CITY COUNCIL MEETING & PUBLIC HEARING
JUNE 19, 2023

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
11:30 AM

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE TO THE FLAG

4. PUBLIC HEARING

A. Public Hearing on the Fiscal Year 2024 Budget and Millage Rate Levy
An opportunity for the public to speak on the City of Alpharetta's Fiscal Year 2024 Budget and Millage Rate Levy.

5. WORKSHOP ITEMS

A. Ethics Ordinance
Presentation and discussion of proposed text amendments to Chapter 2, Article V of the City's Code: Code of Ethics and Conduct.

6. EXECUTIVE SESSION (IF NECESSARY)

7. ADJOURNMENT

STAFF REPORT

Department: Finance
Submitted By: Shawn Mitchell
Meeting Date: June 19, 2023

AGENDA ITEM:

Public Hearing on the Fiscal Year 2024 Budget and Millage Rate Levy
An opportunity for the public to speak on the City of Alpharetta's Fiscal Year 2024 Budget and Millage Rate Levy.

STAFF RECOMMENDATION:

The purpose of this hearing is to obtain public comment on the Recommended Fiscal Year 2024 Budget and Millage Levy. This is public hearing #2 of 3.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: $154,205,558 (SEE ATTACHED BUDGET DOCUMENT)

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT

ITEM DESCRIPTION:

The Fiscal Year 2024 Budget was distributed electronically to the City Council on May 8, 2023, and is available on the City's website as a downloadable pdf and available for filtering/analysis through the City's financial transparency sites powered by ClearGov (FY 2024 budget as well as historical budget/actual revenue/expenditure trend data) and OpenGov (FY 2024 budget line item detail).

City Council Budget Workshops were held on March 20th, May 1st, and May 15th.

This morning is the second of three public hearings on the FY 2024 Budget and Millage Rate Levy with the schedule as follows:

May 22, 2023 (6:30pm):
- Public Hearing
- City Council Meeting
  - Budget Ordinance (1st Reading)
  - Millage Ordinance (1st Reading)

June 19, 2023 (11:30am):
- Public Hearing

June 19, 2023 (6:30pm):

Public Hearing

City Council Meeting

Budget Ordinance (2nd Reading)

Millage Ordinance (2nd Reading)

Primary changes to the budget since the 1st Public Hearing and 1st reading of the Budget Ordinance (5/22/2023) include programming the recommended operating and capital initiatives from Reserve/Non-Allocated into the specified departmental budgets/projects for FY 2024.

ALTERNATIVES:

ATTACHMENTS:

1. Exhibit - FY 2024 Budget (6-19-2023)v2

Operating and Capital Budget for Fiscal Year 2024

July 1, 2023 through June 30, 2024

City of Alpharetta, GA

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

for Fiscal Year 2024

(July 1, 2023 through June 30, 2024)

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MAYOR AND CITY COUNCIL

Mayor and City Council

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JIM GILVIN
MAYOR

JGilvin@alpharetta.ga.us

Mission Statement

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

JOHN HIPES
CITY COUNCIL (POST 4)

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JASON BINDER
CITY COUNCIL (POST 5)

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DAN MERKEL
CITY COUNCIL (POST 6)

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VISION

Vision

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

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

Fostering strong sense of community including safety and security.

Providing a business climate that attracts the top echelon companies.

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

Mission

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

EXECUTIVE MANAGEMENT TEAM

Executive Management Team

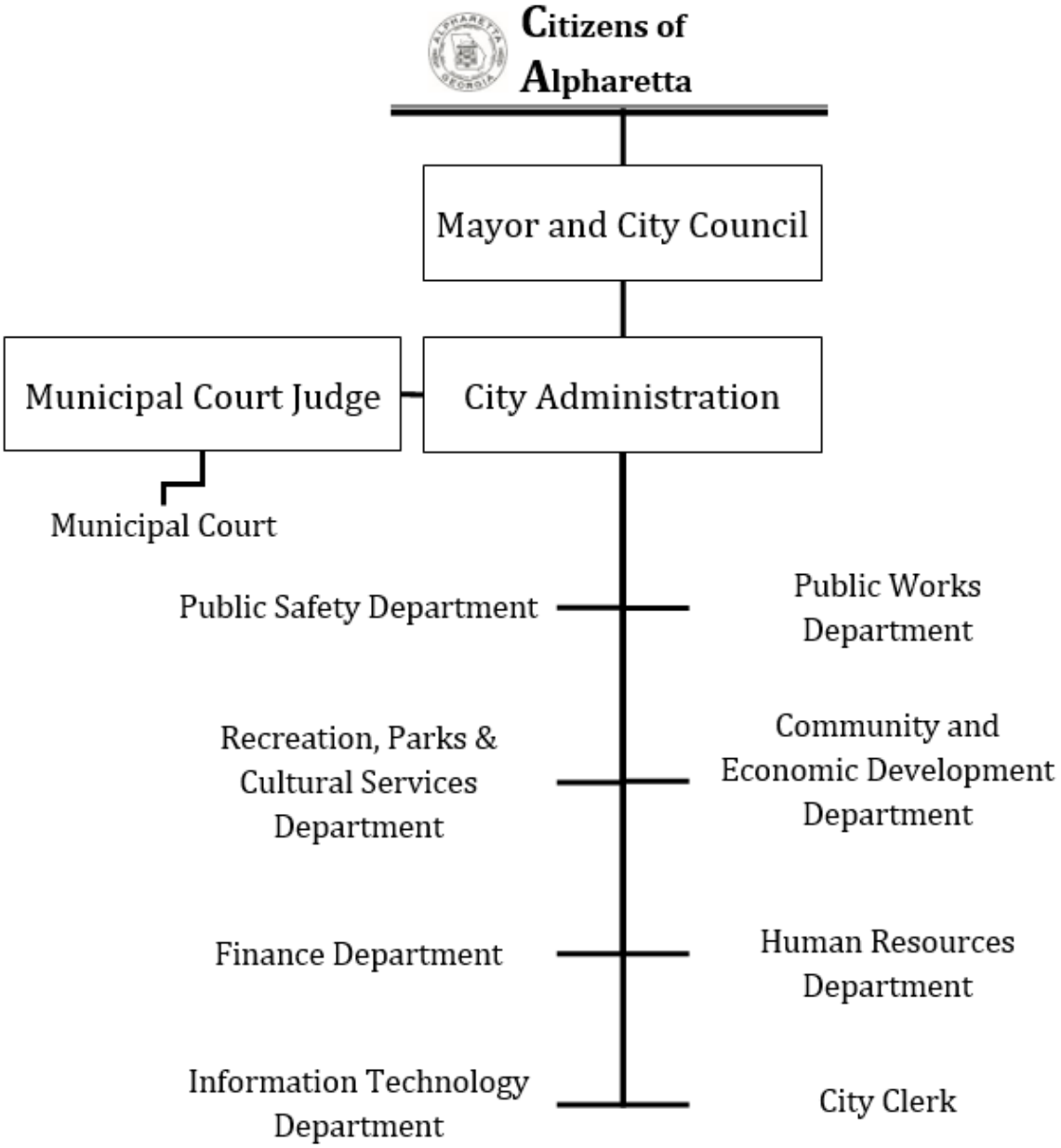
CHRIS LAGERBLOOM
CITY ADMINISTRATOR

CLagerbloom@alpharetta.ga.us

EXECUTIVE STAFF		
James Drinkard	JDrinkard@alpharetta.ga.us	Assistant City Administrator
Brooke Lappin	BLappin@alpharetta.ga.us	Director of Municipal Court Services
John Robison	JRobison@alpharetta.ga.us	Director of Public Safety
Pete Sewczwicz	PSewczwicz@alpharetta.ga.us	Director of Public Works
Morgan Rodgers	MRodgers@alpharetta.ga.us	Director of Recreation, Parks & Cultural Services
Kathi Cook	KCook@alpharetta.ga.us	Director of Community and Economic Development
Thomas G. Harris	THarris@alpharetta.ga.us	Director of Finance
Cris Randall	CRandall@alpharetta.ga.us	Director of Human Resources
Adam Montgomery	AMontgomery@alpharetta.ga.us	Director of Information Technology
Lauren Shapiro	LShapiro@alpharetta.ga.us	City Clerk

ORGANIZATIONAL STRUCTURE

Organizational Structure



2 PARK PLAZA
ALPHARETTA, GA 30009
PHONE: 678.297.6000
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June 19, 2023

To the Mayor, City Council, and Citizens of Alpharetta:

We are pleased to present our Recommended Annual Operating and Capital Budget for Fiscal Year 2024 (the "Budget") of the City of Alpharetta, Georgia. Our recommendations are based on direction provided at the City Council Retreat (compiled as the "Annual Action Plan") as well as a thorough review of our current financial status, revenue trends, economic data, and our standard of providing top level service while maintaining our focus on keeping Alpharetta an affordable option for our citizens and stakeholders.

As detailed herein through our discussion of expenditure trends, the city's budget is in the midst of multiple disruptive economic pressures. As quickly as the COVID-19 pandemic and its associated social distancing measures drove a decline in economic activity, the current phase of post-lockdown economic activity coupled with Federal stimulus has resulted in a spike of economic growth. This strong economic growth can be witnessed in our revenue trends as well as our expenditure trends which seek to meet a spiking service demand from our customers while also covering inflationary (e.g., labor costs) and market-based cost pressures (e.g., steel, concrete, wood, asphalt, etc.).

Today, more than ever, governments need to be nimble to respond to market conditions.

Alpharetta's 2024 budget is focused on City Council priorities (2023 Annual Action Plan) and responding to market conditions in a prudent manner including maintaining a competitive compensation package for our staff and keeping up with market prices from private service providers. Highlights include:

- Tax-burden reductions for our homeowners in excess of $7.8 million including our annual homestead exemption offerings coupled with the one-time State HTRG grant (see section entitled *Taxpayer Savings* for more information).

MAYOR
JIM GILVIN

MAYOR PRO TEM
DAN MERKEL

COUNCIL MEMBERS
JASON BINDER
DOUGLAS J. DERITO
JOHN HIPES
DONALD F. MITCHELL
BRIAN WILL

CITY ADMINISTRATOR
CHRIS LAGERBLOOM

- Maintenance of the city's millage rate at 5.750 mills (flat with FY 2023) including funding $3 million for expanded service levels for our citizenry, business owners, and stakeholders and funding $4 million from General Fund operations for capital investment (e.g., maintenance of our stormwater infrastructure).
- Funding totaling $3 million for expanded service levels within multiple departments and described in detail under the *Operating Initiative Requests* section of this document. The expanded service levels highlight our priority focus on public safety and includes leveraging advancements in technology to continue our effective and efficient service to our community (the recommended Real Time Crime Center initiative).
- Capital investment focused on maintaining and improving city infrastructure and assets ($15.7 million when including potential grant sources) while reserving sufficient funds to provide flexibility for future prioritized capital investment ($1.2 million) and described in detail under the *Capital Initiative Requests* section of this document.
- Continuation of the same high service levels our citizenry, business owners, and stakeholders expect from our city.

2023 City Council Priorities and Annual Action Plan

The City Council Retreat during January 2023 set forth priorities to guide the construction of the FY 2024 budget including operations and capital investment. These priorities were condensed into an Annual Action Plan and are detailed within the section of this document entitled *2023 Annual Action Plan* with the components set forth below:

- Safe and Welcoming Community.
- The Alpha Loop and Greenway.
- Strategic Growth and Redevelopment.
- Communications that Connect.
- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Infrastructure and Facilities Maintenance.
- Transportation and Traffic.
- People Focused Workforce.
- Economic Development.

INTRODUCTION AND OVERVIEW

Budget Process and Overview

The Fiscal Year 2024 Budget process began with an update of the city's financial condition, which was presented to the Mayor and City Council during the January 2023 City Council retreat.

As previously detailed, the City Council Retreat set forth priorities (Annual Action Plan) that guided our departmental decision making and resource allocation during construction of the FY 2024 budget.

The FY 2024 Budget is balanced for all funds and totals $154 million with the breakdown by fund type as follows:

FUNDS BY TYPE	$	
General Fund	$ 99,030,677	
Special Revenue Funds	14,937,980	(1)
Capital Project Funds	16,247,818	(1)
Debt Service Fund	6,603,402	
Solid Waste Fund	5,539,584	
Internal Service Funds	10,786,300	
OPEB Funds	1,059,797	
Total	$154,205,558	

(1) Amounts contained herein represent new appropriations for FY 2024. Unexpended FY 2023 appropriations for City Council approved projects are re-appropriated annually pursuant to city policy.

Several of the major points of the FY 2024 Budget are as follows:

- Management of personnel and compensation program to align with current market environment which includes budgetary adjustments to cover significant inflation in labor costs which are necessary to retain and recruit our highly skilled workforce:
  - Staffing level at 467.5 full-time equivalents "FTE" with the funding breakdown as follows:
    - 466.5 full-time equivalents (funded). This includes the addition of new positions for FY 2024 including eight full-time positions and the upgrade of one existing part-time position to full-time status as provided within the *Operating Initiative Requests* section of this document.
    - 1 full-time equivalent (unfunded; budgetary savings of $120,000); position to remain vacant pending an identified funding source and workload justification.

- Staffing compensation adjustments aimed at maintaining competitiveness in an inflationary labor market include:
  - Recent compensation adjustments:
    - July 1, 2021: Continuation of the annual performance-based merit program (3% on average) in an estimated cost of $1 million annually.
    - November 19, 2021: Mid-year 2022 adjustments (combined) in an estimated cost of $1.9 million annually.
      - Across-the-board 3% salary adjustment for all employees.
      - Additional across-the-board 10% salary adjustment for 911 personnel and sworn Police Officers to maintain market competitiveness in recruitment and retention.
    - July 1, 2022: Increase in the annual performance-based merit program (4% on average) in a total estimated cost of $1.6 million.
    - July 1, 2022: Salary compression adjustments in an amount totaling $825,000 annually (including taxes/benefits). Specifically, this initiative represents a continuation of the City's salary adjustment process and follows the recent adjustments related to maintaining competitiveness within the market. This phase is focused on adjusting internal compression issues within our pay structure to ensure we maintain a fair and equitable compensation plan for our employees.
  - Proposed compensation adjustments:
    - July 1, 2023: Increase in the annual performance-based merit program (4% on average) in a total estimated cost of $1.8 million. This figure is included within departmental operating budgets.
    - July 1, 2023 (FY 2024 Operating Initiative): This initiative represents a continuation of the City's salary adjustment process aimed at maintaining competitiveness within the market and is estimated at $1.73 million. Specifically, market-based personnel compensation adjustments are proposed to ensure Alpharetta maintains its capacity to retain and attract our most valuable assets – namely, the team members that deliver excellent service to our community on a daily basis. The forecasted cost reflects

salary adjustments and those impacted benefit line items (e.g., FICA, pension, etc.). This figure is included within departmental operating budgets.

- Increase (12% or $2.4 million) in departmental maintenance and operations budgets (General Fund) that is experiencing inflationary growth through our labor-intensive contracted services (e.g., landscaping services, janitorial services, etc.), material-intensive contracts (maintenance needs that utilize concrete, wood, technology items that utilize microchips), etc. The increase set forth above includes $502,500 in operating initiative funding for FY 2024 (non-personnel). Specific cost drivers include:
  - Increase in professional services of $641,439 (20% growth) due primarily to the following: estimated costs ($389,359) for the municipal elections in November 2023 (FY 2024 will be an election year while FY 2023 was not); new professional services within City Administration approved as part of the FY 2024 Operating Initiatives including communications services ($30,000) and grant management services ($50,000); increase totaling $75,000 within the Finance Department for banking fees (e.g., credit card processing fees), investment advisor fees, and funding for staffing services to smooth out labor needs during peak workload seasons (e.g., property tax and occupational license billings); anticipated growth in recreation programs and the corresponding costs of program instructors (+$114,285; it should be noted that this growth is also reflected in program fee revenue); etc.
  - Increase in repair/maintenance costs of $272,278 due primarily to the following:
    - Public Safety Department: estimated cost growth for vehicles (+$47,500), equipment (+$9,060), and facilities (+$5,000). The growth in vehicle repair funding is based on current cost trends. Specifically, the city replaces 1/7th of its public safety fleet annually (this equates to a lifetime mileage target of 100,000) to ensure minimal downtime and that our equipment is responsive to service demands. That said, the city is still transitioning from Impala sedans to Explorers SUVs. The Impala's have a more costly repair record (than the Explorers) and, with our existing units reaching their mileage targets, we are incurring more repair costs in the short-term as we phase out the legacy Impalas.
    - Public Works Department: growth in facilities repair/maintenance costs of $83,911 due to multiple factors including the reopening of the municipal jail partially due to reopening of jail (+$30,000), additional funding for City Hall (+$31,037), with the remainder (+$22,863) due to

inflationary cost growth of labor/supplies for many of the included services such as plumbing, HVAC, etc.

- Recreation, Parks & Cultural Services Department: growth in grounds repair/maintenance costs of $66,477 due primarily to the reallocation of parks maintenance funding from the Capital Project Fund to the General Fund as these items are under the $25,000 capitalizable threshold. Components include: $10,000 for restoration of the mini silos; $12,000 for Brooke Street Park irrigation; $10,000 for tree well lighting upgrades; and $20,000 for North Park Ballfields 5-6 fencing upgrades.

– Increase in maintenance contracts/IT professional services (combined – decline in maintenance contract funding is related to the reallocation of software related funding to the IT professional services accounts for expense tracking purposes) of $726,090 due primarily to the following:

- City Administration: growth of $192,387 due primarily to new software approved as part of the FY 2024 Operating Initiatives including grant management software ($70,000) and archiving/compliance software ($80,000) as well as estimated fees for the annualized cost of the mid-year 2023 initiative to provide all board members with city emails addresses (Board of Ethics), estimated website hosting services costs, etc. Specifically, the City will be procuring the design and implementation of a new website during FY 2023 which will necessitate hosting service fees starting in year 2.
- Public Safety Department: growth of $149,829 due to the coverage of general software inflationary cost growth coupled with additional funding for body cameras (+$112,000).
- Public Works Department: growth of $94,410 due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping (annualized impact of recent right-of-way maintenance contract), janitorial, etc. coupled with funding for the newly opened Davis Drive extension (e.g., landscape maintenance).
- Recreation, Parks & Cultural Services Department: growth of $66,883, due primarily to additional funding for the RecWare Park Program Registration software (+$55,000) as it is funded on a per customer basis and grows along with program participation. Additional cost growth is related to ensuring our Board Members have city email addresses (+$7,830).

  - Community & Economic Development Department: growth of $34,839 due to the coverage of general software inflationary cost growth coupled with estimated fees for the annualized cost of the mid-year 2023 initiative to provide all board members with city emails addresses (Board of Zoning Appeals, Code Enforcement Board, Design Review Board, Planning Commission, Historic Preservation Commission, etc.).

- Increase in general supplies of $122,209 due primarily to the following:
  - Public Safety Department: $95,153 due primarily to additional funding for fire retirements/promotions events (+$24,000), increased ammunition pricing (+$18,000), increased funding for annual awards, retirement gifts, and medals purchased throughout the year (+$10,000), funding for Narcan (+$6,000; this was previously funded through a Fulton County grant), increased funding for fire station janitorial supplies based on current cost and usage trends (+$7,355), etc.
  - Public Works Department: growth of $34,442 due to rising costs and need for janitorial supplies, soap, and disinfectants, etc. as well as added facility supplies for the re-opening of the Alpharetta Jail.
- Increase in utility expenses of $121,534 for electricity, natural gas, water/sewer, and miscellaneous utilities (e.g., cable and garbage). The main driver is reopening the Alpharetta Jail ($21,450 in forecasted utility expenses) coupled with general electric utility cost growth (includes adjustments for approved GA Power rate increases). It should be noted that under the Alpharetta Jail Intergovernmental Agreements, utilities will be split amongst all participating municipalities. This revenue is reflected within the Intergovernmental section and is based on approved IGAs as of April 2023. As other municipalities join, the revenue split will be updated accordingly.
- Increase in fuel expenses of $84,440 due to usage patterns, commodity pricing trends, and new personnel (FY 2024 Operating Initiatives).
- Increase in uniform expenses of $117,250 due primarily to growth within the Public Safety Department of $80,499 associated with the increase in police officer uniform allotment from $350 to $800 per year in the amount of $50,850 (implemented in 2023 and funded through a reallocation of available proceeds), an increase of $36,000 for fire uniforms due to price increases and to complete the purchase of Class A uniforms, and uniform funding for the new services approved as part of the FY 2024 Operating Initiatives (Real-Time Crime Center, Assistant Fire Marshall, and Firefighter Recruiting Classes).

  - Increase in professional development (travel/training) of $128,287 due to a renewed focus on maintaining professional knowledge across all departments coupled with funding within the Public Safety Department for the new Firefighter Recruiting Classes approved as part of the FY 2024 Operating Initiatives.
  - Increase in legal services of $100,000 to match current cost and usage trends.
  - Increase in insurance premiums of $105,585 to cover growth across multiple insurance types including: cyber liability insurance; workers compensation excess liability; umbrella liability insurance; 92 Milton avenue Condo Association insurance; etc.

- Increase in the departmental operating capital/lease accounts of $377,027 due primarily to the following:
  - Public Safety Department: increase in capital of $230,395 due to the reallocation of public safety equipment replacement funding from the Capital Project Fund to the General Fund as these items are under the $25,000 capitalizable threshold. Components include: $10,000 for furniture/bedding; $15,000 for fire tools/equipment; $10,000 for replacement exercise equipment; $17,000 for (12) automated external defibrillators for patrol; $12,295 for training sim gun replacement; $17,000 for (2) replacement AR-10 sniper rifles; $26,000 for the replacement of (5) sets of SWAT ballistic vests ; $10,400 for (2) DEA TFO vests; $2,400 for (2) DEA TFO helmets; $8,200 for police department tools/equipment; $2,700 for (6) motor helmets; $5,000 for (2) radars for motors; $5,000 for (2) Stalker Lasers; $60,000 for turnout gear/personal protective equipment for firefighters; $27,900 for (9) weather radio replacements; and $1,500 for SCBA cylinders.
  - Public Safety Department: increase in fleet/equipment leases of $119,209 due to issuance of the Series 2022 Bank of America capital lease in FY 2023 to replace three Fire Pumpers. Upon programming of this increase in FY 2024, the annual payment for our operating leases will be relatively flat.
- Funding from the General Fund which is available for immediate capital investment in 2024 includes the following:
  - $10,547,818 Fund Balance for one-time capital;
  - 4,000,000 Capital Contribution from the General Fund

    $14,547,818

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

INTRODUCTION AND OVERVIEW

Budget and Millage Rate Hearings

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

DATE	ACTION
March 20, 2023	City Council Budget Workshop (Operations)
May 1, 2023	City Council Budget Workshop
	Operating Initiatives
	Capital Initiatives
May 8, 2023	Release Fiscal Year 2024 Budget (pdf, transparency site, etc.)
May 15, 2023	City Council Budget Workshop (if needed)
	Operating Initiatives
	Capital Initiatives
May 22, 2023	1st Public Hearing and Council Meeting (Budget/Millage)
	1st reading of Budget/Millage Ordinance
June 19, 2023	2nd Public Hearing (Budget/Millage)
June 19, 2023	3rd Public Hearing and Council Meetings (Budget/Millage)
	2nd reading of Budget/Millage Ordinance

Budget Issues and Priorities

The FY 2024 Budget formalizes numerous key financial factors which have been themes for several years within the government.

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

Cost of Government

The city has historically acknowledged the need to provide a taxation rate commensurate with the government's level of service.

The FY 2024 Budget is based on maintenance of the city's millage rate at 5.750 mills.

- The portion of the millage rate funding debt service (Debt Service Fund) is estimated to decrease 0.085 mills compared to FY 2023 to a total of 0.880 mills. As our annual debt service obligations are relatively flat, growth in the tax digest allows for a

reduction in the debt service millage rate. The decrease in tax revenue associated with the debt service millage shift is estimated at $600,000.

- The portion of the millage rate funding operations and capital investment (General Fund) is estimated to increase 0.085 mills compared to FY 2023 to a total of 4.870 mills. The increase in tax revenue associated with the operations millage shift is estimated at $500,000 and has been allocated towards operating initiatives. The shift from debt service millage to operations millage results in additional tax savings for our homeowners as the operations millage rate is subject to homestead exemptions.

Fiscal Year	Operating Millage Levy	Debt Service Millage Levy	Total Millage Levy	% Increase (Decrease)
2024	4.870	0.880	5.750	0.0%
2023	4.785	0.965	5.750	0.0%
2022	4.935	0.815	5.750	0.0%
2021	4.935	0.815	5.750	0.0%
2020	4.820	0.930	5.750	0.0%
2019	4.770	0.980	5.750	0.0%
2018	4.720	1.030	5.750	0.0%
2017	4.620	1.130	5.750	0.0%
2016	5.000	0.750	5.750	0.0%

Taxpayer Savings – City (annual)

The FY 2024 millage rate, coupled with the city's substantial Homestead Exemptions, goes great lengths in keeping Alpharetta an affordable place to live and strategically position us relative to neighboring areas. The city's multiple homestead exemptions are estimated to save our homeowners over $6.7 million annually and include:

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

These values do not include the one-time State HTRG exemption discussed below.

Taxpayer Savings – State HTRG Program (one-time)

On March 13, 2023, House Bill 18 was signed into law and is reflected in the State of Georgia's Amended Fiscal Year 2023 budget. HB 18 was a proposal by Governor Brian Kemp to refund $950 million in property taxes back to homesteaded property owners in 2023. Specifically, HB 13 authorizes the HTRG Program (Homeowners Tax Relief Grant) which provides one-time tax relief to homesteaded property owners by reducing the assessed value of their property by up to $18,000. The estimated tax savings to our homesteaded property owners through the HTRG Program total $1.1 million.

The City will add the HTRG exemption to its current homestead exemption offerings, which are among the highest in the State, resulting in additional savings estimated at $1.1 million to our homeowners. The City will work with the GA Department of Revenue and claim reimbursement for the value of HTRG Program. The City's property tax revenue will not be affected under this program.

Bond Ratings

The city's AAA bond rating was reaffirmed by Moody's and Standard & Poor's ("S&P") during January 2022 in conjunction with the sale of $27 million (par) of Series 2022 General Obligation Bonds to fund a variety of park enhancements and projects.

The AAA rating represents the highest rating available to municipalities and translates to significant savings to our citizens and stakeholders through reduced borrowing costs. This rating demonstrates the strongest creditworthiness relative to other US municipal or tax-exempt issuers and reflects the city's current sound financial position as well as strong financial management practices guiding our ongoing decision making. These practices are supported by formal policies to guide budget and procurement practices, capital investment, and debt management. Other positive factors include a relatively strong economic base and manageable debt/pension burdens. The FY 2024 Budget is mindful of these factors and the importance of maintaining the highest rating, not only for our citizens but also our bondholders.

Debt Service Payments

The city's primary method of funding large-scale capital projects is through the issuance of bonds (e.g., general obligation bonds, Development Authority bonds, etc.). General obligation bonds have been issued to fund numerous large-scale projects including public safety facilities, parks and recreation facilities, and transportation improvements that continue to define Alpharetta as a desirable community to work and live. General obligation bonds are funded through a separate millage levy (discussed below).

The Alpharetta Development Authority, a component unit of the city that is focused on economic development within our borders, issued bonds in 2016 to fund construction of our

state-of-the-art Conference Center. These bonds are funded by a portion of the Hotel/Motel Tax.

Principal and interest payments for fiscal year 2024 are budgeted at $8.3 million with the following forecast: 2025 - 2041[1]: $8.7 million (annual average); 2042-2046[2] totaling $1.6 million (annual average). These figures include city and Development Authority obligations and span multiple Funds.

Expansion of Departmental Service Levels (Operating Initiatives)

Recommended operating initiatives total $3 million with an additional capital requirement of $239,900 that is included within the Capital Initiative requests for 2024. Operating Initiative funding has been programmed into a non-allocated account within the General Fund pending review and approval by the City Council. Please refer to the *Operating Initiatives Request* section of this document for details of the requests.

Proper Use of Fund Balance

General Fund: Based on audited financial statements for the year ended June 30, 2022, the city's fund balance totaled $42.9 million. Of this amount, approximately $12.6 million was appropriated in the FY 2023 Budget for capital/one-time initiatives/reserve and $19.7 million has been designated as an emergency account based on a conservative policy of 25% of total appropriations (i.e., roughly 3 months of operating expenditures). It has been the city's policy to utilize the remaining fund balance above the emergency requirement for one-time expenditures (generally capital investment). Available capital/one-time initiative funding for FY 2024 totals $10.5 million.

Funding Capital/Operational Initiatives from Operating Budget

The FY 2024 budget includes funding totaling $4 million from General Fund operations for capital investment (e.g., maintenance of our stormwater infrastructure). By programming an annual capital contribution into the operating budget, the city is announcing to its citizens and stakeholders that capital investment in our roads and infrastructure is a priority that should be funded with certainty as opposed to relying on fund balance which may or may not be accumulated.

Funding from the General Fund available for immediate capital investment in 2024 includes the following:

- $10,547,818 Fund Balance for one-time capital;
- 4,000,000 Annual Capital Contribution from the General Fund

$14,547,818

[1] Represents the final maturity of the Series 2016 Alpharetta Parks and Transportation Bonds and the Series 2016 Development Authority Revenue Bonds.

[2] Represents the final maturity of the Series 2022 General Obligation Bonds.

INTRODUCTION AND OVERVIEW

Maintaining an Effective Capital Improvement Program (Capital Initiatives)

Recommended capital investment totals $15.7 million and is focused on maintaining and improving city infrastructure and assets. An additional $1.2 million is being reserved to provide flexibility for future prioritized capital investment.

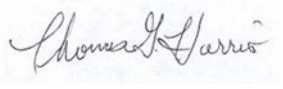
	Capital Project Fund	Stormwater Capital Fund	Subtotal	Other Sources	Total
Sources:					
Available Fund Balance	$ 1,500,000	$ -	$ 1,500,000	$ -	$ 1,500,000
General Fund					
Annual Capital Appropriation	50,000	3,950,000	4,000,000	-	4,000,000
Available Fund Balance	10,547,818	-	10,547,818	-	10,547,818
Other (Investment Earnings)	150,000	50,000	200,000	-	200,000
Grants/Contributions (LMIG; AYBA)	-	-	-	636,500	636,500
	$ 12,247,818	**$ 4,000,000**	**$ 16,247,818**	**$ 636,500**	**$ 16,884,318**
Uses:					
Capital					
City Administration	$ 41,000	$ -	$ 41,000	$ -	$ 41,000
Community and Economic Development	523,900	-	523,900	-	523,900
Information Technology	440,000	-	440,000	-	440,000
Public Safety	2,294,900	-	2,294,900	-	2,294,900
Public Works	5,864,500	4,000,000	9,864,500	625,000	10,489,500
Recreation, Parks & Cultural Services	1,899,600	-	1,899,600	11,500	1,911,100
	$ 11,063,900	**$ 4,000,000**	**$ 15,063,900**	**$ 636,500**	**$ 15,700,400**
Non-Allocated:					
Future Capital/One-Time Initiatives	$ 1,183,918	$ -	$ 1,183,918	$ -	$ 1,183,918
	$ 1,183,918	**$ -**	**$ 1,183,918**	**$ -**	**$ 1,183,918**

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

In closing, while this budget is conveyed on behalf of the City Administrator, this document is due in large part to the diligent work of staff, as well as the constructive management provided by the City Council and the feedback provided by our citizenry. We would like to thank our elected officials for their effective leadership and commitment to continuing our Signature City status in the region, despite the many demands on their time and interests.

Respectfully Submitted,

Chris Lagerbloom
City Administrator



Thomas G. Harris
Finance Director

2023 ANNUAL ACTION PLAN

2023 Annual Action Plan

The City Council Retreat during January 2023 set forth priorities to guide the construction of the FY 2024 budget including operations and capital investment. These priorities were condensed into an Annual Action Plan with the following components:

- Safe and Welcoming Community.
- The Alpha Loop and Greenway.
- Strategic Growth and Redevelopment.
- Communications that Connect.
- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Infrastructure and Facilities Maintenance.
- Transportation and Traffic.
- People Focused Workforce.
- Economic Development.

The 2023 Annual Action Plan builds upon the city's Community Vision and guides construction of the FY 2024 budget including operations and capital investment. Linkages, where applicable, have been provided within the *Operating Initiative Requests* and *Capital Initiative Requests* sections of this document.

2023 ANNUAL ACTION PLAN

Safe and Welcoming Community

Top Priority

- 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.

The Alpha Loop and Greenway

Top Priority

- 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.

Strategic Growth and Redevelopment

Top Priority

- 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.

Communications that Connect

Top Priority

- 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 ANNUAL ACTION PLAN

Downtown Alpharetta

Top Priority

- 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.

Recreation, Parks, and Culture

Priority

- 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.

Infrastructure and Facilities Maintenance

Priority

- 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.

2023 ANNUAL ACTION PLAN

Transportation and Traffic

Priority

- 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.

People Focused Workforce

Priority

- 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.

Economic Development

Priority

- 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.

OPERATING INITIATIVE REQUESTS

Operating Initiative Requests

Executive Summary

General Fund	Revenue	Expense	Net Cost	Capital Component
Funding Available for Operating Initiatives:			**$ 3,021,500**	
Recommended Initiatives:				
Citywide				
Wage Survey Adjustments	$ -	$ 1,725,000	$ 1,725,000	$ -
Retiree Health Benefit Enhancements	-	175,000	175,000	-
City Administration				
Communications Services (professional firm)	-	30,000	30,000	-
Grant Management Services (professional firm)	-	50,000	50,000	-
Grant Management Software	-	70,000	70,000	-
Marketing Coordinator position (from PT to FT; +0.5 FTE)	-	65,000	65,000	-
Archiving and Compliance Software	-	80,000	80,000	-
Administrative Assistant II (new position; +1 FTE)	-	81,000	81,000	-
Community and Economic Development				
Land Development Inspector Supervisor (new position; +1 FTE)	72,000	96,000	24,000	45,000
Information Technology				
eXtended Detection and Response (XDR) Software	-	84,000	84,000	-
Asset Mgmt and Vulnerability Mitigation System Software	-	100,000	100,000	-
Public Safety				
Real-Time Crime Center Staffing (new positions; +4 FTE)	-	333,000	333,000	128,900
Assistant Fire Marshal (new position; +1 FTE; partial-year)	-	59,400	59,400	66,000
Firefighter Recruit Class	-	46,100	46,100	-
Recreation, Parks & Cultural Services				
Parks Svcs Supervisor - Downtown Dist. (new position; +1 FTE)	-	99,000	99,000	-
	$ 72,000	**$ 3,093,500**	**$ 3,021,500**	**$ 239,900**

E911 Fund	Revenue	Expense	Net Cost
Funding Available for Operating Initiatives:			**$ 15,000**
Recommended Initiatives:			
Public Safety			
Pulse Point Software	-	15,000	15,000
	$ -	**$ 15,000**	**$ 15,000**

Recommended operating initiatives total $3 million with an additional capital requirement of $239,900 that is included within the Capital Initiative requests for 2024 and have been programmed into the departmental operating budgets. Operating Initiatives not recommended for funding at this time total $1.3 million and include capital investment requirements of $249,000.

OPERATING INITIATIVE REQUESTS

2023 Annual Action Plan

The City Council Retreat during January 2023 set forth priorities to guide the construction of the FY 2024 budget including operations and capital investment. These priorities were condensed into an Annual Action Plan and are detailed within the section of this document entitled *2023 Annual Action Plan* with the components set forth below:

- Safe and Welcoming Community.
- The Alpha Loop and Greenway.
- Strategic Growth and Redevelopment.
- Communications that Connect.
- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Infrastructure and Facilities Maintenance.
- Transportation and Traffic.
- People Focused Workforce.
- Economic Development.

Detail (Recommended Operating Initiatives)

Citywide

Wage Survey Adjustments **$1,725,000**

2023 City Council Priorities and Annual Action Plan:

- People Focused Workforce

Description: This initiative represents a continuation of the City's salary adjustment process aimed at maintaining competitiveness within the market. Specifically, market-based personnel compensation adjustments are proposed to ensure Alpharetta maintains its capacity to retain and attract our most valuable assets – namely, the team members that deliver excellent service to our community on a daily basis. The forecasted cost reflects salary adjustments and those impacted benefit line items (e.g., FICA, pension, etc.).

Retiree Health Benefit Enhancements **$175,000**

2023 City Council Priorities and Annual Action Plan:

- People Focused Workforce

Description: Consistently noted in employee benefit surveys, enhancing the retiree health coverage is an area we may need to continue to look at. It is possible to make amendments to the plan structure and with some additional funding provide a higher benefit for a 10-year payout as opposed to a lifetime benefit. Examples: Increasing the city's contribution from 2% to 2.5% would bring the monthly benefit to about $750 monthly ($9,000 annually) for 10 years. This would cost approximately $175,000.

OPERATING INITIATIVE REQUESTS

General Fund

City Administration

Communications Services (professional firm) **$30,000**

2023 City Council Priorities and Annual Action Plan:

- Communications that Connect

Description: This initiative would improve the City's internal and external communication program and services by contracting the services of an outside professional communications firm to augment staff resources and capabilities. Performance metrics will include quantity, frequency, and quality of internal and external communications. Cost is estimated at $50,000 annually for professional services.

Grant Management Services (professional firm) **$50,000**

2023 City Council Priorities and Annual Action Plan:

- Downtown Alpharetta
- Safe and Welcoming Community
- The Alpha Loop and Greenway
- Strategic Growth and Redevelopment
- Recreation, Parks and Culture
- Infrastructure and Facilities Maintenance
- Transportation and Traffic
- Economic Development

Description: This initiative would allow the City to contract with an outside provider that could be called upon to assist in applying for and/or actively managing large dollar grants. The assistance of professional grant writers and managers would elevate our success in being awarded grants for key projects, and the assistance of professional grant managers would ensure that reporting and management of awarded grants complies with all program requirements so that awarded funds are used in a manner that is efficient, timely, and does not result in funds having to be returned to the granting agency. The success of this initiative will be measured by the number, quality, and value of grants that are successfully awarded and by the quality of the management services provided. Cost is estimated at $50,000 annually for professional services.

Grant Management Software **$70,000**

2023 City Council Priorities and Annual Action Plan:

- Downtown Alpharetta
- Safe and Welcoming Community
- The Alpha Loop and Greenway
- Strategic Growth and Redevelopment
- Recreation, Parks and Culture
- Infrastructure and Facilities Maintenance
- Transportation and Traffic
- Economic Development

OPERATING INITIATIVE REQUESTS

Description: Licensing agreement for grant management software and services. The targeted platform, eCivis, addresses both programmatic and fiscal grant funding requirements throughout the grant lifecycle, helping clients easily overcome the challenges and heavy workload that come with grant acquisition, grant management, subrecipient management, and cost allocation. The platform provides a customizable search engine to improve our ability to identify grant opportunities that meet our specific projects and needs and then helps to coordinate our teams during the grant application process. Finally, the system improves the ability to manage grants throughout their lifecycle to improve performance and reporting. The success of this initiative will be measured by the number, quality, and value of grants that are identified, applied for, and successfully awarded. Cost is estimated at $70,000 annually for licensing and support.

Marketing Coordinator position (from PT to FT; +0.5 FTE) $65,000 (net)

2023 City Council Priorities and Annual Action Plan:

- Communications that Connect

Description: This initiative would improve the City's internal and external communication program and services by elevating the existing part-time Marketing Coordinator position to full-time and restructuring it into City Administration from the Department of Recreation, Parks, and Cultural Services. In addition to allowing for increased internal and external communications, this would improve both the efficiency and continuity of our communications across the enterprise.

Personnel costs for the full-time position are estimated at $100,000 annually and reflect salary and benefit costs. Personnel costs for the existing part-time position total $35,000 annually leaving a net operational impact of $65,000 for personnel costs associated with the transition from part-time to full-time.

Operational costs are minor as this position currently has city-assigned technology (e.g., computer) and professional development will be covered through existing City Administration travel/training budget allocations.

Archiving and Compliance Software $80,000

2023 City Council Priorities and Annual Action Plan:

- N/A – General Operational Improvements

Description: Licensing agreement for a platform that captures, stores, and monitors City communications such as email, text messaging, and social media to improve legal compliance regarding records retention. The system will also improve efficiency of identifying and securing records related to public records requests. Performance will be evaluated based upon the quality of work produced, cost, and efficiency improvement with respect to public records searches. Cost is estimated at $80,000 annually for licensing and support.

OPERATING INITIATIVE REQUESTS

Administrative Assistant II (new position; +1 FTE) $81,000

2023 City Council Priorities and Annual Action Plan:

- N/A – General Operational Improvements

Description: This request is for the addition of an Administrative Assistant II that would provide a variety of administrative support services for City Administration, serve as a receptionist for customers and guests visiting the third floor of City Hall, and would be the person that answers the main incoming telephone line for the City.

Personnel costs are estimated at $78,000 annually and reflect salary and benefit costs only. Annual operational costs include general office supplies and technology equipment/software (e.g., computer, desk phone, etc.) totaling $3,000.

Community and Economic Development

Land Development Inspector Supervisor (new position; +1 FTE) $24,000 (net)
($72,000 operating revenue/$96,000 operating expense/$45,000 capital)

2023 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment

Description: This position will be responsible for:

- Overseeing Land Development Inspectors, answer questions, resolve conflicts.
- Completing land development inspections.
- Completing reports and data entry on inspections and enforcement actions.
- Managing the collection of stormwater certification paperwork.
- Assisting with tree removal permits.
- Assisting with smaller project land development erosion control reviews.
- Training staff.

Justification #1: The Department currently has three land development inspectors assigned to complete inspections on all private development. The state agreements require that we visit permitted sites once/week and complete enforcement action on all deficiencies. In an average month we have 270 open construction sites. This means that each of our 3 land development inspectors is expected to visit 90 sites each week or 18 sites per day. For comparison, in our neighboring communities of Johns Creek, Sandy Spring, and Roswell, each inspector completes 18, 35, and 64 inspections per week, respectively. With this position, we expect to bring our inspection rates down closer to the other cities and provide additional time for inspectors to provide guidance, have meetings, answer questions, and provide better attention and customer service to the developments.

Justification #2: In December 2020 and again in February 2022 increased stormwater regulations were adopted. Some of these are state mandated and some were in response to isolated flooding near residential redevelopment. These regulations increased the amount of time it takes to review a plan, the number of questions and explanations needed to help residents, engineers, and contractors through the requirements, and the

OPERATING INITIATIVE REQUESTS

number of questions in the field during construction and at project closeout. Contractors and homeowners need extra guidance on stormwater certifications during project closeout. This position will take some of this burden off the Land Development Inspectors. This position will also conduct plan reviews for those small residential projects that don't require stormwater management (typically pools, additions, etc.). This then opens time for the engineering review on more complicated projects by the development services engineer. Permit review times will also improve.

Justification #3: Throughout the years the city has seen an overwhelming number of tree removal permit applications. These are reviewed for various reasons including verifying that required trees and tree density is maintained, making sure healthy specimen trees are protected, maintaining tree lined streets and tree canopies, and ensuring compliance with buffer regulations. This position will be trained in processing the non-specimen, non-buffer tree removal applications. This should reduce turnaround time on permits. It should also lessen the burden on the Arborist allowing for more time to finish plan reviews and more complicated tree removal applications quicker.

Justification #4: We have more experienced inspectors that are getting closer to retirement. When they retire, we must absorb their work while also training new staff. If one inspector leaves, two inspectors are left to handle 135 sites/week plus train someone new. This is unrealistic. This position will train new inspectors on the processes, procedures, and policies of the city and state requirements. They will take new inspectors under their direction to teach the proper methods for enforcement and successful private projects. The person in this position is expected to have considerable experience and knowledge on dealing with a variety of field and construction situations. This knowledge will provide them the tools to support the three inspectors if issues arise on various sites and will be beneficial in training new staff. Further, this position will train all the land development inspectors on new procedures or processes as regulations change. They will also serve as the first line of conflict management with enforcement actions on construction sites.

Funding Request: Personnel costs are estimated at $93,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, uniforms, general supplies, and fuel costs totaling $3,000. There is a companion one-time capital request for $45,000 that includes funding for a vehicle purchase (and upfitting) and technology equipment (e.g., laptop, cell phone, etc.). The Department has reviewed its fee structure to ensure expenses are being recaptured and believes net revenue growth of $72,000 could be realized with the addition of this position resulting in a net operational cost of $24,000.

OPERATING INITIATIVE REQUESTS

Information Technology

eXtended Detection and Response (XDR) Software **$84,000 (net)**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Operational Improvements

Description: This initiative will expand the capabilities of our current Endpoint Detection and Response (EDR) system to an eXtended Detection and Response (XDR) system. EDR is currently deployed to every computer in the City. This will add new functionality to an existing system by allowing us to send logs and alerts into the system from other products, besides the EDR. The system will correlate all inputs to give a complete picture of what is occurring in our environment, allowing for faster response times and fewer false positives. The annualized cost of this initiative in year 1 is estimated at $109,000. However, this initiative will replace our current, more minor, system at $25,000 annually resulting in a net annual fiscal impact of $84,000 ($109,000 less $25,000 current appropriation). The Department is exploring grant opportunities which would offset a portion of the costs for this initiative in 2024 (one-year grant).

Asset Management and Vulnerability Mitigation System Software **$100,000**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Operational Improvements

Description: This initiative is for a new asset management and vulnerability mitigation system, with managed services included for system management and patch management. As we transition from a best-of-breed model to a consolidated model, this new system would replace several applications that do not talk to each other with a single system to provide greater functionality, deeper analysis and insight, more efficient management of our endpoints, and clearer direction to address issues. The annualized cost of this initiative in year 1 is estimated at $100,000. Starting in FY 2025, we will be able to transition away from current systems totaling $42,000 annually resulting in a net annual fiscal impact of $58,000 ($100,000 less $42,000 current appropriation).

Public Safety

Real-Time Crime Center Staffing (new positions; +4 FTE) **$333,000**
($333,000 operations/$128,900 capital)

2023 City Council Priorities and Annual Action Plan:

- Downtown Alpharetta
- Safe and Welcoming Community

Description: The Real Time Crime Center brings together a wide range of technologies and capabilities to enhance law enforcement response and reduce the criminal activity felt by our community. According to the U.S. Department of Justice the mission of a Real Time Crime Center (RTCC) is to provide a law enforcement agency with the ability to capitalize on a wide and expanding range of technologies for efficient and effective policing. Such efforts may allow law enforcement officers to respond quickly, or even immediately, to crimes in progress or to those that recently occurred. The technologies

OPERATING INITIATIVE REQUESTS

available allow law enforcement agencies and officers to respond to crime events more efficiently, more deliberately, with improved operational intelligence, and with a proactive emphasis on officer, citizen, and community safety.

The operational component of the RTCC consist of the individuals staffing the center that provide the real time support and enhancement to officers on patrol, investigation, and otherwise engaged in law enforcement activities. This is supported by system managers, equipment technicians, and intelligence analyst that provide the data and the technology system to maximize the RTCC operation.

FY2024 Setting the Foundation (limited coverage)

This fiscal year will set the foundation for the RTCC success. A major improvement occurring this year is the upgrade to our current CAD and RMS system. This will increase our data available as well as integrate with our programs currently in use such as Coplink, FUSUS, and Flock Safety. Personnel assigned to the RTCC this year will not only provide coverage for peak times and events, but they will also build processes, procedures, and polices for the future. The RTCC area will be completed. We will also make an incremental increase camera coverage to fill in gaps of our current systems and provide flexibility for changing environments.

The Real Time Crime Center (RTCC) brings together a wide range of technologies and capabilities to enhance law enforcement response and reduce the criminal activity felt by our community. To get the RTCC up and running we will need some additional staff. This staffing request includes the addition of one (1) Police Sergeant, one (1) RMS Coordinator/Database Manager, and two (2) Operator/Analysts.

Personnel costs are estimated at $307,000 annually and reflect salary and benefit costs only. Operational costs are estimated at $26,000 and include professional development, uniforms, general supplies, fuel, etc. There is a companion one-time capital request for $128,900 that includes funding for a vehicle purchase (and upfitting), mobile and portable radios, laptops, body cameras, cell phones, (3) license plate reader cameras, facility buildout, and (4) PTZ cameras for the Avigilon System.

Assistant Fire Marshal (new position; +1 FTE) $59,400 (partial year)
($59,400 operations/$66,000 capital)

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: This request is for one (1) new Assistant Fire Marshal. In November of 2021, a position in the Fire Marshal's Office was reclassified to the Fire Administration Chief position. It was pulled from the Fire Marshal's Office (FMO) due to staffing issues within Fire Suppression. The FMO has grown increasingly busy and needs the position back. This request replenishes the position lost and makes the FMO whole again from a staffing perspective.

The FMO is responsible for inspecting all new construction within the city and ensuring that the new structure is compliant with Fire Code and ADA. In addition, every

commercial occupancy must have an annual fire and life safety inspection to maintain our ISO 1 rating.

Staffing for this position is forecast to be complete in December 2023/January 2024 and the funding request reflects this ($104,000 annually for salary and benefit costs with a 6-month impact in FY 2024 of $52,000). Annual operational costs include professional development, uniforms, general supplies, small equipment, and fuel costs totaling $7,400. There is a companion one-time capital request for $66,000 that includes funding for a vehicle purchase (and upfitting) and technology equipment (e.g., laptop, iPad, cell phone, etc.).

Firefighter Recruit Classes **$46,100**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: The fire department has always relied on hiring certified firefighters who are also certified as Advanced EMT or Paramedics. The applicant pool for laterals has dwindled over the past year. We cannot fill open positions with laterals as we have done in the past. Our response is to conduct our own recruit class, which most municipalities in Metro Atlanta already conduct. This class would consist of 14 weeks of fire school and 22 weeks of Advanced EMT. Upon graduation and passing of all required certification tests, these individuals would be fully certified in all aspects of fire and EMS. We are seeking to put six individuals through the recruit process each year. Operational costs include professional development fees, uniforms, and general supplies and totals $46,100.

Recreation, Parks & Cultural Services

Parks Services Supervisor - Downtown District (new position; +1 FTE) **$99,000**

2023 City Council Priorities and Annual Action Plan:

- Downtown Alpharetta
- The Alpha Loop and Greenway
- Recreation, Parks and Culture

Description: To improve the efficiency of existing service delivery, the Recreation, Parks, and Cultural Services Department is requesting a Parks Services Supervisor to execute the development and execute the maintenance plan for the Downtown area. Over the past 10 years the Downtown area in the City of Alpharetta has experience tremendous growth without any increase of Park Services staffing to support this growth. Operational control of special events division, City Center complex, as well as the initial phases of the Alpha Loop was added to the Parks Services Division. In addition, the downtown area has added five (5) passive parks, an athletic complex, and two facilities and grounds to our inventory. The department's plan to address the past, present, and future growth is to create a Parks Services team that will address the demands of this area.

Personnel costs are estimated at $96,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, uniforms, and

technology equipment (e.g., laptop, iPad, cell phone, etc.) totaling $3,000. Starting in 2025, annual operational costs are estimated at $1,500 and primarily consist of professional development and uniforms.

E911 Fund

Public Safety

Pulse Point Software **$15,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: The primary goal of the Pulse Point application is to inform subscribers to the system of the need to bystander Cardiopulmonary Resuscitation (CPR) in the event of a cardiac arrest in their immediate vicinity.

- PulsePoint aims to initiate CPR earlier and more often as well as increase the use of automated external defibrillators (AED), prior to emergency responders arriving on scene.
- PulsePoint is integrated directly into the public safety communications center. When a call taker determines CPR may be needed, an alert is simultaneously sent to nearby app subscribers with the dispatch of emergency responders.
- PulsePoint Respond informs the community of emergency activity in real time. Alerting residents to traffic collisions, wildland fires and other emergencies makes PulsePoint a valued and trusted local resource. The routine usefulness of the application helps build and sustain a reliable network of engaged citizens and CPR-trained individuals.
- PulsePoint Respond alerts community responders only if the cardiac emergency occurs in a public location.
- Subscribers indicate if they intend to respond and can listen to live dispatch audio (if offered by the agency) for any updates communicated to the responding crews as they make their way to the patient.
- PulsePoint includes a powerful and simple to use analytics platform, PulsePoint Insights, designed to provide actionable statistics on PulsePoint performance in a community.

The PulsePoint software application is currently being implemented by the Milton Fire Department. FY 2024 costs include $10,000 (on-going) for the maintenance/support fees and $5,000 (one-time) for implementation ($15,000 total). Annualized costs for future budget years would approximate $10,000.

OPERATING INITIATIVE REQUESTS

Detail (Unfunded Operating Initiatives)

Citywide

401A Retirement Plan Enhancements **$80,000**

2023 City Council Priorities and Annual Action Plan:

- People Focused Workforce

Description: With the closing of traditional defined benefit (DB) plans, employers, like the city, have removed a model that provided a longevity component that assisted in retention. Additionally, from an internal comparison, argumentatively, the closed DB plan provided a slightly higher actuarial value of benefit to the employee (assuming a full 30-year career) than the 10% 401A contribution the city provides new hires since 2009. One consideration is to add a longevity component to the City's contribution based on years of service. Example: At each 5-year anniversary of employee (new hires and those in the 401(a) currently), increase the 10% contribution by 1%. The projected annual cost would be approximately $80,000 in year one with a gradual increase over the next 10 to 15 years to ultimately 2% of payroll.

Defined Benefit DROP Plan **$TBD**

2023 City Council Priorities and Annual Action Plan:

- People Focused Workforce

Description: Based on the current design of the DB plan, employees who are over 55 and are eligible to retire from the city and receive an unreduced retirement benefit are financially motivated to formally retire from the city and seek a very similar position with another municipal entity. With no option to retire but remain with the city, the city has and will continue to risk losing experienced employees to other municipalities. By offering a Deferred Retirement Option Plan to the plan documents, employees can effectively retire but remain working usually for a window of time permitted in the plan document (3-5 years). We are currently reviewing the cost of this proposal with our plan actuary.

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

General Fund

City Administration

Project Management Services (professional firm) **$50,000**

2023 City Council Priorities and Annual Action Plan:

- Downtown Alpharetta
- The Alpha Loop and Greenway
- Strategic Growth and Redevelopment
- Communications that Connect
- Recreation, Parks and Culture
- Infrastructure and Facilities Maintenance
- Transportation and Traffic
- Economic Development

Description: This initiative would provide for contracting with an outside entity to provide project management services to augment the ability of the City's professional staff to support and deliver special projects that cannot be completed by existing staff. Performance will be evaluated based upon the quality of work produced, cost, and timely delivery of assigned projects. Cost is estimated at $50,000 annually for professional services.

Assistant City Clerk (new position; +1 FTE) **$87,000**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Operational Improvements

Description: This initiative would add a second Assistant City Clerk to the City Clerk's Office. The new position is requested to improve management and archiving of records across the enterprise, to account for additional workload associated with the anticipated move to handle our own municipal elections, and to augment the current capabilities of the Clerk function.

Personnel costs are estimated at $85,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, general supplies, etc. totaling $3,000.

Human Resources

Employee Engagement Survey **$16,000**

2023 City Council Priorities and Annual Action Plan:

- People Focused Workforce

Description: This initiative involves conducting a one-time employee engagement survey which will help discover our culture strengths and opportunities by obtaining data and insights to make strategic business decisions, improve employee experience, and elevate our employer-of-choice status by building a great-place-to-work brand.

Employee engagement has become extremely important in this new era of recruitment. Having effective strategies in-place helps create a better work culture, reduce staff

turnover, increase productivity, build better work and customer relationships, and impact service delivery. It also takes the guesswork away about what "we think" employees want/need and replaces it with actual data.

This survey is crafted to measure the level of employee experience and results will show us how our workforce responses compare to the best workplaces in the country and where to focus to raise our scores. Additionally, the selected firm will provide comprehensive explanations of data and the City's workforce trends, gap analysis and recommendations. This project also includes employee and executive management presentations. This initiative is one-time and will not continue into FY 2025.

Information Technology

Geographic Information Services (GIS) **$12,000**

2023 City Council Priorities and Annual Action Plan:

- Downtown Alpharetta
- The Alpha Loop and Greenway
- Strategic Growth and Redevelopment
- Recreation, Parks and Culture
- Transportation and Traffic

Description: This initiative is designed to augment current GIS staffing with 3rd-party GIS professional(s) whom the GIS Manager will manage to expedite and complete GIS requests, tasks, and projects from other departments during a fiscal year. During the first six months of FY 2023, two unfunded projects occurred, and money was pulled from other areas to cover this work totaling $6,000. We are seeking $12,000 annually to cover work when requested.

Municipal Court

Administrative Assistant I (new position; +1 FTE) **$73,000**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Operational Improvements

Description: Adding this position will increase the court's efficiency when processing court cases and incoming phone calls. The volume of calls and emails has grown along with the total number of cases that have been filed with the court. When court is in session a clerk is pulled from their desk and placed at the counter to take payments. An additional employee will allow the Deputy Clerks to remain at their workstations and focus on their assigned duties. Personnel costs are estimated at $73,000 annually and reflect salary and benefit costs only. Operational costs are minor and will be covered through existing budget allocations. Staff is researching possible cost sharing opportunities with the City of Milton.

