



CITY COUNCIL MEETING & PUBLIC HEARING

JUNE 3, 2024

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

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE TO THE FLAG
4. PRESENTATIONS & PROCLAMATIONS
 - A. Wacky World Sponsor Recognition
 - B. Presentation of the Greenhouse Donation to Old Rucker Farm by Alpharetta Business Association
5. BOARDS & COMMISSIONS
 - A. Resolution: Development Authority Appointment
Consideration of adoption of a resolution to reappoint a member of the Development Authority in order to fill expired terms, provide for an effective date, and for other purposes.
 - B. Resolution: Code Enforcement Board Appointment
Consideration of adoption of a resolution to reappoint a member of the Code Enforcement Board in order to fill expired terms, provide for an effective date, and for other purposes.
 - C. Swearing in of Code Enforcement Board Member, Leander Murphy
6. CONSENT AGENDA
 - A. City Council Meeting Minutes (Meeting of 5/20/2024)
Consideration of approval of the City Council meeting minutes from the meeting of May 20, 2024.
 - B. Alcoholic Beverage License Applications
Consideration of approval of the following alcoholic beverage license applications:

PH-24-AB-09 Windward Hotel, LLC d/b/a Doubletree Atlanta - Alpharetta
2925 Jordan Court, Alpharetta, GA 30005

Change in Ownership
Hotel
Consumption on Premises
Specialty Gift Shop
Distilled Spirits, Beer, Wine & Sunday Sales
Owner: Windward Hotel, LLC
Registered Agent: Michael Sard

PH-24-AB-10 Ramen N Sushi, Inc. d/b/a Lanzhou Ramen N Sushi
1055 Mansell Road #200, Roswell, GA 30076

Restaurant
Consumption on Premises
Beer, Wine & Sunday Sales
Owner: Ramen N Sushi, Inc.
Registered Agent: Qian Zheng

- C. Conflict Waiver: Jarrard and Davis Representation of Development Authority and the City of Alpharetta for Tech Alpharetta Funding**
Consideration of approval of a Conflict Waiver regarding Jarrard & Davis, LLP joint representation of the City of Alpharetta and the Development Authority of Alpharetta related to an arrangement for the partial funding of Tech Alpharetta and authorize the Mayor to execute all documents.
- D. Conflict Waiver: City of Milton and City of Alpharetta for EMS Services Agreement**
Consideration of approval of a Waiver of Conflict between the City of Milton and the City of Alpharetta, Georgia for the purposes of entering into a Service Level Agreement with EMS Ventures, Inc, D/B/A American Medical Response for EMS Services and with authorization for the Mayor to execute all necessary documents.

7. WORK SESSION ITEMS

- A. City Council Meeting Agenda Item Policy**
Discussion and review of the City Council policy for adding items to City Council Meeting agendas.

8. PUBLIC HEARING

- A. V-24-17 265 Dania Drive**
Consideration of a variance to allow for a tear down and rebuild of a single-family detached home on 1.02 acres. A variance is requested to Unified Development Code (UDC) Subsection 2.2.1(D) AG agriculture, District Regulations to reduce the side setback on the south side of the property from 25' to 8.5'. The property is located at 265 Dania Drive and is legally described as being located in Land Lot 1177, 2nd District, 2nd Section, Fulton County, Georgia.
- B. Z-24-06/PH-24-06/V-24-06 55 Canton**
Consideration of a rezoning, parking in-lieu fees, and variances to allow for the construction of a mixed-use building with 36 'For-Sale' condominium units and 7,303 square feet of restaurant space on 1.02 acres in the Downtown Overlay. A rezoning is requested from C-2 (General Commercial) to DT-C (Downtown Core) and parking in-lieu fees are requested for approximately four (4) parking spaces. Variances are requested to Unified Development Code (UDC) Appendix A: Alpharetta Downtown Code Subsection 3.5.5 to increase the maximum building footprint and to UDC Subsection 2.5.5(J) to allow tandem parking spaces to count toward minimum parking requirements. The property is located at 32, 38 & 44 Old Canton Street and is legally described as being located in Land Lot 1269, 2nd District, 2nd Section, Fulton County, Georgia.

- C. Fiscal Year 2025 Budget and Millage Rate**
FIRST PUBLIC HEARING

9. NEW BUSINESS

- A. Fiscal Year 2024 Budget Amendment Ordinance**
SECOND READING
The first reading for this item occurred during the May 20, 2024 City Council Meeting & Public Hearing.
Consideration of adoption of the City of Alpharetta's Fiscal Year 2024 Budget Amendment Ordinance.
- B. Fiscal Year 2025 Budget Ordinance**
FIRST READING
Consideration of adoption of the City of Alpharetta's Fiscal Year 2025 Budget Ordinance.
- C. Fiscal Year 2025 Millage Rate Ordinance**
FIRST READING
Consideration of adoption of the City of Alpharetta's Fiscal Year 2025 Millage Rate Ordinance.
- D. Service Level Agreement between the Cities of Alpharetta, Johns Creek, Milton, Roswell, Sandy Springs, and EMS Ventures, Inc. D/B/A American Medical Response**
Consideration of the adoption of a Service Level Agreement Between Cities of Alpharetta, Johns Creek, Milton, Roswell, Sandy Springs and EMS Ventures, Inc. D/B/A American Medical Response

- E. Request for Proposal 24-116: City Website Design, Development, and Hosting**
Consideration of approval of the award of a contract for RFP 24-116: City of Alpharetta Website Design, Development and Hosting to CivicPlus, LLC in an amount not to exceed \$113,372.55 and with authorization for the Mayor to execute all necessary documents.
- F. Invitation to Bid 24-016: Harris Road Drainage Improvements**
Consideration of approval of the award of a contract for Invitation to Bid 24-016 for Harris Road Drainage Improvements to R&B Developer Inc. with funding in an amount not to exceed \$122,595.00 and with authorization for the Mayor to execute all necessary documents.
- G. Resolution: True North 400 Expansion of Community Improvement District**
Consideration of adoption of a resolution consenting to expansion of True North 400 Community Improvement District.
- H. First Amendment to an Intergovernmental Agreement: Lease of Certain Property to Alpharetta Development Authority**
Consideration of an amendment to a certain Intergovernmental Agreement dated July 20, 2021 between the City of Alpharetta and the Alpharetta Development Authority for the purpose of leasing to the Authority certain City-owned property located at 2970 Webb Bridge Road for the period July 01, 2024 through September 30, 2024, and with authorization for the Mayor to execute all necessary documents.
- I. Intergovernmental Agreement: City of Alpharetta and Development Authority for Tech Alpharetta Funding**
REMOVED: This item has been removed from tonight's agenda and will not be discussed or considered during this meeting.
Consideration of approval of the Intergovernmental Agreement between the City of Alpharetta and the Alpharetta Development Authority for funding for Tech Alpharetta in the amount of \$95,000.00 for the next fiscal year and with authorization for the Mayor to execute all necessary documents.
- J. Memorandum of Understanding: Senior Services North Fulton, Inc.**
Consideration of approval of a Memorandum of Understanding between Senior Services North Fulton, Inc. and the City of Alpharetta for use of the Crabapple Government Center and with authorization for the Mayor to execute all necessary documents.
- K. PH-24-11 Unified Development Code (UDC) Text Amendments – Exceptions**
SECOND READING
The first reading of the item occurred during the May 20, 2024 City Council Meeting and Public Hearing.
Consideration of text amendments to Subsection 4.5.5 of the Unified Development Code (UDC) to amend regulations pertaining to Exceptions.

10. PUBLIC COMMENT
11. REPORTS
12. EXECUTIVE SESSION (IF NECESSARY)
13. ADJOURNMENT



STAFF REPORT

Department: City Clerk
Submitted By: Lauren Shapiro
Meeting Date: June 3, 2024

AGENDA ITEM:

Resolution: Development Authority Appointment

Consideration of adoption of a resolution to reappoint a member of the Development Authority in order to fill expired terms, provide for an effective date, and for other purposes.

STAFF RECOMMENDATION:

Adopt a resolution to reappoint David Chatham to the Development Authority in order to fill expired terms, provide for an effective date, and for other purposes.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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EXTERNAL FUNDING SOURCES:

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

The Office Code of Georgia Annotated Section 36-62-4 prescribes that the Development Authority shall consist of no fewer than seven (7) members and said members are to be appointed by Resolution of the Mayor and Council.

The term for Development Authority member, David Chatham, expired on February 17, 2024, and he has continued to serve up until his reappointment was voted upon by Mayor and Council during the City Council meeting on May 20, 2024.

If adopted, this resolution will memorialize David Chatham reappointment to the Development Authority and establish his new term, which will expire on May 20, 2028.

ALTERNATIVES:

Do not adopt a resolution and appoint a different individual to serve on the Development Authority.

ATTACHMENTS:

1. Resolution - David Chatham Development Authority



A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA TO REAPPOINT A MEMBER OF THE ALPHARETTA DEVELOPMENT AUTHORITY IN ORDER TO FILL EXPIRING TERMS TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, pursuant to Article IX, Section VI, Paragraph III of the Constitution of the State of Georgia and the Official Code of Georgia Annotated (O.C.G.A.) Section 36-62-1, et seq. ("Development Authorities Law"), the Mayor and Council established the Alpharetta Development Authority in order to promote the public good and general welfare, trade, commerce, industry and employment opportunities in the City of Alpharetta; and

WHEREAS, O.C.G.A. Section 36-62-4 prescribes that the Development Authority shall consist of no fewer than seven (7) members and said members are to be appointed by Resolution of the Mayor and Council; and

WHEREAS, the term for Development Authority member, David Chatham, expired on February 17, 2024, and he has continued to serve up until his reappointment was voted upon by Mayor and Council during the City Council meeting on May 20, 2024; and

WHEREAS, the term for a Development Authority member is for four (4) years, and as such, David Chatham's new term began on May 20, 2024 and will expire on May 20, 2028.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Alpharetta as follows:

- David Chatham is hereby reappointed to serve as a member of the Alpharetta Development Authority until May 20, 2028, or until such time as their successor is appointed, or they are otherwise removed.

SO RESOLVED this 3rd day of June 2024.

CITY OF ALPHARETTA

By: _____
Jim Gilvin, Mayor

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

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COUNCIL MEMBERS

Mayor Pro Tem Dan Merkel

Council Member Donald F. Mitchell

Council Member Brian Will

Council Member Douglas J. DeRito

Council Member John Hipes

Council Member Fergal M. Brady

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Lauren Shapiro, City Clerk

Melissa Tracy, City Attorney



STAFF REPORT

Department: City Clerk
Submitted By: Lauren Shapiro
Meeting Date: June 3, 2024

AGENDA ITEM:

Resolution: Code Enforcement Board Appointment

Consideration of adoption of a resolution to reappoint a member of the Code Enforcement Board in order to fill expired terms, provide for an effective date, and for other purposes.

STAFF RECOMMENDATION:

Adopt a resolution to reappoint Leander Murphy to the Code Enforcement Board in order to fill expired terms, provide for an effective date, and for other purposes.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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EXTERNAL FUNDING SOURCES:

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

Section 2-153 of the Code of the City of Alpharetta prescribes that Code Enforcement Board shall consist of seven (7) members and up to two (2) alternate members, and said members are to be appointed by Resolution of the Mayor and Council.

The term for Code Enforcement Board Member, Leander Murphy, expired on May 3, 2024, and he has continued to serve until he was reappointed by Mayor Gilvin during the City Council meeting on May 20, 2024.

If adopted, this resolution will memorialize Leander Murphy's reappointment to the Code Enforcement Board and establish his new term, which will expire on May 20, 2028.

ALTERNATIVES:

Do not adopt a resolution and appoint a different individual to serve on the Code Enforcement Board.

ATTACHMENTS:

1. Resolution - Leander Murphy Code Enforcement Board



A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA TO REAPPOINT A MEMBER OF THE CODE ENOFRCEMENT BOARD IN ORDER TO FILL EXPIRING TERMS TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, pursuant to the Official Code of Georgia Annotated Section 36-71-1, et seq. ("Local Government Code Enforcement Boards Act") and Article IV of the Code of the City of Alpharetta, the Mayor and Council established the City of Alpharetta Code Enforcement Board with authority to impose administrative fines and other non-criminal penalties to provide an equitable, expeditious, and effective method of enforcing City codes and ordinances;

WHEREAS, Section 2-153 of the Code of the City of Alpharetta prescribes that Code Enforcement Board shall consist of seven (7) members and up to two (2) alternate members, and said members are to be appointed by Resolution of the Mayor and Council; and

WHEREAS, the term for Code Enforcement Board Member, Leander Murphy, expired on May 3, 2024, and he has continued to serve until he was reappointed by Mayor Gilvin during the City Council meeting on May 20, 2024; and

WHEREAS, the term for a Code Enforcement Board member is for four (4) years, and as such, Leander Murphy's new term began on May 20, 2024 and will expire on May 20, 2028.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Alpharetta as follows:

- Leander Murphy is hereby reappointed to serve as a Member of the Code Enforcement Board until May 20, 2028, or until such time as their successor is appointed, or they are otherwise removed.

SO RESOLVED this 3rd day of June 2024.

CITY OF ALPHARETTA

By: _____
Jim Gilvin, Mayor

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

[SIGNATURES CONTINUED FROM PRECEDING PAGE]

COUNCIL MEMBERS

Mayor Pro Tem Dan Merkel

Council Member Donald F. Mitchell

Council Member Brian Will

Council Member Douglas J. DeRito

Council Member John Hipes

Council Member Fergal M. Brady

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Lauren Shapiro, City Clerk

Melissa Tracy, City Attorney



STAFF REPORT

Department: City Clerk
Submitted By: Lauren Shapiro
Meeting Date: June 3, 2024

AGENDA ITEM:

City Council Meeting Minutes (Meeting of 5/20/2024)

Consideration of approval of the City Council meeting minutes from the meeting of May 20, 2024.

STAFF RECOMMENDATION:

Approve, as part of the consent agenda, the minutes from the May 20, 2024 City Council Meeting.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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EXTERNAL FUNDING SOURCES:

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

City Clerk, Lauren Shapiro, prepared a synopsis of the pertinent information that occurred during the City Council Meeting on May 20, 2024.

