



CITY COUNCIL WORK SESSION MARCH 20, 2023

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

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **WORK SESSION ITEMS**
 - A. **FY 2024 Budget and City Council Action Plan**
Presentation and discussion of the FY 2024 Budget as it pertains to the general operating budget and anticipated revenues; review of the final draft of the City Council Priorities and Annual Action Plan.
 - B. **2023 Municipal Elections**
Presentation and discussion of the upcoming November 7, 2023 Municipal Election and whether or not the City should host its own municipal elections or enter into an Intergovernmental Agreement with Fulton County.
4. **ADJOURNMENT**



STAFF REPORT

Department: Finance
Submitted By: Shawn Mitchell
Meeting Date: March 20, 2023

AGENDA ITEM:

FY 2024 Budget and City Council Action Plan

Presentation and discussion of the FY 2024 Budget as it pertains to the general operating budget and anticipated revenues; review of the final draft of the City Council Priorities and Annual Action Plan.

STAFF RECOMMENDATION:

This item is for discussion purposes only.

BUDGET & PROCUREMENT:

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>
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EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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ITEM DESCRIPTION:

This workshop item is the first of three budget workshops for the 2024 Fiscal Year. This specific workshop is to discuss the general operating budget, anticipated revenues, and the City Council Priorities and Annual Action Plan.

ALTERNATIVES:

ATTACHMENTS:

1. FY 2024 Budget (3-20-23 Workshop)
2. 2023 City Council Priorities and Annual Action Plan

FY 2024 Budget Dashboard



	Revenues	Expenditures	Balanced Budget
General Fund	\$ 98,347,330	\$ 98,347,330	√
Special Revenue Funds:			
E-911 Fund	\$ 5,201,319	\$ 5,201,319	√
Hotel/Motel Fund	9,400,000	9,400,000	√
	\$ 14,601,319	\$ 14,601,319	√
Debt Service Fund	\$ 6,603,402	\$ 6,603,402	√
Capital/Grant Funds:			
Capital Projects Fund	\$ 11,897,818	\$ 11,897,818	√
Stormwater Capital Fund	4,350,000	4,350,000	√
	\$ 16,247,818	\$ 16,247,818	√
Enterprise Fund:			
Solid Waste Fund	\$ 5,540,225	\$ 5,540,225	√
Internal Service Funds:			
Risk Management Fund	\$ 1,786,300	\$ 1,786,300	√
Medical Insurance Fund	9,580,000	9,580,000	√
	\$ 11,366,300	\$ 11,366,300	√
Fiduciary Funds:			
OPEB Health Benefit Fund	\$ 55,000	\$ 55,000	√
OPEB Reimbursement Benefit Fund	781,282	781,282	√
	\$ 836,282	\$ 836,282	√
Total	\$ 153,542,676	\$ 153,542,676	√

FY 2024 GF Budget Synopsis



- **General Fund Budget**

- Balanced at \$98M
- Taxes
 - Maintains 5.75 Millage Rate

FY	2023	2024	change
Operating	4.785	4.870	+0.085
Debt	0.965	0.880	-0.085

- **Operations**

- 5.6% Operating Budget Growth
 - Personnel (3.5% growth)
 - » Maintains Performance-Based Merit Program at 4% (July 1st)
 - Maintenance & Operations (9.5% growth overall)
 - Minor Capital/Lease
 - » Add'l funding (\$119K) for capital lease (2023 Fire Truck Acquisitions)
 - » Moving minor equipment/repairs from capital to operations (\$258K)
- Operating Initiative Reserve (\$2.3M)
 - \$1.5M for Wage Adjustments (75th percentile)
 - \$820K remaining for other Departmental Operating Initiatives
- Capital Funding (\$14.5M)
 - Includes Fund Balance of \$10.5M and Capital Contribution of \$4M
 - » FY 2024 CIP funding totals \$16.8M including other non-General Fund sources

