;
10. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
11. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects;
12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including *guards* and handrails, are not structurally sound, not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects; or
13. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly *anchored*, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. When substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

304.2 Protective treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

[F] 304.3 Premises identification. Buildings shall have *approved* address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

304.4 Structural members. All structural members shall be maintained free from *deterioration*, and shall be capable of safely supporting the imposed dead and live loads.

304.5 Foundation walls. All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

304.6 Exterior walls. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent *deterioration*.

304.7 Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or *deterioration* in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

304.8 Decorative features. All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

304.9 Overhang extensions. All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly *anchored* so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.10 Stairways, decks, porches, balconies, and fences. Every exterior stairway, deck, porch, and balcony, fence and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

304.11 Chimneys and towers. All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.12 Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

304.13 Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

304.13.1 Glazing. All glazing materials shall be maintained free from cracks and holes.

304.13.2 Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

304.14 Insect screens. During the period from ~~DATE~~ 1 April to ~~DATE~~, 30 September every door, window and other outside opening required for *ventilation* of **habitable rooms** **commercial buildings**, food preparation

areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with *approved* tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other *approved* means, such as air curtains or insect repellent fans, are employed. This requirement does not apply to restaurant patio seating areas.

304.15 Doors. All exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

304.16 Basement hatchways. Every *basement* hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

304.17 Guards for basement windows. Every *basement* window that is openable shall be supplied with rodent shields, storm windows or other *approved* protection against the entry of rodents.

304.18 Building security. Doors, windows or hatchways for *dwelling units*, room units or *housekeeping units* shall be provided with devices designed to provide security for the *occupants* and property within.

304.18.1 Doors. Doors providing access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

304.18.2 Windows. Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a window sash locking device.

304.18.3 Basement hatchways. *Basement* hatchways that provide access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry.

304.19 Gates. All exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.

SECTION 305 INTERIOR STRUCTURE

305.1 General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound

GENERAL REQUIREMENTS

and in a sanitary condition. *Occupants* shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every *owner* of a structure containing a *rooming house*, *housekeeping units*, a hotel, a dormitory, two or more *dwelling units* or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and *exterior property*.

305.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Structural members are incapable of supporting nominal loads and load effects;
5. Stairs, landings, balconies and all similar walking surfaces, including *guards* and handrails, are not structurally sound, not properly *anchored* or are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects;
6. Foundation systems that are not firmly supported by footings are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. When substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

305.2 Structural members. All structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

305.3 Interior surfaces. All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

305.4 Stairs and walking surfaces. Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

305.5 Handrails and guards. Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

305.6 Interior doors. Every interior door shall fit reasonably well within its frame and shall be capable of being opened

and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

SECTION 306 COMPONENT SERVICEABILITY

306.1 General. The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

306.1.1 Unsafe conditions. Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. Soils that have been subjected to any of the following conditions:
 - 1.1. Collapse of footing or foundation system;
 - 1.2. Damage to footing, foundation, concrete or other structural element due to soil expansion;
 - 1.3. Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil;
 - 1.4. Inadequate soil as determined by a geotechnical investigation;
 - 1.5. Where the allowable bearing capacity of the soil is in doubt; or
 - 1.6. Adverse effects to the footing, foundation, concrete or other structural element due to the ground water table.
2. Concrete that has been subjected to any of the following conditions:
 - 2.1. *Deterioration*;
 - 2.2. *Ultimate deformation*;
 - 2.3. Fractures;
 - 2.4. Fissures;
 - 2.5. Spalling;
 - 2.6. Exposed reinforcement; or
 - 2.7. *Detached*, dislodged or failing connections.
3. Aluminum that has been subjected to any of the following conditions:
 - 3.1. *Deterioration*;
 - 3.2. Corrosion;
 - 3.3. Elastic deformation;
 - 3.4. *Ultimate deformation*;
 - 3.5. Stress or strain cracks;
 - 3.6. Joint fatigue; or
 - 3.7. *Detached*, dislodged or failing connections.

4. Masonry that has been subjected to any of the following conditions:

- 4.1. *Deterioration*;
- 4.2. *Ultimate deformation*;
- 4.3. Fractures in masonry or mortar joints;
- 4.4. Fissures in masonry or mortar joints;
- 4.5. Spalling;
- 4.6. Exposed reinforcement; or
- 4.7. *Detached*, dislodged or failing connections.

5. Steel that has been subjected to any of the following conditions:

- 5.1. *Deterioration*;
- 5.2. Elastic deformation;
- 5.3. *Ultimate deformation*;
- 5.4. Metal fatigue; or
- 5.5. *Detached*, dislodged or failing connections.

6. Wood that has been subjected to any of the following conditions:

- 6.1. *Ultimate deformation*;
- 6.2. *Deterioration*;
- 6.3. Damage from insects, rodents and other vermin;
- 6.4. Fire damage beyond charring;
- 6.5. Significant splits and checks;
- 6.6. Horizontal shear cracks;
- 6.7. Vertical shear cracks;
- 6.8. Inadequate support;
- 6.9. *Detached*, dislodged or failing connections; or
- 6.10. Excessive cutting and notching.

Exceptions:

- 1. When substantiated otherwise by an *approved method*.
- 2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

SECTION 307 HANDRAILS AND GUARDRAILS

307.1 General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have *guards*. Handrails shall not be less than 30 inches (762 mm) in height or more than 42 inches ~~38 inches~~ (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. *Guards* shall not be less than 30 inches (762 mm) in height

above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exception: *Guards* shall not be required where exempted by the adopted building code.

SECTION 308 RUBBISH AND GARBAGE

308.1 Accumulation of rubbish or garbage. All *exterior property* and *premises*, and the interior of every structure, shall be free from any accumulation of *rubbish* or garbage.

308.2 Disposal of rubbish. Every *occupant* of a structure shall dispose of all *rubbish* in a clean and sanitary manner by placing such *rubbish* in *approved* containers.

308.2.1 Rubbish storage facilities. The *owner* of every occupied *premises* shall supply *approved* covered containers for *rubbish*, and the *owner* of the *premises* shall be responsible for the removal of *rubbish*.

308.2.2 Refrigerators. Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on *premises* without first removing the doors.

308.3 Disposal of garbage. Every *occupant* of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an *approved* garbage disposal facility or *approved* garbage containers.

308.3.1 Garbage facilities. The *owner* of every dwelling shall supply one of the following: an *approved* mechanical food waste grinder in each *dwelling unit*; an *approved* incinerator unit in the structure available to the *occupants* in each *dwelling unit*; or an *approved* leakproof, covered, outside garbage container.

308.3.2 Containers. The *operator* of every establishment producing garbage shall provide, and at all times cause to be utilized, *approved* leakproof containers provided with close-fitting covers for the storage of such materials until removed from the *premises* for disposal.

SECTION 309 PEST ELIMINATION

309.1 Infestation. All structures shall be kept free from insect and rodent *infestation*. All structures in which insects or rodents are found shall be promptly exterminated by *approved* processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.

309.2 Owner. The *owner* of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure.

309.3 Single occupant. The *occupant* of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for pest elimination on the *premises*.

309.4 Multiple occupancy. The *owner* of a structure containing two or more *dwelling units*, a multiple *occupancy*, a

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rooming house or a nonresidential structure shall be responsible for pest elimination in the public or shared areas of the structure and *exterior property*. If *infestation* is caused by failure of an *occupant* to prevent such *infestation* in the area occupied, the *occupant* and *owner* shall be responsible for pest elimination.

309.5 Occupant. The *occupant* of any structure shall be responsible for the continued rodent and pest-free condition of the structure.

Exception: Where the *infestations* are caused by defects in the structure, the *owner* shall be responsible for pest elimination.

CHAPTER 4

LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

SECTION 401 GENERAL

401.1 Scope. The provisions of this chapter shall govern the minimum conditions and standards for light, *ventilation* and space for occupying a structure.

401.2 Responsibility. The *owner* of the structure shall provide and maintain light, *ventilation* and space conditions in compliance with these requirements. A person shall not occupy as *owner-occupant*, or permit another person to occupy, any *premises* that do not comply with the requirements of this chapter.

401.3 Alternative devices. In lieu of the means for natural light and *ventilation* herein prescribed, artificial light or mechanical *ventilation* complying with the *International Building Code Georgia State Minimum Standard Building Codes* shall be permitted.

SECTION 402 LIGHT

402.1 Habitable spaces. Every *habitable space* shall have at least one window of *approved* size facing directly to the outdoors or to a court. The minimum total glazed area for every *habitable space* shall be 8 percent of the floor area of such room. Wherever walls or other portions of a structure face a window of any room and such obstructions are located less than 3 feet (914 mm) from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

Exception: Where natural light for rooms or spaces without exterior glazing areas is provided through an adjoining room, the unobstructed opening to the adjoining room shall be at least 8 percent of the floor area of the interior room or space, but a minimum of 25 square feet (2.33 m²). The exterior glazing area shall be based on the total floor area being served.

402.2 Common halls and stairways. Every common hall and stairway in residential occupancies, other than in one- and two-family dwellings, shall be lighted at all times with at least a 60-watt standard incandescent light bulb for each 200 square feet (19 m²) of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet (9144 mm). In other than residential occupancies, means of egress, including exterior means of egress, stairways shall be illuminated at all times the building space served by the means of egress is occupied with a minimum of 1 footcandle (11 lux) at floors, landings and treads.

402.3 Other spaces. All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe *occupancy* of the space and utilization of the appliances, equipment and fixtures.

SECTION 403 VENTILATION

403.1 Habitable spaces. Every *habitable space* shall have at least one openable window. The total openable area of the window in every room shall be equal to at least 45 percent of the minimum glazed area required in Section 402.1.

Exception: Where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room shall be at least 8 percent of the floor area of the interior room or space, but a minimum of 25 square feet (2.33 m²). The *ventilation* openings to the outdoors shall be based on a total floor area being ventilated.

403.2 Bathrooms and toilet rooms. Every *bathroom* and *toilet room* shall comply with the *ventilation* requirements for *habitable spaces* as required by Section 403.1, except that a window shall not be required in such spaces equipped with a mechanical *ventilation* system. Air exhausted by a mechanical *ventilation* system from a *bathroom* or *toilet room* shall discharge to the outdoors and shall not be recirculated.

403.3 Cooking facilities. Unless *approved* through the certificate of *occupancy*, cooking shall not be permitted in any *rooming unit* or dormitory unit, and a cooking facility or appliance shall not be permitted to be present in the *rooming unit* or dormitory unit.

Exceptions:

1. Where specifically *approved* in writing by the *code official*.
2. Devices such as coffee pots and microwave ovens shall not be considered cooking appliances.

403.4 Process ventilation. Where injurious, toxic, irritating or noxious fumes, gases, dusts or mists are generated, a local exhaust *ventilation* system shall be provided to remove the contaminating agent at the source. Air shall be exhausted to the exterior and not be recirculated to any space.

403.5 Clothes dryer exhaust. Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions.

Exception: Listed and labeled condensing (ductless) clothes dryers.

SECTION 404 OCCUPANCY LIMITATIONS

404.1 Privacy. *Dwelling units*, hotel units, *housekeeping units*, *rooming units* and dormitory units shall be arranged to provide privacy and be separate from other adjoining spaces.

404.2 Minimum room widths. A *habitable room*, other than a kitchen, shall be a minimum of 7 feet (2134 mm) in any

plan dimension. Kitchens shall have a minimum clear passageway of 3 feet (914 mm) between counterfronts and appliances or counterfronts and walls.

404.3 Minimum ceiling heights. *Habitable spaces*, hallways, corridors, laundry areas, *bathrooms*, *toilet rooms* and *habitable basement* areas shall have a minimum clear ceiling height of 7 feet (2134 mm).

Exceptions:

1. In one- and two-family dwellings, beams or girders spaced a minimum of 4 feet (1219 mm) on center and projecting a maximum of 6 inches (152 mm) below the required ceiling height.
2. *Basement* rooms in one- and two-family dwellings occupied exclusively for laundry, study or recreation purposes, having a minimum ceiling height of 6 feet 8 inches (2033 mm) with a minimum clear height of 6 feet 4 inches (1932 mm) under beams, girders, ducts and similar obstructions.
3. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a minimum clear ceiling height of 7 feet (2134 mm) over a minimum of one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a minimum clear ceiling height of 5 feet (1524 mm) shall be included.

404.4 Bedroom and living room requirements. Every *bedroom* and living room shall comply with the requirements of Sections 404.4.1 through 404.4.5.

404.4.1 Room area. Every living room shall contain at least 120 square feet (11.2 m²) and every bedroom shall contain a minimum of 70 square feet (6.5 m²) and every bedroom occupied by more than one person shall contain a minimum of 50 square feet (4.6 m²) of floor area for each occupant thereof.

404.4.2 Access from bedrooms. *Bedrooms* shall not constitute the only means of access to other *bedrooms* or *habitable spaces* and shall not serve as the only means of egress from other *habitable spaces*.

Exception: Units that contain fewer than two *bedrooms*.

404.4.3 Water closet accessibility. Every *bedroom* shall have access to at least one water closet and one lavatory without passing through another *bedroom*. Every *bedroom* in a *dwelling unit* shall have access to at least one water closet and lavatory located in the same story as the *bedroom* or an adjacent story.

404.4.4 Prohibited occupancy. Kitchens and nonhabitable spaces shall not be used for sleeping purposes.

404.4.5 Other requirements. *Bedrooms* shall comply with the applicable provisions of this code including, but not limited to, the light, *ventilation*, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities requirements of Chapter 5; the heating facilities and electrical

receptacle requirements of Chapter 6; and the smoke detector and emergency escape requirements of Chapter 7.

404.5 Overcrowding. Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5.

**TABLE 404.5
MINIMUM AREA REQUIREMENTS**

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 occupants	3-5 occupants	6 or more occupants
Living room ^{a,b}	120	120	150
Dining room ^{a,b}	No requirement	80	100
Bedrooms	Shall comply with Section 404.4.1		

For SI: 1 square foot = 0.093 m².

a. See Section 404.5.2 for combined living room/dining room spaces.

b. See Section 404.5.1 for limitations on determining the minimum occupancy area for sleeping purposes.

404.5.1 Sleeping area. The minimum occupancy area required by Table 404.5 shall not be included as a sleeping area in determining the minimum occupancy area for sleeping purposes. All sleeping areas shall comply with Section 404.4.