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Public Safety

Emergency Management Division Chief (new position; +1 FTE) $160,500
($160,500 operations/$66,000 capital)

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: Historically, the Emergency Management Coordinator has always been an added responsibility to other positions, such as Fire Logistics and Police Accreditation. With the growth of the city and the fact that we are seeing more significant incidents, both natural and man-made, there is a need for this to be a full-time position to bring us in line with other local jurisdictions.

The benefits of having a position solely dedicated to Emergency Management are:

- one point of contact for all disaster situations.
- devote more time to hazard mitigation and response planning.
- assist businesses with their mitigation planning, including resilience & continuity guidance.
- help businesses in the aftermath of a disaster.
- improve our citizen's emergency awareness.
- host more Citizens Emergency Response Team classes (CERT).
- provide community education programs, including presentations to HOAs & local groups.
- liaison between city and government officials, emergency personnel, local business, charities, etc.
- lead tabletop exercise involving all city departments (building towards an entire city emergency drill).

The Emergency Management Division Chief would be housed within City Administration to be a dedicated city-wide emergency planning position. This would offer another layer of safety in line with our community's expectations.

Personnel costs are estimated at $150,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, uniforms, general supplies, software licensing, and fuel costs totaling $10,500. There is a companion one-time capital request for $66,000 that includes funding for a vehicle purchase (and upfitting) and technology equipment (e.g., laptop, iPad, cell phone, etc.).

Detective (new position; +1 FTE) $109,800
($109,800 operations/$70,000 capital)

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: The Criminal Investigations Division (CID) is requesting an additional General Detective. The request is being made to respond to increasing population growth, incident reports, and cases assigned to the General Detective Unit. Since 2010,

OPERATING INITIATIVE REQUESTS

Alpharetta's population has increased from 57,694 to 66,127. Additionally, in 2010, CID had 8 General Detectives. CID currently has 9 General Detectives performing follow-up investigations. In 2010, CID reviewed 900 cases, while in 2022, CID reviewed 1,236. Current staffing levels combined with increased reports have led to a decrease in customer service from CID. In 2022, CID did not assign 386 cases which had adequate solvability factors for assignment. If CID had the staffing resources, all of these cases would have been assigned. One General Detective could expect to receive between 90 and 110 cases a year which only decreases this number by less than 1/3. Ideally, CID would have needed three additional General Detectives to assign and investigate the cases that met the burden of assignment based on solvability factors.

Personnel costs are estimated at $103,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, uniforms, general supplies, and fuel costs totaling $6,800. There is a companion one-time capital request for $70,000 that includes funding for a vehicle purchase (and upfitting) and technology equipment (e.g., laptop, iPad, cell phone, etc.).

Community Paramedic (new position; +1 FTE) $90,500
($90,500 operations/$63,000 capital)

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: This proposal increases responsiveness to community needs by adding another full-time Community Paramedic position. Currently, we have one (1) Community Paramedic, however, the need for the program has grown to the point where we have a waiting list of citizens who require our services. Unfortunately, due to increased call volume and growing requests for our services, we are unable to keep up with this demand with just one person. The hope is that by adding an additional Community Paramedic we will be able to better attend to the many needs of our citizens while reducing the heavy caseload our only Community Paramedic is currently having to handle. Additionally, with only one current Community Paramedic, if they take PTO or have an illness, the entire program ceases to a halt and there is no one to handle any acute issues or follow-up on any new referrals that are received. By adding another Community Paramedic, we will be able to serve twice the number of clients we are currently able to handle, and the data would show an increase in the amount of time we will be able to use serving our citizens. The additional position would also allow the program to expand to post-discharge care and other areas of need identified in our community.

Personnel costs are estimated at $84,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, uniforms, general supplies, small equipment, and fuel costs totaling $6,500. There is a companion one-time capital request for $63,000 that includes funding for a vehicle purchase (and upfitting) and technology equipment (e.g., laptop, iPad, cell phone, etc.).

OPERATING INITIATIVE REQUESTS

Firefighter (new position; +1 FTE) **$100,700**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: In November of 2022 it was approved to reclassify one firefighter position to Administrative Fire Captain. This request is to replace the firefighter that was taken from suppression.

Personnel costs are estimated at $93,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, uniforms, general supplies, and equipment $7,700.

Public Safety IT Analyst (new position; +1 FTE) **$122,800**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: This request is for the addition of a civilian employee to Public Safety as a Public Safety IT Analyst (paygrade 307). This position would report to the Public Safety Technology Division to specifically support Public Safety users and operations.

Personnel costs are estimated at $110,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, uniforms, and technology equipment (e.g., laptop, iPad, cell phone, etc.) totaling $12,800. Starting in 2025, annual operational costs are estimated at $7,800 and primarily consist of professional development and uniforms.

Administrative Assistant I position (from PT to FT; +0.5 FTE) **$49,750 (net)**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Operational Improvements

Description: The current part-time Records Clerk is responsible for scheduling all training conducted at the Crabapple Training Center and acts as the Registrar, which entails scheduling classes, registering students, maintaining class rosters, coordinating with outside agencies for training scheduling purposes, all P.O.S.T entry, and record management. This position is responsible for tracking and submitting any work-order maintenance in the building, maintaining the Training Staff schedule for officers assigned to the Training Division, and tracking all the classes/training hours conducted at the Crabapple Training center. In 2023, in-service will increase to 40 hours per officer, and career advancement classes will be taught monthly.

This will cause the part-time Records Clerk's data entry to increase due to officers being assigned to different units because outside training has increased, which then causes an influx of travel requests and travel settlements to be processed. This position tracks all day-to-day budget expenditures for the fiscal year, corresponds with the department's Finance & Budget Coordinator for any account inquiries, and meets with the Training Division Coordinator to balance/review the budget quarterly.

OPERATING INITIATIVE REQUESTS

We request that the PT Records Clerk be upgraded to a full-time position. A full-time Administrative Assistant will further improve the overall functioning of the Training Division by significantly reducing the time sworn training officers spend on administrative functions. This allows sworn training officers to develop and administer the highest quality training.

Personnel costs for the full-time position are estimated at $73,000 annually and reflect salary and benefit costs. Personnel costs for the existing part-time position total $23,250 annually leaving a net operational impact of $49,750 for personnel costs associated with the transition from part-time to full-time. Operational costs are minor as this position currently has city-assigned technology (e.g., computer) and professional development will be covered through existing travel/training budget allocations.

Part-Time Civilian Quartermaster (+0.5 FTE) **$32,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: Currently, two officers, one training officer, and a UPD Sergeant are handling quartermaster duties for Police and the EMS/Fire Logistics officer is handling quartermaster for Fire. Thus, having 3 officers handling quartermaster causes a significant amount of their duty time spent not being able to focus on their primary duties, which then impacts other officers and their workload. It is estimated that the officers are spending an average of 20 - 30 hours per pay period on quartermaster duties, which incurs approximately $2,370 of overtime per pay period. A part-time civilian employee would cost approximately $1,180, an approximate savings of an additional $1,190 per pay period. This will significantly reduce the time sworn officers spend on secondary duties.

Personnel costs are estimated at $32,000 annually and reflect salary and benefit costs only. Operational costs are minor and will be covered through existing budget allocations.

Public Works

Assistant Construction Manager (new position +1 FTE) **$103,500**
($103,500 operations/$50,000 capital)

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance
- Transportation and Traffic

Description: The City allocated over $4 million last year and is planning to do such over the next 10 years towards stormwater work throughout the City. Much of the construction work is contracted out to contractors to resolve various stormwater issues. Work varies from replacing a structure, lining or replacing a pipe, or a large-scale construction project. The challenge the department is facing is adequate construction oversight of the contractors in the field. Public Works is requesting an Assistant Construction Manager Position (pay grade 307) to oversee various field operations

regarding stormwater improvements. The position not only requires knowledge of reading construction plans, but problem-solving skills when unknown issues arise in the field.

Personnel costs are estimated at $96,000 annually and reflect salary and benefit costs only. Operational costs in year one includes technology equipment (computer, phone, iPad, etc.), professional development, uniforms, general supplies, and fuel costs totaling $7,500. There is a companion one-time capital request for $50,000 that includes funding for a vehicle purchase (and upfitting). Starting in 2025, annual operational costs are estimated at $3,000 and primarily consist of professional development, uniforms, general supplies, and fuel.

Recreation, Parks & Cultural Services

Parks Services Supervisor – Southern District (new position; +1 FTE) $99,000

2023 City Council Priorities and Annual Action Plan:

- The Alpha Loop and Greenway
- Recreation, Parks and Culture

Description: To improve the efficiency of delivery existing services, the Recreation, Parks, and Cultural Services Department is requesting a Parks Services Supervisor to execute the development and execute the maintenance plan for the Southern District (Greenway). The Southern District has been operating without a team supervisor since 2019. In 2020, the city added an additional two (2) miles of trail extending to Union Hill Park. The additional demand on this division requires the addition of a supervisor to achieve the high service demands in this area. Personnel costs are estimated at $96,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, uniforms, and technology equipment (e.g., laptop, iPad, cell phone, etc.) totaling $3,000. Starting in 2025, annual operational costs are estimated at $1,500 and primarily consist of professional development and uniforms.

Administrative Assistant II (new position; +1 FTE) $81,000

2023 City Council Priorities and Annual Action Plan:

- N/A – General Operational Improvements

Description: Performs a full range of secretarial, advanced clerical, and routine administrative work of a general or specialized nature in support of assigned programs, division, or department; relieves assigned staff of clearly defined and delegated administrative or technical detail; and may act as office receptionist. Specific areas of support include, but are not limited to grant writing, RFP creation and management, contract management, GIS projects, marketing support, pay requests/billing, meeting agendas and minutes, Department award submissions. Personnel costs are estimated at $78,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, general supplies, and technology equipment (e.g., computer, etc.) totaling $3,000. Starting in 2025, annual operational costs are estimated at $1,000 and primarily consist of professional development and general supplies.

CAPITAL INITIATIVE REQUESTS

Capital Initiative Requests

FY 2024 Capital Funding

The FY 2024 Capital Plan includes funding of $16.9 million for capital initiatives (including potential grant funding). Base capital funding totals $16.2 million and has been appropriated to the identified projects and non-allocated. Other Sources totaling $636,500 and consisting of anticipated LMIG (Local Maintenance & Improvement Grant) grant funding and AYBA (Alpharetta Youth Baseball Association) contribution will be appropriated once received.

Recommended capital investment totals $15.7 million and is focused on maintaining and improving city infrastructure and assets. An additional $1.2 million is being reserved to provide flexibility for future prioritized capital investment. Capital Initiatives not recommended for funding total $7.7 million. Detailed narratives for the Staff Recommended and Unfunded Capital Initiatives are included herein.

	Capital Project Fund	Stormwater Capital Fund	Subtotal	Other Sources	Total
Sources:					
Available Fund Balance	$ 1,500,000	$ -	$ 1,500,000	$ -	$ 1,500,000
General Fund					
Annual Capital Appropriation	50,000	3,950,000	4,000,000	-	4,000,000
Available Fund Balance	10,547,818	-	10,547,818	-	10,547,818
Other (Investment Earnings)	150,000	50,000	200,000	-	200,000
Grants/Contributions (LMIG; AYBA)	-	-	-	636,500	636,500
	$ 12,247,818	**$ 4,000,000**	**$ 16,247,818**	**$ 636,500**	**$ 16,884,318**
Uses:					
Capital					
City Administration	$ 41,000	$ -	$ 41,000	$ -	$ 41,000
Community and Economic Development	523,900	-	523,900	-	523,900
Information Technology	440,000	-	440,000	-	440,000
Public Safety	2,294,900	-	2,294,900	-	2,294,900
Public Works	5,864,500	4,000,000	9,864,500	625,000	10,489,500
Recreation, Parks & Cultural Services	1,899,600	-	1,899,600	11,500	1,911,100
	$ 11,063,900	**$ 4,000,000**	**$ 15,063,900**	**$ 636,500**	**$ 15,700,400**
Non-Allocated:					
Future Capital/One-Time Initiatives	$ 1,183,918	$ -	$ 1,183,918	$ -	$ 1,183,918
	$ 1,183,918	**$ -**	**$ 1,183,918**	**$ -**	**$ 1,183,918**

CAPITAL INITIATIVE REQUESTS

Funding Methodology

The city's preferred method for funding capital projects within the CIP shall be through current revenue when available (i.e., pay-as-you-go) or from outside funding sources such as grant funding and related aid. Debt obligations may be issued for capital projects when it is appropriate to achieve a fair allocation of costs between current and future beneficiaries. Funding for the CIP is provided as follows:

- **Proper Use of Fund Balance**
  General Fund: Based on audited financial statements for the year ended June 30, 2022, the city's fund balance totaled $42.9 million. Of this amount, approximately $12.6 million was appropriated in the FY 2023 Budget for capital/one-time initiatives/reserve and $19.7 million has been designated as an emergency account based on a conservative policy of 25% of total appropriations (i.e., roughly 3 months of operating expenditures). It has been the city's policy to utilize the remaining fund balance above the emergency requirement for one-time expenditures (generally capital investment). Available capital/one-time initiative funding for FY 2024 totals $10.5 million.

- **Funding Capital/Operational Initiatives from Operating Budget**
  The FY 2024 budget includes funding totaling $4 million from General Fund operations for capital investment (e.g., maintenance of our stormwater infrastructure). By programming an annual capital contribution into the operating budget, the city is announcing to its citizens and stakeholders that capital investment in our roads and infrastructure is a priority that should be funded with certainty as opposed to relying on fund balance which may or may not be accumulated. Funding from the General Fund available for immediate capital investment in 2024 includes the following:

  - $10,547,818 Fund Balance for one-time capital;
  - 4,000,000 Annual Capital Contribution from the General Fund

  $14,547,818

- **Debt Funding**: Debt obligations are primarily reserved for large-scale capital projects when it is appropriate to achieve a fair allocation of costs between current and future beneficiaries.

CAPITAL INITIATIVE REQUESTS

FY 2024 Recommended Capital Project Listing

The following section provides both a (1) summary list of Staff Recommended Capital Initiatives for FY 2024 and is followed by (2) a detailed narrative of each capital initiative.

	Capital Project Fund	Stormwater Capital Fund	Subtotal	Other Sources	Total
City Administration					
Council Chambers Security Upgrades	$ 25,000	$ -	$ 25,000	$ -	$ 25,000
Replacement of Retaining Wall in Resthaven Cemetery	16,000	-	16,000	-	16,000
Subtotal	**$ 41,000**	**$ -**	**$ 41,000**	**$ -**	**$ 41,000**
Community and Economic Development					
Fleet Replacement (Qty: 1)	$ 40,000	$ -	$ 40,000	$ -	$ 40,000
North Point Infrastructure Framework Plan	200,000	-	200,000	-	200,000
Design Services	61,200	-	61,200	-	61,200
Garden District Signage	12,700	-	12,700	-	12,700
South Main District Gateway (design)	50,000	-	50,000	-	50,000
Brookside Park Gateway (design)	75,000	-	75,000	-	75,000
Brookside Parkway Road Diet - Phase 1 (design)	40,000	-	40,000	-	40,000
Operating Initiative - Land Development Inspector Supervisor (+1 FTE) Equipment	45,000	-	45,000	-	45,000
Subtotal	**$ 523,900**	**$ -**	**$ 523,900**	**$ -**	**$ 523,900**
Information Technology					
Technology Replacement (all city departments)	$ 390,000	$ -	$ 390,000	$ -	$ 390,000
Wireless Access Points	50,000	-	50,000	-	50,000
Subtotal	**$ 440,000**	**$ -**	**$ 440,000**	**$ -**	**$ 440,000**
Public Safety					
Fleet Replacement (Qty: 25)	$ 1,875,000	$ -	$ 1,875,000	$ -	$ 1,875,000
Fire Station Facility Assessments (remaining stations)	225,000	-	225,000	-	225,000
Operating Initiative - Real-Time Crime Center Staffing (new positions, +4 FTE) Equipment	128,900	-	128,900	-	128,900
Operating Initiative - Assistant Fire Marshal (new position, +1 FTE) Equipment	66,000	-	66,000	-	66,000
Subtotal	**$ 2,294,900**	**$ -**	**$ 2,294,900**	**$ -**	**$ 2,294,900**
Public Works					
Milling and Resurfacing	$ 3,120,000	$ -	$ 3,120,000	$ 625,000	$ 3,745,000
Stormwater	-	4,000,000	4,000,000	-	4,000,000
Traffic Striping and Signage	250,000	-	250,000	-	250,000
Fleet Replacement (Tandem Dump Truck; Qty: 1)	190,000	-	190,000	-	190,000
Traffic Signal System Maintenance	100,000	-	100,000	-	100,000
Traffic Control Equipment	100,000	-	100,000	-	100,000
Traffic Responsive System Maintenance	100,000	-	100,000	-	100,000
HVAC Replacements	100,000	-	100,000	-	100,000
Roof Repairs/Replacements (Public Works Headquarters; segment 1 of 3)	325,000	-	325,000	-	325,000
Park Facilities Roof Repairs (Adult Activity Center)	195,000	-	195,000	-	195,000
Bridge Maintenance	200,000	-	200,000	-	200,000

CAPITAL INITIATIVE REQUESTS

	Capital Project Fund	Stormwater Capital Fund	Subtotal	Other Sources	Total
Public Works *continued*					
Webb Bridge Park Sewer Connection (yr. 1 of 2)	437,500	-	437,500	-	437,500
SR 9 Landscaping from Academy St. to Windward Pkwy (yr. 1 of 3)	350,000	-	350,000	-	350,000
Tree Maintenance and Replacement	152,000	-	152,000	-	152,000
Winter Weather Equipment	65,000	-	65,000	-	65,000
Parking Garage Maintenance	25,000	-	25,000	-	25,000
Streetlight Maintenance	80,000	-	80,000	-	80,000
Design Services	75,000	-	75,000	-	75,000
Subtotal	**$ 5,864,500**	**$ 4,000,000**	**$ 9,864,500**	**$ 625,000**	**$ 10,489,500**
Recreation, Parks & Cultural Services					
Park Repairs/Improvements	$ 50,000	$ -	$ 50,000	$ -	$ 50,000
Playground Equipment Replacement	250,000	-	250,000	-	250,000
Greenway Improvements/Repairs	260,100	-	260,100	-	260,100
Park Trail Maintenance	200,000	-	200,000	-	200,000
Tree Removal in all Parks	200,000	-	200,000	-	200,000
Synthetic Turf Field Replacements (Miracle League Field)	500,000	-	500,000	-	500,000
Cultural Arts Master Plan	30,000	-	30,000	-	30,000
Park Equipment Replacement	153,000	-	153,000	-	153,000
Athletic Courts Resurfacing	100,000	-	100,000	-	100,000
Fountain Maintenance	50,000	-	50,000	-	50,000
Landscaping Upgrades to Activity Centers	40,000	-	40,000	-	40,000
Webb Bridge Park Dugout Expansion (AYBA to fund 50%)	11,500	-	11,500	11,500	23,000
Alpharetta Public Arts Initiative (Outdoor On-Loan Sculpture Exhibit)	55,000	-	55,000	-	55,000
Subtotal	**$ 1,899,600**	**$ -**	**$ 1,899,600**	**$ 11,500**	**$ 1,911,100**
TOTAL	**$ 11,063,900**	**$ 4,000,000**	**$ 15,063,900**	**$ 636,500**	**$ 15,700,400**
NON-ALLOCATED:	**$ 1,183,918**	**$ -**	**$ 1,183,918**		**$ 1,183,918**

Budgeted as part of FY 2024 Budget | **Budgeted once received**

CAPITAL INITIATIVE REQUESTS

2023 Annual Action Plan

The City Council Retreat during January 2023 set forth priorities to guide the construction of the FY 2024 budget including operations and capital investment. These priorities were condensed into an Annual Action Plan and are detailed within the section of this document entitled *2023 Annual Action Plan* with the components set forth below:

- Safe and Welcoming Community.
- The Alpha Loop and Greenway.
- Strategic Growth and Redevelopment.
- Communications that Connect.
- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Infrastructure and Facilities Maintenance.
- Transportation and Traffic.
- People Focused Workforce.
- Economic Development.

Capital Improvement Plan

A consolidated version of the city's five-year capital project improvement plan ("CIP") is included below. The CIP forecasts the city's total capital investment requests over the next five-year period and consolidates the projects by Department. These figures do not include the city's existing capital initiatives (i.e., initiatives funded prior to FY 2024). Please refer to Appendix A for the detailed 5-Year CIP.

FY 2024-2028 Capital Improvement Plan

May 22, 2023

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Sources						
General Fund (Annual Appropriation)	$ 4,000,000	$ 4,068,500	$ 4,190,555	$ 4,316,272	$ 4,445,760	$ 21,021,087
General Fund (Fund Balance)	10,547,818	10,306,969	9,024,889	8,211,682	7,846,667	45,938,025
	$ 14,547,818	$ 14,375,469	$ 13,215,444	$ 12,527,954	$ 12,292,427	$ 66,959,112
Other Funds (Interest Earnings)	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 1,000,000
Other Funds (Fund Balance)	1,500,000	-	-	-	-	1,500,000
Capital Lease	-	1,938,000	1,439,000	742,000	-	4,119,000
Grant/Contribution	636,500	5,650,000	5,675,000	700,000	730,000	13,391,500
	$ 2,336,500	$ 7,788,000	$ 7,314,000	$ 1,642,000	$ 930,000	$ 20,010,500
Total Sources	**$ 16,884,318**	**$ 22,163,469**	**$ 20,529,444**	**$ 14,169,954**	**$ 13,222,427**	**$ 86,969,612**

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Uses (by department)						
City Administration	$ 41,000	$ -	$ -	$ -	$ -	$ 41,000
Community & Economic Development	523,900	5,147,400	5,143,600	148,900	86,000	11,049,800
Information Technology	440,000	368,300	674,700	376,200	687,800	2,547,000
Public Safety	2,294,900	3,888,000	3,469,000	2,852,000	2,195,000	14,698,900
Public Works	10,489,500	11,359,000	10,463,000	10,019,600	10,000,000	52,331,100
Recreation, Parks & Cultural Services	1,911,100	842,000	755,000	590,000	235,000	4,333,100
Total Uses	**$ 15,700,400**	**$ 21,604,700**	**$ 20,505,300**	**$ 13,986,700**	**$ 13,203,800**	**$ 85,000,900**
Non-Allocated (Sources-Uses)	**$ 1,183,918**	**$ 558,769**	**$ 24,144**	**$ 183,254**	**$ 18,627**	**$ 1,968,712**
Total Uses + Non-Allocated	**$ 16,884,318**	**$ 22,163,469**	**$ 20,529,444**	**$ 14,169,954**	**$ 13,222,427**	**$ 86,969,612**

CAPITAL INITIATIVE REQUESTS

Detail (Recommended Capital Initiatives)

City Administration

Council Chambers Security Upgrades **$25,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community
- Infrastructure and Facilities Maintenance

Description: Acquisition and installation of security features to better protect the Mayor and City Council from active shooter scenarios while seated on the Council dais. Measures include the installation of Kevlar shielding or similar product on the inner face of the dais. Operating Budget Impact: N/A.

Replacement of Retaining Wall in Resthaven Cemetery **$16,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance

Description: The City of Alpharetta is responsible for the care and maintenance of Resthaven Cemetery. Within one of the oldest sections of the cemetery, a retaining wall is failing and needs to be replaced. This project would replace that wall. Operating Budget Impact: N/A.

Community and Economic Development

Fleet Replacement (Qty: 1) **$40,000**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Capital Maintenance/Investment

Description: This request is for the forecasted annual replacement of Community and Economic Development vehicles. The replacement criteria are as follows: 1) when the department director determines it is no longer cost effective to retain the vehicle; 2) when either mileage or age reaches or exceeds 10-years of service or 125,000 miles; and 3) motorized equipment damaged in accidents shall be inspected by the Safety/Risk Administrator to determine feasibility of repairs as compared to replacement cost. FY 2024 includes replacement of (1) 2010 Chevy Colorado (will be 14 years old with 95,887 miles). Vehicle is requested herein for replacement based on age.

Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs and an increase in fuel efficiency.

CAPITAL INITIATIVE REQUESTS

North Point Infrastructure Framework Plan **$200,000**

2023 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment
- Recreation, Parks, and Culture
- Transportation and Traffic
- Economic Development

Description: Building on the recommendations of the LCI and North Point Placemaking Plan, provide a framework of public streets, public space, trails and green infrastructure to guide high-value, sustainable redevelopment of auto-centric properties in the North Point area. To ensure that redevelopment within the North Point District aligns with community-based plans and vision for a walkable, mixed-use district, the North Point Development Framework Plan will provide actionable guidance that aligns public policy, regulatory tools, public capital investment, and private investment. The Development Framework will provide clarity around the arrangement of public streets, public spaces, and infrastructure on which the private market can plan their development and investment. Operating Budget Impact: N/A.

Design Services **$61,200**

2023 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment
- Economic Development

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

In FY 2024, the expectation is an increased demand for architectural review services; small area studies for campus office areas to connect and brand existing uses by creating trail connections and creative placemaking to help economic viability; and assistance with code and standards modifications to account for emerging uses and trends. Operating Budget Impact: N/A.

CAPITAL INITIATIVE REQUESTS

Garden District Signage **$12,700**

2023 City Council Priorities and Annual Action Plan:

- Communications that Connect

Description: The residents of the Garden District have often expressed their desire for signage recognizing and defining the district. This project procures and installs six (6) signs along Canton Street, Hopewell Road, and Mayfield Road at the district boundaries. This low-cost signage will identify the district boundaries and provide wayfinding to the "old Alpharetta" residential area defined with old growth trees, large lots, and modest homes. Residents have been requesting this designation for several years. Operating Budget Impact: Impact: Operational impact would be minimal.

South Main District Gateway (design) **$50,000**

2023 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment
- Communications that Connect
- Recreation, Parks, and Culture
- Transportation and Traffic
- Economic Development

Description: South Main Street was identified within the Comprehensive Land Use Plan as the #2 roadway in need of redevelopment and improvements. In response to the public's request, staff applied and received a Livable Centers Initiative (LCI) grant to develop a plan for the South of Wills (SOW) District which includes the use of art to create placemaking, as well as upgraded bus shelters and trail connections from Main Street to Wills Parks.

Funding for construction of the improvements would be requested in a future year capital plan and is currently estimated at $150,000. Operating Budget Impact: N/A during the design phase.

Brookside Park Gateway (design) **$75,000**

2023 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment
- Communications that Connect
- Recreation, Parks, and Culture
- Transportation and Traffic
- Economic Development

Description: The Brookside Master Plan (adopted 28 Nov 2022) was developed based on the Horizon 2040 Comprehensive Plan identifying the area as a high priority for improvements to walkability as well as the existing city park. The Brookside Park Gateway is an identifying monument that brings attention to this mostly hidden amenity. Brookside Park provides Greenway connections and access to a public lake. The gateway is envisioned to provide wayfinding signage and public art with the purpose of inspiring redevelopment efforts.

CAPITAL INITIATIVE REQUESTS

Funding for construction of the improvements would be requested in a future year capital plan and is currently estimated at $225,000. Operating Budget Impact: N/A during the design phase.

Brookside Parkway Road Diet – Phase I (design) $40,000

2023 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment
- Recreation, Parks, and Culture
- Transportation and Traffic

Description: The request is for the planning and design of corridor enhancements along Brookside Parkway, including a first phase of restriping lane diet (4 lanes to 3 lanes), the addition of separated bike lanes, and enhanced planting to form a cohesive streetscape.

Funding for construction of the improvements would be requested in a future year capital plan and is currently estimated at $300,000. Operating Budget Impact: N/A during the design phase.

Land Development Inspector Supervisor (new position; +1 FTE) $45,000
($72,000 operating revenue/$96,000 operating expense/$45,000 capital)

2023 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment

This position will be responsible for:

- Overseeing Land Development Inspectors, answer questions, resolve conflicts.
- Completing land development inspections.
- Completing reports and data entry on inspections and enforcement actions.
- Managing the collection of stormwater certification paperwork.
- Assisting with tree removal permits.
- Assisting with smaller project land development erosion control reviews.
- Training staff.

Justification #1

The Department currently has three land development inspectors assigned to complete inspections on all private development. The state agreements require that we visit permitted sites once/week and complete enforcement action on all deficiencies. In an average month we have 270 open construction sites. This means that each of our 3 land development inspectors is expected to visit 90 sites each week or 18 sites per day. For comparison, in our neighboring communities of Johns Creek, Sandy Spring, and Roswell, each inspector completes 18, 35, and 64 inspections per week, respectively. With this position, we expect to bring our inspection rates down closer to the other cities and provide additional time for inspectors to provide guidance, have meetings, answer questions, and provide better attention and customer service to the developments.

CAPITAL INITIATIVE REQUESTS

Justification #2

In December 2020 and again in February 2022 increased stormwater regulations were adopted. Some of these are state mandated and some were in response to isolated flooding near residential redevelopment. These regulations increased the amount of time it takes to review a plan, the number of questions and explanations needed to help residents, engineers, and contractors through the requirements, and the number of questions in the field during construction and at project closeout. Contractors and homeowners need extra guidance on stormwater certifications during project closeout. This position will take some of this burden off the Land Development Inspectors. This position will also conduct plan reviews for those small residential projects that don't require stormwater management (typically pools, additions, etc.). This then opens time for the engineering review on more complicated projects by the development services engineer. Permit review times will also improve.

Justification #3

Throughout the years the city has seen an overwhelming number of tree removal permit applications. These are reviewed for various reasons including verifying that required trees and tree density is maintained, making sure healthy specimen trees are protected, maintaining tree lined streets and tree canopies, and ensuring compliance with buffer regulations. This position will be trained in processing the non-specimen, non-buffer tree removal applications. This should reduce turnaround time on permits. It should also lessen the burden on the Arborist allowing for more time to finish plan reviews and more complicated tree removal applications quicker.

Justification #4

We have more experienced inspectors that are getting closer to retirement. When they retire, we must absorb their work while also training new staff. If one inspector leaves, two inspectors are left to handle 135 sites/week plus train someone new. This is unrealistic. This position will train new inspectors on the processes, procedures, and policies of the city and state requirements. They will take new inspectors under their direction to teach the proper methods for enforcement and successful private projects. The person in this position is expected to have considerable experience and knowledge on dealing with a variety of field and construction situations. This knowledge will provide them the tools to support the three inspectors if issues arise on various sites and will be beneficial in training new staff. Further, this position will train all the land development inspectors on new procedures or processes as regulations change. They will also serve as the first line of conflict management with enforcement actions on construction sites.

Funding Request

Capital costs are estimated at $45,000 which represents funding for a vehicle purchase (and upfitting) and technology equipment (e.g., laptop, cell phone, etc.). There is a companion operating initiative request to fund the personnel/operational costs. Personnel costs are estimated at $93,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, uniforms, general supplies, and fuel costs totaling $3,000. The Department has reviewed its fee structure to ensure expenses

are being recaptured and believes net revenue growth of $72,000 could be realized with the addition of this position resulting in a net operational cost of $24,000.

Information Technology

Technology Replacement (all city departments) **$390,000**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Capital Maintenance/Investment

Description: This request is to provide for the annual replacement, procurement, and upgrading of technology for all city departments. As in prior-years, funding for technology replacement is placed in one capital project account to allow for more efficient management (as opposed to being spread across multiple departments based on an estimate of replacement needs which may or may not equate to the actual need during the fiscal year). The city currently has 454 computers in operation (220 desktops - 234 laptops). The main component of the FY 2024 request includes funding for the replacement of approximately 143 PCs, 153 iPhones, 82 iPads, and 16 printers.

The current city standards for technology replacement (based on funding availability)are as follows: servers (5-6 years); SANS – Storage (5-6 years); desktop PCs (4 years); laptop PCs (4 years); iPad tablets (3 years); iPhones (3 years);large scale multi-function printers (MFPs) (5-7 years); small scale MFPs (5 years); small printers (3-5 years); desktop UPS (electrical service backup) (3 years); Network UPS (closets) (4 years); Wireless Access Points [WAPs] (5 years); network routers/switched/firewalls (5 years); telephony gateways (5-6 years).

Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs. Frees-up IT staff to focus on other priorities.

Wireless Access Points **$50,000**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Capital Maintenance/Investment

Description: This request is for the design, procurement, and deployment of replacement and additional Wireless Access Points (WAPs) primarily for use by city employees. This initiative is needed to supplement both current rate of use and the expected growth in the numbers and use of bandwidth by city employees.

Primarily, we are looking at replacing/supplementing both interior and exterior systems for Public Safety (PS) and Public Works (PW), but some additional units will be used for Recreation and Parks and Municipal Court. We are already experiencing issues with access and bandwidth with some PS and PW systems.

This project is anticipated to cover a four-year period with annual requests including the acquisition of 50 WAP units, fiber runs, and system design and coverage analysis.

Operating Budget Impact: Support and maintenance costs are estimated to be substantially similar to costs for the current equipment and are included within the base operating budget.

CAPITAL INITIATIVE REQUESTS

Public Safety

Fleet Replacement (Qty: 25) **$1,875,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: This request is for the forecasted annual replacement of Police and Fire SUVs, pickup trucks, and motorcycles. The replacement need is driven by the model year, mileage, engine hours and mechanical condition of the vehicles. Emergency response vehicles are expected to be in service for seven years or 100,000 miles. This request includes the complete upfitting and Public Safety marking costs for new vehicles and the removal of emergency equipment and marking costs for expired vehicles in preparation for public auction. Due to the rise in upfit costs and vehicle costs from the manufacturer, the budget has increased to purchase 25 vehicles per year. Also, the manufacturer has a 35-40 week lead time to manufacture vehicles. The forecasted replacement plan identifies an annual replacement need to flat line the annual budget for public safety. Currently, we have 60 vehicles that are above 85,000 miles that will need to be replaced in 2023 & 2024. The annual purchase of 25 vehicles will give the department an overall fleet replacement in 7.5 years. At the end of 6 years, the amount may decrease proportionally based on current replacement philosophies and needs.

With today's inflation/covid/new model year pricing, our numbers reflect a projection of:

-Base vehicle $50k + Upfit $25k = $75k x25 = $1,875,000

Replacement vehicles to be purchased in FY 2024 include (10) SUVs for Patrol; (3) SUVs for CID; (2) F150 for CID; (5) SUVs for the Admin team; (1) Tahoe for K-9; (2) F250 for Fire Special Operations; and (2) SUVs for Fire Admin, totaling (25) vehicles.

Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs and an increase in fuel efficiency.

Fire Station Facility Assessments (remaining stations) **$225,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community
- Infrastructure and Facilities Maintenance

Description: This request is to provide funding for facility assessments of our Fire Stations to include:

- needs/wants assessment (programming, meeting with user group, assessments of space and needs);
- systems condition assessment;
- development of conceptual floor plans;
- development of a preliminary cost estimate; etc.

Staff estimates the costs for a facility assessment of all 6 of our fire stations to approach $300,000. The 2023 Mid-Year Budget approved funding of $75,000 to cover the assessment of approximately two stations (tentatively Fire Stations 82 and 84). This

request is for funding to cover the assessments of all remaining stations. Operating Budget Impact: N/A for this phase as it is an assessment only.

Operating Initiative - Real-Time Crime Center Staffing (+4 FTE) ($333,000 operations/$128,900 capital) **$128,900**

2023 City Council Priorities and Annual Action Plan:

- Downtown Alpharetta
- Safe and Welcoming Community

Description: The Real Time Crime Center brings together a wide range of technologies and capabilities to enhance law enforcement response and reduce the criminal activity felt by our community. According to the U.S. Department of Justice the mission of a Real Time Crime Center (RTCC) is to provide a law enforcement agency with the ability to capitalize on a wide and expanding range of technologies for efficient and effective policing. Such efforts may allow law enforcement officers to respond quickly, or even immediately, to crimes in progress or to those that recently occurred. The technologies available allow law enforcement agencies and officers to respond to crime events more efficiently, more deliberately, with improved operational intelligence, and with a proactive emphasis on officer, citizen, and community safety.

The operational component of the RTCC consist of the individuals staffing the center that provide the real time support and enhancement to officers on patrol, investigation, and otherwise engaged in law enforcement activities. This is supported by system managers, equipment technicians, and intelligence analyst that provide the data and the technology system to maximize the RTCC operation.

FY2024 Setting the Foundation (limited coverage)

This fiscal year will set the foundation for the RTCC success. A major improvement occurring this year is the upgrade to our current CAD and RMS system. This will increase our data available as well as integrate with our programs currently in use such as Coplink, FUSUS, and Flock Safety. Personnel assigned to the RTCC this year will not only provide coverage for peak times and events, but they will also build processes, procedures, and polices for the future. The RTCC area will be completed. We will also make an incremental increase camera coverage to fill in gaps of our current systems and provide flexibility for changing environments.

The Real Time Crime Center (RTCC) brings together a wide range of technologies and capabilities to enhance law enforcement response and reduce the criminal activity felt by our community. To get the RTCC up and running we will need some additional staff. This staffing request includes the addition of one (1) Police Sergeant, one (1) RMS Coordinator/Database Manager, and two (2) Operator/Analysts.

Capital costs are estimated at $128,900 and include funding for vehicle purchases (and upfitting), mobile and portable radios, laptops, body cameras, cell phones, (3) license plate reader cameras, facility buildout, and (4) PTZ cameras for the Avigilon System. There is a companion operating initiative request to fund the personnel/operational costs. Personnel costs are estimated at $307,000 annually and reflect salary and benefit costs only.

CAPITAL INITIATIVE REQUESTS

Operational costs are estimated at $26,000 and include professional development, uniforms, general supplies, fuel, etc.

Operating Initiative - Assistant Fire Marshal (+1 FTE) $66,000
($59,400 partial-year operations/$66,000 capital)

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: This request is for one (1) new Assistant Fire Marshal. In November of 2021, a position in the Fire Marshal's Office was reclassified to the Fire Administration Chief position. It was pulled from the Fire Marshal's Office (FMO) due to staffing issues within Fire Suppression. The FMO has grown increasingly busy and needs the position back. This request replenishes the position lost and makes the FMO whole again from a staffing perspective.

The FMO is responsible for inspecting all new construction within the city and ensuring that the new structure is compliant with Fire Code and ADA. In addition, every commercial occupancy must have an annual fire and life safety inspection to maintain our ISO 1 rating.

Capital costs are estimated at $66,000 and include funding for vehicle purchases (and upfitting), and technology equipment (e.g., laptop, iPad, cell phone, etc.). There is a companion operating initiative request to fund the personnel/operational costs. Staffing for this position is forecast to be complete in December 2023/January 2024 and the funding request reflects this ($104,000 annually for salary and benefit costs with a 6-month impact in FY 2023 of $52,000). Annual operational costs include professional development, uniforms, general supplies, small equipment, and fuel costs totaling $7,400.

Public Works

Milling and Resurfacing $3,745,000 (multiple sources)

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance
- Transportation and Traffic

Description: This request is for the on-going maintenance of milling and resurfacing and preservation of city streets. Resurfacing of city streets increases the life expectancy of the roads. Without resurfacing, roadways will deteriorate and be more costly to repair.

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

In FY 2024, the City will allocate funding in accordance with the Pavement Condition Index findings and identify preservation techniques that will best extend the life of our roads. This includes a combination of surface coating techniques, milling and resurfacing, soil cement, etc. The requested funding would provide an expected service life of the roadway surface of 15-20 yrs. for all currently city-maintained roadways.

CAPITAL INITIATIVE REQUESTS

Escalation in pricing due to recent inflation has raised the cost significantly over the last two years. In prior fiscal years, we paid approximately $90/ton for asphalt. In FY 23, the cost rose to over $150/ton. Along with increases in asphalt cost, mobilization, milling, traffic control, etc. have all increased.

- City has approximately 570 lane miles.
- Cost to mill and resurface a lane mile is $110k.
- $110k * 570 lane miles = $62.7M
- Resurface every 15 year - $4.18M per year needed.
- Resurface every 20 years - $3.14M per year needed.

These numbers do not include reconstruction of roadways. We anticipate about $500k per year for reconstruction.

Funding is comprised of Fund Balance (estimated at $3.1 million) and LMIG grant funds (estimated at $625,000). Operating Budget Impact: This program decreases roadway maintenance costs as the surface is less susceptible to potholes and road surface deterioration.

Stormwater **$4,000,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance
- Transportation and Traffic

Description: This request is for stormwater design/studies, inspection, drainage maintenance, and pipe/structure repair and maintenance. Left unchecked, stormwater can contribute to costly flooding, erosion, and pollution issues that wreak havoc on our community.

Included in this request is various drainage, flood, and watershed studies that are required by state and federal regulations. Watershed studies identify capital projects to improve water quality in impaired streams. Additional studies include dam breach analysis, bacterial source testing, emergency planning and estimating damage, GIS maintenance, inventory updates, stream delisting, etc. These studies also identify future capital improvement projects or provide specific information that can be used by the city to meet regulatory compliance or further our service to our citizenry. This funding will also be utilized for the design of smaller drainage repairs, such as Harris Road drainage improvements, Haynes Bridge Road at Morrison Parkway drainage improvements, Pond retrofitting and dredging / permitting, etc.

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

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

Additionally, this request is for the continual maintenance and small drainage maintenance work within the City.

One section of the work is pond and best management practices (BMP) maintenance, testing, sampling, work crew materials, education materials, and tree impediment maintenance. Pond and BMP maintenance in required by the Georgia Environmental Protection Division MS4 permit and includes ponds, bioretention, green infrastructure, pervious pavers, etc. Water quality education, education materials, and testing on streams and runoff is also required by the Georgia Environmental Protection Division. Sampling and testing include laboratory and field materials, testing, analysis, etc. Funding is included herein for Retention Pond Maintenance and improvements for Webb Bridge Park and North Park.

Another section includes small drainage repair and maintenance designs, crew materials such as rip rap, pine straw, grout, sod, etc., street sweeping, and removal of trees and shrubs blocking storm flow from or to pipes and structures or otherwise impeding water flow.

The final component of this request is for stormwater pipe and structure maintenance, repair, and replacement. This category includes unclogging pipes and structures filled with sediment and debris, repairing pipes by relining, contractual repairs to stormwater structures, and pipe replacement projects citywide in addition to targeted projects such as Meadow Brook Hills drainage improvements (funding for design of Phase 2 included herein; construction of Phase 1 was funded in 2023). The contractual pipe unclogging and structure repair will be throughout the city based on inspection results.

Operating Budget Impact: This program decreases maintenance costs as flooding and erosion will be reduced.

Traffic Striping and Signage **$250,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance
- Transportation and Traffic

Description: This request is for purchase of equipment and materials needed for the repair/replacement of traffic striping, raised pavement markers, and signage throughout the City. Repair/replacement of striping consists of refreshing the existing striping due to normal wear, replacement and/or installation of raised pavement markers and the restriping of roadways after milling and resurfacing. Repair/replacement of traffic signage consists of replacement of existing signage due to normal wear as well as damage. This request also includes equipment/materials needed for fabrication of signage. Operating Budget Impact: Maintenance funding is included within this initiative.

CAPITAL INITIATIVE REQUESTS

Fleet Replacement (Tandem Dump Truck; Qty: 1) **$190,000**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Capital Maintenance/Investment

Description: This request is for the replacement of tandem dump trucks within the Public Works fleet. The tandem dump truck replacements are based on age, wear and tear, and maintenance/repair costs. These vehicles enable staff to haul materials such as dirt and rock to job sites as well as hauling debris and construction waste to the proper disposal facilities. This vehicle is also used to pull equipment and materials by trailer to job sites.

FY 2024 replacement includes Unit #219 (2001 LT9500) with roughly 25,000 miles. This tandem dump is overdue to be replaced. We have tried diligently to continue to utilize it for our hauling needs. However, this unit presents a safety issue as the dashboard has significant damage and is unable to stay in the locked position at all times. In an attempt to fix the issue, the dashboard was bolted down. When the controls on the dash are engaged, the dashboard tries to come off and presents a safety issue. Due to the age and wear and tear on the vehicle, this vehicle is scheduled for replacement.

Operating Budget Impact: This program reduces fleet maintenance costs and increases utilization rates as the equipment is less susceptible to breaking down and/or requiring service. Operational costs consist of maintenance, fuel, insurance, etc. and are currently budgeted.

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

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance
- Transportation and Traffic

Description: This request is for the continual maintenance, repair, and upgrading of existing traffic signals throughout the City. This includes vehicular detection systems, pedestrian signals, signal heads, signal cabinets and components, and signal communication systems. This funding request also allows for the replacement of loops removed during the annual milling and resurfacing project. Operating Budget Impact: Maintenance funding is included within this initiative.

Traffic Control Equipment **$100,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance
- Transportation and Traffic

Description: This request is for equipment necessary for traffic control throughout the City. This includes traffic signal communications, traffic monitoring, and temporary traffic control measures. Traffic signal communications enable the intersections to work together and smoothen traffic flow. Traffic signal monitoring includes equipment such as traffic cameras. Temporary traffic control equipment includes devices used to detour or delineate

CAPITAL INITIATIVE REQUESTS

traffic flow, such as cones, delineators and barricades, and variable message boards. Operating Budget Impact: Maintenance funding is included within this initiative.

Traffic Responsive System Maintenance **$100,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance
- Transportation and Traffic

Description: Since 2018, the Georgia Department of Transportation (GDOT) has upgraded over 100 signals throughout the City with new software (MaxTime) and has worked with City staff to develop new Traffic Responsive timing plans along major corridors. All at no cost to the City. This request provides funds to maintain the upgraded traffic signal software and equipment provided and installed by GDOT. Additionally, the funds will be utilized to work with consultants to analyze data collected through these upgrades to continue modifying timing plans and expanding the system throughout the City with new signal timings. The funds will also be utilized for maintenance, replacements, upgrades, and necessary installation of network, security, and communication systems to-and-from signalized intersections/traffic cameras in the server room and out on the field. Furthermore, this request is for maintenance, replacement, upgrades, and installation of the emergency vehicle preemption system and connected vehicle technology. Operating Budget Impact: Maintenance funding is included within this initiative.

HVAC Replacements **$100,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance

Description: This request is for the replacement of HVAC units for all City-maintained facilities. Useful life expectancy for HVAC units is 15 years and a lot of the units serving facilities within the City are approaching or have exceeded the life expectancy.

FY 2024 Replacements will include replacement of multiple units located at the Alpharetta Community Center, Wills Park Recreation Center, Wills Park Fields 5-8, and the Equestrian Bathhouse.

- Alpharetta Community Center's (2) Roof Top Units are 24 years old and (1) Air Handling Unit in the mezzanine is 27 years old.
- Wills Park Recreation Center's (1) Condenser and (1) Air Handling Unit downstairs are 24 years old.
- Wills Park Fields 5-8's (1) Condenser and (1) Air Handling Unit are 26 years old.
- Equestrian Center’s Bathhouse (1) Condenser is 21 years old and (1) Air Handling Unit is undeterminable.

Operating Budget Impact: This program decreases maintenance and utilities costs (increased energy efficiency).

CAPITAL INITIATIVE REQUESTS

Public Works Headquarters Roof Repairs (segment 1 of 3) **$325,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance

Description: This request is for the roof repair/rehab/replacement at Public Works headquarters. The current roof is original to the facility and has far exceeded its useful life (+30 years old). The current roof is a corrugated metal panel roof which is anchored down with thousands of exposed screws which, along with the natural expansion/contraction of metal, tends to back-out which creates a leak opportunity. To that end, this facility is currently experiencing active leaks and is the city's worst functioning roof system based on # of service calls.

The proposed solution for this roof is a seamless standing seam roof similar to what has been installed at several of our fire stations. The proposed roofing solution does not have the screw penetrations plaguing the existing roof and therefore has many fewer points of failure that can lead to leaks.

This roof is segmented into three sections totaling approximately 25,650 sq. ft. The cost proposals provided below assume installation of the new roof over the existing roof thereby saving on the tear-off. The City will need to obtain a structural evaluation to verify that the structure can accommodate the additional weight. This evaluation is planned for 2023.

The request for fiscal year 2024 totals $325,000 and funds the smallest segment at 5,000 sq. ft. This roof segment has received the largest number of leak calls and is in the worst shape. This segment also happens to have the most mechanical equipment (e.g., HVAC) requiring removal which is included in the funding request.

The remaining segments would be requested in FY 2025 ($350,000 for 5,300 sq. ft.) and FY 2026 ($1,100,000 for 15,350 sq. ft.). Operating Budget Impact: This program decreases facility maintenance and utilities costs (increased energy efficiency).

Park Facilities Roof Repairs (AAC) **$195,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance

Description: This request is for the roof repair/rehab/replacement at multiple Parks, Recreation and Cultural Services facilities.

For FY 2024, this request is for multiple park roof replacement including:

- Shingled and Flat Roof Segments at the Adult Activity Center ($110,000);
- Shingled and Flat Roof segments at the Adult Activity Center Arts/Crafts building ($95,000).

Adult Activity Center (shingles and flat roof) roof segments total approximately 10,750 sq.ft. The Shingle roof and flat roof segments have both experienced multiple roof leak calls and have identified workmanship issues that are leading to the deteriorated functionality of the roofs.

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Adult Activity Center Arts/Crafts building (shingles and flat roof) roof segments total approximately 3,054 sq.ft. The Shingle roof and flat roof segments have both experienced multiple roof leak calls and have identified workmanship issues that are leading to the deteriorated functionality of the roofs. Operating Budget Impact: This program decreases facility maintenance and utilities costs (increased energy efficiency).

Bridge Maintenance **$200,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance
- Transportation and Traffic

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

FY 2024 funding request along with available funding from FY 2023 is targeted towards repair and maintenance of the following locations as well as findings from future GDOT Inspections: 1) Mansell Road over Foe Killer Creek; 2) Mansell Road over Big Creek; 3) Windward Pkwy westbound lanes over Camp Creek; 4) Haynes Bridge Road over Big Creek; 5) Douglas Road over Caney Creek; and 6) Kimball Bridge Road over Big Creek. Operating Budget Impact: This program decreases bridge maintenance costs as it is less susceptible to surface and structure deterioration.

Webb Bridge Park Sewer Connection **$437,500 (yr. 1 of 2)**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture
- Infrastructure and Facilities Maintenance

Description: The existing septic system servicing the soccer fields' restroom is failing and conflicts with the proposed upper field synthetic turf field. This project would abandon the septic system and connect the restroom building to an existing sanitary sewer along Webb Bridge Road. The project consists of 610 linear feet of force main line, 1225 linear feet of gravity line, 6 manholes, possible reconstruction of up to 500 linear feet of existing sidewalk, and reconstruction of approximately 550 linear feet of existing gravel trail. Total costs are estimated at $875,000. Current timelines have the project being designed during FY 2024 with construction proceeding in FY 2025. However, due to the large capital requirement, this project is proposed to be funded in phases with $437,500 this fiscal year followed by a request for the remaining funding in FY 2025 ($437,500).

Operating Budget Impact: Septic system maintenance and repair will decline, but monthly utility costs will increase. There will be costs associated with the lift station, but they should be minimal.

CAPITAL INITIATIVE REQUESTS

SR 9 Landscaping from Academy St to Windward Pkwy (yr. 1 of 3) **$350,000**

2023 City Council Priorities and Annual Action Plan:

- Downtown Alpharetta
- Strategic Growth and Redevelopment

Description: This request will include newly installed landscaping to the new beauty strips along SR 9 from Academy Street to Windward Parkway. Funding will landscape the corridor with street trees, shrubs, and ground cover within the 6' beauty strip as part of the GDOT SR 9 widening. This is year 1 funding for a 3-year project. Total projected costs are $1.5 million. Forecasted funding levels for FYs 2024 and 2025 total $575,000 annually.

Operating Budget Impact: At the time of the contract, State Route 9 was maintained by an outside vendor at a cost of $43,200. That number was based on the before condition for the landscape, which was mostly mowing beauty strips (Level 2). After the improvements, the landscape is going to be more akin to Rucker Road and Kimball Bridge Road (Level 1). Maintenance costs are estimated at 1.5 times the current cost or $64,800 for the entire corridor.

Tree Maintenance and Replacement **$152,000**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Capital Maintenance/Investment

Description: Description: This request is for tree maintenance within the City not associated with the right-of-way maintenance contract. The City's aging tree canopy within right-of-way areas requires tree care, including pruning and sometimes removal to address issues such as pedestrian and vehicular safety, utility conflicts, streetlight clearance, signal head clearance, and intersection sightline clearance. Operating Budget Impact: Maintenance funding is included within this initiative.

Winter Weather Equipment **$65,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community
- Infrastructure and Facilities Maintenance
- Transportation and Traffic

Description: This request is for the purchase of Winter Weather Equipment that is utilized within the Public Works fleet.

We have purchased (4) F750s with salt spreader attachments to be utilized in anticipation of winter weather needs. Our Emergency Operations plan has a plow truck preceding the spreaders in each zone of the City; however, we would like to replace our existing plows and purchase (4) new ones to be installed directly on each spreader truck. This would reduce the number of staff/drivers needed during emergency operations. Additionally, we would need to upgrade the software on our existing Force America hardware to operate the plows. The additional software will allow us to see exactly where the spreader trucks are located at any given time, the temperature of the road, and the amount of materials spread by location. The estimated cost of these purchases total $65,000.

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Operating Budget Impact: This program reduces equipment maintenance costs and increases utilization rates as the equipment is less susceptible to breaking down and/or requiring service. Operational costs consist of maintenance, fuel, etc. and are currently budgeted.

Parking Garage Maintenance **$25,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance

Description: This request is for general maintenance of the two parking decks, 92 Milton Avenue and City Center. Milton Avenue parking deck work includes painting stairway handrails, washing windows, pressure washing inside surfaces of garage, inspection of structural components and repair as needed. City Center's parking deck's work consists of epoxy injections for structural cracks on columns and wall surfaces, expansion joint repairs to verify proper flex under heavy loads and creating a watertight seal. Each garage will be pressure washed once a year. Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

Streetlight Maintenance **$80,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance
- Transportation and Traffic

Description: This request is for the maintenance of existing city-owned streetlights. The City owns and maintains more than 700 lights. This work will include maintenance of new and existing lighting either on existing poles or the installation of new poles with lighting. This will increase the safety of citizens who use our streets and sidewalks daily. Periodic inspections and troubleshooting will ensure longevity and minimal replacement of lighting components. Operating Budget Impact: Maintenance funding is included within this initiative.

Design Services **$75,000**

2023 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment
- Infrastructure and Facilities Maintenance
- Transportation and Traffic

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

CAPITAL INITIATIVE REQUESTS

Recreation, Parks & Cultural Services

Park Repairs/Improvements **$50,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture
- Infrastructure and Facilities Maintenance

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

For FY 2024, the current priorities are maintaining/replacing broken concrete sections leading to and around buildings at North Park, Webb Bridge Park, and Wills Park. Projects may vary as deemed necessary throughout the year. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Playground Equipment Replacement **$250,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture
- Infrastructure and Facilities Maintenance

Description: One of our park systems favorite amenities is our playgrounds. This program will allow for the replacement of all our playgrounds in a timely manner. FY 2024 funding will be used for replacement of the Webb Zone Playground Phase II which was built in 1999. The cost of the Webb Zone Playground, Phase II, is estimated at $150,000. The additional $100,000 will be used for various repairs that come up during the fiscal year. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Greenway Improvements/Repairs **$260,100**

2023 City Council Priorities and Annual Action Plan:

- The Alpha Loop and Greenway
- Recreation, Parks, and Culture

Description: This funding will be used to repair, improve, and enhance the entire length of the Alpharetta Greenway. This asset is extremely valuable to the City but is showing its age. Washouts, erosion, heavy use and constant maintenance has taken a toll on the Greenway. Major repairs are needed on the boardwalk portion of the Greenway. Many trees need to be maintained and/or removed to ensure the health of the Greenway and Big Creek. For 2024, we will focus on the replacement of the access trail at Beaver Creek Park. In addition, designs and repairs will be scheduled bridge that connect the Mansell boardwalk

(repairs currently in progress) to Beaver Creek Park. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Park Trail Maintenance **$200,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: Park Trail Maintenance (not Greenway Trail) to include resurfacing whether the trail is asphalt, concrete or trail mix surface. This initiative will formalize a schedule for the repairs and replacement in our parks. The repaving of the Wills Park and North Park trails will take priority. In addition, heavy use soft surface trails in Webb Bridge Park need restoration every 3 years. The current funding does not allow for proper maintenance and replacement program meet the safety requirements of our park users. Wills Park walking trail currently has 12,300 linear feet of asphalt walking trail. The last trail replacement occurred in 2019 with 500 linear feet replaced. Asphalt replacement is recommended to be replaced every 8-10 years. Some of the Wills Park trail has the original surfacing which was installed in 2001. Currently, North Park has 5,000 linear feet that needs to be replaced.

In FY 2023, 460 linear feet is scheduled for replacement.

The FY 2024 schedule will replace 6,000 linear feet of trail in Wills Park, 400 linear feet in North Park, restoration work on the soft surface trail in Webb Bridge Park plus any additional repairs that may arise during the budget cycle. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Tree Removal in all Parks **$200,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: This request is for removal of dead or dying trees throughout the park system. By removing the dead or dying trees, we are reducing safety hazards, avoiding pest infestations, and spreading infections, and improving the appearance of the parks. Tree removal services have averaged $180,000 per year for the past several years. Operating Budget Impact: Reduces pressure on operating budget as an alternate source of funding is available to meet this need which is often a public safety priority that takes precedent over all other potential uses.

