



RECREATION COMMISSION
WORK SESSION
SEPTEMBER 27, 2023

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

I. WORK SESSION ANNOUNCEMENTS

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

II. CALL TO ORDER

IV. WORK SESSION ITEMS

a. Park Bond Projects Update

Staff presentation and discussion on the current status of the Parks Bond Projects.

b. ARPCS Scholarship Program

Presentation and discussion regarding qualification revisions for ARPCS scholarship applicants.

V. ITEMS FROM COMMISSION MEMBERS

VI. ADJOURNMENT



STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Kurt Kirby

Meeting Date: September 27, 2023

AGENDA ITEM:

Park Bond Projects Update

Staff presentation and discussion on the current status of the Parks Bond Projects.

STAFF RECOMMENDATION:

This item is presented for the Rec Commission discussion and information purposes only. No vote or formal action is requested at this time.

BUDGET & PROCUREMENT:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: YES

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: \$29,500,000.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
31861150 541500 2022 Park Bond Series	\$29,500,000.00

EXTERNAL FUNDING SOURCES:

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

ITEM DESCRIPTION:

In November 2021, the Citizens of Alpharetta overwhelmingly passed a \$29,500,000.00 bond referendum for parks. There were a total of nine (9) projects outlined in the bond. This report will serve as an update for eight (8) of the nine (9) projects with information forthcoming on the Alpha Loop bond project. Each of the following projects has additional information attached to this report that includes a project overview, updated status information and visual representations of the project.

1. Farmhouse Heritage Park - The Georgia Department of Transportation (GDOT) has recently informed us of site impacts resulting from the Georgia 400 Managed Lanes project. Staff is working to schedule a meeting with GDOT.
2. Mid-Broadwell Park - Construction has resumed on this park with parking, restrooms, and infrastructure being installed. The RFP is out for the playground.
3. Old Rucker Park - Plans are currently at 90% completion with construction estimated to begin in mid 2024.
4. Union Hill Park - Renovations are complete on the covered venue site. The design concept is on the agenda for the September 19, 2023, Council Meeting for approval.
5. Waters Road Park - Construction began on August 28, 2023 with completion anticipated in Spring 2024.
6. Webb Bridge Park Upper Field Turf - Design for the sewer connection is nearing completion. Staff is currently working to bid for sewer and turf replacement simultaneously.
7. Wills Park Proper Improvements - Plans for Wacky World and restrooms are 90% complete. Construction is scheduled for 2024 and is projected to take approximately 12 months for construction. Plans for gateway entrances, the connecting spine, and Waggy World are scheduled for completion in April 2024.
8. Wills Park Equestrian Center Improvements - Arena #3 is complete. Plans for Phase 1 (Arenas #2 and #4) are expected in October 2023 with construction planned for Spring 2024. Plans for Phase 2 (entry drives, parking, and three new barns) and Phase 3 (the promenade, entry enhancements, and five

additional barns) are to be completed by July 2024.

ALTERNATIVES:

N/A

ATTACHMENTS:

1. Parks Bond Projects - Update
2. Visuals

Park Bond Projects Update

Farmhouse Park

Project:	The 5.36-acre Farmhouse Property is the site of the original settlement that became present day Alpharetta and has been acquired by the City and proposed for a "heritage park." \$2 million was dedicated under the approved 2021 Park Bond Referendum to create such a plan, complete necessary surveys, and engineering assessments, and begin development of trails, paths, and other amenities.
Available Funds:	\$1,969,430.00 (Park Bond Account)
Completed Activities:	Survey and conceptual design of staircase and trail from Old Milton Parkway sidewalk to an observation area overlooking the old mill remnants.
Current Activity:	RPCS is in communication with potential developers of 3150 Old Milton Parkway and their design consultant.
Schedule:	None currently.
Other Notes:	GDOT has recently informed us of site impacts resulting from the Georgia 400 Managed Lanes project.

Mid Broadwell Park

Project:	The project involves constructing the final elements of Mid Broadwell Park including development of a playground area, trails throughout the property, a limited parking area, and other amenities. The park's development is based on a plan that was developed through a community-driven process in 2019. \$500,000 of the approved bond funds are earmarked to construct restrooms, trails/sidewalks, and parking and outfit the park with basic amenities such as trashcans and benches.
Available Funds:	\$160,000.00 (Park Bond & Playground Capital Accounts)
Completed Activities:	Survey and design.
Current Activity:	Park is currently under construction. Notice to proceed date was June 6, 2023. Current phase will: connect utilities to the restroom building; create a nine-space gravel parking lot; install a sidewalk connecting the playground; install playground underdrain and base; and install a bioretention cell. RPCS is working with Finance on a formal procurement for the design and construction of the playground equipment and play surface.
Schedule:	Construction – Construction to be completed by October 4, 2023.

Playground – RFP responses due September 21, 2023. Anticipate bringing before City Council for award in November 2023. Playground installation to be completed in second quarter 2024.

Other Notes:

Current evaluation criteria for playground is as follows:

- 25% Design, Concept, Creativity
- 20% Project Approach, Timeline
- 22% Quality, Value of Equipment Relative to Budget
- 30% References, Completed Project Examples
- 3% Local Vendor Preference

RFP has established a budget for the playground of \$160,000.00.

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Old Rucker Park

Project:

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

The project involves the design of the remaining 7.5 acres and the construction and installation of parking, restrooms, and other amenities necessary for the property to be a functional passive park.

Available Funds: \$2,590,180.00 (Park Bond Account)

Completed Activities: Survey and conceptual design.

Current Activity: 90% plans were submitted on August 20, 2023. Plans are currently being finalized by design team based on comments provided by City Staff on September 6th.

Schedule: We anticipate plans being complete and Fulton County permits obtained by end of 2023. Procurement is tentatively scheduled for early 2024 with construction starting in late spring/early summer 2024. Construction is anticipated to take 12 to 18 months depending on required phasing.

Other Notes: Current engineer's estimate is \$3,860,919 which includes a 10% contingency (\$3,509,927.00 base). An overage of \$1,255,814.00 (\$904,822.00 without 10% contingency). Staff and design team have been evaluating cost savings opportunities and project phasing.

It is anticipated that the Health Department will deny the septic permit given the presence of a sewer line on site. It may become necessary for higher level discussions to occur between City and County officials for septic system to be permitted.

- The engineer estimates the cost of the sewer connection at approximately 10x the cost of a septic system (\$372,475 vs. \$38,800).

- The existing sewer is located along the eastern property line on the opposite side of a stream in an area that would be undisturbed otherwise. Additionally, the sewer depth is at approximately the same elevation as the stream bed – crossing would necessitate an aerial crossing.
- It is staff's opinion that the financial and environmental impacts of the sewer connection are not warranted for a two-unit restroom building.