404.5.2 Combined spaces. Combined living room and dining room spaces shall comply with the requirements of Table 404.5 if the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living room/dining room.

404.6 Efficiency unit. Nothing in this section shall prohibit an efficiency living unit from meeting the following requirements:

1. A unit occupied by not more than one occupant shall have a minimum clear floor area of 120 square feet (11.2 m²). A unit occupied by not more than two occupants shall have a minimum clear floor area of 220 square feet (20.4 m²). A unit occupied by three occupants shall have a minimum clear floor area of 320 square feet (29.7 m²). These required areas shall be exclusive of the areas required by Items 2 and 3.
2. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a minimum clear working space of 30 inches (762 mm) in front. Light and *ventilation* conforming to this code shall be provided.
3. The unit shall be provided with a separate *bathroom* containing a water closet, lavatory and bathtub or shower.
4. The maximum number of *occupants* shall be three.

404.7 Food preparation. All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

CHAPTER 5

PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

SECTION 501 GENERAL

501.1 Scope. The provisions of this chapter shall govern the minimum plumbing systems, facilities and plumbing fixtures to be provided.

501.2 Responsibility. The *owner* of the structure shall provide and maintain such plumbing facilities and plumbing fixtures in compliance with these requirements. A person shall not occupy as *owner-occupant* or permit another person to occupy any structure or *premises* which does not comply with the requirements of this chapter.

SECTION 502 REQUIRED FACILITIES

[P] 502.1 Dwelling units. Every *dwelling unit* shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory.

[P] 502.2 Rooming houses. At least one water closet, lavatory and bathtub or shower shall be supplied for each four *rooming units*.

[P] 502.3 Hotels. Where private water closets, lavatories and baths are not provided, one water closet, one lavatory and one bathtub or shower having access from a public hallway shall be provided for each ten *occupants*.

[P] 502.4 Employees' facilities. A minimum of one water closet, one lavatory and one drinking facility shall be available to employees.

[P] 502.4.1 Drinking facilities. Drinking facilities shall be a drinking fountain, water cooler, bottled water cooler or disposable cups next to a sink or water dispenser. Drinking facilities shall not be located in *toilet rooms* or *bathrooms*.

[P] 502.5 Public toilet facilities. Public toilet facilities shall be maintained in a safe sanitary and working condition in accordance with the *International Plumbing Code*. Except for periodic maintenance or cleaning, public access and use shall be provided to the toilet facilities at all times during *occupancy* of the *premises*.

SECTION 503 TOILET ROOMS

[P] 503.1 Privacy. *Toilet rooms* and *bathrooms* shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking

device shall be provided for all common or shared *bathrooms* and *toilet rooms* in a multiple dwelling.

[P] 503.2 Location. *Toilet rooms* and *bathrooms* serving hotel units, *rooming units* or dormitory units or *housekeeping units*, shall have access by traversing a maximum of one flight of stairs and shall have access from a common hall or passageway.

[P] 503.3 Location of employee toilet facilities. Toilet facilities shall have access from within the employees' working area. The required toilet facilities shall be located a maximum of one story above or below the employees' working area and the path of travel to such facilities shall not exceed a distance of 500 feet (152 m). Employee facilities shall either be separate facilities or combined employee and public facilities.

Exception: Facilities that are required for employees in storage structures or kiosks, which are located in adjacent structures under the same ownership, lease or control, shall not exceed a travel distance of 500 feet (152 m) from the employees' regular working area to the facilities.

[P] 503.4 Floor surface. In other than *dwelling units*, every *toilet room* floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.

SECTION 504 PLUMBING SYSTEMS AND FIXTURES

[P] 504.1 General. All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe, sanitary and functional condition.

[P] 504.2 Fixture clearances. Plumbing fixtures shall have adequate clearances for usage and cleaning.

[P] 504.3 Plumbing system hazards. Where it is found that a plumbing system in a structure constitutes a hazard to the *occupants* or the structure by reason of inadequate service, inadequate venting, cross connection, backsiphonage, improper installation, *deterioration* or damage or for similar reasons, the *code official* shall require the defects to be corrected to eliminate the hazard.

SECTION 505 WATER SYSTEM

505.1 General. Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an *approved* private water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied

PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

with hot or tempered and cold running water in accordance with the ~~International Plumbing Code~~. [Georgia State Minimum Standard Plumbing Code](#).

[P] 505.2 Contamination. The water supply shall be maintained free from contamination, and all water inlets for plumbing fixtures shall be located above the flood-level rim of the fixture. Shampoo basin faucets, janitor sink faucets and other hose bibs or faucets to which hoses are attached and left in place, shall be protected by an approved atmospheric-type vacuum breaker or an approved permanently attached hose connection vacuum breaker.

505.3 Supply. The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks.

505.4 Water heating facilities. Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a minimum temperature of 110°F (43°C). A gas-burning water heater shall not be located in any *bathroom, toilet room, bedroom* or other occupied room normally kept closed, unless adequate combustion air is provided. An *approved* combination temperature and pressure-relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.

SECTION 506 SANITARY DRAINAGE SYSTEM

[P] 506.1 General. All plumbing fixtures shall be properly connected to either a public sewer system or to an *approved* private sewage disposal system.

[P] 506.2 Maintenance. Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

[P] 506.3 Grease interceptors. Grease interceptors and automatic grease removal devices shall be maintained in accordance with this code and the manufacturer's installation instructions. Grease interceptors and automatic grease removal devices shall be regularly serviced and cleaned to prevent the discharge of oil, grease, and other substances harmful or hazardous to the building drainage system, the public sewer, the private sewage disposal system or the sewage treatment plant or processes. All records of maintenance, cleaning and repairs shall be available for inspection by the code official.

SECTION 507 STORM DRAINAGE

[P] 507.1 General. Drainage of roofs and paved areas, *yards* and courts, and other open areas on the *premises* shall not be discharged in a manner that creates a public nuisance.

507.2 Flow Control. Discharge from roofs, paved areas, yards and courts, and other areas on premises shall flow away from building foundations, shall not flow into sanitary sewers, and shall flow to a location approved by the City. Yards and premises shall not be graded or shaped to direct

undue storm water discharge upon adjacent land or property and shall not contain low areas where water may be trapped and induce insect breeding. Storm water discharge piping systems shall be constructed and installed in accordance with the Georgia State Minimum Plumbing Code.

CHAPTER 6

MECHANICAL AND ELECTRICAL REQUIREMENTS

SECTION 601 GENERAL

601.1 Scope. The provisions of this chapter shall govern the minimum mechanical and electrical facilities and equipment to be provided.

601.2 Responsibility. The *owner* of the structure shall provide and maintain mechanical and electrical facilities and equipment in compliance with these requirements. A person shall not occupy as *owner-occupant* or permit another person to occupy any *premises* which does not comply with the requirements of this chapter.

SECTION 602 HEATING FACILITIES

602.1 Facilities required. Heating facilities shall be provided in structures as required by this section.

602.2 Residential occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, *bathrooms* and *toilet rooms* based on the winter outdoor design temperature for the locality indicated in [Appendix D of the International Plumbing Code](#). [Georgia State Energy Code for Buildings \(IECC\)](#). Cooking appliances shall not be used, nor shall portable unvented fuel-burning space heaters be used, as a means to provide required heating.

Exception: In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.

602.3 Heat supply. Every *owner* and *operator* of any building who rents, leases or lets one or more *dwelling units* or *sleeping units* on terms, either expressed or implied, to furnish heat to the *occupants* thereof shall supply heat during the period from [\[DATE\] 1 October](#) to [\[DATE\] 30 April](#) to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, *bathrooms* and *toilet rooms*.

Exceptions:

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the *International Plumbing Code*.
2. In areas where the average monthly temperature is above 30°F (-1°C) a minimum temperature of 65°F (18°C) shall be maintained.

602.4 Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from [\[DATE\] 1 October](#) to [\[DATE\] 30 April](#) to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

Exceptions:

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

602.5 Room temperature measurement. The required room temperatures shall be measured 3 feet (914 mm) above the floor near the center of the room and 2 feet (610 mm) inward from the center of each exterior wall.

SECTION 603 MECHANICAL EQUIPMENT

603.1 Mechanical appliances. All mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function.

603.2 Removal of combustion products. All fuel-burning equipment and appliances shall be connected to an *approved* chimney or vent [in good working order](#).

Exception: Fuel-burning equipment and appliances which are *labeled* for unvented operation.

603.3 Clearances. All required clearances to combustible materials shall be maintained.

603.4 Safety controls. All safety controls for fuel-burning equipment shall be maintained in effective operation.

603.5 Combustion air. A supply of air for complete combustion of the fuel and for *ventilation* of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment.

603.6 Energy conservation devices. Devices intended to reduce fuel consumption by attachment to a fuel-burning appliance, to the fuel supply line thereto, or to the vent outlet or vent piping therefrom, shall not be installed unless *labeled* for such purpose and the installation is specifically *approved*.

SECTION 604 ELECTRICAL FACILITIES

604.1 Facilities required. Every occupied building shall be provided with an electrical system in compliance with the requirements of this section and Section 605.

MECHANICAL AND ELECTRICAL REQUIREMENTS

604.2 Service. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with NFPA 70. *Dwelling units* shall be served by a three-wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 100 amperes.

604.3 Electrical system hazards. Where it is found that the electrical system in a structure constitutes a hazard to the *occupants* or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, *deterioration* or damage, or for similar reasons, the *code official* shall require the defects to be corrected to eliminate the hazard.

604.3.1 Abatement of electrical hazards associated with water exposure. The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to water.

604.3.1.1 Electrical equipment. Electrical distribution equipment, motor circuits, power equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault circuit interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaires, ballasts, motors and electronic control, signaling and communication equipment that have been exposed to water shall be replaced in accordance with the provisions of the *International Building Code*.

Exception: The following equipment shall be allowed to be repaired where an inspection report from the equipment manufacturer or *approved* manufacturer's representative indicates that the equipment has not sustained damage that requires replacement:

1. Enclosed switches, rated a maximum of 600 volts or less;
2. Busway, rated a maximum of 600 volts;
3. Panelboards, rated a maximum of 600 volts;
4. Switchboards, rated a maximum of 600 volts;
5. Fire pump controllers, rated a maximum of 600 volts;
6. Manual and magnetic motor controllers;
7. Motor control centers;
8. Alternating current high-voltage circuit breakers;
9. Low-voltage power circuit breakers;
10. Protective relays, meters and current transformers;
11. Low- and medium-voltage switchgear;
12. Liquid-filled transformers;
13. Cast-resin transformers;
14. Wire or cable that is suitable for wet locations and whose ends have not been exposed to water;

15. Wire or cable, not containing fillers, that is suitable for wet locations and whose ends have not been exposed to water;

16. Luminaires that are listed as submersible;

17. Motors;

18. Electronic control, signaling and communication equipment.

604.3.2 Abatement of electrical hazards associated with fire exposure. The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to fire.

604.3.2.1 Electrical equipment. Electrical switches, receptacles and fixtures, including furnace, water heating, security system and power distribution circuits, that have been exposed to fire, shall be replaced in accordance with the provisions of the *International Building Code*.

Exception: Electrical switches, receptacles and fixtures that shall be allowed to be repaired where an inspection report from the equipment manufacturer or *approved* manufacturer's representative indicates that the equipment has not sustained damage that requires replacement.

SECTION 605 ELECTRICAL EQUIPMENT

605.1 Installation. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and *approved* manner.

605.2 Receptacles. Every *habitable space* in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every *bathroom* shall contain at least one receptacle. Any new *bathroom* receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location.

605.3 Luminaires. Every public hall, interior stairway, *toilet room*, kitchen, *bathroom*, laundry room, boiler room and furnace room, *garage*, *basement*, *water heater room* and *exterior entry door* shall contain at least one electric luminaire. Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.

605.4 Wiring. Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.

SECTION 606 ELEVATORS, ESCALATORS AND DUMBWAITERS

606.1 General. Elevators, dumbwaiters and escalators shall be maintained in compliance with ASME A17.1. The most current certificate of inspection shall be on display at all times within the elevator or attached to the escalator or dumbwaiter, be available for public inspection in the office of the

building *operator* or be posted in a publicly conspicuous location *approved* by the *code official*. The inspection and tests shall be performed at not less than the periodic intervals listed in ASME A17.1, Appendix N, except where otherwise specified by the authority having jurisdiction.

606.2 Elevators. In buildings equipped with passenger elevators, at least one elevator shall be maintained in operation at all times when the building is occupied.

Exception: Buildings equipped with only one elevator shall be permitted to have the elevator temporarily out of service for testing or servicing.

SECTION 607 DUCT SYSTEMS

607.1 General. Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

CHAPTER 7

FIRE SAFETY REQUIREMENTS

SECTION 701 GENERAL

701.1 Scope. The provisions of this chapter, [the Georgia State Minimum Standard Fire Prevention Code](#), and the [Life Safety Code](#) shall govern the minimum conditions and standards for fire safety relating to structures and exterior premises, including fire safety facilities and equipment to be provided.

701.2 Responsibility. The owner of the premises shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that do not comply with the requirements of this chapter.

SECTION 702 MEANS OF EGRESS

[F] 702.1 General. A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the [International Fire Code](#)-[Life Safety Code](#).

[F] 702.2 Aisles. The required width of aisles in accordance with the [International Fire Code](#)-[Georgia State Fire Prevention Code](#) shall be unobstructed.

[F] 702.3 Locked doors. All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the [International Building Code](#)-[Georgia State Minimum Building Code](#).

[F] 702.4 Emergency escape openings. Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

SECTION 703 FIRE-RESISTANCE RATINGS

[F] 703.1 Fire-resistance-rated assemblies. The required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

[F] 703.2 Opening protectives. Required opening protectives shall be maintained in an operative condition. All fire and smokestop doors shall be maintained in operable condi-

tion. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.

SECTION 704 FIRE PROTECTION SYSTEMS

[F] 704.1 General. All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the [International Fire Code](#)-[Georgia State Minimum Standard Fire Prevention Code](#).

[F] 704.1.1 Automatic sprinkler systems. Inspection, testing and maintenance of automatic sprinkler systems shall be in accordance with NFPA 25.

[F] 704.2 Smoke alarms. Single- or multiple-station smoke alarms shall be installed and maintained in Group R or I-1 occupancies [and in dwellings not regulated in Group R](#), regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

[F] 704.3 Power source. In Group R or I-1 occupancies [and in dwellings not regulated in Group R](#), single-station smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.