ALTERNATIVES:

Do not approve the City Council meeting minutes as part of the Consent Agenda.

ATTACHMENTS:

1. CC Minutes 5.20.2024



City Council Meeting & Public Hearing

MAY 20, 2024

UNOFFICIAL MINUTES

Office of the City Clerk

ALPHARETTA CITY HALL

COUNCIL CHAMBERS | 2 PARK PLAZA | 6:30 PM

This summary is provided as a convenience and service to the public, media and staff. It is not the intent to record proceedings verbatim. Any reproduction of this summary must include this notice. This is not an official record of the Alpharetta City Council Meeting proceedings. Meetings are recorded and available for review at <https://www.youtube.com/user/alpharettagov>.

1. CALL TO ORDER

- Mayor Gilvin called the meeting to order at 6:36 p.m.
- Mayor Gilvin announced that New Business Item B Invitation to Bid 24-012: Wills Park Wacky World Area Improvements will not be discussed during tonight's meeting.

2. ROLL CALL

• Council Members

- Mayor Jim Gilvin
- Mayor Pro Tem Dan Merkel
- Brian Will
- Fergal M. Brady
- Donald F. Mitchell
- Douglas J. DeRito
- John Hipes

• Staff

- Chris Lagerbloom, City Administrator
- Molly Esswein, City Attorney
- Lauren Shapiro, City Clerk
- James Drinkard, Assistant City Administrator
- Adam Montgomery, Director of Information Technology
- Brooke Lappin, Director of Courts
- Cris Randall, Director of Human Resources
- John Robison, Director of Public Safety
- Kathi Cook, Director of Community & Economic Development
- Morgan Rodgers, Director of Recreation, Parks & Cultural Arts Services

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

3. PLEDGE TO THE FLAG

4. PRESENTATIONS & PROCLAMATIONS

A. Wacky World Playground: Donor Recognition

- Wacky World Playground Committee Chairman, Jeremy Scott and Mayor Gilvin recognized The Maliconico Family for their dedication and commitment to the rebuild of Wacky World Playground.

B. Proclamation: Public Works Week

- Mayor Gilvin presented Director Sewczwicz and employees of the Public Works Department with a proclamation recognizing Public Works Week.

5. BOARDS & COMMISSIONS APPOINTMENTS

A. Natural Resources Commission Appointment by Mayor Pro Tem Merkel

- Mayor Pro Tem Merkel announced the appointment of Vijay Desai to the Natural Resources Commission.

B. Recreation Commission Appointment by Mayor Gilvin

- Council Member Will recommended the reappointment of Arijit "Jit" Saha to the Recreation Commission.
- Mayor Gilvin accepted the recommendation and announced the reappointment of Arijit "Jit" Saha to the Recreation Commission.

C. Development Authority Appointment by Mayor and City Council

PUBLIC COMMENT:

- There were no public comments.
- ❖ Mayor Gilvin offered a motion to approve the appointment of David Chatham.
 - Mayor Pro Tem Merkel seconded the motion.
 - The motion was approved (7-0).

D. Code Enforcement Board Appointment by Mayor and City Council

PUBLIC COMMENT:

- There were no public comments.
- ❖ Mayor Gilvin offered a motion to approve the appointment of Leander Murphy.
 - Mayor Pro Tem Merkel seconded the motion.
 - The motion was approved (7-0).

E. Swearing in of newly appointed and reappointed Board and Commission Members

- Mayor Gilvin swore in the new appointments.

6. CONSENT AGENDA

A. City Council Meeting Minutes (Meeting of 4/29/2024)

Consideration of approval of the City Council meeting minutes from the meeting of April 29, 2024.

B. Alcoholic Beverage License Applications

Consideration of approval of the following alcoholic beverage license applications:

- 1. PH-24-AB-06 Beto's Tacos Gourmet Food, LLC**
5530 Windward Parkway, Suite 101, Alpharetta, GA 30004
Eating Establishment
Consumption on Premises
Distilled Spirits, Beer, Wine & Sunday Sales
Owner: Beto's Tacos Gourmet Food, LLC
Registered Agent: Yvett Anita Pavia
- 2. PH-24-AB-07 Legacy Management and Investment Group, LLC d/b/a Ray's at Killer Creek**
1700 Mansell Road, Alpharetta, GA 30009
Change in Business Ownership
Eating Establishment
Consumption on Premises
Retail Package Sales (Wine Only)
Distilled Spirits, Beer, Wine & Sunday Sales
Owner: Legacy Management and Investment Group, LLC
Registered Agent: Daniel S. Groom
- 3. PH-24-AB-08 Boujee Butcher, Inc. d/b/a Southern Steer Butcher**
4620 Kimbell Bridge Road, Suite 5A, Alpharetta, GA 30005
Package Store
Retail Package Sales
Beer, Wine & Sunday Sales
Owner: Boujee Butcher, Inc.
Registered Agent: Kenneth Ekmark

C. Financial Management Report (Month Ending March 31, 2024)

Consideration of approval of the Financial Management Report for the month ending March 31, 2024.

D. Conflict Waiver: Jarrard and Davis Representation of City of Alpharetta and Development Authority of Alpharetta

Consideration of approval of a Conflict Waiver regarding Jarrard & Davis, LLP's Joint Representation of the City of Alpharetta and the Development Authority of Alpharetta

related to an Intergovernmental Agreement for lease of 2970 Webb Bridge Road and with authorization for the Mayor to execute all necessary documents.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member Mitchell offered a motion to approve the Consent Agenda.
 - Mayor Pro Tem Merkel seconded the motion.
 - The motion was approved unanimously (7-0).

7. PUBLIC HEARING

A. V-24-12 115 Lambdin Lane Stream Buffer Variance

Consideration of a variance to allow for an encroachment into 25' stream buffer in order to stabilize a tributary associated with Long Indian Creek. The property is located at 115 Lambdin Lane and is legally described as being located in Land Lot 95, 1st District, 1st Section, Fulton County, Georgia.

- Planning and Development Services Manager, Michael Woodman, came forward to present this item.
- The applicant, Carter Engineering Consultants, Inc., is requesting consideration of a variance to allow a stream buffer encroachment in order to stabilize a streambank on a single-family detached lot. The applicant requests a variance to Unified Development Code (UDC) Subsection 3.3.2 Stream Buffer Protection to allow a gabion basket wall to encroach into the 25' stream buffer associated with a perennial tributary of the Long Indian Creek. The subject property is located at 115 Lambdin Lane in the Tuxford subdivision.
- Staff is recommending that Mayor and Council approve V-24-12 115 Lambdin Lane Variance, subject to the following conditions:
 1. Stream buffer encroachment and streambank stabilization strategy shall be limited to Streambank Stabilization Plans for the Agarwal Residence prepared by Carter Engineering, revised 4/18/24, except for modifications required to comply with the conditions below.
 2. Obtain any necessary state and federal approvals for the stream and buffer impacts.
- The 0.28-acre property is zoned R-12 (Dwelling, 'For-Sale', Residential) and is developed with a two (2) story, 3,878 square foot single-family detached home. An unnamed perennial tributary associated with Long Indian Creek is located at the rear of the property, which has a platted 25' stream buffer. Surrounding properties are zoned R-12 and are located in the Tuxford subdivision.
- A variance is requested from Unified Development Code (UDC) Subsection 3.3.2(D)(1)(b) Buffer and Setback Requirements, to allow for streambank

stabilization on a residential property. The City enforces the platted 25' stream buffer on the Tuxford subdivision plat, of which the plat was approved in Fulton County and not subject to the City's expanded perennial stream buffer requirements. The requested buffer encroachment would accommodate an approximately three-foot (3') gabion basket wall along the streambank. The City's Stormwater Engineer has reviewed the applicant's proposal and is in support of the applicant's variance request in order to resolve the erosion problem occurring along the streambank.

- The proposed design makes efforts to avoid shifting impacts to downstream properties. The property owner has met with Public Works and has requested that the scour at the existing pipe outlet be repaired.
- The site plan depicts an approximately three-foot (3') gabion basket wall along the edge of the streambank for approximately half of the length of the stream on the subject property. The gabion basket wall is aligned with the existing drainage pipe outlet. The western half the streambank will remain in its current state, except for some minor grading, live staking, and revegetation. A revegetation plan is proposed by the applicant and includes six (6) trees, live stakes (typically willow tree cuttings), and a variety of shrubs and groundcover.
- The Community Zoning Information Meeting was held on April 10, 2024. There were no public comments.
- The Citizen Participation Plan Report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that no comments were received and that the property owners discussed the project with neighbors located at 125 and 135 Lambdin Lane, of which neither had objections to the request.
- Staff has reviewed the proposal and finds that the requested variance does not conflict with the established criteria. The applicant's request is related to mitigating an existing streambank erosion problem. The City's Stormwater Engineer has worked with the applicant's engineer to find a viable solution that does not push the problem downstream. The existing streambank erosion problem is likely the result of the limited stream regulations required by Fulton County at the time Tuxford was developed.
- The applicant, Brian Kimsey (Carter Engineering Consultants), came forward to speak on behalf of this application and the homeowner.

PUBLIC COMMENTS:

- There were no public comments.
 - ❖ Mayor Pro Tem Merkel offered a motion to approve V-24-12 115 Lambdin Lane Variance, subject to the following conditions:
 1. Stream buffer encroachment and streambank stabilization strategy shall be limited to Streambank Stabilization Plans for the Agarwal

Residence prepared by Carter Engineering, revised 4/18/24, except for modifications required to comply with the conditions below.

2. Obtain any necessary state and federal approvals for the stream and buffer impacts.

- Council Member DeRito seconded the motion.
- The motion was approved unanimously (7-0).

B. MP-24-03 Costco/Oxford Green Master Plan

Consideration of a master plan amendment to allow for a 13,500 square foot expansion of the Costco building. A master plan amendment is requested to Oxford Green Master Plan Tract A to increase the maximum allowable square footage of the building from 138,500 to 152,000 square feet. The property is located at 2855 Jordan Court and is legally described as being located in Land Lots 1120 & 1121, 2nd District, 2nd Section, Fulton County, Georgia.

- Planning and Development Services Manager, Michael Woodman, came forward to present this item.
- The applicant, Costco, is requesting a master plan amendment to increase the maximum developable square footage in the Oxford Green Master Plan Tract A from 138,500 square feet to 152,000 square feet. Costco proposes an expansion of the sales area and relocation of the loading dock. The subject property is located at 2855 Jordan Court at the northwest corner of Jordan Court and Westfield Drive.
- This item was considered at the May 2, 2024 Planning Commission meeting. There was one (1) public comment in support, but with concerns over traffic blocking ADA spaces near the entrance. Some Planning Commissioners asked that the applicant look at the parking spaces along the main entrance driveway adjacent to the building as they tend to hold up the flow of traffic, as well as traffic control devices (stop signs and pavement markings) at realigned secondary ingress/egress. After discussion, Planning Commission recommended approval subject to staff's recommended conditions (vote 6-0).
- Staff is recommending that Mayor and Council approve MP-24-03 Costco/Oxford Green Master Plan, subject to the following conditions:
 1. Site shall be developed substantially similar to the site plan prepared by AEC, dated 3/1/2024.
 2. Maximum gross developable square footage shall not exceed 152,000 square feet in the Oxford Green Master Plan Tract A.
 3. Building additions shall complement the existing exterior of the building.

4. Property owner shall assess landscaping in the areas in close proximity to the proposed development activity and shall replace missing, dead or dying landscape material, with final approval by Staff.
 5. A parking lot landscape tree shall be required in the landscape island adjacent to the proposed 1,525 square foot addition on the north side of the building.
 6. A large canopy tree and shrubs shall be required in the newly created parking lot island near the entrance off Westfield Drive.
 7. Loading dock shall be heavily screened with a wall and evergreen landscaping to complement the existing condition, as approved by Staff.
 8. There shall be no outdoor storage on the property and semi tractor trailers shall only be parked in the loading dock area with the semi tractor attached to the trailer at all times.
- The 18.59-acre property is zoned O-I (Office-Institutional) and is subject to the Oxford Green Master Plan Tract A. The property is currently developed as a 1-story, approximately 138,500 square foot building. Surrounding properties are zoned O-I to the west, south and east, and C-1 (Neighborhood Commercial) to the north. Windward Pointe is located to the west and south, Connors Steak & Seafood, Bank of America, and a retail strip center are located to the east, and Windward Promenade is located to the north.
 - The Oxford Green Master Plan was approved in 1988 as an office park with incidental retail use and consists of approximately 255 acres along Windward Parkway and Westside Parkway. The applicant's request for master plan amendment relates to a condition of zoning approved for file# MP-99-11 Oxford Green/Pioneer Real Estate Development, which limited the maximum allowable square footage to 110,000 square feet. An administrative variance (AV2004007) was approved in 2004 to increase the allowable square footage to 132,000 square feet and a master plan amendment (MP-14-07) was approved in 2014 to further increase the allowable square foot to 138,500 square feet.
 - The site plan depicts expansion of the building adjacent to the liquor store (1,525 square foot addition) on the north side of the building and in the existing loading dock area (5,425 square foot addition) on the south side of the building. When accounting for the gross area of the building, the actual requested increase to the sales area of the building is 6,950 square feet. The loading dock is proposed to be pushed forward to accommodate the expansion. The proposal results in a reduction of parking from 691 to 673 spaces due to the relocation of the loading dock. The Unified Development Code (UDC) requires one (1) parking space/250 square feet for retail shopping centers between 50,000 square feet and 400,000 square feet, or 608 parking spaces, including the proposed expansion. Therefore, the proposal exceeds the City's minimum parking requirements.