After receiving 50% plans for the future boardwalk, RPCS made the decision to stop design work. This was based on environmental impacts, and perceived minimal benefit for the estimated cost.

RPCS has expressed a desire to maintain public operations of some farm elements during construction. PW believes any accommodations beyond minimal access by City Staff will result in higher construction costs resulting from phasing and/or greater contractor liability. Current intent is to include an alternate scenario in the bid imposing no restrictions upon the contractor beyond minimal access for City staff during construction.

Union Hill Park Improvements

Project: Union Hill Park is a roughly 11-acre park space located on Union Hill Road south of McGinnis Ferry Road. The park today is very much under-utilized and consists primarily of a covered roller hockey rink, combined restroom and concession building, and a parking lot.

Under the 2021 Parks Bond Referendum, the City dedicated \$3.25 million to recreating Union Hill Park as a recreational and gathering space that better meets the needs of current and future Alpharetta residents. The process would begin with an intensive public engagement and visioning program to determine what elements the new Union Hill Park should include and how to tie those elements together into a cohesive park space. From that concept, engineering and construction plans would be created and the site redeveloped.

Available Funds: \$2,586,667.00 (Park Bond Account)

Completed Activities: Survey and covered arena renovations.

Current Activity: Conceptual plan was presented to City Council as a workshop item on April 17th. Concept plan was to be formally approved at April 24th meeting but was pulled to provide time for consideration of the best use of the site. As of August 29th, Staff received direction to move forward with the project. Concept plan to be presented for formal approval during the September 18th Council Meeting.

Schedule: Design is anticipated to take approximately 10 months to complete once the concept is approved.

Other Notes: Current engineer's estimate is \$3,493,116 which includes a 32% in contingency and escalation (\$2,646,300 base). Staff will work with design team to identify cost savings opportunities.

Waters Road Park

Project: Waters Road Park will be located on a 1.6-acre parcel of land located near the intersection of Waters Road and Kimball Bridge Road. The project as proposed includes the creation, with public input, of a design plan and development of the land for use as a passive park space. Such passive park areas are commonly developed to include parking, designed play areas, restrooms, trails, pavilions, and park amenities such as benches and trash receptacles as appropriate to the size of the property and character of the area in which the site is located.

Available Funds: \$780.30 (Park Bond Account)

Completed Activities: Survey and design.

Current Activity: Construction began on August 28th.

Schedule: Construction is anticipated to be complete in six months.

Webb Bridge Park Upper Field Turf

Project: This project would resurface the upper soccer field at Webb Bridge Park, replacing the existing natural grass with artificial turf. During the last soccer season 60% of the practices and games that were scheduled on this field were cancelled due to wet conditions while only 10% of scheduled events on the lower soccer field, which has artificial turf, had to be cancelled. Converting the upper field to artificial turf would greatly improve the playability, usage, and athletic experience for the Alpharetta soccer program.

Available Funds: \$1,321,715.00 (Park Bond & Sewer Connection Capital Accounts)

Completed Activities: Survey.

Current Activity: Sewer connection design team is working on finalizing plans.

Schedule: Design team anticipates submitting plans to Fulton County for permitting by the end of October 2023. Fulton County permitting process is anticipated to be completed in December 2023.

Current plan is to simultaneously bid out the construction of the sewer connection and the design/build of the turf field replacement. Construction of the sewer connection should take approximately 90 days. While the sewer connection is under construction, design of the turf field will take place. Construction of the turf field is anticipated to begin in November 2024, after the soccer season concludes, and be completed in March 2025.

Other Notes: Staff originally estimated design of the sewer connection at \$135,000 & construction at \$740,000 – for a total of \$875,000. Survey & design has been acquired for \$91,615.

Design team presented two options. Traditional gravity flow to lift station per the concept developed by staff and a low-pressure pump solution. Staff has directed design team to move forward with the low-pressure pump solution.

- Initial construction estimate was \$705,270 for the gravity scenario and \$412,500 for the low pressure pump scenario (both include a 20% contingency).
- Low-pressure system is also anticipated to take 8 to 10 weeks less time to construct.

As of January 2023, RPCS was provided a budget cost of \$1,300,000 for design and construction of the turf field. The budget cost included: Design & permitting prep, E&S controls/restoration, Excavation, Geotextile, Perimeter piping, Concrete curb w/ nailer board, Turf w/ 70/30 infill, 2 soccer fields and 4 mini soccer fields. Not included in the scope were fencing, netting, and stormwater.

- Providing new fencing for the entirety of the field is estimated at \$33,600 (\$21/LF).
- Providing netting along half of the perimeter (western and southern edges) is estimated at \$180,000 (\$225/LF).

Based on current funding and budget/estimates, another \$43,000 is needed for the sewer and another \$562,600 for the turf field (excluding stormwater) – a total of \$605,600.

Wills Park Improvements

Project: At 120 acres, Wills Park is Alpharetta's largest single park property and includes a 60-acre equestrian show facility, 10 baseball fields, the newly renovated Wills Park Pool, three playgrounds, six tennis courts, and an 18-hole disc golf course. The park amenities have been developed over the years, but until 2019 there was not a single vision or plan for the park and many of the park's facilities are showing their age.

In 2019 the City adopted the Wills Park Master Plan, an effort to bring all of the park elements together and make it a more cohesive place that feels special and unique. The plan's goals of the plan are to unite the various park facilities, identify key facility improvements, and strengthen connections to nearby neighborhoods.

The 2021 Parks Bond dedicates \$4 million of the bond funds to implementing projects defined in the Wills Park Master Plan, including a complete renovation of the Wacky World Playground, create additional parking, improve the disc golf course, completely rebuild the Waggy World Dog Park, and creating a family gathering spot near the pool facility.

Available Funds: \$5,211,101.00 (Park Bond, Impact Fees, & Hotel Motel Accounts)

Completed Activities: Survey, Conceptual Design, and restroom architectural design.

Current Activity: 90% plans for the Wacky World area and parking expansion were submitted on August 26, 2023. Plans are currently being finalized by design team based on comments provided by City Staff on September 14th.

Schedule: The Wacky World area phase (new restroom building and site work) will be advertised for construction in October 2023 with recommendation for award being presented to Council

in December 2023. Construction is anticipated to begin in January 2024 with a duration of one year.

Plans for the Gateways, Spine, and Waggy World improvements are anticipated to be completed in April 2024.

Other Notes: \$250,000 has been set aside for playground equipment and surface. This is in addition to the fundraising campaign. This leaves \$4,961,101 available for the other elements of this project.