Exception: Smoke alarms are permitted to be solely battery operated in buildings where no construction is taking place, buildings that are not served from a commercial power source and in existing areas of buildings undergoing alterations or repairs that do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for building wiring without the removal of interior finishes.

[F] 704.4 Interconnection. Where more than one smoke alarm is required to be installed within an individual dwelling unit in Group R or I-1 occupancies [and in dwellings not regulated in Group R](#), the smoke alarms shall be interconnected in such a manner that the activation of one

alarm will activate all of the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all *bedrooms* over background noise levels with all intervening doors closed.

Exceptions:

1. Interconnection is not required in buildings which are not undergoing alterations, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or *basement* available which could provide access for interconnection without the removal of interior finishes.

CHAPTER 8

REFERENCED STANDARDS

This chapter lists the standards that are referenced in various sections of this document. The standards are listed herein by the promulgating agency of the standard, the standard identification, the effective date and title and the section or sections of this document that reference the standard. The application of the referenced standards shall be as specified in Section 102.7.

ASME

American Society of Mechanical Engineers
Three Park Avenue
New York, NY 10016-5990

Standard reference number	Title	Referenced in code section number
A17.1/CSA B44—2007	Safety Code for Elevators and Escalators	606.1

ASTM

ASTM International
100 Barr Harbor Drive
West Conshohocken, PA 19428-2959

Standard reference number	Title	Referenced in code section number
F 1346—91 (2003)	Performance Specifications for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs	303.2

ICC

International Code Council
500 New Jersey Avenue, NW
6th Floor
Washington, DC 20001

Standard reference number	Title	Referenced in code section number
IBC—12	International Building Code®	102.3, 201.3, 401.3, 702.3
IEBC—12	International Existing Building Code®	305.1.1, 306.1.1
IFC—12	International Fire Code®	201.3, 604.3.1.1, 604.3.2.1, 702.1, 702.2, 704.1, 704.2
IFGC—12	International Fuel Gas Code®	102.3
IMC—12	International Mechanical Code®	102.3, 201.3
IPC—12	International Plumbing Code®	201.3, 505.1, 602.2, 602.3
IRC—12	International Residential Code®	201.3
IZC—12	International Zoning Code®	102.3, 201.3

NFPA

National Fire Protection Association
1 Batterymarch Park
Quincy, MA 02269

Standard reference number	Title	Referenced in code section number
25—11	Inspection, Testing and Maintenance of Water-Based Fire Protection Systems	704.1.1
70—11	National Electrical Code	102.4, 201.3, 604.2

APPENDIX A

BOARDING STANDARD

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

A101 GENERAL

A101.1 General. All windows and doors shall be boarded in an *approved* manner to prevent entry by unauthorized persons and shall be painted to correspond to the color of the existing structure.

A102 MATERIALS

A102.1 Boarding sheet material. Boarding sheet material shall be minimum $\frac{1}{2}$ -inch (12.7 mm) thick wood structural panels complying with the *International Building Code*.

A102.2 Boarding framing material. Boarding framing material shall be minimum nominal 2-inch by 4-inch (51 mm by 102 mm) solid sawn lumber complying with the *International Building Code*.

A102.3 Boarding fasteners. Boarding fasteners shall be minimum $\frac{3}{4}$ -inch (9.5 mm) diameter carriage bolts of such a length as required to penetrate the assembly and as required to adequately attach the washers and nuts. Washers and nuts shall comply with the *International Building Code*.

A103 INSTALLATION

A103.1 Boarding installation. The boarding installation shall be in accordance with Figures A103.1(1) and A103.1(2) and Sections A103.2 through A103.5.

A103.2 Boarding sheet material. The boarding sheet material shall be cut to fit the door or window opening neatly or shall be cut to provide an equal overlap at the perimeter of the door or window.

A103.3 Windows. The window shall be opened to allow the carriage bolt to pass through or the window sash shall be removed and stored. The 2-inch by 4-inch (51 mm by 102 mm) strong back framing material shall be cut minimum 2 inches (51 mm) wider than the window opening and shall be placed on the inside of the window opening 6 inches minimum above the bottom and below the top of the window opening. The framing and boarding shall be predrilled. The assembly shall be aligned and the bolts, washers and nuts shall be installed and secured.

A103.4 Door walls. The door opening shall be framed with minimum 2-inch by 4-inch (51 mm by 102 mm) framing material secured at the entire perimeter and vertical members at a maximum of 24 inches (610 mm) on center. Blocking shall also be secured at a maximum of 48 inches (1219 mm) on center vertically. Boarding sheet material shall be secured

with screws and nails alternating every 6 inches (152 mm) on center.

A103.5 Doors. Doors shall be secured by the same method as for windows or door openings. One door to the structure shall be available for authorized entry and shall be secured and locked in an *approved* manner.

A104 REFERENCED STANDARDS

IBC—12 International Building Code A102.1, A102.2, A102.3

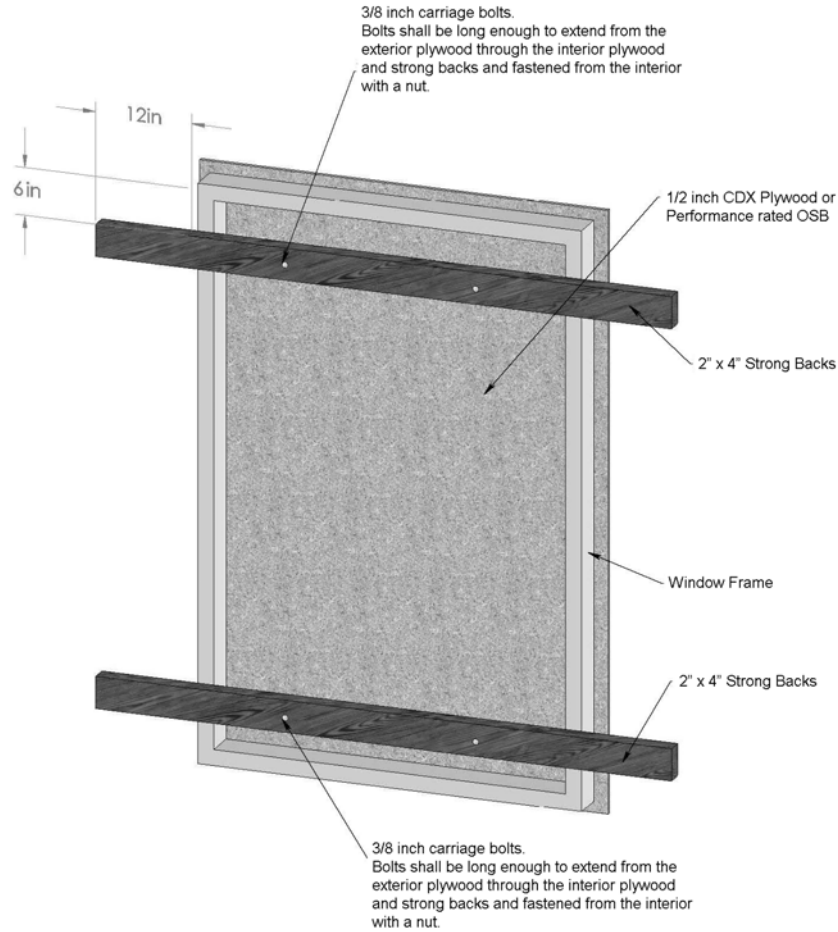


FIGURE A103.1(1)
BOARDING OF DOOR OR WINDOW

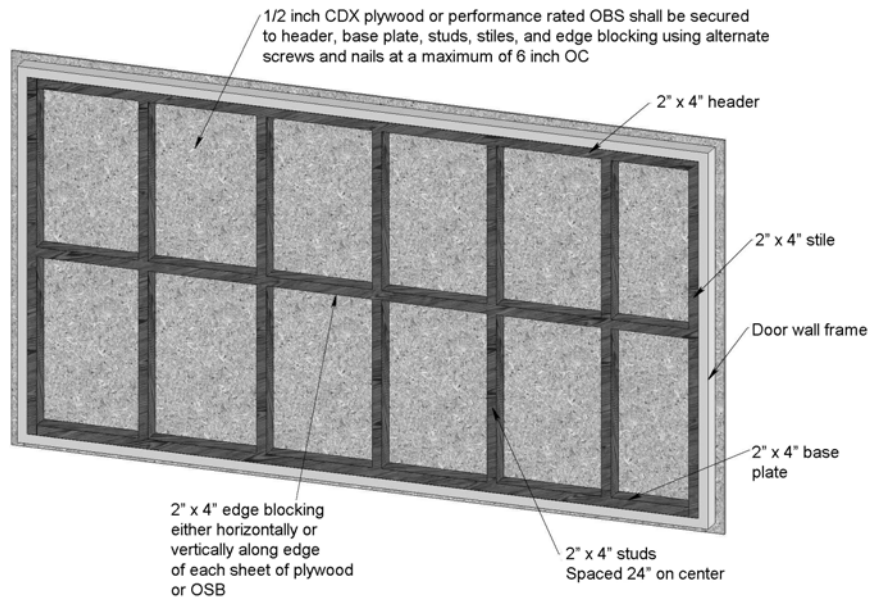


FIGURE A103.1(2)
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EDITORIAL CHANGES – SECOND PRINTING

Page 25, Section [F] 704.2: now reads . . . **[F] 704.2 Smoke alarms.** Single- or multiple-station smoke alarms shall be installed and maintained in Group R or I-1 occupancies, regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of *bedrooms*.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Page 25, Section [F] 704.3: lines 1 and 2 now reads . . . **[F] 704.3 Power source.** In Group R or I-1 occupancies, single-station smoke alarms shall receive their primary power

Page 25, Section [F] 704.4: now reads . . . **[F] 704.4 Interconnection.** Where more than one smoke alarm is required to be installed within an individual *dwelling unit* in Group R or I-1 occupancies, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

EDITORIAL CHANGES – FOURTH PRINTING

Page 14, Section 306.1.1: lines 5 and 6 now reads . . . the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

Sec. 5-4. - Codes adopted—Building.

The following codes are hereby adopted by reference as the regulations governing the construction of buildings and other structures in the city, fire prevention, gas, plumbing, mechanical and electrical installations, swimming pools, energy and other matters, copies of which codes shall be kept on file in the city clerk's office and the building official's office for inspection:

- (1) *Residential construction.* Applies to detached one and two family dwellings and one family townhouses not more than three stories in height and accessory structures located upon residential sites within the city permitted on/after 1/1/2001.
 - a. *Administration:* In cases of conflict between codes/ordinances, the more restrictive shall apply.
The Code of the City of Alpharetta, Georgia (10-23-89), latest revision.
1994 Standard Building Code, Chapter 1—Administration.
The Zoning Ordinance of Alpharetta, Georgia (3-9-87), latest revision.
 - b. *Building:* 1995 CABO 1 and 2 Family Dwelling Code, with 2000 and 2001 Ga. Amendments.
 - c. *Mechanical:* 1995 CABO 1 and 2 Family Dwelling Code, with 2000 Ga. Amendments.
 - d. *Gas piping:* 1995 CABO 1 and 2 Family Dwelling Code, with 2000 Ga. Amendments.
 - e. *Plumbing:* 2000 Standard Plumbing Code, with 2001 Ga. Amendments (International Plumbing Code).
 - f. *Electrical:* 1999 National Electrical Code, with 2000 Ga. Amendments.
 - g. *Energy:* 1995 Model Energy Code, with 1997 Ga. Amendments, Reprinted 1/1/2000.
 - h. *Sprinkler:* City Domestic Sprinkler Installation Code (Ordinance No. 220, latest revision).
 - i. *Pools:* 1994 Standard Swimming Pool Code, with 1999 Ga. Amendments and without chapter 1, reprinted 1/1/2000.
 - j. *Soils erosion:* Alpharetta Soil Erosion and Sediment Control Ordinance No. 272, latest revision.
 - k. *Accessibility:* Georgia Accessibility Code (Ga. Fire Safety Comm. Rules and Regs. 120-3-20).
 - l. *Industrialized buildings:* Industrialized Buildings Rules of the Georgia Commissioner of Community Affairs OCGA 110-2, latest edition.
 - m. *Manufactured housing:* Georgia Insurance Fire Commissioner Rules and Regulations for Manufactured Homes, O.C.G.A. § 120-3-7, latest edition.
 - n. *Site walls, walks, drives:* City standard drawings or site specific drawings by a Georgia Architect or P.E.
- (2) *Commercial construction.* Applies to all commercial/industrial type construction and their accessory structures not meeting the CABO Code definition of residential construction and for all building plans approved/permitted on or after 1/1/2001.
 - a. *Administration:* (in cases of conflict between codes/ordinances, the more restrictive shall apply)
The Code of the City of Alpharetta, Georgia (10-23-89), latest revision.
1994 Standard Building Code, Chapter 1—Administration.
The Zoning Ordinance of Alpharetta, Georgia (3-9-87), latest revision.

- b. *Building*: 1994 Standard Building Code, with 2000 Ga. Amendments.
 - c. *Mechanical*: 2000 Standard Mechanical Code with 2001 Ga. Amendment (2000 International Mechanical Code).
 - d. *Gas piping*: 2000 Standard Gas Code, with 2001 Ga. Amendment (2000 International Gas Code).
 - e. *Plumbing*: 2000 Standard Plumbing Code, with 2001 Ga. Amendments. (2000 International Plumbing Code).
 - f. *Electrical*: 1999 National Electrical Code, with 2000 Ga. Amendments.
 - g. *Energy*: 1995 Model Energy Code, with 1997 Ga. Amendments, Reprinted 1/1/2000.
 - h. *Fire safety*: 1994 Standard Fire Prevention Code, with 2000 Ga. Amendments; 1997 Life Safety Code (NFPA 101); City Domestic Sprinkler Installation Code—Ordinance No. 220, latest revision.
 - i. *Pools*: 1994 Standard Swimming Pool Code, with 1999 Ga. Amendments and without Chapter 1. Reprinted 1/1/2000.
 - j. *Soils erosion*: Alpharetta Soil Erosion and Sediment Control Ordinance No. 272, latest revision.
 - k. *Accessibility*: Georgia Accessibility Code (Ga. Fire Safety Comm. Rules and Regs. 120-3-20).
 - l. *Industrialized buildings*: Industrialized Buildings Rules of the Georgia Commissioner of Community Affairs OCGA 110-2, latest edition.
 - m. *Site walls, walks, drives*: City Standard Drawings or site specific drawings by a Georgia Architect or P.E.
- (3) The International Property Maintenance Code, ~~2003~~ 2012 Edition, as locally amended, a true and correct copy of which is attached to the ordinance from which this subsection is derived, is hereby adopted as the property maintenance code of the city for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said property maintenance code attached to the ordinance from which this subsection is derived are hereby referred to, adopted and made a part hereof, as if fully set out in this subsection.