- The Community Zoning Information Meeting was held on April 10, 2024. There were no public comments.
- The Citizen Participation Plan Report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that the applicant received a public comment in support of the expansion, as well as a request for additional information from the Windward Pointe HOA President who also had concerns about traffic.
- Staff has reviewed the applicant's proposal against the review criteria for a master plan amendment. The proposal would allow for a relatively small addition to the sales areas of the retail wholesale club. When accounting for the gross area of the building, the actual requested increase to the sales area of the building is 6,950 square feet which represents less than a five percent (5%) increase to the overall building size. While a small number of parking spaces would be impacted by the proposal, the site will continue to exceed the City's minimum parking requirements.
- The applicant, Julie Miller (AEC Engineering) for Costco, came forward to speak on behalf of this application.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Mayor Pro Tem Merkel offered a motion to approve MP-24-03 Costco/Oxford Green Master Plan, subject to the following conditions:
 1. Site shall be developed substantially similar to the site plan prepared by AEC, dated 3/1/2024.
 2. Maximum gross developable square footage shall not exceed 152,000 square feet in the Oxford Green Master Plan Tract A.
 3. Building additions shall complement the existing exterior of the building.
 4. Property owner shall assess landscaping in the areas in close proximity to the proposed development activity and shall replace missing, dead or dying landscape material, with final approval by Staff.
 5. A parking lot landscape tree shall be required in the landscape island adjacent to the proposed 1,525 square foot addition on the north side of the building.
 6. A large canopy tree and shrubs shall be required in the newly created parking lot island near the entrance off Westfield Drive.
 7. Loading dock shall be heavily screened with a wall and evergreen landscaping to complement the existing condition, as approved by Staff.

8. There shall be no outdoor storage on the property and semi tractor trailers shall only be parked in the loading dock area with the semi tractor attached to the trailer at all times.

- Council Member Mitchell seconded the motion.
- The motion was approved unanimously (7-0).

C. PH-24-11 Unified Development Code (UDC) Text Amendments – Exceptions

FIRST READING

Consideration of text amendments to Subsection 4.5.5 of the Unified Development Code (UDC) to amend regulations pertaining to Exceptions.

- City Attorney, Molly Esswein, read the Ordinance title aloud.
- Director of Community and Economic Development, Kathi Cook, came forward to present this item.
- This item was considered at the May 2, 2024 Planning Commission meeting. There was one (1) public comment unrelated to the proposed text amendment, but specific to a past request for exception for backyard chickens. After discussion, Planning Commission recommended approval (vote 6-0).
- Staff recommends amendments to Unified Development Code (UDC) Article IV Procedures to amend regulations pertaining to Exceptions. Amend UDC Subsection 4.5.5 Exceptions to clarify that exceptions exceeding 50% of a stipulated requirement are considered by the City Council and to add regulations pertaining to uses customarily accessory to dwellings located in residential zoning districts (UDC Subsection 2.3.3(C)) as an allowable exception. Uses customarily accessory to dwellings located in residential zoning districts include detached garages, sheds, gazebos, children's play equipment, swimming pools, and backyard chickens.
- Exceptions and hardship variances include the same three (3) review criteria, except that exceptions include an additional review criterion which does not require a hardship. Because an exception does not require a hardship, they are limited to specific types of requests, including building setbacks, building height, signage, parking, and tree preservation, to name a few.
- The proposed text amendments are attached hereto as "Exhibit A."

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Mayor Pro Tem Merkel offered a motion to approve PH-24-11 Unified Development Code (UDC) Text Amendments – Exceptions
 - Council Member Brady seconded the motion.
 - The motion was approved unanimously (7-0).

D. Fiscal Year 2024 Budget Amendment Ordinance

FIRST READING

Consideration of adoption of the City of Alpharetta's Fiscal Year 2024 Budget Amendment Ordinance.

- City Attorney, Molly Esswein, read the Ordinance title aloud.
- Director of Finance, Tom Harris, came forward to present this item.

PUBLIC COMMENTS:

- There were no public comments.
 - ❖ Council Member Brady offered a motion to the adoption of the City of Alpharetta's Fiscal Year 2024 Budget Amendment Ordinance.
 - Council Member Will seconded the motion.
 - The motion was approved unanimously (7-0).

E. PH-24-14 City of Alpharetta Capital Improvement Element (CIE)

Consideration of adoption of a resolution authorizing transmittal of the Fiscal Year 2023 Capital Improvement Element and Annual Report.

- City Attorney, Molly Esswein, read the resolution title aloud.
- Planning and Development Services Manager, Michael Woodman, came forward to present this item.
- The Georgia Planning Act of 1989 (The Act) requires that local governments keep their Comprehensive Plans current as a pre-requisite for maintaining Qualified Local Government status, a requirement for eligibility for receipt of State of Georgia funds. The Act requires that local governments provide annual updates to their Capital Improvement Element (CIE), prepared in accordance with the Minimum Planning Standards and Procedures and the Development Impact Fee Compliance Requirements.
- The City of Alpharetta is required to transmit its annual update of the CIE to the Atlanta Regional Commission for review prior to Council Adoption.

PUBLIC COMMENTS:

- There were no public comments.
 - ❖ Council Member DeRito offered a motion to adopt a resolution authorizing transmittal of the Fiscal Year 2023 Capital Improvement Element and Annual Report.
 - Council Member Brady seconded the motion.
 - The motion passed unanimously (7-0).

8. NEW BUSINESS

A. Resolution: GDOT Local Road Assistance (LRA) Administration Grant Application

Consideration of adoption of a resolution to authorize the submission of a Fiscal Year 2024 Local Road Assistance Grant Application to the Georgia Department of Transportation and with authorization for the Mayor to execute the submittal cover letter and all necessary documents.

- City Attorney, Molly Esswein, read the resolution title aloud.
- Director of Public Works, Pete Sewczwicz, came forward to speak on this item.
- The Georgia Department of Transportation (GDOT) has included \$250 million in Local Road Assistance funds (LRA) in their amended fiscal year 2024 budget. The LRA funds will be administered and distributed utilizing the current Local Maintenance and Improvement Grant (LMIG) application system. All eligible activities / projects for LRA funds will be the same as the LMIG program. LRA funds will require no match.
- GDOT began accepting applications March 15, 2024, and all electronic applications must be received no later than June 15, 2024. The City of Alpharetta is slated to receive funding from this grant in the amount of \$837,515.43, and several city roads will be milled and resurfaced utilizing the grant funding awarded from GDOT.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member DeRito offered a motion to adopt a resolution to authorize the submission of a Fiscal Year 2024 Local Road Assistance Grant Application to the Georgia Department of Transportation and with authorization for the Mayor to execute the submittal cover letter and all necessary documents.
 - Council Member Brady seconded the motion.
 - The motion passed unanimously (7-0).

B. Invitation to Bid 24-012: Wills Park Wacky World Area Improvements

REMOVED: This item was removed from tonight's agenda and will not be discussed or considered during tonight's meeting.

Consideration of approval of a contract award for ITB 24-012 to Tri Scapes, LLC for the construction of Wills Park Wacky World Area Improvements in an amount not to exceed \$3,777,082.00, approval of Change Order #1 to PO 23000470 with Barge Design Solutions for limited construction administration design services in the amount of \$29,000.00, and with authorization for the Mayor to execute all necessary documents.

C. Contract Approval: Body Worn and In-Car Dash Cameras

Consideration of approval of a contract extension between Utility Associates, Inc. and the City of Alpharetta for Public Safety's Body-Worn and In-Car Dash Cameras and with authorization for the Mayor to execute all necessary documents.

- Director of Public Safety, John Robison, came forward to present this item.
- The Department of Public Safety seeks approval to extend the Utility Associates, Inc. contract for an additional (3) three years. Utility Associates provides the department with body-worn and in-car dash cameras. The extension encompasses several key enhancements and streamlining measures to optimize our law enforcement capabilities and operational efficiency.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member Will offered a motion to approve a contract extension between Utility Associates, Inc. and the City of Alpharetta for Public Safety's Body-Worn and In-Car Dash Cameras and with authorization for the Mayor to execute all necessary documents.
 - Council Member DeRito seconded the motion.
 - The motion passed unanimously (7-0).

D. PH-24-09 Dr. J.L. Morris House/116 North Main Street – Historic Designation

SECOND READING

The first reading occurred during the April 29, 2024 City Council Meeting and Public Hearing.

Consideration of a request to designate the Dr. J.L. Morris House as historic. The property is located at 116 North Main Street and is legally described as being located in Land Lot 1252, 2nd District, 2nd Section, Fulton County, Georgia.

- City Attorney, Molly Esswein, read the Ordinance title aloud.
- Planning and Development Services Manager, Michael Woodman came forward to share that there have been no changes since the first reading.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member Mitchell offered a motion to approve PH-24-09 Dr. J.L. Morris House/116 North Main Street – Historic Designation.
 - Mayor Pro Tem Merkel seconded the motion.
 - The motion passed unanimously (7-0).

E. PH-24-07 Unified Development Code Text Amendment – Hotels

SECOND READING

The first reading occurred during the April 29, 2024 City Council Meeting and Public Hearing.

Consideration of text amendments to Articles I and II of the Unified Development Code (UDC) to amend the definition and miscellaneous regulations pertaining to 'Extended Stay Hotel', add a definition for 'Hotel, Hybrid', add 'Hotel, Hybrid' use in certain zoning districts, and add 'Hotel, Hybrid' miscellaneous regulations.

- City Attorney, Molly Esswein, read the Ordinance title aloud.
- Director of Community and Economic Development, Kathi Cook, came forward to present this item.
- There has been one change to the language related to square footage for the conditional use of this definition for conference room / meeting space.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Mayor Pro Tem Merkel offered a motion to approve PH-24-07 Unified Development Code Text Amendment – Hotels.
 - Council Member Mitchell seconded the motion.
 - The motion passed unanimously (7-0).

F. North Point Development Framework Plan (RFP 24-111) Contract Award

Consideration to award contract to Starr Whitehouse Landscape Architects and Planners LLC for the North Point Development Framework Plan.

- Director of Community and Economic Development, Kathi Cook, came forward to present this item.
- The purpose of the North Point Development Framework Plan is to build on the recommendations of the North Point LCI and North Point Creative Placemaking Plan by providing 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. The Plan will help ensure that redevelopment within the North Point District aligns with the community-based plans and vision for a walkable, mixed-use district and will provide actionable guidance that aligns public policy, regulatory tools, public capital investment, and private investment.
- The North Point Development Framework Plan RFP (#24-111) was issued on January 18, 2024 with proposals due on February 15, 2024. Six (6) consultant teams responded to the RFP with the top three (3) scoring teams shortlisted for interviews, which included Starr

Whitehouse, Kimley-Horn & Associates, and MKSK. The RFP scoring criteria provided below was utilized to shortlist the consultant teams for the presentation and interview.

- Starr Whitehouse was the top scoring consultant team, which combined the initial evaluation criteria and the presentation and interview. Staff recommends awarding the contract to Starr Whitehouse.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Mayor Pro Tem Merkel offered a motion to award contract to Starr Whitehouse Landscape Architects and Planners LLC for the North Point Development Framework Plan.
 - Council Member DeRito seconded the motion.
 - The motion passed unanimously (7-0).

8. PUBLIC COMMENT

- There were no public comments.

9. REPORTS

- Mayor Pro Tem Merkel shared that the ribbon cuttings for the two most recent grand openings of our pocket parks (Waters Road Park and Mid Broadwell Park) have been incredible and is looking forward to continuing these.
- Council Member Mitchell gave a shoutout to the Alpharetta Arts Center and shared that the Plein Air / Paint the Town event this year during the Taste of Alpharetta was wonderful. He encouraged people to visit the Arts Center to take a look at the art that was created during the event.

10. EXECUTIVE SESSION (IF NECESSARY)

- ❖ Mayor Pro Tem Merkel offered a motion to adjourn to Executive Session for the purposes of litigation.
 - Council Member Will seconded the motion.
 - The motion was approved unanimously (7-0).
- Mayor Gilvin recessed the meeting at 7:44 p.m.
- ❖ Council Member Mitchell offered a motion to reconvene the meeting.
 - Council Member Will seconded the motion.
 - The motion was approved unanimously (7-0).
- Mayor Gilvin reconvened the meeting at 8:26 p.m.

11. ADJOURNMENT

- ❖ Mayor Pro Tem Merkel offered a motion to adjourn the meeting.

- Council Member Will seconded the motion.
 - The motion was approved unanimously (7-0).
- With there being no further items to consider or discuss, Mayor Gilvin adjourned the meeting at 8:26 p.m.

Respectfully submitted,



Lauren Shapiro, City Clerk

EXHIBIT A

ORDINANCE NUMBER:



AN ORDINANCE BY THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA TO AMEND ARTICLE IV OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF ALPHARETTA, GEORGIA; TO AMEND REGULATIONS PERTAINING TO EXCEPTIONS; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

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

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

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

WHEREAS, the City Council desires to amend Article IV of the Unified Development Code for the foregoing purposes; and

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

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

Section 1: Article IV, Subsection 4.5.5 titled “Exceptions” of the Unified Development Code is hereby amended by amending same as set forth in Exhibit “A” attached hereto as if fully set forth herein.

Section 2: If any section, subsection, provisions, or clause of any part of this Ordinance shall be declared invalid or unconstitutional or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent of the City Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

Section 3: This Ordinance shall be effective immediately upon its adoption by the City Council and the amendments made herein shall be incorporated into the Unified Development Code of the City of Alpharetta, Georgia, as applicable. This Ordinance hereby repeals any and all conflicting ordinances and amendments.

SO ORDAINED, this ____ day of June ____.

CITY OF ALPHARETTA

By: _____
Jim Gilvin, Mayor

COUNCIL MEMBERS

Mayor Pro Tem Dan Merkel

Council Member Donald F. Mitchell

Council Member Brian Will

Council Member Douglas J. DeRito

Council Member John Hipes

Council Member Fergal Brady

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Lauren Shapiro, City Clerk

[INSERT ATTORNEY], City Attorney

Exhibit “A”

4.5.5 Exceptions.

A. General.

1. An exception requested as part of a rezoning or conditional use application shall be heard by the Planning Commission and decided by the City Council as part of the public hearing process related to the rezoning or conditional use application. All other exceptions (which do not exceed 50% of the stipulated requirement) shall be heard and acted upon by the Board of Appeals, unless approved administratively by the Director as provided herein. Exceptions which exceed 50% of the stipulated requirement shall be heard and acted upon by the City Council.
2. Exceptions shall be limited to relief from the following requirements of this Ordinance:
 - a. Minimum building setbacks;
 - b. Maximum building height;
 - c. Buffers and screening;
 - d. Signage in accordance with a coordinated signage plan;
 - e. Minimum street frontage;
 - f. Parking and loading requirements;
 - g. Tree preservation;
 - h. Signage height and copy area; and
 - i. ~~Minimum street frontage;~~ Regulations pertaining to uses customarily accessory to dwellings located in residential zoning districts (See Section 2.3.3(C));
 - j. Minimum building size;
 - k. Maximum impervious area

B. Standards for Approval.

1. An exception may be granted upon a finding that:
 - a. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of size, shape or topography; or
 - b. The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or
 - c. There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or
 - d. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the Ordinance.
2. An exception may be granted from the requirements of this Ordinance regarding tree preservation. The factors to be taken into consideration include the following:
 - a. The ease with which the applicant can alter or revise the proposed development or improvement to accommodate existing trees.
 - b. The economic hardship that would be imposed upon the applicant were the exception denied.