Current Cost Estimates:

- \$846,453.92 – Construction cost estimate for restroom building (as of June 2022).
- \$5,179,873 – Construction cost estimate for site work of all phases (Spine Trailway, Gateways, Waggy World Improvements, Wacky World Area Improvements, and Parking Expansion). This amount includes a 20% Contingency and 5% Cost Escalation.
 - Elimination of the parking expansion is estimated to reduce the cost by \$678,251.
 - It may be possible to offset approximately \$390,260 of the estimate cost with stormwater funds.
 - These two items would adjust the estimated total of the remaining site work to be \$4,111,362
- Overall Total (Site + Restroom): \$6,026,326.92 (\$1,065,225.92 over)
 - Less Stormwater: \$5,636,066.92 (\$674,965.92 over)
 - Less Parking Expansion: \$5,348,075.92 (\$386,974.92 over)
 - Less Stmwtr & Parking Ex.: \$4,957,815.92 (in budget)
- Parking expansion would add 72 spaces at approximately \$9,420 per space.

Current plan is to include the parking expansion as an add alternate in the Wacky World area procurement. If the City elects not to move forward with it as part of that offering, it could then be included as an add alternate with the second phase procurement (Gateway, Spine, Waggy World).

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Wills Park Equestrian Center Improvements

Project: In 2019 the City adopted a master plan for the Equestrian Center as part of the larger Wills Park Master Plan. While the Wills Park Equestrian Center is older and smaller than some of its competitors, its neighborhood setting and shed row barns tucked into the trees give it an edge with a homey, boutique feeling and an in-town location. The master plan identified priority improvements that will better connect the facility to the larger Wills Park and the overall community while also better positioning the facility as a draw for regional events. These priorities include leveling rings and improving their drainage; new footing; an additional outdoor show ring; additional schooling areas at the end of show rings; new, safe barns; improved manure management; separate circulation for pedestrians, horses, and cars; and maximizing the continuity of operations during construction.

The 2021 Parks Bond Referendum would aid the City with beginning implementation of the Equestrian Center Master Plan by replacing all the existing barns on site with new horse

barns for a total of 380; renovating the three existing arenas to include improved drainage and erosion control, new footings, new fencing, and new lighting; improving drainage and stormwater management; and improving access to the barns and to the arenas.

The total anticipated project cost for this phase of the project is \$10 million; however, the remaining \$5 million in funding would be provided by a private non-profit organization, the Wills Park Equestrian Foundation.

Available Funds: \$3,535,620.61 (Park Bond Account)

Completed Activities: Survey, Conceptual Design, Renovation of Ring 3. (Construction of Ring 1 was accomplished with capital funding and was not part of the bond.)

Current Activity: Design team is working on developing plans for the Phase 1 design package which will focus on renovations to Rings 2 and 4.

Schedule: The Phase 1 plan set is anticipated to be completed in October 2023. Project is anticipated to advertise for construction bids by the end of 2023 with construction to begin in Spring 2024.

Plans for the remainder of the site should be completed in July 2024.

Other Notes: Project has been broken down into 3 phases:

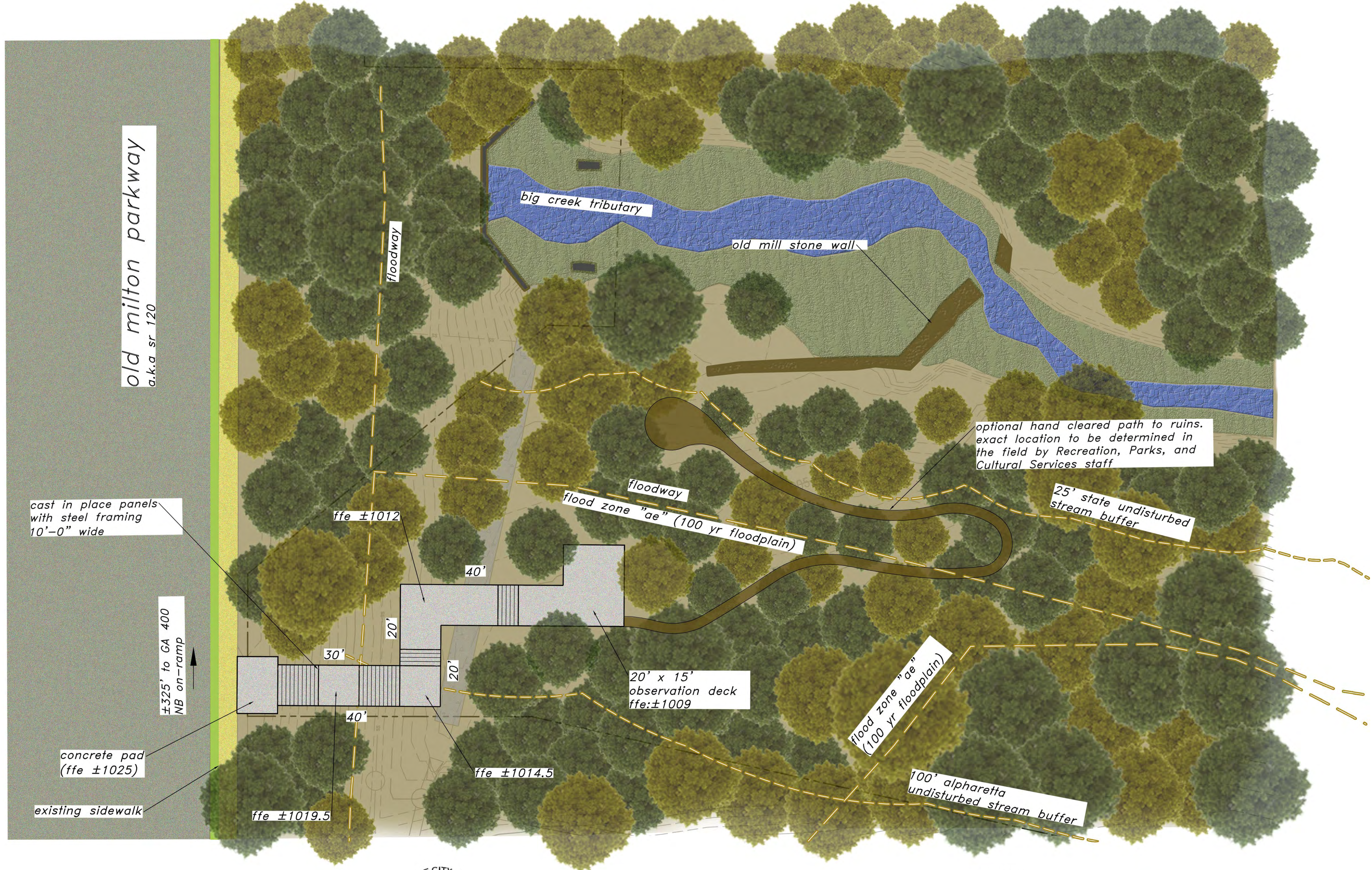
- Phase 1: Renovations of Ring 2 and 4
- Phase 2: New entry drive, parking (front & rear), 3 new barns
- Phase 3: Promenade, entry gates/enhancements, 5 new barns
- The viewing pavilion between Rings 1 & 2, renovations to the existing concessions building, and renovations to the covered arena are not included in scope of this project.