(Ord. No. 188-A, § 4, 2-28-83; Ord. No. 247, 9-26-88; Res. No. 868, 2-19-01; Ord. No. 533, § 1, 12-15-03)

Editor's note— There exists a "Design Standards Ordinance", dated May 9, 1988, encompassing the "Williamsburg" look in the business district.

Charter reference— Authority to adopt technical regulations, § 2.24.

Cross reference— Amendments to fire prevention code, § 9-2.



City Council Meeting STAFF REPORT

Submitting Department: Finance

Submitted By:

Meeting Date: March 6, 2017

I. AGENDA ITEM TITLE: FISCAL YEAR 2017 MID-YEAR BUDGET AMENDMENT

II. RECOMMENDATION:

Staff recommends that the Fiscal Year 2017 Mid-Year Budget Ordinance be approved.

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: VARIES BY FUND. SEE MID-YEAR
BUDGET REQUESTS (ATTACHED).

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 purpose of the Fiscal Year (FY) 2017 Mid-Year Budget Amendment is to amend the base budget as adopted by City Council for targeted initiatives that have already occurred (e.g. during the first eight months of the fiscal year) or are planned to occur before fiscal year-end.

Initiatives are discussed in detail within the attached Fiscal Year 2017 Mid-Year Budget Requests.

V. ALTERNATIVES:

VI. ATTACHMENTS:

2017 Mid-Year Budget Ordinance, 2017 Mid-Year Budget Ordinance (Exhibit A)



AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA, TO ADOPT THE MID-YEAR FISCAL 2017 BUDGET FOR CERTAIN FUNDS OF THE CITY OF ALPHARETTA, GEORGIA APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES, ADOPTING THE ITEM OF REVENUE ANTICIPATION, PROHIBITING EXPENDITURES TO EXCEED APPROPRIATIONS, AND PROHIBITING EXPENDITURES TO EXCEED ACTUAL FUNDING AVAILABLE.

WHEREAS, the Director of Finance has presented a proposed fiscal year 2017 mid-year budget to the City Council on certain funds of the City; and

WHEREAS, each of these proposed amendments will adjust expenditures and revenues originally appropriated in the fiscal year 2017 budget; and

WHEREAS, each of these mid-year amendments represent a balanced budget, so that anticipated revenues for each fund equal or exceed proposed expenditures;

NOW, THEREFORE BE IT ORDAINED that this mid-year budget, "Exhibit A" attached hereto and by this reference made a part hereof this ordinance shall be the City of Alpharetta's fiscal year 2017 mid-year budget for these certain funds for the fiscal year 2017; and

BE IT FURTHER ORDAINED that this mid-year budget be and is hereby approved and the revenue items shown in the budget for each fund in the amount 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 mid-year budget or amendments thereto provided; and that expenditures shall not exceed actual funding available.

ADOPTED this _____ day of _____, 2017.

CITY OF ALPHARETTA, GEORGIA

By: _____
David Belle Isle, Mayor

COUNCILMEMBERS

(SEAL)

Attest:

City Clerk

First Reading: _____

Second Reading: _____



City of Alpharetta, Georgia
Fiscal Year 2017
Mid-Year Budget Request

The purpose of the Fiscal Year (FY) 2017 Mid-Year Budget Amendment is to amend the base budget as adopted by City Council for targeted initiatives that have already occurred (e.g. during the first eight months of the fiscal year) or are planned to occur before fiscal year-end.

General Fund

The General Fund is the principal operating fund of the City and includes governmental activities such as police, fire, recreation, transportation, and other general government functions that are primarily funded with property taxes, utility taxes, franchise fees, state shared revenues, and charges for services such as recreation program fees. State law requires that the city's budget be balanced: revenues = expenditures.

The budgetary legal level of control resides at the department level (e.g. Public Safety, Recreation and Parks, etc.). That is to say, a given department has the operational flexibility to reallocate appropriations within specific line-items to achieve its mission, but cannot exceed its overall appropriation level as approved by City Council. Furthermore, the Adopted Budget approves the staffing level (i.e. authorized full-time equivalent staffing level) for each department. The FY 2017 Mid-Year Budget Amendment adjusts three departmental budgets to fund/authorize the targeted initiatives discussed in detail over the following pages.

GENERAL FUND			
LEGAL LEVEL OF CONTROL			
General Fund	Fiscal Year 2017		
	Current Budget Feb. 2017	Mid-Year Budget Amendment	Revised Budget Feb. 2017
Revenues by Source:			
Property Taxes	\$ 21,409,000	\$ -	\$ 21,409,000
Local Option Sales Taxes	15,100,000	-	15,100,000
Other Taxes	10,894,500	-	10,894,500
Insurance Premium Taxes	3,360,000	30,000	3,390,000
Licenses and Permits	947,050	-	947,050
Building Permit Fees	1,350,000	55,000	1,405,000
Intergovernmental Revenue	511,000	-	511,000
Charges for Services	3,110,900	-	3,110,900
Fines and Forfeitures	2,402,000	-	2,402,000
Investment Earnings	60,000	-	60,000
Other/Miscellaneous	301,722	-	301,722
Other Financing Sources			
Transfer(s) in from Hotel/Motel Fund	2,250,000	-	2,250,000
Budgeted Fund Balance	6,067,830	-	6,067,830
Total Revenues	\$ 67,764,002	\$ 85,000	\$ 67,849,002
Expenditures by Department:			
Mayor & Council	\$ 360,977	\$ -	\$ 360,977
City Administration	2,037,438	-	2,037,438
Finance	3,199,142	-	3,199,142
City Attorney	650,000	-	650,000
Information Technology	1,599,441	-	1,599,441
Human Resources	401,756	-	401,756
Municipal Court	1,092,257	-	1,092,257
Public Safety	26,494,672	-	26,494,672
Public Works	7,887,543	20,000	7,907,543
Recreation & Parks	8,736,567	10,000	8,746,567
Community Development	2,727,412	55,000	2,782,412
subtotal	\$ 55,187,205	\$ 85,000	\$ 55,272,205
General Government:			
Non-Departmental	\$ 45,000	\$ -	\$ 45,000
Insurance Premiums	640,000	-	640,000
Gwinnett Tech Bond (P&I)	286,940	-	286,940
Transfer(s) to other Funds	10,549,857	-	10,549,857
Contingency	605,000	-	605,000
Debt Service Reserve (Convention Ctr Bonds)	450,000	-	450,000
subtotal	\$ 12,576,797	\$ -	\$ 12,576,797
Total Expenditures	\$ 67,764,002	\$ 85,000	\$ 67,849,002

The following section provides, by department, the associated detail/justification for each targeted initiative requested through the FY 2017 Mid-Year Budget Amendment.

Public Works Department

Initiative: Landscape Maintenance (Right-Of-Way and City Facilities)
 Funding Request: \$20,000 (additional contract costs for December 2016 – June 2017)
 Funding Source: \$20,000 (insurance premium tax collections in excess of budget)

The City Council approved the competitive procurement of Ruppert Landscaping in November 2016 for landscape maintenance of city right-of-way and facilities. The landscaping services cost under the new contract totals \$329,963 annually versus FY 2017 appropriations of \$291,000. The fiscal impact in FY 2017 (December 2016 - June 2017) approximates \$20,000. The FY 2018 operating budget will include the revised contract cost.

Recreation and Parks Department

Initiative: Landscape Maintenance (newly acquired Park Land)
 Funding Request: \$10,000 (estimated contract costs for March – June 2017)
 Funding Source: \$10,000 (insurance premium tax collections in excess of budget)

The City Council approved the competitive procurement of Triscapes Inc. in February 2017 for landscape maintenance of city parks and athletic fields. This contract includes a provision for maintenance of additional parcels acquired by the city at a rate of \$75 per acre per month. The newly acquired park land acreage requiring landscape maintenance is estimated at 21 acres (and will change as more acquisitions are made) which results in additional costs of \$10,000 for the period of March-June 2017. Included in this estimated cost are additional ancillary services such as brush clearing. The FY 2018 operating budget will include contract funding to cover landscape maintenance of the newly acquired parkland.

Community Development Department

Initiative: Temporary/Seasonal funding for two Part-Time (PT) positions
 PT Administrative Assistant I; PT Assistant Permit Technician
 Funding Request: \$25,000 (partial year impact in FY 2017; annualized impact is \$60,000)
 Funding Source: \$25,000 (additional Building Permit Fees)

Development activity within the city is continuing a strong growth trend that has begun to generate customer demand for services that is outpacing staffing capabilities within the Community Development Department. Specifically, the increased workload at the two front desks is requiring coverage from employees elsewhere in the office, which is impacting their core job productivity.

The Community Development Department has requested the addition of temporary/seasonal funding for two part-time positions to assist as follows:

- Part-Time Administrative Assistant I - This part-time position will provide peak-time coverage at the planning and development services front desk.
- Part-Time Assistant Permit Technician - This part-time position will provide peak-time coverage at the permitting and inspection services front desk.

These positions will enable the Department to meet current and projected demand while maintaining the same level of service to customers. The budgetary impact for FY 2017 totals \$25,000 and represents four months of personnel costs (e.g. March through June) and startup costs (e.g. computers) and is being funded through additional building permit fee collections. There is no increase in authorized full-time-equivalent staffing as these positions are seasonal/temporary. The departmental service demand will be reevaluated in six months to determine if these positions will be retained into FY 2018.

Initiative: Sound Masking Technology (City Hall – Community Development/City Admin)
 Funding Request: \$30,000
 Funding Source: \$30,000 (additional Building Permit Fees)

The Community Development Department lobby gets very noisy during business hours with multiple customers either being served or waiting in the queue coupled with sound reflective materials amplifying said noise (i.e. tile/laminate flooring vs sound absorption materials such as carpet). This can make it difficult for staff to hear/communicate with customers (both in person and over the phone). Also, the open office areas within Community Development (e.g. plan review) and City Administration, while productive and proven to facilitate collaboration, can suffer from both excessive noise (impacting concentration) and the lack of noise (reducing privacy). Sound Masking technology can alleviate these issues and is installed within City Hall (Finance and Information Technology Departments) with proven beneficial results.

Sound Masking technology sends out an unobtrusive background sound, similar to HVAC airflow, to reduce the intelligibility of human speech and reduce distractions. It is a uniform noise that is barely detectable. Specially-designed sound emitters are added to ceiling tiles, helping to disperse the sound. Costs are estimated at \$30,000 and fund the purchase, installation, and maintenance (1-year) of sound masking technology (approximately 100 sound emitters/ 2 main control units).

Impact Fee Fund

The Impact Fee Fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (parks, roads, and public safety) as detailed within the city's impact fee ordinance. The budgetary legal level of control resides at the project level.

The FY 2017 Mid-Year Budget Amendment includes the following project additions/removals.

IMPACT FEE FUND				
LEGAL LEVEL OF CONTROL				
		Fiscal Year 2017		
		Current Budget Feb. 2017	Mid-Year Budget Amendment	Revised Budget Feb. 2017
Expenditures by Project:				
Public Works				
Temporary Traffic Signal (KBR @ Nwinds Pkwy)		\$ -	\$ 68,310	\$ 68,310
Transportation Impact Fee (Non-Allocated)		324,884	(68,310)	256,574
Net Budget Adjustments		\$ 324,884	\$ -	\$ 324,884

Public Works Department

Initiative: Temporary Traffic Signal (Kimball Bridge Road at Northwinds Parkway)
 Funding Request: \$68,310 (split funded with the Capital Project Fund)

This request is for design and construction of a temporary signal at the intersection of Kimball Bridge Road and Northwinds Parkway. The temporary signal consists of installing wooden poles on four corners of the intersection and running span wire between the poles to mount the signal heads. In addition to mounting the signal heads, a traffic control box and associated equipment will need to be installed as well as vehicle detection devices. Total funding is estimated at \$90,000 and is funded through both the Capital Project Fund (\$21,690) and the Impact Fee Fund (\$68,310) pursuant to transportation impact fee eligibility ratios for a new road segment. The permanent traffic signal will be planned as part of the Kimball Bridge Road operational improvement project.

Drug Enforcement Agency (DEA) Fund

The DEA Fund accounts for revenues received from the enforcement of drug laws and the confiscation of property from drug offender's arrests that can be used by public safety to aid in drug enforcement activity. The budgetary legal level of control resides at the department level (Public Safety) for operations/minor capital and project level for targeted initiatives.

The FY 2017 budget for the DEA Fund includes an estimate of confiscation/federal seizure collections totaling \$337,600. DEA Fund collections are non-standard and have been even more volatile following the temporary rescission of equitable sharing by the Federal Government in late 2015. As such, future appropriations from the DEA Fund will be based on available cash/collections (as opposed to a forecast of collections). As of February 2017, the DEA Fund has collected \$89,329 in confiscations/federal seizures resulting in a reduction of budgetary revenues (\$337,600 appropriations less \$89,329 collections = reduction in budgetary revenue of -\$248,271).

The Public Safety Headquarters expansion project (construction) totals approximately \$2.7 million. Included in this funding is \$1.75 million from the DEA Fund. The Public Safety Department is in the process of reviewing this project in light of other priorities and recommends reducing appropriations within the DEA Fund to \$500,000. Reallocated funding will be placed in a non-allocated (reserve) account to cover: (1) base budget obligations (personnel/Taser lease) in FY's 2017 and 2018; and (2) public safety initiatives. Remaining funding for the Public Safety Headquarters project will be requested as part of the capital budget process.