- c. The heightened desirability of preserving tree cover in densely developed or densely populated areas.
 - d. The need for visual screening in transitional zones or relief from glare, blight, commercial or industrial ugliness or any other visual affront.
 - e. Whether the continued presence of the tree or trees is likely to cause danger to a person or property.
 - f. Whether the topography of the area in which the tree is located is such a nature to be damaging or injurious to trees.
 - g. Whether the removal of trees is for the purpose of thinning a heavily wooded area where some trees will remain.
 - h. Whether tree removal would have an adverse impact upon existing biological and ecological systems.
 - i. Whether tree removal would affect noise pollution by increasing source noise levels to such a degree that a public nuisance may be anticipated or a violation of the noise control ordinance will occur.
- C. *Limitations.* In no case shall an exception be granted from the conditions of approval imposed on a property through a zoning change granted by the City Council, nor may a minimum lot size required by a zoning district be reduced, nor may any use of land or buildings or structures be granted that will result in an increase in housing units or non-residential building density or is not permitted by the zoning district that is applicable to the property.

SECTION 4.5 APPEALS¹

4.5.1 Initiation.

- A. All requests for relief from the imposition of the regulations and requirements of this Ordinance on a property or development activity, or from an interpretation of the meaning of words or the boundaries of zoning districts, or from an administrative decision of the Director, shall be taken as an appeal to the Board of Appeals, except as otherwise provided in this Section.
- B. Appeals to the Board of Appeals may be initiated by any person aggrieved or by an officer, department, board or bureau of the City. Such appeal shall be initiated within 15 days of the action or decision appealed from by filing with the Director notice of said appeal specifying the grounds thereof. The Director shall transmit to the Board of Appeals any papers constituting the record of the action or decision from which the appeal was taken.
- C. An appeal stays all legal proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is made certifies to the Board of Appeals, after the notice of appeal shall have been filed with them, that by reason of facts stated in the certificate a stay would, in the Director's opinion, cause imminent peril to life and property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by a court of competent jurisdiction.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)

4.5.2 Public hearing process.

- A. Public Notice.
 - 1. *Notification to the General Public.*
 - a. At least thirty (30) days but not more than forty-five (45) days prior to each public hearing, notice shall be published in a newspaper of general circulation within the City. The Director shall prepare such notice, which shall state the time, place and purpose of the hearing. Additionally, notice of the public hearing shall be sent to the owner of the property that is the subject of the proposed action at least thirty (30) days prior to the hearing date by regular mail.
 - b. If a request for a variance is to be heard at the hearing, then the notice shall, in addition to the above requirements, include the proposed code provisions requested to be modified. Each section of this Code requested to be varied shall be separately identified in all required notices.
 - c. If an appeal of an administrative decision is to be heard at the hearing, then the notice shall, in addition to the above requirements, include a summary of the purpose of the appeal.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)

4.5.3 Public hearing.

- A. The Director shall submit the appeal to the Board of Appeals, together with any Staff Report. The Board of Appeals shall review and take action upon each appeal after holding a public hearing. In making a decision on

¹Ord. No. 859 , § 1(Exh. A), adopted June 26, 2023, deleted § 4.5 in its entirety and enacted a new § 4.5 as set out herein. Former § 4.5 pertained to similar subject matter and derived from Ord. No. 751 , § 2, adopted October 16, 2017.

the appeal, the Board of Appeals shall follow the standards set forth under this Section. No member of the Board of Appeals shall rule on a matter in which he or she has a financial interest, directly or indirectly.

- B. In taking on an appeal, the Board of Appeals by majority of those voting may approve, approve with conditions, or deny the appeal, or the Board of Appeals may table the matter for consideration at its next regular meeting.
- C. The following procedures shall govern public hearings for purposes of considering applications as specified in this Section.
 - 1. Presiding officer. The public hearing shall be conducted by the presiding officer.
 - 2. Requirements for speakers. Persons wishing to speak in support (including the applicants and designated representative) or opposition to any application shall provide their name and address on the specified form to City staff prior to speaking at the public hearing. In addition, each person shall be required to disclose any campaign contributions/gifts equal to or greater than \$100 given to any City elected official within two (2) years of the public hearing date.
 - 3. Time limits. Speakers at the public hearing shall be allowed not less than ten (10) minutes per side, provided, however, that the presiding officer may at his or her discretion elect to extend this time period equally to proponents and opponents.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)

4.5.4 Hardship variances.

- A. *General.*
 - 1. Relief from the application of the provisions of this Ordinance may be granted by the board of Appeals upon a finding that compliance with such provision will result in a hardship to the property or owner that is substantially unwarranted by the protection of the public health, safety or general welfare and the need for consistency among all properties similarly zoned.
 - 2. Such relief may be granted only to the extent necessary to alleviate such unnecessary hardship and not as a convenience to the applicant nor to gain any advantage or interest over similarly zoned properties.
- B. *Standards for Approval.* A hardship variance may be granted in whole or in part, or with conditions, in such individual case of unnecessary hardship upon a finding by the Board of Appeals that:
 - 1. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography; or
 - 2. The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or
 - 3. There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned.
- C. *Limitation.* In no case shall a hardship variance be granted from the conditions of approval imposed on a property through a zoning change granted by the City Council, nor may any use of land or buildings or structures be granted that is not permitted by the zoning district that is applicable to the property.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)

4.5.5 Exceptions.

- A. *General.*

-
1. An exception requested as part of a rezoning or conditional use application shall be heard by the Planning Commission and decided by the City Council as part of the public hearing process related to the rezoning or conditional use application. All other exceptions (which do not exceed 50% of the stipulated requirement) shall be heard and acted upon by the Board of Appeals, unless approved administratively by the Director as provided herein. Exceptions which exceed 50% of the stipulated requirement shall be heard and acted upon by the City Council.
 2. Exceptions shall be limited to relief from the following requirements of this Ordinance:
 - a. Minimum building setbacks;
 - b. Maximum building height;
 - c. Buffers and screening;
 - d. Signage in accordance with a coordinated signage plan;
 - e. Minimum street frontage;
 - f. Parking and loading requirements;
 - g. Tree preservation;
 - h. Signage height and copy area; and
 - i. Minimum street frontage; Regulations pertaining to uses customarily accessory to dwellings located in residential zoning districts (See Section 2.3.3(C));
 - j. Minimum building size;
 - k. Maximum impervious area

B. *Standards for Approval.*

1. An exception may be granted upon a finding that:
 - a. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of size, shape or topography; or
 - b. The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or
 - c. There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or
 - d. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the Ordinance.
2. An exception may be granted from the requirements of this Ordinance regarding tree preservation. The factors to be taken into consideration include the following:
 - a. The ease with which the applicant can alter or revise the proposed development or improvement to accommodate existing trees.
 - b. The economic hardship that would be imposed upon the applicant were the exception denied.
 - c. The heightened desirability of preserving tree cover in densely developed or densely populated areas.
 - d. The need for visual screening in transitional zones or relief from glare, blight, commercial or industrial ugliness or any other visual affront.

-
- e. Whether the continued presence of the tree or trees is likely to cause danger to a person or property.
 - f. Whether the topography of the area in which the tree is located is such a nature to be damaging or injurious to trees.
 - g. Whether the removal of trees is for the purpose of thinning a heavily wooded area where some trees will remain.
 - h. Whether tree removal would have an adverse impact upon existing biological and ecological systems.
 - i. Whether tree removal would affect noise pollution by increasing source noise levels to such a degree that a public nuisance may be anticipated or a violation of the noise control ordinance will occur.
- C. *Limitations.* In no case shall an exception be granted from the conditions of approval imposed on a property through a zoning change granted by the City Council, nor may a minimum lot size required by a zoning district be reduced, nor may any use of land or buildings or structures be granted that will result in an increase in housing units or non-residential building density or is not permitted by the zoning district that is applicable to the property.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)

4.5.6 Interpretations.

- A. The Board of Appeals, upon appeal of an aggrieved party or at the request of the Director, shall interpret the use of words or phrases within the context of the intent of this Ordinance, the boundaries of the various zoning districts where uncertainty exists, and such other provisions of this Ordinance as may require clarification or extension. The Board of Appeals shall also hear and decide appeals from any order, determination, decision or other action by the Director where a misinterpretation of the requirements or other provisions of this Ordinance is alleged, except for appeals of administrative decisions denying design approval of signs reviewed by the Director for compliance with the design standards set forth in the Design Review Board Ordinance.
- B. An interpretation by the Board of Appeals shall be final, unless an appeal of their action is taken to Superior Court within 30 days of the Board's action.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)

4.5.7 Appeals of Administrative Variance Decisions.

Any administrative variance decision or administrative exception decision made pursuant to Section 5.1 may be appealed in accord with the procedures set forth in Sections 4.5.2 and 4.5.3.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)



STAFF REPORT

Department: City Clerk
Submitted By: Lauren Shapiro
Meeting Date: June 3, 2024

AGENDA ITEM:

Alcoholic Beverage License Applications

Consideration of approval of the following alcoholic beverage license applications:

PH-24-AB-09 Windward Hotel, LLC d/b/a Doubletree Atlanta - Alpharetta

2925 Jordan Court, Alpharetta, GA 30005

Change in Ownership

Hotel

Consumption on Premises

Specialty Gift Shop

Distilled Spirits, Beer, Wine & Sunday Sales

Owner: Windward Hotel, LLC

Registered Agent: Michael Sard

PH-24-AB-10 Ramen N Sushi, Inc. d/b/a Lanzhou Ramen N Sushi

1055 Mansell Road #200, Roswell, GA 30076

Restaurant

Consumption on Premises

Beer, Wine & Sunday Sales

Owner: Ramen N Sushi, Inc.

Registered Agent: Qian Zheng

STAFF RECOMMENDATION:

Approve the following alcoholic beverage license applications as part of the Consent Agenda:

1. PH-24-AB-09 Windward Hotel, LLC d/b/a Doubletree Atlanta - Alpharetta, 2925 Jordan Court, Alpharetta, GA 30005
2. PH-24-AB-10 Ramen N Sushi, Inc. d/b/a Lanzhou Ramen N Sushi, 1055 Mansell Road #200, Roswell, GA 30076

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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EXTERNAL FUNDING SOURCES:

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

The above referenced Alcoholic Beverage License Applications were heard and considered during a virtual Alcohol License Public Hearing on May 24, 2024. There were no public comments during the hearing. At the conclusion

of the hearing, City Clerk Lauren Shapiro, recommended approval and forwarded the above referenced applications to City Council for final approval.

ALTERNATIVES:

Do not approve the license applications

ATTACHMENTS:

1. Alcohol License Public Hearing Minutes 5-24-2024



ALCOHOL LICENSE PUBLIC HEARING MAY 24, 2024

ALPHARETTA CITY CLERK'S OFFICE
VIRTUAL MEETING VIA ZOOM

CITY CLERK: LSHAPIRO@ALPHARETTA.GA.US
ASSISTANT CITY CLERK: KVANHORN@ALPHARETTA.GA.US

9:00 AM

I. VIRTUAL MEETING ZOOM LINK

The City of Alpharetta's Alcohol License Public Hearings are a virtual meeting via Zoom. The meeting begins at 9:00 a.m. on the day of the scheduled hearing. To join the meeting, please click on this link: <https://zoom.us>

Zoom Meeting ID: 813 5277 7695

II. CALL TO ORDER

- City Clerk Lauren Shapiro called the meeting to order at 9:03 a.m.

III. ROLL CALL

- Lauren Shapiro, City Clerk
- Kiersten VanHorn, Assistant City Clerk
- Jacob O'Donnell, Code Enforcement Supervisor
- Haley Loving, Consultant for Windward Hotel, LLC
- Ozkan Cagdas, General Manager for the Doubletree Atlanta Alpharetta
- Qian Zheng, owner of Lanzhou Ramen N Sushi

IV. PUBLIC HEARING

A. PH-24-AB-09 Windward Hotel, LLC d/b/a Doubletree Atlanta-Alpharetta
2925 Jordan Court
Alpharetta, GA 30005

Change in Ownership
Hotel
Consumption on Premises
Specialty Gift Shop
Distilled Spirits, Beer, Wine & Sunday Sales

Owner: Windward Hotel, LLC
Registered Agent: Michael Sard

- Haley Loving, consultant for the applicant and residing at 12700 Hillcrest Rd. 220, Dallas, TX 75230, was on the call. Mr. Ozkan Cagdas, General Manager for the hotel, was also on the call.
- Ms. Loving stated the management company (who held the previous alcohol license) has left and now the current owners are requesting a license. The change became effective March 1, 2024.
- Mr. Cagdas stated there are no staffing changes.

- Mr. Cagdas stated alcohol will be available at the lobby area bar.
- Ms. Shapiro asked to make sure that anyone selling and serving alcohol are required to have a pouring permit.
- Officer O'Donnell confirmed that City staff has reviewed the application and that it meets all the City's requirements for an alcohol license. Ms. Shapiro recommended the application be approved and advised the applicant that a representative will need to appear in person at the Alpharetta City Council meeting on Monday, June 3, 2024, at 6:30 pm in case Mayor or Council have any questions.