The Equestrian Foundation has promised to provide \$5,000,000 towards the project. To date, they have contributed \$747,870 for work associated with the construction of Ring 1 and the renovation of Ring 3. This would leave a minimum remaining contribution of \$4,252,130 for a remaining total budget (City + Equestrian Foundation) of \$7,787,750.98.

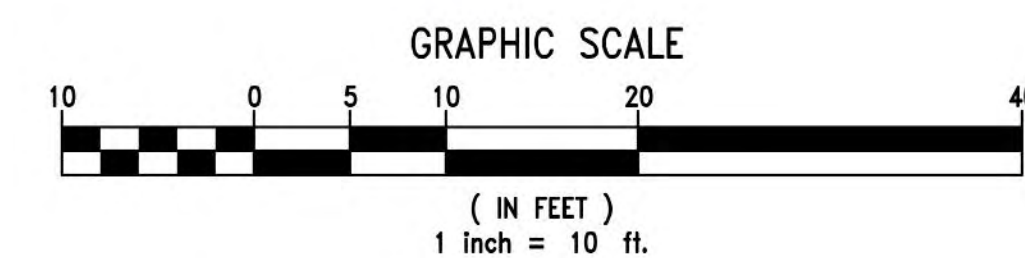
The existing show office will need to be abated and demolished prior to renovation of Ring 2. This work is estimated to cost \$30,000.

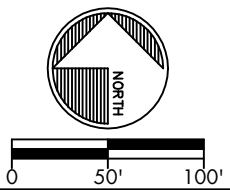
Current Cost Estimates:

- The design team has reached out to five barn manufacturers for estimates. They have received costs ranging from \$468,080 to \$1,494,240.00 per barn.
 - A total of 8 barns are desired in the final build-out. Each barn provides 40 stalls.
- Using the average of all five manufacturers: \$19,719,287
- Using the lowest cost of the five manufacturers: \$14,058,189
- Approximately \$1.2M of the estimated costs may be eligible for stormwater funding.
- Construction of Phases 1 & 2 are targeted with current funding. Funding for Phase 3 would need to be programmed with future capital or bond monies.



farmhouse trail
old milton parkway alpharetta, ga
December 2022





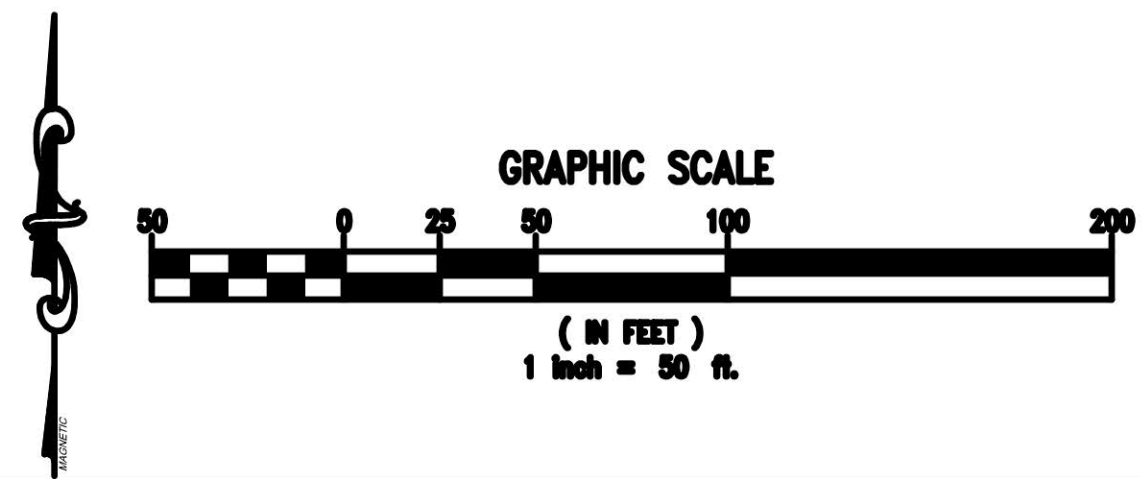
FARMHOUSE TRAIL
JANUARY 2023



LEGEND

- A PROPOSED ASPHALT PARKING LOT WITH 35 PERVIOUS PAVER PARKING SPACES (5 ADA SPACES TO BE ASPHALT)
- B RESTROOM WITH SEPTIC DRAINFIELD
- C 8" WIDE COMPACTED GRANITE CHIP TRAIL WITH STEEL EDGER
- D SMALL PAVILION 1
- E SMALL PAVILION 2
- F LARGE PAVILION
- G STONE SEATING WALL
- H UPPER LAWN AREA
- I NATURAL PLAY AREA (CLEAR UNDERSTORY AND GROUND COVER)
- J EXISTING WATER WELL TO REMAIN
- K ORCHARD GROVE
- L MAINTENANCE SHED
- M 150' CITY IMPERVIOUS SETBACK
- N 100' CITY UNDISTURBED BUFFER
- O 25' STATE STREAM BUFFER
- P WETLANDS
- Q CREEK
- R BOARDWALK TRAIL THROUGH THE WETLANDS (FUTURE PHASE)
- S IMPROVED PARKING AREA WITH 10 ADDITIONAL PERVIOUS PAVER SPACES AND MAINTENANCE TRAIL ACCESS
- T 10' WIDE CONCRETE MAINTENANCE TRAIL
- U SEGMENTAL RETAINING WALL
- V EXISTING FARM AREA
- W EXISTING FARM GARDEN BEDS
- X EXISTING FARM CHICKEN COOP
- Y MAPLE TREE GROVE
- Z GREEN INFRASTRUCTURE (BIO-SWALE / RAIN GARDEN)

OLD RUCKER PARK
CITY OF ALPHARETTA
DECEMBER 2022



UNION HILL PARK CONCEPT

- 1 PAVILION
- 2 REIMAGINED PARKING LOT
- 3 PAVING ORGANIZATION FOR CYCLISTS
- 4 CYCLIST TRAIL ACCESS
- 5 PARK ENTRY
- 6 SHADE STRUCTURE
- 7 RESTROOM
- 8 PLAY EQUIPMENT - SWINGS
- 9 FUTURE ART INSTALLATION
- 10 PLAY SPACE WITH SLIDES
- 11 DETENTION AREA WITH RECLAIMED CONCRETE
- 12 SKATEPARK
- 13 EXPANDED TRAIL CORNER
- 14 MATERIAL STORAGE SHED