DRUG ENFORCEMENT AGENCY (DEA) FUND				
LEGAL LEVEL OF CONTROL				
		Fiscal Year 2017		
		Current Budget Feb. 2017	Mid-Year Budget Amendment	Revised Budget Feb. 2017
Revenue by Source:				
Confiscations/Federal Seizures	\$	337,600	\$ (248,271)	\$ 89,329
Confiscations/State Seizures		10,000	-	10,000
Investment Earnings		976	-	976
Carryforward Fund Balance (combined)		1,742,859	-	1,742,859
Total		\$ 2,091,435	\$ (248,271)	\$ 1,843,164
Expenditures by Department/Project:				
Public Safety				
Personnel Services	\$	259,630	\$ -	\$ 259,630
Maintenance and Operations		53,323	-	53,323
Taser Lease		48,946	-	48,946
Minor Capital		13,940	-	13,940
Public Safety Headquarters Expansion		1,750,000	(1,250,000)	500,000
Non-Allocated		(34,404)	1,001,729	967,325
Total		\$ 2,091,435	\$ (248,271)	\$ 1,843,164

Capital Project Fund

The Capital Project Fund accounts for the acquisition and construction of major items such as buildings, infrastructure, parks, streets, and other major capital facilities. The budgetary legal level of control resides at the project level.

The FY 2017 Mid-Year Budget Amendment includes the following project additions/removals.

CAPITAL PROJECT FUND			
LEGAL LEVEL OF CONTROL			
	Fiscal Year 2017		
	Current Budget Feb. 2017	Mid-Year Budget Amendment	Revised Budget Feb. 2017
Revenue by Source:			
City Center Land Sales	\$ -	\$ 5,368,705	\$ 5,368,705
Net Budget Adjustments	\$ -	\$ 5,368,705	\$ 5,368,705
Expenditures by Project:			
Public Works			
Parking Decks (Milton Avenue/Old Roswell Street)	\$ -	\$ 5,368,705	\$ 5,368,705
Mayfield Road Culvert Replacement	-	420,000	420,000
AlphaLoop	-	500,000	500,000
Temporary Traffic Signal (KBR @ Nwinds Pkwy)	-	21,690	21,690
Traffic Signal (Fiserv/HP Entrance)	249,312	(249,312)	-
subtotal	\$ 249,312	\$ 6,061,083	\$ 6,310,395
Recreation and Parks			
Demolition (structures on acquired parcels)	\$ -	\$ 250,000	\$ 250,000
subtotal	\$ -	\$ 250,000	\$ 250,000
Non-Departmental			
Non-Allocated	\$ 1,028,078	\$ (942,378)	\$ 85,700
subtotal	\$ 1,028,078	\$ (942,378)	\$ 85,700
Net Budget Adjustments	\$ 1,277,390	\$ 5,368,705	\$ 6,646,095

Public Works Department

Initiative: Parking Decks (Milton Avenue/Old Roswell Street)

Funding Request: \$5,368,705 (City Center land sales)

As identified in the Downtown Master Plan, this project will enhance parking opportunities on the west side of Main Street and provide opportunities for new development and redevelopment within the city's Downtown area. Discussion on the location of structured parking originally centered on two sites that came to be referenced as Sites A and D. Site A is located along Old Roswell Street on the site of the existing municipal parking lot, and Site D is located on Milton Avenue just west of the veterinary clinic on property recently purchased by the city. The deck on Site A would have a below ground level and a level above that at the highest point includes a 10' wall behind the existing tree in order to save the greenspace area and provide positive drainage. The deck on Site D would be three levels, all above ground. The decks would provide approximately 355 spaces (168 spaces for Site A and 187 spaces for Site B). Total construction costs are estimated at \$8 million. The FY 2017 capital budget included funding totaling \$1 million.

Remaining funding required totals \$7 million and is funded through City Center land sales (\$5.4 million), contributions from private development (\$350,000), with the remaining portion (\$1.3 million) requested as part of a future capital budget. The City Center land sales will be appropriated upon receipt of executed closing documents for the purpose set forth herein.

Initiative: Mayfield Road Culvert Replacement

Funding Request: \$420,000 (split funded with the Stormwater Capital Fund)

This request is to replace the failed drainage culvert pipe that carries Foe Killer Creek under Mayfield Road. This pipe is unable to be slip lined due to (1) degradation in the pipe, and (2) potential flooding upstream due to the reduced pipe capacity that would result from slip lining. Staff has determined that a bottomless culvert provides a more efficient solution than reinstalling a culvert pipe. Due to the proximity to Alpharetta Elementary School, the fix will be implemented during summer 2017 to minimize impact to commuters and will take approximately six weeks to construct. Total funding is estimated at \$700,000 and is funded through both the Capital Project Fund (\$420,000) and the Stormwater Capital Fund (\$280,000). Funding is for both design and construction.

Initiative: AlphaLoop (City Trail)

Funding Request: \$500,000

AlphaLoop is envisioned as a multi-use trail and park system intended to connect City Center, Avalon, and the Northwinds Area together via paved pedestrian pathways. Design scope includes full design/engineering of Phase A (north of Westside Parkway) and Phase B (south of Westside Parkway to Kimball Bridge Road) including tiers 1 (trail) and 2 (pocket parks/plazas) as well as the intersections and crossings (e.g. Old Milton Parkway, Westside Parkway, Northwinds Parkway, etc.). Design/engineering costs are estimated at \$560,000 and will be funded through existing contributions from the Alpharetta Business Community coupled with the \$215,303 requested herein from the city's Capital Project Fund.

Preliminary construction cost estimates for Phases A/B (tier 1 only) and the intersections/crossings is forecasted at \$4.3 million and will be revised as the design progresses. \$1.3 million is being requested herein for early construction related needs that may arise (e.g. utility relocations, right-of-way purchases, easements, etc.) and will be funded through a combination of T-SPLOST (\$1 million through a reallocation of the debt service category) and city Capital Project Fund appropriations (\$284,697).

Initiative: Temporary Traffic Signal (Kimball Bridge Road at Northwinds Parkway)

Funding Request: \$21,690 (split funded with the Impact Fee Fund)

This request is for design and construction of a temporary signal at the intersection of Kimball Bridge Road and Northwinds Parkway. The temporary signal consists of installing wooden poles on four corners of the intersection and running span wire between the poles to mount the signal heads. In addition to mounting the signal heads, a traffic control box and associated equipment will need to be installed as well as vehicle detection devices. Total funding is estimated at \$90,000 and is funded through both the Capital Project Fund (\$21,690) and the Impact Fee Fund (\$68,310) pursuant to transportation impact fee eligibility ratios for a new road segment. The permanent traffic signal will be planned as part of the Kimball Bridge Road operational improvement project.

Initiative: New Traffic Signal (Fiserv/HP)

Funding Reallocation: (\$249,312)

While the new traffic signal at Westside Parkway and the Fiserv/HP entrance has been designed, other factors have inhibited it from moving forward including right-of-way and traffic counts. Specifically, the city needs HP to grant easements to allow the placement of the mast arms and HP has been unwilling to do so. In addition, a signal warrant analysis concluded that a signal at this intersection is not warranted based on existing traffic counts. As employment capacity at Fiserv grows in the future, the signal project will be revisited.

Recreation and Parks Department

Initiative: Demolition (structures on acquired parcels)

Funding Request: \$250,000

This request is for funding for demolition and associated costs (e.g. asbestos/lead paint testing, environmental site assessments, etc.) of the structures on the recent land acquisitions (e.g. park land). Properties have been acquired along Kimball Bridge Road, Mid-Broadwell Road, Milton Avenue, etc. and each have structures that will need to be demolished and removed. This funding will be utilized to complete the testing/demolition/removal of structures on existing and future land acquisitions.

Stormwater Capital Fund

The Stormwater Capital Fund accounts for the maintenance, design, repair, and construction of stormwater drainage projects. The budgetary legal level of control resides at the project level.

The FY 2017 Mid-Year Budget Amendment includes the following project additions/removals.

STORMWATER CAPITAL FUND			
LEGAL LEVEL OF CONTROL			
	Fiscal Year 2017		
	Current Budget Feb. 2017	Mid-Year Budget Amendment	Revised Budget Feb. 2017
Expenditures by Project:			
Public Works			
Mayfield Road Culvert Replacement	\$ -	\$ 280,000	\$ 280,000
Stormwater Pipe & Structure Maintenance	1,230,054	(140,000)	1,090,054
Stormwater Drainage Maintenance	200,000	(110,572)	89,428
Stormwater Inspections	100,000	(16,580)	83,420
Wills Park Water Quality Improvements (Design)	45,100	(8,604)	36,496
Wills Park Drainage Improvements (Design)	39,004	(4,244)	34,760
Net Budget Adjustments	\$ 1,614,158	\$ -	\$ 1,614,158

Public Works Department

Initiative: Mayfield Road Culvert Replacement

Funding Request: \$280,000 (split funded with the Capital Project Fund)

This request is to replace the failed drainage culvert pipe that carries Foe Killer Creek under Mayfield Road. This pipe is unable to be slip lined due to (1) degradation in the pipe and (2) potential flooding upstream due to the reduced pipe capacity that would result from slip lining. Staff has determined that a bottomless culvert provides a more efficient solution than reinstalling a culvert pipe. Due to the proximity to Alpharetta Elementary School, the fix will be implemented during summer 2017 to minimize impact to commuters and will take approximately six weeks to construct. Total funding is estimated at \$700,000 and is funded through both the Capital Project Fund (\$420,000) and the Stormwater Capital Fund (\$280,000). Funding is for both design and construction.

Initiative: Stormwater Pipe & Structure Maintenance

Funding Reallocation: (\$140,000)

Available funding is being reallocated towards the higher priority Mayfield Road Culvert Replacement project. Funding for Stormwater Pipe & Structure Maintenance will be requested as part of the FY 2018 capital budget.

Initiative: Stormwater Drainage Maintenance

Funding Reallocation: (\$110,572)

Available funding is being reallocated towards the higher priority Mayfield Road Culvert Replacement project. Funding for Stormwater Drainage Maintenance will be requested as part of the FY 2018 capital budget.

Initiative: Stormwater Inspections

Funding Reallocation: (\$16,580)

Available funding is being reallocated towards the higher priority Mayfield Road Culvert Replacement project. Funding for Stormwater Inspections will be requested as part of the FY 2018 capital budget.

Initiative: Wills Park Water Quality Improvements (design)

Funding Reallocation: (\$8,604)

Project is fully funded/encumbered and available appropriations are being reallocated towards the Mayfield Road Culvert Replacement project.

Initiative: Wills Park Drainage Improvements (design)

Funding Reallocation: (\$4,244)

Project is fully funded/encumbered and available appropriations are being reallocated towards the Mayfield Road Culvert Replacement project.

T-SPLOST Fund

The T-SPLOST Fund accounts for the collection of T-SPLOST revenues and the expenditure on eligible transportation improvements and congestion mitigation initiatives. The budgetary legal level of control resides at the project level.

The FY 2017 Mid-Year Budget Amendment includes the following project additions/removals.

T-SPLOST FUND			
LEGAL LEVEL OF CONTROL			
	Fiscal Year 2017		
	Current Budget Feb. 2017	Mid-Year Budget Amendment	Revised Budget Feb. 2017
Expenditures by Project:			
Public Works			
AlphaLoop	\$ -	\$ 1,000,000	\$ 1,000,000
T-SPLOST Non-Allocated	1,720,381	(1,000,000)	720,381
Net Budget Adjustments	\$ 1,720,381	\$ -	\$ 1,720,381

Public Works Department

Initiative: AlphaLoop (City Trail) Design

Funding Request: \$1,000,000

AlphaLoop is envisioned as a multi-use trail and park system intended to connect City Center, Avalon, and the Northwinds Area together via paved pedestrian pathways. Design scope includes full design/engineering of Phase A (north of Westside Parkway) and Phase B (south of Westside Parkway to Kimball Bridge Road) including tiers 1 (trail) and 2 (pocket parks/plazas) as well as the intersections and crossings (e.g. Old Milton Parkway, Westside Parkway, Northwinds Parkway, etc.). Design/engineering costs are estimated at \$560,000 and will be funded through existing contributions from the Alpharetta Business Community coupled with the \$215,303 requested herein from the city's Capital Project Fund.

Preliminary construction cost estimates for Phases A/B (tier 1 only) and the intersections/crossings is forecasted at \$4.3 million and will be revised as the design progresses. \$1.3 million is being requested herein for early construction related needs that may arise (e.g. utility relocations, right-of-way purchases, easements, etc.) and will be funded through a combination of T-SPLOST (\$1 million through a reallocation of the debt service category) and city Capital Project Fund appropriations (\$284,697).



City Council Meeting STAFF REPORT

Submitting Department: Public Safety

Submitted By:

Meeting Date: March 6, 2017

I. AGENDA ITEM TITLE: ADVANCED HEART MONITOR REPLACEMENTS FOR THE FIRE DEPARTMENT

II. RECOMMENDATION:

Approve the purchase of nine replacement Advanced Heart Monitors (and associated equipment) through Physio-Control, Inc. at a cost of \$372,114.38.

Adopt the attached Resolution authorizing the Mayor to execute a lease agreement, and all associated documents, with Branch Banking and Trust Company (under the Georgia Municipal Association equipment lease program) for the purposes of providing the remaining funding needed for the Advanced Heart Monitor acquisitions.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT
FY OPRT. BUDGET: YES

TOTAL PROJECT COST: \$32,491.42 ADDITIONAL CAPITAL LEASE
PAYMENT (TOTAL OF \$83,693.15 FOR BOTH LEASES).

\$124,809.51 ADDITIONAL CAPITAL LEASE FINANCING (TOTAL OF
\$372,114.38 FOR BOTH LEASE FINANCINGS).

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
Capital Lease - Interest Expense (10031100-582200)	\$1,511.29
Capital Lease - Principal Expense (10031100-581200)	\$30,980.13

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
-	\$0.00
-	\$0.00

IV. REPORT IN BRIEF:

The Fire Division uses Advanced Heart Monitors ("heart monitors") to diagnose, treat and monitor medical patients, particularly those experiencing cardiac events. These are emergency-room type units with leads that attach to the patient to provide vital signs such as heart rhythms, blood pressure and pulse oximetry. The features and functions of such units are determined by both the hardware and the software that operates the units and communicates with users.

The City's current heart monitors were purchased in 2008 and have reached the end of their useful life (9 monitors in total). Both the hardware and software are beyond the manufacturer's effective support and they do not have some contemporary features required to meet current American Heart Association standards of care.

During fiscal year 2016, the Public Safety Department evaluated the heart monitors available in the marketplace at that time. A panel of paramedics with particular expertise in cardiac care was formed to evaluate alternatives and quickly narrowed the field to three of the largest manufacturers: Zoll (maker of the old equipment), Philips, and Physio. The panel met with representatives from all three manufacturers and worked with loaned equipment to assess each model's features and functions. A table with evaluation criteria and results is attached and has been updated to reflect current products/technology available in the marketplace.