B. PH-24-AB-10 Ramen N Sushi, Inc. d/b/a Lanzhou Ramen N Sushi
1055 Mansell Road #200
Roswell, GA 30076

Restaurant
Consumption on Premises
Beer, Wine & Sunday Sales

Owner: Ramen N Sushi, Inc.
Registered Agent: Qian Zheng

- Qian Zheng, owner at 1055 Mansell Road #200, Roswell, GA 30076, was on the call.
- Mr. Zheng stated this is a dine-in ramen and sushi restaurant with table service.
- Mr. Zheng stated there will be approximately 6 employees. Employees selling and serving alcohol, including himself, will have their pouring permits.
- Mr. Zheng stated employees will be trained to ask anyone purchasing alcohol to provide ID.
- Mr. Zheng stated they plan to open in August 2024. Ms. Shapiro reminded the applicant if for some reason they do not open within 6 months of license approval, to contact our office.
- Officer O'Donnell confirmed that City staff has reviewed the application and that it meets all the City's requirements for an alcohol license. Ms. Shapiro recommended the application be approved and advised the applicant that a representative will need to appear in person at the Alpharetta City Council meeting on Monday, June 3, 2024, at 6:30 pm in case Mayor or Council have any questions.

V. PUBLIC COMMENT

- There were no public comments.

VI. ADJOURNMENT

- City Clerk Lauren Shapiro adjourned the hearing at 9:14 a.m.

Respectfully submitted,

Kiersten VanHorn

Kiersten VanHorn, Assistant City Clerk



PERIMETER SURVEYING CO., INC.

**Kenneth L. Nutt**

GA. R.L.S. # 002104, COA# LSF001223

1065 SANDTOWN ROAD, SW.

MARIETTA, GEORGIA 30008

P: (770) 425-6824 | F: (770) 425-6768

kennecoper@aol.com

Boundary Surveys, Topographic Surveys, GPS Surveys, Construction Staking, Subdivision Design,
ALTA/NSPS, Alcohol Beverage Licenses, Elevation Certificate and Construction Supervision

CITY OF ALPHARETTA

REPORT FOR SURVEY FOR
ALCOHOLIC BEVERAGE LICENSE

TO: Alcoholic Beverage Permitting - Department of Community Development

DATE: 10/20/2021

APPLICANT: HVM - ALPHARETTA, LLC

TRADE NAME: DOUBLETREE BY HILTON HOTEL ATLANTA - ALPHARETTA

ADDRESS: 2925 JORDAN COURT

CITY: ALPHARETTA

STATE: GA



ZIP: 30004

The undersigned has examined the subject location and has made measurements to determine the compliance or noncompliance with distance requirement of the Code Of The City Of Alpharetta, Georgia, as follows:

1. 169.5' +/- feet to the NEAREST
(private) residence located at 2856 ASHLEIGH LANE (Exempt-Commercial District)

2. N/A feet to the NEAREST
(regular) school bus stop as designated by the Fulton County Board of Education** where five (5) or more children board the bus and which is located at NONE FOUND WITHIN 200'

** This information can be obtained by faxing your request to "North Transportation: Fulton Board of Education" at 470-254-2978. List type of application applied for, name of company, owner of company, street address, your phone number, and name and information requested.

Distance requirements are defined in Section 4-17 and Section 4-398 of the Code of the City of Alpharetta.

3. 3.168 +/- feet to the NEAREST
(church or other place used primarily for religious service) located at 390 Cumming Street, Suite B - Hanuman Mandir INC

4. 25,344 +/- feet to the NEAREST
(public library or branch thereof) located at 855 MAYFIELD ROAD - THE MILTON LIBRARY

5. 2,640 +/- feet to the NEAREST
(school ground or college campus) located at 405 CUMMING STREET - MANNING OAKS ELEMENTARY SCHOOL

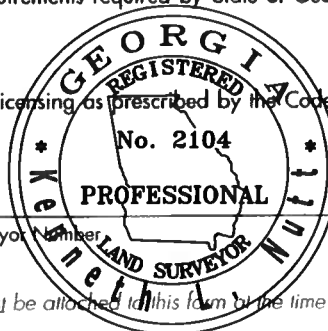
6. 5,808 +/- feet to the NEAREST
(portion of public park habitually used for recreational purposes) located at 12825 COGBURN ROAD - COGBURN ROAD PARK

Distance requirements are defined in Section 4-17 and Section 4-398 of the Code of the City of Alpharetta. Please review these sections of the City Code prior to executing this document below. Any distance requirements required by State of Georgia law, such as the minimum distance between package stores, must also be shown on the survey.

In my opinion, the premises indicated above meets the distance requirements for licensing as prescribed by the Code of the City of Alpharetta, Georgia.

Signature of Georgia Registered Land Surveyor

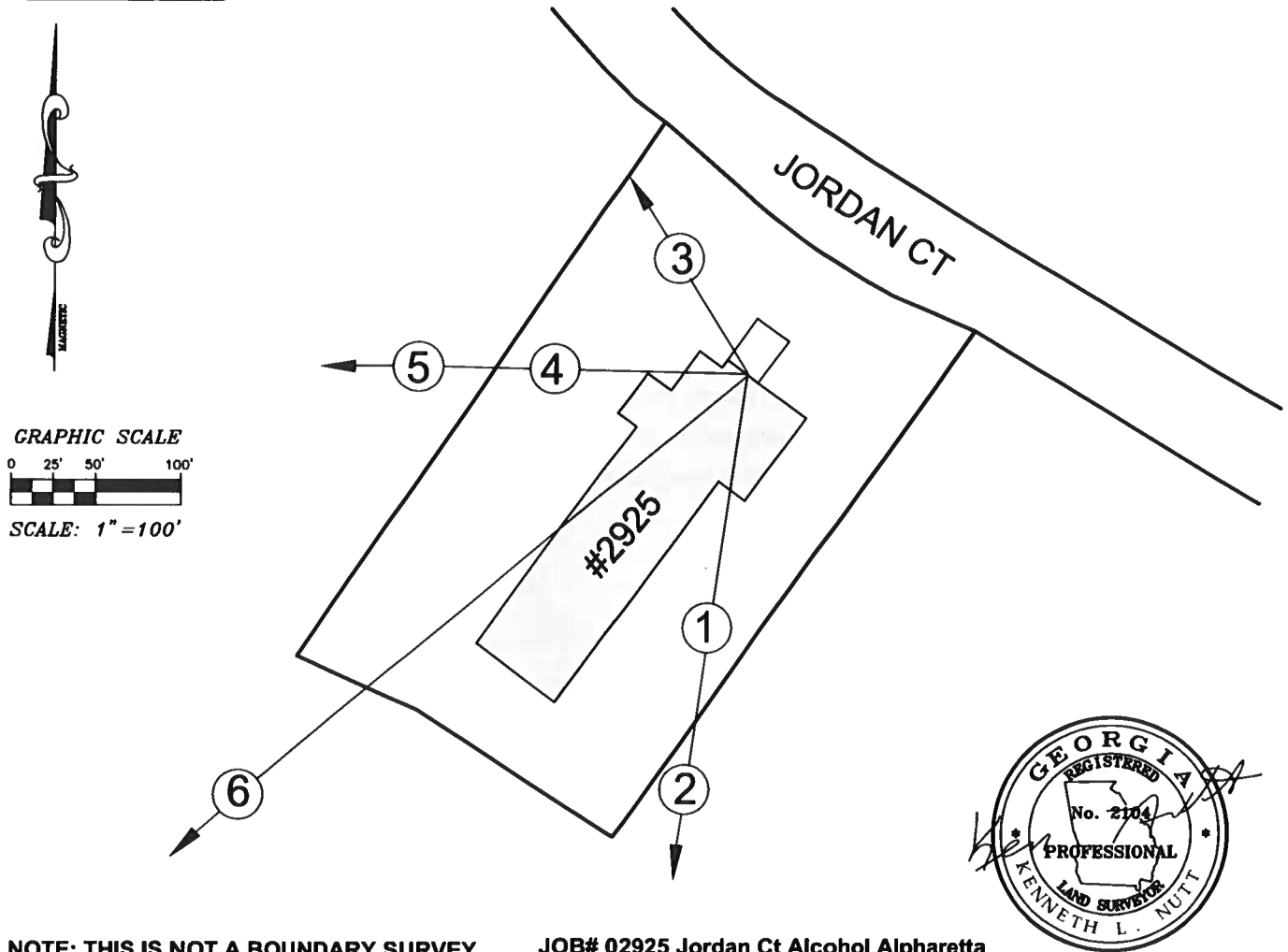
Surveyor Number



NOTE: A survey showing the distance to the use described above must be attached to this form at the time of submittal.

The following distances were measured in accordance with regulations specified in the current City of Alpharetta ordinance in linear feet from the front door of the structures from which alcoholic beverages are sold or offered for sale in a straight line to the nearest public sidewalk, walkway, street, road, or highway by the nearest route to the front door of the building or to the nearest portion of the ground, whichever is applicable. The distance to the private residence as measured by straight line from the closest point of the property line of the proposed site where alcoholic beverages are sold to the nearest point of the residential building.

- 1.) Nearest Church: 3,168' +/- to Hanuman Mandir INC @ 390 Cumming St Ste B
- 2.) Nearest School: 2,640' +/- to Manning Oaks Elementary @ 405 Cumming St
- 3.) Nearest Park: 5,808' +/- to Cogburn Road Park @ 12825 Cogburn Rd
- 4.) Nearest Library: 25,344' +/- to Milton Library @ 855 Mayfield Rd
- 5.) Nearest Residence: 169.5' +/- to 2856 Ashleigh Ln (Exempt-Commercial District)
- 6.) Nearest Hospital: 25,344' +/- to Wellstar North Fulton Hospital @ 3000 Hospital Boulevard, Roswell
- 7.) Nearest Bus Stop: None found within 200'



NOTE: THIS IS NOT A BOUNDARY SURVEY

JOB# 02925 Jordan Ct Alcohol Alpharetta

PARCEL ID: 22 528011850215
2925 Jordan Ct
Land Lot 1185 & 1120, 2st District, 2nd Section
City of Alpharetta, Fulton County
Georgia, 30004

Alcohol Permit Exhibit for:

HVM – ALPHARETTA, LLC
d/b/a
Doubletree by Hilton Hotel Atlanta – Alpharetta



Perimeter Surveying Co., Inc.
All Your Surveying Needs!
1065 Sandtown Road, SW, Marietta GA, 30008
Phone: (770) 425-6824 | Fax: (770) 425-6768 | kencoper@aol.com
Kenneth L. Nutt G.S. R.L.S. #2104, COM LSF001223

Party Chief: KN
Date Surveyed: 10/20/2021
Date Drawn: 10/21/2021

Computed by: JF
Drawn by: JF
Checked by: KN

REFERENCES

Plat Bk: Pg.
Deed Bk. 26142 Pg. 001



CITY OF ALPHARETTA

REPORT FOR SURVEY FOR ALCOHOLIC BEVERAGE LICENSE

TO: Alcoholic Beverage Permitting - Department of Community Development

DATE: April 17, 2024

APPLICANT: QIAN C ZHENG

TRADE NAME: RAMEN N SUSHI INC

ADDRESS: 1055 MANSELL ROAD SUITE 200 CITY: ROSWELL STATE: GA ZIP: 30076

The undersigned has examined the subject location and has made measurements to determine the compliance or noncompliance with distance requirement of the Code Of The City Of Alpharetta, Georgia, as follows:

1. 790 feet to the TOWNHOUSE
(private) residence located at 1136 OLD ROSWELL ROAD
2. 1010 feet to the STOP
(regular) school bus stop as designated by the Fulton County Board of Education** where five (5) or more children board the bus and which is located at 1138 OLD ROSWELL ROAD

** This information can be obtained by faxing your request to "North Transportation: Fulton Board of Education" at 470-254-2978. List type of application applied for, name of company, owner of company, street address, your phone number, and name and information requested.

Distance requirements are defined in [Section 4-17](#) and [Section 4-398](#) of the Code of the City of Alpharetta.

3. 1365 feet to the ST. DAVIDS EPISCOPAL CHURCH
(church or other place used primarily for religious service) located at 1015 OLD ROSWELL ROAD
4. 10290 feet to the ROSWELL LIBRARY
(public library or branch thereof) located at 115 NORCROSS STREET
5. 1782 feet to the MIMOSA ELEMENTARY SCHOOL
(school ground or college campus) located at 1550 WARSAW ROAD
6. 7045 feet to the HEMBREE PARK
(portion of public park habitually used for recreational purposes) located at 850 HEMBREE ROAD

Distance requirements are defined in [Section 4-17](#) and [Section 4-398](#) of the Code of the City of Alpharetta. Please review these sections of the City Code prior to executing this document below. Any distance requirements required by State of Georgia law, such as the minimum distance between package stores, must also be shown on the survey.

In my opinion, the premises indicated above meets the distance requirements for licensing as prescribed by the Code of the City of Alpharetta, Georgia.

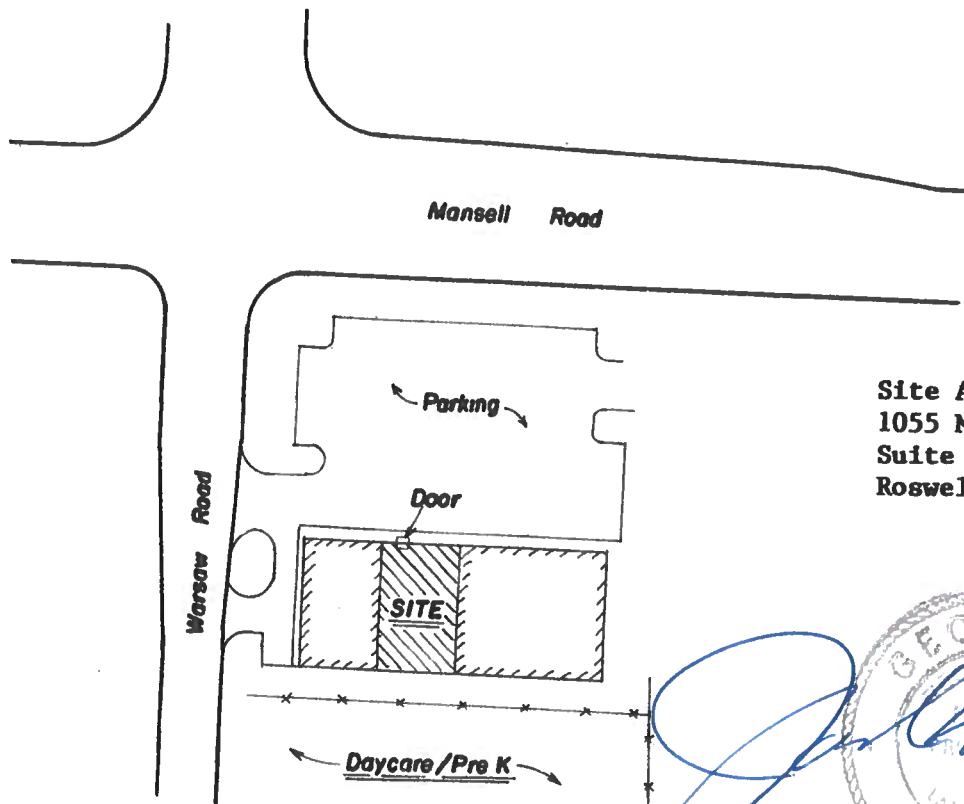
Signature of Georgia Registered Land Surveyor

Surveyor Number

1751

NOTE: A survey showing the distance to the use described above must be attached to this form at the time of submittal.