Synthetic Turf Field Replacements (Miracle League Field) **$500,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: This request is for the replacement of the North Park Miracle League mondo surface. This field was built in 2005 (18-years old) and still has the majority of the original surface. Average life of a turf field is 8-10 years. The request includes updates to the fencing and netting. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs. Revenue generation improves due to longer seasonal playability.

CAPITAL INITIATIVE REQUESTS

Cultural Arts Master Plan **$30,000**

2023 City Council Priorities and Annual Action Plan:

- Downtown Alpharetta
- The Alpha Loop and Greenway
- Strategic Growth and Redevelopment
- Communications that Connect
- Recreation, Parks, and Culture
- Economic Development

Description: In the 2018 Recreation, Parks, and Cultural Services Master Plan and the 2021 Comprehensive Plan, it was recommended that the City of Alpharetta have a Cultural Arts Master Plan.

The City's Recreation, Parks, and Cultural Department intends to develop an Arts and Culture Master Plan. This plan will:

- Create an overall vision for arts and culture in the City of Alpharetta.
- Engage City staff, allied organizations, and the broader community.
- Provide guidance on arts and culture programming and fees, particularly regarding the Alpharetta Arts Center.
- Clarify processes and the roles of the different City departments in arts and culture initiatives.
- Identify the best ways to leverage partnerships with arts and culture organizations.
- Result in a document that is readable, fun, and inspiring.

The first phase of the project would include establishment of the Master Plan. To design an intentional, advantageous master plan in accordance with the City's mission and goals, the Department of Recreation, Parks, and Cultural Services recommends contracting a consultant. Operating Budget Impact: N/A.

Park Equipment Replacement **$153,000**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Capital Maintenance/Investment

Description: This request is for the replacement of 2014 John Deere Field Rakes (qty: 4, RP0573, RP0574, RP0609, and RP0610) and 2005 Bandit Chipper (qty: 1, RP0929). The field rakes are estimated at $19,500 each and the chipper is estimated at $69,000. Remaining funds will be used to cover minor equipment replacement as needed throughout the year. Replacement is requested due to age, hours of use, and estimated repair cost.

Replacement criteria is as follows: 1) When the department director determines it is no longer cost effective to retain the equipment: 2) when age and/or hours exceed recommended life. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

CAPITAL INITIATIVE REQUESTS

Athletic Courts Resurfacing **$100,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture
- Infrastructure and Facilities Maintenance

Description: This request is for the repair/resurface/recoat of athletic courts with a fabric crack repair system. The FY 2024 request is for the resurfacing of (5) tennis courts and (6) pickle ball courts at North Park. The tennis courts were last resurfaced in FY 2018. Department policy is to resurface athletic courts every five years. A five-year cycle for this work is recommended to maintain the courts in the best and safest condition for public use. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Fountain Maintenance **$50,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture
- Infrastructure and Facilities Maintenance

Description: Funding for the replacement and upgrades to the existing fountains throughout the park system. FY 2024 funding request includes: replacement of the 3-tier fountains and bowls at Canton/Old Canton and Roswell/Old Roswell Parks for $20,000, Formal Garden fountain restoration for 2 fountains for $20,000, and $10,000 for general fountain repairs as needed. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Landscaping Upgrades to Activity Centers **$40,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture
- Infrastructure and Facilities Maintenance

Description: This request is to upgrade and enhance the landscaping at the Activity Centers located throughout the park system. For FY 2024, the plan is to upgrade the landscaping at the Alpharetta Community Center, Wills Park Recreation Center, and the Adult Activity Center. Any remaining funds would be considered for future improvements at the Art Center. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Webb Bridge Park Dugout Expansion (AYBA to fund 50%) **$23,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: The dugouts at the Webb Bridge Park Baseball Fields were built in 2000 and are past due for renovations/upgrades. The current (8) dugouts are 15' 3" long and 3' 3" wide. With the completion of the project, the dugouts will double in size, allowing a better sitting/waiting area for batters. The expansion of the Webb Bridge dugouts will update their sizes to accommodate the current use. This will bring them to match the size of Wills Park. In order for the Alpharetta Youth Baseball Association to honor the City's request to

CAPITAL INITIATIVE REQUESTS

maximize the use of the Webb Bridge facilities, it is important that we increase the functionality of the dugouts. The Alpharetta Youth Baseball Association has committed to funding 50% of the project, resulting in a net cost to the City of $11,500. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs. Additional fees in subsequent years would be for upkeep: fence ties, gate latches, paint, etc.

Alpharetta Public Arts Initiative (Outdoor On-Loan Sculptures) $55,000

2023 City Council Priorities and Annual Action Plan:

- Downtown Alpharetta
- Strategic Growth and Redevelopment
- Communications that Connect
- Recreation, Parks, and Culture

Description: This request is for funding of public arts programs on an alternate year basis through Arts Alpharetta which is a nonprofit organization dedicated to bringing quality arts to Alpharetta. Arts Alpharetta, along with City staff, have several public art projects in-process. These projects include an Outdoor Sculpture Exhibit Contract, an on-loan, permanent, or lease-to-own installation in downtown Alpharetta/Art Walk Brochure. The City of Alpharetta contracts with Arts Alpharetta to locate, curate, install and deinstall on-loan sculptures on a bi-yearly rotation. The number of sculptures varies from 5-7 depending on the rental cost and install logistics for each piece. The project budget is $90,000 but split between two fiscal years at $45,000 per year. This is an ongoing project that will require the installation of new outdoor art exhibits every two years. Art installations will be in place for an average of 1.5 – 2 years, subject to available funding.

In addition, staff has recognized there is a need to include funding for ongoing maintenance and repair for curated public art, whether the sculpture be a permanent City fixture or part of the on-loan rotational exhibits. This is due to the unforeseeable damage that could happen (and has happened) to art when on public display. When such instances occur, the City must repair and restore the art to its original state. To proactively plan for such occurrences, staff requests $10,000 annually to offset repair and maintenance costs for public art.

NOTE: The fund balance in the account is $61,000 versus the standard $45,000 per year. Staff was asked to reserve the funds to keep the on-loan sculptures for three years versus two to lessen the budget impact from covid pandemic revenue losses. That said:

1. $45,000 of these funds will be added to our annual request of $45,000 to appropriate $90,000 for the next outdoor exhibit per our agreement with Arts Alpharetta.
2. $16,000 will be added to the new annual request of $10,000 to establish funding for maintenance and repair of public art.

Operating Budget Impact: New art installations will incur maintenance costs but will not be determinable until the art investment decision is made (e.g., mural vs. statue, etc.).

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Detail (Unfunded Capital Initiatives)

Community and Economic Development

Milton Avenue Quick Safety and Operational Improvements **$350,000**

2023 City Council Priorities and Annual Action Plan:

- Downtown Alpharetta
- Safe and Welcoming Community
- Strategic Growth and Redevelopment
- Transportation and Traffic

Description: The Milton Avenue Quick Safety and Operational Improvements project identifies several improvements along the Downton Milton Avenue Commercial District to better serve businesses and visitors. Improvements include rideshare drop zones, short term parking, handicap parking and signage. Identified projects could be implemented for $350,000 or split into smaller projects over time. The largest of the sub projects is the general milling/resurfacing and pavement markings along the corridor for around $220,000. Other sub projects could be: three (3) illuminated signs for $30,000 and a drop zone for approximately $100,000. Operating Budget Impact: Routine maintenance costs.

Human Resources

Human Resources Office Improvements **$55,000**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Capital Maintenance/Investment

Description: The new HR Specialist position funded in FY 2023 is responsible for recruitment and the administration of our human resources information systems (HRIS) current modules (applicant tracking system, onboarding, eforms, personnel records management system), and any future additions (i.e., performance evaluation).

The capital improvements requested herein are for the reorganization of the Human Resources office to better utilize current space for efficient workflow and to allow accommodations for future personnel growth. The objective is to have three offices (two currently) with doors to deal with confidential matters, one reception desk, one workspace (copy and other office machines) and space for an applicant computer kiosk. Operating Budget Impact: Additional facility maintenance funding including janitorial costs will be incurred.

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Public Safety

Operating Initiative - Emergency Management Division Chief (+1 FTE) $66,000 ($160,500 operations/$66,000 capital)

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community
- Communications that Connect

Description: Historically, the Emergency Management Coordinator has always been an added responsibility to other positions, such as Fire Logistics and Police Accreditation. With the growth of the city and the fact that we are seeing more significant incidents, both natural and man-made, there is a need for this to be a full-time position to bring us in line with other local jurisdictions.

The benefits of having a position solely dedicated to Emergency Management are:

- one point of contact for all disaster situations.
- devote more time to hazard mitigation and response planning.
- assist businesses with their mitigation planning, including resilience & continuity guidance.
- help businesses in the aftermath of a disaster.
- improve our citizen's emergency awareness.
- host more Citizens Emergency Response Team classes (CERT).
- provide community education programs, including presentations to HOAs & local groups.
- liaison between city and government officials, emergency personnel, local business, charities, etc.
- lead tabletop exercise involving all city departments (building towards an entire city emergency drill).

The Emergency Management Division Chief would be housed within City Administration to be a dedicated city-wide emergency planning position. This would offer another layer of safety in line with our community's expectations.

Capital costs are estimated at $66,000 and include funding for vehicle purchases (and upfitting), and technology equipment (e.g., laptop, iPad, cell phone, etc.). There is a companion operating initiative request to fund the personnel/operational costs. Personnel costs are estimated at $150,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, uniforms, general supplies, software licensing, and fuel costs totaling $10,500.

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Operating Initiative - Detective (+1 FTE) **$70,000**
($109,800 operations/$70,000 capital)

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: The Criminal Investigations Division (CID) is requesting an additional General Detective. The request is being made to respond to increasing population growth, incident reports, and cases assigned to the General Detective Unit. Since 2010, Alpharetta's population has increased from 57,694 to 66,127. Additionally, in 2010, CID had 8 General Detectives. CID currently has 9 General Detectives performing follow-up investigations. In 2010, CID reviewed 900 cases, while in 2022, CID reviewed 1,236. Current staffing levels combined with increased reports have led to a decrease in customer service from CID. In 2022, CID did not assign 386 cases which had adequate solvability factors for assignment. If CID had the staffing resources, all of these cases would have been assigned. One General Detective could expect to receive between 90 and 110 cases a year which only decreases this number by less than 1/3. Ideally, CID would have needed three additional General Detectives to assign and investigate the cases that met the burden of assignment based on solvability factors.

Capital costs are estimated at $70,000 and include funding for vehicle purchases (and upfitting), and technology equipment (e.g., laptop, iPad, cell phone, etc.). There is a companion operating initiative request to fund the personnel/operational costs. Personnel costs are estimated at $103,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, uniforms, general supplies, software licensing, and fuel costs, totaling $6,800.

Operating Initiative - Community Paramedic (+1 FTE) **$63,000**
($90,500 operations/$63,000 capital)

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: This proposal increases responsiveness to community needs by adding another full-time Community Paramedic position. Currently, we have one (1) Community Paramedic, however, the need for the program has grown to the point where we have a waiting list of citizens who require our services. Unfortunately, due to increased call volume and growing requests for our services, we are unable to keep up with this demand with just one person. The hope is that by adding an additional Community Paramedic we will be able to better attend to the many needs of our citizens while reducing the heavy caseload our only Community Paramedic is currently having to handle. Additionally, with only one current Community Paramedic, if they take PTO or have an illness, the entire program ceases to a halt and there is no one to handle any acute issues or follow-up on any new referrals that are received. By adding another Community Paramedic, we will be able to serve twice the number of clients we are currently able to handle, and the data would show an increase in the amount of time we will be able to use serving our citizens. The additional position would also allow the program to expand to post-discharge care and other areas of need identified in our community.

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Capital costs are estimated at $63,000 and include funding for vehicle purchases (and upfitting), and technology equipment (e.g., laptop, iPad, cell phone, etc.). There is a companion operating initiative request to fund the personnel/operational costs. Personnel costs are estimated at $84,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, uniforms, general supplies, small equipment, and fuel costs, totaling $6,500.

Public Works

Sidewalk Maintenance and Repair **$300,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance

Description: This request is for the continual maintenance and repair of the city's sidewalk inventory. Over the last 10 years, the city has expended in excess of $5 million on sidewalk projects. During that same period, the city's sidewalk inventory has also been increased through larger roadway and streetscape projects, through private development, and through annexation. FY 2024 funding will go towards repairs of sections in Poor and Very Poor condition. The goal is to perform 7,000 linear feet of repairs per year.

In FY 2019 and FY 2022, the City contracted with Dynatest to complete a sidewalk inventory and evaluate sidewalk conditions. This list will standardize the evaluation process, provide a clear prioritized list of sidewalks needing repair, and tie sidewalk data into the city's GIS and asset management software. Types of repairs (cracking, trip hazard vertical displacements, and spalling) along with location (near schools and parks, along arterial roadways, in the downtown district, etc.) will help determine the repair priority. Dynatest's work was completed in spring of 2019. At this time, we are awaiting the latest inspection results.

In our current sidewalk database, there are 58,530 linear feet of repairs needed within the poor and very poor condition ratings. Public Works has repaired 22,247 linear feet of sidewalk since January 2019. This includes in-house and contractor repairs.

Due to the large number and complexity, the City contracts out some of these repairs. This budget item covers the cost of sidewalk repairs completed by outside contractors. Work will occur in various locations throughout the city pursuant to the Dynatest findings. Operating Budget Impact: This program decreases sidewalk maintenance costs as it is less susceptible to surface and structure deterioration.

Alpharetta Community Center Generator **$350,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community

Description: This request is for the purchase and installation of a generator for the Alpharetta Community Center. The budget requested would be for a 400 kw Blue Star generator. A 400 kw was priced due to the unit being capable of powering the entire building in the event of a power outage. A smaller generator could be installed at a lower

CAPITAL INITIATIVE REQUESTS

cost if it's determined there is no need to power the entire building during times of power outages. Beyond the cost of the generator, other costs include gas meter upgrades, gas line upgrade and installation of a regulator. The total requested amount is $350,000.

Operating Budget Impact: Operational costs would be minimal. Gas usage would be based solely on when the generator is operating, and inspection/maintenance cost would be approximately $3,000 a year.

City Facility Condition Assessment (not incl. Fire Stations) $300,000

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance

Description: This funding request is for a facilities condition assessment to measure the condition and functionality of a building and its infrastructure as suitable and appropriate for intended functions. Specific objectives of the comprehensive assessment methodology include determining the needs for renewal or replacement of building and infrastructure systems (e.g., heating/cooling, electrical, exterior envelope, etc.) and system components (e.g., cooling tower, heat exchanger, chiller, pumps, etc.), and guiding the analysis of good decision capital project options, including renovation or modernization. This request does not include Fire Stations as that assessment is covered through a separate request.

Specific purposes of a well-designed assessment are as follows:

- Verify accuracy and reliability of a space inventory.
- Provide an inspection of all facilities identifying physical and functional deficiencies.
- Assist in defining regular and preventive maintenance requirements.
- Develop metrics for performance measures, e.g., Facilities Condition Index (FCI) and Facilities Quality Index (FQI).
- Define capital renewal and replacement projects to reduce deferred maintenance backlog.
- Eliminate conditions that are either potentially damaging to property or present safety hazards.
- Identify energy conservation and sustainability measures.
- Inventory accessibility and disabled persons requirement.
- Develop cost estimates and schedules to correct deficiencies and for capital renewal or replacement, and renovation or modernization projects.

Tentative scope includes:

- Physical Condition Assessment (or Life-Cycle Modeling, or both): Physical condition of the building and infrastructure system.
- Functionality Assessment: Functionality of the space for its intended programmatic purpose.

CAPITAL INITIATIVE REQUESTS

The integration of these elements provides for a comprehensive evaluation of existing facilities. As inputs to a Capital Facilities Project Plan, these elements provide a broader set of decision options, including the following:

- Facilities renewal for individual condition deficiency remedial projects.
- More comprehensive renovation projects, including work to correct subsystem condition deficiencies combined with improving functionality.
- A replacement project and downgrade of an existing building to a less demanding use.
- Demolition or disposal.

Operating Budget Impact: The project would decrease future operating cost by identifying deficient equipment and identifying needs for energy-saving practices related to facilities.

Fleet Replacement (F-250 Crew Cab Service Truck; Qty: 1) **$75,000**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Capital Maintenance/Investment

Description: This request is for the replacement of F-250 trucks within the Public Works fleet. The F-250 replacements are based on age and/or maintenance/repair costs. These vehicles are expected to last in excess of 10 years or 130,000 miles.

FY 2024 replacements include Unit #689 (2011 F-250 4x2 Crew Cab) with roughly 115,000 miles. This vehicle has a lot of idle time and is regularly utilized by our traffic crews. Due to the age and wear and tear on the vehicle, this vehicle is scheduled for replacement.

Operating Budget Impact: This program reduces fleet maintenance costs and increases utilization rates as the equipment is less susceptible to breaking down and/or requiring service. Operational costs consist of maintenance, fuel, insurance, etc. and are currently budgeted.

Traffic Calming Improvements **$80,000**

2023 City Council Priorities and Annual Action Plan:

- Transportation and Traffic

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

Operating Budget Impact: Maintenance costs will be dependent upon the improvements implemented.

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

City Hall Maintenance **$30,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance

Description: This request is for on-going interior maintenance, including but not limited to replacing cabinetry in multiple breakroom floors, pressure washing and sealing brick sidewalks, painting walls and trim, etc. In addition, repairs to the custom stained moldings throughout the main floor which will require procurement of a third-party vendor to perform the work.

The FY2024 funding will go towards pressure washing the exterior, door and trim painting/staining, lighting upgrades and cabinetry repairs/replacements. Operating Budget Impact: This program decreases facility maintenance costs.

Recreation Facility Renovations **$30,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture
- Infrastructure and Facilities Maintenance

Description: This request is for the renovation and maintenance of recreation facilities. For FY 2024, the priorities are: North Point Greenway Restroom interior painting and updating of fixtures, partitions, toilets, and countertops; exterior door replacements at Union Hill Park and North Point Greenway Restrooms; interior painting at Crabapple; replacement of partitions, fixtures, toilets, and countertops at Union Hill Park restrooms; exterior painting of Recreation Center; upgrades to the handicap ramp and front entrance to the Crabapple gym; and interior painting of the Crabapple gym. These maintenance initiatives are aimed at improving the functionality and aesthetics of the facilities. Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

Public Works Headquarters Renovations **$50,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance

Description: This Request is for the renovation and maintenance of the Public Works Headquarters.

FY 2024 funding will be used to remodel men’s and women's bathrooms in the front of the building, flooring for offices and upstairs, and cove base for associated flooring replacement. Previous funding has been utilized to replace flooring in the break area and hallways, training room and east wing. Both breakroom bathrooms and the east wing have been remodeled with previous funding. Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

CAPITAL INITIATIVE REQUESTS

Guardrail Maintenance **$50,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance
- Transportation and Traffic

Description: This request is for maintenance, such as painting, replacement, and upgrade, of existing guardrails throughout the City. Guardrails are crucial to keeping roadways safe by helping to prevent minor accidents from escalating to major accidents. One example of necessary guardrail maintenance is cleaning and repainting of multiple guardrail segments along Mansell Road between Haynes Bridge Road and Old Alabama Road Connector. Operating Budget Impact: Maintenance funding is included within this initiative.

Streetlight Expansion **$70,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community
- Infrastructure and Facilities Maintenance
- Transportation and Traffic

Description: This request is for installation of new street/pedestrian lighting in neighborhoods and areas of the City where currently limited illumination is evident.

Older neighborhoods in the City do not meet today's illumination standards and require extra lighting for safety. Neighborhoods identified as needing more lighting are primarily located on the west side of town. Subdivisions such as North Farm, North Towne at Andover, Burnett Way, Northfield, Spence's, Foxhaven, etc. have all inquired about adding more streetlighting in their neighborhoods for safety. This capital item would start addressing these areas on an as needed/requested basis. Funding would also allow phasing-in of lighting along Haynes Bridge Road from Academy Street to Old Milton Parkway. Operating Budget Impact: Will result in additional maintenance (light replacement, etc.) and utility costs and are estimated at $3,000 annually.

Pavement Resurfacing/Preservation for Parks **$575,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture
- Infrastructure and Facilities Maintenance

Description: This request is for the on-going maintenance of pavement within the city's park facilities. Preservation of the roads, driveways, and parking lots increases their life expectancy. Without preservation, these pavements will deteriorate and be more costly to repair. FY 2024: Re-paving of Webb Bridge Park parking lots 1, 3, and 4. These parking lots will require major repairs with possibly full rebuild of parking lots or soil cement. The price requested reflects the worst-case scenario. Further geotechnical exploration will be performed to determine the appropriate scope of work. All pricing for parks includes removal and installation of all existing wheel stops and re-striping of parking spaces, etc. Operating Budget Impact: This program decreases asphalt maintenance costs as the surface is less susceptible to potholes and road surface deterioration.

CAPITAL INITIATIVE REQUESTS

Parking Expansion: Public Safety Headquarters **$280,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community
- Infrastructure and Facilities Maintenance

Description: Due to the increased number of individuals accessing the Public Safety Headquarters, additional parking needs are desired. This request is for funding to construct an additional 22 parking spaces along the main entrance off Westside Parkway to the Public Safety Headquarters complex. Design was funded in FY 2019 and completed by staff. Potential funding offsets through impact fee funds.

Operating Budget Impact: Incremental maintenance costs, including landscaping and litter control, are currently estimated at $500 annually. Resurfacing and striping costs will not be incurred during this CIP period.

Mid-Broadwell Crosswalk at Fire Station Light **$180,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community
- Transportation and Traffic

Description: This funding request is to convert the existing emergency traffic signal to a hybrid emergency-pedestrian crossing light. This will provide a crosswalk for pedestrians in the proximity of Mid-Broadwell Park to cross Mid-Broadwell Road. Design work will be done by in-house staff. This work is dependent on the completion of the Mid-Broadwell Road Park Project.

Operating Budget Impact: Increase in utility costs for the additional electricity and minor maintenance costs.

Kimball Bridge Rd Improvements (Waters Rd to Ocee Elem.; design) **$250,000**

2023 City Council Priorities and Annual Action Plan:

- Transportation and Traffic

Description: This request is for design funding for roadway improvements along Kimball Bridge Road between Waters Road and Buice Road. Improvements will include the addition of left-turn lanes along Kimball Bridge Road to serve all intersections with South Kimball Bridge Crossing and Bracebridge Road. The project will also investigate adding improvements like replacing the signal at the intersection with Glen Abbey Drive/Tuxford Drive with a roundabout.

The project's goal is to provide these improvements along the corridor to slow vehicles and improve pedestrian safety. Cost savings can be accomplished in construction by pairing the project up with the 60" water transmission line work by the County along Kimball Bridge Road from the cemetery to Buice Road.

Fulton County Water was a distribution pipe (50+ inches in diameter) to be installed along Kimball Bridge Road from Waters Road to Buice Road. A continuation of the pipe will

CAPITAL INITIATIVE REQUESTS

traverse along Buice Road to Old Alabama. The planning of the improvements along Kimball will be coordinated with the County's water line project.

Funding for remaining design, right-of-way, and construction of the improvements would be requested in future year capital plans and is currently estimated at $5.6 million.

Operating Budget Impact: N/A for the design phase. Operational costs for future buildout are heavily dependent upon the design and undeterminable at this time.

Haynes Bridge Road Lane Diet and Linear Park (design) **$250,000**

2023 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment
- Recreation, Parks, and Culture
- Economic Development

Description: This project intends to provide a wider sidewalk (approximately 12') on both sides of Haynes Bridge Road from Old Milton Parkway to Rainwater Boulevard and a linear park along the southern side of the road. The Linear Park would create a new kind of playground for children of all ages. The park consists of 6 different play areas and approximately 1.9 acres of the landscape area.

The FY 2024 funding request is to prepare multiple concept designs and construction cost estimates.

Operating Budget Impact: N/A for the design phase.

Waters Road Sidewalk Improvements (right-of-way) **$100,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community
- Strategic Growth and Redevelopment
- Recreation, Parks, and Culture
- Transportation and Traffic

Description: This funding request is for the purchase of right-of-way for the eventual installation of 1,340 linear feet of sidewalk to fill in two gaps along the east side of Waters Road. Citizens of Waters Road have expressed concerns about individuals driving at excessive speeds. Installation of these sidewalks would provide a continuous sidewalk along both sides of Waters Road. Pedestrians would only need to cross Waters Road at signalized intersections: Kimball Bridge Road and Jones Bridge Road.

Design of these sidewalk segments has been completed by in-house staff.

Funding for construction of the improvements would be requested in a future year capital plan and is currently estimated at $1.1 million. Operating Budget Impact: N/A for the right-of-way acquisition phase.

CAPITAL INITIATIVE REQUESTS

Providence Road Sidewalk Improvements (right-of-way) **$100,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community
- Strategic Growth and Redevelopment
- Recreation, Parks, and Culture
- Transportation and Traffic

Description: Citizens living along the east side of Providence Road have requested the installation of sidewalks to provide connectivity to both Downtown Alpharetta and Providence Park. This request is for the purchase of right-of-way for the eventual installation of approximately 3,900 linear feet of sidewalk along the east side of Providence Road from the existing sidewalk at Weatherstone Way north to the City Limits.

Funding for construction of the improvements would be requested in a future year capital plan and is currently estimated at $1.1 million. Operating Budget Impact: N/A for the right-of-way acquisition phase.

Henderson Parkway Traffic Calming (design) **$50,000**

2023 City Council Priorities and Annual Action Plan:

- Transportation and Traffic

Description: Traffic speeding is still a safety concern on Henderson Parkway, although the following three intersections have already been equipped with all-way stop signs and speed bumps: 1) Henderson Parkway at Henderson Place; 2) Henderson Parkway at Brookridge Terrance/Millstone Court; and 3) Henderson Parkway at Somerset Lane. Approximately 85% of the vehicles are traveling in excess of 10 mph over the posted speed limit of 25 mph.

To encourage lower driving speeds on Henderson Parkway and improve the roadway safety for pedestrians, bicyclists, and motorists, multiple scenarios could be studied, such as: 1) wider sidewalk and landscaped area along with narrower travel lane width; 2) mini roundabouts; 3) chicanes - curve in a road, added by design rather than dictated by geography. This request is to fund a comprehensive study and develop concepts for improvements along Henderson Parkway to reduce vehicular speeds and improve pedestrian safety. Operating Budget Impact: N/A for study phase.

Wills Drive Sidewalk Improvements (design/right-of-way) **$40,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community
- Strategic Growth and Redevelopment
- Recreation, Parks, and Culture
- Transportation and Traffic

Description: This funding request is for design and the purchase of right-of-way for the eventual installation of 475 linear feet of sidewalk to fill in a gap along the east side of Wills Drive between Trammell Drive and Milton Avenue. Installation of this sidewalk would

CAPITAL INITIATIVE REQUESTS

provide a continuous sidewalk along the east side of Wills Drive from Old Milton Parkway to Milton Avenue.

Funding for construction of the improvements would be requested in a future year capital plan and is currently estimated at $130,000. Operating Budget Impact: N/A for the design and right-of-way acquisition phase.

Traffic Signal Pole Painting and Maintenance **$40,000**

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance

Description: This request funds the continued paint maintenance of the city's traffic signal mast arms and pedestrian signals. Painting will coincide with the expected 7-10 year lifespan of the current signal pole painting plus miscellaneous general maintenance and touchups. The average total cost per intersection is approximately $20,000. FY 2024 includes funding for two intersections. Operating Budget Impact: Maintenance funding is included within this initiative.

Alpharetta Technology Center Upgrades **$40,000**

2023 City Council Priorities and Annual Action Plan:

- Economic Development

Description: This request is for upgrades to the Alpharetta Technology Center. The proposed upgrades requested for FY 2024 include the following:

- New partitions, fixtures and toilets/urinals in all bathrooms.
- New flooring in small bathroom closet next to large meeting space.
- Installation of new electrical receptacles in the startup lounge.
- Replacement of carpet throughout the entire building.

These upgrades will improve the functionality and aesthetics of the facility. Operating Budget Impact: Maintenance costs would decrease due to upgrades to existing facilities.

Parking Expansion: Alpharetta Arts Center (design) **$50,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: This funding request is for the design of the parking lot expansion at the Arts Center. The existing parking lot provides 39 parking spaces. The proposed expansion would increase this number by 36 spaces to 75 (total). The parking lot expansion would be constructed atop the current detention pond. This will necessitate the creation of an underground detention system beneath the parking expansion. The use of permeable pavers in lieu of asphalt is proposed for the parking expansion. Funding for construction of the improvements would be requested in a future year capital plan and is currently estimated at $900,000. Operating Budget Impact: Incremental maintenance costs, including landscaping and litter control, are currently estimated at $1,000 annually. Resurfacing and striping costs will not be incurred during this CIP period.

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Encore Parkway 2-Way Bike Lane (design) **$250,000**

2023 City Council Priorities and Annual Action Plan:

- The Alpha Loop and Greenway
- Recreation, Parks, and Culture
- Economic Development

Description: The project consists of repurposing the 20+ feet of asphalt on the northern side of the bridge to accommodate 1 vehicular lane and a barrier separating a 2-way bike lane between the vehicular lane and the existing landscaped area. The existing 8' wide sidewalk will be devoted to walkers and runners. The project limits are from Northpoint Parkway to Westside Parkway. This project, along with the future Encore Greenway and Alpha Link Projects, will provide a safe travel way for cyclists to and from the Greenway.

Funding for construction of the improvements would be requested in a future year capital plan and is currently estimated at $1.3 million. Operating Budget Impact: improvements will impact operational maintenance costs (landscaping, trail maintenance, etc.) but are undeterminable until design progresses.

Operating Initiative – Assistant Construction Manager (+1 FTE) **$50,000**
($103,500 operations/$50,000 capital)

2023 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance
- Transportation and Traffic

Description: The City allocated over $4 million last year and is planning to do such over the next 10 years towards stormwater work throughout the City. Much of the construction work is contracted out to contractors to resolve various stormwater issues. Work varies from replacing a structure, lining or replacing a pipe, or a large-scale construction project. The challenge the department is facing is adequate construction oversight of the contractors in the field. Public Works is requesting an Assistant Construction Manager Position (pay grade 307) to oversee various field operations regarding stormwater improvements. The position not only requires knowledge of reading construction plans, but problem-solving skills when unknown issues arise in the field.

Capital costs are estimated at $50,000 and include funding for a vehicle purchase (and upfitting). There is a companion operating initiative request to fund the personnel/operational costs. Personnel costs are estimated at $96,000 annually and reflect salary and benefit costs only. Operational costs in year one includes technology equipment (computer, phone, iPad, etc.), professional development, uniforms, general supplies, and fuel costs totaling $7,500.

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Recreation, Parks & Cultural Services

Playground Equipment Replacement (Miracle League) **$350,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: One of our park systems favorite amenities is our playgrounds. This program will allow for the replacement of all our playgrounds in a timely manner. FY 2024 funding will be used for replacement of the Miracle League Playground (behind Miracle Field) which was built in 2004. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Innovation Academy Soccer Field Fencing Enhancements **$35,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: This funding is for the replacement of the soccer field fencing at Innovation Academy for Field 2. There is 450 linear feet of 10' high fence and then along the homeowner's side of the field install a 20' high net approximately 100' in length. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Wood Lightpole/LED Replacement Initiative (3 fields) **$800,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture
- Infrastructure and Facilities Maintenance

Description: Currently all athletic lights are a form of metal halide lights. These lights are expensive to operate, expensive to maintain and create a lot of light pollution. New LED lights would improve the playability of the fields and cost much less to operate and maintain. Currently the City has wooden light poles on (29) athletic fields and (15) tennis/pickleball courts. These wooden poles should be replaced with concrete poles and the fixtures replaced with LEDs.

FY 2024 includes funds for replacing the poles/fixtures with concrete poles/LED fixtures for 3 fields (approximately 13 wooden poles). The pole replacement improves safety, and the LED fixtures provide a much lower operational cost (energy and maintenance) and more optimal lighting for our park patrons. The FY 2025-2030 budget will execute phase 2 of the athletic pole and lighting initiative, where the remaining wooden poles (47) will be replaced with concrete poles and switched to more efficient LED lighting.

Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs coupled with energy savings through the conversion to LEDs.

CAPITAL INITIATIVE REQUESTS

Fleet Replacement (Qty: 3) **$188,000**

2023 City Council Priorities and Annual Action Plan:

- N/A – General Capital Maintenance/Investment

Description: This request is for the forecasted annual replacement of Recreation, Parks & Cultural Services vehicles. The replacement criteria are as follows: 1) when the department director determines it is no longer cost effective to retain the vehicle; 2) when either mileage or age reaches or exceeds 10-years of service or 125,000 miles; and 3) motorized equipment damaged in accidents shall be inspected by the Safety/Risk Administrator to determine feasibility of repairs as compared to replacement cost. FY 2024 includes replacement of (1) 2014 Ford F150 Truck (Unit RP1005 with 61,371 miles) to be replaced with a Ford Explorer, (1) 2014 F250 Truck (Unit RP7702 with 53,261 miles) and (1) 2011 Goshen Bus (Unit RP6948 with 20,466 miles). Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Park Security Repairs/Improvements **$100,000**

2023 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community
- Recreation, Parks, and Culture

Description: This project is for the installation, repair, and replacement of automatic locks on restroom doors throughout the park system; adding security cameras in strategic locations; call box repairs and/or installation of new boxes.

Automatic locks have been installed on restrooms at Windward Community Park, Union Hill Park, North Park (5 buildings), Cogburn Road Park, Innovation Academy (2) buildings, and the City Center Parking Deck. In addition, the vendor is waiting on parts before he can complete the Greenway North Point Restrooms. For FY 2024, automatic locks will be installed at Webb Bridge Park (4 buildings), Rock Mill Park (1 building), Wills Park (3 buildings), Equestrian Center (2 buildings), Mid Broadwell (1 restroom) and Waters Road Park if completed. Call boxes need battery replacement annually. Currently we have (23) call boxes. The batteries are $104 each plus labor at approximately $120/hour. They cost between $5,000 - $10,000 annually. Complete new boxes are approximately $10,000 each. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Recreation Activity Centers - Interior Renovations **$450,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture
- Infrastructure and Facilities Maintenance

Description: This request is for design of an interior makeover of the Wills Park Recreation Center, Alpharetta Community Center, Adult Activity Center, the Arts Center lobby, hallways, restrooms, and common office space and the Preston Ridge Community Center. This project will be completed in multiple phases beginning in FY 2024 and ending in FY

CAPITAL INITIATIVE REQUESTS

2028. The approximate size of the affected area is 5,800 square feet (lobby, hallways, restrooms, etc.).

FY 2024 request is for design and construction funds for the interior makeover of the Wills Park Recreation Center (lobby, hallways, restrooms, and common office space). These improvements will maintain the aesthetics and functionality of the facilities. Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

Design Services **$20,800**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

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

Park Shade Structures Replacement **$50,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture
- Infrastructure and Facilities Maintenance

Description: This request is for the replacement of shade structures and dugout covers throughout the park system. Shade structures/dugout covers reduce exposure to harmful ultraviolet rays, provide protection from the elements, keep the area cooler, protect the equipment, and increase the comfort level for participants and visitors. The shades will be replaced as they begin to fade or tear, improving the functionality and aesthetics. The FY 2024 funding will replace the existing shade fabric and paint the support post for 11 structures at Webb Bridge Park. Operating Budget Impact: Maintenance costs to decrease due to decline in repairs.

Park System Wayfinding Signage **$100,000**

2023 City Council Priorities and Annual Action Plan:

- Communications that Connect
- Recreation, Parks, and Culture

Description: This project is the implementation of the park system wayfinding and signage plan developed in FY 2017. The purpose of the signage plan is to bring uniformity to the numerous signs in our entire park system. The plan defines a specific sign style that will become our “brand” and help park patrons easily identify Alpharetta parks. The plan recommends locations for signs to help visitors locate various amenities in the parks, such as fields, playgrounds, tennis courts, restrooms, etc. Signs within parks will be evaluated and prioritized for replacement. Staff will systematically replace signs using the new

CAPITAL INITIATIVE REQUESTS

guidelines outlined in the plan. Entrance upgrades were listed for all parks in the Master Plan and part of the upgrade includes signage. This is a multi-year initiative. The sign and wayfinding program is 60% complete. Park entrance signs, trail wayfinding in Wills Park, and Vehicular wayfinding in Webb Bridge Park have been completed. The focus for FY 2024 will be to complete the Greenway wayfinding program to include directional signage, the addition of 3 kiosks, and regularity signs. Operating Budget Impact: Maintenance/replacement costs to decrease due to decline in repairs as signage is newer.

Restroom Replacement (North Park: Fields 1-4) **$700,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: The existing restroom/concession stand at North Park (fields 1-4) serves four softball fields, batting cages, and a playground. The facility is old and much too small for the number of users. The concept for the new restroom/concession building calls for 3100 square foot one-story facility to replace the existing structure. The restroom will double the number of stalls. In addition, the concession area will include a covered seating area to accommodate park patrons. Operating Budget Impact: Maintenance (including janitorial) and utility costs will increase along with the physical size of the restroom and is estimated at a minimum of $1,250 annually and will be reflected in a future operating budget (once construction nears completion).

Webb Bridge Park Master Plan/Development (design) **$100,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: This request is for funds to develop a comprehensive Master Plan for Webb Bridge Park. Currently, there is significant property that is unused. This plan will provide the City with a clear vision for this park. Design funds are requested in FY 2024. Operating Budget Impact: N/A for the design phase.

North Park Master Plan/Development **$100,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: This request is for the development of a comprehensive master plan for North Park. The master plan will create a long-range vision for the park, prioritize park improvements, fill in service gaps and reduce redundancy, etc. Design funds are requested in FY 2024. Operating Budget Impact: N/A for the design phase.

Haynes Bridge Road Park Restroom **$300,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: Currently, at the Haynes Bridge Road Park, visitors only have access to a Port-a-John. This access park was opened in 1997. Funds were limited and plans were to construct a restroom at a later date. Although the need for a permanent restroom at this

CAPITAL INITIATIVE REQUESTS

facility is not specifically noted in the 2018 Alpharetta Recreation and Parks Master Plan, additional restrooms at the access points are the most requested improvement made by greenway users.

A pre-cast type restroom (like the one at Windward Community Park) is preferred. Due to current flood plain constraints, the project will entail more site work prep, design, and surveying than routine pre-cast restroom installations. Approximately 100' of sewer line will need to be installed. A waterline will have to be bored under Haynes Bridge Road and a new meter installed for connection to existing waterlines. Operating Budget Impact: Maintenance (including janitorial) and utility costs are estimated at a minimum of $1,000 annually.

Marconi Drive Park Restroom **$150,000**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: Currently, at Marconi Drive Park, visitors only have access to a Port-a-John. This access park was opened in 2011. Funds were limited and plans were to construct a restroom at a later date. Although the need for a permanent restroom at this facility is not specifically noted in the 2018 Alpharetta Recreation and Parks Master Plan, additional restrooms at the access points are the most requested improvement made by greenway users.

A pre-cast type restroom is preferred, like the one at Windward Community Park. Based on the cost of the Windward Community Park restroom, the estimated cost is $100,000, including sewer and water connections. Operating Budget Impact: Maintenance (including janitorial) and utility costs are estimated at a minimum of $1,000 annually.

Wills Park Pool Heater **$100,800**

2023 City Council Priorities and Annual Action Plan:

- Recreation, Parks, and Culture

Description: Currently, the Wills Park Pool is open from Memorial Day to Labor Day for public usage. We are recommending adding a heater to the competition pool. This would allow for usage of the competition pool for approximately 10-months out of the year for such programs as year-round swim teams, additional classes (such as scuba, kayaking, standing paddle boards), water aerobics, master swim training, senior and adaptive swim, and increased rentals. The cost for the heater purchase, cover, and installation (including gas lines) scope is $100,800. Operating Budget Impact: Maintenance and energy costs are estimated at $6,000 annually.

CITYWIDE BUDGET SUMMARIES

Citywide Budget Summaries

Overview

The *Citywide Budget Summaries* section is intended to provide readers with an overall understanding of the city's fiscal year 2024 budget. The following schedules provide readers with revenue and expenditure summaries from several different perspectives including:

- **Citywide Budget Summary by Fund**

  This section provides a summary/narrative of FY 2024 budget data by fund type (e.g., General Fund, Special Revenue Funds, etc.).

- **Citywide Budget Summary by Revenue Source**

  This section provides a summary/narrative of FY 2024 budget data by revenue source (i.e., Property Taxes, Other Taxes, Charges for Services, etc.). Please refer to the specific Fund Summaries section (e.g., General Fund Summary, Special Revenue Fund Summaries, etc.) of this document for more detailed information about the city's various revenue sources.

- **Citywide Budget Summary by Department Expenditures**

  This section provides a summary/narrative of FY 2024 budget data by department expenditures (e.g., City Administration, Public Safety, etc.). Please refer to the *Departmental Summaries* section of this document for more detailed information about each department's expenditures.

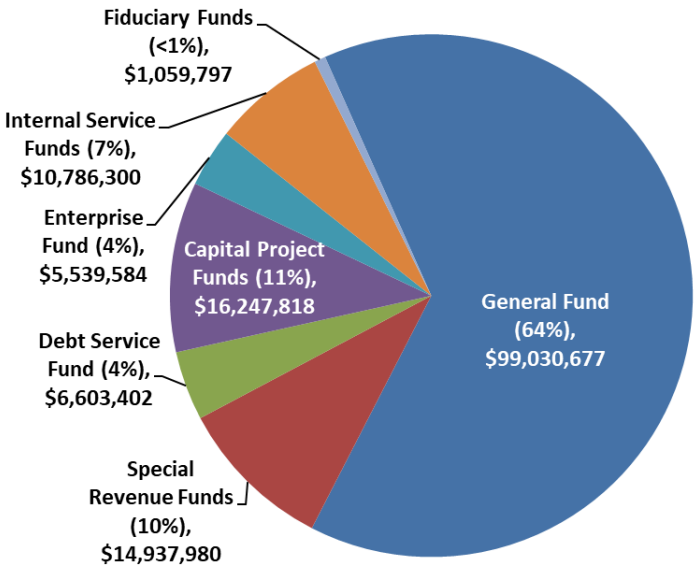
- **Citywide Budget Summary by Expenditure Category**

  This section provides a summary/narrative of FY 2024 budget data by expenditure category (e.g., Personnel Services, Maintenance & Operations, etc.).

CITYWIDE BUDGET SUMMARIES

Summary by Fund Type

FY 2024 Citywide Budget totals $154 Million



The Fiscal Year 2024 budget for all funds totals $154 million. The city budget includes appropriations for the following fund types:

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

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

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

Capital Project Funds: These Funds are used for various citywide capital projects. Projected funding for FY 2024 is from interest earnings, fund balance, and transfers from other funds. The adopting budget ordinance will authorize unspent appropriations from fiscal year 2023 to be re-appropriated to continue previously approved projects. As such, these appropriations are not reflected herein.

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

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

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

CITYWIDE BUDGET SUMMARIES

Summary by Fund

FY 2024 Budget

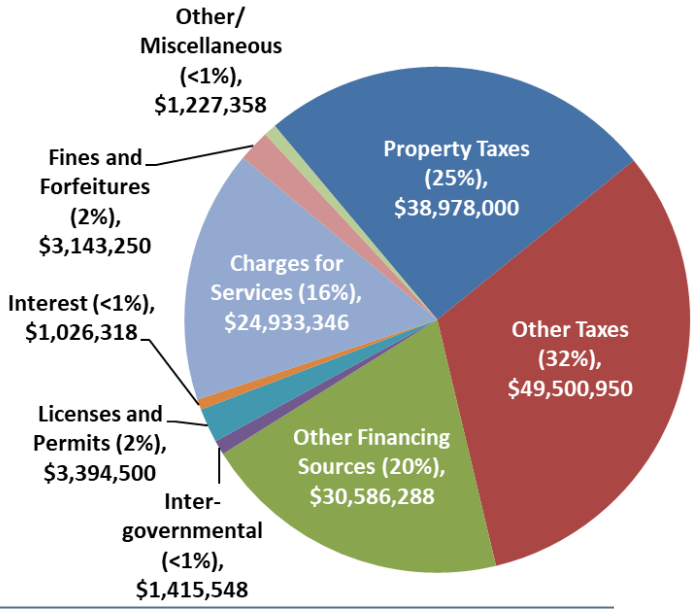
	Revenues*	Expenditures	Balanced Budget
General Fund	**$ 99,030,677**	**$ 99,030,677**	√
Special Revenue Funds:			
E-911 Fund	$ 5,387,980	$ 5,387,980	√
Hotel/Motel Fund	9,550,000	9,550,000	√
	$ 14,937,980	**$ 14,937,980**	√
Debt Service Fund	**$ 6,603,402**	**$ 6,603,402**	√
Capital/Grant Funds:			
Capital Projects Fund	$ 12,247,818	$ 12,247,818	√
Stormwater Capital Fund	4,000,000	4,000,000	√
	$ 16,247,818	**$ 16,247,818**	√
Enterprise Fund:			
Solid Waste Fund	**$ 5,539,584**	**$ 5,539,584**	√
Internal Service Funds:			
Risk Management Fund	$ 1,786,300	$ 1,786,300	√
Medical Insurance Fund	9,000,000	9,000,000	√
	$ 10,786,300	**$ 10,786,300**	√
Fiduciary Funds:			
OPEB Health Benefit Fund	$ 55,000	$ 55,000	√
OPEB Reimbursement Benefit Fund	1,004,797	1,004,797	√
	$ 1,059,797	**$ 1,059,797**	√
Total	**$ 154,205,558**	**$ 154,205,558**	√

* Includes Operating Revenues of $112 million along with Non-Operating Revenues of $42 million. Non-Operating Revenues represent sources such as fund balance, inter-fund transfers, etc.

CITYWIDE BUDGET SUMMARIES

Summary by Revenue Source

FY 2024 Citywide Budget totals $154 Million



The chart above segments the FY 2024 budget by revenue source and includes the following:

Property Taxes: Ad Valorem tax on real/personal property owned within the city. The recommended millage rate for FY 2024 is flat with the prior year at 5.750 mills and is composed of the following: Operating Millage Rate of 4.870 mills (used to fund general city operations and the recurring capital program); and a Debt Service Millage Rate of 0.880 mills (used to fund debt service on voter approved general obligation bonds).

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

Licenses and Permits: Includes building permit fees, occupancy permit fees, alcohol beverage permit fees, development permits and related fees, etc.

Intergovernmental: Includes federal, state, and local grant funding as well as revenue sharing associated with intergovernmental agreements.

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

Fines and Forfeitures: Includes municipal court fines, code enforcement board fines, school zone speed citations, etc.

Interest: Includes investment earnings on city funds.

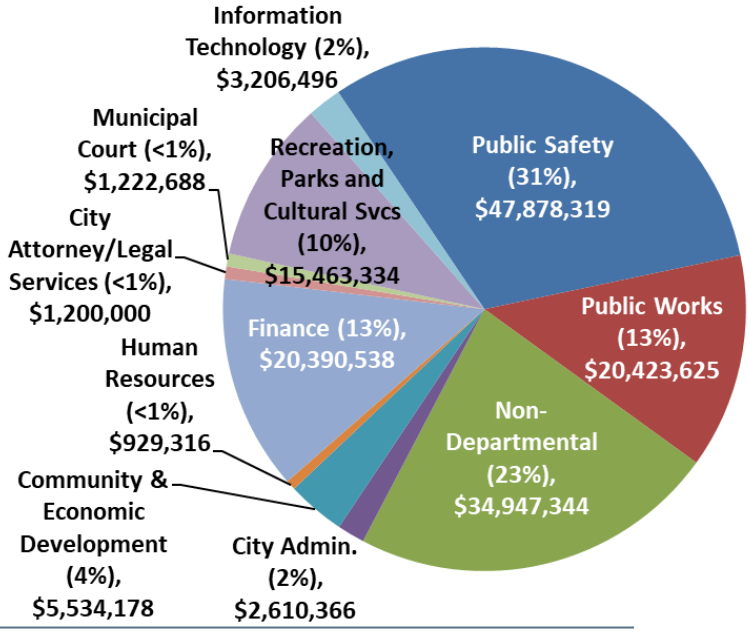
Other/Miscellaneous: Includes the sale of surplus assets, donations, and other miscellaneous revenues.

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

CITYWIDE BUDGET SUMMARIES

Summary by Department Expenditures

FY 2024 Citywide Budget totals $154 Million



The chart above segments the FY 2024 budget by department/functional unit and includes the following:

Mayor and City Council

City Administration

Community & Economic Development

Public Works

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

Human Resources

Information Technology

Legal Services (City Attorney)

Municipal Court

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

Recreation, Parks & Cultural Services

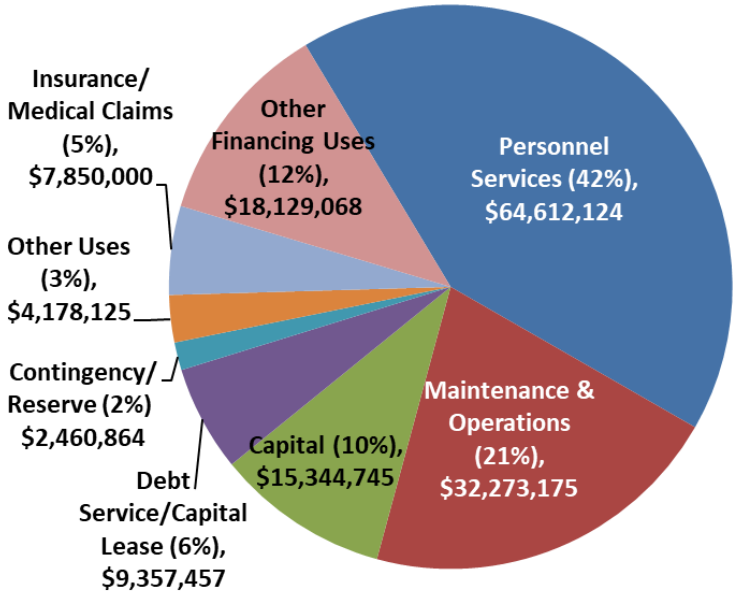
Non-Departmental (interfund transfers, contingency/reserves, Hotel/Motel Fund distributions, debt service, activities within the OPEB Funds, etc.)

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

CITYWIDE BUDGET SUMMARIES

Summary by Expenditure Category

FY 2024 Citywide Budget totals $154 Million



The chart above segments the FY 2024 budget by expenditure category and includes the following:

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

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

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

Debt Service: Includes expenses related to the repayment of the city's voter approved debt obligations (e.g., principal and interest payments, debt service fees, etc.).

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

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

Contingency/Reserves: Includes General Fund contingency appropriations and reserve appropriations across multiple funds (Hotel/Motel Fund, Solid Waste Fund, etc.).