2023-02-28

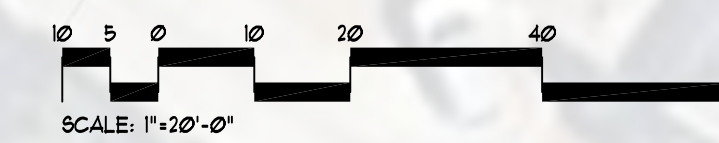


UNION HILL PARK | DISCOVERY

Conceptual site plan for

Kimball Bridge & Waters Road Park

August 8th, 2022 rendering based on original design by Pollack Associates



THE CITY OF
ALPHARETTA
GEORGIA





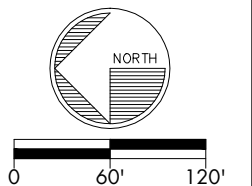
Proposed Sanitary Sewer Connection

1. Total Estimated Cost \$875,000 (Yellow and Red Lines Only)
 - 1.1. Estimated Survey & Design Cost \$135,000
 - 1.2. Estimated Construction Cost \$740,000
2. Yellow line represents 6" PVC sanitary sewer connection (gravity flow) from the soccer fields restroom building.
 - 2.1. Anticipated average depth is in excess of 15', with a peak depth of approximately 28'.
3. Red line represents a force main from the lift station to an existing sanitary sewer manhole.
 - 3.1. Existing grade at proposed lift station location is approximately 13' below the invert of the existing sanitary sewer manhole which the system would tie to.

- 3.2. At the lowest point, crossing under the creek immediately south of the lift station, the force main would be approximately 24' below the invert of said existing sanitary sewer manhole
4. Dashed, blue lines represent potential future 6" PVC sanitary sewer connections (gravity flow) from the baseball fields restroom building and the maintenance building.
 - 4.1. It is anticipated that the baseball field connection could be done with minimal cover.
 - 4.2. It is anticipated that the maintenance building connection would have an average depth in excess of 13', with a peak depth of approximately 23'.

**WEBB BRIDGE PARK UPPER FIELD
SEWER CONNECTION
JANUARY 2023**

REVISION 01





Preliminary Concept Plan
Wills Park Equestrian Center Improvements
August 16, 2023



Preliminary Concept Plan – Future Phases
Wills Park Equestrian Center Improvements
August 16, 2023



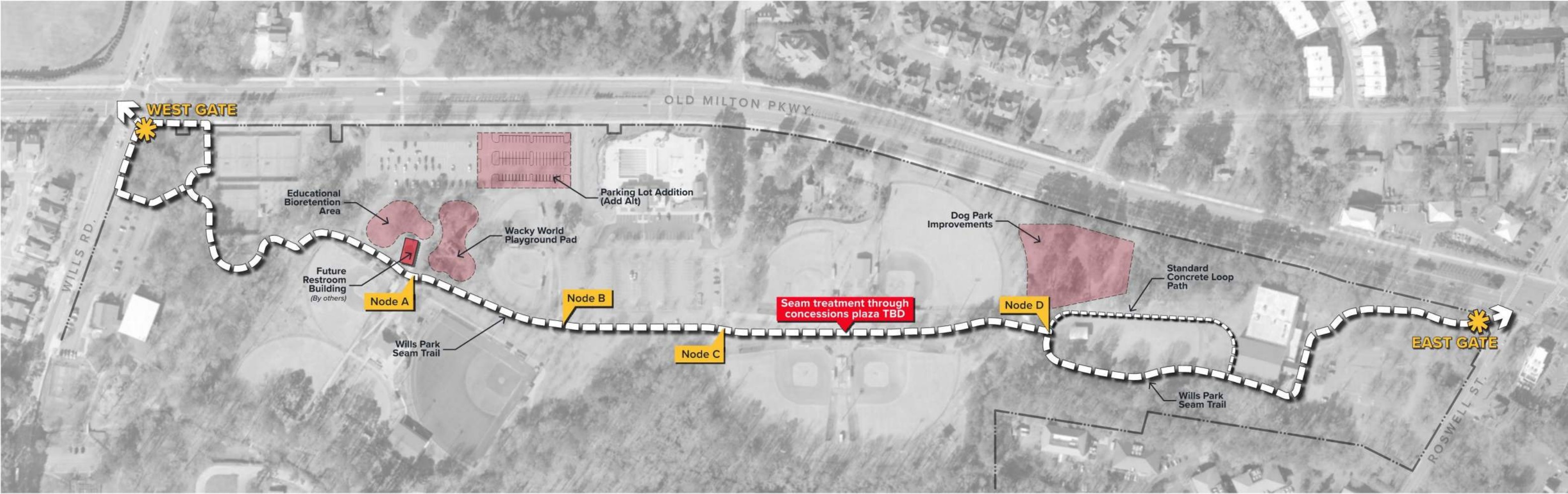
Preliminary Concept Plan – North Aerial View
Wills Park Equestrian Center Improvements
August 16, 2023