MAGNETIC NORTH



Site Address-
1055 Mansell Road
Suite 200
Roswell, Georgia 30076

The following distances were measured in a straight line, per City of Alpharetta code:

- CHURCH- 1365' to St Davids Episcopal Church, @ 1015 Old Roswell Road.
- SCHOOL- 1782' to Mimosa Elementary School, @ 1550 Warsaw Road.
18' to Easterseals Child Development, @ 80 Mansell Court. (daycare and pre-K)
- LIBRARY- 10290' to Roswell Library, @ 115 Norcross Street.
- PARK- 7045' to Hembree Park, @ 850 Hembree Road.
- RESIDENCE- 790' to townhouse @ 1136 Old Roswell Road.
- SCHOOL BUS STOP- 1010' to stop @ 1138 Old Roswell Road.

City of Roswell Alcoholic Beverage Consumption on the Premises License
Survey for:

Ramen N Sushi Inc.

DATE: 4/17/2024	SCALE: 1" = 100'	0 50 100 200
DRAWN BY: GD	GRAPHIC SCALE IN FEET	
LAND LOT 543	1st DISTRICT	2nd SECTION
FULTON	COUNTY	GEORGIA
GEORGIA LAND SURVEYING CO. 155 CLIFTWOOD DRIVE, ATLANTA, GA 30328 PHONE (404)255-4671 FAX (404)255-6607 WWW.GEORGIALANDSURVEYING.COM		



STAFF REPORT

Department: Community & Economic Development

Submitted By: Charlotte Christian

Meeting Date: June 3, 2024

AGENDA ITEM:

Conflict Waiver: Development Authority and the City of Alpharetta for Tech Alpharetta Funding

Consideration of approval of a Conflict Waiver regarding Jarrard & Davis, LLP joint representation of the City of Alpharetta and the Development Authority of Alpharetta related to an arrangement for the partial funding of Tech Alpharetta and authorize the Mayor to execute all documents.

STAFF RECOMMENDATION:

Approve a Conflict Waiver regarding Jarrard & Davis, LLP joint representation of the City of Alpharetta and the Development Authority of Alpharetta related to an arrangement for the partial funding of Tech Alpharetta.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

ITEM DESCRIPTION:

Jarrard and Davis is the counsel of record for both the City of Alpharetta and Development Authority of Alpharetta and would represent both parties in conjunction for an arrangement for the partial funding of Tech Alpharetta. Out of an abundance of caution, it is recommended that the parties execute conflict waivers acknowledging and agreeing Jarrard and Davis's representation of the parties.

ATTACHMENTS:

1. 2024-05-22 Conflict Wavier Alph and Dev Auth Tech Alpharetta Funding IGA

**CONFLICT WAIVER REGARDING JARRARD & DAVIS, LLP’S JOINT
REPRESENTATION OF THE CITY OF ALPHARETTA AND THE DEVELOPMENT
AUTHORITY OF ALPHARETTA RELATED TO A FUNDING ARRANGEMENT FOR
TECH ALPHARETTA**

WHEREAS, the City of Alpharetta, Georgia (the “**City**”) is a municipal corporation of the State of Georgia; and

WHEREAS, the Development Authority of Alpharetta (“the **Development Authority**”) is a public body corporate of the State of Georgia; and

WHEREAS, both the City and the Development Authority may collectively be referred to hereinafter as the “**Parties**,” and

WHEREAS, the City is and has been represented by the law firm of Jarrard & Davis, LLP in the capacity of general legal counsel as the City Attorney; and

WHEREAS, the Development Authority is and has been represented by the law firm of Jarrard & Davis LLP in the capacity of general legal counsel; and

WHEREAS, the City and the Development Authority are presently considering a funding arrangement for Tech Alpharetta, Inc., a Georgia nonprofit corporation (“**Tech Alpharetta**”); and

WHEREAS, Jarrard & Davis, LLP proposes to represent the City and the Development Authority with respect to the Tech Alpharetta funding arrangement; and

WHEREAS, the Parties recognize that Jarrard & Davis, LLP’s representation of both Parties regarding the funding arrangement is a waivable conflict of interest; and

WHEREAS, the governing bodies of the Parties have considered this issue, have been informed of the potential for conflicts or competing interests between the Parties and risks associated with the same; and

WHEREAS, the law firm of Jarrard & Davis, LLP seeks the informed consent of both

Parties to undertake joint representation of the City and the Development Authority for the following reasons:

- The interests of the City and the Development Authority are aligned;
- There is a low probability that an actual conflict will arise; and
- If an actual conflict occurred where independent and zealous representation could not be provided, withdrawal would occur.

NOW THEREFORE, in light of the above, the governing bodies of the City and the Development Authority do hereby approve the joint representation of the City and the Development Authority and correspondingly waive any apparent or potential conflict of interest arising from or attributable to the representation of the City and the Development Authority by the law firm of Jarrad & Davis, LLP related to the Tech Alpharetta funding arrangement.

This _____ day of _____, 2024.

CITY OF ALPHARETTA, GEORGIA, by and
through its City Council

BY:

Jim Gilvin, Mayor

**DEVELOPMENT AUTHORITY OF
ALPHARETTA**, by and through its Board of
Directors

BY:

Jack Nugent, Chairman



STAFF REPORT

Department: Legal
Submitted By: Lauren Shapiro
Meeting Date: June 3, 2024

AGENDA ITEM:

Conflict Waiver: City of Milton and City of Alpharetta for EMS Services Agreement

Consideration of approval of a Waiver of Conflict between the City of Milton and the City of Alpharetta, Georgia for the purposes of entering into a Service Level Agreement with EMS Ventures, Inc, D/B/A American Medical Response for EMS Services and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve a Waiver of Conflict between the City of Milton and the City of Alpharetta, Georgia for the purposes of entering into a Service Level Agreement with EMS Ventures, Inc, D/B/A American Medical Response for EMS Services and with authorization for the Mayor to execute all necessary documents.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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EXTERNAL FUNDING SOURCES:

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

Over the past several months, the City of Alpharetta has been negotiating with an EMS Services Provider. Now, the City of Alpharetta and the City of Milton are both interested in preparing and approving a Service Level Agreement between Milton, Alpharetta, the City of Johns Creek, the City of Roswell, the City of Sandy Springs (collectively the "Cities"), and EMS Ventures, Inc. D/B/A American Medical Response for the provision of enhancing and sustaining EMS service levels within the city limits of each of the Cities.

If approved, this conflict waiver will allow Jarrard and Davis to continue to represent the City of Alpharetta, while also representing the City of Milton, as it relates to the Service Level Agreement for EMS services.

ALTERNATIVES:

Do not approve the Waiver of Conflict and retain outside legal counsel.

ATTACHMENTS:

1. Conflict Waiver for AMR Agreement

WAIVER OF CONFLICT

WHEREAS, THE CITY OF MILTON (“Milton”) is a municipal corporation of the State of Georgia; and

WHEREAS, THE CITY OF ALPHARETTA (“Alpharetta”) is a municipal corporation of the State of Georgia; and

WHEREAS, both Milton and Alpharetta may collectively be referred to hereinafter as the “Parties;” and

WHEREAS, Milton is and has been represented by the law firm of Jarrard & Davis, LLP, in the capacity of general legal counsel as Milton’s City Attorney; and

WHEREAS, Alpharetta is and has been represented by the law firm of Jarrard & Davis, LLP, in the capacity of general legal counsel as Alpharetta’s City Attorney; and

WHEREAS, Milton and Alpharetta have an interest in preparing and approving a Service Level Agreement between Milton, Alpharetta, the City of Johns Creek, the City of Roswell, the City of Sandy Springs (collectively the “Cities”), and EMS Ventures, Inc. D/B/A American Medical Response for the provision of enhancing and sustaining EMS service levels within the city limits of each of the Cities (the “AMR Agreement”); and

WHEREAS, Milton and Alpharetta recognize that Jarrard & Davis, LLP’s representation of both Parties regarding the AMR Agreement is a waivable conflict of interest; and

WHEREAS, the governing bodies of the Parties have considered this issue, have been informed of the potential for conflicts or competing interests between the Parties and risks associated with the same; and

WHEREAS, the law firm of Jarrard & Davis, LLP will continue to represent both Parties

while protecting both Parties' best interests, in connection with the AMR Agreement.

NOW THEREFORE, in light of the above, the governing bodies of Milton and Alpharetta, having considered this issue, do hereby resolve as follows:

1. Milton and Alpharetta acknowledge Jarrard & Davis, LLP's disclosure of this potential conflict.
2. Milton and Alpharetta further acknowledge Jarrard & Davis, LLP's disclosure of this potential conflict at an open meeting.
3. Milton and Alpharetta have been provided an adequate opportunity to consult with independent legal counsel regarding the ramifications of this conflict waiver; and all and any questions by either government have been addressed to the satisfaction of each.
4. Milton and Alpharetta affirmatively waive any actual, potential, or apparent conflict of interest arising from or attributable to Jarrard & Davis, LLP's representation of the Parties with respect to the AMR Agreement.

(signature page follows)

Effective between the Parties this _____ day of _____, 2024.

CITY OF MILTON, GEORGIA, by and
through its City Council

By: _____
Mayor

ATTEST:

By: _____
City Clerk

[AFFIX SEAL]

CITY OF ALPHARETTA, GEORGIA,
by and through its City Council

By: _____
Mayor

ATTEST:

By: _____
City Clerk

[AFFIX SEAL]



STAFF REPORT

Department: Council
Submitted By: Chris Lagerbloom
Meeting Date: June 3, 2024

AGENDA ITEM:

City Council Meeting Agenda Item Policy

Discussion and review of the City Council policy for adding items to City Council Meeting agendas.

STAFF RECOMMENDATION:

This is a discussion of the Mayor and City Council on how items are scheduled for a public meeting. Seeking direction only.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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EXTERNAL FUNDING SOURCES:

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

The topic of how items are placed on the meeting agendas of the Mayor and City Council has been a topic of recent discussion. There has been a practice of allowing two City Council members, in concert with each other, to add items to the agenda for consideration and possible vote. The City Attorney has issued an opinion. The opinion is not published as it is a privileged work document.

We are seeking direction from the City Council on what their policy is regarding this and will seek authorization to bring back rules and procedures for future consideration.

ALTERNATIVES:

This is seeking direction only. There are no alternatives.

ATTACHMENTS:



CITY COUNCIL STAFF REPORT

Department: Community Development

Submitted By: Kathi Cook

Prepared By: Michael Woodman

Meeting Date: June 3, 2024

AGENDA ITEM: V-24-17 265 DANIA DRIVE SETBACK VARIANCE

The applicant, Shawn Shakib, is requesting consideration of a variance to reduce the side setback on the south side of the property to allow for a tear down and re-build of a new single-family detached home. The request would reduce the side setback from 25' to 8.5'. The property is located at 265 Dania Drive in the Dania Hills subdivision.

STAFF RECOMMENDATION:

Approve V-24-17 265 Dania Drive Setback Variance, subject to the following conditions:

1. Site layout shall be permitted as depicted on the site plan prepared by KRA, dated 2/23/24, and with an 8.5' side setback on the south side of the property.
2. Tree #BO1 (38" Southern Red Oak) shall be saved and encroachment into the CRZ shall not exceed 20%, as approved by Staff.
3. Per mutual agreement, driveway width shall be limited to no more than 12' wide, not including the portion of the driveway directly in front of the garage. The driveway shall maintain an 8' setback from the northern side property line, except for that portion directly in front of the garage which shall have no setback from the northern side property line. The driveway shall have a flare and 17' radius beginning 8.5' from the beginning of the front of the garage.
4. Per mutual agreement, developer shall plant a row of evergreen trees and shrubs between the driveway and the northern property line, as well as along the southern property line and beginning at the 100' front setback line to the western boundary of garage in order to provide a screen, as approved by Staff.

ITEM DESCRIPTION:

The submitted request, if approved, would reduce the side setback on the south side of the property to allow for a tear down and re-build of a new single-family detached home. The request would reduce the side setback from 25' to 8.5'. The subject property is located at 265 Dania Drive in the Dania Hills subdivision.

The 1.02-acre property is zoned AG (Agriculture) and developed with a one story, 1,301 square foot single-family detached home with a well and septic tank at the rear of the property. Surrounding properties are zoned AG to the north, south, and west and are located in the Dania Hills subdivision. Properties to the east are zoned R-15 (Dwelling, 'For-Sale' Residential) and are located in the Mayfield Place subdivision.

The average home size in the Dania Hills subdivision is approximately 2,562 square feet. Approximately half of the properties in Dania Hills have a street-facing garage or carport with all other properties having a side- or rear-loaded garage. Homes in the subdivision consist primarily of one (1) and two (2) story homes with most on basements.

Unified Development Code (UDC) Subsection 2.2.1(D) District Regulations identifies the AG side yard setback as twenty-five feet (25'). The AG zoning district requires a minimum lot size of five (5) acres, of which the lots in the Dania Hills subdivision were platted as one (1) acre lots, on average. The applicant proposes an 8.5' side setback on the south side of the property to accommodate an approximately 4,800 square foot single family detached home with a rear-loaded garage.