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

CITYWIDE BUDGET SUMMARIES

Consolidated Summary (Revenues by Source/Expenditures by Department)

		Special Revenue Funds		Capital Project Funds		
	General Fund	E-911 Fund	Hotel/Motel Fund	Capital Projects Fund	Stormwater Capital Fund	Debt Service Fund
REVENUES:						
Property Taxes	$ 32,607,000	$ -	$ -	$ -	$ -	$ 6,371,000
Local Option Sales Taxes/TSPLOST	22,100,000	-	-	-	-	-
Other Taxes	17,850,150	800	9,550,000	-	-	-
Licenses and Permits	3,394,500	-	-	-	-	-
Intergovernmental Revenue	165,548	1,250,000	-	-	-	-
Charges for Services	4,690,100	3,950,000	-	-	-	-
Fines and Forfeitures	3,143,250	-	-	-	-	-
Interest Earnings	650,000	32,180	-	150,000	50,000	28,000
Other/Miscellaneous	301,061	-	-	-	-	-
subtotal	$ 84,901,609	$ 5,232,980	$ 9,550,000	$ 150,000	$ 50,000	$ 6,399,000
Other Financing Sources						
Interfund Transfer from General Fund	$ -	$ -	$ -	$ 10,597,818	$ 3,950,000	$ -
Interfund Transfer from Hotel/Motel Fund	3,581,250	-	-	-	-	-
Budgeted Fund Balance	10,547,818	155,000	-	1,500,000	-	204,402
subtotal	$ 14,129,068	$ 155,000	$ -	$ 12,097,818	$ 3,950,000	$ 204,402
Total Revenues	**$ 99,030,677**	**$ 5,387,980**	**$ 9,550,000**	**$ 12,247,818**	**$ 4,000,000**	**$ 6,603,402**
EXPENDITURES:						
Mayor and City Council	$ 399,354	$ -	$ -	$ -	$ -	$ -
City Administration	2,569,366	-	-	41,000	-	-
Finance	3,970,688	-	-	-	-	-
Legal Services	1,200,000	-	-	-	-	-
Information Technology	2,766,496	-	-	440,000	-	-
Human Resources	929,316	-	-	-	-	-
Municipal Court	1,222,688	-	-	-	-	-
Public Safety	40,195,439	5,387,980	-	2,294,900	-	-
Public Works	10,559,125	-	-	5,864,500	4,000,000	-
Recreation, Parks and Cultural Services	13,563,734	-	-	1,899,600	-	-
Community and Economic Development	5,010,278	-	-	523,900	-	-
Non-Departmental	-	-	5,500	-	-	8,000
Insurance Premiums (Risk Fund)	928,885	-	-	-	-	-
Alpharetta Convention and Visitors Bureau	-	-	4,178,125	-	-	-
Bond Debt Service (Principal and Interest)*	287,490	-	1,392,713	-	-	6,595,402
Contingency	880,000	-	392,412	-	-	-
Non-Allocated (Reserve); One-Time Usage	-	-	-	1,183,918	-	-
subtotal	$ 84,482,859	$ 5,387,980	$ 5,968,750	$ 12,247,818	$ 4,000,000	$ 6,603,402
Other Financing Uses						
Interfund Transfer to General Fund	$ -	$ -	$ 3,581,250	$ -	$ -	$ -
Interfund Transfer to Capital Funds	14,547,818	-	-	-	-	-
subtotal	$ 14,547,818	$ -	$ 3,581,250	$ -	$ -	$ -
Total Expenditures	**$ 99,030,677**	**$ 5,387,980**	**$ 9,550,000**	**$ 12,247,818**	**$ 4,000,000**	**$ 6,603,402**

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

CITYWIDE BUDGET SUMMARIES

	Enterprise Fund	Internal Service Funds		Fiduciary Funds		
	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Health Benefit Fund	OPEB Reimb. Fund	TOTAL
REVENUES:						
Property Taxes	$ -	$ -	$ -	$ -	$ -	$ 38,978,000
Local Option Sales Taxes/TSPLOST	-	-	-	-	-	22,100,000
Other Taxes	-	-	-	-	-	27,400,950
Licenses and Permits	-	-	-	-	-	3,394,500
Intergovernmental Revenue	-	-	-	-	-	1,415,548
Charges for Services	5,532,225	1,761,021	9,000,000	-	-	24,933,346
Fines and Forfeitures	-	-	-	-	-	3,143,250
Interest Earnings	7,359	25,279	-	5,000	78,500	1,026,318
Other/Miscellaneous	-	-	-	-	926,297	1,227,358
subtotal	$ 5,539,584	$ 1,786,300	$ 9,000,000	$ 5,000	$ 1,004,797	$ 123,619,270
Other Financing Sources						
Interfund Transfer from General Fund	$ -	$ -	$ -	$ -	$ -	$ 14,547,818
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	3,581,250
Budgeted Fund Balance	-	-	-	50,000	-	12,457,220
subtotal	$ -	$ -	$ -	$ 50,000	$ -	$ 30,586,288
Total Revenues	**$ 5,539,584**	**$ 1,786,300**	**$ 9,000,000**	**$ 55,000**	**$ 1,004,797**	**$ 154,205,558**
EXPENDITURES:						
Mayor and City Council	$ -	$ -	$ -	$ -	$ -	$ 399,354
City Administration	-	-	-	-	-	2,610,366
Finance	5,535,050	1,786,300	9,000,000	20,000	78,500	20,390,538
Legal Services	-	-	-	-	-	1,200,000
Information Technology	-	-	-	-	-	3,206,496
Human Resources	-	-	-	-	-	929,316
Municipal Court	-	-	-	-	-	1,222,688
Public Safety	-	-	-	-	-	47,878,319
Public Works	-	-	-	-	-	20,423,625
Recreation, Parks and Cultural Services	-	-	-	-	-	15,463,334
Community and Economic Development	-	-	-	-	-	5,534,178
Non-Departmental	-	-	-	35,000	926,297	974,797
Insurance Premiums (Risk Fund)	-	-	-	-	-	928,885
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	4,178,125
Bond Debt Service (Principal and Interest)*	-	-	-	-	-	8,275,605
Contingency	4,534	-	-	-	-	1,276,946
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	1,183,918
subtotal	$ 5,539,584	$ 1,786,300	$ 9,000,000	$ 55,000	$ 1,004,797	$ 136,076,490
Other Financing Uses						
Interfund Transfer to General Fund	$ -	$ -	$ -	$ -	$ -	$ 3,581,250
Interfund Transfer to Capital Funds	-	-	-	-	-	14,547,818
subtotal	$ -	$ -	$ -	$ -	$ -	$ 18,129,068
Total Expenditures	**$ 5,539,584**	**$ 1,786,300**	**$ 9,000,000**	**$ 55,000**	**$ 1,004,797**	**$ 154,205,558**

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

CITYWIDE BUDGET SUMMARIES

Consolidated Summary (Revenues by Source/Expenditures by Category)

		Special Revenue Funds		Capital Project Funds		
	General Fund	E-911 Fund	Hotel/Motel Fund	Capital Project Fund	Stormwater Capital Fund	Debt Service Fund
REVENUES:						
Property Taxes	$ 32,607,000	$ -	$ -	$ -	$ -	$ 6,371,000
Local Option Sales Taxes/TSPLOST	22,100,000	-	-	-	-	-
Other Taxes	17,850,150	800	9,550,000	-	-	-
Licenses and Permits	3,394,500	-	-	-	-	-
Intergovernmental Revenue	165,548	1,250,000	-	-	-	-
Charges for Services	4,690,100	3,950,000	-	-	-	-
Fines and Forfeitures	3,143,250	-	-	-	-	-
Interest Earnings	650,000	32,180	-	150,000	50,000	28,000
Other/Miscellaneous	301,061	-	-	-	-	-
subtotal	$ 84,901,609	$ 5,232,980	$ 9,550,000	$ 150,000	$ 50,000	$ 6,399,000
Other Financing Sources						
Interfund Transfer from General Fund	$ -	$ -	$ -	$ 10,597,818	$ 3,950,000	$ -
Interfund Transfer from Hotel/Motel Fund	3,581,250	-	-	-	-	-
Budgeted Fund Balance	10,547,818	155,000	-	1,500,000	-	204,402
subtotal	$ 14,129,068	$ 155,000	$ -	$ 12,097,818	$ 3,950,000	$ 204,402
Total Revenues	**$ 99,030,677**	**$ 5,387,980**	**$ 9,550,000**	**$ 12,247,818**	**$ 4,000,000**	**$ 6,603,402**
EXPENDITURES:						
Personnel Services	$ 60,145,374	$ 3,410,888	$ -	$ -	$ -	$ -
Maintenance and Operations	22,110,083	1,674,307	5,500	-	-	8,000
Capital/Interest	280,845	-	-	11,063,900	4,000,000	-
Bond/Capital Lease Debt Service	1,066,557	302,785	1,392,713	-	-	6,595,402
Other						
Insurance/Medical Claims	-	-	-	-	-	-
Alpharetta Convention and Visitors Bureau	-	-	4,178,125	-	-	-
Contingency	880,000	-	392,412	-	-	-
Non-Allocated (Reserve); One-Time Usage	-	-	-	1,183,918	-	-
subtotal	$ 84,482,859	$ 5,387,980	$ 5,968,750	$ 12,247,818	$ 4,000,000	$ 6,603,402
Other Financing Uses						
Interfund Transfer to General Fund	$ -	$ -	$ 3,581,250	$ -	$ -	$ -
Interfund Transfer to Capital Funds	14,547,818	-	-	-	-	-
subtotal	$ 14,547,818	$ -	$ 3,581,250	$ -	$ -	$ -
Total Expenditures	**$ 99,030,677**	**$ 5,387,980**	**$ 9,550,000**	**$ 12,247,818**	**$ 4,000,000**	**$ 6,603,402**

** Includes debt service (principal and interest) associated with Bonds and Capital Leases.*

CITYWIDE BUDGET SUMMARIES

	Enterprise Fund	Internal Service Funds		Fiduciary Fund		
	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Health Benefit Fund	OPEB Reimb. Fund	TOTAL
REVENUES:						
Property Taxes	$ -	$ -	$ -	$ -	$ -	$ 38,978,000
Local Option Sales Taxes/TSPLOST	-	-	-	-	-	22,100,000
Other Taxes	-	-	-	-	-	27,400,950
Licenses and Permits	-	-	-	-	-	3,394,500
Intergovernmental Revenue	-	-	-	-	-	1,415,548
Charges for Services	5,532,225	1,761,021	9,000,000	-	-	24,933,346
Fines and Forfeitures	-	-	-	-	-	3,143,250
Interest Earnings	7,359	25,279	-	5,000	78,500	1,026,318
Other/Miscellaneous	-	-	-	-	926,297	1,227,358
subtotal	$ 5,539,584	$ 1,786,300	$ 9,000,000	$ 5,000	$ 1,004,797	$ 123,619,270
Other Financing Sources						
Interfund Transfer from General Fund	$ -	$ -	$ -	$ -	$ -	$ 14,547,818
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	3,581,250
Budgeted Fund Balance	-	-	-	50,000	-	12,457,220
subtotal	$ -	$ -	$ -	$ 50,000	$ -	$ 30,586,288
Total Revenues	**$ 5,539,584**	**$ 1,786,300**	**$ 9,000,000**	**$ 55,000**	**$ 1,004,797**	**$ 154,205,558**
EXPENDITURES:						
Personnel Services	$ 94,565	$ -	$ -	$ 35,000	$ 926,297	$ 64,612,124
Maintenance and Operations	5,440,485	1,036,300	1,900,000	20,000	78,500	32,273,175
Capital/Interest	-	-	-	-	-	15,344,745
Bond/Capital Lease Debt Service	-	-	-	-	-	9,357,457
Other						
Insurance/Medical Claims	-	750,000	7,100,000	-	-	7,850,000
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	4,178,125
Contingency	4,534	-	-	-	-	1,276,946
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	1,183,918
subtotal	$ 5,539,584	$ 1,786,300	$ 9,000,000	$ 55,000	$ 1,004,797	$ 136,076,490
Other Financing Uses						
Interfund Transfer to General Fund	$ -	$ -	$ -	$ -	$ -	$ 3,581,250
Interfund Transfer to Capital Funds	-	-	-	-	-	14,547,818
subtotal	$ -	$ -	$ -	$ -	$ -	$ 18,129,068
Total Expenditures	**$ 5,539,584**	**$ 1,786,300**	**$ 9,000,000**	**$ 55,000**	**$ 1,004,797**	**$ 154,205,558**

** Includes debt service (principal and interest) associated with Bonds and Capital Leases.*

CITYWIDE BUDGET SUMMARIES

Personnel Listing by Department

	Actual FY 2020	Actual FY 2021	Actual FY 2022	Actual FY 2023	Recommended FY 2024**	Variance
Detail by Department:						
General Fund						
Mayor & City Council	3.5	3.5	3.5	3.5	3.5	-
City Administration	7.0	6.0	6.0	6.0	9.0	3.0
Community and Economic Development	30.0	32.0	32.0	32.0	33.0	1.0
Public Works	52.0	52.0	51.0	51.0	50.0	(1.0)
* Finance	21.5	21.5	21.5	21.5	21.5	-
Public Safety	223.5	226.5	232.5	238.5	243.5	5.0
Human Resources	3.0	3.0	3.0	4.0	4.0	-
Municipal Court	7.5	7.5	7.0	6.5	6.5	-
Recreation, Parks & Cultural Services	51.0	51.0	48.0	49.0	49.5	0.5
Information Technology	12.0	12.0	13.0	13.0	13.0	-
subtotal	***411.0***	***415.0***	***417.5***	***425.0***	***433.5***	**8.5**
E-911 Fund (Special Revenue Fund)						
Public Safety	32.0	32.0	32.0	32.0	32.0	-
Information Technology	1.0	1.0	1.0	1.0	1.0	-
subtotal	***33.0***	***33.0***	***33.0***	***33.0***	***33.0***	**-**
DEA Fund (Special Revenue Fund)						
Public Safety	3.0	-	-	-	-	-
Solid Waste Fund (Enterprise Fund)						
Finance	1.0	1.0	1.0	1.0	1.0	-
Full-Time Equivalent (FTE) Positions	***448.0***	***449.0***	***451.5***	***459.0***	***467.5***	***8.5***

Notes:

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

** FY 2024 includes the addition of eight new full-time equivalent positions (Administrative Assistant II, Land Development Inspector Supervisor, Sergeant, RMS Coordinator/Database Manager, [2] RTCC Operator/Analyst, Assistant Fire Marshal, and Parks Services Supervisor) and the upgrade of one existing part-time position to full-time status (Marketing Coordinator which is transferred from the Recreation, Parks & Cultural Services Department to City Administration). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities of the new positions.

GENERAL FUND SUMMARY

General Fund Summary

Overview

The *General Fund Summary* section is intended to provide readers with an overall understanding of the city's fiscal year 2024 General Fund budget. The following schedules provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **General Fund Summary**

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

- **Statement of Budgetary Comparisons**

  This statement provides a detailed comparison of revenues and expenditures for fiscal years 2023 and 2024. Revenues are presented by source, and expenditures are presented by category (i.e., Personnel Services, Maintenance & Operations, Capital, etc.).

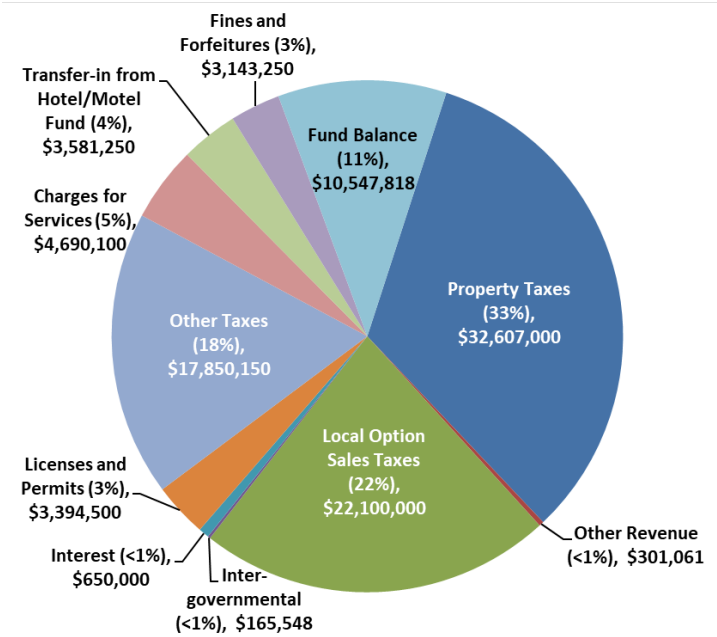
- **Budget Narrative**

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

GENERAL FUND SUMMARY

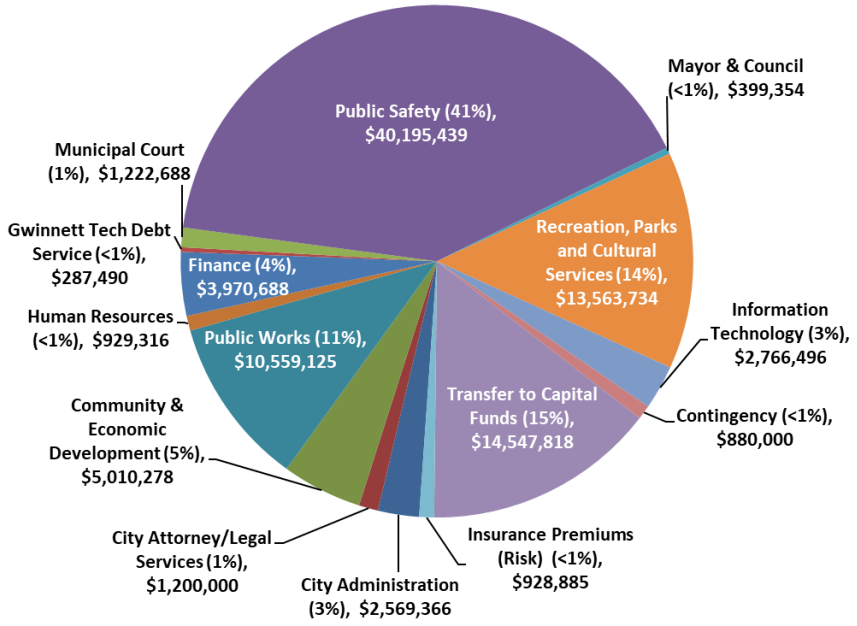
The General Fund is the city's largest fund and includes governmental activities such as police, fire, recreation, and other general governmental functions that are primarily funded with property taxes, utility taxes, franchise fees, state shared revenues, and charges for services, such as recreation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

Summary by Revenue Source



FY 2024 General Fund Budget totals $99 Million

Summary by Department Expenditures



GENERAL FUND SUMMARY

Statement of Budgetary Comparisons

	FY 2023 AMENDED BUDGET	FY 2024 RECOMMENDED BUDGET	$ Variance	% Variance
Revenues:				
Property Taxes:				
Current Year	$ 26,300,000	$ 28,850,000	$ 2,550,000	9.7%
Motor Vehicle Title Tax Fee	3,000,000	3,500,000	500,000	16.7%
Prior Year/Delinquent/MV	202,000	257,000	55,000	27.2%
Local Option Sales Tax	19,185,073	22,100,000	2,914,927	15.2%
Other Taxes	17,983,777	17,850,150	(133,627)	-0.7%
Licenses & Permits	2,991,000	3,394,500	403,500	13.5%
Intergovernmental	186,000	165,548	(20,452)	-11.0%
Charges for Services	4,618,415	4,690,100	71,685	1.6%
Fines & Forfeitures	2,372,000	3,143,250	771,250	32.5%
Interest	200,000	650,000	450,000	225.0%
Other Revenues	313,052	301,061	(11,991)	-3.8%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	2,812,500	3,581,250	768,750	27.3%
Total Operating Revenues	**$ 80,163,817**	**$ 88,482,859**	**$ 8,319,042**	**10.4%**
Fund Balance Carryforw ard	12,639,800	10,547,818		
Total Revenues	**$ 92,803,617**	**$ 99,030,677**		
Expenditures (by Category):				
Personnel Services:				
Salaries/Overtime/Seasonal	$ 35,586,428	$ 38,716,724	$ 3,130,296	8.8%
Group Insurance	10,080,112	9,940,392	(139,720)	-1.4%
Pension (Defined Benefit)	2,869,712	3,187,015	317,303	11.1%
Pension (401A)	2,952,059	3,531,072	579,013	19.6%
OPEB/Post Employment Healthcare	657,980	872,010	214,030	32.5%
Miscellaneous Benefits	3,617,572	3,898,161	280,589	7.8%
subtotal	$ 55,763,863	$ 60,145,374	$ 4,381,511	7.9%
Maintenance and Operations:				
Professional Services	$ 3,281,284	$ 3,922,723	$ 641,439	19.5%
Repair/Maintenance	1,851,962	2,124,240	272,278	14.7%
Maintenance Contracts	3,825,274	3,422,088	(403,186)	-10.5%
Professional Services (IT)	2,543,248	3,672,524	1,129,276	44.4%
General Supplies	1,030,219	1,152,428	122,209	11.9%
Utilities	2,901,441	3,022,975	121,534	4.2%
Fuel	582,560	667,000	84,440	14.5%
Uniforms	264,938	382,188	117,250	44.3%
Travel/Training	506,164	634,451	128,287	25.3%
Legal Services	1,100,000	1,200,000	100,000	9.1%
Insurance Premiums (Risk Fund)	823,300	928,885	105,585	12.8%
Miscellaneous	957,274	980,581	23,307	2.4%
subtotal	$ 19,667,664	$ 22,110,083	$ 2,442,419	12.4%
Capital/Lease:	$ 682,885	$ 1,059,912	$ 377,027	55.2%
Other Uses:				
Contingency	$ 760,765	$ 880,000	$ 119,235	15.7%
Gw innett Tech Contribution (Debt Svc)	288,640	287,490	(1,150)	-0.4%
subtotal	$ 1,049,405	$ 1,167,490	$ 118,085	11.3%
Total Operating Expenditures	**$ 77,163,817**	**$ 84,482,859**	**$ 7,319,042**	**9.5%**
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**	**$ 99,030,677**		
*Personnel (full-time-equivalent)**	425.0	433.5		

** FYs 2023 and 2024 include 1 full-time position (Treasury Manager) that is not funded but is part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment by City Administration and (2) identification of a sustainable funding source.*

GENERAL FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Fund Balance

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
Beginning Fund Balance:	$ 27,826,270	$ 26,626,051	$ 35,676,603	$ 42,887,620	$ 30,247,820
Revenues:					
Property Taxes	$ 27,301,937	$ 29,314,431	$ 30,128,446	$ 29,502,000	$ 32,607,000
Local Option Sales Taxes	15,991,131	16,984,903	20,552,835	19,185,073	22,100,000
Other Taxes	16,064,467	16,958,303	17,098,363	17,983,777	17,850,150
Licenses and Permits	3,269,383	3,080,442	3,253,437	2,991,000	3,394,500
Intergovernmental	447,357	338,694	433,160	186,000	165,548
Charges for Services	3,622,070	3,374,786	4,028,980	4,618,415	4,690,100
Fines and Forfeitures	1,723,631	2,531,031	2,974,013	2,372,000	3,143,250
Interest	706,149	104,382	(604,350)	200,000	650,000
Other Revenue	190,607	214,698	202,198	200,052	206,061
	$ 69,316,732	$ 72,901,670	$ 78,067,082	$ 77,238,317	$ 84,806,609
Expenditures:					
Mayor and City Council	$ 366,417	$ 368,717	$ 350,347	$ 399,287	$ 399,354
City Administration	1,661,974	1,267,117	1,440,308	1,478,133	2,569,366
Legal Services	882,013	762,682	1,062,905	1,100,000	1,200,000
Community & Economic Development	3,377,666	3,868,757	4,081,289	4,631,115	5,010,278
Public Works	8,352,910	8,536,228	8,853,639	10,156,073	10,559,125
Finance	3,394,381	3,363,629	3,451,127	3,698,826	3,970,688
Public Safety	28,854,870	29,352,576	32,217,831	36,784,627	40,195,439
Human Resources	554,384	521,820	606,075	855,513	929,316
Municipal Court	889,434	905,796	1,080,027	1,148,200	1,222,688
Recreation, Parks & Cultural Services	9,419,744	8,866,601	10,281,112	12,642,221	13,563,734
Information Technology	1,994,728	2,029,606	1,894,045	2,397,117	2,766,496
Non-Departmental:					
Contingency	31,388	37,426	60,167	760,765	880,000
(1) Insurance Premiums (Risk Fund)	667,500	720,250	779,750	823,300	928,885
Gwinnett Tech Debt Service	291,190	290,490	289,640	288,640	287,490
Non-Allocated/Reserve	32,500	-	-	-	-
	$ 60,771,099	$ 60,891,695	$ 66,448,262	$ 77,163,817	$ 84,482,859
Other Financing Sources (Uses):					
Proceeds from the sale of Capital Assets	$ 68,380	$ 123,658	$ 103,210	$ 113,000	$ 95,000
Interfund Transfer:					
Hotel/Motel Fund	2,502,036	1,458,781	2,975,786	2,812,500	3,581,250
Capital Project Fund	(9,766,268)	(3,156,862)	(5,966,799)	(11,439,800)	(10,597,818)
Stormwater Capital Fund	(2,550,000)	(1,385,000)	(1,520,000)	(4,200,000)	(3,950,000)
	$ (9,745,852)	$ (2,959,423)	$ (4,407,802)	$(12,714,300)	$ (10,871,568)
Ending Fund Balance: (2)	**$ 26,626,051**	**$ 35,676,603**	**$ 42,887,620**	**$ 30,247,820**	**$ 19,700,002**
Changes in Fund Balance (actual/est.)	*$ (1,200,219)*	*$ 9,050,552*	*$ 7,211,017*	*$ (12,639,800)*	*$ (10,547,818)*
Personnel (full-time-equivalent)	*411.0*	*415.0*	*417.5*	*425.0*	*433.5*

Notes:

(1) Represents funding to the Risk Management Fund.

(2) Pursuant to the City's financial management policies, fund balance in excess of the City's current 25% Fund Balance Reserve can be used for one-time capital initiatives. Additionally, the budgetary presentation for fiscal years 2023 and 2024 assumes all appropriations will be spent; historically, a portion of the appropriations will go unspent which will augment the fund balance (i.e. the actual reduction in fund balance will be lower than what is presented above).

* FY 2024 includes 1 full-time equivalent position that is not funded but is part of the city's authorized workforce. This position is detailed within the *Personnel Listing by Department* section of this document and will remain vacant pending a (1) justifiable needs assessment by City Administration and (2) identification of a sustainable funding source.

GENERAL FUND SUMMARY

Budget Narrative

Revenues

FY 2024 General Fund operating revenues are forecasted to grow by 10%, or $8.3 million, compared to Amended FY 2023. However, operating revenue estimates based on trend data suggest actual collections for FY 2023 in excess of $86.6 million which results in a growth rate approximating around 2% (budget to est. actual). The following table compares major revenue categories within the General Fund:

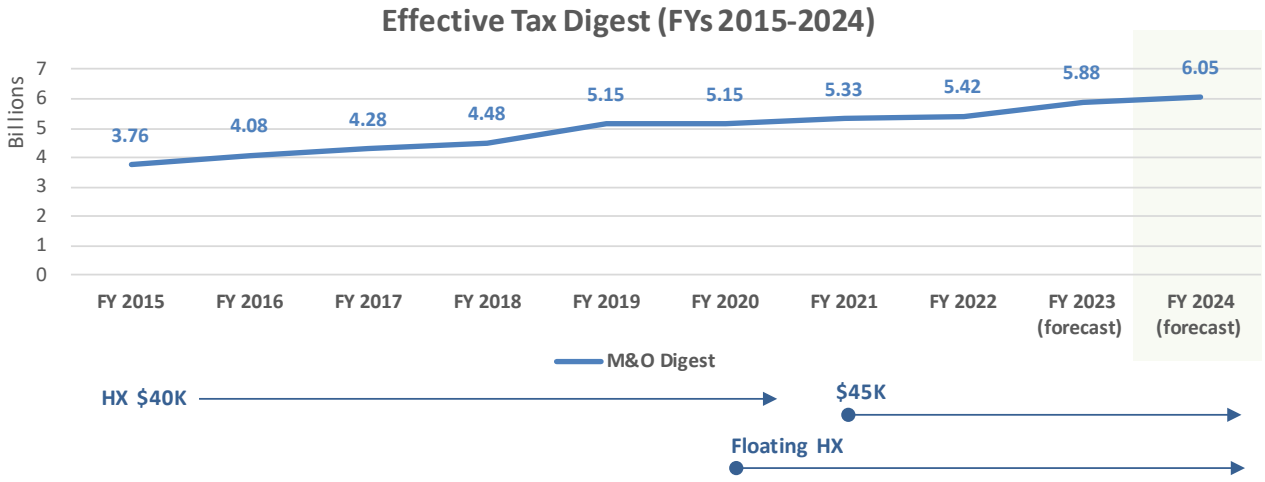
	FY 2023 AMENDED BUDGET	FY 2024 RECOMMENDED BUDGET	$ Variance	% Variance
Revenues:				
Property Taxes:				
Current Year	$ 26,300,000	$ 28,850,000	$ 2,550,000	9.7%
Motor Vehicle Title Tax Fee	3,000,000	3,500,000	500,000	16.7%
Prior Year/Delinquent/MV	202,000	257,000	55,000	27.2%
Local Option Sales Tax	19,185,073	22,100,000	2,914,927	15.2%
Other Taxes:				
Franchise Fees	7,100,000	6,825,000	(275,000)	-3.9%
Insurance Premium Tax	5,418,627	5,550,000	131,373	2.4%
Alcohol Beverage Excise Tax	2,575,000	3,150,000	575,000	22.3%
Other Taxes	2,890,150	2,325,150	(565,000)	-19.5%
Licenses & Permits	2,991,000	3,394,500	403,500	13.5%
Intergovernmental	186,000	165,548	(20,452)	-11.0%
Charges for Services	4,618,415	4,690,100	71,685	1.6%
Fines & Forfeitures	2,372,000	3,143,250	771,250	32.5%
Interest	200,000	650,000	450,000	225.0%
Other Revenues	313,052	301,061	(11,991)	-3.8%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	2,812,500	3,581,250	768,750	27.3%
Total Operating Revenues	**$ 80,163,817**	**$ 88,482,859**	**$ 8,319,042**	**10.4%**
Fund Balance Carryforward	12,639,800	10,547,818		
Total Revenues	**$ 92,803,617**	**$ 99,030,677**		

Property and Motor Vehicle Taxes

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

GENERAL FUND SUMMARY

The chart below illustrates the tax digest growth within the city for the last 9 years based on actual tax collections coupled with a staff forecast for FYs 2023 and 2024. These figures are net of all exemptions (e.g., basic homestead and floating homestead exemptions).



The property valuation figures detailed above reflect multiple homeowner tax reduction measures including:

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

The tax digest is subject to tax appeal adjustments which reduce overall valuations. As such, staff forecasts a 2023 tax digest that adjusts for actual/estimated valuation reductions (e.g., tax appeals) which results in a revised valuation approximating $5.88 billion.

The forecast for FY 2024 builds upon the 2023 estimate with the following growth factors coupled with a collection rate of 98% which approximates the historical average:

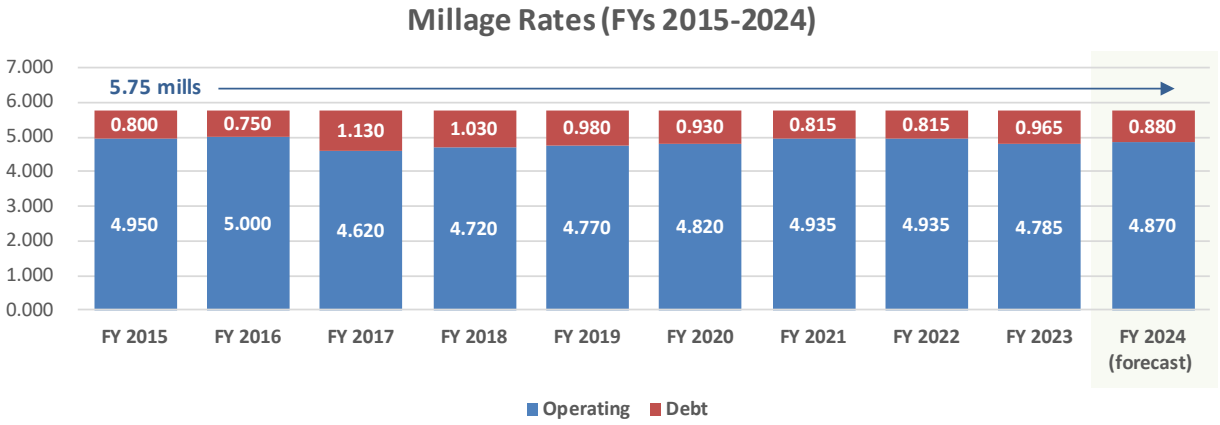
- 4% valuation growth trend for the Residential portion of the digest (market segment is experiencing strong growth but valuations growth is tempered through the floating homestead exemption which limits growth to the lesser of 3% or CPI).
- 1% valuation growth trend for the Commercial portion of the digest which highlights the uncertainty facing our commercial office developments resulting from the COVID-19 pandemic and its impact on occupancy rates.
- $37 million in new construction taxable-value-added.

The net result is a forecasted growth in the 2024 tax digest of 3% over 2023 estimates.

GENERAL FUND SUMMARY

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

The city has historically acknowledged the need to provide a taxation rate commensurate with the government's level of service. The chart below illustrates the annual millage rates levied by the city for the last 10 years including the request for FY 2024.



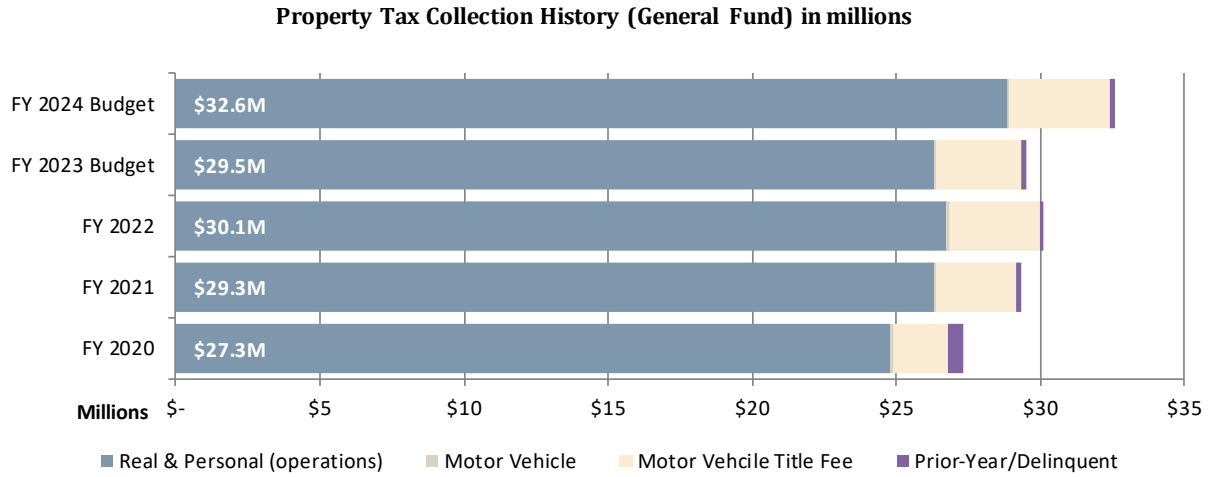
The FY 2024 Budget is based on maintenance of the city's millage rate at 5.750 mills.

- The portion of the millage rate funding debt service (Debt Service Fund) is estimated to decrease 0.085 mills compared to FY 2023 to a total of 0.880 mills. As our annual debt service obligations are relatively flat, growth in the tax digest allows for a reduction in the debt service millage rate. The decrease in tax revenue associated with the debt service millage shift is estimated at $600,000.
- The portion of the millage rate funding operations and capital investment (General Fund) is estimated to increase 0.085 mills compared to FY 2023 to a total of 4.870 mills. The increase in tax revenue associated with the operations millage shift is estimated at $500,000 and has been allocated towards operating initiatives. The shift from debt service millage to operations millage results in additional tax savings for our homeowners as the operations millage rate is subject to homestead exemptions.

The property tax revenue estimates are net of the city's homestead exemptions which are estimated to save our homeowners over $6.7 million annually. The main homestead components include the floating homestead exemption that caps the valuation growth of homesteaded properties at the lesser of 3% or CPI and the basic homestead exemption that lowers the taxable value of a homesteaded property by $45,000. These values do not include the one-time State HTRG exemption discussed later in this section. The city's homestead exemptions go great lengths in keeping Alpharetta an affordable place to live and retire.

GENERAL FUND SUMMARY

General Fund property taxes are budgeted at $32.6 million in FY 2023 and represent approximately 33% of General Fund revenues. The chart below depicts a 5-year history of General Fund property tax collections by type.



Motor vehicle tax is experiencing declines due to House Bill 386 which phased out motor vehicle taxes on all vehicles titled on or after March 1, 2013. The city is still receiving motor vehicle taxes on vehicles titled before March 1, 2013, until the vehicle is sold/transferred. Accordingly, the city is forecasting motor vehicle revenues to decline moving forward.

HB 386 created a Motor Vehicle Title Fee to partially offset the reduction in motor vehicle taxes. The Title Fee is 6.6% and is shared between the State and local governments (county, city, and school boards; local share approaches 65% of collections). An increase of 17% is forecasted in FY 2024 for motor vehicle title fees from a budget-to-budget standpoint. However, actual collection trends during fiscal year 2023 indicate revenue collections approximating $3.4 million resulting in a revised growth trend of 3%. This trend, while high, is reflective of year-to-date collection patterns. That said, limited vehicle availability may suppress growth in the short-term.

Property Taxes – HTRG Program

On March 13, 2023, House Bill 18 was signed into law and is reflected in the State of Georgia's Amended Fiscal Year 2023 budget. HB 18 was a proposal by Governor Brian Kemp to refund $950 million in property taxes back to homesteaded property owners in 2023. Specifically, HB 13 authorizes the HTRG Program (Homeowners Tax Relief Grant) which provides one-time tax relief to homesteaded property owners by reducing the assessed value of their property by up to $18,000. The estimated tax savings to our homesteaded property owners through the HTRG Program total $1.1 million.

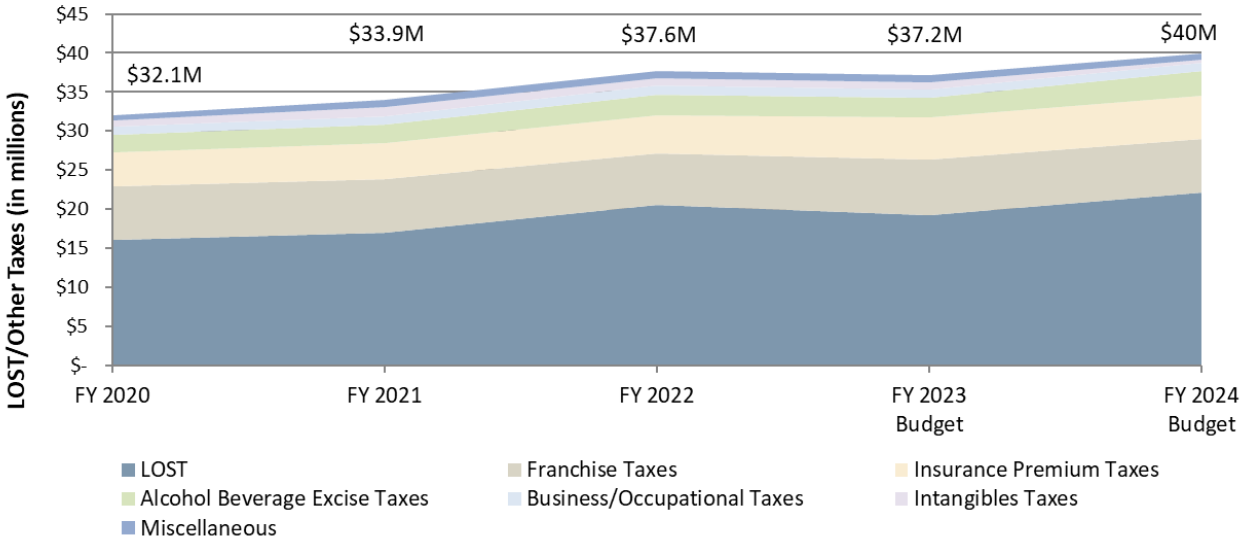
The City will add the HTRG exemption to its current homestead exemption offerings, which are among the highest in the State, resulting in additional savings estimated at $1.1 million

GENERAL FUND SUMMARY

to our homeowners. The City will work with the GA Department of Revenue and claim reimbursement for the value of HTRG Program. The City's property tax revenue will not be affected under this program.

Other Taxes (including LOST)

Other taxes account for 40%, or $40 million, of total General Fund revenue for FY 2024. Specifically, revenue sources within the Other Taxes category include Local Option Sales Taxes ("LOST"), Franchise Taxes, Insurance Premium Taxes, Alcohol Beverage Excise Taxes, etc. The chart below provides a 5-year history of Other Tax collections by type.



- **Local Option Sales Taxes ("LOST"):** This revenue source represents the city's portion of the 7.75% sales and use tax collected in Fulton County and totals $22.1 million for FY 2024. The 7.75% sales tax is made up of the following: State 4% and Local 3.75%. The Local portion is made up of 1% MARTA, 1% ESPLOST (education), 1% LOST, and 0.75% TSPLOST (Alpharetta portion is collected in a separate Fund as these proceeds can only be used on approved transportation projects). Alpharetta's share of the 1% LOST for 2023 (calendar year) is 5.8164%.

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

  The LOST is distributed to municipalities within Fulton County based on population. The rate of distribution is negotiated every 10-years after the decennial U.S. Census. The rate of distribution for the 10-year period of 2023-2032 has been adopted by Fulton County and all municipalities within the borders. Inherent in this agreement

is a relative growth in the distribution retained by Fulton County which starts at 5% in 2023 (increase from 2022 distribution level of 4.9794%) and levels off at 12.5% by 2030. Due to the distribution change for the County, Alpharetta's proportionate distribution, despite relative population growth, starts at 5.8164% in 2023 (decrease from 2022 distribution level of 5.8367%) and levels off at 5.4034% by 2030.

An increase of 15% is forecasted for FY 2024 from a budget-to-budget standpoint. However, actual collections are estimated at $21.5 million in FY 2023 which equates to a revised growth rate of 3%.

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

  A decrease of -4% is forecasted for FY 2024 from a budget-to-budget standpoint. However, actual collections are estimated at $6.8 million in FY 2023 which is roughly flat with the 2024 budget proposal.

  Collections from GA Power and Sawnee EMC, the largest contributors of this revenue source (75% of total franchise fees), is forecasted at $5.3 million for FY 2024 and represents a $102,987 increase over the prior year ($5.1 million was collected in FY 2023). Collections are likely to exceed the budgetary forecast due to approved rate increases by GA Power including 12% (average) on June 1, 2023, and continued rate increases approved thereafter (4.5% on January 1, 2024, and 4.5% on January 1, 2025). However, this revenue source is subject to multiple variables with impacts that are difficult to forecast including weather (mild vs. extreme summers, etc.), continued changes to work patterns (office vs. remote work-from-home, etc.), etc.

  Collections from cable franchise agreements represent the next largest source and are estimated to total $725,000 in FY 2023. The budget forecast for FY 2024 totals $650,000 and reflects declines approximating -24% compared to the FY 2023 Budget and -10% compared to the FY 2023 revenue estimate. This revenue source has been declining annually since FY 2020 which represented the 1st full fiscal year after the City raised the Cable Franchise Fee from 3% to 5% (effective January 1, 2019). Reasons proffered for this decline include competition from streaming services and the evolving ways consumers access these services.

  Collections from telecom franchise agreements (Bellsouth primarily) are estimated to total $320,000 in FY 2023. The budget forecast for FY 2024 totals $300,000 and reflects declines approximating -75% compared to the FY 2023 Budget and -6% compared to the FY 2023 revenue estimate. The material reductions between 2023 and 2024 are related to non-recurring audit collections in prior years coupled with BellSouth altering its Franchise Fee remittances based on multiple factors including

revisions related to classification of customers as "exempt" under the fee parameters. The City is working with Bellsouth to obtain clarity on the franchise fee remittances to ensure all requirements are being met.

- **Insurance Premium Taxes:** This revenue source represents a percentage of insurers' gross direct premiums on life, accident, and sickness insurance policies written within the State and totals $5.6 million in FY 2024. Minimal growth is forecasted for FY 2023 from a budget-to-budget standpoint (2%) based on collection trends.

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

- **Alcohol Beverage Excise Taxes:** This revenue source represents taxes levied on dealers and wholesalers of alcoholic beverages within the city and totals $3.2 million in FY 2024. An increase of 22% is forecasted for FY 2024 from a budget-to-budget standpoint. However, actual collections are estimated at $3 million in FY 2023 which equates to a revised growth rate of 5%.

Licenses & Permits

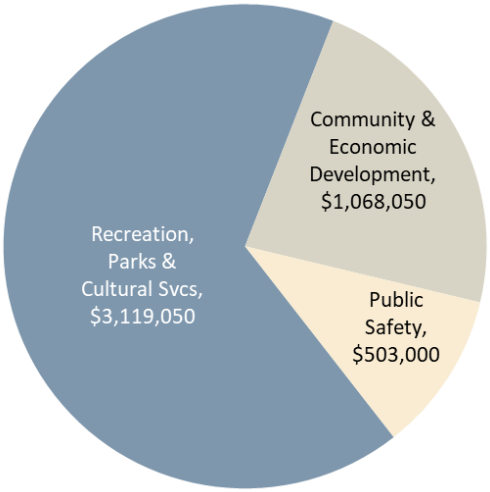
Licenses & permits account for 3%, or $3.4 million, of total General Fund revenue for FY 2024. Licenses and permit revenues include alcoholic beverage permit fees, development permit and related fees, building permit fees, occupancy permit fees, sign permit fees, etc. Growth of 14% is forecasted for FY 2024 based on 2023 collection patterns with this revenue source growing back towards pre-pandemic collection levels ($4.2 million in 2019).

The largest revenue source is Building Permit Fees ($2 million forecasted for FY 2024; $2.3 million estimated for FY 2023). As building permit fee revenues are non-standard, and their activity highly dependent upon multiple economic factors (local, regional, and national) which are notoriously difficult to forecast, staff forecasts these sources in a conservative manner. Collections for this source will likely exceed the FY 2024 budget forecast if economic activity continues at its present pace.

Intergovernmental

Intergovernmental sources account for <1%, or $165,548, of total General Fund revenue for FY 2024. This revenue is primarily generated from Intergovernmental Agreements with the City of Milton related to the sharing of court management capabilities as well as overtime reimbursement through the Federal/State HIDTA (High Intensity Drug Trafficking Area) program.

GENERAL FUND SUMMARY



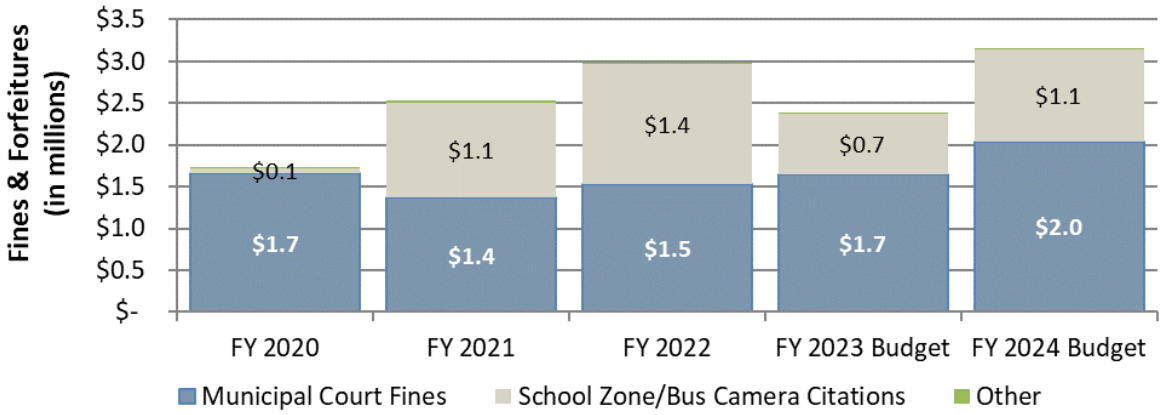
Charges for Services

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

Charges for services account for 5%, or $4.7 million, of total General Fund revenue. The forecast for 2024 builds upon the strong growth demand in our recreational programs as well as development activities (e.g., development plan review fees).

Fines & Forfeitures

Fines & Forfeitures include municipal court fines, code enforcement, school zone citations, etc. Fines & forfeitures account for 3%, or $3.1 million, of total General Fund revenue for FY 2024. An increase of 33% is forecasted for FY 2024 from a budget-to-budget standpoint. However, actual collections are estimated at $3.1 million in FY 2023 which is essentially flat with the 2024 budget proposal that reflects a forecast of continued declines in the school zone citation revenue source as enforcement changes driving behavior and offset through continued growth in municipal court collections.



Interest

Interest earnings account for <1%, or $650,000, of total General Fund revenue for FY 2024. Increases are forecasted to more accurately reflect the earnings the city is currently receiving from its investments in the market.

GENERAL FUND SUMMARY

Transfer-In from Hotel/Motel Fund (Other Financing Sources)

Other Financing Sources account for 4%, or $3.6 million, of total General Fund revenue for FY 2024 and consists of the city's share (40%) of the Hotel/Motel Tax. This revenue source is discussed in more detail within the *Special Revenue Fund Summaries* (Hotel/Motel Fund) section of this document.

Fund Balance

Carryforward fund balance accounts for 11%, or $10.5 million, of total General Fund appropriations for FY 2024. Carryforward Fund Balance represents available cash in excess of the city's 25% emergency reserve. It is the city's policy to utilize the remaining fund balance above the emergency requirement for one-time expenditures.

Expenditures

Operating expenditures of the General Fund are forecasted to grow by 10% over FY 2023. This figure includes the operating initiative funding for FY 2024[3]. After adjusting for the operating initiative funding, the base operational growth totals 6%. The following table compares departmental appropriations within the General Fund:

Expenditures (by Department):	FY 2023 AMENDED BUDGET	FY 2024 RECOMMENDED BUDGET	$ Variance	% Variance
Mayor and Council	$ 399,287	$ 399,354	$ 67	0.0%
City Administration	1,478,133	2,569,366	1,091,233	73.8%
Finance	3,698,826	3,970,688	271,862	7.3%
Legal Services	1,100,000	1,200,000	100,000	9.1%
Information Technology	2,397,117	2,766,496	369,379	15.4%
Human Resources	855,513	929,316	73,803	8.6%
Municipal Court	1,148,200	1,222,688	74,488	6.5%
Public Safety	36,784,627	40,195,439	3,410,812	9.3%
Public Works	10,156,073	10,559,125	403,052	4.0%
Recreation, Parks & Cultural Services	12,642,221	13,563,734	921,513	7.3%
Community and Economic Development	4,631,115	5,010,278	379,163	8.2%
Non-Departmental:				
Contingency	760,765	880,000	119,235	15.7%
Insurance Premiums (Risk Fund)	823,300	928,885	105,585	12.8%
Gwinnett Tech Contribution (Debt Svc)	288,640	287,490	(1,150)	-0.4%
Total Operating Expenditures	**$ 77,163,817**	**$ 84,482,859**	**$ 7,319,042**	**9.5%**
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	12,639,800	10,547,818		
Capital Program	3,000,000	4,000,000		
Total Expenditures	**$ 92,803,617**	**$ 99,030,677**		

[3] Please refer to the *Operating Initiatives* section of this document for detail of the requests.

GENERAL FUND SUMMARY

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

	FY 2023 AMENDED BUDGET	FY 2024 RECOMMENDED BUDGET	$ Variance	% Variance
Expenditures (by Category):				
Personnel Services:				
Salaries/Overtime/Seasonal	$ 35,586,428	$ 38,716,724	$ 3,130,296	8.8%
Group Insurance	10,080,112	9,940,392	(139,720)	-1.4%
Pension (Defined Benefit)	2,869,712	3,187,015	317,303	11.1%
Pension (401A)	2,952,059	3,531,072	579,013	19.6%
OPEB/Post Employment Healthcare	657,980	872,010	214,030	32.5%
Miscellaneous Benefits	3,617,572	3,898,161	280,589	7.8%
subtotal	$ 55,763,863	$ 60,145,374	$ 4,381,511	7.9%
Maintenance and Operations:				
Professional Services	$ 3,281,284	$ 3,922,723	$ 641,439	19.5%
Repair/Maintenance	1,851,962	2,124,240	272,278	14.7%
Maintenance Contracts	3,825,274	3,422,088	(403,186)	-10.5%
Professional Services (IT)	2,543,248	3,672,524	1,129,276	44.4%
General Supplies	1,030,219	1,152,428	122,209	11.9%
Utilities	2,901,441	3,022,975	121,534	4.2%
Fuel	582,560	667,000	84,440	14.5%
Uniforms	264,938	382,188	117,250	44.3%
Travel/Training	506,164	634,451	128,287	25.3%
Legal Services	1,100,000	1,200,000	100,000	9.1%
Insurance Premiums (Risk Fund)	823,300	928,885	105,585	12.8%
Miscellaneous	957,274	980,581	23,307	2.4%
subtotal	$ 19,667,664	$ 22,110,083	$ 2,442,419	12.4%
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%
subtotal	$ 1,049,405	$ 1,167,490	$ 118,085	11.3%
Total Operating Expenditures	**$ 77,163,817**	**$ 84,482,859**	**$ 7,319,042**	**9.5%**
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	12,639,800	10,547,818		
Capital Program	3,000,000	4,000,000		
Total Expenditures	**$ 92,803,617**	**$ 99,030,677**		

GENERAL FUND SUMMARY

Meeting the Internal Needs of Operating Departments

The city's budget has been in the midst of multiple disruptive economic pressures. As quickly as the COVID-19 pandemic and its associated social distancing measures drove a decline in economic activity, the current phase of post-lockdown economic activity coupled with Federal stimulus has resulted in a spike of economic growth. This strong economic growth can be witnessed in our revenue trends as well as our expenditure trends which seek to meet a spiking service demand from our customers while also covering inflationary (e.g., labor costs) and market-based cost pressures (e.g., fuel, steel, concrete, wood, asphalt, etc.).

Several of the major points of the FY 2024 Budget are as follows:

- Management of personnel and compensation program to align with current market environment which includes budgetary adjustments to cover significant inflation in labor costs which are necessary to retain and recruit our highly skilled workforce:
  - Staffing level at 467.5 full-time equivalents "FTE" (citywide) with the funding breakdown as follows:
    - 466.5 full-time equivalents (funded). This includes the addition of new positions for FY 2024 including eight full-time positions and the upgrade of one existing part-time position to full-time status as provided within the *Operating Initiative Requests* section of this document.
    - 1 full-time equivalent (unfunded; budgetary savings of $120,000); position to remain vacant pending an identified funding source and workload justification.
  - Staffing compensation adjustments aimed at maintaining competitiveness in an inflationary labor market include:
    - Recent compensation adjustments:
      - July 1, 2021: Continuation of the annual performance-based merit program (3% on average) in an estimated cost of $1 million annually.
      - November 19, 2021: Mid-year 2022 adjustments (combined) in an estimated cost of $1.9 million annually.
        - Across-the-board 3% salary adjustment for all employees.
        - Additional across-the-board 10% salary adjustment for 911 personnel and sworn Police Officers to maintain market competitiveness in recruitment and retention.

- July 1, 2022: Increase in the annual performance-based merit program (4% on average) in a total estimated cost of $1.6 million.
- July 1, 2022: Salary compression adjustments in an amount totaling $825,000 annually (including taxes/benefits). Specifically, this initiative represents a continuation of the City's salary adjustment process and follows the recent adjustments related to maintaining competitiveness within the market. This phase is focused on adjusting internal compression issues within our pay structure to ensure we maintain a fair and equitable compensation plan for our employees.

▪ Proposed compensation adjustments:

- July 1, 2023: Increase in the annual performance-based merit program (4% on average) in a total estimated cost of $1.8 million. This figure is included within departmental operating budgets.
- July 1, 2023 (FY 2024 Operating Initiative): This initiative represents a continuation of the City's salary adjustment process aimed at maintaining competitiveness within the market and is estimated at $1.73 million. Specifically, market-based personnel compensation adjustments are proposed to ensure Alpharetta maintains its capacity to retain and attract our most valuable assets – namely, the team members that deliver excellent service to our community on a daily basis. The forecasted cost reflects salary adjustments and those impacted benefit line items (e.g., FICA, pension, etc.). This figure is included within departmental operating budgets.

- Increase (12% or $2.4 million) in departmental maintenance and operations budgets (General Fund) that is experiencing inflationary growth through our labor-intensive contracted services (e.g., landscaping services, janitorial services, etc.), material-intensive contracts (maintenance needs that utilize concrete, wood, technology items that utilize microchips), etc. The increase set forth above includes $502,500 in operating initiative funding for FY 2024 (non-personnel). Specific cost drivers include:
  - Increase in professional services of $641,439 (20% growth) due primarily to the following: estimated costs ($389,359) for the municipal elections in November 2023 (FY 2024 will be an election year while FY 2023 was not);

new professional services within City Administration approved as part of the FY 2024 Operating Initiatives including communications services ($30,000) and grant management services ($50,000); increase totaling $75,000 within the Finance Department for banking fees (e.g., credit card processing fees), investment advisor fees, and funding for staffing services to smooth out labor needs during peak workload seasons (e.g., property tax and occupational license billings); anticipated growth in recreation programs and the corresponding costs of program instructors (+$114,285; it should be noted that this growth is also reflected in program fee revenue); etc.

- Increase in repair/maintenance costs of $272,278 due primarily to the following:
  - Public Safety Department: estimated cost growth for vehicles (+$47,500), equipment (+$9,060), and facilities (+$5,000). The growth in vehicle repair funding is based on current cost trends. Specifically, the city replaces 1/7th of its public safety fleet annually (this equates to a lifetime mileage target of 100,000) to ensure minimal downtime and that our equipment is responsive to service demands. That said, the city is still transitioning from Impala sedans to Explorers SUVs. The Impala's have a more costly repair record (than the Explorers) and, with our existing units reaching their mileage targets, we are incurring more repair costs in the short-term as we phase out the legacy Impalas.
  - Public Works Department: growth in facilities repair/maintenance costs of $83,911 due to multiple factors including the reopening of the municipal jail partially due to reopening of jail (+$30,000), additional funding for City Hall (+$31,037), with the remainder (+$22,863) due to inflationary cost growth of labor/supplies for many of the included services such as plumbing, HVAC, etc.
  - Recreation, Parks & Cultural Services Department: growth in grounds repair/maintenance costs of $66,477 due primarily to the reallocation of parks maintenance funding from the Capital Project Fund to the General Fund as these items are under the $25,000 capitalizable threshold. Components include: $10,000 for restoration of the mini silos; $12,000 for Brooke Street Park irrigation; $10,000 for tree well lighting upgrades; and $20,000 for North Park Ballfields 5-6 fencing upgrades.

GENERAL FUND SUMMARY

- Increase in maintenance contracts/IT professional services (combined – decline in maintenance contract funding is related to the reallocation of software related funding to the IT professional services accounts for expense tracking purposes) of $726,090 due primarily to the following:
  - City Administration: growth of $192,387 due primarily to new software approved as part of the FY 2024 Operating Initiatives including grant management software ($70,000) and archiving/compliance software ($80,000) as well as estimated fees for the annualized cost of the mid-year 2023 initiative to provide all board members with city emails addresses (Board of Ethics), estimated website hosting services costs, etc. Specifically, the City will be procuring the design and implementation of a new website during FY 2023 which will necessitate hosting service fees starting in year 2.
  - Public Safety Department: growth of $149,829 due to the coverage of general software inflationary cost growth coupled with additional funding for body cameras (+$112,000).
  - Public Works Department: growth of $94,410 due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping (annualized impact of recent right-of-way maintenance contract), janitorial, etc. coupled with funding for the newly opened Davis Drive extension (e.g., landscape maintenance).
  - Recreation, Parks & Cultural Services Department: growth of $66,883, due primarily to additional funding for the RecWare Park Program Registration software (+$55,000) as it is funded on a per customer basis and grows along with program participation. Additional cost growth is related to ensuring our Board Members have city email addresses (+$7,830).
  - Community & Economic Development Department: growth of $34,839 due to the coverage of general software inflationary cost growth coupled with estimated fees for the annualized cost of the mid-year 2023 initiative to provide all board members with city emails addresses (Board of Zoning Appeals, Code Enforcement Board, Design Review Board, Planning Commission, Historic Preservation Commission, etc.).

GENERAL FUND SUMMARY

- Increase in general supplies of $122,209 due primarily to the following:
  - Public Safety Department: $95,153 due primarily to additional funding for fire retirements/promotions events (+$24,000), increased ammunition pricing (+$18,000), increased funding for annual awards, retirement gifts, and medals purchased throughout the year (+$10,000), funding for Narcan (+$6,000; this was previously funded through a Fulton County grant), increased funding for fire station janitorial supplies based on current cost and usage trends (+$7,355), etc.
  - Public Works Department: growth of $34,442 due to rising costs and need for janitorial supplies, soap, and disinfectants, etc. as well as added facility supplies for the re-opening of the Alpharetta Jail.
- Increase in utility expenses of $121,534 for electricity, natural gas, water/sewer, and miscellaneous utilities (e.g., cable and garbage). The main driver is reopening of the Alpharetta Jail ($21,450 in forecasted utility expenses) coupled with general electric utility cost growth (includes adjustments for approved GA Power rate increases of 10.5% on January 1, 2023, and 1% on January 1, 2024). It should be noted that under the Alpharetta Jail Intergovernmental Agreements, utilities will be split amongst all participating municipalities. This revenue is reflected within the Intergovernmental section and is based on approved IGAs as of April 2023. As other municipalities join, the revenue split will be updated accordingly.
- Increase in fuel expenses of $84,440 due to usage patterns, commodity pricing trends, and new personnel (FY 2024 Operating Initiatives).
- Increase in uniform expenses of $117,250 due primarily to growth within the Public Safety Department of $80,499 associated with the increase in police officer uniform allotment from $350 to $800 per year in the amount of $50,850 (implemented in 2023 and funded through a reallocation of available proceeds), an increase of $36,000 for fire uniforms due to price increases and to complete the purchase of Class A uniforms, and uniform funding for the new services approved as part of the FY 2024 Operating Initiatives (Real-Time Crime Center, Assistant Fire Marshall, and Firefighter Recruiting Classes).
- Increase in professional development (travel/training) of $128,287 due to a renewed focus on maintaining professional knowledge across all departments coupled with funding within the Public Safety Department for the new Firefighter Recruiting Classes approved as part of the FY 2024 Operating Initiatives.

GENERAL FUND SUMMARY

  - Increase in legal services of $100,000 to match current cost and usage trends.
  - Increase in insurance premiums of $105,585 to cover growth across multiple insurance types including: cyber liability insurance; workers compensation excess liability; umbrella liability insurance; 92 Milton avenue Condo Association insurance; etc.