FY 2024 GF Revenue Overview



	FY 2023 AMENDED BUDGET	FY 2023 ESTIMATED ACTUALS (Feb.)	FY 2024 FORECASTED BUDGET	\$ Variance to Estimate	% Variance to Estimate
Revenues:					
Property Taxes:					
Current Year	\$ 26,300,000	\$ 27,250,000	\$ 28,575,000	\$ 1,325,000	4.9%
Motor Vehicle Title Tax Fee	3,000,000	3,200,000	3,425,000	225,000	7.0%
Prior Year/Delinquent/MV	202,000	488,556	212,000	(276,556)	-56.6%
Local Option Sales Tax	19,185,073	21,500,000	22,350,000	850,000	4.0%
Other Taxes:					
Franchise Fees	7,100,000	6,899,553	6,975,000	75,447	1.1%
Insurance Premium Tax	5,418,627	5,418,627	5,550,000	131,373	2.4%
Alcohol Beverage Excise Tax	2,575,000	2,900,000	3,000,000	100,000	3.4%
Other Taxes	2,890,150	2,340,550	2,220,150	(120,400)	-5.1%
Licenses & Permits	2,991,000	3,326,832	3,112,500	(214,332)	-6.4%
Intergovernmental	186,000	174,000	151,248	(22,752)	-13.1%
Charges for Services	4,618,415	4,728,677	4,851,600	122,923	2.6%
Fines & Forfeitures	2,372,000	2,856,450	2,928,250	71,800	2.5%
Interest	200,000	590,983	650,000	59,017	10.0%
Other Revenues	313,052	407,291	273,764	(133,527)	-32.8%
Other Financing Sources:					
Interfund Transfer (Hotel/Motel Fund)	2,812,500	3,375,000	3,525,000	150,000	4.4%
Total Operating Revenues	\$ 80,163,817	\$ 85,456,519	\$ 87,799,512	\$ 2,342,993	2.7%
Fund Balance Carryforward	12,639,800	12,639,800	10,547,818		
Total Revenues	\$ 92,803,617	\$ 98,096,319	\$ 98,347,330		

FY 2024 GF Expenditure Overview



Expenditures (by Department):	FY 2023	FY 2024	\$ Variance	% Variance
	AMENDED BUDGET	FORECASTED BUDGET		
Mayor and Council	\$ 399,287	\$ 406,032	\$ 6,745	1.7%
City Administration	1,478,133	1,907,811	429,678	29.1%
Finance	3,698,826	3,885,964	187,138	5.1%
Legal Services	1,100,000	1,200,000	100,000	9.1%
Information Technology	2,397,117	2,500,819	103,702	4.3%
Human Resources	855,513	926,978	71,465	8.4%
Municipal Court	1,148,200	1,216,863	68,663	6.0%
Public Safety	36,784,627	38,730,404	1,945,777	5.3%
Public Works	10,156,073	10,537,892	381,819	3.8%
Recreation, Parks & Cultural Services	12,642,221	13,290,438	648,217	5.1%
Community and Economic Development	4,631,115	4,772,426	141,311	3.1%
Non-Departmental:				
Contingency	760,765	880,000	119,235	15.7%
Insurance Premiums (Risk Fund)	823,300	936,300	113,000	13.7%
Gwinnett Tech Contribution (Debt Svc)	288,640	287,490	(1,150)	-0.4%
Total Operating Expenditures	\$ 77,163,817	\$ 81,479,417	\$ 4,315,600	5.6%
Reserve for Operating Initiatives	-	2,320,095		
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	12,639,800	10,547,818		
Recurring Capital Program	3,000,000	4,000,000		
Total Expenditures	\$ 92,803,617	\$ 98,347,330		