The heart monitor from Phillips (HeartStart MRx M3536A) provided the most comprehensive array of desired features and functions and was also the most cost competitive based on the Department's obtained quotes. The Department received approval from the City Council on October 3, 2016, to purchase 9 Phillips HeartStart cardiac monitors and a lease through BB&T was competitively secured for the associated funding (\$247,304.87). Subsequent to the approval, Phillips experienced supply chain disruptions due to a malfunctioning internal processor PCA board, which is manufactured by a 3rd party company which caused a stoppage of any Heartstart monitors to be shipped in an acceptable time period (minimum of 6-month delay with no guarantees). As such, the Public Safety Department is requesting to move towards the 2nd rated heart monitor which is the Physio Life-Pak 15.

One of the biggest advantages the Physio Life-Pak 15 provides is the ability to transfer care of critical patients to our transporting agency, AMR, without interruption, as they too use Life-Pak monitors. We believe that the ability for our members and ambulance personnel to operate each other's cardiac monitors is extremely valuable. Additionally, Roswell, Milton and Sandy Springs Fire Departments all use Life-Pak 15 monitors, which again, is a huge asset as we frequently provide mutual aid with those departments.

Physio-Control Inc. is a sole-source (see attached letter) provider of Physio heart monitors. The attached quote includes all costs associated with the purchase of nine Physio Life-Pak 15 heart monitors and associated training and totals \$372,114.38. This represents an increase of \$124,809.51 over the previously approved purchase of the Phillips HeartStart heart monitors.

Capital Lease Program

The initial heart monitor lease financing approved in October 2016 was competitively awarded to BB&T in an amount totaling \$247,304.87 as they provided the lowest overall financing costs. As the underlying acquisitions are the same (heart monitors), the city requested the additional funding from BB&T. Overall, the terms are the same with the exception of a slight rise in market interest rates (1.93% vs 1.76% on the original lease).

Transaction terms include:

- Additional loan amount: \$124,809.51 (heart monitor costs of \$372,114.38 less previous lease financing of \$247,304.87);
- 5-year term;
- 1.93% fixed interest rate;
- no closing costs;
- no prepayment penalty; and
- \$32,491.42 additional annual payment (total payment for both lease = \$83,693.15).

The Public Safety Department has sufficient appropriations programmed into the preliminary FY 2018 Budget to fund the annual lease payment.

V. ALTERNATIVES:

VI. ATTACHMENTS:

Resolution, Physio-Control Inc. (Quote), Supplemental Lease Documents, Heart Monitor Comparison, Physio Sole Source



A RESOLUTION TO AUTHORIZE AND DIRECT AN OFFICER OF THE CITY OF ALPHARETTA (THE "CITY") TO EXECUTE ONE OR MORE LEASE SUPPLEMENTS FOR A LEASE OR LEASES UNDER THE GMA DIRECT LEASING PROGRAM; TO DESIGNATE SUCH LEASES AS QUALIFIED TAX-EXEMPT OBLIGATIONS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, the City has entered into a Master Lease (the "Master Lease") dated as of October 11, 2000, with Georgia Municipal Association, Inc. for the leasing from time to time of certain equipment, machinery or other personal property pursuant to Supplemental Leases;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE GOVERNING BODY OF THE CITY:

1. The Mayor of the City is hereby authorized and directed to execute and deliver a Lease Supplement pursuant to the Master Lease to put into effect one or more leases for (9) Physio Heart Monitors (the "Leased Property"); said officer of the City is authorized and directed in the name and on behalf of the City to execute and deliver (i) one or more Lease Supplements for items of the Leased Property in substantially the form attached to the Master Lease, with such changes and additions as may be approved by said officer, and (ii) such other documents as may be deemed by such officer to be necessary or desirable to effect the purposes hereof or of the Master Lease, and such execution shall constitute conclusive evidence that the executed document has been authorized and approved hereby; the aforesaid officer is further authorized to do all things necessary or appropriate to effectuate the purposes hereof.
2. An appropriation in the City's current operating budget has previously been made, which shall be sufficient to pay the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements.
3. This authorization shall be effective immediately.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE TO RESOLUTION TO AUTHORIZE AND DIRECT EXECUTION
OF ONE OR MORE LEASE SUPPLEMENTS UNDER GMA DIRECT LEASING
PROGRAM**

SO RESOLVED this _____ day of _____, 2017.

CITY OF ALPHARETTA, GEORGIA

By: _____
Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

(SEAL)

Attest:

City Clerk



Physio-Control, Inc
11811 Willows Road NE
P.O. Box 97006
Redmond, WA 98073-9706 U.S.A.
www.physio-control.com
tel 800.442.1142
Sales Order fax 800.732.0956
Service Plan fax 800.772.3340

To Alpharetta Department of Public Safety
 Attn: Jim Darling, EMS Director
 11565 Maxwell Rd
 Alpharetta, GA 30009
 (678) 297-6278
 jdarling@alpharetta.ga.us

Quote Number	00068020
Revision #	2
Created Date	2/1/2017
Sales Consultant	Lee Dupree (770) 329-4081
FOB	Redmond, WA
Terms	All quotes subject to credit approval and the following terms and conditions
NET Terms	NET 30
Expiration Date	4/27/2017

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
99577-001958	LIFEPAK 15 V4 Monitor/Defib, Adaptive Biphasic, Manual & AED, Color LCD, 100mm Printer, Noninvasive Pacing, Metronome, Trending, SpO2, NIBP, 12-Lead ECG, EtCO2, Carbon Monoxide, Bluetooth, Temp INCLUDED AT NO CHARGE: 2 PAIR QUIK-COMBO ELECTRODES PER UNIT - 11996-000091, TEST LOAD - 21330-001365, N-SERVICE DVD - 21330-001486 (one per order) , SERVICE MANUAL CD- 26500-003612 (one per order) and ShipKit- (RC Cable) 41577-000290 INCLUDED. HARD PADDLES, BATTERIES, CARRYING CASE NOT INCLUDED.	9.00	36,272.00	-4,715.36	31,556.64	284,009.76
21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	36.00	469.00	-60.97	408.03	14,689.08
11141-000115	REDI-CHARGE Base (power cord not included)	9.00	1,520.00	-197.60	1,322.40	11,901.60
11140-000052	LP15 REDI-CHARGE Adapter Tray	9.00	206.00	-26.78	179.22	1,612.98
11140-000015	AC power cord	18.00	81.00	-10.53	70.47	1,268.46
11140-000072	LP15 AC Power Adapter (power cord not included)	9.00	1,685.00	-219.05	1,465.95	13,193.55
11140-000080	Extension Cable (5ft 3 in)	9.00	303.00	-39.39	263.61	2,372.49
11160-000013	NIBP CUFF-REUSEABLE,CHILD, BAYONET	9.00	24.00	-3.12	20.88	187.92
11160-000017	NIBP CUFF-REUSEABLE, LARGE ADULT, BAYONET	9.00	33.00	-4.29	28.71	258.39
11996-000340	Rainbow R20, Pediatric Adhesive Sensors (SpO2, SpCO and SpMet), 10/box	9.00	740.00	-96.20	643.80	5,794.20
11171-000032	Rainbow DCI-DC8, Adult Reuse Sensor, 8 ft	9.00	1,015.00	-131.95	883.05	7,947.45
11171-000046	M-LNCS DCI, Adult Reusable Sensor, 1/box	9.00	301.00	-39.13	261.87	2,356.83
11220-000028	Carry case top pouch for use w/LIFEPAK 12 or LIFEPAK 15	9.00	57.00	-7.41	49.59	446.31
11260-000039	LIFEPAK 15 Carry case back pouch	9.00	82.00	-10.66	71.34	642.06
11577-000002	LIFEPAK 15 Basic carry case w/ right & left pouches. INCLUDED AT NO CHARGE WHEN ORDERED WITH DEVICE: 11577-000001 Shoulder Strap	9.00	320.00	-41.60	278.40	2,505.60
11996-000164	FilterLine Set Long Adult/Pediatric (box of 25)	1.00	321.00	-41.73	279.27	279.27
11996-000165	SmartCapnoLine Plus Long w/O2 - Adult/Intermediate patients>44lbs (box of 25)	1.00	454.00	-59.02	394.98	394.98
21996-000073	Ositech TITAN II WIRELESS GATEWAY	9.00	1,035.00	-134.55	900.45	8,104.05
LP15-OSCOMP-1-POS	LIFEPAK 15 Service - 1 YEAR. On-site Comprehensive Coverage.	9.00	1,724.00	-172.40	1,551.60	13,964.40

Subtotal USD 371,929.38

Estimated Tax USD 0.00

Estimated Shipping & Handling USD 185.00

Grand Total USD 372,114.38

Pricing Summary Totals

List Price Total USD 426,970.00

Total Contract Discounts Amount USD -1,551.60

Total Discount	USD -53,489.02
Trade In Discounts	USD 0.00
Tax + S&H	USD 185.00

GRAND TOTAL FOR THIS QUOTE

Added by COA USD 372,114.38
 Prior Lease (Contract 991000044-00003) (247,304.87)
 Additional Lease Funding Needed 124,809.51

PHYSIO-CONTROL, INC. REQUIRES WRITTEN VERIFICATION OF THIS ORDER. A PURCHASE ORDER IS REQUIRED ON ALL ORDERS \$5,000 OR GREATER BEFORE APPLICABLE FREIGHT AND TAXES. THE UNDERSIGNED IS AUTHORIZED TO ACCEPT THIS ORDER IN ACCORDANCE WITH THE TERMS AND PRICES DENOTED HEREIN.

CUSTOMER APPROVAL (AUTHORIZED SIGNATURE)

NAME

TITLE

DATE

Reference Number LD/123305

General Terms for all Products, Services and Subscriptions.

Physio-Control, Inc. ("Physio") accepts Buyer's order expressly conditioned on Buyer's assent to the terms set forth in this document. Buyer's order and acceptance of any portion of the goods, services or subscriptions shall confirm Buyer's acceptance of these terms. Unless specified otherwise herein, these terms constitute the complete agreement between the parties. Amendments to this document shall be in writing and no prior or subsequent acceptance by Seller of any purchase order, acknowledgment, or other document from Buyer specifying different and/or additional terms shall be effective unless signed by both parties.

Pricing. Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services. Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services unless Physio receives a copy of a valid exemption certificate prior to delivery. Discounts may not be combined with other special terms, discounts, and/or promotions.

Payment. Payment for goods and services shall be subject to approval of credit by Physio. Unless otherwise specified by Physio in writing, the entire payment of an invoice is due thirty (30) days after the invoice date for deliveries in the USA, and sight draft or acceptable (confirmed) irrevocable letter of credit is required for sales outside the USA.

Minimum Order Quantity. Physio reserves the right to charge a service fee for any order less than \$200.00.

Patent Indemnity. Physio shall indemnify Buyer and hold it harmless from and against all demands, claims, damages, losses, and expenses, arising out of or resulting, from any action by a third party against Buyer that is based on any claim that the services infringe a United States patent, copyright, or trademark, or violate a trade secret or any other proprietary right of any person or entity. ~~Physio's~~ indemnification obligations hereunder will be subject to (i) receiving prompt written notice of the existence of any claim; (ii) being able to, at its option, control the defense and settlement of such claim (provided that, without obtaining the prior written consent of Buyer, Physio will enter into no settlement involving the admission of wrongdoing); and (iii) receiving full cooperation of Buyer in the defense of any claim.

Limitation of Interest. Through the purchase of Physio products, services, or subscriptions, Buyer does not acquire any interest in any tooling, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products or services, and Buyer expressly agrees not to reverse engineer or decompile such products or related software and information.

Delays. Physio will not be liable for any loss or damage of any kind due to its failure to perform or delays in its performance resulting from an event beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacture, obtaining any required license or permit, and Physio inability to obtain goods from its usual sources.

Limited Warranty. Physio warrants its products and services in accordance with the terms of the limited warranties located at <http://www.physio-control.com/Documents/>. The remedies provided under such warranties shall be Buyer's sole and exclusive remedies. Physio makes no other warranties, express or implied, including, without limitation, **NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES.**

Compliance with Confidentiality Laws. Both parties acknowledge their respective obligations to maintain the security and confidentiality of individually identifiable health information and agree to comply with applicable federal and state health information confidentiality laws.

Compliance with Law. The parties agree to comply with any and all laws, rules, regulations, licensing requirements or standards that are now or hereafter promulgated by any local, state, and federal governmental authority/agency or accrediting/administrative body that governs or applies to their respective duties and obligations hereunder.

Regulatory Requirement for Access to Information. In the event 42 USC § 1395x(v)(1)(I) is applicable, Physio shall make available to the Secretary of the United States Department of Health and Human Services, the Comptroller General of the United States General Accounting Office, or any of their duly authorized representatives, a copy of these terms, such books, documents and records as are necessary to certify the nature and extent of the costs of the products and services provided by Physio.

No Debarment. Physio represents and warrants that it and its directors, officers, and employees (i) are not excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 USC § 1320a-7b(f); (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services; and (iii) are not under investigation which may result in Physio being excluded from participation in such programs.

Choice of Law. The rights and obligations of Physio and Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the state where Buyer is located. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorney's fees, shall be reimbursed by the other party.

Additional Terms for Purchase and Sale of Products.

In addition to the General Terms above, the following terms apply to all purchases of products from Physio:

Delivery. Unless otherwise specified by Physio in writing, delivery shall be FOB Physio point of shipment and title and risk of loss shall pass to Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from Buyer, Physio will obtain transportation on Buyer's behalf and for Buyer's account. Delivery dates are approximate. Freight is pre-paid and added to Buyer's invoice. Products are subject to availability.

Inspections and Returns. Within 30 days of receipt of a shipment, Buyer shall notify Physio of any claim for product damage or nonconformity. Physio, at its sole option and discretion, may repair or replace a product to bring it into conformity. Return of any product shall be governed by the Returned Product Policy located at <http://www.physio-control.com/Documents/>. Payment of Physio's invoice is not contingent on immediate correction of nonconformities.

No Resale. Buyer agrees that products purchased hereunder will not be resold to third parties and will not be reshipped to any persons or places prohibited by the laws of the United States of America.

Additional Terms for Purchase and Sale of Service Plans.

In addition to the General Terms above, the following terms apply to all Physio Service Plans.

