



City Council Work Session
MARCH 20, 2023
OFFICIAL MINUTES
Office of the City Clerk

ALPHARETTA CITY HALL
COUNCIL CHAMBERS | 2 PARK PLAZA | 5:30 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 video recording for said meeting is a matter of public record and is available to be viewed at the City Clerk's office during normal business hours or viewed online at <https://www.youtube.com/user/alpharettagov>.

I. CALL TO ORDER

- Mayor Gilvin called the meeting to order at 5:32 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

• Council Members

- Mayor Jim Gilvin
- Mayor Pro Tem Dan Merkel
- Donald F. Mitchell
- Brian Will
- Douglas J. DeRito
- John Hipes
- Jason Binder

• Staff

- Chris Lagerbloom, City Administrator
- Melissa Tracy, City Attorney with Jarrard & Davis
- James Drinkard, Asst. City Administrator
- Lauren Shapiro, City Clerk
- Adam Montgomery, Interim Director of Information Technology
- Brooke Lapping, Director of Courts
- Cris Randall, Director of Human Resources
- John Robison, Director of Public Safety
- Morgan Rodgers, Director of Parks, Recreation, and Cultural Services

- Pete Sewczwicz, Director of Public Works
- Thomas Harris, Director of Finance
- Michael Woodman, Planning and Development Services Manager

IV. 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.

- City Administrator, Chris Lagerbloom, introduced this work session item.
- Director of Finance, Tom Harris, came forward to present this item.
- The FY 2024 Budget presentation is attached hereto as "Exhibit A."

CITY COUNCIL DISCUSSION

- Council Member Binder asked if the personnel numbers included adding new staff.
 - Director Harris shared that it does not, because that would be considered a new initiative, not in the operating budget.
- Council Member Hipes asked about the change in the amount for employee salaries and benefits and if we could hire additional people and lower a competitive percentile to 70/65/60 percent instead of 75%.
- Council Member DeRito suggested that it might be easier to see the numbers for salaries at 70/65/60 percent for comparisons.
- Mayor Pro Tem Merkel said that it may be a good idea to consider if we can increase the salaries across the board and also hire additional staff, but just allocate more time to making the changes (18-24 months, as opposed to at the start of the next Fiscal Year).

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.

- City Administrator, Chris Lagerbloom, introduced this work session item.
- City Clerk, Lauren Shapiro, came forward to present this item.
- The proposed municipal election budget is attached hereto as "Exhibit B."

CITY COUNCIL DISCUSSION

- Mayor Pro Tem Merkel shared that he would not be supporting this effort this year, as the reduction from 13 to 3 polling places (based on financial considerations) was not feasible.
- Council Member Binder asked about the costs from previous years, if Johns Creek and Roswell will conduct their own elections, and commented that there are other early voting locations outside of the City of Alpharetta where our residents could vote early. Additionally, if the City were to host its own elections, he would like to see 3 voting locations.
- Council Member Hipes shared that Alpharetta has 27 square miles to consider when looking at polling locations, and he would like to see if this is something that would be feasible for

the 2025 election term. Further, he was curious to know whether the City could host its elections during even years to coincide with the county, state, and federal elections.

- Council Member Mitchell shared that this might be a logistical issue and would prefer to take time to figure this out for 2025. Also, to see if we could coordinate with Fulton County to adjust or lower the amount of polling places that we have in the City.
- Mayor Gilvin shared that the Fulton County IGA does not declare a specific and at-most cost they could attempt to charge the City for its election costs, and shared that he was skeptical in terms of the costs for this year.
- Council Member DeRito shared that the potential costs do not support the City hosting its own elections.

V. ADJOURNMENT

- With there being no further items to consider or discuss, Mayor Gilvin adjourned the work session at 6:45 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Lauren Shapiro". The signature is written in a cursive, flowing style.

Lauren Shapiro, City Clerk

EXHIBIT A

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		

EXHIBIT B

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