FY 2024 GF Expenditure Overview

	FY 2023 AMENDED BUDGET	FY 2024 FORECASTED BUDGET	\$ Variance	% Variance
Expenditures (by Category):				
Personnel Services:				
Salaries/Overtime/Seasonal	\$ 35,586,428	\$ 36,826,142	\$ 1,239,714	3.5%
Group Insurance	10,080,112	10,257,258	177,146	1.8%
Pension (Defined Benefit)	2,869,712	2,889,243	19,531	0.7%
Pension (401A)	2,952,059	3,312,996	360,937	12.2%
OPEB/Post Employment Healthcare	657,980	659,787	1,807	0.3%
Miscellaneous Benefits	3,617,572	3,762,499	144,927	4.0%
<i>sub total</i>	\$ 55,763,863	\$ 57,707,925	\$ 1,944,062	3.5%
Maintenance and Operations:				
Professional Services	\$ 3,291,284	\$ 3,831,673	\$ 540,389	16.4%
Repair/Maintenance	1,851,962	2,124,240	272,278	14.7%
Maintenance Contracts	3,825,274	3,407,128	(418,146)	-10.9%
Professional Services (IT)	2,523,248	3,295,164	771,916	30.6%
General Supplies	1,030,219	1,146,328	116,109	11.3%
Utilities	2,901,441	3,022,975	121,534	4.2%
Fuel	582,560	659,000	76,440	13.1%
Uniforms	264,938	356,350	91,412	34.5%
Travel/Training	511,164	591,351	80,187	15.7%
Legal Services	1,100,000	1,200,000	100,000	9.1%
Insurance Premiums (Risk Fund)	823,300	936,300	113,000	13.7%
Miscellaneous	962,274	973,581	11,307	1.2%
<i>sub total</i>	\$ 19,667,664	\$ 21,544,090	\$ 1,876,426	9.5%
Capital/Lease:	\$ 682,885	\$ 1,059,912	\$ 377,027	55.2%
Other Uses:				
Contingency	\$ 760,765	\$ 880,000	\$ 119,235	15.7%
Gwinnett Tech Contribution (Debt Svc)	288,640	287,490	(1,150)	-0.4%
<i>sub total</i>	\$ 1,049,405	\$ 1,167,490	\$ 118,085	11.3%
Total Operating Expenditures	\$ 77,163,817	\$ 81,479,417	\$ 4,315,600	5.6%
Reserve for Operating Initiatives	-	2,320,095		
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	12,639,800	10,547,818		
Recurring Capital Program	3,000,000	4,000,000		
Total Expenditures	\$ 92,803,617	\$ 98,347,330		



2023 CITY COUNCIL PRIORITIES AND ANNUAL ACTION PLAN

TOP PRIORITY

DOWNTOWN ALPHARETTA

- Safety is fundamental to a vibrant downtown. We are mindful of our image and will constantly be driven to provide a safe environment and an excellent experience.
- Parking management allows many to enjoy downtown. We will identify and implement parking management strategies that maximize our current parking resources.
- Support of our businesses. We will work with the downtown district to identify mid-term and long-term options to maintain the character, cleanliness, and desirability of downtown.
- Care for those less fortunate. We recognize the cure for homelessness is a home, and we will provide services that encourage rapid rehousing, wrap around services, and support.

TOP PRIORITY

SAFE AND WELCOMING COMMUNITY

- We enjoy the benefits of a safe community, and we are driven to protect it.
- As a community, we support and value our Public Safety Department, recognize their purpose, and will provide them the resources to keep our city safe.
- Our 911 dispatchers are lifelines to our community.
- We will evaluate our community paramedic program and quantify results, make changes, and look for ways to provide new services.

TOP PRIORITY

THE ALPHA LOOP AND GREENWAY

- Our city is mobile. Extending the Alpha Loop remains an important focus of our transportation network.
- We are driven to connect the Alpha Loop with the Greenway with the design and construction of the Alpha Link.