The applicant initially requested a 50% reduction of the front and side setbacks to save a specimen tree (52" Southern Red Oak) at the rear of the existing home. However, the applicant withdrew the request after a petition was submitted by neighborhood residents opposing that variance request. The applicant amended the request to reduce the side setback on the south side of the property from 25' to 12.5'. That request was denied by the Board of Zoning Appeals (BZA) on November 16, 2023. A new request to reduce the side setback on the south side of the property from 25' to 12.5' was submitted and ultimately approved by BZA on April 18, 2024. The applicant had reached an agreement with neighboring and nearby property owners to support the request subject to the conditions recommended in this report. In addition, the applicant agreed to request a further reduction to the south side setback to 8.5', shifting the home four feet (4') further to the south.

Staff measured existing side setbacks throughout the Dania Hills subdivision and found that approximately 71% of the lots have a non-conforming side setback less than 25'. In addition, the subject property has an existing side setback on the north side of the property of approximately fifteen feet (15'), which is non-conforming.

Additionally, the table below provides examples of variances approved to reduce building setbacks in the Dania Hills subdivision. Moreover, similar new home construction activities have been permitted on other lots in the subdivision (see Building Permits table below).

Approved Variances

Address	Case Number	Variance Request Description
265 Dania Drive (applicant's property)	V-24-09	Side (south) setback reduction from 25' to 12.5'
195 Dania Drive	AV230005	Install retaining wall on property line
260 & 270 Dania Drive	AV220028	Front setback reduction from 100' to 80'

Building Permits

Address	Type of Construction	Date	Pre-permit total area w/basement	Post-permit total area w/basement
260 Dania Drive	New build - detached	6/19/23	Undeveloped	5,255 SF
270 Dania Drive	New build - detached	6/19/23	1,925 SF	5,130 SF
195 Danial Drive	New build - detached	9/15/21	1,962 SF	5,674 SF

VARIANCE REVIEW CRITERIA

The City of Alpharetta Unified Development Code Article IV, Section 4.5.3 outlines the criteria set forth for granting a hardship variance. The ordinance specifically states..."a variance may be granted in whole or in part, or with conditions, in such individual case of unnecessary hardship upon a finding that":

1. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography; or

Response: There are extraordinary and exceptional conditions pertaining to the property due to its size. The AG zoning district requires a minimum five (5) acre lot size; however, the lots in Dania Hills subdivision are one (1) acre, on average. In addition, over 70% of the lots in the subdivision have non-conforming side setbacks less than 25', including the existing structure which has a non-conforming side setback on the north side of the property of approximately fifteen feet (15').

2. The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or

Response: Application of the ordinance would force a front-loaded garage and/or reduce the square footage of the proposed home. Over 70% of the lots in the subdivision have non-conforming side setbacks less than 25',

including the existing structure which has a non-conforming side setback on the north side of the property of approximately fifteen feet (15').

3. There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or

Response: There are peculiar conditions on the property which adversely affect its reasonable use as currently zoned. The AG zoning district requires a minimum five (5) acre lot size; however, the lots in Dania Hills subdivision are one (1) acre, on average. In addition, over 70% of the lots in the subdivision have non-conforming side setbacks less than 25', including the existing structure which has a non-conforming side setback on the north side of the property of approximately fifteen feet (15').

CONCURRENCES

Staff has reviewed the applicant's proposal and supports the requested side setback variance. Lots in the Dania Hills subdivision are non-conforming with respect to the minimum five (5) acre lot size and over 70% of the lots have side setbacks less than the required 25'. Furthermore, the existing structure has a non-conforming side setback on the north side of the property of approximately fifteen feet (15'), which is proposed to be increased to at least 25' with the construction of the new home. The applicant states that he has reached an agreement with neighboring and nearby residents subject to the conditions recommended in this report and requesting a further reduction of the south side setback to 8.5' in order to shift the home further to the south.

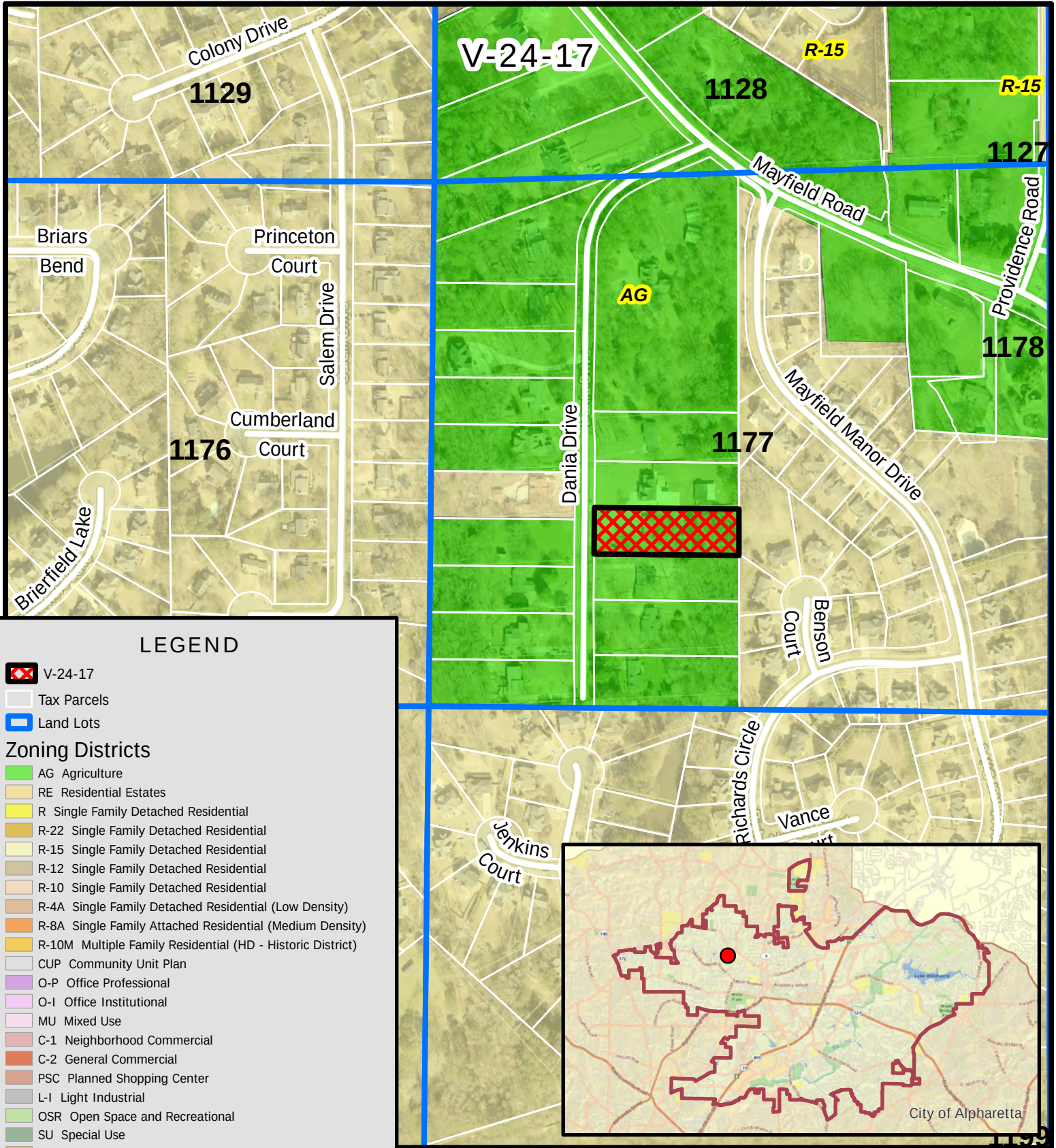
CITIZEN PARTICIPATION PLAN

The applicant notified adjacent property owners of the variance request and their intent for the property. The report states that the neighbors support the request.

ATTACHMENTS:
• Aerial Map • Zoning Map • Future Land Use Map • Location Map • Dania Hills Side Setbacks Map • Citizen Part B • Application



V-24-17
D/LL: 2/2/1177
CC: 6/03/24



LEGEND



V-24-17



Tax Parcels



Land Lots

Zoning Districts



AG Agriculture



RE Residential Estates



R Single Family Detached Residential



R-22 Single Family Detached Residential



R-15 Single Family Detached Residential



R-12 Single Family Detached Residential



R-10 Single Family Detached Residential



R-4A Single Family Detached Residential (Low Density)



R-8A Single Family Attached Residential (Medium Density)



R-10M Multiple Family Residential (HD - Historic District)



CUP Community Unit Plan



O-P Office Professional



O-I Office Institutional



MU Mixed Use



C-1 Neighborhood Commercial



C-2 General Commercial



PSC Planned Shopping Center



L-I Light Industrial



OSR Open Space and Recreational



SU Special Use



R-8D Single Family Detached Residential



R-4D Single Family Detached Residential (Medium Density)