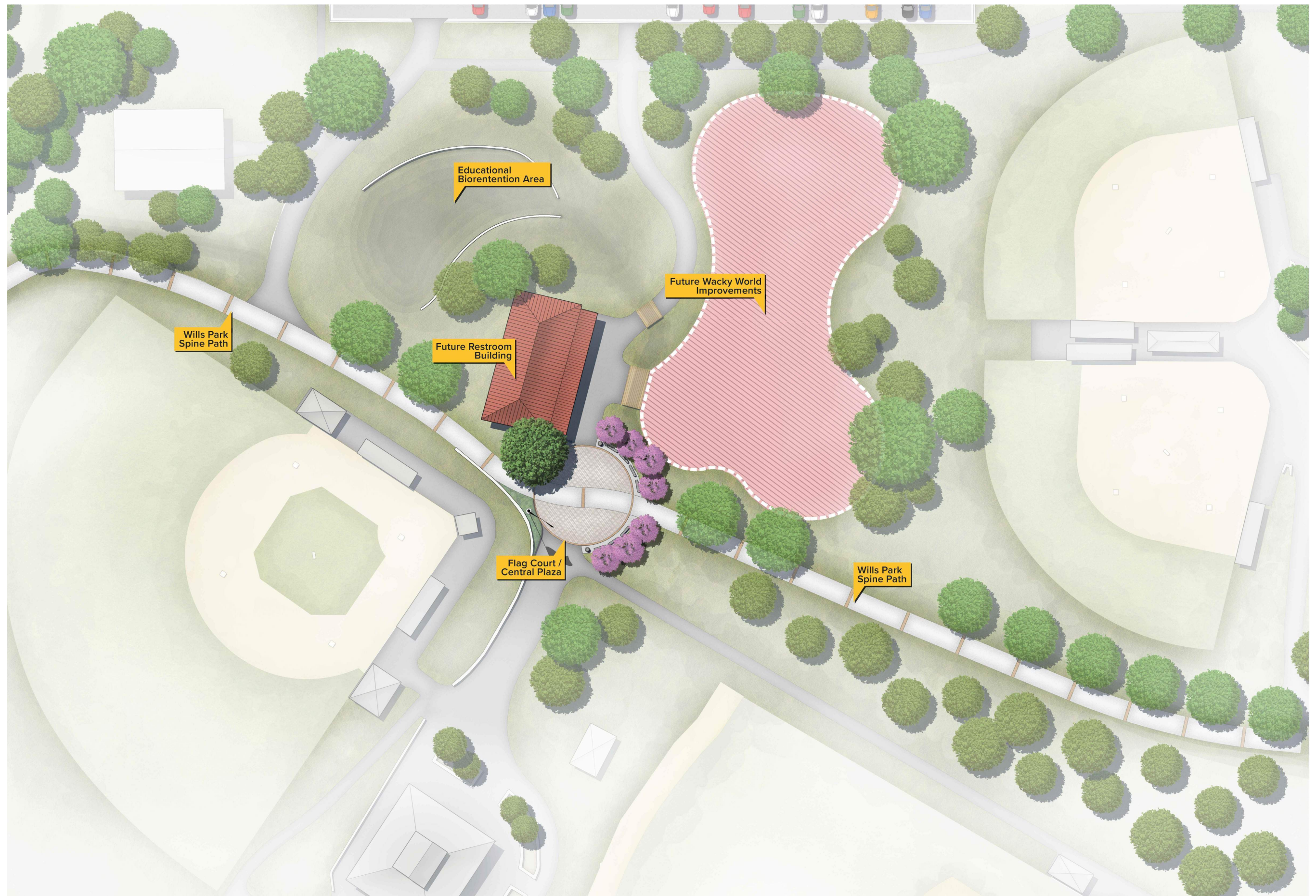


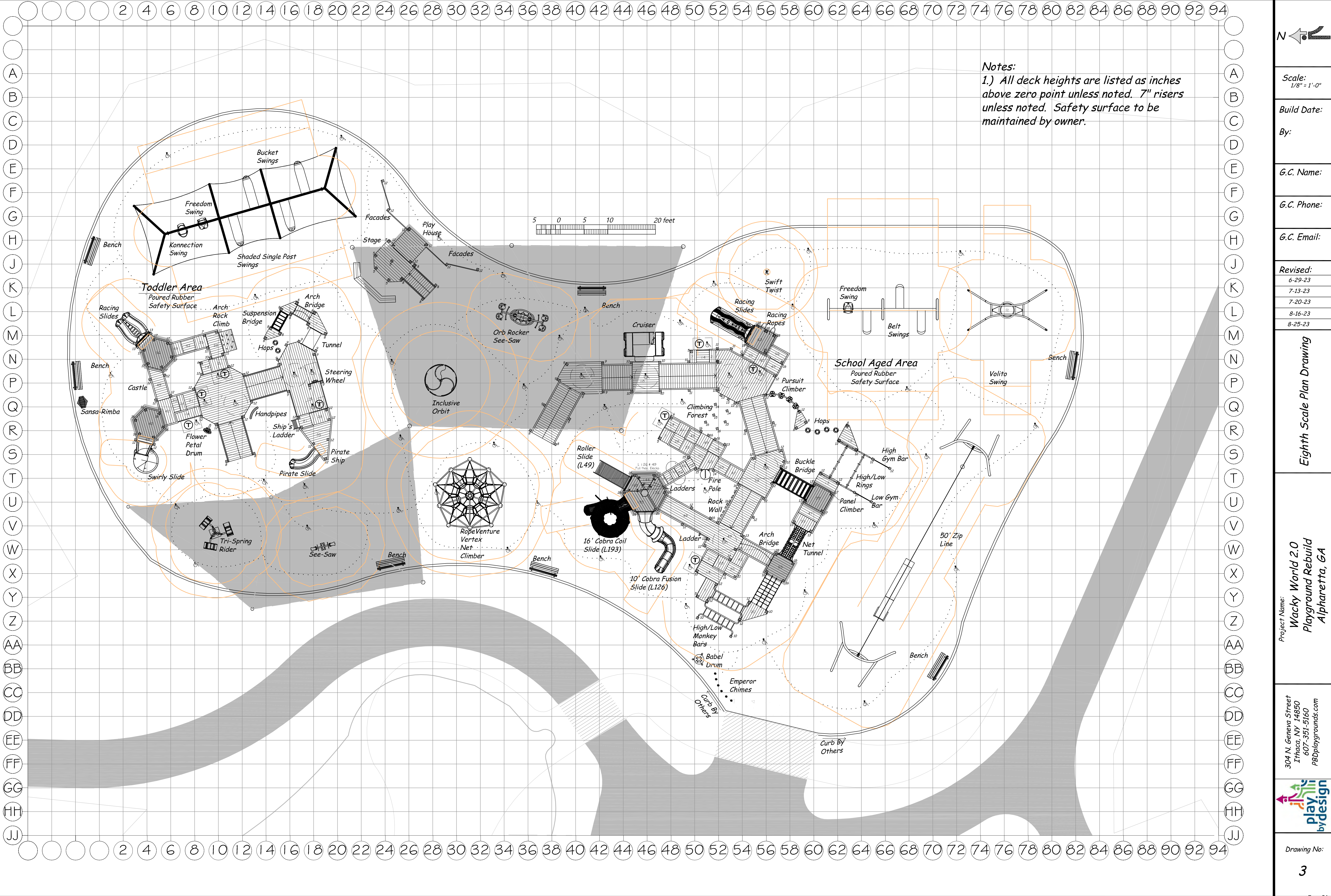


Preliminary Concept Plan – Arrival Point
Wills Park Equestrian Center Improvements
August 16, 2023

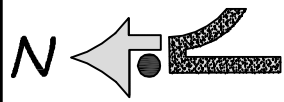
Seam Path Alignment Diagram







Notes:
1.) All deck heights are listed as inches above zero point unless noted. 7" risers unless noted. Safety surface to be maintained by owner.



Scale:
1/8" = 1'-0"

Build Date:

By:

G.C. Name:

G.C. Phone:

G.C. Email:

Revised:
6-29-23
7-13-23
7-20-23
8-16-23
8-25-23

Eighth Scale Plan Drawing

Project Name:
Wacky World 2.0
Playground Rebuild
Alpharetta, GA

304 N. Geneva Street
Ithaca, NY 14850
607-351-5160
PBDplaygrounds.com



Drawing No:







STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Christine Young

Meeting Date: September 27, 2023

AGENDA ITEM:

ARPCS Scholarship Program

Presentation and discussion regarding qualification revisions for ARPCS scholarship applicants.

STAFF RECOMMENDATION:

This workshop item is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time. Should the Recreation Commission be open to revisions to the current qualification process for the ARPCS Scholarship Program, staff will present the item for approval during an official business meeting of the Recreation Commission.

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: The fiscal impact on the City would be the subsidized amounts for participants who qualify for the scholarship program due to need.

ITEM DESCRIPTION:

BACKGROUND:

The current process and document requirements are cumbersome for both the participants and staff. On average, less than ten (10) applications are processed and awarded annually.