TOP PRIORITY

STRATEGIC GROWTH AND REDEVELOPMENT

- As one of the city's main redevelopment areas, the North Point Parkway Area has tremendous opportunity. We will dedicate the time and attention to get it right.
- As projects and opportunities find our city, we strongly support strategic growth. We believe our city is special and development patterns reinforce that.
- We will dissolve the tax allocation district and create a new one for the North Point Parkway Area.

TOP PRIORITY

COMMUNICATIONS THAT CONNECT

- Telling our story is important, and we will form an internal communications team as a first step.
- Through talented communicators, we will create a new communications strategy and create a crisis communications plan.
- We will explore staff augmentation services to further our communications strategy.





2023 CITY COUNCIL PRIORITIES AND ANNUAL ACTION PLAN

PRIORITY

RECREATION, PARKS, AND CULTURE

- Parks are valued assets in our city, and we will continue to deliver on park bond projects
- We will place a focus on building access to Farmhouse Heritage Park and will evaluate existing conditions of zoning/development agreements while also exploring alternative means of providing parking.
- At Webb Bridge Park, we will pursue a new sanitary sewer connection to reduce future maintenance at one of the park's most used public restrooms.
- At Wills Park, we will continue to work with the equestrian community to finish arena projects and facility remodeling.

PRIORITY

INFRASTRUCTURE AND FACILITIES MAINTENANCE

- Long term maintenance of our facilities will be a focus. Beginning with Fire Stations 82 and 84, we will conduct assessments of all City facilities, formulate recommendations, create construction plans, and begin the work of modernizing our facilities.
- Managing stormwater is important in our city, and we will continue investing in projects in areas with high impact opportunities.

PRIORITY

TRANSPORTATION AND TRAFFIC

- Our city is on the move, and we recognize the importance of managing traffic and the ability to move around with ease.
- We support multi-modal transportation options. We will seek out traditional and non-traditional transportation solutions on the surface, underground, and in the air.
- Public transit is a component of a community that moves, and we will continue to support bus rapid transit and mobility in the Georgia 400 Corridor.

PRIORITY

PEOPLE FOCUSED WORKFORCE

- Our city is comprised of a talented staff. It is important that we focus on recruiting, retaining, and rewarding our public servants.
- We will create a 'fix it and forget it' formula for calculating compensation that is competitive in the market and affirms our position as an employer of choice.

PRIORITY

ECONOMIC DEVELOPMENT

- We desire to attract new businesses and industries to the city. In the right circumstances, we support repurposing of areas less used today as working models have evolved.
- A presence in Atlanta and Washington DC is important, and we will seek lobbying services to assist in both places.
- Grants fund grants, and we will actively pursue funding opportunities for the city in this manner.





STAFF REPORT

Department: Administration
Submitted By: Lauren Shapiro
Meeting Date: March 20, 2023

AGENDA ITEM:

2023 Municipal Elections

Presentation and discussion of the upcoming November 7, 2023 Municipal Election and whether or not the City should host its own municipal elections or enter into an Intergovernmental Agreement with Fulton County.

STAFF RECOMMENDATION:

This item is for discussion purposes only.

BUDGET & PROCUREMENT:

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>
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EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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ITEM DESCRIPTION:

Earlier this year, Mayor and Council adopted a resolution which contemplated hiring a Municipal Election Superintendent, should the City of Alpharetta decide to conduct its own municipal elections for the November 7, 2023 election.

This item is being brought forward as a workshop item for Mayor and Council to discuss whether or not the City should host its municipal elections. Attached is a proposed budget spreadsheet for municipal election costs.