- Increase in the departmental operating capital/lease accounts of $377,027 due primarily to the following:
  - Public Safety Department: increase in capital of $230,395 due to the reallocation of public safety equipment replacement funding from the Capital Project Fund to the General Fund as these items are under the $25,000 capitalizable threshold. Components include: $10,000 for furniture/bedding; $15,000 for fire tools/equipment; $10,000 for replacement exercise equipment; $17,000 for (12) automated external defibrillators for patrol; $12,295 for training sim gun replacement; $17,000 for (2) replacement AR-10 sniper rifles; $26,000 for the replacement of (5) sets of SWAT ballistic vests ; $10,400 for (2) DEA TFO vests; $2,400 for (2) DEA TFO helmets; $8,200 for police department tools/equipment; $2,700 for (6) motor helmets; $5,000 for (2) radars for motors; $5,000 for (2) Stalker Lasers; $60,000 for turnout gear/personal protective equipment for firefighters; $27,900 for (9) weather radio replacements; and $1,500 for SCBA cylinders.
  - Public Safety Department: increase in fleet/equipment leases of $119,209 due to issuance of the Series 2022 Bank of America capital lease in FY 2023 to replace three Fire Pumpers. Upon programming of this increase in FY 2024, the annual payment for our operating leases will be relatively flat.

- Funding from the General Fund which is available for immediate capital investment in 2024 includes the following:
  - $10,547,818 Fund Balance for one-time capital;
  - 4,000,000 Capital Contribution from the General Fund

    $14,547,818

GENERAL FUND DEPARTMENTAL SUMMARIES

General Fund Departmental Summaries

Overview

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

This section segments departmental budgets into the following components:

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

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Mayor and City Council

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BWill@alpharetta.ga.us

DDerito@alpharetta.ga.us

JIM GILVIN
MAYOR

JGilvin@alpharetta.ga.us

Mission Statement

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

JOHN HIPES
CITY COUNCIL (POST 4)

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DONALD MITCHELL
CITY COUNCIL (POST 1)

JASON BINDER
CITY COUNCIL (POST 5)

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BRIAN WILL
CITY COUNCIL (POST 2)

DAN MERKEL
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DOUGLAS DERITO
CITY COUNCIL (POST 3)

GENERAL FUND DEPARTMENTAL SUMMARIES

Mayor and City Council

Mission Statement

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

Core Values

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

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

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

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

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

Community Vision

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

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

Fostering strong sense of community including safety and security;

Providing a business climate that attracts the top echelon companies.

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Mayor and City Council
General Fund

	FY 2020 Actual	FY2021 Actual	FY2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
N/A	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURES					
Personnel Services:					
Salaries	$ 120,000	$ 120,000	$ 120,050	$ 120,000	$ 120,000
Group Insurance	171,786	183,279	161,751	188,331	169,821
FICA	7,036	6,763	7,213	9,455	9,455
Pension (401A Cont./Match)	18,000	16,390	18,625	18,000	16,800
Workers Compensation	3,626	3,384	3,363	3,153	2,724
OPEB Contribution	2,808	2,856	2,459	2,520	3,000
Miscellaneous	3,600	3,755	3,705	3,834	3,600
subtotal	*$ 326,856*	*$ 336,426*	*$ 317,166*	*$ 345,293*	*$ 325,400*
Maintenance & Operations:					
* Mayor	$ 9,000	$ 7,200	$ 4,860	$ 7,200	$ 9,200
* City Council Post 1	4,692	4,000	4,000	4,000	8,000
* City Council Post 2	5,000	3,977	8,781	4,000	8,000
* City Council Post 3	4,593	4,000	1,226	4,000	8,000
* City Council Post 4	4,472	1,567	1,154	4,000	8,000
* City Council Post 5	4,999	4,000	3,328	4,000	8,000
* City Council Post 6	3,527	2,106	1,367	4,000	8,000
Miscellaneous	3,278	5,440	8,464	22,794	16,754
subtotal	*$ 39,561*	*$ 32,290*	*$ 33,181*	*$ 53,994*	*$ 73,954*
Capital	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
TOTAL	**$ 366,417**	**$ 368,717**	**$ 350,347**	**$ 399,287**	**$ 399,354**

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The Fiscal Year 2024 Budget for the Mayor and City Council totals $399,354 and is essentially flat compared to the FY 2023 budget. The Personnel Services category decreased -6%, or -$19,893, due primarily to changes in group insurance benefit elections. Authorized personnel totals 3.5 full-time-equivalents ("FTE") and represent the following:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
Mayor	0.5	0.5	0.5	0.5	0.5	-
Councilperson Post 1	0.5	0.5	0.5	0.5	0.5	-
Councilperson Post 2	0.5	0.5	0.5	0.5	0.5	-
Councilperson Post 3	0.5	0.5	0.5	0.5	0.5	-
Councilperson Post 4	0.5	0.5	0.5	0.5	0.5	-
Councilperson Post 5	0.5	0.5	0.5	0.5	0.5	-
Councilperson Post 6	0.5	0.5	0.5	0.5	0.5	-
	3.5	3.5	3.5	3.5	3.5	-

The Maintenance and Operations category increased 37%, or $19,960, primarily due to an increase in the stipend accounts to $8,000 for our City Commissioners and $9,200 for the Mayor and partially offset through reductions in IT Professional Services allocations (city software). The FY 2023 budget included appropriations totaling $4,000 for our City Commissioners and $7,200 for the Mayor. However, the FY 2023 budget represents a funding level that reflects COVID reductions in FY 2021. Prior to these reductions, the stipend totaled $5,000 for our City Commissioners and $9,000 for the Mayor. The additional funding is intended to provide needed resources for training (professional development on city related activities), meetings, outreach, etc.

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

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

GENERAL FUND DEPARTMENTAL SUMMARIES

City Administration

CHRIS LAGERBLOOM
CITY ADMINISTRATOR

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JAMES DRINKARD
ASSISTANT CITY ADMINISTRATOR

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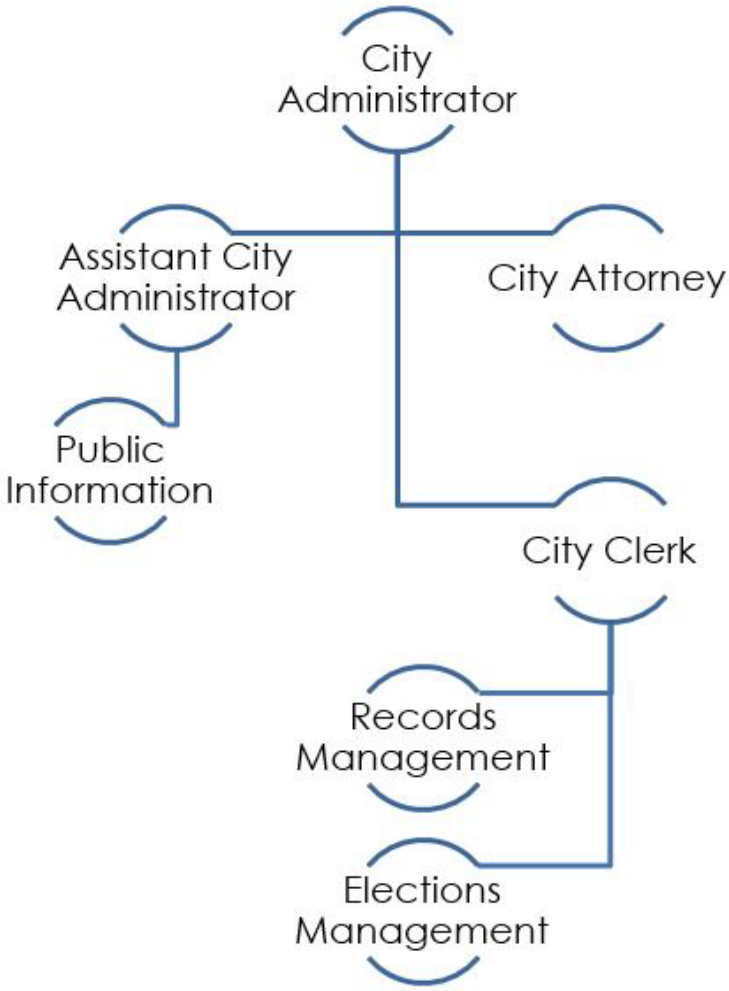


Our Community Vision is to advance Alpharetta as a signature City by:

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

Fostering strong sense of community including safety and security; and

Providing a business climate that attracts the top echelon companies.

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

GENERAL FUND DEPARTMENTAL SUMMARIES

City Administration

Administration, City Attorney, City Clerk, and Public Information

Mission Statement

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

Goals and Objectives

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

- ✓ To improve morale and promote teamwork among all employees;

- ✓ To improve coordination and administration of interdepartmental activities;

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

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

- ✓ To increase the public/government interaction through the City's website.

Key Issues

- ✓ Continue the development of a "customer-driven" organizational culture among the staff;
- ✓ Strengthen the relationship between the City Council and staff - building bridges in communication to facilitate the relationship;
- ✓ Continue the informative, cooperative endeavor of providing the best available information for the City Council to remain effective and successful in their offices;
- ✓ Meet the service provision and service level demand of the citizens while ensuring the most cost-effective delivery of those services;
- ✓ Continue efforts toward more effective communication strategies with citizens through enhanced public awareness and public education programs;

GENERAL FUND DEPARTMENTAL SUMMARIES

- ✓ Seek to work with the local legislative delegation on the introduction or support of legislation that benefits the City of Alpharetta and its citizens;
- ✓ Anticipate the future population and area growth of the City as a result of continued development and annexations, ensuring staff meets the expectations of existing and new residents; and
- ✓ Continue efforts toward enhancing the compensation and benefits package to attract and retain the very best employees.

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

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

City Administration
General Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Licenses and Permits:					
Alcohol Beverage Permits	$ 2,300	$ 1,700	$ 2,000	$ -	$ -
Charges for Services:					
Other	1,113	274	1,651	250	250
Other Revenue:	16,096	2,178	2,178	-	-
TOTAL	**$ 19,509**	**$ 4,152**	**$ 5,829**	**$ 250**	**$ 250**
EXPENDITURES					
Personnel Services:					
Salaries	$ 761,456	$ 713,685	$ 727,620	$ 752,178	$ 1,048,634
Overtime	-	36	-	-	-
Group Insurance	122,879	125,388	119,329	111,788	179,169
FICA	48,935	44,954	46,446	58,370	80,955
Pension (Defined Benefit)	80,260	102,738	112,581	99,998	64,009
Pension (401A Cont./Match)	50,836	38,893	47,896	100,253	142,109
Workers Compensation	22,417	18,347	18,817	18,610	23,259
OPEB Contribution	18,216	15,483	13,682	16,089	26,215
Miscellaneous	7,200	12,134	12,386	39,910	15,600
subtotal	*$ 1,112,199*	*$ 1,071,658*	*$ 1,098,756*	*$ 1,197,196*	*$ 1,579,950*
Maintenance & Operations:					
Professional Services	$ 243,064	$ 80,677	$ 210,843	$ 95,000	$ 565,609
Advertising	162,385	10,298	17,411	14,300	35,260
Printing	3,308	-	-	-	-
Employee Training	6,305	4,904	3,517	8,500	19,500
Employee Travel	5,592	328	2,526	7,183	16,033
General Supplies	32,428	27,659	25,682	46,417	49,090
Maint. Contracts/IT Services	79,379	71,593	80,974	105,037	297,424
Utilities	222		-	-	-
Miscellaneous	17,092		600	4,500	6,500
subtotal	*$ 549,774*	*$ 195,459*	*$ 341,552*	*$ 280,937*	*$ 989,416*
TOTAL	**$ 1,661,974**	**$ 1,267,117**	**$ 1,440,308**	**$ 1,478,133**	**$ 2,569,366**

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2024 Budget for City Administration totals $2.6 million and represents an increase of 74%, or $1.1 million, compared to FY 2023.

The Personnel Services category increased 32%, or $382,754, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2023;
- Market-based personnel compensation adjustments and enhancements to the Retiree Health Benefit (FY 2024 Operating Initiatives);
- Addition of one full-time Administrative Assistant II position ($78,000; FY 2024 Operating Initiative);
- Transfer of one part-time Marketing Coordinator position from Recreation, Parks & Cultural Services and upgrading the position to full-time ($100,000 total personnel cost; FY 2024 Operating Initiative);
- Transfer of one full-time vacant Senior Engineer position from the Public Works Department that has been reclassified to a Municipal Project Manager ($154,000);
- Which is partially offset by costs incurred in FY 2023 that will not carry forward into FY 2024. Specifically, the hiring of a new City Administrator in fiscal year 2023 included one-time contract pay items (housing allowance) that will not carry-forward into FY 2024. Additionally, the previous City Administrator was enrolled into the defined benefit pension plan and this expense was incurred in FY 2023 and will not carry into FY 2024. The current City Administrator is enrolled into our 401a defined contribution pension plan.

Authorized personnel total 9 full-time-equivalents ("FTE") and represent the following:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
Administrative Assistant II**	-	-	-	-	1.0	1.0
Assistant City Administrator	1.0	1.0	1.0	1.0	1.0	-
Assistant City Clerk	1.0	1.0	1.0	1.0	1.0	-
City Administrator	1.0	1.0	1.0	1.0	1.0	-
City Clerk	1.0	1.0	1.0	1.0	1.0	-
Economic Development Manager*	1.0	-	-	-	-	-
Executive Office Coordinator	1.0	1.0	1.0	1.0	1.0	-
Marketing Coordinator**					1.0	1.0
Municipal Project Manager***	-	-	-	-	1.0	1.0
Web Administrator	1.0	1.0	1.0	1.0	1.0	-
	7.0	6.0	6.0	6.0	9.0	3.0

* Position reorganized into the Community Development Department in fiscal year 2021.

** FY 2024 includes the addition of one new full-time equivalent position (Administrative Assistant II) and the transfer of one Marketing Coordinator position (upgrade from part-time to full-time) from the Recreation, Parks & Cultural Services Department. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities of the new position.

*** Position transferred from the Public Works Department and reclassified from a Senior Engineer.

GENERAL FUND DEPARTMENTAL SUMMARIES

The Maintenance and Operations category increased 252%, or $708,479, due primarily to the following activity:

- Increase in professional services and advertising of $491,569 (450% growth) due primarily to estimated costs for the municipal elections ($407,359) in November 2023 (FY 2024 will be an election year while FY 2023 was not) and new professional services approved as part of the FY 2024 Operating Initiatives including communications services ($30,000) and grant management services ($50,000).
- Increased in professional development (travel/training) of $19,850 (127% growth) with the goal being an increased focus on maintaining and growing the professional skillset of the City Administration team (including the City Clerk division).
- Increase in maintenance contracts/IT professional services of $192,387 (183% growth) due primarily to new software approved as part of the FY 2024 Operating Initiatives including grant management software ($70,000) and archiving/compliance software ($80,000) as well as estimated fees for the annualized cost of the mid-year 2023 initiative to provide all board members with city emails addresses (Board of Ethics), estimated website hosting services costs, etc. Specifically, the City will be procuring the design and implementation of a new website during FY 2023 which will necessitate hosting service fees starting in year 2.

Statement of Revenues, Expenditures, and changes in Personnel

Legal Services
General Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
N/A	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
EXPENDITURES					
Maintenance & Operations:					
Professional Fees	$ 882,013	$ 762,682	$ 1,062,905	$ 1,100,000	$ 1,200,000
TOTAL	**$ 882,013**	**$ 762,682**	**$ 1,062,905**	**$ 1,100,000**	**$ 1,200,000**

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **City Administration**

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

City Administration Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
City Administration Department annual turnover percentage	0.0%	16.7%	0.0%	16.7%	0.0%
Number of website hits	614,396	588,658	720,326	600,000	642,000
Website Unique Visitors	497,660	N/A [1]	N/A [1]	N/A [1]	N/A [1]
Website Page Views	1,296,371	1,186,045	1,433,130	1,200,000	1,300,000
Website Unique Page Views	N/A [2]	970,836	1,164,077	975,000	1,068,000
Bounce Rate	N/A [2]	61.87%	62.55%	60.00%	60.00%
Exit Rate	N/A [2]	N/A [2]	N/A [2]	50.26%	50.00%
% of Website New Visits	81%	N/A [1]	N/A	N/A [1]	N/A [1]
Facebook Followers	13,589	15,061	16,973	17,500	19,000
Twitter Followers	10,556	10,808	11,272	12,200	12,393

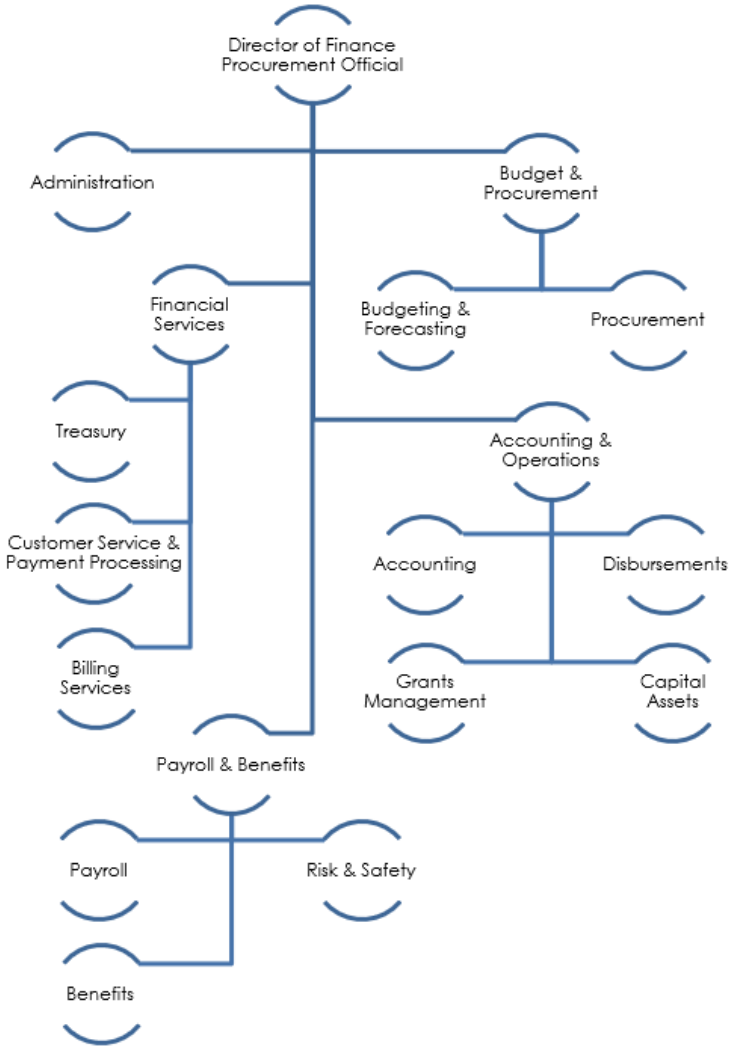
[1] *This metric is no longer tracked by the system analytics*
[2] *This is a new metric for FY 2021.*

GENERAL FUND DEPARTMENTAL SUMMARIES

Finance

THOMAS G. HARRIS
DIRECTOR

THarris@alpharetta.ga.us



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

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

Fostering strong sense of community including safety and security; and

Providing a business climate that attracts the top echelon companies.

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Finance

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

Mission Statement

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

Goals and Objectives

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

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

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

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

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Finance
General Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
N/A	$ -	$ -	$ -		$ -
TOTAL	**$ -**	**$ -**	**$ -**		**$ -**
EXPENDITURES					
Personnel Services:					
Salaries	$ 1,568,576	$ 1,568,519	$ 1,673,138	$ 1,790,771	$ 1,936,687
Overtime	1,149	495	900	-	-
Group Insurance	422,092	422,875	401,786	462,825	444,605
FICA	110,447	110,056	118,683	136,889	148,215
Pension (Defined Benefit)	217,163	199,706	186,526	197,829	205,437
Pension (401A Cont./Match)	108,615	104,995	132,774	147,479	166,422
Workers Compensation	50,234	46,539	47,149	48,145	43,390
OPEB Contribution	37,647	39,279	34,273	38,438	48,418
Miscellaneous	1,006	542	774	1,474	776
subtotal	*$ 2,516,929*	*$ 2,493,005*	*$ 2,596,003*	*$ 2,823,850*	*$ 2,993,950*
Maintenance & Operations:					
Professional Services	$ 317,926	$ 336,007	$ 388,465	$ 332,206	$ 433,064
Printing	23,964	23,125	19,077	25,000	25,000
Employee Travel	1,777	593	2,712	5,250	4,750
Employee Training	10,201	9,290	5,822	9,250	8,250
Maint. Contracts/IT Services	340,372	328,845	277,010	325,702	324,564
General Supplies	54,224	37,873	39,418	40,568	43,610
Wellness Programs	122,071	113,032	112,904	125,000	125,000
Miscellaneous	(364)	21,859	9,545	4,500	5,000
subtotal	*$ 870,172*	*$ 870,624*	*$ 854,953*	*$ 867,476*	*$ 969,238*
Capital/Lease/Other:					
Int. on Property Tax Refunds	7,280		171	7,500	7,500
subtotal	*$ 7,280*	*$ -*	*$ 171*	*$ 7,500*	*$ 7,500*
TOTAL	**$ 3,394,381**	**$ 3,363,629**	**$ 3,451,127**	**$ 3,698,826**	**$ 3,970,688**

FY 2024 includes 1 full-time equivalent position (Treasury Services Manager) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2024 Budget for Finance totals $4 million and represents an increase of 7%, or $271,862 compared to FY 2023.

The Personnel Services category increased 6%, or $170,100, due primarily to the 4% performance-based merit program scheduled for July 1, 2023, market-based personnel compensation adjustments and enhancements to the Retiree Health Benefit (FY 2024 Operating Initiatives), growth in other benefit categories (e.g., Defined Benefit Pension contributions), and partially offset with reductions in group insurance allocations. Group insurance premiums for 2024 will remain flat at 2023 levels; however, the budgetary allocations that cushioned the operating budget from changes in benefit elections due to staffing (e.g., changing incumbents, changing life situation that necessitates revised benefit elections such as moving from employee-only to employee-family) has been reduced to cover other cost drivers such as the Defined Benefit Pension contribution which has grown due to recent salary growth, market investment performance, etc.

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

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
Accountant (3FT; 1PT)	3.5	2.5	2.5	3.5	3.5	-
Accounting & Operations Manager	1.0	1.0	1.0	1.0	1.0	-
Accounting Coordinator	-	-	1.0	1.0	1.0	-
Accounts Payable Technician	1.0	1.0	1.0	-	-	-
Benefits Analyst	-	1.0	-	-	-	-
Benefits Manager	1.0	-	-	-	-	-
Benefits Coordinator	1.0	-	-	-	-	-
Benefits Specialist	-	1.0	1.0	1.0	1.0	-
Billing Coordinator	1.0	1.0	1.0	1.0	1.0	-
Billing/Collections Rep.	1.0	1.0	1.0	1.0	1.0	-
Budget & Procurement Coordinator	-	-	3.0	3.0	3.0	-
Budget & Procurement Manager	1.0	1.0	1.0	1.0	1.0	-
Cash Management Coordinator	1.0	1.0	1.0	1.0	1.0	-
Chief Accountant	1.0	1.0	-	-	-	-
Customer Account Representative	1.0	1.0	1.0	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Office Manager	1.0	1.0	1.0	1.0	1.0	-
Payroll Coordinator	1.0	1.0	-	-	-	-
Payroll & Benefits Coordinator	-	-	1.0	1.0	1.0	-
Payroll & Benefits Manager	-	-	1.0	1.0	1.0	-
Payroll Specialist	-	1.0	1.0	1.0	1.0	-
Safety/Risk Administrator	1.0	1.0	1.0	1.0	1.0	-
Senior Budget & Procurement Analyst	3.0	3.0	-	-	-	-
Treasury Services Manager*	1.0	1.0	1.0	1.0	1.0	-
	21.5	21.5	21.5	21.5	21.5	-

* FY 2024 includes 1 full-time equivalent position (Treasury Services Manager) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

GENERAL FUND DEPARTMENTAL SUMMARIES

The Maintenance and Operations category increased 12%, or $101,762, primarily due to an increase in banking fees (e.g., credit card processing fees), investment advisor fees, and funding for staffing services to smooth out labor needs during peak workload seasons (e.g., property tax and occupational license billings).

Performance Measurement

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

- **Administration**

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

Finance Admin Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
# of New GAAP/GASB financial requirements implemented	3	3	4	3	3
Bond rating maintained or upgraded	Maintain Aaa - AAA	Maintain Aaa - AAA	Maintain Aaa - AAA	Maintain Aaa - AAA	Maintain Aaa - AAA
Cash management program maximizing interest returns (all funds)	$2,184,465	$1,488,738	($1,655,742)	$431,459	$974,892

- **External Services**

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

Financial Services Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
% of bills generated on time	99%	99%	99%	99%	99%
% of bills collected on time	95%	92%	92%	92%	92%
# of Real estate tax bills generated	20,989	21,197	21,689	21,817	22,189
# of Personal property tax bills	3,128	3,096	3,190	3,180	3,270
# of Liens processed	135	164	165	220	250
# of Sanitation customers	16,550	17,593	17,603	18,183	17,735
% of Delinquent sanitation Accts	<10%	<10%	<10%	<10%	<10%

GENERAL FUND DEPARTMENTAL SUMMARIES

- **Internal Services**

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

  - *Budget & Procurement*: The purpose of the budget/procurement division is to facilitate the financial planning process. This is accomplished through the budgeting and expenditure monitoring process in order to effectively distribute available resources consistent with city objectives and priorities. Responsibilities also include supporting all city departments with financial information, activities, transactions, and administration of their annual financial plan.
  - *Accounting & Operations*: Accounting services records the city's financial transactions. Responsibilities include financial reporting and disbursement activities. The accounting function also provides financial data for the purpose of compiling management and public reports which reflect the financial condition of the city in accordance with Generally Accepted Accounting Principles.

Accounting, Budget, Procurement Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
Audited CAFR to be published within 180 days of fiscal year end	12/30/2020**	12/27/2021	12/2/2022	11/22/2023	11/27/2024
GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes
GFOA Outstanding Achievement in Popular Annual Financial Reporting	Yes	Yes	Yes	Yes	Yes
GFOA Distinguished Budget Award	Yes	Yes	Yes	Yes	Yes
Percentage of General Fund departments within appropriated budget*	91%	91%	91%	100%	100%
% of Budgeted employees participating in direct deposit	99%	99%	100%	100%	100%
Average # of vendor responses to Bids/Requests for Proposals	5	5	4	4	4

* Legal Services is the only department that has gone over its appropriations. Legal services represents expenses to a private legal firm.
** COVID-19 Pandemic slowed auditor response times.

GENERAL FUND DEPARTMENTAL SUMMARIES

Information Technology

ADAM MONTGOMERY
DIRECTOR

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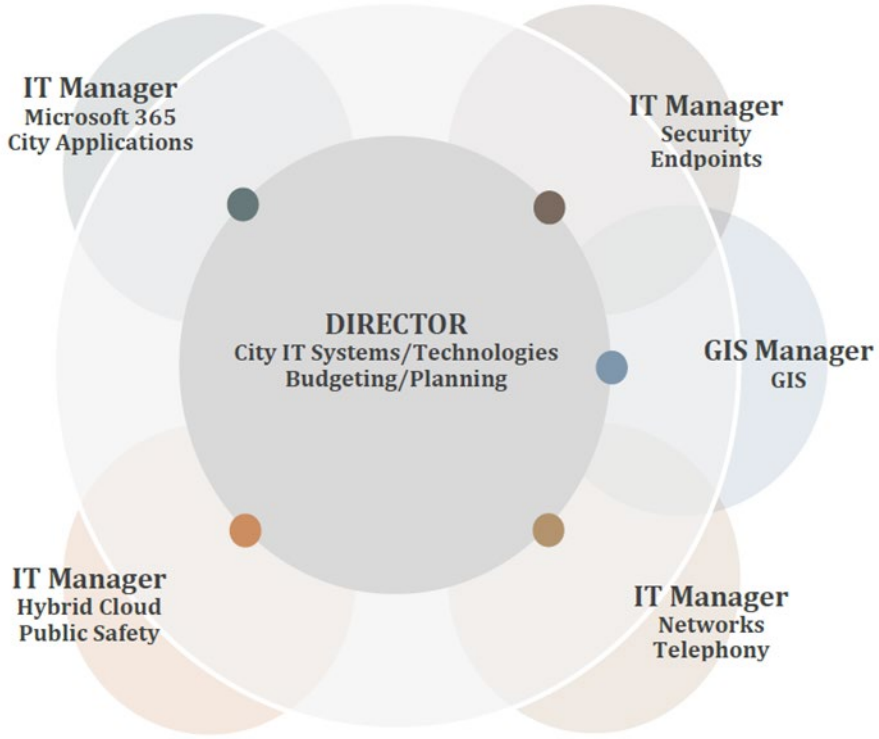
COMING SOON



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GENERAL FUND DEPARTMENTAL SUMMARIES

Information Technology

Administration, Network, and Systems

Mission Statement

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

Goals and Objectives

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

✓ Being recognized by City departments as having a high level of skill and knowledge;

✓ Providing excellent service to all City departments as measured by the City's performance standards;

✓ Acquiring and supporting proven, sustainable technology solutions that are continually maintained and updated; and

✓ Helping City departments to improve and extend the functionality of major systems by offering systems integration and software development services.

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Information Technology
General Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
N/A	$ -	$ -	$ -		$ -
TOTAL	**$ -**	**$ -**	**$ -**		**$ -**
EXPENDITURES					
Personnel Services:					
Salaries	$ 1,141,452	$ 1,123,438	$ 1,161,795	$ 1,372,096	$ 1,509,504
Group Insurance	261,312	255,783	237,272	342,292	296,748
FICA	83,668	82,160	85,919	104,950	115,530
Pension (Defined Benefit)	106,663	121,870	131,986	116,670	134,952
Pension (401A Cont./Match)	90,553	83,283	95,898	129,797	143,292
Workers Compensation	31,967	33,441	33,810	33,173	33,859
OPEB Contribution	24,384	28,223	24,579	26,369	37,738
Miscellaneous	542	-	310	233	697
subtotal	*$ 1,740,540*	*$ 1,728,197*	*$ 1,771,569*	*$ 2,125,580*	*$ 2,272,320*
Maintenance & Operations:					
Professional Services	$ 22,446	$ 8,580	$ -	$ 2,500	$ 2,500
Employee Travel	14,016	-	1,383	22,000	22,000
Employee Training	15,994	12,195	17,290	12,500	22,500
Maint. Contracts/IT Svcs.	175,375	276,554	98,928	210,537	421,976
General Supplies	18,334	3,362	3,707	8,200	8,500
Small Equipment	7,491	342	1,167	15,000	15,000
Miscellaneous	532	375	-	800	1,700
subtotal	*$ 254,188*	*$ 301,409*	*$ 122,476*	*$ 271,537*	*$ 494,176*
TOTAL	**$ 1,994,728**	**$ 2,029,606**	**$ 1,894,045**	**$ 2,397,117**	**$ 2,766,496**

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2024 Budget for Information Technology totals $2.8 million and represents an increase of 15%, or $369,379, compared to FY 2023.

The Personnel Services category increased 7%, or $146,740, due primarily to the 4% performance-based merit program scheduled for July 1, 2023, market-based personnel compensation adjustments and enhancements to the Retiree Health Benefit (FY 2024 Operating Initiatives), growth in other benefit categories (e.g., Defined Benefit Pension contributions), and partially offset with reductions in group insurance allocations. Group insurance premiums for 2024 will remain flat at 2023 levels; however, the budgetary allocations that cushioned the operating budget from changes in benefit elections due to staffing (e.g., changing incumbents, changing life situation that necessitates revised benefit elections such as moving from employee-only to employee-family) has been reduced to cover other cost drivers such as the Defined Benefit Pension contribution which has grown due to recent salary growth, market investment performance, etc.

Authorized personnel total 13 full-time-equivalents ("FTE") and represent the following:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
IT Manager (Security)	1.0	1.0	1.0	1.0	1.0	-
CityWorks IT Administrator	1.0	1.0	1.0	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
GIS Manager	1.0	1.0	1.0	1.0	1.0	-
IT Administrator	4.0	4.0	4.0	4.0	4.0	-
IT Analyst	1.0	1.0	1.0	1.0	1.0	-
IT Manager	3.0	3.0	3.0	3.0	3.0	-
IT Technician	-	-	1.0	1.0	1.0	-
	12.0	12.0	13.0	13.0	13.0	-

The Maintenance & Operations category increased 82%, or $222,639, due primarily to growth in the IT professional services account that reflects new software approved as part of the FY 2024 Operating Initiatives including extended detection/response software ($84,000) and asset management/vulnerability mitigation software ($100,000) as well as coverage of general software inflationary cost growth coupled with the annualized impact of items implemented during FY 2023 (partial year) including SharePoint Management software ($10,000) and support/maintenance costs for the City Council Chambers audio/visual system ($25,000).

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **Information Technology**

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

Performance Measures for Calendar Year 2022

(Zen Desk Calendar Year Stats)

	2022	Department Target	Results	%
Service Desk				
Number total calls	7,668		7,668	
Number resolved w/in 4 hours	2,396		2,396	
% resolved w/in 4 hours	31%	30%	A+	104%
Number resolved w/in 8 hours	3,420		3,420	
% resolved w/in 8 hours	45%	50%	B+	89%
Number resolved in a day	4939		4,939	
% resolved in a day	64%	70%	A	92%
Number resolved in 10 days	6936		6,936	
% resolved in 10 days	90%	90%	A+	101%
Applications				
Repairs				
Number	368		368	
Number resolved in a day	181		181	
% resolved w/in in a day	49%	50%	A+	98%
Number resolved in 10 days	299		299	
% resolved in 10 days	81%	90%	A	90%
Service Requests				
Number	462		462	
Number resolved in a day	212		212	
Number resolved in 10 days	360		360	
Endpoint				
Repairs				
Number	243		243	
Number resolved in a day	87		87	
% resolved w/in in a day	36%	50%	C	72%
Number resolved in 10 days	195		195	
% resolved in 10 days	80%	90%	B+	89%
Service Requests				
Number	223		223	
Number resolved in a day	81		81	
Number resolved in 10 days	154		154	
GIS				
Number total cases	138		138	
Number resolved in a day	54		54	
% resolved w/in in a day	39%	33%	A+	119%
Number resolved in 10 days	109		109	
% resolved in 10 days	79%	75%	A+	105%

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measures for Calendar Year 2022

(Zen Desk Calendar Year Stats)

	2022	Department Target	Results	%
Network				
Repairs				
Number	60		60	
Number resolved in a day	26		26	
% resolved w/in in a day	43%	50%	B	87%
Number resolved in 10 days	49		49	
% resolved in 10 days	82%	100%	B	82%
Service Requests				
Number	24		24	
Number resolved in a day	8		8	
Number resolved in 10 days	13		13	
Security				
Repairs				
Number	118		118	
Number resolved in a day	58		58	
% resolved w/in in a day	49%	50%	A+	98%
Number resolved in 10 days	95		95	
% resolved in 10 days	81%	90%	B+	89%
Service Requests				
Number	578		578	
Number resolved in a day	202		202	
Number resolved in 10 days	383		383	
Telephone / Mobile Phones				
Repairs				
Number	51		51	
Number resolved in a day	24		24	
% resolved w/in in a day	47%	33%	A+	143%
Number resolved in 10 days	41		41	
% resolved w/in in 10 days	80%	90%	B+	89%
Service Requests				
Number	159		159	
Number resolved in a day	49		49	
Number resolved in 10 days	127		127	
Datacenter				
Repairs				
Number	3		3	
Number resolved in a day	2		2	
% resolved w/in in a day	67%	50%	A+	133%
Number resolved in 10 days	3		3	
% resolved w/in in 10 days	100%	100%	A+	100%
Service Requests				
Number	17		17	
Number resolved in a day	2		2	
Number resolved in 10 days	7		7	

OTHER MEASURES

Emails			
Number of Inbound	2,739,425	N/A	2,739,425
Number of Outbound	754,834	N/A	754,834
Number of Internal	2,640,105	N/A	2,640,105
Spam and Viruses blocked	914,901	N/A	914,901
% Spam and Viruses blocked	33%	N/A	33%
Servers			
Avg. number	100		100
% availability (including maint.)	99.62%	99.90%	B

GENERAL FUND DEPARTMENTAL SUMMARIES

Human Resources

CRIS RANDALL
HUMAN RESOURCES DIRECTOR

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GENERAL FUND DEPARTMENTAL SUMMARIES

Human Resources

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

Mission Statement

HR is committed to achieve the highest standards of public administration through sound HR practices, and to EMPOWER and ENCOURAGE employees by providing the support, training and development needed to fulfill their CAREER GOALS and the duties and responsibilities of their positions as a public servant.

Human Resources Team

Synopsis

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

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Goals and Objectives

✓ Develop and maintain appropriate personnel policies and procedures that provide flexibility in the management of personnel while maintaining compliance with current employment law and practice so as to effectively protect the City;

✓ Improve operational efficiency, effectiveness and reduce costs by elevating the overall health and wellbeing of our employees;

✓ Develop, implement, evaluate. enforce and communicate job classification and compensation policies and programs. This is a critical HR role as a well-designed classification and compensation system will help attract, motivate and retain employees as well as work within fiscal constraints;

✓ Develop and deliver effective training programs to employees so as to constantly improve customer service delivery, efficiency of operations, and the overall effectiveness and professionalism of the organization;

✓ Identify and develop internal talent and future leaders to build succession pipelines to meet current and future talent needs in critical roles;

✓ Develop and maintain a Strategic Human Resources Plan to ensure continuity of operations, effective succession planning in key positions, appropriate staffing to meet City goals and customer service expectations, and anticipate fiscal needs and impacts;

✓ Serves as advisor and resource for employees and supervisors regarding employee relations cases. Assist and educate employees about operating within the bounds of personnel policies. Assist supervisors address difficult and complex employee situations, help in resolving labor disputes, and respond with the appropriate level of corrective action while working to prevent retaliation;

✓ Elevate and maintain employee engagement by enhancing communication channels and fostering an information rich environment; and

Leverage technology to enhance the effectiveness and efficiencies of certain labor intense HR functions and automate routine and administrative tasks in order to be able to focus on strategic tasks.

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Human Resources
General Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Public Records Requests	$ -		$ -		$ -
TOTAL	**$ -**		**$ -**		**$ -**
EXPENDITURES					
Personnel Services:					
Salaries	$ 262,440	$ 274,267	$ 290,925	$ 371,179	$ 403,652
Overtime	116	-	62	-	-
Group Insurance	25,896	26,318	26,124	68,869	86,267
FICA	22,849	23,594	24,892	28,475	30,885
Pension (Defined Benefit)	22,793	26,117	28,666	29,529	21,942
Pension (401A Cont./Match)	19,905	22,457	26,671	35,360	45,158
Workers Compensation	8,149	7,633	7,857	7,897	9,073
OPEB Contribution	6,199	6,438	5,701	7,982	7,969
Tuition Reimbursement	34,025	15,389	20,726	55,000	55,000
Miscellaneous	-	-	387	233	78
subtotal	*$ 402,372*	*$ 402,212*	*$ 432,011*	*$ 604,524*	*$ 660,024*
Maintenance & Operations:					
Professional Services	$ 41,824	$ 38,938	$ 54,697	$ 65,000	$ 75,000
Employee Travel	1,109	-	723	3,877	4,000
Employee Training	6,188	6,022	2,541	9,500	10,000
Maint. Contracts/IT Svcs.	39,643	32,964	66,730	87,764	92,792
General Supplies	4,853	1,546	6,314	8,027	10,000
Employee Recognition	57,181	37,968	39,230	65,000	71,500
Miscellaneous	1,214	2,169	3,829	11,821	6,000
subtotal	*$ 152,012*	*$ 119,608*	*$ 174,064*	*$ 250,989*	*$ 269,292*
TOTAL	**$ 554,384**	**$ 521,820**	**$ 606,075**	**$ 855,513**	**$ 929,316**

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2024 Budget for Human Resources totals $929,316 and represents an increase of 9%, or $73,803, compared to FY 2023.

The Personnel Services category increased 9%, or $55,500, due primarily to the 4% performance-based merit program scheduled for July 1, 2023, market-based personnel compensation adjustments and enhancements to the Retiree Health Benefit (FY 2024 Operating Initiatives), staff hires and changes in compensation/benefit elections, growth in other benefit categories (e.g., Defined Benefit Pension contributions), etc.

Authorized personnel total 4 full-time-equivalents ("FTE") and represent the following:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
Administrative Assistant II	1.0	1.0	1.0	1.0	1.0	-
Human Resources Manager	1.0	1.0	1.0	1.0	1.0	-
Human Resources Specialist	-	-	-	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
	3.0	3.0	3.0	4.0	4.0	-

The Maintenance and Operations category increased 7%, or $18,303, due primarily to the following activity:

- Increase in professional services of $10,000 (15% growth) due to an increase in funding needs for pre-employment physicals, psychological assessments, etc.
- Increase in maintenance contracts/IT professional services of $5,028 (6% growth) due to the coverage of general software inflationary cost growth coupled with the annualized impact of software secured during FY 2023 (partial year) including the Perform module within NeoGov (HR management software).
- Increase in employee recognition costs of $6,500 (10% growth) to fund improvements in our employee appreciate day events.
- All of which is partially offset through a reduction in miscellaneous expenses associated with one-time costs during FY 2023 related to the office space buildout and equipping of the HR Specialist position approved as part of the FY 2023 budget.

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **Administration**

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

Human Resources Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
Human Resources Dept. annual turnover percentage	0%	0%	0%	0%	0%
City-wide turnover percentage	8.18%	10.85%	11.98%	15.00%	13%
Total # full-time equivalents (full-time, part-time, seasonal, and elected)	565	583	590	619	640
HR staff to total full-time equivalent employee ratio	0.531	0.515	0.508	0.646	0.625

GENERAL FUND DEPARTMENTAL SUMMARIES

- **Recruitment and Retention**

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

Human Resources Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
Employment & Retention					
Average cost per hire - Regular positions	$7,500	$6,000	$6,000	$6,500	$6,500
Average cost per hire - Seasonal positions	$1,200	$750	$750	$850	$900
# of Online job postings hits	36,459	106,673	119,229	150,235	160,000
# of Job interest cards received	1,347	1,239	1,216	1,856	2,000
# of Applications reviewed	342	1084	1414	2874	2,800
# of Qualified applications processed	193	652	721	780	850
# of New hires - Regular positions	40	34	53	55	65
# of New hires - Seasonal positions	70	87	89	95	110
# of Internal promotions	22	19	32	30	35
# of Separations (not including retirement)	103	124	59	130	100
# of Retirements	12	9	8	15	25
# New hire orientation sessions	21	24	22	12^	12
Workforce Management					
% of Employees rated "Exceeds" on performance review	37.4%	37.2%	43.5%	41.0%	39.0%
% of Employees rated "Meets" on performance review	62.6%	62.8%	56.3%	59.0%	61.0%
% of Employees underperforming on annual review	0.0%	0.0%	0.2%	0.0%	0.0%
% of Employees on "Performance Improvement Plan"	1.3%	1.4%	0.2%	0.5%	0.5%
# Employee Relation Cases	31	38	42	50	55
Education Incentive - Professional Development					
# enrollments by program***					
Doctorate Degree	1	0	0	1	0
Master's Degree	4	1	3	2	4
Bachelor's Degree	10	7	6	8	8
Associate's Degree	1	1	1	2	3
Certificate Programs	2	2	2	1	2
Total # of employees receiving education incentive	18	11	12	14	17
Other Metrics					
# Payroll action forms processed	****	1412	1823	2082	2100

^NEO completed once a month starting FY23
*New Applicant Tracking System (NEOGOV) implemented on Sept., 2019.
**Operating under hiring freeze for certain non-Public Safety positions.
*** FY21 and FY22 - program partially unfunded due to budget constraints
**** started collecting data in 2021

GENERAL FUND DEPARTMENTAL SUMMARIES

Municipal Court

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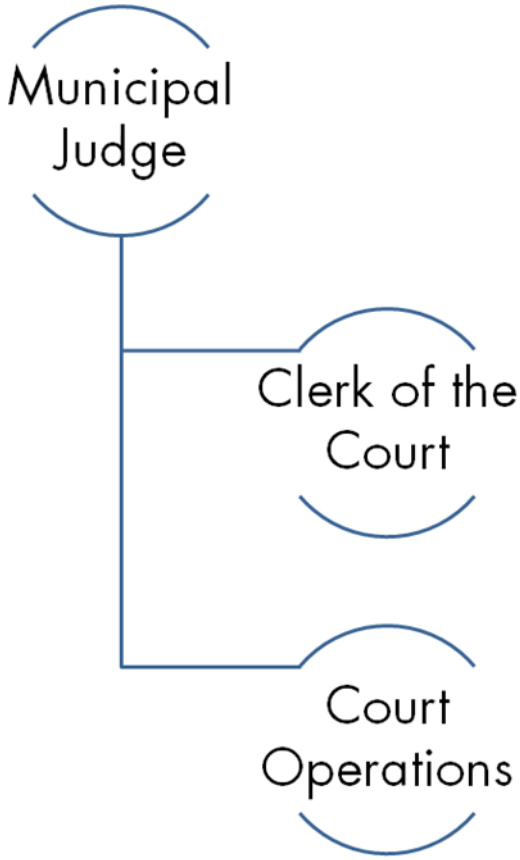

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GENERAL FUND DEPARTMENTAL SUMMARIES

Municipal Court

Administration, Employee Recruitment and Retention

Mission Statement

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

Goals and Objectives

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Municipal Court
General Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Intergovernmental	$ -	$ 37,665	$ 75,637	$ 141,000	$ 133,748
TOTAL	**$ -**	**$ 37,665**	**$ 75,637**	**$ 141,000**	**$ 133,748**
EXPENDITURES					
Personnel Services:					
Salaries	$ 329,975	$ 371,878	$ 428,443	$ 449,083	$ 568,403
Overtime	129	4,678	25,728	90,000	110,000
Group Insurance	70,243	70,526	109,172	133,320	107,904
FICA	24,251	27,896	32,291	41,246	51,898
Pension (Defined Benefit)	33,429	31,311	18,145	19,584	11,417
Pension (401A Cont./Match)	27,319	30,613	39,847	52,117	71,831
Workers Compensation	13,904	10,778	11,655	8,655	10,145
OPEB Contribution	10,590	9,105	8,470	6,891	11,271
Miscellaneous	-	542	-	78	-
subtotal	*$ 509,841*	*$ 557,326*	*$ 673,750*	*$ 800,974*	*$ 942,869*
Maintenance & Operations:					
Professional Services	$ 252,699	$ 227,434	$ 230,791	$ 130,230	$ 67,500
Land/Building Rental	-	-	74,525	82,000	81,300
Printing	8,336	10,269	7,386	8,000	9,800
Maint. Contracts/IT Svcs.	68,427	67,103	53,466	100,016	78,469
General Supplies	16,013	13,108	11,701	12,250	12,250
Utilities	21,544	21,250	4,860	-	-
Miscellaneous	12,574	9,306	23,548	14,730	30,500
subtotal	*$ 379,594*	*$ 348,470*	*$ 406,276*	*$ 347,226*	*$ 279,819*
TOTAL	**$ 889,434**	**$ 905,796**	**$ 1,080,027**	**$ 1,148,200**	**$ 1,222,688**

Budget Narrative

The FY 2024 Budget for Municipal Court totals $1.2 million and represents an increase of 6%, or $74,488, compared to FY 2023.

The Personnel Services category increased 18%, or $141,895, due primarily to the 4% performance-based merit program scheduled for July 1, 2023, conversion of the Judge to a contract employee during FY 2023 (partial-year vs. full year impact in FY 2024), market-based personnel compensation adjustments and enhancements to the Retiree Health Benefit (FY 2024 Operating Initiatives), staff hires and changes in compensation/benefit elections, growth in other salary/benefit categories (e.g., overtime appropriations), and partially offset

GENERAL FUND DEPARTMENTAL SUMMARIES

with reductions in group insurance allocations. Group insurance premiums for 2024 will remain flat at 2023 levels; however, the budgetary allocations that cushioned the operating budget from changes in benefit elections due to staffing (e.g., changing incumbents, changing life situation that necessitates revised benefit elections such as moving from employee-only to employee-family) has been reduced to cover other cost drivers such as appropriations for overtime to cover various activities such as bailiff duties.

Authorized personnel total 6.5 full-time-equivalents ("FTE") and represent the following:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
Administrative Assistant I	-	1.0	-	-	-	-
Director	1.0	1.0	1.0	1.0	1.0	-
Chief Court Clerk	-	-	-	1.0	1.0	-
Deputy Court Clerk	-	-	-	2.0	2.0	-
GCIC Coordinator	-	-	-	1.0	1.0	-
Deputy Clerk I	1.0	-	-	-	-	-
Deputy Clerk II	4.0	4.0	4.0	-	-	-
Deputy Clerk III	1.0	1.0	1.0	-	-	-
City Solicitor*	-	-	1.0	1.0	1.0	-
Judge*	0.5	0.5	-	0.5	0.5	-
	7.5	7.5	7.0	6.5	6.5	-

*The Solicitor position was converted from a private contractor to a full-time position in FY 2022. The Judge was converted to a private contractor in FY 2022 and later reclassified back to an authorized city position.

The Maintenance and Operations category decreased -19%, or -$67,407, due primarily to the following activity:

- Decrease in professional fees of -$62,730 (48% reduction) due primarily reclassifying the Judge from a 1099 contractor to a contract employee position mid-way through FY 2023 which is partially offset through an increase in funding for court-appointed attorneys.
- Decrease in maintenance contracts/IT professional services of -$21,547 (22% reduction) due partially to one-time costs for the eCourts software implementation during FY 2023 that will not continue into FY 2024.
- Increase in miscellaneous costs of $15,770 (107% growth) due primarily to a renewed focus on professional development of staff.

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **Violations Bureau**

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

Municipal Court Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
# of Citations received to process	9,503	8,765	10,861	1,200	1,300
Total # of cases disposed	11,198	7,745	9,376	1,100	1,200
# of Court sessions	238	216	216	216	216
Annual deposits (Court Fines)	$1,657,373	$1,361,323	$1,670,333	$1,800,000	$2,000,000

GENERAL FUND DEPARTMENTAL SUMMARIES

Public Safety

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DIRECTOR

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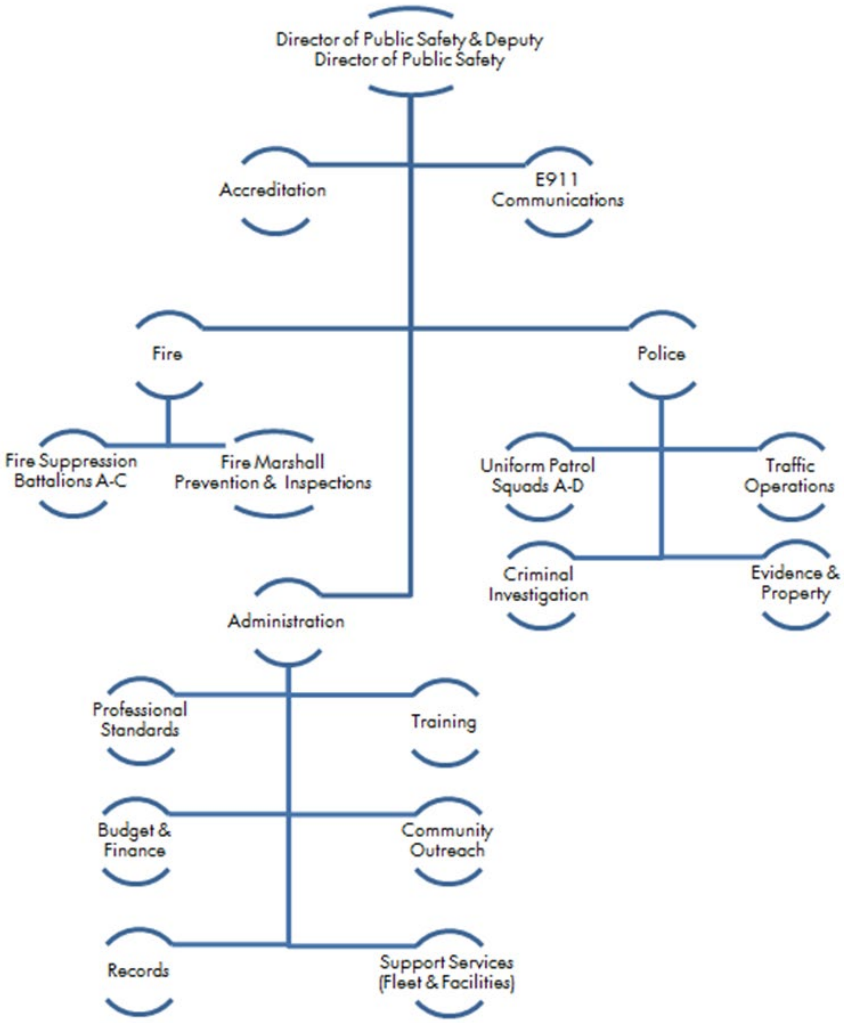

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GENERAL FUND DEPARTMENTAL SUMMARIES

Public Safety

Administration, Police, Fire, and Emergency 911

Mission Statement

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

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

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

Goals and Objectives

Police Services

- ✓ Crime Prevention – Partner with the community through the Alpharetta Community of Excellence (ACE) program, Crime-Free Multifamily Housing, and building partnerships and mitigating problems through education and enforcement;
- ✓ Uniform Patrol - Increase visible presence in the community with an emphasis on residential neighborhoods;
- ✓ Criminal Investigation - Maintain a case clearance rate above national averages through strong local investigative efforts and appropriate partnerships with other federal, state and local law enforcement agencies; and
- ✓ Traffic Safety - Identify and address traffic and pedestrian concerns through engineering, education, and enforcement. Build an effective strategy utilizing a collaborative effort between city departments.

GENERAL FUND DEPARTMENTAL SUMMARIES

Fire Services

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Public Safety

General Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Licenses and Permits					
Alcohol Beverage	$ 26,925	$ (1,241)	$ -	$ -	$ -
Other	23,635	200	1,325	500	500
Intergovernmental:					
City of Milton	65,000	15,968	1,648	-	-
Fulton County/COVID-19 Testing Site	-	234,735	97,485	-	-
1st Responders Grant	-	-	222,359	-	-
Alpharetta Jail IGA (utilities)	-	-	-	-	14,300
Charges for Services:					
Reports	22,641	20,627	18,774	20,000	20,000
Services	173,410	150,310	201,990	160,000	200,000
False Alarms	45,852	35,191	61,987	40,000	58,000
Plan Review	206,443	138,229	137,995	150,000	225,000
Other	11,280	150	-	4,000	-
Fines & Forfeitures:					
Municipal Court Fines	1,657,373	1,367,813	1,529,553	1,650,000	2,040,000
School Zone/Bus Camera Citations	63,009	1,139,043	1,441,210	720,000	1,100,250
Other Revenue	944	10,405	9,358	200	-
TOTAL	**$ 2,296,512**	**$ 3,111,429**	**$ 3,723,684**	**$ 2,744,700**	**$ 3,658,050**
EXPENDITURES					
Personnel Services:					
Salaries	$ 14,197,773	$ 14,638,844	$ 15,870,401	$ 18,517,537	$ 19,687,372
Overtime	1,789,103	1,736,876	2,196,476	1,931,950	2,288,000
Group Insurance	4,602,770	4,877,695	4,721,024	5,788,151	5,841,425
FICA	1,161,545	1,188,219	1,314,104	1,561,581	1,684,583
Pension (Defined Benefit)	1,535,869	1,529,222	1,631,525	1,725,035	1,971,259
Pension (401A Cont./Match)	1,188,108	1,135,079	1,470,121	1,568,268	1,944,957
Miscellaneous	766,689	730,361	747,257	831,697	1,007,382
subtotal	*$ 25,241,856*	*$ 25,836,297*	*$ 27,950,908*	*$ 31,924,219*	*$ 34,424,978*
Maintenance & Operations:					
Professional Services	$ 176,701	$ 86,065	$ 86,779	$ 265,599	$ 267,690
Fuel/Repair & Maint. (Vehicles)	704,730	659,673	984,450	842,560	940,500
Employee Travel	85,902	32,565	83,128	125,096	184,843
Employee Training	76,567	83,766	112,824	172,806	183,775
Maint. Contracts/IT Services	1,115,253	1,295,782	1,558,416	1,971,287	2,121,116
General Supplies	285,121	219,962	290,324	277,647	372,800
Uniforms	179,731	176,718	179,589	223,051	327,550
Miscellaneous	357,730	375,883	295,519	322,504	362,725
subtotal	*$ 2,981,734*	*$ 2,930,414*	*$ 3,591,030*	*$ 4,200,550*	*$ 4,760,999*
Capital/Leases:					
Capital/Other	$ -	$ 2,902	$ -		$ 230,395
Fleet/Equipment Lease(s)	631,280	582,963	675,893	659,858	779,067
subtotal	*$ 631,280*	*$ 585,866*	*$ 675,893*	*$ 659,858*	*$ 1,009,462*
TOTAL	**$ 28,854,870**	**$ 29,352,576**	**$ 32,217,831**	**$ 36,784,627**	**$ 40,195,439**

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2024 Budget for Public Safety totals $40.2 million and represents an increase of 9%, or $3.4 million, compared to FY 2023.

The Personnel Services category increased 8%, or $2.5 million, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2023;
- Market-based personnel compensation adjustments and enhancements to the Retiree Health Benefit (FY 2024 Operating Initiatives);
- Addition of four full-time positions to staff the new Real-Time Crime Center ($307,000; FY 2024 Operating Initiative);
- Addition of one full-time Assistant Fire Marshall position to be hired mid-year ($104,000 annualized cost with a partial-year impact in FY 2024 of $52,000; FY 2024 Operating Initiative);
- Annualized impact of the supplemental retirement benefits approved during FY 2023 (Peace Officers Annuity and Benefit Fund; Firefighters Pension fund);
- Increases in overtime to reflect current trends, staff hires and changes in compensation/benefit elections; etc.