FOR CONSIDERATION:

Based upon the Recreation Commission's recommendations, changes to the document and process have been included. Additions include verification of residency via current DL and utility bill, verification of participation in the free lunch program on respective school's or Fulton County letterhead, limiting amount of funding to 20-25 children (internal information) and additional documentation as requested by staff. Home/private school applicants will continue to be required to complete the current application.

The recommendation is to adopt the model that City of Roswell has used for years, which requires qualification based upon approval through Fulton County Schools for the Free or Reduced Lunch program. The process to qualify for this is similar to our current process and, in effect, the school district has vetted the applicants for us. Applicants will be rewarded \$1000 annually to use towards programs of choice per child. This amount will be credited in their Active Net account; any remaining funds will be removed at the end of a year and at that time, participants must re-apply for scholarship funding. If a participant exceeds the \$1000 in the process of registering for activities, they will be responsible for paying the difference. If a participant is homeschooled and not receiving free or reduced lunch, or is not qualified under any other assistance programs, the current qualifications will still be in place and utilized for qualifying participants. The \$1000 award is historically based upon the average amount subsidized for a participant in a year.

ALTERNATIVES:

There is one alternative to this recommendation for when it is set for approval:

1) To deny approval of the revisions to the application process and to continue with the current process as is.

ATTACHMENTS:

1. ARPCS Scholarship Application & Program Overview - Public
2. ARPCS Scholarship Application & Program Overview - Private

Fee Assistance Program

What is the Fee Assistance Program?

The Fee Assistance Program is designed to assist Alpharetta residents in overcoming financial limitations. Eligibility is determined by completing and submitting an application along with the required documentation.

Who can apply?

- Applicants living within the City Limits of Alpharetta shall be eligible. City limits are defined as homes, townhomes, or apartments for which City of Alpharetta Property Taxes are billed/paid. A business address may not be used to determine eligibility in the Fee Assistance Program.
- The program applies only to school-age children (age 18 and under). Adults are not eligible to enroll.

How to Qualify and Apply

- Provide documentation showing your child's current enrollment in the Fulton County Schools Full/Reduced Lunch Program on school or Fulton County Schools letterhead OR documentation that the household participates in the Georgia Supplemental Nutrition Assistance Program (SNAP).
- Provide current driver's license (must match address on application) and utility bill and property tax bill to verify residency status.
- Provide dependency verification with one of the following documents: birth certificate, certificate of adoption, letter of guardianship or other official order of the court.
- Complete and sign City of Alpharetta Application form.
- Complete the Hardship Affidavit for City of Alpharetta (one per family). Please note, Affidavits are executed under penalty of perjury, providing a false affidavit can result in criminal consequences. The Affidavit must be notarized; this may be completed at no charge at locations within the City of Alpharetta. Please contact Claire Thurber at 678-297-6048 or cthurber@alpharetta.ga.us for more details.

General Guidelines

- Eligible programs – All Recreation and Cultural Service programs that have availability.
- Fee assistance is available for immediate children of a family, foster children or legal guardians who live with the family throughout the year; friends or relatives visiting or staying for a period of time are not eligible.
- If approved, each qualifying child per family will receive a \$1,000 credit to their account based on date of approval. It is the applicant's responsibility to register for programs with Stacey Shirley during regular business hours in person at the Alpharetta Community Center, 175 Roswell Street once approval of application is verified.
- Applicants must re-apply for the fee assistance program annually.
- Supply fees, equipment fees, family/individual pool passes, private instruction, daily admission, gift cards or open gym cards are not included in the fee assistance program.
- Programs offered by the City's partner youth athletic associations do not qualify for fee assistance. The association may be contacted directly for assistance through their program.
- Fee waiver participants MUST attend at least 75% of all program meetings to be eligible for fee assistance the following year.
- Funds are issued on a first come first serve basis and are limited.

What are the steps to apply?

1. Complete scholarship application and affidavit. Notary services are provided at no cost at the Alpharetta Community Center, 175 Roswell Street or Wills Park Recreation Center, 11925 Wills Road.
2. Email to Claire Thurber at cthurber@alpharetta.ga.us OR drop off OR mail your application and a copy of the required eligibility documentation to:
City of Alpharetta
Attn: Claire Thurber – Fee Assistance Program
2 Park Plaza, Alpharetta, GA 30009
Tel: (678) 297-6048
3. Incomplete applications will not be considered and will be returned promptly to the applicant for corrections.
4. The applicant will be notified within 10 business days if approved or denied based on eligibility information provided and fund availability.
5. Additional documentation may be requested by staff to confirm eligibility.
6. If approved, it is the applicant's responsibility to enroll by contacting Claire Thurber and applicant will be required to pay any remaining fees at the time of registration.
7. It is the applicant's responsibility to notify the Department should any submitted information change.

Should there be any discrepancies in the provided information found altered, false, fabricated, or otherwise misleading or untrue documentation, the applicant is responsible for reimbursement to the City of Alpharetta Recreation, Parks & Cultural Services Department of any scholarship funds received and is subject to all applicable criminal and civil claims.



Hardship Affidavit

I, the undersigned, being of sound mind and body, and of the age of majority, do hereby, under seal, make the following sworn statement, with the knowledge that any statement made hereunder is subject to all applicable laws of the State of Georgia, including penalties of perjury:

I am the (circle one) of _____ (name of child/children).

Biological mother

Biological father

Adoptive mother

Adoptive father

Legal guardian

I further swear that I am suffering from a financial hardship, which makes it difficult for me to afford fees associated with youth programs coordinated by the City of Alpharetta Recreation, Parks, and Cultural Services Department.

This _____ day of _____, 20____.

Affiant:

Printed name: _____

Notary Public:

My seal expires: _____



Alpharetta Parks & Recreation Department

Fee Assistance Application

Attach required documentation to application. Incomplete forms and/or forms submitted without documentation will not be considered.

Name of Child: _____ DOB of Child: _____

Name of Child: _____ DOB of Child: _____

Name of Child: _____ DOB of Child: _____

Name of Child: _____ DOB of Child: _____

Name of Child: _____ DOB of Child: _____

Name of Child: _____ DOB of Child: _____

Name of Parent or Guardian: _____ ☐ Parent ☐ Guardian

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Common-law marriage (state how long)

Total Persons in Family: _____

Residential Address: _____

City: _____ State: _____ Zip Code _____

Phone: _____ E-Mail: _____

Place of Employment: _____

I certify that all information in this application is factual and that my information may be verified. All information will remain confidential and will only be used to establish eligibility. I also have read and understand the attached policy.

Signature of Parent or Guardian: _____ Date _____

To be completed by staff:

Verification of required documentation.

- ☐ Eligibility for Fulton County school lunch program or SNAPs
- ☐ Residency verification
- ☐ Dependency Verification
- ☐ Hardship Affidavit



City of Alpharetta Recreation, Parks, and Cultural Services

Fee Assistance Program

What is the Fee Assistance Program?