ALTERNATIVES:

ATTACHMENTS:

- 2023 Municipal Election Estimated Costs

2023 MUNICIPAL ELECTIONS COMBINED COSTS

One Voting Location

Overall Election Costs	\$60,077.00
General Costs Per Voting Location	\$15,130.03
Poll Worker Costs Per Voting Location	\$51,364.00
Contingency Costs (15%)	\$18,985.65
TOTAL ESTIMATED COSTS:	\$145,556.65

Two Voting Locations

Overall Election Costs	\$60,077.00
General Costs for 2 Voting Locations	\$30,260.06
Poll Worker Costs for 2 Voting Locations	\$102,728.00
Contingency Costs (15%)	\$28,959.76
TOTAL ESTIMATED COSTS:	\$222,024.86

Three Voting Locations

Overall Election Costs	\$60,077.00
General Costs for 3 Voting Locations	\$45,390.09
Poll Worker Costs for 3 Voting Locations	\$154,092.00
Contingency Costs (15%)	\$38,933.86
TOTAL ESTIMATED COSTS:	\$298,532.96



OVERALL ELECTION COSTS

GENERAL SUPPLIES	Quantity	Cost	Description
Elections Consultant	1	\$ 30,000	
Based on splitting cost with Milton		\$ -	
Ballots		\$ -	
Ballot Setup	1	\$ 250	One Time Cost
Ballot Printing	12,500	\$ 4,625	\$0.37 per ballot
Test Deck from Printing Company	6	\$ 2	.37 per sheet x polling places
Delivery	1	\$ 50	One Time Cost
Postage for Absentee Ballots	250	\$ 300	\$0.60 per stamp
Printing Costs		\$ 2,500	Notices, Signage, etc.
Election Advertising		\$ 3,500	
- Calling of Election		\$ -	
- Notice of Computation & Canvassing		\$ -	
- Cancellation of Election		\$ -	
- Logic & Accuracy Testing		\$ -	
- Early Tabulation		\$ -	
Training Materials		\$ 1,000	
General Supplies		\$ 2,000	
Alpharetta Votes Stickers	15,000	\$ 500	
Future Voter Stickers	2,000	\$ 250	
Equipment Moving Costs from Fulton Co.		TBD	
Easy Vote Check-in Software	1	\$ 2,500	\$1,500 yearly renewal
Dominion Services		\$ -	
- Programming Election	1	\$ 3,800	
- L&A Testing + Training	1	\$ 2,200	
- On Site Vendor for First Day of Early Voting	1	\$ 2,200	
- On Site Vendor for Last Day of Early Voting	1	\$ 2,200	
- On Site Vendor for Election Day	1	\$ 2,200	

Total Overall Election Costs: \$60,077

GENERAL COSTS FOR EACH VOTING LOCATION

GENERAL SUPPLIES	Quantity	Cost	Description	Vendor
Bag for Absentee Ballot Secure Transfers	1	\$ 17.00	One time cost	ElectionSource
Bag for Provisional Ballots	1	\$ 19.00	One time cost	ElectionSource
Bag for Challenge Ballots	1	\$ 17.00	One time cost	ElectionSource
Bag for Memory Sticks + Thermal Tape	4	\$ 8.00		ElectionSource
Test Bag	1	\$ 17.00	One time cost	ElectionSource
Voting Booths	10	\$ 1,950.00	\$195.00 each / one time cost	ElectionSource
Voting Booths - ADA Accessible	1	\$ 210.00	One time cost	ElectionSource
Voting Booth Light	13	\$ 273.00	\$21.00 each / one time cost	ElectionSource
Large Ballot Drop Box	1	\$ 1,580.00	One time cost	American Security Cabinets
Locked Ballot Transfer Bag	1	\$ 414.00	One time cost	American Security Cabinets
Large Locking Ballot Transfer Cart	1	\$ 1,249.00	One time cost	American Security Cabinets
Poll Manager Rolling Crate	1	\$ 39.99	One time cost	Office Depot
Election Supplies Tote	3	\$ 35.67	\$11.89 each / One time cost	Costco
Weather Radio	1	\$ 34.88	One time cost	Amazon
Dominion Supplies	-	\$ -		--
- 16 Memory Cards for Each Ballot Scanner	32	\$ 1,478.40	\$46.20 each	Dominion
- Test Deck	1	\$ 17.50	\$17.50 each	Dominion
- Ballot Scanner Security Button Key	2	\$ 55.00	\$27.50 each	Dominion
- Thermal Rolls for Scanner Printing	3	\$ 8.25	\$2.75 each - 3 total	Dominion
Black Pens	6	\$ 68.34	\$11.39 for 108 pens	Costco
Seals	3	\$ 27.00	\$9.00 for a set of 25	ElectionSource
Seal Cutter	2	\$ 4.00	One time cost	ElectionSource
Election Day Catering		\$ 1,000.00		
Chick Fil A - Breakfast	\$ 250	\$ -		
Great Harvest - Boxed Lunch	\$ 350	\$ -		
Savory Gourmet - Pasta, Salad, Bread	\$ 400	\$ -		
				SUBTOTAL: \$8,523.03