Service Plans. Physio shall provide services according to the applicable Service Plan purchased by Buyer and described at <http://www.physio-control.com/ServicePrograms.aspx> for the length of the subscription purchased and for the devices specified as covered by the Service Plan ("Covered Equipment").

Pricing. If the number or configuration of Covered Equipment changes during the Service Plan subscription, pricing shall be pro-rated accordingly. For Preventative Maintenance, Inspection Only, Comprehensive, and Repair & Inspect Service Plans, Buyer is responsible to pay for preventative maintenance and inspections that have been performed since the last anniversary of the subscription start date and such services shall not be pro-rated.

Device Inspection Before Acceptance. All devices that are not covered under Physio's Limited Warranty or a current Service Plan must be inspected and repaired (if necessary) to meet specifications at then-current list prices prior to being covered under a Service Plan.

Unavailability of Covered Equipment. If Covered Equipment is not made available at a scheduled service visit, Buyer is responsible to reschedule with the Physio Service Technician, or ship-in the Equipment to a Physio service depot. Physio reserves the right to charge Buyer a surcharge for a return visit. Surcharges will be based on then-current Physio list price of desired services, less 10% for labor and 15% for parts, plus applicable travel costs. The return visit surcharge will be in addition to the subscription price of the Service Plan. To avoid the surcharge, Buyer may ship devices to a Physio service depot. Buyer shall be responsible for round-trip freight for ship-in service.

Unscheduled or Uncovered Services. If Buyer requests services to be performed on Covered Equipment which are not covered by a Service Plan, or are outside of designated Services frequency or hours, Physio-Control will charge Buyer for such services at 10% off Physio-Control's standard rates (including overtime, if appropriate) and applicable travel charges. Repair parts required for such repairs will be made available at 15% off the then-current list price.

Loaners. If Covered Equipment must be removed from service to complete repairs, Physio will provide Buyer with a loaner device, if one is available. Buyer assumes complete responsibility for the loaner and shall return the loaner to Physio in the same condition as received, normal wear and tear exempted, upon the earlier of the return of the removed Covered Equipment or Physio's request.

Cancellation. Buyer may cancel a Service Plan upon sixty (60) days' written notice to Physio. In the event of such cancellation, Buyer shall be responsible for the portion of the designated price which corresponds to the portion of the Service Plan subscription prior to the effective date of termination and the list-price cost of any preventative maintenance, inspections, or repairs rendered after the last anniversary date of the subscription start date.

No Solicitation. During the Service Plan subscription and for one (1) year following its expiration Buyer agrees to not to actively and intentionally solicit anyone who is employed by Physio to provide services such as those described in the Service Plan.



President

Boyd Austin
Mayor, Dallas

First Vice President

Dorothy Hubbard
Mayor, Albany

Second Vice President

Linda Blechinger
Mayor, Auburn

Third Vice President

Phil Best
Mayor, Dublin

Immediate Past President

Mike Bodker
Mayor, Johns Creek

Executive Director

Lamar Norton

February 23, 2017

Mr. Thomas G. Harris
Finance Director
City of Alpharetta
2 Park Plaza
Alpharetta, Georgia 30009

RE: Direct Installment Program

Dear Mr. Harris:

Please find enclosed the proposed lease supplement between your city and the Georgia Municipal Association. GMA will file all necessary forms including the state UCC-1 and federal 8038. **Please keep in mind the payment schedule (Schedule B) may change slightly depending on the closing date.**

Please return the documents and invoice to GMA by March 24, 2017 to guarantee the 1.93% interest rate. You may wish to send the documents by overnight courier to assure prompt delivery.

PLEASE PAY CAREFUL ATTENTION TO SIGNATURES AND SEALS. OUR LENDERS WILL NOT PROCESS INCOMPLETE PAPERWORK. IF YOU ARE UNSURE ABOUT A DATE FIELD, LEAVE IT BLANK.

If you have any questions, please contact me at (678) 686-6264.

Sincerely,

A handwritten signature in black ink that reads 'Darin Jenkins'. The signature is fluid and cursive, with the first name 'Darin' being more prominent.

Darin Jenkins
Financial Services Program Manager

/DJ
Enclosures

DOCUMENT NOTES

LEASE SUPPLEMENT

NOTE: ON ALL PROPERTIES REQUIRING TITLE, A COPY OF THE MV - 1 APPLICATION LISTING GMA AS LIENHOLDER MUST ACCOMPANY LEASE DOCUMENTS.

Exhibit E - Lease Supplement: Please complete requested information. Please also sign on the Lessee position, which is marked with the City's name. The City Clerk should attest this document.

Exhibit E - Schedule A: Please insert appropriate information as requested (i.e., add serial number, amount, or model number).

Exhibit E- Schedule B: No action is required for this schedule.

Exhibit E- Schedule C: Please date, sign, and have the City Clerk attest this document.

Exhibit E- Schedule D: IRS Form 8038: Please add the city's Tax I.D. number and sign at the bottom. GMA will complete this document at closing.

Exhibit E- Schedule F: Resolution/Ordinance for Supplemental Lease: Please add necessary information, date, and sign this document. The Resolution/Ordinance must be adopted at a regular council meeting at which the Mayor may designate the appropriate city officials to enter into subsequent leases for the appropriate amount. The City Clerk should sign and seal at the bottom of the page.

Please return the enclosed document and all attachments (i.e., clips, etc.) to:

Georgia Municipal Association
Attention: Financial Services Program Manager
P.O. Box 105377
Atlanta, Georgia 30348

IF YOU HAVE ANY QUESTIONS OR SHOULD NEED ANY ASSISTANCE, PLEASE DO NOT HESITATE TO CALL THE FINANCIAL SERVICES PROGRAM MANAGER AT (888) 488-4462. LEASE DOCUMENTS MUST BE EXECUTED COMPLETELY AND CORRECTLY BEFORE ANY CHECKS WILL BE ISSUED BY THE SERVICING BANK.

Note: GMA's Lienholder Code is 10288896

EXHIBIT "E"
LEASE SUPPLEMENT

THIS LEASE SUPPLEMENT (this "Lease Supplement") by and between GEORGIA MUNICIPAL ASSOCIATION, INC., a Georgia non-profit corporation ("Lessor") and the municipal corporation of the State of Georgia signing below ("Lessee"), is made and entered into the date of its execution by the Lessor.

RECITALS:

Lessor and Lessee have entered into a Master Lease (the "Master Lease") dated October 11, 2000, which provides for Lessor to lease to Lessee certain property (the "Property") to be specified in Lease Supplements to be executed and delivered by Lessor and Lessee from time to time; and

Lessor and Lessee are entering into this Lease Supplement pursuant to the Master Lease to specify the terms for the lease of certain Property.

LESSOR AND LESSEE HEREBY AGREE AS FOLLOWS:

1. Definitions. Unless a different meaning or intent is required by this Lease Supplement, the capitalized terms used in this Lease Supplement shall have the meanings set forth in the Master Lease.
2. Property. The Property described on the Property Schedule incorporated as Schedule A to this Lease Supplement is specified as the Property that initially is the subject hereof.
3. Lease Payments. The Rental Schedule, incorporated as Schedule B to this Lease Supplement describes the initial amounts and payment dates of the Rentals for the Lease, and the Purchase Price for the Property. The Termination Payment may become due and payable upon the circumstances described in Section 4.2 of the Master Lease.
4. Term of Lease. The Starting Term of the Lease of the Property shall begin on the date hereof (the "Starting Date") and end on December 31 of the same year. The Lease will be renewed for successive calendar year Renewal Terms (the "Renewal Terms"), and an Ending Term (the "Ending Term") commencing January 1 of the last calendar year appearing on the Rental Schedule, and ending on the date of the final payment shown on the Rental Schedule (the "Ending Date"), unless Lessee gives a Nonrenewal Notice or there occurs an Event of Nonappropriation, as provided in the Master Lease. The "Lease Term" is the period from the Starting Date to the Ending Date, subject to the earlier expiration or termination of the Lease as provided in the Master Lease.
5. Agreements, Representations and Warranties. Lessee represents, warrants and agrees as follows:
 - (a) Lessee's representations, warranties and agreements contained in the Master Lease are true, accurate, complete and effective as of the date hereof;
 - (b) *(this clause (b) applies only if this Lease is designated as a Bank-Qualified Lease below)* in order to enable Lessor to offer the interest rate contained in this Lease, Lessee represents and warrants that it has not issued, nor does it (taken together with the entities with which it must be aggregate pursuant to Section 265(b)(3)(E) of the Code) reasonably expect to issue (taking into account the Leases) more than \$10 million of tax-exempt obligations (other than private activity bonds) for the calendar year during which the Lease becomes effective; as provided in Code Section 265(b)(3)(B)(II), Lessee specifically designates the Lease as a "qualified tax-exempt obligation" as provided by Code Section 265(b)(3);
 - (c) Lessee will take no action that will directly or indirectly affects the deductibility of that portion of Lessor's interest expense allocable to this Lease;
 - (d) Lessee has made an available appropriation of and included in its current operating budget all Rentals for the Starting Term and the Termination Payment applicable to this Lease;
 - (e) Unless Property funds are escrowed, Lessee has received, tested, and finally accepted the Property;

- (f) The portion of the Rentals representing principal, when taken together with the principal portion outstanding under any other contract entered into by Lessee pursuant to the authority of O.C.G.A. § 36-60-13, together with the amount of debt outstanding incurred by Lessee pursuant to Article IX, Section V, Paragraph I of the Constitution of Georgia of 1983, as amended, does not exceed 10% of the assessed value of all taxable property within the jurisdictional limits of Lessee;
 - (g) The Property that is the subject hereof has not been the subject of a referendum that failed to receive the approval of the voters of Lessee within the calendar year in which this Lease is entered into for any of the four immediately preceding calendar years;
 - (h) If the Property subject to this Lease is real property: and unless the Property has been approved in the most recent referendum calling for the levy of a special county 1% sales and use tax pursuant to O.C.G.A. Tit. 48, Chapt. 8, Art. 3, Pt. 1, neither of the following has occurred:
 - (i) the average annual payments on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease, do not exceed 7.5% of the governmental fund revenues of Lessee for the last calendar year preceding the date of delivery of this Lease (provided, however, that there may be added to such governmental fund revenues any special county 1% sales and use tax proceeds collected pursuant to O.C.G.A. § 48-8-111 legally available to pay amounts on this Lease or such other contracts); and
 - (ii) the outstanding principal balance on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease does not exceed \$25,000,000.00
 - (i) If the property subject to this Lease is real property, Lessee held a public hearing with respect to this Lease prior to the delivery of this Lease, notice of which hearing was published at least once in each of the two weeks preceding the week of the hearing in a newspaper of general circulation in the jurisdiction of Lessee.
 - (j) No Event of Default or Event of Nonappropriation has occurred with respect to any Lease entered into under the Master Lease.
6. Non-Arbitrage Certificate. The Property that is subject to the Lease has not been and is not expected to be sold or otherwise disposed of in whole or in part prior to the Ending Date. Monies appropriated for the payment of amounts under the Lease will be paid from Lessee's general fund and will not be pledged for the Lease or be otherwise separately identified or accounted for (unless the Lease is to be paid from sales tax receipts). Lessee has not been notified of any listing of it by the Internal Revenue Service as an issuer that may not certify its obligations. No proceeds or "gross proceeds" of the Lease are expected to be invested prior to an allocation for governmental use, unless an Escrow Agreement has been entered into in connection with this Lease. The proceeds of the Lease will not be used in a manner and no other action will be taken or omitted that would cause the Lease to be an "arbitrage bond" under Section 148 or a "private activity bond" under Section 141 of the Internal Revenue Code of 1986, as amended and the regulations promulgated under that Section.
7. Quitclaim. At the outset of this Lease, the Lessee does hereby assign, transfer, convey and quitclaim to Georgia Municipal Association, Inc. ("Lessor") such ownership interests as it may possess, if any, in and to the "Property," as is necessary to permit the Property to be leased by Lessor to Lessee pursuant to the terms of this Lease Supplement and the Master Lease in accordance with their terms. Pursuant to Section 2.2 of the Master Lease, Lessor further transfers title to Lessee to the extent provided therein, and Lessee accepts such transfer in accordance with such Section 2.2. This quitclaim is given in consideration of the advance by or on behalf of the Lessor of the purchase price of the Property and the undertaking of the Lessor represented by this Lease Supplement.
8. Active Municipality. The Lessee certifies that it does, and expects to continue (a) providing at least three of the following services, either directly or by contract: law enforcement; fire protection (which may be furnished by a volunteer fire force) and fire safety; road and street construction or maintenance; solid waste management; water supply or distribution or both; waste-water treatment; storm-water collection and disposal; electric or gas utility services; enforcement of building, housing, plumbing, and electrical codes and other similar codes; planning and zoning; recreational facilities; (b) holding at least six regular, monthly or bimonthly, officially recorded public meetings each year; and (c) qualifying for and holds a regular municipal election as provided by law.

9. Effect of Lease Supplement. This Lease Supplement is intended as a separate Lease of the items of Property described in this Lease Supplement pursuant to the Master Lease. The terms, conditions and provisions of the Master Lease are hereby incorporated in this Lease Supplement to the same extent as if fully set forth in this Lease Supplement in this place, except to the extent expressly amended or modified by this Lease Supplement. The owner of Lessor's interest in this Lease shall have all rights, powers and remedies of Lessor with respect to this Lease under the Master Lease. This Lease Supplement may be executed in multiple counterparts, each of which shall constitute an original. This Lease Supplement shall be effective only upon the due completion and execution of the Schedules listed below and the delivery thereof to the Servicer.

10. Bank-Qualified or Non-Bank-Qualified.

☐

The Lease under this Lease Supplement is a Non-Bank-Qualified Lease;

OR: (Check 1 box)

☒

The Lease under this Lease Supplement is a Bank-Qualified Lease and Lessee has designated the Lease under the Lease Supplement as a "qualified tax-exempt obligation" under Section 265(b)(3) of the Code. The Lessee and its subordinate entities, and the entities that issue obligations on behalf of Lessee have not issued other tax-exempt obligations (other than private activity bonds, except Qualified 501(c)(3) Bonds) in the current calendar year, and Lessee does not expect that it and such other entities will issue such tax-exempt obligations such that all of such obligations, taken together with the Lease Amount under the Lease Supplement, would exceed \$10,000,000 in such calendar year. The only tax-exempt obligations issued or expected to be issued in the current calendar year by such parties are as follows (type title, date and amount):

	TITLE	DATE	AMOUNT
(1)	_____	_____	_____
(2)	_____	_____	_____

11. Payments Direction. Lessee authorizes and directs the Servicer under this Lease Supplement to pay the vendors of the Property as indicated below:

<u>NAME AND ADDRESS OF VENDOR</u>	<u>INVOICE #</u> (attach invoices)	<u>AMOUNT</u>
City of Alpharetta 2 Park Plaza Alpharetta GA 30009 Finance Director (678) 297-6096	Enclosed	\$124,809.51

(Should Lessee have previously paid vendor, or require another means of payment to the Vendor, it should attach a request for an alternate payment method with a full explanation and, if applicable, proof of payment to the vendor.)