Authorized personnel total 243.5 full-time-equivalents ("FTE"), including five new positions approved as part of the FY 2024 Operating Initiatives, and represent the following:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
Sworn Police Officers						
Captain	4.0	4.0	4.0	4.0	5.0	1.0
Crime Scene Detective	-	-	-	1.0	1.0	-
Director of Public Safety	1.0	1.0	1.0	1.0	1.0	-
Field Training Officer	6.0	4.0	5.0	5.0	5.0	-
Lieutenant	8.0	7.0	7.0	7.0	7.0	-
Officer	70.0	73.0	72.0	76.0	75.0	(1.0)
Police Operations Major	1.0	1.0	1.0	1.0	1.0	-
Police Support Operations Major	1.0	1.0	1.0	1.0	1.0	-
Police Training Coordinator	1.0	1.0	1.0	1.0	1.0	-
Sergeant*	13.0	16.0	16.0	16.0	17.0	1.0
	105.0	108.0	108.0	113.0	114.0	1.0

GENERAL FUND DEPARTMENTAL SUMMARIES

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
Certified Firefighters						
Accreditation/Emer. Mgmt. Coord. (Captain)	1.0	1.0	-	-	-	-
Assistant Fire Marshal*	5.0	5.0	5.0	4.0	5.0	1.0
Battalion Chief	4.0	4.0	4.0	3.0	3.0	-
Captain	18.0	18.0	17.0	18.0	18.0	-
Community Paramedic	-	-	-	1.0	1.0	-
Deputy Director of Public Safety	1.0	-	-	-	-	-
Deputy Fire Marshal	1.0	1.0	1.0	2.0	1.0	(1.0)
EMS Division Chief	-	1.0	1.0	1.0	1.0	-
EMS Training Officer	-	1.0	1.0	1.0	1.0	-
Fire Administration Chief	-	-	-	-	1.0	1.0
Fire Apparatus Engineer	24.0	24.0	27.0	27.0	27.0	-
Fire Division Chief Training	-	-	-	1.0	1.0	-
Fire Marshal	1.0	1.0	1.0	1.0	1.0	-
Fire Operations Chief	1.0	1.0	1.0	1.0	1.0	-
Firefighter II	19.0	19.0	19.0	19.0	18.0	(1.0)
Firefighter/Paramedic	20.0	20.0	20.0	20.0	21.0	1.0
Lieutenant	3.0	3.0	7.0	6.0	6.0	-
Public Affairs Coordinator	1.0	1.0	-	-	-	-
Public Safety Logistics/Emer. Mgmt Coord.	1.0	1.0	1.0	1.0	1.0	-
Special Projects and Data Analyst	-	-	1.0	1.0	1.0	-
Training/Emergency Medical Svcs Coord.	1.0	-	-	-	-	-
	101.0	101.0	106.0	107.0	108.0	1.0
Civilian Positions						
Administrative Assistant II	2.0	2.0	2.0	1.0	1.0	-
Administrative Generalist	-	-	-	1.0	1.0	-
Accreditation Manager	-	-	1.0	1.0	1.0	-
Budget/Finance Coordinator	1.0	1.0	1.0	1.0	1.0	-
Criminal Info Systems Tech	-	-	-	-	1.0	1.0
Criminal Intelligence Analyst	1.0	1.0	1.0	1.0	1.0	-
Evidence Custodian	1.0	1.0	1.0	1.0	1.0	-
Evidence Technician	1.0	1.0	1.0	1.0	1.0	-
Fingerprint Technician	1.0	0.5	0.5	0.5	-	(0.5)
Parking Ambassador (2PT to 1FT in FY 2023)	1.0	1.0	1.0	1.0	1.0	-
Records Clerk	4.5	5.0	5.0	5.0	4.5	(0.5)
Records Manager	-	-	1.0	1.0	1.0	-
Records Supervisor	1.0	1.0	-	-	-	-
RMS Coordinator/Database Manager*	-	-	-	-	1.0	1.0
RTCC Operator/Analyst*	-	-	-	-	2.0	2.0
School Crossing Guard (8PT)	4.0	4.0	4.0	4.0	4.0	-
	17.5	17.5	18.5	18.5	21.5	3.0
	223.5	**226.5**	**232.5**	**238.5**	**243.5**	**5.0**

* FY 2024 includes the addition of four new full-time equivalent positions for our Real-Time Crime Center (Sergeant, RMS Coordinator/Database Manager, and 2 RTCC Operator Analyst positions) and one new full-time equivalent Assistant Fire Marshal position. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities of the new positions.

GENERAL FUND DEPARTMENTAL SUMMARIES

The Maintenance & Operations category increased 13%, or $560,449, due primarily to the following activity:

- Increase in funding for fuel of $50,440 due to usage patterns, commodity pricing trends, and new personnel (FY 2024 Operating Initiatives) and repair/maintenance needs of $47,500 for vehicles, $9,060 for equipment, and $5,000 facilities. The growth in vehicle repair funding is based on current cost trends. Specifically, the city replaces 1/7th of its public safety fleet annually (this equates to a lifetime mileage target of 100,000) to ensure minimal downtime and that our equipment is responsive to service demands. That said, the city is still transitioning from Impala sedans to Explorers SUVs. The Impala's have a more costly repair record (than the Explorers) and, with our existing units reaching their mileage targets, we are incurring more repair costs in the short-term as we phase out the legacy Impalas.
- Increase in professional development (travel/training) of $70,716 (24% growth) to ensure our staff maintains industry knowledge and best practices in the law enforcement field coupled with funding for the new Firefighter Recruiting Classes approved as part of the FY 2024 Operating Initiatives.
- Increase in maintenance contracts/IT professional services of $149,829 (8% growth) due to the coverage of general software inflationary cost growth coupled with additional funding for body cameras (+$112,000).
- Growth in general supplies of $95,153 (34% growth) due primarily to additional funding for fire retirements/promotions events (+$24,000), increased ammunition pricing (+$18,000), increased funding for annual awards, retirement gifts, and medals purchased throughout the year (+$10,000), funding for Narcan (+$6,000; this was previously funded through a Fulton County grant), increased funding for fire station janitorial supplies based on current cost and usage trends (+$7,355), etc.
- Increase in uniform funding of $104,499 (47% growth) associated with the increase in police officer uniform allotment from $350 to $800 per year in the amount of $50,850 (implemented in 2023 and funded through a reallocation of available proceeds), an increase of $36,000 for fire uniforms due to price increases and to complete the purchase of Class A uniforms, and uniform funding for the new services approved as part of the FY 2024 Operating Initiatives (Real-Time Crime Center, Assistant Fire Marshall, and Firefighter Recruiting Classes).
- Increase in miscellaneous costs of $40,221 (12% growth) due primarily to growth in utility expenses (+$38,100) in electricity, natural gas, water/sewer, and miscellaneous utilities (e.g., cable and garbage). The main driver is reopening of the Alpharetta Jail ($21,450 in forecasted utility expenses) coupled with general electric utility cost growth (includes adjustments for approved GA Power rate increases). It

should be noted that under the Alpharetta Jail Intergovernmental Agreements, utilities will be split amongst all participating municipalities. This revenue is reflected within the Intergovernmental section and is based on approved IGAs as of April 2023. As other municipalities join, the revenue split will be updated accordingly.

The Capital/Lease category increased 53%, or $349,604, due primarily to the following activity:

- Increase in operational capital funding (+$230,395) due to the reallocation of public safety equipment replacement funding from the Capital Project Fund to the General Fund as these items are under the $25,000 capitalizable threshold. Components include: $10,000 for furniture/bedding; $15,000 for fire tools/equipment; $10,000 for replacement exercise equipment; $17,000 for (12) automated external defibrillators for patrol; $12,295 for training sim gun replacement; $17,000 for (2) replacement AR-10 sniper rifles; $26,000 for the replacement of (5) sets of SWAT ballistic vests ; $10,400 for (2) DEA TFO vests; $2,400 for (2) DEA TFO helmets; $8,200 for police department tools/equipment; $2,700 for (6) motor helmets; $5,000 for (2) radars for motors; $5,000 for (2) Stalker Lasers; $60,000 for turnout gear/personal protective equipment for firefighters; $27,900 for (9) weather radio replacements; and $1,500 for SCBA cylinders.
- Increase in fleet/equipment leases of $119,209 due to issuance of the Series 2022 Bank of America capital lease in FY 2023 to replace three Fire Pumpers. Upon programming of this increase in FY 2024, the annual payment for our operating leases will be relatively flat.

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **Police Services**

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

National Incident Based Reporting System

Patrol Division

Offenses	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 YTD
Group A Offenses	2,631.00	1,850.00	1,564.00	1,732.00	1,123.00
Group B Offenses	728.00	663.00	297.00	580.00	346.00
Total	3,359.00	2,513.00	1,861.00	2,312.00	1,469.00
Per 1000 Population	50.70	36.35	26.92	33.45	21.25
Arrest					
Group A Offenses	436.00	372.00	330.00	370.00	267.00
Group B Offenses	422.00	248.00	280.00	419.00	201.00
Non-Criminal Offenses	695.00	563.00	401.00	479.00	384.00
Total	1,553.00	1,183.00	1,011.00	1,268.00	852.00
Per 1000 Population	23.44	17.11	14.63	18.34	12.33

Criminal Investigations Division

Assigned for Investigation	889.00	944.00	1,374.00	816.00	508.00
Closed by Arrest	60.00	87.00	91.00	96.00	32.00
Closed by Exception	27.00	38.00	29.00	30.00	15.00
Unfounded	78.00	112.00	166.00	88.00	38.00
Active Cases	724.00	707.00	1,088.00	679.00	647.00

Traffic Division

Accidents	3,059.00	2,538.00	1,800.00	2,263.00	1,411.00
Fatalities	4.00	1.00	3.00	0.00	0.00

911 Communications

Calls For Service	38,069.00	33,997.00	35,866.00	40,657.00	25,496.00

GENERAL FUND DEPARTMENTAL SUMMARIES

- **Fire Services**

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

	2018 Total Incidents	2019 Total Incidents	2020 Total Incidents	2021 Total Incidents	2022 Total Incidents
FIRES					
Structure Fires	32	45	41	61	54
Vehicle Fires	22	27	25	22	24
Other Fires	46	80	30	35	44
Total Fires	**100**	**152**	**96**	**118**	**122**
Pressure Ruptures, Explosion, Overheat	**2**	**0**	**0**	**4**	**3**
RESCUE CALLS					
Emergency Medical Treatment	3011	3103	3442	3510	3946
All Others	63	61	54	145	528
Total Rescue Calls	**3074**	**3164**	**3496**	**3655**	**4474**
Hazardous Condition Calls	121	107	147	124	177
Service Calls	726	806	598	574	744
Good Intent Calls	2424	2368	1123	1466	1411
Severe Weather or Natural Disaster	1	1	2	0	1
Special Incident Calls	3	9	2	0	2
Unknown Incident Type	0	0	0	0	0
FALSE CALLS					
Malicious Calls	16	18	19	13	7
Other False Calls	749	776	768	847	1174
Total False Calls	**765**	**794**	**787**	**860**	**1181**
***TOTAL CALLS ..... ***	**7216**	**7401**	**6251**	**6801**	**8115**

GENERAL FUND DEPARTMENTAL SUMMARIES

Public Works

PETE SEWCZWICZ
DIRECTOR

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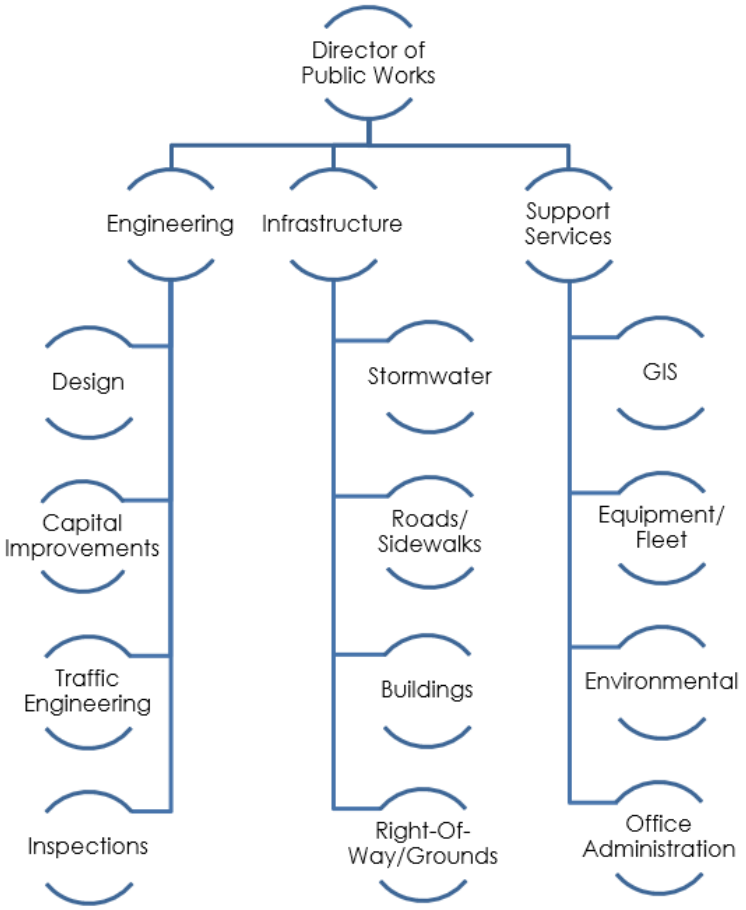

Our Community Vision is to advance Alpharetta as a signature City by:

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

Fostering strong sense of community including safety and security; and

Providing a business climate that attracts the top echelon companies.

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Public Works

Administration, Public Works, and Conservation

Mission Statement

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

Goals and Objectives

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

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

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

✓ Improve intergovernmental relations;

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

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

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Public Works
General Fund

	FY 2020 Actual	FY2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Other Revenue:					
CID (GA400 Interchange Maint.)	$ 88,944	$ 106,679	$ 71,642	$ 92,500	$ 91,073
Miscellaneous	2,500	24,300	13,529	1,000	1,000
TOTAL	**$ 91,444**	**$ 130,979**	**$ 85,171**	**$ 93,500**	**$ 92,073**
EXPENDITURES					
Personnel Services:					
Salaries	$ 2,864,499	$ 2,924,482	$ 3,090,806	$ 3,609,612	$ 3,720,865
Overtime	33,356	20,406	41,865	40,000	45,000
Group Insurance	892,231	895,540	893,505	1,184,342	1,037,971
FICA	209,851	216,601	230,220	278,726	285,618
Pension (Defined Benefit)	354,974	306,128	323,670	296,195	333,160
Pension (401A Cont./Match)	216,423	203,358	259,486	335,619	353,316
Workers Compensation	94,888	88,360	91,966	91,661	83,243
OPEB Contribution	72,374	74,549	66,877	73,455	92,962
Miscellaneous	2,554	1,161	3,251	1,864	1,628
subtotal	*$ 4,741,150*	*$ 4,730,585*	*$ 5,001,646*	*$ 5,911,474*	*$ 5,953,763*
Maintenance & Operations:					
Professional Services	$ 10,933	$ 5,383	$ 9,673	$ 6,000	$ 15,000
Fuel/Repair & Maint. (Vehicles)	103,856	117,014	150,818	137,500	170,000
Repair & Maint. (Facilities)	414,037	366,097	314,309	375,589	459,500
Maint. Contracts/IT Services	1,038,912	1,138,897	1,297,073	1,519,752	1,614,162
General Supplies	142,199	103,166	106,595	132,508	166,950
Utilities	1,814,759	1,976,712	1,892,247	1,971,750	2,029,250
Miscellaneous	87,064	98,374	81,278	101,500	150,500
subtotal	*$ 3,611,761*	*$ 3,805,644*	*$ 3,851,993*	*$ 4,244,599*	*$ 4,605,362*
TOTAL	**$ 8,352,910**	**$ 8,536,228**	**$ 8,853,639**	**$ 10,156,073**	**$ 10,559,125**

Budget Narrative

The FY 2024 Budget for Public Works totals $10.6 million and represents an increase of 4%, or $403,052, compared to FY 2023.

The Personnel Services increased 1%, or $42,289, due primarily to the 4% performance-based merit program scheduled for July 1, 2023, market-based personnel compensation adjustments and enhancements to the Retiree Health Benefit (FY 2024 Operating Initiatives), staff hires and changes in compensation/benefit elections, growth in other benefit categories (e.g., Defined Benefit Pension contributions), and partially offset with reductions in group

GENERAL FUND DEPARTMENTAL SUMMARIES

insurance allocations and the transfer of one full-time vacant Senior Engineer position to City Administration that has been reclassified to a Municipal Project Manager. Group insurance premiums for 2024 will remain flat at 2023 levels; however, the budgetary allocations that cushioned the operating budget from changes in benefit elections due to staffing (e.g., changing incumbents, changing life situation that necessitates revised benefit elections such as moving from employee-only to employee-family) has been reduced to cover other cost drivers such as the Defined Benefit Pension contribution which has grown due to recent salary growth, market investment performance, etc.

Authorized personnel total 50 full-time-equivalents ("FTE") and represent the following:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
Administrative Assistant II	1.0	-	-	-	-	-
Assistant Construction Manager	1.0	1.0	1.0	1.0	1.0	-
Civil Engineer	2.0	2.0	1.0	1.0	1.0	-
Construction Manager	1.0	1.0	1.0	1.0	1.0	-
Deputy Director of Public Works	1.0	-	-	-	-	-
Director	1.0	1.0	1.0	1.0	1.0	-
Engineering Technician	5.0	5.0	4.0	6.0	6.0	-
Environmental Program Coordinator	1.0	1.0	1.0	1.0	1.0	-
Fleet/Equipment Logistics Tech.	-	1.0	1.0	1.0	1.0	-
Fleet Coordinator	1.0	-	-	-	-	-
GIS Specialist/Planner	-	-	1.0	-	-	-
GIS Coordinator	-	-	-	1.0	1.0	-
Infrastructure Operations Manager	-	-	-	1.0	1.0	-
Office Manager	-	1.0	1.0	1.0	1.0	-
Project Administrator	1.0	1.0	1.0	1.0	1.0	-
Public Works Crew Leader	8.0	8.0	8.0	7.0	7.0	-
Public Works Supervisor	4.0	4.0	4.0	3.0	3.0	-
Public Works Technician I	6.0	6.0	6.0	6.0	5.0	(1.0)
Public Works Technician II	10.0	10.0	10.0	9.0	9.0	-
Right of Way Coordinator	1.0	1.0	1.0	1.0	1.0	-
Senior Engineer*	2.0	2.0	2.0	2.0	1.0	(1.0)
Senior Engineering Technician	-	-	-	-	1.0	1.0
Senior Inspector	1.0	1.0	1.0	1.0	1.0	-
Senior Operations Manager	-	1.0	1.0	1.0	1.0	-
Senior Water Resources Analyst	1.0	1.0	1.0	1.0	1.0	-
Support Services Manager	1.0	1.0	1.0	1.0	1.0	-
Traffic Operations Manager	1.0	1.0	1.0	1.0	1.0	-
Traffic Signal Engineer	1.0	-	-	-	-	-
Transportation Engineering Manager	-	1.0	1.0	1.0	1.0	-
Urban Forestry Program Manager	1.0	1.0	1.0	1.0	1.0	-
	52.0	52.0	51.0	51.0	50.0	(1.0)

* Position transferred to City Administration and reclassified to a Municipal Project Manager.

GENERAL FUND DEPARTMENTAL SUMMARIES

The Maintenance and Operations category increased 8%, or $360,763, due primarily to the following activity:

- Increase in funding for fuel (+$20,000 due to usage patterns and commodity pricing trends) and vehicle repair/maintenance needs (+$12,500). The growth in vehicle repair/maintenance costs covers the rising costs of vehicle repairs and preventative maintenance as well as annual Department of Transportation inspections for Public Works vehicles. Examples of recent repairs are a 2013 Ford F-150 Super Duty Bucket Truck with internal engine failure, which was repaired for $7,400 and a 2009 Ford F-750 Bucket Truck requiring turbo and regen system repairs at $12,700.
- Increase in facilities repair/maintenance costs of $83,911 (22% growth) due to multiple factors including the reopening of the municipal jail partially due to reopening of jail (+$30,000), additional funding for City Hall (+$31,037), with the remainder (+$22,863) due to inflationary cost growth of labor/supplies for many of the included services such as plumbing, HVAC, etc.
- Increase in maintenance contracts and IT professional services of $94,410 (6% growth) due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping (annualized impact of recent right-of-way maintenance contract), janitorial, etc. coupled with funding for the newly opened Davis Drive extension (e.g., landscape maintenance).
- Increase in general supplies of $34,442 (26% growth) due to rising costs and need for janitorial supplies, soap, and disinfectants, etc. as well as added facility supplies for the re-opening of the Alpharetta Jail.
- Increase in utility expenses of $57,500 (3% growth) in electricity, natural gas, water/sewer, and miscellaneous utilities (e.g., cable and garbage). The main driver is electric utility cost growth and is based on usage trends coupled with adjustments for approved GA Power rate increases of 10.5% on January 1, 2023, and 1% on January 1, 2024.
- Increase in miscellaneous costs of $49,000 (48% growth) due primarily to growth in professional development (+$9,000) needs, uniform needs (+$13,700) due to outfitting new hires and replacing uniforms and footwear for Public Works crews, equipment repair/maintenance (+$10,000) due to rising costs associated with repairs for aging equipment, etc.

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **Conservation**

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

Public Works Conservation					
Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
# of Events coordinated	17	24	28	24	24
# of Students reached	404	18	285	18	275
# of Volunteers	307	244	215	250	250

- **Engineering**

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

Public Works Engineering					
Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
# of Water quality samples analyzed	421	448	440	448	150

* *Capital contracts include traffic, stormwater, sidewalks, infrastructure, community development, and facilities projects.*

GENERAL FUND DEPARTMENTAL SUMMARIES

- **Public Works**

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

Public Works Public Works Operations					
Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
Average # of days to complete sidewalk work order	12.5	12.2	12.5	10.0	10.0
Average # of days to complete pothole work order	1.0	1.0	1.0	1.0	1.0
Average # of days to complete curb and gutter work order	2.7	2.0	8.5	2.5	5.0
Average # of days to complete ROW., mowing, limb work order	1.2	1.0	2.5	1.0	2.0
Average # of days to complete sink hole work order	2.2	3.4	7.6	3.0	3.0
Average # of days to complete sign replacement/upgrade work order	1.7	1.7	1.8	1.5	2.0
Average # of days to complete signal light maintenance work order	3.4	3.6	6.5	3.0	3.0
Average # of days to complete striping work order	5.9	3.7	2.0	3.5	4.0
Average # of days to complete catch basin work order	4.9	2.5	1.9	3.5	5.0
Average # of days to complete storm drain work order	5.2	10.3	13.5	7.5	10.0
Average # of days to complete facilities work order	4.8	4.0	4.4	4.0	4.0

GENERAL FUND DEPARTMENTAL SUMMARIES

Recreation, Parks & Cultural Services

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DIRECTOR

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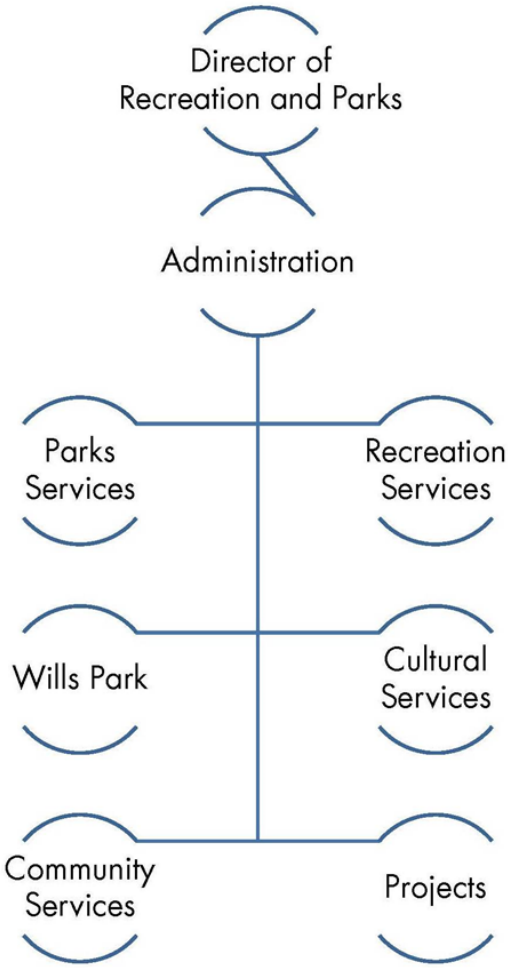

Our Community Vision is to advance Alpharetta as a signature City by:

Offering the highest quality of life for our residents and businesses.

Fostering strong sense of community including safety and security; and

Providing a business climate that attracts the top echelon companies.

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Recreation, Parks & Cultural Services

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

Mission Statement

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

Goals and Objectives

- ✓ Substanaly complete the nine (9) Park improvement/Development projects prioritized by the 2021 Parks Bond Referendum: and
- ✓ Connect with residents and seek out ideas for new programs and services and implement when possible; and
- ✓ Increase revenues through increased participation and sponsorships; and
- ✓ Actively engage in the improving access and usability of all parks and facilities by all residents through ongoing maintenance, beautification, and facility enhancement; and
- ✓ Identify, engage and codify partnerships with adjoining cities, Fulton County, Fulton County Schools, and businesses throughout the city.

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Recreation, Parks & Cultural Services

General Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Intergovernmental	$ 318,295	$ 2,486	$ 3,390	$ 3,000	$ 3,000
Charges for Services:					
Aquatics Activity Fees	127,559	114,299	201,502	206,000	207,000
Athletics Activity Fees	418,111	342,519	282,234	490,000	280,000
Arts Services	53,688	96,622	183,402	182,500	202,500
Community Center Activity Fees	451,273	567,756	817,206	862,376	982,000
Preston Ridge Community Center Activity Fees	-	725	19,099	104,000	104,000
Senior Center Activity Fees	102,675	30,376	111,819	199,000	125,000
Equestrian Center Activity Fees	222,383	318,494	296,202	400,000	400,000
Wills Park Rec. Ctr Activity Fees	211,913	198,119	272,018	475,000	300,000
Community Garden Fees	-	-	-	21,000	45,000
Non-Resident Fees	199,162	209,891	309,390	300,000	410,000
Taste of Alpharetta	900	-	-	-	-
Other	219,178	153,992	76,546	91,239	88,500
Other Revenue	17,526	13,508	25,234	10,059	50
TOTAL	**$ 2,342,661**	**$ 2,048,787**	**$ 2,598,041**	**$ 3,344,174**	**$ 3,147,050**
EXPENDITURES					
Personnel Services:					
Salaries	$ 2,578,921	$ 2,504,452	$ 2,577,076	$ 3,023,163	$ 3,360,243
Seasonal	562,833	532,875	725,346	925,930	983,250
Overtime	128,413	74,527	181,458	130,000	207,000
Group Insurance	843,908	811,101	770,471	999,411	1,009,749
FICA	242,111	229,058	259,164	299,614	345,158
Pension (Defined Benefit)	186,096	210,321	223,610	206,704	253,603
Pension (401A Cont./Match)	234,332	215,485	258,212	318,054	364,550
Miscellaneous	137,315	155,799	132,043	137,106	160,472
subtotal	*$ 4,913,928*	*$ 4,733,618*	*$ 5,127,379*	*$ 6,039,982*	*$ 6,684,025*
Maintenance & Operations:					
Professional Services	$ 1,433,673	$ 1,088,980	$ 1,688,903	$ 2,237,375	$ 2,351,660
Fuel/Repair & Maint. (Vehicles)	53,574	65,678	78,931	77,500	83,500
Repair & Maintenance (Grounds)	525,515	570,351	689,964	732,513	798,990
Repair & Maintenance (Facilities)	19,749	41,557	22,276	61,794	84,500
Equipment Rental	129,803	57,714	114,233	167,813	172,518
Maintenance Contracts/IT Svcs.	1,016,315	1,096,678	1,330,711	1,800,439	1,867,322
General Supplies	395,035	358,631	368,560	462,708	448,728
Uniforms	23,220	15,934	12,880	25,144	23,238
Utilities	637,639	654,217	649,033	709,866	735,800
Miscellaneous	255,412	170,649	196,742	311,560	270,503
subtotal	*$ 4,489,937*	*$ 4,120,389*	*$ 5,152,233*	*$ 6,586,712*	*$ 6,836,759*
Capital/Other	$ 15,880	$ 12,594	$ 1,500	$ 15,527	$ 42,950
TOTAL	**$ 9,419,744**	**$ 8,866,601**	**$ 10,281,112**	**$ 12,642,221**	**$ 13,563,734**

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2024 Budget for Recreation, Parks & Cultural Services totals $13.6 million and represents an increase of 7%, or $921,513, compared to FY 2023.

The Personnel Services category increased 11%, or $644,043, due primarily to the following:

- Annualized impact of staffing reclassifications implemented during FY 2023;
- 4% performance-based merit program scheduled for July 1, 2023;
- Market-based personnel compensation adjustments and enhancements to the Retiree Health Benefit (FY 2024 Operating Initiatives);
- Addition of one full-time Parks Services Supervisor position ($96,000; FY 2024 Operating Initiative);
- Transfer of one part-time Marketing Coordinator position to City Administration ($35,000 savings within the Recreation, Parks & Cultural Services budget) which was upgraded to full-time as part of a FY 2024 Operating Initiative for City Administration;
- Staff hires and changes in compensation/benefit elections, growth in seasonal salaries and overtime which is necessitated as recreation program activity is eclipsing pre-pandemic levels, which is partially offset with reductions in group insurance allocations. Group insurance premiums for 2024 will remain flat at 2023 levels; however, the budgetary allocations that cushioned the operating budget from changes in benefit elections due to staffing (e.g., changing incumbents, changing life situation that necessitates revised benefit elections such as moving from employee-only to employee-family) has been reduced to cover other cost drivers.

GENERAL FUND DEPARTMENTAL SUMMARIES

Authorized personnel total 49.5 full-time-equivalents ("FTE") and represent the following:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
Administrative Assistant I	4.0	4.0	3.0	3.0	3.0	-
Administrative Assistant II	2.0	2.0	1.0	1.0	1.0	-
Administrative Office Coordinator	1.0	1.0	1.0	1.0	1.0	-
Community Agrcitucltural Coordinator	-	0.5	0.5	0.5	0.5	-
Community Services Manager	1.0	1.0	1.0	1.0	1.0	-
Cultural Arts Coordinator	-	-	-	1.0	1.0	-
Cultural Arts Supervisor	1.0	1.0	-	-	-	-
Cultural Services Coordinator	1.0	1.0	1.0	1.0	1.0	-
Cultural Services Manager	1.0	1.0	1.0	1.0	1.0	-
Cultural Services Supervisor	-	-	2.0	2.0	2.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Facility Technician	4.0	4.0	2.0	-	-	-
Marketing Coordinator*	0.5	0.5	0.5	0.5	-	(0.5)
Park Services Manager	1.0	1.0	1.0	1.0	1.0	-
Parks Maintenance Crew Leader	1.0	1.0	1.0	1.0	1.0	-
Crew Leader	-	-	-	4.0	4.0	-
Parks Maintenance Technician I	12.0	12.0	12.0	-	-	-
Parks Maintenance Technician II	4.0	4.0	4.0	-	-	-
Parks Maintenance Worker	-	-	-	13.0	13.0	-
Parks Services Supervisor*	-	-	-	-	1.0	1.0
Parks Supervisor II	3.0	3.0	3.0	3.0	3.0	-
Project Manager	1.0	1.0	1.0	1.0	1.0	-
Recreation Coordinator	4.0	4.0	4.0	5.0	5.0	-
Recreation Services Manager	1.0	1.0	1.0	1.0	1.0	-
Recreation Supervisor II	4.0	4.0	4.0	4.0	4.0	-
Special Events Coordinator	2.5	2.0	2.0	1.0	1.0	-
Special Events Supervisor	-	-	-	1.0	1.0	-
Wills Park Manager	1.0	1.0	1.0	1.0	1.0	-
	51.0	51.0	48.0	49.0	49.5	0.5

* FY 2024 includes the addition of one new full-time equivalent position (Parks Services Supervisor) and the transfer of one Marketing Coordinator position (upgrade from part-time to full-time) to the City Administraion Department. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities of the new position.

The Maintenance and Operations category increased 4%, or $250,047, due primarily to the following activity:

- Increase in professional services of $114,285 (5% growth) due primarily to anticipated growth in recreation programs and the corresponding costs of program instructors. It should be noted that this growth is also reflected in program fees (revenue).
- Increase in repair/maintenance (grounds) costs of $66,477 (9% growth) due primarily to the reallocation of parks maintenance funding from the Capital Project Fund to the General Fund as these items are under the $25,000 capitalizable threshold. Components include: $10,000 for restoration of the mini silos; $12,000 for

Brooke Street Park irrigation; $10,000 for tree well lighting upgrades; and $20,000 for North Park Ballfields 5-6 fencing upgrades.

- Increase in maintenance contracts/IT professional services of $66,883 (4% growth), due primarily to additional funding for the RecWare Park Program Registration software (+$55,000) as it is funded on a per customer basis and grows along with program participation. Additional cost growth is related to ensuring our Board Members have city email addresses (+$7,830).
- Growth in utility expenses of $25,934 (4% growth) in electricity, natural gas, water/sewer, and miscellaneous utilities. Specifically, electric utility growth is based on cost trends coupled with adjustments for known utility rate growth including approved rate increases of 10.5% on 1/1/2023 and 1% on 1/1/2024 for GA Power.

The Capital/Other category includes funding for general repair/replacement capital and equipment needs. Funding requests include $15,000 associated with the Northside Hospital Memorandum of Understanding (MOU) which is funded through a grant.

Equestrian Center

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **Administration**

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

Recreation, Parks & Cultural Services - Rec Admin					
Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
Recreation & Parks turnover percentage	10%	17%	12%	10%	10%
Annual Activity Enrollments as in ActiveNet	15,811	16,944	22,755	20,000	25,000
# of Part-time hours used	45,046	41,267	46,461	60,000	60,000

- **Adult Activity Center**

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

Recreation, Parks & Cultural Services - Adult Activity					
Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
Total # of Participants per year*	22,425	6,033	21,301	30,000	35,000
(Res / Non-Res)	9299/13126	1870/4163	6851/14,480	8500/15,000	9000/15,000
Total # of Building rentals	18	8	9	12	10
Total # of Day trips taken	100	0	70	65	75
Total # of Overnight trips taken using City buses	8	0	2	8	10

GENERAL FUND DEPARTMENTAL SUMMARIES

- **Aquatics**

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

Recreation, Parks & Cultural Services - Aquatics					
Performance Measurements	Actual** FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
% of Days pool facilities were open during pool season (93 days)	100%	90%	100%	100%	100%
Average daily attendance at City pool	400	150	400	400	400
Hours of lifeguard training per person	40	40	40	40	40
# of Swim lessons held	133	0	98	N/A*	N/A*
# of Swim lessons participants	598	0	542	N/A*	N/A*
(resident / non-resident)	439/159	0	339/203	N/A*	N/A*
Swim teams participants	196	121	188	250	250
(resident / non-resident)	117/79	76/45	121/67	175/75	175/75
C.O.A.S.T. participants	19	0	46	55	55
(resident / non-resident)	9 R/ 10NR	0	18/28	35/20	25/30
# of Pool passes sold	601	0	544	500	500
(resident / non-resident)	314/287	0	233/311	250/250	250/250

* Swim lessons contracted to YMCA Summer 2022

- **Health and Wellness**

  Statement of Service: Health & Wellness provides programs, services, and information to allow all residents to live a healthier lifestyle.

Recreation, Parks & Cultural Services - Health & Wellness					
Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
# of Participants in aerobics	1459	1049	228	N/A *	N/A
(resident / non-resident)	1092/367	-------	165/63	N/A *	N/A
# of Participants in Yoga (Adults &	81	132	N/A	N/A *	N/A
(resident / non-resident)	44/37	59/73	N/A	N/A*	N/A
# of Participants in tennis	286	285	474	400	450
(resident / non-resident)	238/46	227/58	375/99	325/75	300/150
# of Participants in Couch to 5K	60	5	68	N/A	N/A
(resident / non-resident)	40/20	5/0	41/27	N/A	N/A
# Participants in Babysitter Bootcamp Classes and Camps	72	60	63	110	75
(resident / non-resident)	27/45	27/33	26/37	50/60	35/40
# of Participants in Cooking Classes(remove "and Camps")	40	0	41	50	N/A
(resident / non-resident)	11/29	0	23/18	25/25	N/A
# of HW Pop-Up Participants	1542	3200	3850	3500	3500
# of Participants in Pickleball		333	453	600	650
(resident / non-resident)		107/226	232/221	250/350	300/350

*Aerobics is no longer a contracted service- has moved into a Health & Wellness Partner offering free classes- Spring 2022
FY24 Aerobics replace w/PRCC Wellness classes; Yoga replace with Kilometer Kids; Couch to 5K replace w/Trails & Ales; Cooking Camp replace w/Lantern Walk

GENERAL FUND DEPARTMENTAL SUMMARIES

- **Athletics**

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

Recreation, Parks & Cultural Services - Athletics					
Performance Measurements	**Actual FY 2020**	**Actual FY 2021**	**Actual FY 2022**	**Target FY 2023**	**Target FY 2024**
# of Participants - Adult Basketball					
2 Seasons-25 teams	111/11 teams	0	631- 3 seasons; 60 teams	600/65	620/67
(resident / non-resident)	31/80	0	178/516	200/300	270/330
# of Participants - Adult Softball					
3 Seasons-170 teams	598/46 teams	1182/171 teams	1609- 3 seasons; 126 teams	1400/130	1700/135
(resident / non-resident)	232/366	640/542	626/983	650/750	800/900
# of Participants - Teen Basketball					
2 Season-12 teams	67/8 teams	56/7 teams	117- 2 seasons; 16 teams	225/22	300
(resident / non-resident)	20/47	44/12 Summer only	67/50	175/50	200/100
# of Participants - Youth Basketball					
75 Teams	491	0	328- 37 teams	400	400
(resident / non-resident)	353/138	0	252/76	300/100	300/100
# of Participants - Youth Soccer					
70 Teams	2071	1395	1352	N/A	N/A
(resident / non-resident)	1292/779	868/527	957/395	N/A	N/A
# of Participants - Youth Travel Soccer					
40 Teams (2 seasons)	545	N/A	656	N/A	N/A
(resident / non-resident)	284/261		334/322	N/A	N/A

* Ambush Soccer Club is no longer a contracted program- they are now a Youth Athletic Associaiton- Fall 2021

- **Community Center**

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

Recreation, Parks & Cultural Services - Community Center					
Performance Measurements	**Actual FY 2020**	**Actual FY 2021**	**Actual FY 2022**	**Target FY 2023**	**Target FY 2024**
# of Participants in summer day camps	1369	1427	1745	1750	1750
(resident / non-resident)	770/599	878/549	1203/542	1000/750	1200/550
# of Participants in dance, including					
camps	533	30	861	600	1000
(resident / non-resident)	232/301	186/115	512/349	400/200	600/400
# of Participants in gymnastics, including					
camps	2261	2602	2920	2900	3000
(resident / non-resident)	1315/946	1538/1064	1880/1040	2000/900	2000/1000
# of Participants in Specialty Camps	850	54	406	450	500

Recreation, Parks & Cultural Services - Preston Ridge					
Performance Measurements	**Actual FY 2020**	**Actual FY 2021**	**Actual FY 2022**	**Target FY 2023**	**Target FY 2024**
Total # of Active Adult Participants per					
year*	N/A	125*	3364	4000	5500
(resident / non-resident)	N/A	59/66	717/2650	1500/2500	2000/3000
# of Facility Rentals	N/A	8	275	300	350
# Fitness Class Participants	N/A	0	N/A	500	1500

* CENTER OPENED JUNE 2021

GENERAL FUND DEPARTMENTAL SUMMARIES

- **Cultural Arts**

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

Recreation, Parks & Cultural Services - Cultural Arts					
Performance Measurements	**Actual FY 2020**	**Actual FY 2021**	**Actual FY 2022**	**Target FY 2023**	**Target FY 2024**
# of Participants in youth art classes	365	196	210	320	250
(resident/Milton/non-resident)	222/53/90	96 res /100 non-res	110 res / 100 non	190/130	140 / 110
# of Participants in adult art classes	343	265	296	340	325
(resident/Milton/non-resident)	178/65/100	res 199 / 66 non-res	210 / 86	225/115	230 / 95
# of Participants in summer camp	119	193	232	260	250
(resident/Milton/non-resident)	84/21/14	res 130 / 63 non-res	155 / 77	175/185	165 / 85

- **Equestrian Center**

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

Recreation, Parks & Cultural Services - Equestrian Center					
Performance Measurements	**Actual FY 2020**	**Actual FY 2021**	**Actual FY 2022**	**Target FY 2023**	**Target FY 2024**
Total # of Equestrian event dates	86	92	87	95	95
Total # dog show events	6	14	11	11	10
Total # other event dates hosted at equestrian center	3	13	10	15	15
Total attendance at events	100,000	100,000	100,000	135,000	135,000
# of Arenas/rings maintained	5	5	5	6	6
# of Part-time hours used	9	0	0	832	900

GENERAL FUND DEPARTMENTAL SUMMARIES

- **Community Services**

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

Recreation, Parks & Cultural Services - Community Services Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
# of Total Approved Events:					
Exclusive City Events	24	2	15	5	15
City Partnered Events	32	32	75	48	75
Outside Event Applications Processed	17	19	20	30	20
Approved / Denied	17/0	19/0	19 approved/1 denie	30/0	
Film Permit Requests Processed	3	0	11	6	12
Approved / Denied	3/0	0	oved/2 denied/3 car	6/0	
Estimated Attendance for:					
Taste of Alpharetta	0	0	0	50,000	50,000
Mayor's Challenge	2,400	0	0	1,300	2,000
Old Soldier's Day Parade	3,000	0 - cancelled	0 - cancelled	0 - cancelled	0
Season of Celebration	7,000	0	800	7,000	7,000
Alpharetta Arts StreetFest	0	0	0	10,000	10,000
Scarecrow Harvest	5,000	0 - cancelled	0 - cancelled	0 - cancelled	0
Wire & Wood	20,000	0	15,000	20,000	20,000
Food Trucks	13,000	0	3,500	7,000	7,000
Restless In Resthaven	0	0 - cancelled	0 - cancelled	0 - cancelled	0
Grilling & Gridiron	1,000	0	800	1,000	1,000
Volunteer Recruitment:					
Taste of Alpharetta (Non-City Staff)	0	0	0	0	0
Season of Celebration	64	0	0	25	0
Scarecrow Harvest	40	0	0	0	0
Wire & Wood	6	0	6	0	0
Community Agriculture	65	668 (CY2021)	760 (CY2022)	675	775
TOTAL	175	668	766	700	775

GENERAL FUND DEPARTMENTAL SUMMARIES

- **Parks Maintenance**

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

Recreation, Parks & Cultural Services - Parks Maintenance					
Performance Measurements	**Actual FY 2020**	**Actual FY 2021**	**Actual FY 2022**	**Target FY 2023**	**Target FY 2024**
# of Athletic fields maintained*	32	35	35	35	35
# of Park acres maintained	350	355	360	360	360
# of Greenway acres maintained	252	254	254	254	254
# of Playground inspections	102	108	120	120	120
# of Park/playground injuries	2	2	1	1	0
# of Athletic field preparations	5,304	4,200	5,520	4,630	5,520
# of Park mowings	40	40	40	40	40
# of Athletic field mowings	80	80	80	80	80
# of Buildings maintained	36	37	37	38	39
# of Restrooms maintained	56	56	57	58	59
# of Pavilions maintained	15	17	17	17	17
# of Hours utilized for trash	10,000	10,950	10,950	10,950	10,950
# of Part-time hours used	6,848	4,211	5,119	8,000	8,000
# of Vehicles maintained	18	22	25	25	26
# of Vehicle-related accidents	2	1	0	0	0

GENERAL FUND DEPARTMENTAL SUMMARIES

Community & Economic Development

KATHI COOK
DIRECTOR

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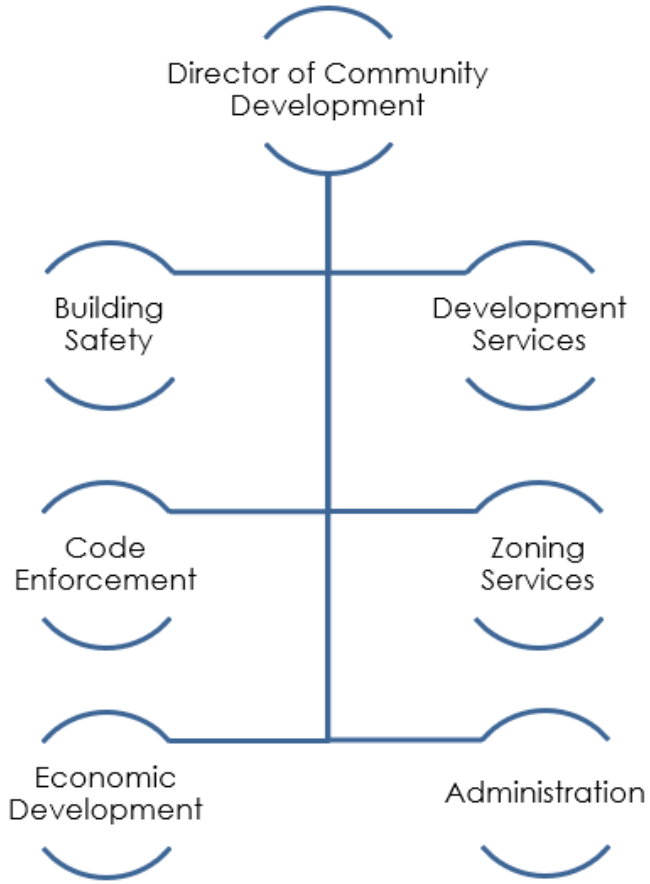

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Fostering strong sense of community including safety and security; and

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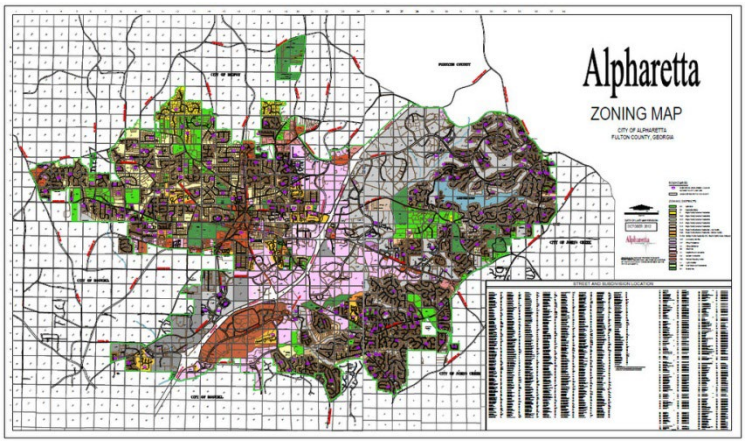
GENERAL FUND DEPARTMENTAL SUMMARIES

Community & Economic Development

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



Mission Statement

To protect and enhance the lives of Alpharetta citizens by guiding the city's growth and safeguarding the built environment and to help further the prosperity of our business community.

Goals and Objectives

- ✓ Enforce the standard building code and zoning code;
- ✓ Provide building inspections within 48 hours of request;
- ✓ Provide efficient plans processing and permitting;
- ✓ Provide quality support to boards and commissions staffed by Community Development;
- ✓ Provide the highest quality of customer service;
- ✓ Maintain and update demographic, statistical and other data, maps and materials;
- ✓ Process all public hearings in the most efficient manner possible;
- ✓ Maintain and process business licenses for the City;
- ✓ Collaborate with the Community to provide planning documents for the future; and
- ✓ Focus on Economic Development to fulfill the vision of the City of Alpharetta as the preeminent place to live, work, learn and play.

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues, Expenditures, and changes in Personnel

Community & Economic Development

General Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Business Taxes:					
Occupational License Fees	$ 1,162,099	$ 1,171,692	$ 1,083,893	$ 1,015,000	$ 1,165,000
Licenses & Permits:					
Development Permits/Fees	178,480	137,046	182,176	185,000	254,800
Building Permit Fees	2,130,275	1,971,207	1,987,196	1,850,000	2,000,000
Occupancy Permit Fees	187,262	168,602	168,158	170,000	160,000
Tree Removal Permit	4,736	3,236	5,238	3,500	3,500
Soil Erosion Permit	22,034	13,354	36,140	20,000	72,200
Alcoholic Beverage Permit	656,303	692,255	780,132	715,000	850,000
Other	36,433	69,783	79,042	47,000	52,500
Charges for Services:					
Planning and Development Fees	95,959	93,590	129,968	120,000	115,000
Plan Review Fees	1,003,981	837,651	852,097	750,000	925,000
Other	48,481	65,982	61,861	52,000	27,800
Fines & Forfeitures	1,250	18,175	3,250	2,000	3,000
TOTAL	**$ 5,527,293**	**$ 5,242,572**	**$ 5,369,151**	**$ 4,929,500**	**$ 5,628,800**
EXPENDITURES					
Personnel Services:					
Salaries	$ 1,887,959	$ 2,040,849	$ 2,168,038	$ 2,460,466	$ 2,723,114
Overtime	588	132	6,377	2,463	5,000
Group Insurance	646,350	709,983	645,344	800,783	766,733
FICA	137,068	147,651	158,447	188,230	208,813
Pension (Defined Benefit)	138,285	144,877	161,951	178,168	191,236
Pension (401A Contribution/Matc	170,800	171,879	198,734	247,112	282,637
Miscellaneous	94,476	106,757	110,738	113,549	130,562
subtotal	*$ 3,075,526*	*$ 3,322,128*	*$ 3,449,628*	*$ 3,990,771*	*$ 4,308,095*
Maintenance & Operations:					
Professional Services	$ 49,445	$ 176,702	$ 178,025	$ 147,374	$ 144,700
Board Member Fees	9,375	9,050	10,500	11,000	11,000
Fuel/Repair & Maintenance	12,702	13,098	23,461	15,000	23,000
Advertising	14,692	130,859	90,530	118,112	147,500
Employee Training	10,767	8,799	26,247	27,759	28,250
Employee Travel	7,355	3,039	27,760	26,500	28,500
Printing	6,900	10,778	7,174	8,991	10,000
Maintenance Contracts/IT Svcs.	141,345	162,434	200,312	229,194	264,033
General Supplies	26,226	27,905	37,669	37,894	36,500
Miscellaneous	10,363	3,964	29,983	18,520	8,700
subtotal	*$ 289,170*	*$ 546,629*	*$ 631,661*	*$ 640,344*	*$ 702,183*
Capital/Other	*$ 12,971*	*$ -*			*$ -*
TOTAL	**$ 3,377,667**	**$ 3,868,757**	**$ 4,081,289**	**$ 4,631,115**	**$ 5,010,278**

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2024 Budget for Community and Economic Development totals $5 million and represents an increase of 8%, or $379,163, compared to FY 2023.

The Personnel Services category increased 8%, or $379,163, due primarily to the following:

- 4% performance-based merit program scheduled for July 1, 2023;
- Market-based personnel compensation adjustments and enhancements to the Retiree Health Benefit (FY 2024 Operating Initiatives);
- Addition of one full-time Land Development Inspector Supervisor position ($93,000; FY 2024 Operating Initiative);
- staff hires and changes in compensation/benefit elections, growth in other benefit categories (e.g., Defined Benefit Pension contributions), and partially offset with reductions in group insurance allocations. Group insurance premiums for 2024 will remain flat at 2023 levels; however, the budgetary allocations that cushioned the operating budget from changes in benefit elections due to staffing (e.g., changing incumbents, changing life situation that necessitates revised benefit elections such as moving from employee-only to employee-family) has been reduced to cover other cost drivers such as the Defined Benefit Pension contribution which has grown due to recent salary growth, market investment performance, etc.

GENERAL FUND DEPARTMENTAL SUMMARIES

Authorized personnel total 33 full-time-equivalents ("FTE") and represent the following:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
Administrative Assistant II	1.0	1.0	1.0	1.0	-	(1.0)
Administrative Office Coordinator	-	-	-	1.0	1.0	-
Arborist	1.0	1.0	1.0	1.0	1.0	-
Building Inspector	4.0	4.0	4.0	4.0	4.0	-
Building Inspector Manager	1.0	1.0	1.0	1.0	1.0	-
Building Official	1.0	1.0	1.0	1.0	1.0	-
Building Plans Examiner	2.0	2.0	2.0	2.0	2.0	-
Code Enforcement Manager	1.0	1.0	1.0	1.0	1.0	-
Code Enforcement Officer	5.0	5.0	5.0	4.0	4.0	-
Code Enforcement Supervisor	-	-	-	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Development Services Engineer (Stormwater)	1.0	1.0	1.0	1.0	1.0	-
Economic Development Director	-	1.0	-	-	-	-
Economic Development Manager	-	1.0	1.0	1.0	1.0	-
Economic Development Coordinator (Mktng)	-	-	1.0	1.0	1.0	-
GIS Specialist/Special Project Planner	1.0	1.0	1.0	1.0	1.0	-
Inspectors	3.0	3.0	3.0	-	-	-
Land Development Inspector	-	-	-	3.0	3.0	-
Land Development Inspector Supervisor*	-	-	-	-	1.0	1.0
Office Manager	1.0	1.0	1.0	-	-	-
Planning and Zoning Coordinator	1.0	1.0	1.0	1.0	1.0	-
Planning and Development Services Manager	-	-	-	1.0	1.0	-
Permit Technician	2.0	2.0	2.0	2.0	3.0	1.0
Project Administrator	1.0	1.0	1.0	1.0	-	(1.0)
Senior Transportation Engineer/Planner	1.0	1.0	1.0	1.0	1.0	-
Senior Planner	1.0	1.0	1.0	-	-	-
Support Services Manager	-	-	-	-	1.0	1.0
Zoning Administrator	1.0	1.0	1.0	1.0	1.0	-
	30.0	32.0	32.0	32.0	33.0	1.0

* FY 2024 includes the addition of one new full-time equivalent position (Land Development Inspector Supervisor). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities of the new position.

The Maintenance and Operations category increased 10%, or $61,839, due primarily to the following activity:

- Increase in advertising/miscellaneous costs of $19,568 (combined) due primarily to one-time funding reallocations during FY 2023 (e.g., Alpharetta Technology Commission bathroom renovations) that will not occur in FY 2024 coupled with growth in advertising needs (e.g., public hearing notices, etc.), economic development sponsorships, etc.
- Increase in maintenance contracts/IT professional services of $34,839 (15% growth) due to the coverage of general software inflationary cost growth coupled with estimated fees for the annualized cost of the mid-year 2023 initiative to provide all board members with city emails addresses (Board of Zoning Appeals, Code Enforcement Board, Design Review Board, Planning Commission, Historic Preservation Commission, etc.).

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **Administration**

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

Community Development - Administration					
Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
# of Special projects managed	19	20	20	16	16

- **Economic Development**

  Statement of Service: The purpose of Economic Development is to foster and retain the business ecosystem of Alpharetta, both large and small. To advance policies that help Alpharetta grow and stay true to its values.

Community Development - Economic Development					
Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
# of Existing business contacts	418	418	418	418	418
# of New projects	19	16	13	16	15
# of Major business prospects recruited	2	2	2	2	1

GENERAL FUND DEPARTMENTAL SUMMARIES

- **Zoning/Development/Building Safety Services**
  Statement of Service: These Divisions are tasked with guiding the growth and development of the city in a manner that enhances the quality of life and recognizes the city's historic and natural features.

Community Development - Zoning					
Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
# of New public hearings filed	106	120	117	115	115
Total # of public hearings processed	91	91	93	115	115
# of parcels annexed	0	0	0	0	0

Community Development - Development Services					
Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
Private development plans reviewed	136	121	108	125	128
Tree permits issued	991	1177	1171	1000	1000

Community Development - Building Safety					
Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
# of New building permits issued	4,756	5,024	5,243	5,300	5,400
# of Building inspections completed	24,161	23,213	25,896	26,000	27,000

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

Community Development - Code Enforcement					
Performance Measurements	Actual FY 2020	Actual FY 2021	Actual FY 2022	Target FY 2023	Target FY 2024
# of Code enforcement inspections completed	679	1,284	2,047	1,500	1,000

SPECIAL REVENUE FUND SUMMARIES

Special Revenue Fund Summaries

Overview

The *Special Revenue Fund Summaries* section is intended to provide readers with an overall understanding of the respective fiscal year 2024 budgets for the city's Special Revenue Funds.

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

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

- **Fund Summary**

  This section provides a brief description of the Fund.

- **Statement of Budgetary Comparisons**

  This statement provides a detailed comparison of revenues and expenditures across multiple fiscal years. Revenues are presented by source and expenditures are presented by use.