TECHNOLOGY	Quantity	Cost	Description
Cell Phone + Services for 2 Months	3	\$ 1,007.00	
Network Costs for City Facilities	1	\$ 1,000.00	** High estimate, current network capabilities may be sufficient
Laptop + Scanner + Printer	2	\$ 3,800.00	** May not need, based on Fulton County Equipment
Ink + Paper Supplies	1	\$ 800.00	** High estimate
			SUBTOTAL: \$6,607.00

Total General Costs for Each Voting Location: \$15,130.03

POLL WORKER COSTS FOR EACH VOTING LOCATION

	Hourly Rate	Training 12 hours	Absentee by Mail Ballot Prep 8 hours	Early Voting Shift: 7 AM - 7 PM 12 hours a day x 17 days	Election Day Shift: 6 AM - 12 AM 18 hours	Drug Testing per person	Uniform Nametag	TOTAL
Poll Manager	\$30	\$360	\$240	\$6,120	\$540	\$61	\$115	\$7,436
Assistant Poll Manager	\$25	\$300	\$200	\$5,100	\$450	\$61	\$115	\$6,226
Assistant Poll Manager	\$25	\$300	\$200	\$5,100	\$450	\$61	\$115	\$6,226
Poll Clerks								
Ballot Box Watcher	\$20	\$240	\$0	\$4,080	\$360	\$61	\$115	\$4,856
Line Monitor	\$20	\$240	\$0	\$4,080	\$360	\$61	\$115	\$4,856
Check-In	\$20	\$240	\$0	\$4,080	\$360	\$61	\$115	\$4,856
Check-In	\$20	\$240	\$0	\$4,080	\$360	\$61	\$115	\$4,856
Monitor / Staff	\$20	\$240	\$0	\$4,080	\$360	\$61	\$115	\$4,856
Monitor / Staff	\$20	\$240	\$0	\$4,080	\$360	\$61	\$115	\$4,856
SUBTOTAL								\$ 49,024.00
	Hourly Rate	Training 2 hours	Absentee by Mail Ballot Prep 8 hours	Early Voting Shift: 7 AM - 7 PM 12 hours a day x 2 days	Election Day Shift: 6:30 AM - 8:30 PM 14 hours	Drug Testing per person	Uniform Nametag	TOTAL
Police Officer	\$60	\$120	\$0	\$1,440	\$840	\$0	\$0	\$2,400
SUBTOTAL								\$2,400.00

Total Estimated Poll Worker Costs for Each Location: \$51,424.00

ELECTION STATISTICS

MUNICIPAL ELECTIONS	Total Voters	Total Registered Voters	Absentee By Mail	# of Voting Locations	Fulton County Cost	Election Type
November 7, 2023 Municipal Election	TBD	49,561	TBD	TBD	\$379,408.77	Mayor, Posts 4, 5 & 6
November 2, 2021 Municipal Election	6,777	46,656	165	13	\$138,102.00	Posts 1, 2 & 3 + Parks Bond
November 5, 2019 Municipal Election	3,671	41,885	118	11	\$120,267.76	Mayor, Posts 4, 5 & 6 + Homestead Exemptions