The Fee Assistance Program for is designed to aide Alpharetta residents overcome financial limitations. Eligibility is determined by completing and submitting an application along with the required documentation.

Who can apply?

- Only City of Alpharetta residents are eligible for fee assistance.
- TOTAL monthly household income must meet current Federal Poverty Guidelines (see below).
- The program applies only to school-age children (age 18 and under). Adults are not eligible to enroll.

Persons in Family	Federal Income Chart (annual gross income)	Federal Income Chart (monthly gross income)
1	\$14,580	\$1,215
2	\$19,720	\$1,643
3	\$24,860	\$2,072
4	\$30,000	\$2,500
5	\$35,140	\$2,928
6	\$40,280	\$3,357
7	\$45,420	\$3,785
8	\$50,560	\$4,213

For each additional person, add \$5,140 (annual)

General Guidelines

- Eligible programs – All Recreation and Cultural Service programs that have availability.
- Fee assistance is available for immediate children of a family, foster children or legal guardians who live with the family throughout the year; friends or relatives visiting or staying for a period of time are not eligible.
- If approved, each qualifying child per family will receive a \$1,000 credit to their account based on date of approval. It is the applicant's responsibility to register for programs in person at the Alpharetta Community Center, 175 Roswell Street once approval of application is verified.
- Applicants must re-apply for the fee assistance program annually.
- Supply fees, equipment fees, family/individual pool passes, private instruction, daily admission, gift cards or open gym cards are not included in the fee assistance program.
- Programs offered by the City's partner youth athletic associations do not qualify for fee assistance. The association may be contacted directly for assistance through their program.
- Fee waiver participants MUST attend at least 75% of all program meetings to be eligible for fee assistance the following year.
- Funds are issued on a first come first serve basis and are limited.

What are the steps to apply?

1. Complete scholarship application and affidavit. Notary services are provided at no cost at the Alpharetta Community Center, 175 Roswell Street or Wills Park Recreation Center, 11925 Wills Road.
2. Email to Claire Thurber at cthurber@alpharetta.ga.us OR drop off OR mail your application and a copy of the required eligibility documentation to:
City of Alpharetta
Attn: Claire Thurber – Fee Assistance Program
2 Park Plaza, Alpharetta, GA 30009
Tel: (678) 297-6048
3. Incomplete applications will not be considered and will be returned promptly to the applicant for corrections.
4. The applicant will be notified within 10 business days if approved or denied based on eligibility information provided and fund availability.
5. Additional documentation may be requested by staff to confirm eligibility.
6. If approved, it is the applicant's responsibility to enroll by contacting Claire Thurber and applicant will be required to pay any remaining fees at the time of registration.
7. It is the applicant's responsibility to notify the Department should any submitted information change.

What kind of documentation is required?

- A. Eligibility Verification – If applicant's child/children qualify for the Fulton County School lunch program (full or reduced), applicant must provide a statement/letter/card from Fulton County Schools.
- B. Residency Verification – Applicant must supply proof of residency by submitting **one of the following** with the application:
- Current letter from Fulton County Housing Authority
 - City of Alpharetta property tax receipt
 - Current City of Alpharetta utility or sanitation bill with applicant's name
 - Current rental lease that lists names of individuals living in household
 - Current letter from a state or federally funded agency
 - Current Section 8 letter
 - **REQUIRED:** in conjunction with one of the above documents, a current Driver's License (address must match the one on the application)
- C. Income Verification – Applicant must supply verification of income by presenting **one of the following** with application:
- Current income tax return
 - Current W2 forms
 - Current pay stub(s) – one month
 - In addition to one of the above, applicants may submit documentation such as a current statement/letter/card from a local, state or federally funded agency including:
 - o TANF card
 - o Section 8
 - o DFCS
 - o Social Security
 - o INS
 - o Unemployment Office
- D. Dependency Verification – Applicant must supply proof of dependents by presenting **one of the following** with application:
- Birth Certificate
 - Certificate of Adoption (or other official order of the court)
 - Letter of Guardianship (or other official order of the court)
- E. Hardship Affidavit – Applicant must submit a notarized hardship affidavit with application
- Hardship Affidavits are executed under penalty of perjury. Providing false affidavit can result in criminal consequences, including possible incarceration.

Should there be any discrepancies found in the income verification or provided altered, false, fabricated, or otherwise misleading or untrue documentation, the applicant is responsible for reimbursement of any scholarship funds received and is subject to all applicable criminal and civil claims.



Hardship Affidavit

I, the undersigned, being of sound mind and body, and of the age of majority, do hereby, under seal, make the following sworn statement, with the knowledge that any statement made hereunder is subject to all applicable laws of the State of Georgia, including penalties of perjury:

I am the (circle one) of _____ (name of child).

Biological mother

Biological father

Adoptive mother

Adoptive father

Legal guardian

I further swear that I am suffering from a financial hardship, which makes it difficult for me to afford fees associated with youth programs coordinated by the City of Alpharetta Recreation, Parks and Cultural Services Department.

This _____ day of _____, 20____.

Affiant:

Printed name: _____

Notary Public:

My seal expires: _____



Alpharetta Parks & Recreation Department

2023 Fee Assistance Application

Instructions: Please complete a separate application for each participant. Attach required documentation to application. Incomplete forms and/or forms submitted without documentation will not be considered.

Name of Child: _____

Name of Parent or Guardian: _____ ☐ Parent ☐ Guardian

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Common-law marriage (state how long)

Total Persons in Family: _____

Residential Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

Place of Employment: _____

Spouse/Partner's Place of Employment (if applicable): _____

Spouse/Partner's Phone (if applicable): _____

Please list activity or activities that you are seeking assistance. Attach an Activity Registration Form if more space is needed.

<u>Activity Name</u>	<u>Activity Code</u>	<u>Start Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Gross Income</u>	<u>Applicant</u>	<u>Spouse/partner</u>
Monthly Salary/Wages	\$ _____	\$ _____
Monthly Child Support	\$ _____	\$ _____
Monthly Alimony	\$ _____	\$ _____
Monthly Govt. Assistance (SSI, Disability, etc.)	\$ _____	\$ _____
Monthly Food Stamps	\$ _____	\$ _____
Monthly Cash Assistance	\$ _____	\$ _____
Monthly School Loans/Grants (after tuition)	\$ _____	\$ _____
Monthly Other Income	\$ _____	\$ _____
Total Monthly Gross Income	\$ _____	\$ _____

I certify that all information in this application is factual and that my information may be verified. All information will remain confidential, and will only be used to establish eligibility. I also have read and understand the attached policy.

Signature of Parent or Guardian: _____ Date: _____

To be completed by staff:

☐ Approved: _____ ☐ Denied: _____ Initials: _____