12. Assignee and Servicer. Lessor has assigned its rights and interests in the Lease to BB&T Governmental Finance, which shall serve as Servicer for the Lease, and Lessee shall make payments to such Servicer.

13. Schedules. Lessee hereby delivers to Lessor and its assigns the completed, executed and effective Schedules C, D, and F, described below.

This Lease Supplement is dated: _____, 2017.

IN WITNESS WHEREOF, Lessor and Lessee have caused this Lease Supplement to be duly executed.

LESSEE:
(SEAL)

City of Alpharetta

Signed By: _____
City Manager or Mayor

Print Name: _____

Attested By: _____
City Clerk

Print Name: _____

Date: _____

LESSOR:
(SEAL)

GEORGIA MUNICIPAL ASSOCIATION, INC.

Signed By: _____
Executive Director

Attested By: _____
Financial Services Program Manager

Date of Execution: _____

Schedules Hereto:

- A. Property Schedule**
- B. Rental Schedule**
- C. Appropriation Certificate Form**
- D. Form 8038G or 8038GC**
- E. Form UCC-1 (If included)**
- F. Ordinance/Resolution for Lease Supplement**
- G. Assignment and Transfer of Lease Supplement
(Schedule G will be completed by GMA)**

SCHEDULE A

PROPERTY SCHEDULE

<u>DESCRIPTION OF PROPERTY</u>	<u>IDENTIFICATION OR VIN NUMBER</u>	<u>AMOUNT FINANCED</u>
Additional costs associated with Heart Monitors acquisition (9910000044-00003)		\$124,809.51

BB&T Governmental Finance
Draft Amortization Schedule

City of Alpharetta
Cardiac Monitors

Nominal Annual Rate : 1.930 %

AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	03/20/2017				124,809.51
1	11/04/2017	32,491.42	1,511.29	30,980.13	93,829.38
2	11/04/2018	32,491.42	1,810.91	30,680.51	63,148.87
3	11/04/2019	32,491.42	1,218.77	31,272.65	31,876.22
4	11/04/2020	32,491.42	615.20	31,876.22	0.00
Grand Totals		129,965.68	5,156.17	124,809.51	

SCHEDULE C

APPROPRIATION CERTIFICATE

Re: Master Lease dated October, 11, 2000 and Lease Supplement (the "Lease Supplement") dated _____, between Lessee and Georgia Municipal Association, Inc.

The undersigned officers of the City of Alpharetta (the "Lessee") hereby certify that all Rentals and the Termination Payment under the referenced Lease Supplement, for the current fiscal year are within such Lessee's operating budget or budgets for such year and an appropriation of funds for such year has been made for such purpose and is available therefore.

Dated: _____

City of Alpharetta

Signed by: _____

Print Name: _____

Title: _____

Attested By: _____

Print Name: _____

Title: _____

(SEAL)

INSTRUCTIONS:

1. To be given at the time of signing a Lease Supplement and within 30 days of the adoption of each annual budget.
2. Complete a separate certificate for each Lease Supplement in effect.

SCHEDULE D
Information Return for Tax-Exempt Governmental Obligations

► Under Internal Revenue Code section 149(e)

► See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.

OMB No. 1545-0720

Part I Reporting Authority

If Amended Return, check here ☐

1 Issuer's name City of Alpharetta		2 Issuer's employer identification number (EIN) 58-6011454
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) 2 Park Plaza	Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Alpharetta, GA 30009		7 Date of issue
8 Name of issue City of Alpharetta / GMA Essential Equipment Lease-Purchase		9 CUSIP number None
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) Mr. Thomas G. Harris, Finance Director		10b Telephone number of officer or other employee shown on 10a (678) 297-6096

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11 Education	11	
12 Health and hospital	12	
13 Transportation	13	
14 Public safety	14	\$124,809
15 Environment (including sewage bonds)	15	
16 Housing	16	
17 Utilities	17	
18 Other. Describe ► Additional costs associated with Heart Monitors acquisition	18	
19 If obligations are TANSIs, check only box 19a	► ☐	
If obligations are BANs, check only box 19b	► ☐	
20 If obligations are in the form of a lease or installment sale, check box	► ☒	

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21		\$ 124,809	\$ N/A	years	%

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest	22	
23 Issue price of entire issue (enter amount from line 21, column (b))	23	\$124,809
24 Proceeds used for bond issuance costs (including underwriters' discount)	24	0 00
25 Proceeds used for credit enhancement	25	
26 Proceeds allocated to reasonably required reserve or replacement fund	26	
27 Proceeds used to currently refund prior issues	27	
28 Proceeds used to advance refund prior issues	28	
29 Total (add lines 24 through 28)	29	0 00
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30	\$124,809

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the bonds to be currently refunded	►	years
32 Enter the remaining weighted average maturity of the bonds to be advance refunded	►	years
33 Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	►	
34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)		

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 63773S

Form **8038-G** (Rev. 9-2011)

Part VI Miscellaneous

- | | | |
|------------|--|--|
| 35 | | |
| 36a | | |
| 37 | | |
- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)
- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions)
- b** Enter the final maturity date of the GIC ▶ _____
- c** Enter the name of the GIC provider ▶ _____
- 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units
- 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box ☐ and enter the following information:
- b** Enter the date of the master pool obligation ▶ _____
- c** Enter the EIN of the issuer of the master pool obligation ▶ _____
- d** Enter the name of the issuer of the master pool obligation ▶ _____
- 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ☒
- 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ☐
- 41a** If the issuer has identified a hedge, check here ☐ and enter the following information:
- b** Name of hedge provider ▶ _____
- c** Type of hedge ▶ _____
- d** Term of hedge ▶ _____
- 42** If the issuer has superintegrated the hedge, check box ☐
- 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ☐
- 44** If the issuer has established written procedures to monitor the requirements of section 148, check box ☐
- 45a** If some portion of the proceeds was used to reimburse expenditures, check here ☐ and enter the amount of reimbursement ▶ _____
- b** Enter the date the official intent was adopted ▶ _____

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

▶ _____ Signature of issuer's authorized representative Date ▶ _____ Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Firm's name ▶ _____			Firm's EIN ▶ _____	
Firm's address ▶ _____			Phone no. _____	

SCHEDULE F

ORDINANCE/RESOLUTION FOR SUPPLEMENTAL LEASES

A RESOLUTION OR ORDINANCE TO AUTHORIZE AND
DIRECT AN OFFICER OF THE CITY
TO EXECUTE ONE OR MORE LEASE SUPPLEMENTS FOR A LEASE
OR LEASES UNDER THE GMA DIRECT LEASING PROGRAM; TO DESIGNATE
SUCH LEASES AS QUALIFIED TAX-EXEMPT OBLIGATIONS;
TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City has entered into a Master Lease (the "Master Lease") dated as of October, 11, 2000, with Georgia Municipal Association, Inc. for the leasing from time to time of certain equipment, machinery or other personal property pursuant to Supplemental Leases;

NOW THEREFORE, BE IT RESOLVED OR ORDAINED AS FOLLOWS BY THE GOVERNING BODY OF THE CITY:

1. The _____ of the City is hereby authorized and directed to execute and deliver a Lease Supplement pursuant to the Master Lease to put into effect one or more leases for Additional costs associated with Heart Monitors acquisition (9910000044-00003) (the "Leased Property"); said officer of the City is authorized and directed in the name and on behalf of the City to execute and deliver (i) one or more Lease Supplements for items of the Leased Property in substantially the form attached to the Master Lease, with such changes and additions as may be approved by said officer, and (ii) such other documents as may be deemed by such officer to be necessary or desirable to effect the purposes hereof or of the Master Lease, and such execution shall constitute conclusive evidence that the executed document has been authorized and approved hereby; the aforesaid officer is further authorized to do all things necessary or appropriate to effectuate the purposes hereof.

2. ☐ An appropriation in the City's current operating budget has previously been made, which shall be sufficient to pay the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements; or

(check box if applicable)

☐ An appropriation from unappropriated and unreserved funds in the City's current operating budget is hereby made for the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements, and the budget of the City is hereby amended to reflect such appropriation to the extent necessary.

3. The lease or leases contemplated by the said Lease Supplements are hereby designated "Qualified Tax-Exempt Obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, and said officer shall be authorized to confirm such designation by execution of appropriate documents in connection therewith.

4. This authorization shall be effective immediately.

CLERK'S CERTIFICATE

The undersigned hereby certifies that he or she is the Clerk of the City of Alpharetta, Georgia (the "City"), and that the foregoing is a true copy of the ☐ Resolution or, ☐ Ordinance [Check One] adopted by the governing body of the City at a meeting duly held on the _____, 20____, at which a quorum was present and acting throughout, and that the same has not been rescinded or modified and is now in full force and effect. Given under the seal of the City, this _____, 20____.

(SEAL)

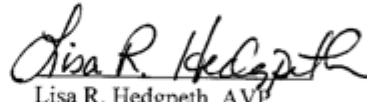
City Clerk

STATE OF NORTH CAROLINA
COUNTY OF WILSON

AFFIDAVIT OF LISA R. HEDGPETH

BEFORE ME, the undersigned Notary Public, personally appeared Lisa R. Hedgpeth, who, being known to me and first duly sworn, deposes upon oath and testifies as follows:

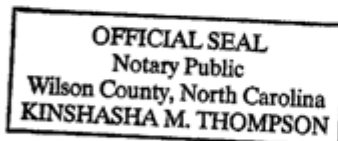
1. My name is Lisa R. Hedgpeth, and I am a resident and citizen of the State of North Carolina. I am an Assistant Vice President for Branch Banking and Trust Company ("BB&T").
2. I am providing this affidavit to comply with the law of the applicable jurisdiction which requires that any contractor doing business with the jurisdiction shall not knowingly hire for employment, employ or continue to employ an unauthorized alien.
3. To that end, I attest that BB&T has enrolled in the E-Verify program. BB&T's Identification Number is 53929.

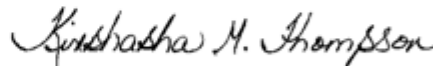


Lisa R. Hedgpeth, AVP
Branch Banking and Trust Company

SWORN TO AND SUBSCRIBED BEFORE ME, this the 6 day of April 2012.

(Seal)





NOTARY PUBLIC

Printed Name: Kinshasha M. Thompson
My Commission Expires: 10/2/2012

Cardiac Monitor Comparison/Evaluation Criteria

269	Philips	Physio	Zoll	
Weight	13.2 lb.	18.9 lb.	11.7 lb.	Zoll was lighter, Philips slightly heavier, Physio heavier
Size	12.4x8.3x13.6	12.5x15.8x9.1	8.9x10.4x7.9	Zoll is smaller, Philips and Physio fit will fit in storage areas on units
Screen Size	8.4"	8.4"	6.5"	
Bluetooth	✓	✓	✓	
Wi-Fi	✓	✓	✓	
Self Check Indicator	✓	X	✓	Physio has no self-check indicator which shows internal test has been run
NIBP	✓	✓	✓	All have automated BP Cuff
SpO2	✓	✓	✓	All have pulse oximetry
ETCO2	✓	✓	✓	All have Capnography
CO	✓	✓	✓	All have Carbon Monoxide capabilities
Temp	✓	✓	✓	All are able to monitor temperature
Input Pt Info. Ease				All offer pt input to be added to cases, Physio was extremely easy
Paper Change Ease				Zoll paper change slightly more difficult than others
Monitoring Time	9 hours	6 hours	6 hours	Philips monitor batteries last significantly longer than others
Defib Charge Time	5 sec.	10 sec.	7 sec.	Philips charge time to shock is less than others
Real Time CPR Feedback				All provide ongoing CPR Feedback, Philips however is easier to read on monitor
Accessory Storage				All have accessory storage
Real Time Event Marker	✓	✓	X	Physio and Philips both have the ability to mark certain cardiac events, while Zoll does not *Important*
Event Summary		✓	✓	All provide event summaries, as needed
Cost	X	✓	X	Compatible with Transport ambulance (AMR)
RANKING	1	2	3	

Ranking was revised by staff in February 2017.

ADDRESS

11811 Willows Road NE
Redmond, WA 98052

PHONE

GENERAL
425 867 4000

TOLL-FREE
800 442 1142

www.physio-control.com

Dear Customer,

Physio-Control, Inc. is the sole-source provider in the Hospital (hospitals and hospital-owned facilities), Emergency Response Services and Emergency Response Training (paramedics, professional and volunteer fire) markets for the following products:

- New LIFEPAK® 15 monitor/defibrillators
- New LIFEPAK 20e defibrillator/monitors
- New LIFEPAK 1000 automated external defibrillators
- New LUCAS® Chest Compression Systems
- TrueCPR™ Coaching Devices

Physio-Control, Inc. is the sole-source provider in all markets for the following products & services:

- RELISM (Refurbished Equipment from the Lifesaving Innovators) devices
- LIFENET® System and related software
- Factory-authorized inspection and repair services which include repair parts, upgrades, inspections and repairs
- HealthEMS® Software
- HomeSolutions.NET® Software
- ACLS (non-clinical) LIFEPAK® defibrillator/monitors

Physio-Control is also the sole source distributor of the following products for EMS customers in the U.S. and Canadian markets:

- McGRATH® MAC EMS Video Laryngoscope
- McGRATH® MAC Disposable Laryngoscope Blades
- McGRATH® X Blade™

Physio-Control does not authorize any resellers to sell these products or services in the markets listed above. We will not fulfill orders placed by non-authorized businesses seeking to resell our products. If you have questions, please feel free to contact your local Physio-Control sales representative at 800.442.1142.

Best regards,

PHYSIO-CONTROL, INC.



Allan Criss
Vice-President, Americas Sales