- **Statement of Revenues, Expenditures, and changes in Fund Balances**

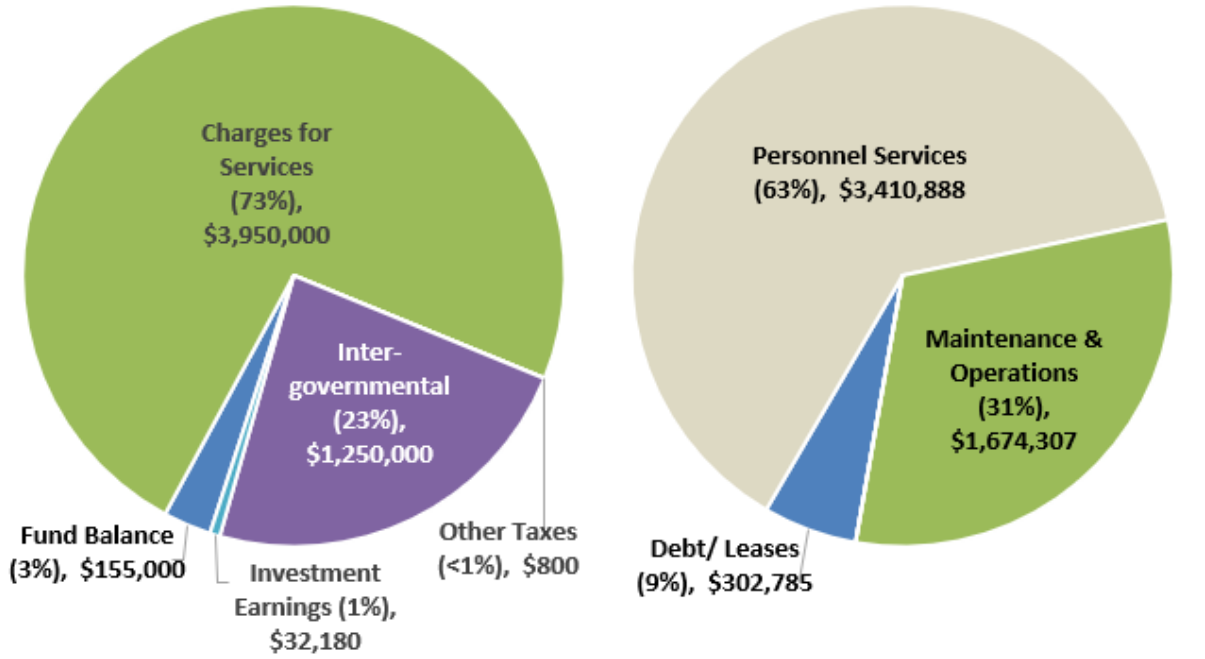
  This statement provides a historical comparison of revenues and expenditures for fiscal years 2020-2023. Also included are changes in fund balance.

  The financial forecast utilizes revenue collection patterns (historical and current patterns; as adjusted for seasonal fluctuations) adjusted to reflect expenditure mandates as provided by the City Council.

SPECIAL REVENUE FUND SUMMARIES

Emergency 911 Fund Summary

FY 2024 Budget: $5,387,980



Revenues by Source | **Expenditures by Use**

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

Trends

The FY 2024 Budget for the E-911 Fund totals $5.4 million and represents a -16% decrease, or -$994,156, compared to FY 2023. The main drivers of this variance include (1) the non-allocated reserve (i.e., available fund balance) budgeted in FY 2023[4] and (2) the utilization of fund balance to cover general operational budget growth including the renewal & replacement (capital) requests implemented by the North Fulton Regional Radio System

[4] Annually after the year-end accrual period (i.e., September), the city carries-forward available fund balance and places in a Non-Allocated Reserve account. The purpose is to provide elected officials, city staff, citizens, and stakeholders with a transparent view of the funding available for future initiatives. The carry-forward for FY 2024 will occur subsequent to adoption of the budget.

SPECIAL REVENUE FUND SUMMARIES

Authority starting in FY 2024. After adjusting for these items, the true operational budget request is approximately 4% compared to FY 2023.

The Personnel Services category decreased -3%, or -$101,177, due primarily to the 4% performance-based merit program scheduled for July 1, 2023, market-based personnel compensation adjustments and enhancements to the Retiree Health Benefit (FY 2024 Operating Initiatives), staff turnover and changes in compensation/benefit elections, continued high vacancy levels, growth in other benefit categories (e.g., Defined Benefit Pension contributions), and partially offset with reductions in group insurance allocations. Group insurance premiums for 2024 will remain flat at 2023 levels; however, the budgetary allocations that cushioned the operating budget from changes in benefit elections due to staffing (e.g., changing incumbents, changing life situation that necessitates revised benefit elections such as moving from employee-only to employee-family) has been reduced to cover other cost drivers such as the Defined Benefit Pension contribution which has grown due to recent salary growth, market investment performance, etc.

Authorized personnel total 33.0 FTEs.

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
Communications Officer	20.0	20.0	20.0	20.0	19.0	(1.0)
Communications Shift Supervisor	4.0	4.0	4.0	4.0	4.0	-
Communications Quality Assurance Officer	1.0	1.0	1.0	-	-	-
Division Chief	1.0	1.0	1.0	1.0	1.0	-
GIS Analyst	-	-	-	-	1.0	1.0
Section Chief - Communications Training	1.0	1.0	1.0	1.0	-	(1.0)
Sr. Communications Officer	4.0	4.0	4.0	4.0	4.0	-
911 Operations Manager	1.0	1.0	1.0	1.0	1.0	-
911 Quality Assurance/Training Coordinator	-	-	-	1.0	1.0	-
911 Technical Services Manager	-	-	-	-	1.0	1.0
IT Analyst	1.0	1.0	1.0	1.0	1.0	-
	33.0	33.0	33.0	33.0	33.0	-

The Maintenance and Operations category increased 23%, or $308,252, due primarily to the following activity:

- Increase in communications costs of $11,750 (3% growth) due to additional funding for AT&T service fees, ISDN line fees, and Wave PTX push-to-talk subscription fees, etc.
- Increase in maintenance contract costs of $257,744 (53% growth) due primarily to increased funding for the North Fulton Regional Radio System Authority including the renewal & replacement (capital) requests implemented by the Authority starting in FY 2024. Specifically, the Authority's FY 2024 budget request represents the 1st budget proposal that includes allocations to cover future capital needs including network equipment, dispatch consoles, etc. As it currently stands, the Authority is requesting increased annual funding levels from all members and will accumulate the appropriations to cover the capital replacement needs as they occur in future fiscal years.

SPECIAL REVENUE FUND SUMMARIES

- Increase in IT professional services of $32,673 (10% growth) due primarily to new software approved as part of the FY 2024 Operating Initiatives (Pulse Point software totaling $15,000), coverage of general software inflationary cost growth, and additional funding for the OSSI/Central Square RMS software (+$9,475).

Statement of Budgetary Comparisons

Emergency 911 Fund
Public Safety Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Charges for Services:					
E-911 Service Fees	$ 2,774,476	$ 2,956,734	$ 3,228,656	$ 3,450,000	$ 3,650,000
E-911 Prepaid Service Fees	258,419	283,184	272,745	300,000	300,000
Other Taxes:					
Excise Tax	-	-	808	400	800
Intergovernmental:	1,260,758	1,157,905	965,885	1,250,000	1,250,000
Investment Earnings	23,154	342	(26,247)	15,000	32,180
Other					
Miscellaneous	403	8,520	-	-	-
Mobile Radio Lease Financing	-		1,565,705	-	-
Fund Balance	-			1,366,736	155,000
TOTAL	**$ 4,317,210**	**$ 4,406,685**	**$ 6,007,552**	**$ 6,382,136**	**$ 5,387,980**
EXPENDITURES					
Personnel Services:					
Salaries	$ 1,495,738	$ 1,558,457	$ 1,690,679	$ 1,984,736	$ 1,867,639
Overtime	218,017	232,851	265,688	275,000	275,000
Group Insurance	415,603	420,166	421,234	623,268	591,622
FICA	126,374	132,230	144,564	172,749	182,871
Pension (Defined Benefit)	99,468	103,689	115,365	130,289	137,370
Pension (401A Cont./Match)	151,194	143,586	183,299	227,998	245,954
Miscellaneous	82,367	92,575	87,264	98,025	110,432
subtotal	*$ 2,588,761*	*$ 2,683,553*	*$ 2,908,092*	*$ 3,512,065*	*$ 3,410,888*
Maintenance & Operations:					
Communications	$ 298,143	$ 346,952	$ 333,692	$ 372,000	$ 383,750
Maintenance Contracts	401,632	414,756	421,715	489,485	747,229
IT Professional Services	281,260	266,601	291,794	320,558	353,231
Miscellaneous	155,845	190,966	159,768	184,012	190,097
subtotal	*$ 1,136,880*	*$ 1,219,274*	*$ 1,206,969*	*$ 1,366,055*	*$ 1,674,307*
Capital/Leases:					
Capital	$ 22,932	$ -	$ 28,041	$ 21,960	$ -
Fire Station Alerting System	-	-	-	330,000	-
Portable/Mobile Radio Repl.	58,000	-	1,574,504	-	-
E911 Telephone Hardware	-	-	-	192,850	-
Mobile Radio Lease	76,777	-	-	-	-
Portable Radio Lease	-	76,777	302,783	302,785	302,785
subtotal	*$ 157,709*	*$ 76,777*	*$ 1,905,328*	*$ 847,595*	*$ 302,785*
Non-Allocated					
Reserve	$ -	$ 39,934	$ -	$ 656,421	$ -
subtotal	*$ -*	*$ 39,934*	*$ -*	*$ 656,421*	*$ -*
TOTAL	**$ 3,883,350**	**$ 4,019,538**	**$ 6,020,389**	**$ 6,382,136**	**$ 5,387,980**

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Emergency 911 Fund
Public Safety Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
Beginning Fund Balance	$ 1,808,567	$ 2,242,426	$ 2,629,573	$ 2,616,736	$ 1,906,421
REVENUES BY CATEGORY					
Charges for Services	$ 3,032,895	$ 3,239,918	$ 3,501,401	$ 3,750,000	$ 3,950,000
Other Taxes	-	-	808	400	800
Intergovernmental	1,260,758	1,157,905	965,885	1,250,000	1,250,000
Investment Earnings	23,154	342	(26,247)	15,000	32,180
Other	403	8,520	1,565,705	-	-
TOTAL	**$ 4,317,210**	**$ 4,406,685**	**$ 6,007,552**	**$ 5,015,400**	**$ 5,232,980**
EXPENDITURES BY FUNCTION					
Public Safety	$ 3,883,350	$ 4,019,538	$ 6,020,389	$ 5,725,715	$ 5,387,980
TOTAL	**$ 3,883,350**	**$ 4,019,538**	**$ 6,020,389**	**$ 5,725,715**	**$ 5,387,980**
ACFR Rounding Adjustments	$ (1)	$ -	$ -	$ -	$ -
Ending Fund Balance: (1),(2)	$ 2,242,426	$ 2,629,573	$ 2,616,736	$ 1,906,421	$ 1,751,421
Changes in Fund Balance (actual/est.)	$ 433,859	$ 387,148	$ (12,837)	$ (710,315)	$ (155,000)

Notes:

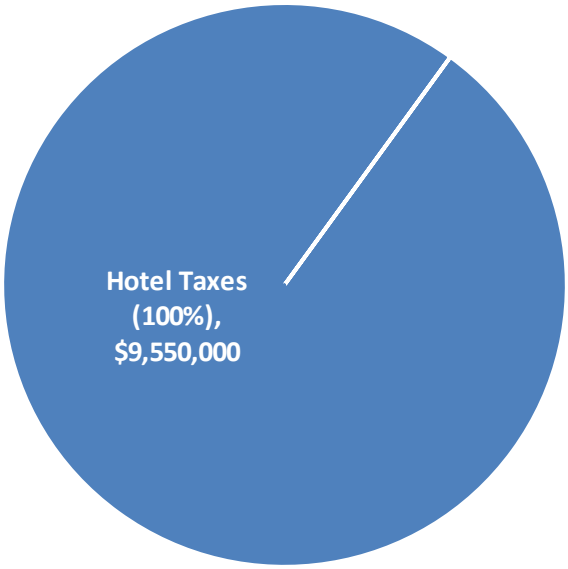
(1) In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/ Reserve accounts.

(2) Fund balance usage is for general operational budget growth including the renewal & replacement (capital) requests implemented by the North Fulton Regional Radio System Authority starting in FY 2024.

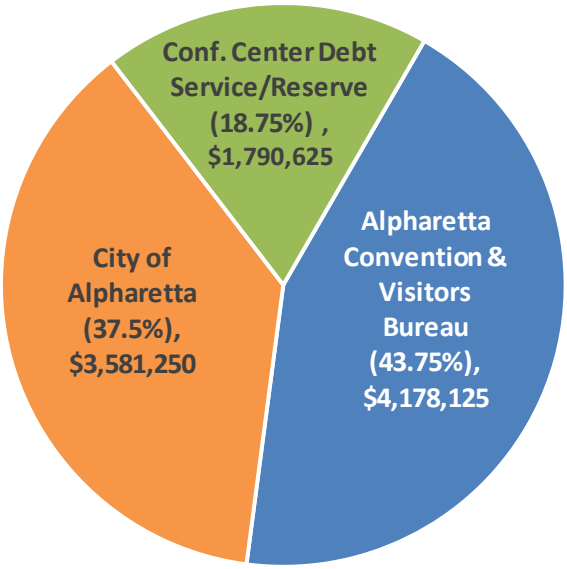
SPECIAL REVENUE FUND SUMMARIES

Hotel/Motel Fund Summary

FY 2024 Budget: $9,550,000



Revenues by Source



Expenditures by Use

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

Trends

The FY 2024 Budget totals $9.6 million. This fund accounts for occupancy tax collections from area hotels and motels for the purpose of promoting conventions, tourism, and trade shows, while providing funds to facilitate economic vitality in downtown areas. The city levies a hotel/motel occupancy tax of 8% on total rental charges. The resulting revenue is distributed as follows: City of Alpharetta (37.5% or $2.8 million); Alpharetta Convention & Visitor's Bureau (43.75% or $3.2 million); and Tourism Product Development (18.75% or $1.4 million).

The Tourism Product Development portion of the revenue is dedicated to funding debt service on the Conference Center bonds ($1.4 million) as well as a Reserve. Specifically, the Debt Service Reserve funding (Convention Center Bonds) from the Facilities portion of the tax is anticipated to grow by a minimum of $392,412 during FY 2024 (forecasted balance

SPECIAL REVENUE FUND SUMMARIES

based on budgeted FY 2023 revenue totals $978,434 [$586,022 + $392,412] but will be higher as actual collections are outpacing budget for 2023). This reserve figure dipped below the $1.5 million target level in 2019 due to the impact of the COVID-19 pandemic on the hospitality industry and is being replenished as revenues continue to strengthen.

Hotel/Motel tax collection forecast for FY 2024 totals $9.6 million and represents growth of 27% compared to the FY 2023 budget. However, actual collections are estimated at $9.3 million in FY 2023 which equates to a 2% growth in the 2024 budget proposal.

Statement of Budgetary Comparisons

Hotel/Motel Fund
Multiple Departments

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Other Taxes					
Hotel/Motel Taxes	$ 6,668,386	$ 3,875,217	$ 7,927,504	$ 7,500,000	$ 9,550,000
Interest/Penalties	3,711	14,876	13,260	-	-
Investment Earnings	-	1,582	(25,697)	-	-
Other					
Fund Balance	-	-	-	1,143,172	-
TOTAL	**$ 6,672,097**	**$ 3,891,676**	**$ 7,915,067**	**$ 8,643,172**	**$ 9,550,000**
EXPENDITURES					
ACVB/City					
Alpharetta Convention & Visitors Bureau	$ 2,919,042	$ 1,701,911	$ 3,474,084	$ 3,281,250	$ 4,178,125
City of Alpharetta (transfer-out)	2,502,036	1,458,781	2,975,786	2,812,500	3,581,250
subtotal	*$ 5,421,079*	*$ 3,160,691*	*$ 6,449,871*	*$ 6,093,750*	*$ 7,759,375*
Facility					
Professional Svcs (Bond Admin)	$ 5,500	$ 4,125	$ 7,040	$ 5,500	$ 5,500
Series 2016 Bonds (debt service)	975,963	1,311,963	1,339,963	1,365,213	1,392,713
Debt Service Reserve	-	-	-	586,022	392,412
Downtown Land Purchase	795,398	-	-	-	-
Wayfinding Signage	53,917	-	-	-	-
Equestrian Center Improvements	3,185	34,625	929	-	-
Wills Park Maint. Facility	-	-	-	309,370	-
Wills Park Master Plan Imp.	147,577	35,592	285,405	283,317	-
subtotal	*$ 1,981,540*	*$ 1,386,305*	*$ 1,633,337*	*$ 2,549,422*	*$ 1,790,625*
TOTAL	**$ 7,402,619**	**$ 4,546,996**	**$ 8,083,208**	**$ 8,643,172**	**$ 9,550,000**

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Hotel/Motel Fund
Multiple Departments

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
Beginning Fund Balance:	$ 2,697,155	$ 1,966,633	$ 1,311,312	$ 1,143,173	$ 586,022
REVENUES BY CATEGORY					
Hotel Taxes	$ 6,672,097	$ 3,890,094	$ 7,940,764	$ 7,500,000	$ 9,550,000
Investment Earnings	-	1,582	(25,697)	-	-
Other	-	-	-	-	-
TOTAL	**$ 6,672,097**	**$ 3,891,676**	**$ 7,915,067**	**$ 7,500,000**	**$ 9,550,000**
EXPENDITURES BY FUNCTION					
Alpharetta Convention & Visitors Bureau	$ 2,919,042	$ 1,701,911	$ 3,474,084	$ 3,281,250	$ 4,178,125
City of Alpharetta (transfer-out)	2,502,036	1,458,781	2,975,786	2,812,500	3,581,250
Tourism Product Development portion of the Hotel Tax:					
Debt Service	981,463	1,316,088	1,347,003	1,370,713	1,398,213
Eligible System Improvements	1,000,077	70,217	286,334	592,687	-
TOTAL	**$ 7,402,619**	**$ 4,546,996**	**$ 8,083,208**	**$ 8,057,150**	**$ 9,157,588**
ACFR/Rounding Adjustments	$ -	$ (1)	$ 2	$ (1)	$ -
Ending Fund Balance: (1),(2)	$ 1,966,633	$ 1,311,312	$ 1,143,173	$ 586,022	$ 978,434
Changes in Fund Balance (actual/est.)	$ (730,522)	$ (655,321)	$ (168,139)	$ (557,151)	$ 392,412

Notes:

(1) In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/Reserve Revenue is to be distributed to the participating entities based on their relative share. Funding for Tourism Product Development is used

(2) for debt service on the Series 2016 Conference Center Bonds or reserved for debt service/future eligible initiatives (fund balance within the Hotel/Motel Fund).
Fund balance target totaling $1.5 million will be retained as a debt service reserve. This reserve target will be replenished before further eligible system improvements are funded.

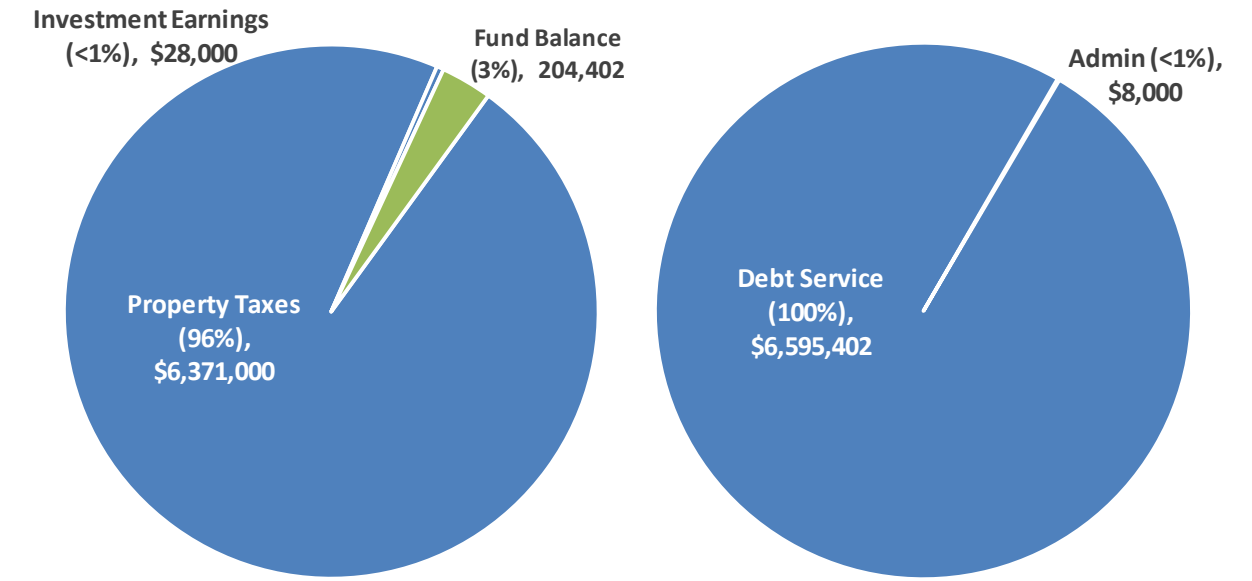
DEBT SERVICE FUND SUMMARY

Debt Service Fund Summary

Overview

Pursuant to the Governmental Accounting Standards Board's Codification, Section 1300.107, debt service funds are used to account for the accumulation of resources for the payment of principal and interest on general long-term debt (not including capital leases).

FY 2024 Budget: $6,603,402



Revenues by Source | **Expenditures by Use**

The city has one debt service fund that accounts for debt service on the following obligations (except where noted) along with the principal amounts outstanding as of the start of FY 2024.

GENERAL OBLIGATION (GO) BONDS	$
GO Refunding Bonds, Series 2014	$ 5,440,000
GO Bonds, Series 2016	47,780,000
GO Refunding Bonds, Series 2020	17,085,000
GO Bonds, Series 2022	26,805,000
Total GO Debt	$ 97,110,000

DEVELOPMENT AUTHORITY	$
Revenue Bonds, Series 2013[5]	$ 2,420,000
Revenue Bonds, Series 2016[18]	22,535,000
Total Development Authority Debt	$ 24,955,000

[5] This obligation is funded out of the General Fund (Series 2013) and Hotel/Motel Fund (Series 2016) and shown herein for the purposes of providing a comprehensive overview of all bond debt obligations.

DEBT SERVICE FUND SUMMARY

Debt Issuance Methodology

The city's preferred method for funding the acquisition and construction of major items, such as buildings, infrastructure, parks, streets, and other major capital facilities shall be through current revenue when available (i.e., pay-as-you-go) or from outside funding sources such as grant funding and related aid.

General obligation bonds have been issued to fund numerous large-scale projects including public safety facilities, parks and recreation facilities, and transportation improvements that continue to define Alpharetta as a desirable community to work and live. The city issues general obligation bonds to provide capital improvement funding when the project(s) are of sufficiently large scale, and it is appropriate to achieve a fair allocation of costs between current and future beneficiaries.

Debt Issuance Activity

GO Bonds, Series 2022: In November 2021, the voters of the City of Alpharetta approved the issuance of General Obligation Bonds (the "2022 Alpharetta Parks Bonds") to fund $29.5 million in improvements aimed at constructing a variety of park enhancements and projects including:

- Wills Park Equestrian renovation build out (50% match), $5 million;
- Turf for Webb Bridge Park large soccer field, $1 million;
- Wills Park Master Plan projects, $6 million;
- Union Hill Park redevelopment/trailhead, $3.25 million;
- Mid Broadwell Park build out, $500,000;
- Old Rucker Park design and build out, $3 million;
- Farmhouse Park design and build out, $2 million;
- Waters Road Park design & build out $1.25 million; and
- Alpha Loop, $7.5 million.

The 2022 Alpharetta Parks Bonds were issued in February 2022 in a par amount of $27 million (not including a $2.5 million premium which assisted in funding the $29.5 million in project improvements) with a 25-year term and a true-interest cost of 2.38%.

GO Refunding Bonds, Series 2020: In April 2020, **t**he city issued $18 million (par) of City of Alpharetta General Obligation Bonds Refunding Bonds, Series 2020, for refunding of the outstanding Series 2012 General Obligation Bonds (saving over $300,000 annually).

The Series 2012 General Obligation Bonds funded the redevelopment of 22-acres in the heart of Downtown Alpharetta (the "City Center" project) to include a vibrant environment of parks and civic spaces that serve as a gathering place for citizens and attract business and investment to this important area of our community.

DEBT SERVICE FUND SUMMARY

The Public portion of City Center includes: new Fulton County Library (funded separately through Fulton County); 5-acre Public Park; Town Square; new Alpharetta City Hall; and 450+/- space Public Parking Garage. These components create a place and an atmosphere where people naturally want to be.

City Center

While there, many also patronize the unique shops and restaurants that call Downtown Alpharetta home.

The environment created through these civic elements attracted private investment that drove the second phase of the development (mixed-use residential, retail, and office).

GO Bonds, Series 2016: In May 2016, the voters of the City of Alpharetta approved the issuance of General Obligation Bonds (the "2016 Alpharetta Parks and Transportation Bonds") to fund $52 million in improvements aimed at alleviating traffic congestion, expanding sidewalk connectivity, improving park amenities, extending the Big Creek Greenway north to connect with Forsyth County's Greenway, and securing parkland for future passive and active park systems.

The 2016 Alpharetta Parks and Transportation Bonds were issued in July 2016 in a par amount of $52 million (including premium) with a 25-year term and a true-interest cost of 2.83%.

Development Authority Revenue Bonds, Series 2016: The purpose of this bond issue was to fund the new state-of-the-art 44,000 square foot Conference Center through a public-private partnership with North American Properties (developer of Avalon). Along with the Conference Center, North American Properties constructed a 330-room Marriott Autograph hotel abutting the Center. North American Properties is operating the Conference Center that includes the largest meeting room in the north Fulton market. Economic impact studies have indicated that a conference center could bring in almost $23.5 million in visitor spending, generating 545 jobs with more than $15.7 million in earnings and over $51.3 million in total economic output annually. The FY 2024 budget includes funding within the Hotel/Motel Fund to cover debt service associated with bonds issued to fund construction of the Center. The debt service is fully funded through the hotel/motel tax.

The Series 2016 Development Authority Revenue Bonds were issued in May 2016 in a par amount of $25.9 million (including premium) with a 25-year term and a true-interest cost of 2.88%.

DEBT SERVICE FUND SUMMARY

Bond Ratings

The city's AAA bond rating was reaffirmed by Moody's and Standard & Poor's ("S&P") during January 2022 in conjunction with the sale of $27 million (par) of Series 2022 General Obligation Bonds to fund a variety of park enhancements and projects. The AAA rating represents the highest rating available to municipalities and translates to significant savings to our citizens and stakeholders through reduced borrowing costs. This rating demonstrates the strongest creditworthiness relative to other US municipal or tax-exempt issuers and reflects the city's current sound financial position as well as strong financial management practices guiding our ongoing decision making. These practices are supported by formal policies to guide budget and procurement practices, capital investment, and debt management. Other positive factors include a relatively strong economic base and manageable debt/pension burdens. The FY 2024 Budget is mindful of these factors and the importance of maintaining the highest rating, not only for our citizens but also our bondholders.

Bond Smoothing

The city's primary method of funding large-scale capital projects is through the issuance of bonds (e.g., general obligation bonds, Development Authority bonds, etc.). General obligation bonds have been issued to fund numerous large-scale projects including public safety facilities, parks and recreation facilities, and transportation improvements that continue to define Alpharetta as a desirable community to work and live. General obligation bonds are funded through a separate millage levy (discussed below).

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

Principal and interest payments for fiscal year 2024 are budgeted at $8.3 million with the following forecast: 2025 - 2041[6]: $8.7 million (annual average); 2042-2046[7] totaling $1.6 million (annual average). These figures include city and Development Authority obligations and span multiple Funds.

[6] Represents the final maturity of the Series 2016 Alpharetta Parks and Transportation Bonds and the Series 2016 Development Authority Revenue Bonds.

[7] Represents the final maturity of the Series 2022 General Obligation Bonds.

DEBT SERVICE FUND SUMMARY

Millage Rates

The city has historically acknowledged the need to provide a taxation rate commensurate with the government's level of service.

The FY 2024 Budget is based on maintenance of the city's millage rate at 5.750 mills.

- The portion of the millage rate funding debt service (Debt Service Fund) is estimated to decrease 0.085 mills compared to FY 2023 to a total of 0.880 mills. As our annual debt service obligations are relatively flat, growth in the tax digest allows for a reduction in the debt service millage rate. The decrease in tax revenue associated with the debt service millage shift is estimated at $600,000.
- The portion of the millage rate funding operations and capital investment (General Fund) is estimated to increase 0.085 mills compared to FY 2023 to a total of 4.870 mills. The increase in tax revenue associated with the operations millage shift is estimated at $500,000 and has been allocated towards operating initiatives. The shift from debt service millage to operations millage results in additional tax savings for our homeowners as the operations millage rate is subject to homestead exemptions.

Fiscal Year	Operating Millage Levy	Debt Service Millage Levy	Total Millage Levy	% Increase (Decrease)
2024	4.870	0.880	5.750	0.0%
2023	4.785	0.965	5.750	0.0%
2022	4.935	0.815	5.750	0.0%
2021	4.935	0.815	5.750	0.0%
2020	4.820	0.930	5.750	0.0%
2019	4.770	0.980	5.750	0.0%
2018	4.720	1.030	5.750	0.0%
2017	4.620	1.130	5.750	0.0%
2016	5.000	0.750	5.750	0.0%
2015	4.950	0.800	5.750	0.0%
2014	4.870	0.880	5.750	0.0%
2013	4.820	0.930	5.750	0.0%
2012	4.215	1.535	5.750	0.0%
2011	4.215	1.535	5.750	0.0%
2010	4.215	1.535	5.750	0.0%

DEBT SERVICE FUND SUMMARY

General Obligation Bond Debt

General Obligation ("GO") bonds are direct obligations and pledge the full faith and credit of the city. Original issue GO bonds are generally issued as 20/25-year serial bonds. Refunding GO bonds are issued in a maturity not exceeding the maturity of the refunded bonds. The following schedule provides a detailed listing of total debt service requirements of the city's GO bonds through maturity.

General Obligation Bonds (All Series)

	Principal	Interest	Total Debt Service
FY 2024	$ 3,295,000.00	$ 3,300,401.00	$ 6,595,401.00
FY 2025	3,420,000.00	3,188,099.00	$ 6,608,099.00
FY 2026	3,540,000.00	3,070,545.00	$ 6,610,545.00
FY 2027	3,745,000.00	2,948,255.00	$ 6,693,255.00
FY 2028	3,940,000.00	2,778,105.00	$ 6,718,105.00
FY 2029	4,170,000.00	2,598,655.00	$ 6,768,655.00
FY 2030	4,400,000.00	2,408,755.00	$ 6,808,755.00
FY 2031	4,615,000.00	2,207,442.50	$ 6,822,442.50
FY 2032	4,850,000.00	1,995,117.50	$ 6,845,117.50
FY 2033	5,465,000.00	1,782,667.50	$ 7,247,667.50
FY 2034	5,625,000.00	1,618,717.50	$ 7,243,717.50
FY 2035	5,790,000.00	1,449,967.50	$ 7,239,967.50
FY 2036	5,960,000.00	1,286,382.50	$ 7,246,382.50
FY 2037	6,115,000.00	1,117,342.50	$ 7,232,342.50
FY 2038	6,295,000.00	942,607.50	$ 7,237,607.50
FY 2039	5,985,000.00	753,757.50	$ 6,738,757.50
FY 2040	6,120,000.00	574,207.50	$ 6,694,207.50
FY 2041	6,295,000.00	398,707.50	$ 6,693,707.50
FY 2042	1,415,000.00	217,475.00	$ 1,632,475.00
FY 2043	1,450,000.00	182,100.00	$ 1,632,100.00
FY 2044	1,495,000.00	138,600.00	$ 1,633,600.00
FY 2045	1,540,000.00	93,750.00	$ 1,633,750.00
FY 2046	1,585,000.00	47,550.00	$ 1,632,550.00
FY 2047	-	-	$ -
	$ 97,110,000.00	**$ 35,099,207.50**	**$ 132,209,207.50**

DEBT SERVICE FUND SUMMARY

Development Authority Revenue Bond Debt

Development Authority Revenue Bonds, Series 2013: The purpose of this bond issue was to fund a portion of the development, equipping, and construction of Gwinnett Technical College's Alpharetta campus. The Series 2013 Development Authority Revenue Bonds were issued in June 2013 in a par amount of $4.1 million with a 20-year term and a true-interest cost of 3.13%. The City is obligated to pay 100% of the total principal and interest payments on the bonds. This obligation is funded from the General Fund through non-advalorem revenue.

Development Authority Revenue Bonds, Series 2016: The purpose of this bond issue was to fund the new state-of-the-art 44,000 square foot Conference Center through a public-private partnership with North American Properties (developer of Avalon). Along with the Conference Center, North American Properties constructed a 330-room Marriott Autograph hotel abutting the Center. North American Properties is operating the Conference Center that includes the largest meeting room in the north Fulton market. Economic impact studies have indicated that a conference center could bring in almost $23.5 million in visitor spending, generating 545 jobs with more than $15.7 million in earnings and over $51.3 million in total economic output annually. The FY 2024 budget includes funding within the Hotel/Motel Fund to cover debt service associated with bonds issued to fund construction of the Center. The debt service is fully funded through the hotel/motel tax.

DEBT SERVICE FUND SUMMARY

Development Authority Revenue Bonds (City Portion)

	Principal	Interest	Total Debt Service
FY 2024	$ 920,000.00	$ 760,202.50	$ 1,680,202.50
FY 2025	985,000.00	719,190.00	$ 1,704,190.00
FY 2026	1,065,000.00	674,777.50	$ 1,739,777.50
FY 2027	1,140,000.00	626,027.50	$ 1,766,027.50
FY 2028	1,195,000.00	600,640.00	$ 1,795,640.00
FY 2029	1,255,000.00	573,802.50	$ 1,828,802.50
FY 2030	1,310,000.00	544,377.50	$ 1,854,377.50
FY 2031	1,375,000.00	510,765.00	$ 1,885,765.00
FY 2032	1,445,000.00	474,050.00	$ 1,919,050.00
FY 2033	1,525,000.00	429,350.00	$ 1,954,350.00
FY 2034	1,315,000.00	382,200.00	$ 1,697,200.00
FY 2035	1,390,000.00	342,750.00	$ 1,732,750.00
FY 2036	1,465,000.00	301,050.00	$ 1,766,050.00
FY 2037	1,545,000.00	257,100.00	$ 1,802,100.00
FY 2038	1,625,000.00	210,750.00	$ 1,835,750.00
FY 2039	1,710,000.00	162,000.00	$ 1,872,000.00
FY 2040	1,800,000.00	110,700.00	$ 1,910,700.00
FY 2041	1,890,000.00	56,700.00	$ 1,946,700.00
FY 2042	-	-	$ -
	$ 24,955,000.00	**$ 7,736,432.50**	**$ 32,691,432.50**

DEBT SERVICE FUND SUMMARY

Statement of Budgetary Comparisons

Debt Service Fund
Finance Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Property Taxes					
Current Year	$ 5,564,390	$ 5,100,366	$ 5,214,158	$ 6,250,000	$ 6,340,000
Delinquent	95,378	20,319	21,835	17,000	17,000
Penalties/Interest	5,479	10,134	7,100	3,000	3,000
Motor Vehicle	20,145	15,634	13,143	9,000	11,000
Investment Earnings	81,590	582	(60,509)	2,000	28,000
Other					
Miscellaneous	457	15	-	-	-
Refunding Bond Proceeds	17,775,000	-	-	-	-
Premium on Bond Proceeds	5,501,675	-	-	-	-
Fund Balance	-	-	-	1,095,855	204,402
TOTAL	**$ 29,044,114**	**$ 5,147,049**	**$ 5,195,727**	**$ 7,376,855**	**$ 6,603,402**
EXPENDITURES					
Maintenance & Operations:					
Professional Services	$ 5,225	$ 6,600	$ 8,500	$ 8,000	$ 8,000
subtotal	*$ 5,225*	*$ 6,600*	*$ 8,500*	*$ 8,000*	*$ 8,000*
Debt Service					
General Obligation Bonds					
Series 2012	$ 1,485,350	$ -	$ -	$ -	$ -
Series 2014 (refunding)	1,930,948	1,927,455	1,918,143	1,913,129	1,907,296
Series 2016	1,929,788	1,927,188	1,923,988	1,925,188	1,925,588
Series 2020 (debt issuance costs)	381,757	-	-	-	-
Series 2020 (refunding)	23,886,801	1,082,497	1,100,750	1,116,750	1,129,250
Series 2022	-	-	-	1,635,391	1,633,268
subtotal	*$ 29,614,644*	*$ 4,937,139*	*$ 4,942,881*	*$ 6,590,458*	*$ 6,595,402*
Non-Allocated					
Reserve	$ -	$ -	$ -	$ 778,397	$ -
subtotal	*$ -*	*$ -*	*$ -*	*$ 778,397*	*$ -*
TOTAL	**$ 29,619,869**	**$ 4,943,739**	**$ 4,951,381**	**$ 7,376,855**	**$ 6,603,402**

DEBT SERVICE FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Fund Balance

Debt Service Fund
Finance Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
Beginning Fund Balance:	$ 1,223,954	$ 648,200	$ 851,509	$ 1,095,855	$ 778,397
REVENUES BY CATEGORY					
Property Taxes (incl. Motor Vehicles)	$ 5,685,392	$ 5,146,453	$ 5,256,236	$ 6,279,000	$ 6,371,000
Investment Earnings	81,590	582	(60,509)	2,000	28,000
Other	457	15	-	-	-
Refunding Bond Proceeds	23,276,675	-	-	-	-
TOTAL	**$ 29,044,114**	**$ 5,147,049**	**$ 5,195,727**	**$ 6,281,000**	**$ 6,399,000**
EXPENDITURES BY FUNCTION					
Professional Services	$ 5,225	$ 6,600	$ 8,500	$ 8,000	$ 8,000
Debt Service/Refunding	29,614,644	4,937,139	4,942,881	6,590,458	6,595,402
TOTAL	**$ 29,619,869**	**$ 4,943,739**	**$ 4,951,381**	**$ 6,598,458**	**$ 6,603,402**
ACFR Rounding Adjustments	$ -	$ (1)	$ -	$ -	$ -
Ending Fund Balance: (1)	$ 648,200	$ 851,509	$ 1,095,855	$ 778,397	$ 573,995
Changes in Fund Balance (actual/est.)	$ (575,754)	$ 203,309	$ 244,347	$ (317,458)	$ (204,402)

Notes:
(1) Fund Balance is utilized to (a) offset debt service requirements and (b) program into bond refundings to lower debt service requirements.

ENTERPRISE FUND SUMMARY

Enterprise Fund Summary

Overview

The *Enterprise Fund Summary* section is intended to provide readers with an overall understanding of the fiscal year 2024 budget for the city's Solid Waste Fund.

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

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

- **Fund Summary**

  This section provides a brief description of the Fund.

- **Statement of Budgetary Comparisons**

  This statement provides a detailed comparison of revenues and expenditures across multiple fiscal years. Revenues are presented by source and expenditures are presented by use.

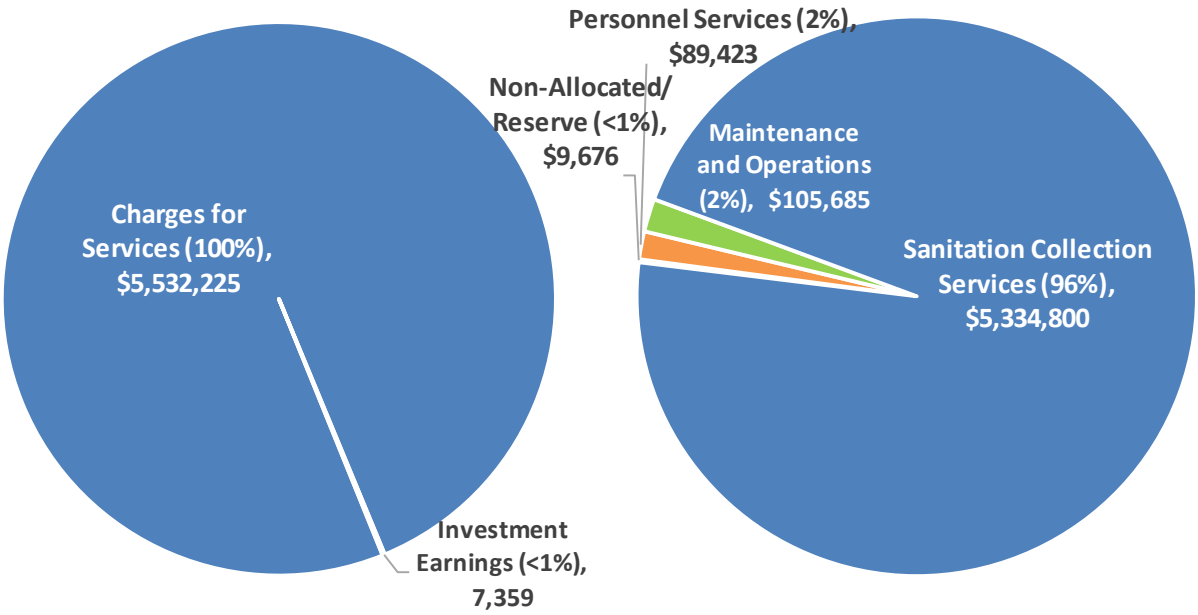
- **Statement of Revenues, Expenditures, and changes in Fund Balances**

  This statement provides a historical comparison of revenues and expenditures for fiscal years 2020-2023. Also included are changes in fund balance.

ENTERPRISE FUND SUMMARY

Solid Waste Fund Summary

FY 2024 Budget: $5,539,584



Revenues by Source | **Expenditures by Use**

The Solid Waste Fund accounts for fees received from users of the city's residential solid waste program (i.e., garbage, yard waste, and recycling collection). It is important to note as you review historical data for Solid Waste operations that glass recycling services were ended in August 2022 while all other services continue as normal. That is to say, the actuals through FY 2022 and the FY 2023 budgetary figures reflect glass services while the FY 2024 budget figures do not.

Services are provided on a user charge basis and managed through a contract with a private operator. The Finance Department manages the Solid Waste Program including billing, collection, and customer service functions. Commercial solid waste customers are authorized to contract for commercial solid waste collection and disposal services from any contractor that has obtained a solid waste collection permit from the city.

Trends

The FY 2023 Budget for the Solid Waste Fund totals $5.5 million and represents a decrease of -8%, or -$513,277, compared to FY 2023 due primarily to the discontinuation of glass services in August 2022 which is partially offset through contractual cost growth for our private sanitation hauler of 4% annually.

ENTERPRISE FUND SUMMARY

As it relates to private sanitation hauler services, the City issued an RFP in 2021 for sanitation services to ensure optimal value for customers. Republic Services (our current provider) was the highest-ranking vendor and the most cost effective ($1 million lower on an annual basis than other proposers). Republic Services was awarded the contract with an annual 4% inflation adjustment.

The Personnel Services category decreased -2%, or -$2,314, due primarily to the 4% performance-based merit program scheduled for July 1, 2023, market-based personnel compensation adjustments and enhancements to the Retiree Health Benefit (FY 2024 Operating Initiatives), staff hires and changes in compensation/benefit elections, etc. which is fully offset with reductions in group insurance allocations. Group insurance premiums for 2024 will remain flat at 2023 levels; however, the budgetary allocations that cushioned the operating budget from changes in benefit elections due to staffing (e.g., changing incumbents, changing life situation that necessitates revised benefit elections such as moving from employee-only to employee-family) has been reduced to cover other cost drivers.

Authorized personnel total 1.0 FTE and represent the following:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
Customer Account Representative	1.0	1.0	1.0	1.0	1.0	-
	1.0	1.0	1.0	1.0	1.0	-

The Maintenance and Operations category decreased -8%, or -$485,977, due primarily to the discontinuation of glass services in August 2022 which is partially offset through contractual cost growth for our private sanitation hauler of 4% annually.

ENTERPRISE FUND SUMMARY

Statement of Budgetary Comparisons

Solid Waste Fund
Finance Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Licenses and Permits					
Penalties and Interest	$ 69	$ -	$ -	$ -	$ -
Charges for Services:					
Collection Fees	4,152,563	4,356,517	5,066,935	6,006,500	5,469,200
Commercial Hauler Fees	21,592	24,804	27,441	25,000	28,000
Penalties and Interest	31,267	21,718	35,555	20,000	35,000
Other	2,312	100	25	75	25
Investment Earnings	52,629	1,623	(27,994)	1,286	7,359
Other					
Miscellaneous	-				-
Fund Balance	-	-	-	-	-
TOTAL	**$ 4,260,432**	**$ 4,404,761**	**$ 5,101,962**	**$ 6,052,861**	**$ 5,539,584**
EXPENDITURES					
Personnel Services:					
Salaries	$ 39,645	$ 39,203	$ 44,636	$ 51,400	$ 56,839
Overtime	156	135	434	250	750
Group Insurance	19,648	20,413	23,990	31,359	21,326
FICA	2,981	2,970	3,301	3,868	4,406
Pension (401A Cont./Match)	4,659	3,770	6,029	7,626	8,552
Miscellaneous	2,149	2,170	2,102	2,376	2,692
subtotal	*$ 69,238*	*$ 68,661*	*$ 80,492*	*$ 96,879*	*$ 94,565*
Maintenance & Operations:					
Professional Services (Haulers)	$ 4,192,244	$ 4,599,341	$ 5,615,708	$ 5,861,500	$ 5,375,800
Miscellaneous	58,020	81,992	92,077	64,962	64,685
subtotal	*$ 4,250,264*	*$ 4,681,332*	*$ 5,707,785*	*$ 5,926,462*	*$ 5,440,485*
Non-Allocated					
Reserve	$ -	$ -	$ -	$ 29,520	$ 4,534
subtotal	*$ -*	*$ -*	*$ -*	*$ 29,520*	*$ 4,534*
TOTAL	**$ 4,319,502**	**$ 4,749,994**	**$ 5,788,277**	**$ 6,052,861**	**$ 5,539,584**

ENTERPRISE FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Fund Balance

Solid Waste Fund

Finance Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
Beginning Fund Balance:	$ 1,206,593	$ 1,147,524	$ 802,291	$ 115,975	$ 145,495
REVENUES BY CATEGORY					
Licenses and Permits	$ 69	$ -	$ -	$ -	$ -
Charges for Services	4,207,734	4,403,138	5,129,956	6,051,575	5,532,225
Investment Earnings	52,629	1,623	(27,994)	1,286	7,359
Other	-	-	-	-	-
TOTAL	**$ 4,260,432**	**$ 4,404,761**	**$ 5,101,962**	**$ 6,052,861**	**$ 5,539,584**
EXPENDITURES BY FUNCTION					
Solid Waste Operations	$ 4,319,502	$ 4,749,994	$ 5,788,277	$ 6,023,341	$ 5,535,050
TOTAL	**$ 4,319,502**	**$ 4,749,994**	**$ 5,788,277**	**$ 6,023,341**	**$ 5,535,050**
ACFR Rounding Adjustments	$ 1	$ (1)	$ -	$ -	$ -
Ending Fund Balance: (1),(2)	$ 1,147,524	$ 802,291	$ 115,975	$ 145,495	$ 150,029
Changes in Fund Balance (actual/est.)	$ (59,069)	$ (345,233)	$ (686,315)	$ 29,520	$ 4,534

Notes:

(1) In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/Reserve accounts.

(2) Fund balance utilization was proposed in FY 2020-2022 to subsidize operations.

INTERNAL SERVICE FUND SUMMARIES

Internal Service Fund Summaries

Overview

The *Internal Service Fund Summaries* section is intended to provide readers with an overall understanding of the respective fiscal year 2024 budgets for the city's Internal Service Funds.

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

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

- **Fund Summary**

  This section provides a brief description of the Fund.

- **Statement of Budgetary Comparisons**

  This statement provides a detailed comparison of revenues and expenditures across multiple fiscal years. Revenues are presented by source and expenditures are presented by use.

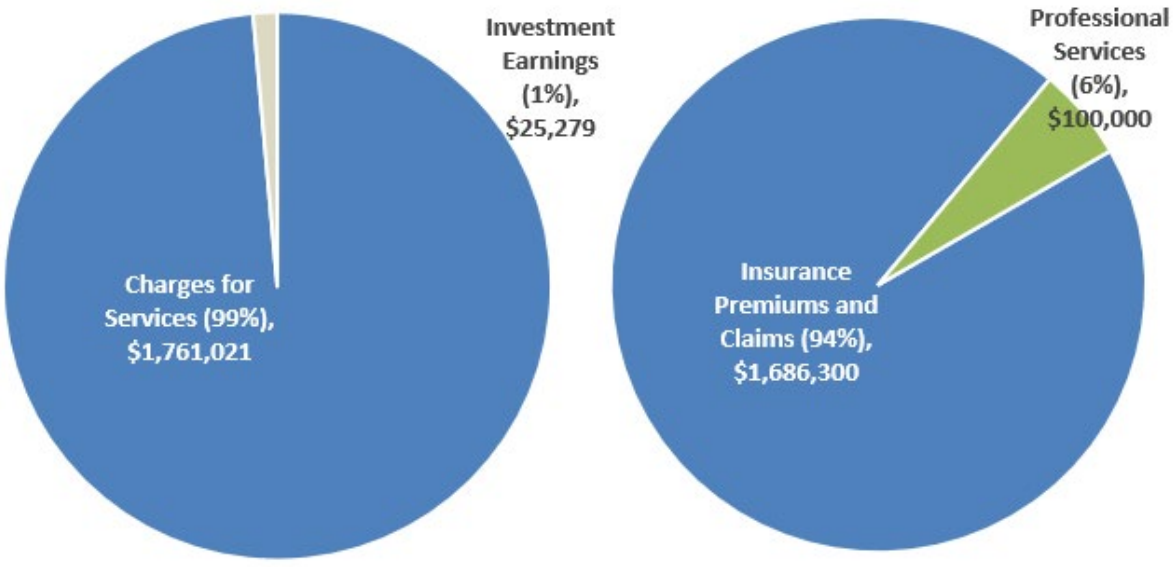
- **Statement of Revenues, Expenditures, and changes in Fund Balances**

  This statement provides a historical comparison of revenues and expenditures for fiscal years 2020-2023. Also included are changes in fund balance.

INTERNAL SERVICE FUND SUMMARIES

Risk Management Fund Summary

FY 2024 Budget: $1,786,300



Revenues by Source | **Expenditures by Use**

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

Trends

The FY 2024 Budget for the Risk Management Fund totals $1.8 million and represents a decrease of -41%, or -$1.2 million, compared to FY 2023. The main driver of this variance is the non-allocated reserve (i.e., available fund balance) budgeted in FY 2023[8]. After adjusting for the non-allocated reserve, the true operational budget growth is 6% compared with 2023 and reflective of insurance premium growth.

[8] Annually after the year-end accrual period (i.e., September), the city carries-forward available fund balance and places in a Non-Allocated Reserve account. The purpose is to provide elected officials, city staff, citizens, and stakeholders with a transparent view of the funding available for future initiatives. The carry-forward for FY 2023 will occur subsequent to adoption of the budget.

INTERNAL SERVICE FUND SUMMARIES

Statement of Budgetary Comparisons

Risk Management Fund
Finance Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Charges for Services:					
Risk Management Allocations	$ 1,499,800	$ 793,361	$ 830,149	$ 855,000	$ 832,136
Insurance Premium Funding	-	720,250	779,750	823,300	928,885
Investment Earnings	31,873	1,200	(25,605)	-	25,279
Other					
Insurance Proceeds	52,528	33,611	45,216	-	-
Fund Balance	-	-	-	1,341,541	-
TOTAL	**$ 1,584,201**	**$ 1,548,421**	**$ 1,629,510**	**$ 3,019,841**	**$ 1,786,300**
EXPENDITURES					
Maintenance & Operations:					
Professional Services	$ 106,003	$ 82,015	$ 97,737	$ 100,000	$ 100,000
Insurance Premiums					
Vehicle	165,625	180,432	238,293	245,445	255,000
Property/Equipment	105,652	120,976	106,712	108,596	111,000
Condo	-	-	21,711	41,039	44,000
Fine Art	3,201	3,201	3,201	3,201	3,300
General Liability	55,354	65,324	54,719	57,118	60,000
Law Enforcement Liability	86,313	86,256	77,438	81,694	87,000
Public Entity Liability	73,360	73,360	56,736	58,486	61,000
Workers Comp Excess	100,398	110,462	129,467	141,502	150,000
Criminal Liability	3,386	3,386	4,748	4,748	5,000
Cyber Liability	30,202	32,822	46,372	78,156	85,000
Umbrella Liability	54,246	65,677	56,849	69,472	72,000
Medical Services (PS Custody)	319	3,437	701	5,000	3,000
Claims/Judgments	426,332	693,981	565,191	913,191	750,000
subtotal	*$ 1,210,390*	*$ 1,521,328*	*$ 1,459,876*	*$ 1,907,648*	*$ 1,786,300*
Non-Allocated					
Reserve	$ -	$ -	$ -	$ 1,112,193	$ -
subtotal	*$ -*	*$ -*	*$ -*	*$ 1,112,193*	*$ -*
TOTAL	**$ 1,210,390**	**$ 1,521,328**	**$ 1,459,876**	**$ 3,019,841**	**$ 1,786,300**

INTERNAL SERVICE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Risk Management Fund

Finance Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
Beginning Fund Balance:	$ 771,002	$ 1,144,814	$ 1,171,906	$ 1,341,541	$ 1,112,193
REVENUES BY CATEGORY					
Charges for Services	$ 1,499,800	$ 1,513,611	$ 1,609,899	$ 1,678,300	$ 1,761,021
Investment Earnings	31,873	1,200	(25,605)	-	25,279
Other	52,528	33,611	45,216	-	-
TOTAL	**$ 1,584,201**	**$ 1,548,421**	**$ 1,629,510**	**$ 1,678,300**	**$ 1,786,300**
EXPENDITURES BY USE					
Insurance Premiums/Claims	$ 1,104,387	$ 1,439,313	$ 1,362,138	$ 1,807,648	$ 1,686,300
Professional Services	106,003	82,015	97,737	100,000	100,000
TOTAL	**$ 1,210,390**	**$ 1,521,328**	**$ 1,459,876**	**$ 1,907,648**	**$ 1,786,300**
ACFR Rounding Adjustments	$ 1	$ (1)	$ 1	$ -	$ -
Ending Fund Balance: (1),(2)	$ 1,144,814	$ 1,171,906	$ 1,341,541	$ 1,112,193	$ 1,112,193
Changes in Fund Balance (actual/est.)	$ 373,812	$ 27,092	$ 169,636	$ (229,348)	$ -

Notes:

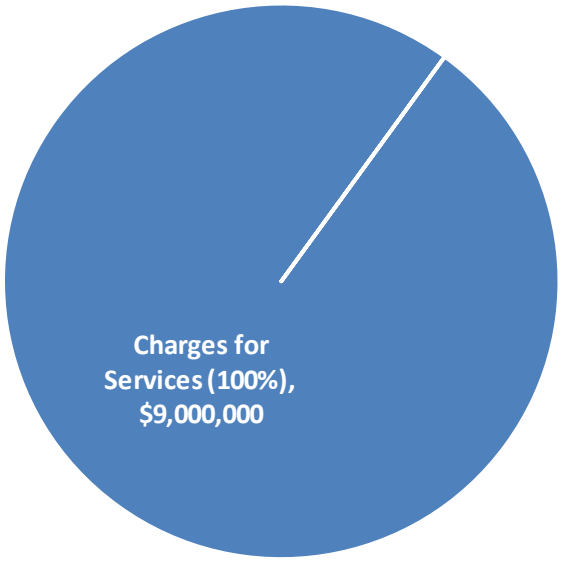
(1) In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/Reserve accounts.

(2) Available Fund Balance was used in FY 2023 to supplement claims/judgements (e.g. Public Safety Vehicle replacements).

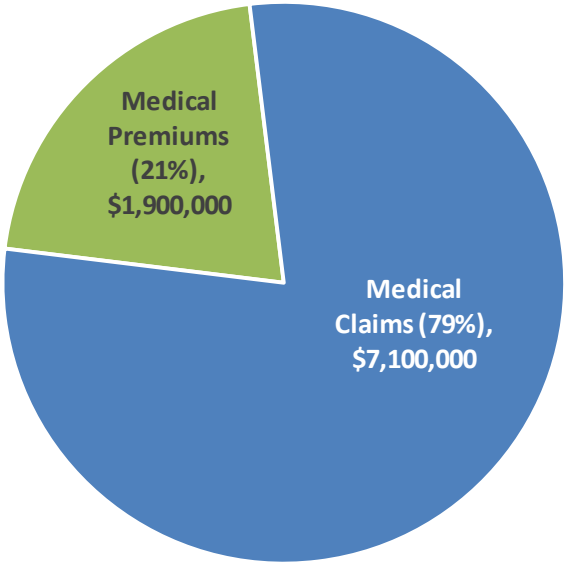
INTERNAL SERVICE FUND SUMMARIES

Medical Insurance Fund Summary

FY 2023 Budget: $9,000,000



Revenues by Source



Expenditures by Use

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

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

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

Trends

The FY 2024 Budget totals $9 million and represents premiums (employer and employee) and the associated expenditures (administration, claims, and reserves). The operating funds (e.g., General Fund, E911 Fund, DEA Fund, and Sanitation Fund) all include group insurance expenses that represent the city's costs.

INTERNAL SERVICE FUND SUMMARIES

Statement of Budgetary Comparisons

Medical Insurance Fund
Finance Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Charges for Services:					
Medical Insurance Premiums					
Employer Contribution	$ 7,024,367	$ 7,341,303	$ 7,062,712	$ 8,170,000	$ 8,170,000
Employee Contribution	616,248	567,033	693,478	830,000	830,000
Investment Earnings	1,048	806	-	-	-
Other					
Fund Balance	-	-	-	(40,603)	-
TOTAL	**$ 7,641,662**	**$ 7,909,143**	**$ 7,756,189**	**$ 8,959,397**	**$ 9,000,000**
EXPENDITURES					
Maintenance & Operations:					
Medical Premiums	$ 1,742,464	$ 1,825,087	$ 1,947,173	$ 1,900,000	$ 1,900,000
Medical Claims	5,633,235	6,125,879	5,810,246	7,100,000	7,100,000
subtotal	*$ 7,375,700*	*$ 7,950,966*	*$ 7,757,419*	*$ 9,000,000*	*$ 9,000,000*
Other					
Transfer to OPEB Fund	$ -	$ -	$ -	$ -	$ -
subtotal	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Non-Allocated					
Reserve	$ -	$ -	$ -	$ (40,603)	$ -
subtotal	*$ -*	*$ -*	*$ -*	*$ (40,603)*	*$ -*
TOTAL	**$ 7,375,700**	**$ 7,950,966**	**$ 7,757,419**	**$ 8,959,397**	**$ 9,000,000**

INTERNAL SERVICE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Medical Insurance Fund

Finance Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
Beginning Fund Balance:	$ (263,512)	$ 2,449	$ (39,373)	$ (40,603)	$ (40,603)
REVENUES BY CATEGORY					
Charges for Services	$ 7,640,614	$ 7,908,337	$ 7,756,189	$ 9,000,000	$ 9,000,000
Investment Earnings	1,048	806	-	-	-
Other	-	-	-	-	-
TOTAL	**$ 7,641,662**	**$ 7,909,143**	**$ 7,756,189**	**$ 9,000,000**	**$ 9,000,000**
EXPENDITURES BY USE					
Medical Premiums/Claims	$ 7,375,700	$ 7,950,966	$ 7,757,419	$ 9,000,000	$ 9,000,000
Transfer to OPEB Fund	-	-	-	-	-
TOTAL	**$ 7,375,700**	**$ 7,950,966**	**$ 7,757,419**	**$ 9,000,000**	**$ 9,000,000**
ACFR Rounding Adjustments	$ (1)	$ 1	$ -	$ -	$ -
Ending Fund Balance: (1),(2)	$ 2,449	$ (39,373)	$ (40,603)	$ (40,603)	$ (40,603)
Changes in Fund Balance (actual/est.)	$ 265,961	$ (41,822)	$ (1,230)	$ -	$ -

Notes:

(1) In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/Reserve accounts.

FIDUCIARY FUND SUMMARIES

Fiduciary Fund Summaries

Overview

The *Fiduciary Fund Summaries* section is intended to provide readers with an overall understanding of the respective fiscal year 2024 budgets for the Other Post Employment Benefit (OPEB) Funds.

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

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

- **Fund Summary**

  This section provides a brief description of the Fund.

- **Statement of Budgetary Comparisons**

  This statement provides a detailed comparison of revenues and expenditures across multiple fiscal years. Revenues are presented by source and expenditures are presented by use.

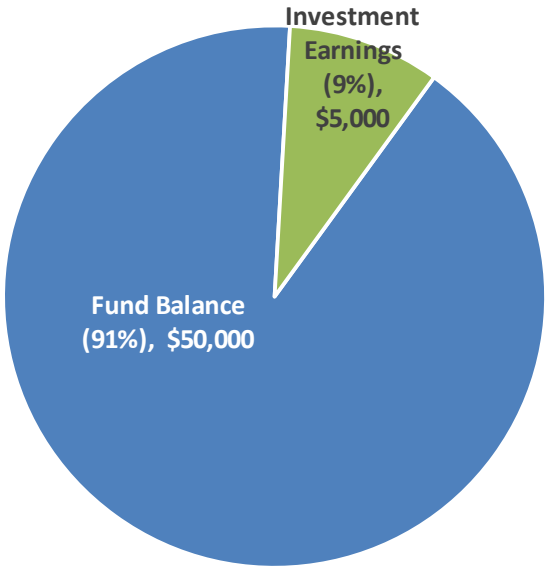
- **Statement of Revenues, Expenditures, and changes in Fund Balances**

  This statement provides a historical comparison of revenues and expenditures for fiscal years 2020-2023. Also included are changes in fund balance.

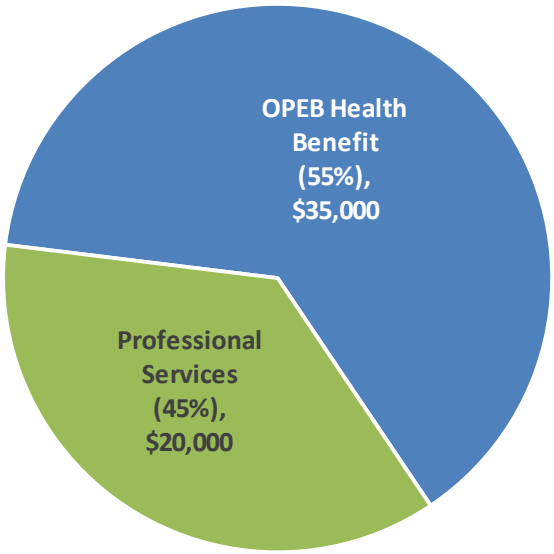
FIDUCIARY FUND SUMMARIES

Other Post Employment Benefit (OPEB) Health Benefit Fund Summary

FY 2024 Budget: $55,000



Revenues by Source



Expenditures by Use

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

OPEB related funding for FY 2024 totals $55,000 and is funded through anticipated investment earnings and the utilization of fund balance (existing resources). Specifically, the Actuarially Determined Contribution for 2024 is $0; hence the utilization of fund balance to cover premium expenses in 2024.

FIDUCIARY FUND SUMMARIES

Statement of Budgetary Comparisons

OPEB Health Benefit Fund

Finance Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Investment Earnings	$ 29,985	$ 436,743	$ (243,798)	$ 10,500	$ 5,000
Other					
OPEB Health Benefit Funding Employer Contribution	68,015	76,589	12,600	13,008	-
Fund Balance	-	-	-	191,645	50,000
TOTAL	**$ 98,000**	**$ 513,332**	**$ (231,198)**	**$ 215,153**	**$ 55,000**
EXPENDITURES					
Maintenance & Operations:					
OPEB Health Benefit	$ 21,875	$ 34,792	$ 33,214	$ 13,008	$ 35,000
Miscellaneous	8,076	8,753	13,730	26,400	20,000
subtotal	*$ 29,951*	*$ 43,545*	*$ 46,944*	*$ 39,408*	*$ 55,000*
Non-Allocated					
Reserve	$ -	$ -	$ -	$ 175,745	$ -
subtotal	*$ -*	*$ -*	*$ -*	*$ 175,745*	*$ -*
TOTAL	**$ 29,951**	**$ 43,545**	**$ 46,944**	**$ 215,153**	**$ 55,000**

FIDUCIARY FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

OPEB Health Benefit Fund

Finance Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
Beginning Fund Balance:	$ 1,334,074	$ 1,402,123	$ 1,871,912	$ 1,593,770	$ 1,577,870
REVENUES BY CATEGORY					
OPEB Health Benefit Funding	$ 68,015	$ 76,589	$ 12,600	$ 13,008	$ -
Investment Earnings	29,985	436,743	(243,798)	10,500	5,000
TOTAL	**$ 98,000**	**$ 513,332**	**$ (231,198)**	**$ 23,508**	**$ 5,000**
EXPENDITURES BY USE					
OPEB Health Benefit	$ 21,875	$ 34,792	$ 33,214	$ 13,008	$ 35,000
Miscellaneous (Professional Services)	8,076	8,753	13,730	26,400	20,000
TOTAL	**$ 29,951**	**$ 43,545**	**$ 46,944**	**$ 39,408**	**$ 55,000**
ACFR Rounding Adjustments	$ -	$ 2	$ -	$ -	$ -
Ending Fund Balance: (1)	$ 1,402,123	$ 1,871,912	$ 1,593,770	$ 1,577,870	$ 1,527,870
Changes in Fund Balance (actual/est.)	$ 68,049	$ 469,789	$ (278,142)	$ (15,900)	$ (50,000)

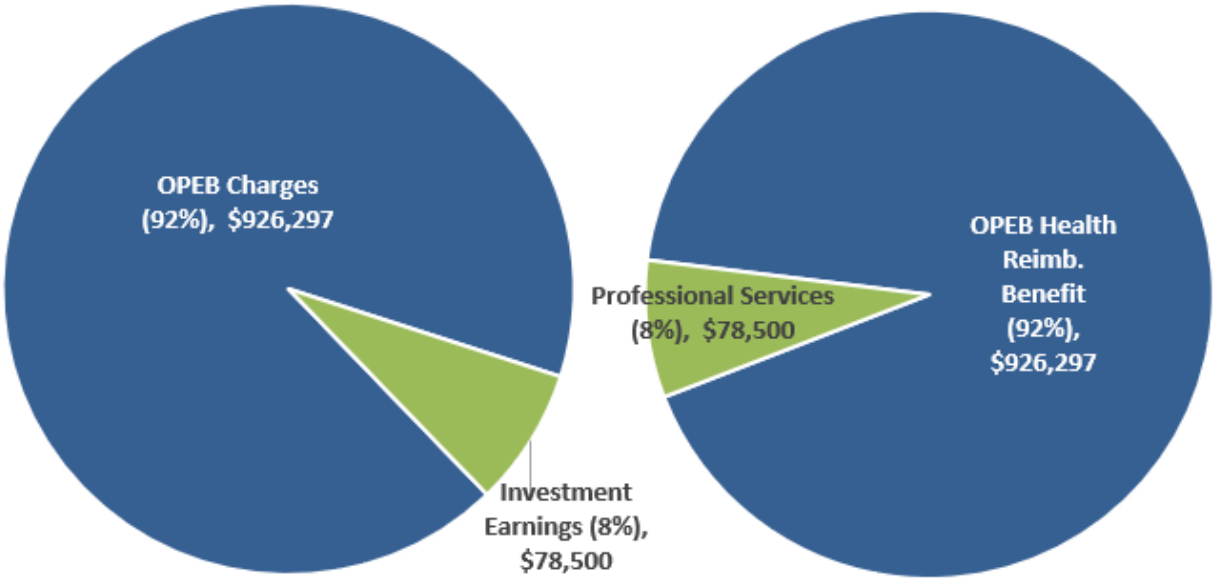
Notes:

(1) In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/Reserve accounts. It should be noted that the fund balance figures include funding for the OPEB Trust.

FIDUCIARY FUND SUMMARIES

Other Post Employment Benefit (OPEB) Health Reimbursement Fund Summary

FY 2024 Budget: $1,004,797



Revenues by Source | **Expenditures by Use**

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

Costs for this benefit approximate 2.5% of payroll ($926,297 citywide for FY 2024) and requires a minimum 15-year vesting (maximum benefit achieved at 25-years[9]) which assists in not only recruitment, but also retention of our most valuable assets, our employees.

The figures above include the benefit enhancements included within the FY 2024 Operating Initiatives.

l.

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

FIDUCIARY FUND SUMMARIES

Statement of Budgetary Comparisons

OPEB Health Reimbursement Fund

Finance Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
REVENUES					
Investment Earnings	$ 53,648	$ 890,436	$ (578,424)	$ 47,673	$ 78,500
Other					
OPEB Health Reimbursement Funding					
Employer Contribution	575,000	574,502	590,928	686,459	926,297
Transfer-In					
Medical Insurance Fund	-	-	-	-	-
Fund Balance	-	-	-	1,322,358	-
TOTAL	**$ 628,648**	**$ 1,464,938**	**$ 12,504**	**$ 2,056,490**	**$ 1,004,797**
EXPENDITURES					
Maintenance & Operations:					
OPEB Reimbursement Benefit	$ -	$ 56,852	$ 47,676	$ 714,632	$ 926,297
Miscellaneous	14,964	18,903	31,652	31,600	78,500
subtotal	*$ 14,964*	*$ 75,755*	*$ 79,328*	*$ 746,232*	*$ 1,004,797*
Non-Allocated					
Reserve	$ -	$ -	$ -	$ 1,310,258	$ -
subtotal	*$ -*	*$ -*	*$ -*	*$ 1,310,258*	*$ -*
TOTAL	**$ 14,964**	**$ 75,755**	**$ 79,328**	**$ 2,056,490**	**$ 1,004,797**

FIDUCIARY FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

OPEB Health Reimbursement Fund

Finance Department

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Recommended Budget
Beginning Fund Balance:	$ 2,089,848	$ 2,703,533	$ 4,092,716	$ 4,025,890	$ 4,013,790
REVENUES BY CATEGORY					
OPEB Health Reimb. Benefit Funding	$ 575,000	$ 574,502	$ 590,928	$ 686,459	$ 926,297
Investment Earnings	53,648	890,436	(578,424)	47,673	78,500
Transfer-In from Medical Ins. Fund	-	-	-	-	-
TOTAL	**$ 628,648**	**$ 1,464,938**	**$ 12,504**	**$ 734,132**	**$ 1,004,797**
EXPENDITURES BY USE					
OPEB Health Reimb. Benefit	$ -	$ 56,852	$ 47,676	$ 714,632	$ 926,297
Miscellaneous (Professional Services)	14,964	18,903	31,652	31,600	78,500
TOTAL	**$ 14,964**	**$ 75,755**	**$ 79,328**	**$ 746,232**	**$ 1,004,797**
ACFR Rounding Adjustments	$ 1	$ -	$ (1)	$ -	$ -
Ending Fund Balance: (1)	$ 2,703,533	$ 4,092,716	$ 4,025,890	$ 4,013,790	$ 4,013,790
Changes in Fund Balance (actual/est.)	$ 613,685	$ 1,389,183	$ (66,826)	$ (12,100)	$ -

Notes:

(1) In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/Reserve accounts. It should be noted that the fund balance figures represent funding for the OPEB Trust.

APPENDIX A (5-YEAR CAPITAL IMPROVEMENT PLAN)

Appendix A (5-Year Capital Improvement Plan)

Overview

Big Creek Greenway

Pursuant to the Governmental Accounting Standards Board's ("GASB") Codification, Section 1300.106, capital project funds are used to account for the acquisition and construction of major items, such as buildings, infrastructure, parks, streets, and other major capital facilities.

The city's capital program has the most visible and long-term effect on the quality of life for our stakeholders. Through an aggressive capital program, improvements to transportation, access to quality cultural and recreational opportunities, partnering with local businesses for continued economic development, and providing infrastructure and assets for public safety are afforded. The foundation of the city's capital program is the five-year capital project improvement plan ("CIP") which is updated annually. The CIP assists in the planning, acquisition, and financing of capital projects.

Wills Park

A capital project generally is defined as an expenditure that has an expected useful life of more than three years with an estimated total cost of $25,000 or more, or an improvement/ addition to an existing capital asset. Examples include building/ infrastructure construction, park improvements, streetscapes, land acquisitions, vehicles, etc.

Capital projects are budgeted primarily in the city's capital project funds with the main exceptions being those capital investments funded through restricted revenues that require separate accounting treatment (e.g., Impact Fees, E911 Fees, etc.).

The city has eight (8) capital project funds, and they all follow the life-to-date budgeting process whereby budget is carried forward annually to cover Council approved projects and remains in full-effect until project completion or re-allocation by City Council. As such, these appropriations are not reflected in this budget document but are reflected in the city's

APPENDIX A (5-YEAR CAPITAL IMPROVEMENT PLAN)

monthly financial management reports and can be accessed at www.alpharetta.ga.us. The capital project funds utilize the modified accrual basis of budgeting and accounting.

The following section provides a brief narrative of the city's capital project funds.

- **Capital Project Fund**: This fund accounts for the acquisition and construction of major items, such as buildings, infrastructure, parks, streets, and other major capital facilities, with a value (generally) in excess of $25,000. Funding for these capital improvements typically comes from the General Fund through (A) an annual appropriation and (B) a transfer of the available fund balance from the most recent complete/audited fiscal year. Appropriations are perpetual with only new appropriations recognized in the annual budget.
- **Stormwater Capital Fund**: This fund accounts for stormwater/drainage maintenance, repair, and/or improvement projects with a value (generally) in excess of $25,000. Funding for these capital improvements typically comes from the General Fund through (A) an annual appropriation and (B) a transfer of the available fund balance from the most recent complete/audited fiscal year. Appropriations are perpetual with only new appropriations recognized in the annual budget.
- **Capital Grants Fund**: This fund accounts for resources received from federal, state, and local grants awarded to the city. Matching funds, which represent the city's financial investment, are also recorded within this fund. This fund accounts for capital grants only. Operating grant proceeds are recorded within the Operating Grant Fund.
- **2016 Parks and Transportation Bond Fund**: This fund accounts for the proceeds and associated expenditures resulting from the issuance of voter approved general obligation bonds, series 2016. Fund appropriations will be perpetual with only new appropriations recognized in the annual budget.
- **T-SPLOST Capital Fund**: This fund accounts for the collection of T-SPLOST 1 (Transportation Special Purpose Local Option Sales Taxes) revenue and the expenditure on eligible transportation improvements and congestion mitigation initiatives. Fund appropriations are perpetual with only new appropriations recognized in the annual budget. This tax was imposed for the period of April 1, 2017, through March 31, 2022.
- **T-SPLOST 2 Capital Fund**: This fund accounts for the collection of T-SPLOST (Transportation Special Purpose Local Option Sales Taxes) revenue and the expenditure on eligible transportation improvements and congestion mitigation initiatives. Fund appropriations are perpetual with only new appropriations recognized in the annual budget. This tax is imposed for the period of April 1, 2022, through March 31, 2027.

APPENDIX A (5-YEAR CAPITAL IMPROVEMENT PLAN)

- **American Rescue Act Fund**: This fund accounts for the city's allocation of funds under the American Rescue Act legislation. Specifically, the city is classified as a metropolitan city under the legislation and has a total allocation of $6,644,511.
- **2022 Parks Bond Fund**: This fund accounts for the proceeds and associated expenditures resulting from the issuance of voter approved general obligation bonds, series 2022. Fund appropriations will be perpetual with only new appropriations recognized in the annual budget.

For the purposes of this budget document, only the Capital Projects Fund and Stormwater Capital Fund are presented as new appropriation activity was approved for FY 2024.

Funding Methodology

The city's preferred method for funding capital projects within the CIP shall be through current revenue when available (i.e., pay-as-you-go) or from outside funding sources such as grant funding and related aid. Debt obligations may be issued for capital projects when it is appropriate to achieve a fair allocation of costs between current and future beneficiaries. Funding for the CIP is provided as follows:

- **Proper Use of Fund Balance**
  General Fund: Based on audited financial statements for the year ended June 30, 2022, the city's fund balance totaled $42.9 million. Of this amount, approximately $12.6 million was appropriated in the FY 2023 Budget for capital/one-time initiatives/reserve and $19.7 million has been designated as an emergency account based on a conservative policy of 25% of total appropriations (i.e., roughly 3 months of operating expenditures). It has been the city's policy to utilize the remaining fund balance above the emergency requirement for one-time expenditures (generally capital investment). Available capital/one-time initiative funding for FY 2024 totals $10.5 million.

- **Funding Capital/Operational Initiatives from Operating Budget**
  The FY 2024 budget includes funding totaling $4 million from General Fund operations for capital investment (e.g., maintenance of our stormwater infrastructure). By programming an annual capital contribution into the operating budget, the city is announcing to its citizens and stakeholders that capital investment in our roads and infrastructure is a priority that should be funded with certainty as opposed to relying on fund balance which may or may not be accumulated. Funding from the General Fund available for immediate capital investment in 2024 includes the following:

  - $10,547,818 Fund Balance for one-time capital;
  - 4,000,000 Annual Capital Contribution from the General Fund

    $14,547,818

APPENDIX A (5-YEAR CAPITAL IMPROVEMENT PLAN)

- **Debt Funding**: Debt obligations are primarily reserved for large-scale capital projects when it is appropriate to achieve a fair allocation of costs between current and future beneficiaries.

Capital Improvement Plan

The City's five-year capital project improvement plan ("CIP") is included below. The CIP forecasts the city's total capital investment requests over the next five-year period and consolidates the projects by Department. These figures do not include the city's existing capital initiatives (i.e., initiatives funded prior to FY 2024).

Fiscal Year 2024 capital investment is being appropriated as part of the FY 2024 budget.

Fiscal Years 2025-2028 represent the capital planning portion of the CIP and do not constitute formal appropriations. The CIP, at its essence, is a fluid planning document and new projects will appear during its life while others are removed as they are no longer considered priorities. Priorities as presented in the capital planning portion of the CIP (2025-2028), is the maintenance of those investments previously approved by the City Council that form the foundation of our service delivery capabilities to our citizens and stakeholders (e.g., maintenance of traffic system, stormwater system, facilities, equipment, etc.).

FY 2024-2028 Capital Improvement Plan

May 22, 2023

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Sources						
General Fund (Annual Appropriation)	$ 4,000,000	$ 4,068,500	$ 4,190,555	$ 4,316,272	$ 4,445,760	$ 21,021,087
General Fund (Fund Balance)	10,547,818	10,306,969	9,024,889	8,211,682	7,846,667	45,938,025
	$ 14,547,818	$ 14,375,469	$ 13,215,444	$ 12,527,954	$ 12,292,427	$ 66,959,112
Other Funds (Interest Earnings)	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 1,000,000
Other Funds (Fund Balance)	1,500,000	-	-	-	-	1,500,000
	$ 1,700,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 2,500,000
Capital Lease						
Fleet Replacement: Fire Apparatus Replacements	$ -	$ 1,938,000	$ -	$ 742,000	$ -	$ 2,680,000
Fire Extrication Equipment Replacements	-	-	179,000	-	-	179,000
Heart Monitor & AEDs Replacements	-	-	660,000	-	-	660,000
Mobile (Vehicle) Radio Replacements	-	-	600,000	-	-	600,000
Grant/Contribution						
Milling and Resurfacing	625,000	650,000	675,000	700,000	730,000	3,380,000
Webb Bridge Park Dugout Expansion (AYBA to fund 50%)	11,500	-	-	-	-	11,500
North Point Pkwy Corridor	-	5,000,000	5,000,000	-	-	10,000,000
	$ 636,500	$ 7,588,000	$ 7,114,000	$ 1,442,000	$ 730,000	$ 17,510,500
Total Sources	**$ 16,884,318**	**$ 22,163,469**	**$ 20,529,444**	**$ 14,169,954**	**$ 13,222,427**	**$ 86,969,612**

APPENDIX A (5-YEAR CAPITAL IMPROVEMENT PLAN)

FY 2024-2028 Capital Improvement Plan

May 22, 2023

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Uses						
City Administration						
Council Chambers Security Upgrades	$ 25,000	$ -	$ -	$ -	$ -	$ 25,000
Replacement of Retaining Wall in Resthaven Cemetery	16,000	-	-	-	-	16,000
	$ 41,000	$ -	$ -	$ -	$ -	$ 41,000
Community & Economic Development						
Fleet Replacement (Community Development)	$ 40,000	$ 85,000	$ 80,000	$ 84,000	$ 86,000	$ 375,000
North Point Infrastructure Framework Plan	200,000	-	-	-	-	200,000
* Design Services (Community Development)	61,200	62,400	63,600	64,900	-	252,100
Garden District Signage	12,700	-	-	-	-	12,700
* South Main District Gateway (design)	50,000	-	-	-	-	50,000
* Brookside Park Gateway (design)	75,000	-	-	-	-	75,000
* Brookside Parkway Road Diet- Phase 1 (design)	40,000	-	-	-	-	40,000
Operating Initiative - Land Development Inspector Supervisor (new position, +1 FTE) Equipment	45,000	-	-	-	-	45,000
* North Point Pkwy Corridor	-	5,000,000	5,000,000	-	-	10,000,000
	$ 523,900	$ 5,147,400	$ 5,143,600	$ 148,900	$ 86,000	$ 11,049,800
Information Technology						
Technology Replacements for City Departments	$ 390,000	$ 318,300	$ 324,700	$ 331,200	$ 337,800	$ 1,702,000
Wireless Access Points	50,000	50,000	-	-	-	100,000
Data Center Server Replacement	-	-	350,000	-	-	350,000
Citywide Network Devices Replacement	-	-	-	-	350,000	350,000
Data Center Auxiliary A/C Replacement	-	-	-	45,000	-	45,000
	$ 440,000	$ 368,300	$ 674,700	$ 376,200	$ 687,800	$ 2,547,000
Public Safety						
Fleet Replacement (Public Safety)	$ 1,875,000	$ 1,950,000	$ 2,030,000	$ 2,110,000	$ 2,195,000	$ 10,160,000
Fire Station Facility Assessments (remaining stations)	225,000	-	-	-	-	225,000
Operating Initiative - Real-Time Crime Center Staffing (new positions, +4 FTE) Equipment	128,900	-	-	-	-	128,900
Operating Initiative - Assistant Fire Marshal (new position, +1 FTE) Equipment	66,000	-	-	-	-	66,000
Fleet Replacement: Fire Apparatus Replacements	-	1,938,000	-	742,000	-	2,680,000
Fire Extrication Equipment Replacements	-	-	179,000	-	-	179,000
Heart Monitor & AEDs Replacements	-	-	660,000	-	-	660,000
Mobile (Vehicle) Radio Replacements	-	-	600,000	-	-	600,000
	$ 2,294,900	$ 3,888,000	$ 3,469,000	$ 2,852,000	$ 2,195,000	$ 14,698,900

APPENDIX A (5-YEAR CAPITAL IMPROVEMENT PLAN)

FY 2024-2028 Capital Improvement Plan

May 22, 2023

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Uses						
Public Works						
Milling and Resurfacing	$ 3,745,000	$ 3,895,000	$ 4,050,000	$ 4,210,000	$ 4,380,000	$ 20,280,000
Stormwater	4,000,000	4,160,000	4,330,000	4,500,000	4,680,000	21,670,000
Traffic Striping and Signage	250,000	260,000	275,000	285,000	295,000	1,365,000
Fleet Replacement: Tandem Dump Truck Replacement	190,000	-	200,000	-	-	390,000
Traffic Signal System Maintenance	100,000	105,000	110,000	115,000	120,000	550,000
Traffic Control Equipment	100,000	105,000	110,000	115,000	120,000	550,000
Traffic Responsive System Maintenance	100,000	105,000	110,000	115,000	120,000	550,000
HVAC Replacements	100,000	100,000	100,000	60,000	50,000	410,000
* Roof Repairs/Replacements and Wall Restoration: Public Works Headquarters	325,000	365,000	-	-	-	690,000
* Roof Repairs/Replacements and Wall Restoration: Park Facilities	195,000	470,000	-	-	-	665,000
Bridge Maintenance	200,000	210,000	220,000	225,000	235,000	1,090,000
Webb Bridge Park Sewer Connection	437,500	437,500	-	-	-	875,000
SR 9 Landscaping from Academy St. to Windward Parkway	350,000	575,000	575,000	-	-	1,500,000
* Tree Maintenance and Replacement	152,000	160,000	165,000	175,000	-	652,000
Winter Weather Equipment	65,000	-	-	-	-	65,000
* Parking Garage Maintenance	25,000	250,000	50,000	50,000	-	375,000
* Streetlight Maintenance	80,000	85,000	90,000	90,000	-	345,000
* Design Services (Public Works)	75,000	76,500	78,000	79,600	-	309,100
	$ 10,489,500	$ 11,359,000	$ 10,463,000	$ 10,019,600	$ 10,000,000	$ 52,331,100
Recreation, Parks & Cultural Services						
Park Repairs/Improvements	$ 50,000	$ 160,000	$ 165,000	$ 170,000	$ 180,000	$ 725,000
* Playground Equipment Replacement	250,000	150,000	150,000	150,000	-	700,000
* Greenway Improvements/Repairs	260,100	275,000	285,000	-	-	820,100
* Park Trail Maintenance	200,000	-	-	-	-	200,000
* Tree Removal in Parks	200,000	-	-	-	-	200,000
* Synthetic Turf Field Replacement	500,000	-	-	-	-	500,000
City of Alpharetta Arts & Culture Master Plan	30,000	-	-	-	-	30,000
* Park Equipment Replacement	153,000	147,000	45,000	35,000	-	380,000
* Athletic Court Resurfacing	100,000	-	-	120,000	-	220,000
Fountain Maintenance	50,000	55,000	55,000	60,000	-	220,000
Landscaping Upgrades to Activity Centers	40,000	-	-	-	-	40,000
Webb Bridge Park Dugout Expansion (AYBA to fund 50%)	23,000	-	-	-	-	23,000
Alpharetta Public Arts Initiative - Outdoor On-Loan Sculpture Exhibit	55,000	55,000	55,000	55,000	55,000	275,000
	$ 1,911,100	$ 842,000	$ 755,000	$ 590,000	$ 235,000	$ 4,333,100
Total Uses	**$ 15,700,400**	**$ 21,604,700**	**$ 20,505,300**	**$ 13,986,700**	**$ 13,203,800**	**$ 85,000,900**
Non-Allocated (Sources-Uses)	**$ 1,183,918**	**$ 558,769**	**$ 24,144**	**$ 183,254**	**$ 18,627**	**$ 1,968,712**
Total Uses + Non-Allocated	**$ 16,884,318**	**$ 22,163,469**	**$ 20,529,444**	**$ 14,169,954**	**$ 13,222,427**	**$ 86,969,612**

** Represents capital requests that are included within both the CIP and the Unfunded Project Listing.*

APPENDIX B (ACVB BUDGET)

Appendix B (ACVB Budget)

Alpharetta Convention & Visitors Bureau (ACVB)

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

- **Vision Statement**
  To positively impact the economic life of Alpharetta.
- **ACVB Mission Statement**
  To position the city of Alpharetta as a regionally, nationally and globally recognized premier tourism destination by developing quality programs and facilities to attract overnight visitors.
- **How We Are Funded**
  Alpharetta's 30 hotels collect an 8 percent hotel occupancy tax from their visitors and pay it to the city on a monthly basis. The city keeps 37.5% of the tax to spend on enhancements for its citizens, 18.75% is given to the conference center (facility portion of the tax) and 43.75% is distributed to the ACVB to market and promote the city of Alpharetta.
- **What We Do**

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

  - Increasing the awareness and identity of Alpharetta as a destination for the leisure and individual traveler and raising awareness of the economic importance of the visitor industry to Alpharetta by placing advertisements, writing press releases, utilizing social media and maintaining a technologically advanced website;
  - Employing a variety of sales strategies to increase the number of group room nights booked in Alpharetta's 30 hotels through attendance at tradeshows, association meetings and conferences as well as sales calls and site visits with event organizers; and
  - Providing leadership for the visitor industry, coordinating activities, encouraging marketing activities and partnerships, and projecting an appealing image on behalf of the city of Alpharetta.

APPENDIX B (ACVB BUDGET)

Alpharetta Convention & Visitors Bureau
Fiscal Year 2024 Adopted Budget

Occupancy Tax Revenues	$	4,178,125
Interest Income		1,600
Accumulated Surplus		500,000
TOTAL REVENUE	**$**	**4,679,725**
Salary & Benefits	$	1,546,165
Accounting & Legal Fees		27,000
Advertising		
Georgia/Metro Atlanta Ads		282,100
National/Regional Ads		616,600
Business License		500
Computer Equipment		18,200
Business Development		
Ameris Bank Amphitheatre		170,000
Conference Center		500,000
Computer Software/Maintenance		73,500
Research		21,500
Contingency Fund		421,999
Insurance		5,500
Meeting Expenses		44,800
Membership Dues		41,861
Subscriptions		650
Office Equipment/Leases		10,000
Office Rent (utilities, cleaning, security)		102,300
Office Supplies/Furniture		20,000
Postage/Shipping		18,000
Premiums/Gifts		30,000
Printing/Production		125,750
Taxes/Leased Equipment		1,200
Public Relations		145,000
Sponsorships/Bid Fees		327,150
Telephone/ISP		28,200
Tradeshows/Conference/Professional Development		98,150
Staff Development		3,600
TOTAL EXPENSES	**$**	**4,679,725**

THE CITY OF

ALPHARETTA

GEORGIA

2 Park Plaza
Alpharetta, GA 30009

STAFF REPORT

Department: City Clerk
Submitted By: Lauren Shapiro
Meeting Date: June 19, 2023

AGENDA ITEM:

Ethics Ordinance
Presentation and discussion of proposed text amendments to Chapter 2, Article V of the City's Code: Code of Ethics and Conduct.

STAFF RECOMMENDATION:

This item is for discussion purposes only. No formal vote or action is requested.

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:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT

ITEM DESCRIPTION:

Following the adoption of an ordinance, unforeseen issues may be identified with the ordinance language or defined processes when the first implementation of the ordinance occurs. Such was the case when the City received, processed, and adjudicated the first ethics complaint received in accordance with Chapter 2, Article V of the City Code. This workshop is for discussion of proposed text amendments to Chapter 2, Article V Code of Ethics and Conduct of the Alpharetta City Code.

ALTERNATIVES:

ATTACHMENTS:

1. Ethics Ordinance Presentation 6.19.2023
2. Revisions to Ethics Ordinance as of 6.19.2023

Ethics Ordinance Revisions

ALPHARETTA CITY COUNCIL

JUNE 19, 2023

Outstanding Questions

- Board Composition
- Board Member Residency
- Election Years

Board Composition

Existing Ordinance

- 5 member board
- Randomly drawn from a panel of fourteen (14) individuals
    - Mayor and Councilmembers each appoint 2 individuals for the panel

Draft Ordinance

- On an annual basis, City Council will jointly appoint no less than six (6) and no more than twelve (12) individuals from which to draw members of ethics panels.
- Qualifications:
  - Attorney in good standing;
  - At least five (5) years experience, with at least three (3) years experience in general civil litigation;
  - Does not reside in or maintain an office in the City;
  - Is not, and has never been, an employee or City official, and not the spouse, parent, child or sibling of an existing or former City employee or official;
  - Has no business or contractual relationship with the City or City Council members;
  - Has not provided money or in kind campaign contributions to City Council members;
  - Has not been convicted of a felony involving moral turpitude

Alternate Compositions

- 7 citizens for a set term
- Mayor and Councilmembers each appoint one member
- Two alternates to be appointed by majority vote of Mayor and Council for service in the event of a conflict.
- Training required prior hearing a case/complaint

Alternate Compositions

- 5 members for a set term
- Each member appointed by majority vote of Mayor and Council
- 2 alternates appointed in the same manner to serve if conflicts arise
- Training required prior to hearing a case/complaint

Alternate Compositions

- 5 members for a set term
- Each member appointed by majority vote of Mayor and Council
- Composition would be varied:
  - 3 citizen members
  - 2 members from the legal profession with experience in civil litigation
- 1 citizen alternate and 1 lawyer alternate appointed in the same manner to serve if conflicts arise
- Training required prior to hearing a case/complaint

Board Member Residency

Board Member Residency

- Resident of the City

OR

- Does not reside in or maintain an office in the City

Election Years

Election Years

- Current Draft:
  - Provides for a 90 day stay for proceeding with complaints leading up to an election
  - Time limitations are tolled, and complaints may proceed after an election
  - Elected officials have option to waive the stay

Alternatives

- Alternatives:
  - Strike the election language
  - Provide at least 30 days notice for holding an ethics hearing
  - Allow respondents the option of providing supporting affidavits with the written response.

STATE OF GEORGIA **ORDINANCE NO. _____**
COUNTY OF FULTON

AN ORDINANCE TO AMEND ARTICLE V OF CHAPTER 2, CODE OF ETHICS AND CONDUCT, OF THE CODE OF THE CITY OF ALPHARETTA, GEORGIA; TO AMEND REQUIREMENTS FOR THE FILING OF ETHICS COMPLAINTS; TO PROVIDE FOR THE COMPOSITION OF THE ETHICS PANEL; TO PROVIDE OPERATING PROCEDURES FOR THE ETHICS PANEL; TO ESTABLISH PROCEDURES FOR PROCESSING ETHICS COMPLAINTS; TO PROVIDE FOR DISCIPLINARY ACTION; TO PROVIDE FOR PENALTIES FOR THE WRONGFUL USE OF AN ETHICS COMPLAINT; TO PROVIDE FOR ATTORNEY'S FEES; TO REPEAL CONFLICTING PROVISIONS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, pursuant to its Charter and other laws of the State of Georgia, the City of Alpharetta, Georgia has the power to adopt clearly reasonable ordinances, resolutions and regulations for the protection and preservation of the public health, safety and welfare of its citizens; and

WHEREAS, Article V of Chapter 2 of the City of Alpharetta Code of Ordinances, otherwise referred to as the Code of Ethics and Conduct, includes provisions related to the board of ethics and ethics complaints; and

WHEREAS, the Mayor and Council have determined that it is in the best interest of the City's residents to amend the existing regulations.

NOW THEREFORE, THE COUNCIL OF THE CITY OF ALPHARETTA HEREBY ORDAINS, as follows:

SECTION 1. That Section 2-195 through Section 2-211 of the Code of the City of Alpharetta, Georgia are hereby replaced in their entirety by the text attached hereto as Exhibit A.

SECTION 2. That all ordinances or part of ordinances that conflict with the terms of this ordinance are hereby repealed; and

SECTION 3. That if any portion of this Ordinance or the application thereof shall be held invalid or unconstitutional, the other provisions of this Ordinance shall not be affected, and thus, the provisions of this Ordinance are declared severable.

SECTION 4. This Ordinance shall become effective upon adoption by the Mayor and City Council and the signature approval of the Mayor.

SO ORDAINED this the _____ day of _____, 2023, the public's health, safety, and welfare demanding it.

CITY OF ALPHARETTA, GEORGIA

By:_____
Jim Gilvin, Mayor

COUNCIL MEMBERS

_____
Donald F. Mitchell

_____
Brian Will

_____
Douglas J. Derito

_____
John Hipes

_____
Jason Binder

_____
Dan Merkel

ATTEST:

_____
Lauren Shapiro, City Clerk

APPROVED AS TO FORM:

_____
Molly Esswein, City Attorney

EXHIBIT A

Sec. 2-195. Implementation.

Ethical standards shall be included in the regular orientations for candidates for City Council, applicants to boards and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the city code of ethics and conduct.

Sec. 2-196. Ethics complaints.

(a) Any person may file an ethics complaint alleging a violation of any of the provisions of this article by a City Official by completing and submitting to the City Clerk the ethics complaint form provided by the City. The person filing an ethics complaint shall be referred to in this article as the "complainant." In the event the City Clerk is the subject of an ethics complaint, all duties of the City Clerk in this article shall be undertaken by the City Administrator.

(b) The ethics complaint shall, at a minimum, identify the specific provisions of this article alleged to be violated, shall be supported by affidavits based on personal knowledge, and shall show affirmatively that the affiant is competent to testify to the matters stated therein. All documents referred to in an affidavit shall be attached to the affidavit. Every ethics complaint shall be signed and notarized, and shall contain the following statement:

"I have read the ethics complaint and aver that the facts contained therein are true to the best of my knowledge and belief, and I am aware that the Ethics Ordinance authorizes the imposition of penalties against me for filing a frivolous complaint, including without limitation, payment of costs and attorney's fees associated with the handling and processing of the ethics complaint, and/or all other penalties applicable under the law."

(c) An ethics complaint shall be filed within six months of the date the alleged violation is said to have occurred, or in case of concealment or nondisclosure, within six months of the date the alleged violation was or should have been discovered by the complainant after due diligence so long as such date is not more than one (1) year after the date the alleged violation is said to have occurred.

(d) No action may be taken on any ethics complaint which arises out of substantially the same facts or circumstances which have previously served as the basis for an ethics complaint pursuant to this article.

(e) A separate ethics complaint shall be filed for each person alleged to have engaged in any activity violating this article even if the allegations arise from the same factual basis. The person alleged to have violated this article shall be referred to in this article as the "respondent."

Sec. 2-197. Ethics panel.

(a) Each ethics panel shall be constituted for the sole purpose of considering a single ethics complaint.

(b) Each ethics panel shall consist of three randomly selected members from a list maintained by the City Clerk.

(c) Notwithstanding the requirements of Section 2-111 of this Code, the City Clerk shall maintain a list of not less than six (6) nor more than twelve (12) qualified individuals from which to draw members of ethics panels. The City Clerk shall confirm the qualifications and willingness to serve of the individuals to serve on an ethics panel not less than once per year. The list of qualified individuals shall be reviewed and confirmed by the City Council at the first regular meeting of the City Council in January of every year.

(d) Individuals shall be deemed qualified to serve on the ethics panel for so long as they:

(1) Are attorneys at law in good standing with the State Bar of Georgia;

(2) Have been a member of the State Bar of Georgia for at least five years, and have at least five years experience in the practice of law, with no less than three of those years dedicated to general civil litigation practice;

(3) Do not reside in or maintain an office within the City limits of the City of Alpharetta, Georgia;

(4) Are not, and have never been, an employee or City official, and are not the spouse, parent, child, or sibling of an existing or former employee or City official;

(4) Have no, and the members of their immediate family have no, business or contractual relationship with the City of Alpharetta or any sitting City Council members or any business in which a sitting City Council member has a substantial interest, have not provided monetary or in-kind campaign contributions to sitting City Council members, and otherwise have no conflict of interest in providing service on the ethics panel; and

(5) Have not been convicted of a felony involving moral turpitude in this state or any other state, unless such person's civil rights have been restored and at least ten years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude.

(e) Upon the City Clerk determining that an ethics complaint meets the requirements of section 2-196 of this article on its face, the City Clerk shall promptly draw names randomly from the list of qualified individuals and contact the individual to determine their availability to serve on the ethics panel. The drawing of names by the City Clerk shall be witnessed by at least one other member of the City staff or the City Attorney to ensure the integrity of the selection process. Upon selection of three qualified individuals who are available to serve on the ethics panel, the City Clerk shall prepare a document identifying panel membership and both the City Clerk and the staff member or City Attorney that witnessed the selection process shall attest on that document to the legitimacy of the selection process.

(f) Upon selection, members of the ethics panel shall sign an affidavit attesting to their qualification to serve as a member of the ethics panel.

(g) No person shall be qualified to serve on more than one ethics panel at any given time unless all other qualified individuals are either serving on an ethics panel or have expressed their unavailability to so serve. Service on an ethics panel shall be deemed to have terminated upon the entry of the written dismissal or decision of the ethics panel after the conclusion of an ethics hearing.

(h) An individual shall cease to be qualified immediately upon the third consecutive refusal (whether by choice or unavailability) to serve on an ethics panel after being randomly drawn from the list and contacted by the City Clerk to serve.

Sec. 2-198. Processing ethics complaints.

(a) Upon receipt of an ethics complaint, the City Clerk shall, within five (5) business days from receipt of the ethics complaint, determine whether the ethics complaint on its face satisfies the requirements of section 2-196 of this article.

(1) If the ethics complaint does not meet the requirements set forth in section 2-196 of this article, the City Clerk shall notify the complainant in writing of the defect(s) via certified mail, return receipt requested. Thereafter, the complainant shall be afforded ten (10) business days from receipt of the notification of defect from the City Clerk to cure any defects that may be cured and re-submit the ethics complaint. If an ethics complaint is not re-submitted within the allotted time period, the City and the City Clerk shall take no further action on the ethics complaint.

(2) If the City Clerk finds that the ethics complaint meets the requirements of section 2-196 of this article on its face, the ethics complaint will be processed pursuant to the provisions of this article.

(b) Upon confirmation by the City Clerk that the ethics complaint meets the requirements of section 2-196 of this article on its face, the City Clerk shall promptly forward a copy of the ethics complaint by certified mail, return receipt requested, to the City official against whom the ethics complaint was filed. In addition, the City Clerk shall promptly begin the process of randomly selecting an ethics panel as provided in section 2-197 of this article.

(d) The respondent shall respond to the ethics complaint within 30 days of receipt of the ethics complaint from the City Clerk. The respondent's response may be supported by affidavits based on personal knowledge and shall show affirmatively that the affiant is competent to testify to the matters stated therein. The response may include allegations of a violation of section 2-210 of this article. All documents referred to in an affidavit shall be attached to the affidavit. The respondent shall verify the response by his or her signature thereon, which shall be notarized.

(e) Within 60 days of the determination by the City Clerk that the ethics complaint meets the requirements of section 2-196 of this article, unless such time is extended by the ethics panel convened to hear the ethics complaint upon good cause shown, the ethics panel shall convene a meeting to conduct an initial review of the ethics complaint to determine whether specific, substantiated evidence from a credible source(s) exists in the ethics complaint to support a reasonable belief that there has been a violation of this article.

(f) If, after reviewing the ethics complaint, the ethics panel determines that no specific, substantiated evidence from a credible source(s) exists to support a reasonable belief that there has been a violation of this article or determines that no violation occurred as a matter of applying the facts alleged and accepted as true to the terms of the article, the ethics panel shall dismiss the ethics complaint without further proceedings. Such dismissal shall be entered in writing stating the basis therefor.

(g) If the ethics panel determines that specific, substantiated evidence from a credible source(s) exists to support a reasonable belief that there has been a violation of this article by the respondent, the ethics panel shall set a hearing for consideration of the allegations of the ethics complaint, which hearing shall be held in not less than thirty (30) days and not more than forty-five (45) days from the date of notice for the hearing ("ethics hearing"). Written notice of the ethics hearing, containing the time, date, and place of such hearing, shall be sent to the complainant and the respondent by the City Clerk by certified mail, return receipt requested.

Sec. 2-199. Ethics hearings.

(a) All ethics hearings shall be conducted so as to ensure the requirements of due process. At the ethics hearing, the complainant and respondent shall be entitled to make opening statements, testify, present witnesses and evidence, and make a closing statement after the submission of all evidence. Both the complainant and the respondent shall be allowed to question any witness that testifies.

(b) The respondent and the complainant shall be entitled to be represented by legal counsel at all stages of consideration of an ethics complaint, including at the ethics hearing.

(c) The ethics panel may not call witnesses or tender evidence of its own accord; however, members of the ethics panel may question any witnesses that are called to testify by either the respondent or the complainant.

(d) Any final determination resulting from the ethics hearing shall include written findings of fact and conclusions of law. In reaching its decision on the ethics complaint, the ethics panel shall decide if clear and convincing evidence presented at the ethics hearing establishes a violation of this article.

Sec. 2-200. Organization and internal operating regulations.

(a) Each ethics panel shall elect a chairperson to serve during the pendency of the ethics panel.

(b) Members of the ethics panel shall serve without compensation.

(c) The City Council shall provide meeting space for the ethics panel. Subject to budgetary procedures and requirements of the City, the City shall provide the ethics panel with such supplies and equipment as may be reasonably necessary to perform its duties and responsibilities. The City Clerk shall serve as recording secretary to the ethics panel.

(d) Subject to budgetary procedures and requirements of the City, the City Attorney shall be available to assist the ethics panel in carrying out its responsibilities or to act as an ethics hearing administrator, whose duties shall be limited to conducting the ethics hearing as directed by the ethics panel. In the event the City Attorney has a conflict of interest in acting as an ethics hearing administrator on a particular case, the ethics panel may petition the City Council for appointment of counsel on a case-by-case basis. Any such appointed counsel shall be approved by the City Council, shall perform services at an approved hourly rate, and shall serve at the joint pleasure of the ethics panel and the City Council.

(e) The chairperson shall be entitled to the same voting rights as the other members of the ethics panel.

(f) All meetings or public hearings shall be open to the public and conducted in accordance with the open meeting requirements under state law. Deliberations may be conducted in executive sessions. Any final report or recommendation to the mayor and council shall be conducted in an open meeting.

(g) No official action concerning complaints shall be taken by an ethics panel, except by the affirmative vote of at least two members of the ethics panel.

Sec. 2-201. Removal of members.

The City Council may remove a member of the ethics panel on grounds of neglect of duty or misconduct in office. For purposes of this section, an ethics panel member that, without good cause, misses two scheduled ethics panel meetings during the handling of a single case shall be deemed to have neglected their duty such that no further evidence demonstrating neglect need be shown. Before initiating the removal of a member from the ethics panel, the City Council shall give the member written notice of the reason for the intended action, and the member shall have the opportunity to reply. Thereafter, the City Council shall afford such member an opportunity for a hearing before the City Council. Upon removal of a member by the City Council, the City Clerk shall promptly undertake the same process as set forth in subsection 2-197(e) to designate a replacement member of the ethics panel, and the selection process shall be subject to the same witnessing protocol as set forth in subsection 2-197(e).

Sec. 2-202. Resignation of member.

If a member of the ethics panel decides to resign prior to the final resolution by the ethics panel of an ethics complaint, the member's resignation shall be submitted in writing to the City Clerk who shall forward the resignation to the City Council, the Mayor, and the other members of the ethics panel. A resignation shall be deemed effective upon submission to the City Clerk and cannot be revoked. Upon receipt of the resignation, the City Clerk shall promptly undertake the same process as set forth in subsection 2-197(e) to designate a replacement member of the ethics panel, and the selection process shall be subject to the same witnessing protocol as set forth in subsection 2-197(e).

Sec. 2-203. Duties and powers.

The ethics panel shall have the following duties and powers:

(1) To establish any procedures, rules, and regulations governing its internal organization and conduct of its affairs, provided that such procedures, rules, and regulations do not conflict with any provision contained herein;

(2) To consider and hear complaints of violations of this article;

(3) To administer oaths;

(4) To recommend such action as provided in this article as deemed appropriate because of any violation of this article; and

(5) To perform any other function authorized by this article.

Sec. 2-204. Custodian of records.

The City Clerk shall serve as legal custodian of the ethics panel records, and shall accept, file, maintain, and administer, in accordance with all applicable laws, any information related to the purposes of this article.

Sec. 2-205. Limitation of liability.

No member of the ethics panel, or any person acting on behalf of the ethics panel, shall be liable to any person for any damages arising out of the enforcement or operation of this ethics article, except in the case of willful or wanton misconduct. This limitation of liability shall apply to the City, the members of the ethics panel, the City Clerk, the City Attorney, and any person acting under the direction of the ethics panel.

Sec. 2-206. Disciplinary action.

(a) Upon a determination that a City official has violated this article, the ethics panel shall recommend to the mayor and the City Council that the City impose any combination of the following penalties and actions:

(1) No further action;

(2) Written warning, censure, or reprimand;

(3) Request for resignation from office;

(4) Removal from office to the extent provided by Georgia law; and

(5) Repayment to the City of any unjust enrichment.

(b) The City Council shall retain the discretion to determine whether any recommendation presented by the ethics panel under subsection (a) shall be imposed. In exercising this discretion, the City Council shall not be bound by the recommendation of the ethics panel and may impose any combination of the penalties listed in the relevant section. This discretion shall not entitle the City Council to override a determination by the ethics panel that a violation has occurred.

(c) In addition to any other remedy provided herein, upon determination of a violation of this article, the ethics panel may recommend to the mayor and the City Council in writing that any task order, contract, bid, or change order that was the subject of the violation be cancelled or rescinded. The City Council shall retain the discretion to determine whether such a cancellation or rescission would be in the best interest of the City and shall not be bound in any way by a recommendation of the ethics panel.

(d) In addition to any other remedy provided herein, the ethics panel may also forward its written decision to the Fulton County District Attorney's Office, the Office of the Governor, or other investigatory, prosecutorial, or regulatory agency for appropriate action.

Sec. 2-207. Judicial review.

(a) Any party against whom a decision of the ethics panel is rendered may obtain judicial review of the decision by writ of certiorari to the Superior Court of Fulton County. The application for the writ shall be filed within 30 days from the date of the decision of the City Council with respect to the punishment to be imposed. If the ethics panel dismisses the

ethics complaint or finds no violation to have been proven by clear and convincing evidence after an ethics hearing, the writ shall be filed within 30 days of the written dismissal or decision. Judicial review shall be based upon the record. No party shall be entitled to a de novo appeal.

(b) Upon failure to timely request judicial review of the decision by writ of certiorari as provided in this section, the decision shall be binding and final upon all parties.

Sec. 2-208. Ex parte communications.

(a) After an ethics complaint has been filed and during the pendency of an ethics complaint before the ethics panel, no member of the ethics panel may communicate directly or indirectly with any party or other person about any issue of fact or laws regarding the ethics complaint, except as follows:

(1) The members of the ethics panel may obtain legal advice from the City attorney and may discuss the ethics complaint with any City staff provided by the City Council to assist the ethics panel; and

(2) The members of the ethics panel may discuss the ethics complaint at a lawfully conducted meeting.

(b) If any person attempts to communicate with an ethics panel member regarding an ethics complaint pending before the ethics panel, the ethics panel member shall report the substance of the communication to the ethics panel on the public record at the next meeting or hearing of the ethics panel.

(c) No ethics panel member shall undertake an independent investigation of any complaint or matter before the ethics panel.

Sec. 2-209. Confidentiality of ethics panel information.

No member of the ethics panel, city staff, nor any other public servant who has access to any confidential information related to the functions or activities of the ethics panel, shall divulge that information to any person not authorized to have it.

Sec. 2-210. Wrongful use of this article.

(a) The purpose of this article is to maintain a high standard of ethical behavior by City officials. This will be most effective when City officials and citizens work together to set and maintain high ethical standards.

(b) In order to accomplish this purpose, ethics complaints shall be based on fact and have the intent to improve the ethical climate of the City.

(c) A wrongful use of this article shall occur if and when a frivolous, false, or politically motivated ethics complaint is filed in a negligent, reckless, or purposeful manner without a basis in law or fact and for purpose other than reporting a violation of this article.

(d) In deciding if an ethics complaint is a wrongful use of this article, the ethics panel shall consider the following, without limitation:

(1) The timing of the ethics complaint with respect to when the facts supporting the alleged violation became known or should have become known to the complainant,

when the ethics complaint was filed, and the date of any pending election in which the respondent is a candidate or is involved with a candidacy, if any;

(2) The nature and type of publicity surrounding the filing of the ethics complaint, and the degree of participation by the complainant in publicizing the fact that an ethics complaint was filed;

(3) The existence and nature of any relationship between the respondent and the complainant before the ethics complaint was filed;

(4) If respondent is a candidate for election to office, the existence and nature of any relationship between the complainant and any candidate or group opposing the respondent;

(5) Whether the complainant knew or reasonably should have known that the allegations in the ethics complaint were groundless; and

(6) The complainant's motives in filing the complaint.

(e) Allegations of a violation of this section shall be raised by the respondent as part of the respondent's response to an ethics complaint.

(f) Allegations of a violation of this section shall be considered by the ethics panel considering the ethics complaint that is alleged to be a violation of this section. Evidence supporting and opposing the allegations of a violation of this section shall be presented at the same ethics hearing conducted with respect to the ethics complaint that is alleged to be a violation of this section.

(g) Upon a finding by the ethics panel that clear and convincing evidence of a violation of this section was presented at the ethics hearing, the ethics panel shall recommend to the mayor and the City Council that the City impose any combination of the following penalties and actions:

(1) Public reprimand;

(2) Criminal prosecution for perjury; and

(3) Payment of costs and attorney's fees associated with the handling and processing of the ethics complaint. For purposes of this subsection, the term "costs" shall include the staff time dedicated to processing the ethics complaint as well as copy costs and other directly attributable administrative expenses. For purposes of this subsection, the phrase "attorney's fees" shall include the reasonable fees of the attorney retained, if any, by the subject of the ethics complaint as well as any fees necessary to be paid to the ethics panel attorneys.

Sec. 2-211. Reimbursement for reasonable attorney's fees.

In the event an ethics complaint brought against the respondent arising out of their official duties is dismissed (by either voluntary withdrawal of the complaint by the complainant or by action of the ethics panel dismissing the complaint as unfounded or otherwise subject to dismissal), the respondent shall be entitled to reimbursement from the City for reasonable attorney's fees incurred in defending said ethics complaint. Upon securing a final determination by the ethics panel of the complaint being dismissed (to include voluntary withdrawal of the

complaint by the complainant), the respondent shall submit a copy of the order making such findings or complainant’s withdrawal, whichever is applicable, to the Alpharetta City Administrator along with a copy of all applicable itemized attorney's fees incurred in defending same. The itemized attorney's fees shall have attorney time and tasks broken down in one-tenth of an hour increments along with the attorney's hourly fee, coupled with a sworn statement by the attorney that the amount submitted for repayment is the same amount for which the respondent would otherwise have been responsible, or has already paid. Other than attorney time, no other expense or fees shall be subject to reimbursement.

The City Administrator shall submit the attorney fee statement to the City Attorney for a determination of reasonableness, of which determination shall be provided in writing (including e-mail) to the City Administrator. Upon all or a portion of the fees being deemed reasonable, the City Administrator shall submit all documentation to the City Finance Department for issuance of a reimbursement check to the respondent or respondent's attorney, at respondent's discretion. In no event shall reimbursement under this paragraph exceed $10,000.00 per ethics complaint.

Secs. 2-212—2-224. Reserved.