R-8A/D Single Family Attached/Detached Residential



DT-C Downtown Core



DT-MU Downtown Mixed-Use



DT-LW Downtown Live-Work

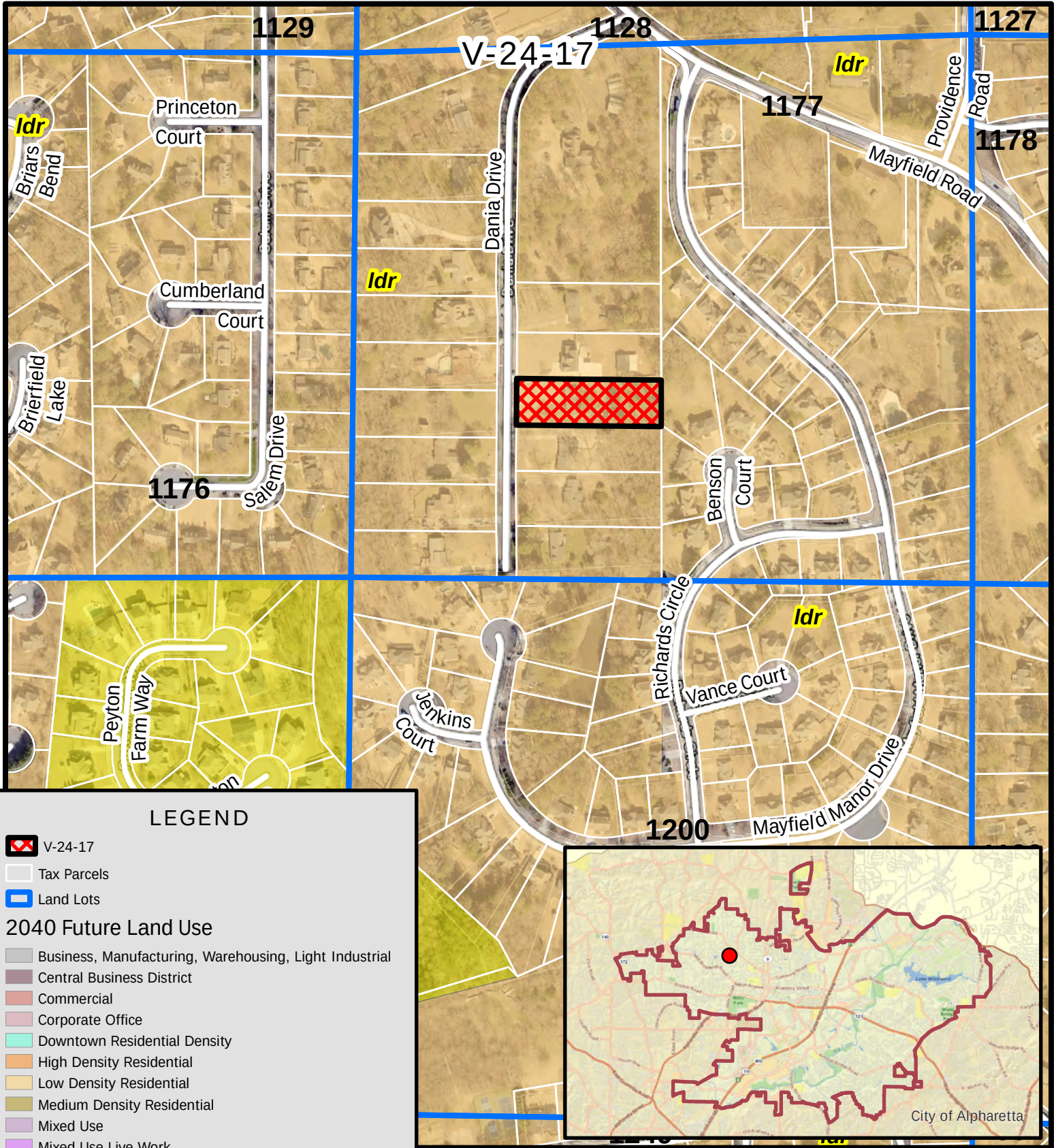


DT-R Downtown Residential

V-24-17

D/LL: 2/2/1177

CC: 6/03/24



LEGEND

V-24-17

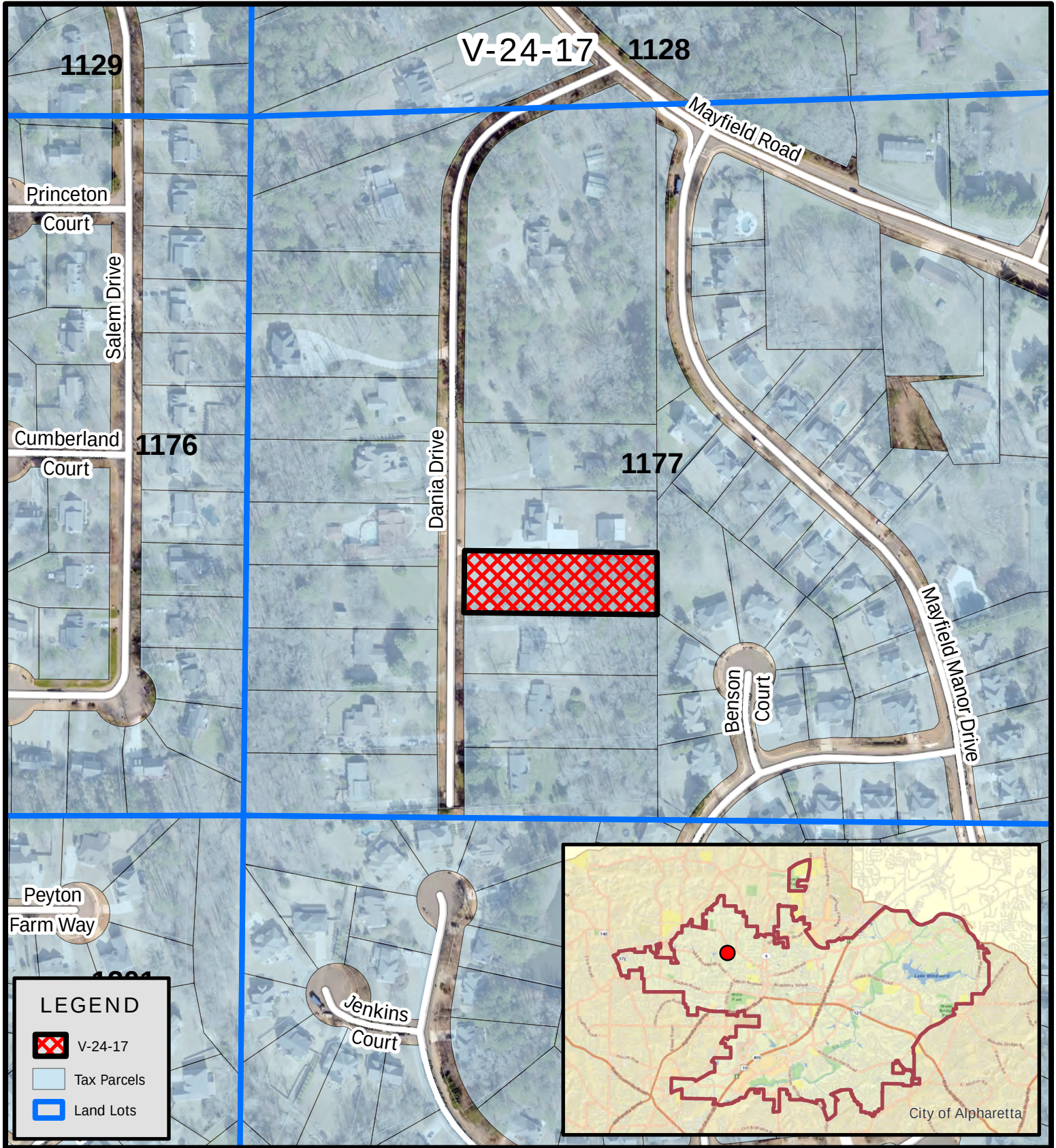
Tax Parcels

Land Lots

2040 Future Land Use

- Business, Manufacturing, Warehousing, Light Industrial
- Central Business District
- Commercial
- Corporate Office
- Downtown Residential Density
- High Density Residential
- Low Density Residential
- Medium Density Residential
- Mixed Use
- Mixed Use Live Work
- Parks, Recreation, Open Space
- Professional Business Office
- Public, Institutional, Education
- Residential Estate
- Very Low Density Residential

V-24-17
D/LL: 2/2/1177
CC: 6/03/24



V-24-17
D/LL: 2/2/1177
CC: 6/03/24

DANIA HILLS SUBDIVISION

SIDE SETBACKS



200 DANIA DR
N - 42.0 FT
S - 45.0 FT

210 DANIA DR
N - 21.2 FT
S - 20.6 FT

220 DANIA DR
N - 32.8 FT
S - 24.7 FT

230 DANIA DR
N - 16.5 FT
S - 19.5 FT

240 DANIA DR
N - 26.3 FT
S - 22.4 FT

250 DANIA DR
N - 26.5 FT
S - 5.4 FT

270 DANIA DR
N - 16.7 FT
S - 40.5 FT

280 DANIA DR
N - 33.1 FT
S - 33.3 FT

290 DANIA DR
N - 23.7 FT
S - 22.3 FT

290 DANIA DR
N - 186.7 FT
S - 303.0 FT

245 DANIA DR
N - 20.2 FT
S - 19.0 FT

255 DANIA DR
N - 29.5 FT
S - 23.9 FT

265 DANIA DR
N - 15.3 FT
S - 33.4 FT

275 DANIA DR
N - 27.1 FT
S - 15.0 FT

285 DANIA DR
N - 10.4 FT
S - 27.0 FT

295 DANIA DR
N - 23.4 FT
S - 23.9 FT

CITIZEN PARTICIPATION FORM - PART B

This form must be completed and submitted to the City of Alpharetta Community Development Department a minimum of twenty (20) working days prior to the scheduled Public Hearing. Failure to do so will result in cancellation of the scheduled hearing.

Public Hearing or Project Name: 265 DANCA DR.

Contact Name: SHAWN SHAKIB Telephone: 770-527-7171

Please describe comments and concerns provided by any and all individuals contacted as part of the the Citizen Participation Program. If any individuals provided written correspondence, please attach copies of same to this report.

4' VARIANCE ON THE SOUTH SIDE

Method by which these individuals were contacted. Please mark all that apply. *Please provide samples of any and all written communications used to provide notification.*



Letter



Personal Visits



Telephone



Group Meeting



Email



Other (Please Specify) _____

Attach a list of people who have been notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified.

I, the undersigned, as an authorized representative of the applicant and Public Hearing item identified above, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Citizen Participation Form - Part B and in any and all documents provided in support of this report are true and accurate. I further understand that any false statements provided by representatives of the applicant as part of this report may result in penalties up to and including denial of the subject application.

Signature of Authorized Agent: _____

Date: 5/20/24

Print Form

From: [shawn shakib](#)
To: [Taylor, Elicia](#)
Cc: [Woodman, Michael](#)
Subject: Re: Applicant Letter and Important Information
Date: Tuesday, May 21, 2024 8:49:07 AM
Attachments: [image001.png](#)

I meant no ma'am
Shawn Shakib

On May 21, 2024, at 8:40 AM, Taylor, Elicia <etaylor@alpharetta.ga.us> wrote:

So you haven't received any comments?

Thank you,

Elle

From: shawn shakib <shawnshakib@outlook.com>
Sent: Monday, May 20, 2024 7:16 PM
To: Taylor, Elicia <etaylor@alpharetta.ga.us>
Cc: Woodman, Michael <mwoodman@alpharetta.ga.us>
Subject: RE: Applicant Letter and Important Information

As you requested.

Shawn Shakib
Prestige Restoration Services
(770)527-7171

From: Taylor, Elicia <etaylor@alpharetta.ga.us>
Sent: Monday, May 20, 2024 11:06:36 AM
To: shawn shakib <shawnshakib@outlook.com>
Cc: Woodman, Michael <mwoodman@alpharetta.ga.us>
Subject: RE: Applicant Letter and Important Information

Shawn,

Please fill out your Citi Part B Report and email it to us. If you receive any comments later you can let us know.

May 15, 2024

RE: 265 Dania Drive V-24-17

Dear Property Owner:

Please allow this letter to serve as public notice for consideration of a variance to allow for a tear down and rebuild of a single-family detached home on 1.02 acres. A variance is requested to Unified Development Code (UDC) Subsection 2.2.1(D) AG agriculture, District Regulations to reduce the side setback on the south side of the property from 25' to 8.5'. The property is located at 265 Dania Drive and is legally described as being located in Land Lot 1177, 2nd District, 2nd Section, Fulton County, Georgia.

This item will be considered by the City Council on Monday, June 3, 2024, at 6:30 PM. The meeting will be held in the Council Chambers at City Hall, 2 Park Plaza, Alpharetta, GA 30009.

If you have any questions regarding the request, please feel free to contact me at your earliest convenience. I can be reached at 770-527-7171. My email address is: shawnshakib@outlook.com.

Sincerely,

Shawn Shakib
European Manor Design

GEARHART JESSE J & CANDACE M
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ALPHARETTA GA 30004

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CHICAGO IL 60601

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280 DANIA DR
ALPHARETTA GA 30009

LENOX BEVERLY II & BEVERLY ANN III
290 DANIA DR
ALPHARETTA GA 30009

TEKTON ALPHA LLC
3004 JEFFERSON ST
ATLANTA GA 30341-4741

JOHNSON TIMOTHY W & TRACY M
506 ADAMS MILL LN
EVANS GA 30809-3640

NICHOLS JIMMY B
ET AL NICHOLS CONNIE H
8470 ISLESWORTH CT
DULUTH GA 30097

MAYFIELD PLACE
HOMEOWNERS ASSN INC
P O BOX 2458
ALPHARETTA GA 30023-2458

CITY OF ALPHARETTA

PUBLIC HEARING APPLICATION

FOR OFFICE USE ONLY

Case #: V-24-17

PH #:

☐ Property Taxes & Code Violations Verified

☐ Fee Paid Initial: ET

COMMUNITY DEVELOPMENT DEPARTMENT

2 PARK PLAZA

ALPHARETTA, GA 30009

1. This page should be the first page in each of your completed application packets.
2. It is preferred that all responses be typed. Illegible applications will not be accepted.
3. Prior to signing and submitting your application, please check all information supplied on the following pages to ensure that all responses are complete and accurate. Incomplete applications will not be accepted.
4. Payment of all applicable fees must be made at the time of application. Payment may be made via cash, credit card (American Express, Master Card or Visa), or check made payable to "City of Alpharetta." Please note that a 3% convenience fee will be added to all credit card transactions.
5. Applications will be accepted on the designated submittal dates between the hours of 8:30 AM and 3:30 PM.
6. If you have any questions regarding this form, please contact the Community Development Department by calling 678-297-6070.

Contact Information:

Contact Name: Shawn Shakib

Telephone: 770-527-7171

Address: 131 Allmond Lane

Suite:

City Alpharetta

State: GA

Zip: 30004

Fax:

Mobile Tel: 770-527-7171

Email: shawnshakib@outlook.com

Subject Property Information:

Address: 265 Dania Drive, Alpharetta, GA 30009

Current Zoning: AG

District: 2nd

Section: 2nd

Land Lot: 1177

Parcel ID: 22 465311770142

Proposed Zoning: AG

Current Use: single family residence

This Application For *(Check All That Apply)*:

☐ Conditional Use

☐ Master Plan Amendment

☐ Comprehensive Plan Amendment

☐ Rezoning

☐ Master Plan Review

☒ Variance

☐ Public Hearing

☐ Exception

☐ Other *(Specify):*

APPLICANT REQUEST AND INTENT

What is the proposed use(s) of the property? SINGLE FAMILY RESIDENCE

Applicant's Request (Please itemize the proposal):

- REDUCE THE SIDE SETBACKS TO 8.5'

Applicant's Intent (Please describe what the proposal would facilitate):

- TO BE ABLE TO CONSTRUCT A 4800 SF

HOUSE

- BE ABLE TO CONSTRUCT A POOL ON

THE BACK

PROPERTY OWNER AUTHORIZATION

Property Owner Information:

Contact Name: SHAWN SHAKIB Telephone: 770-527-7171
Address: 131 ALMOND LN. Suite: _____
City: ALPHARETTA State: GA Zip: 30004

Authorization:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Fulton County, Georgia, of the property identified below, which is the subject of the attached Application for Public Hearing before the City of Alpharetta, Georgia.

As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for Public Hearing in request of the items indicated below.

- | | |
|---|--|
| ☐ Annexation | ☐ Special Use |
| ☐ Rezoning | ☐ Conditional Use |
| ☒ Variance | ☐ Master Plan |
| ☐ Land Use Application | ☐ Other |

Property Owner's Authorized Applicant (if applicable):

Name of Authorized Applicant: SAME AS ABOVE Telephone: _____
Address: _____ Suite: _____
City: _____ State: _____ Zip: _____

So Sworn and Attested:

Owner Signature: [Signature] Date: 2/21/24

Notary:

Notary Signature: Prisea Metran Cook 2/21/24



DISCLOSURE FORM

The Official Code of Georgia Annotated requires disclosure of campaign contributions to government officials by an applicant or opponent of a rezoning or public hearing petition (O.C.G.A. 36-67 A-1).

Applicants must file this form with the City of Alpharetta Community Development Department within ten (10) days after filing for rezoning or public hearing. Opponents to a rezoning or public hearing petition must file this form five (5) days prior to the Planning Commission meeting at which the subject rezoning or public hearing petition is scheduled to be heard.

Name of Applicant or Opponent: _____

SPAWN SHARKE

Subject Public Hearing Case: _____

Campaign Contribution Information:

Please provide the requested information for each contribution with a dollar amount or value of \$250 or more made within the past two (2) years to an Alpharetta Official by the individual identified above. Please use a separate form for each Alpharetta Official to whom such a contribution as been made.

If the individual identified above has made no such contributions to an Alpharetta Official within the past two (2) years, please indicate this by entering "N/A" on the appropriate lines below.

Name of Official: _____

N/A

Position: _____

Description of Contribution: _____

Value: _____

0

Description of Contribution: _____

Value: _____

Description of Contribution: _____

Value: _____

Description of Contribution: _____

Value: _____

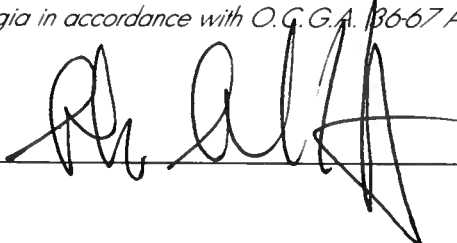
Description of Contribution: _____

Value: _____

Campaign Contribution Information:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Disclosure Form is true and accurate and that I have disclosed herein any and all campaign contributions made to an Official of the City of Alpharetta, Georgia in accordance with O.C.G.A. 36-67 A-1.

Signature: _____



Date: _____

2/21/24

CITIZEN PARTICIPATION FORM - PART A

This form must be completed and submitted with the applicant's completed Public Hearing Application. Applications submitted to the City of Alpharetta without a completed Citizen Participation Form - Part A will not be accepted.

Public Hearing or Project Name:

265 Danica Drive

Contact Name:

Shawn Shakib

Telephone:

770 - 527 - 7171

The following people will be notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified. Use additional pages as needed.

see attached list

Method by which these individuals will be contacted. Please mark all that apply. *If you select "Other," please provide a description of the method of contact that will be used.*

☒

Letter

☐

Personal Visits

☐

Telephone

☐

Group Meeting

☐

Email

☐

Other *(Please Specify)*

Please describe the method(s) by which these individuals will have the opportunity to respond or contact the applicant with questions or concerns about the proposal.

GEARHART JESSE J & CANDACE M
1010 MAYFIELD MANOR DR
ALPHARETTA GA 30004

ALAM MOHAMMAD SARFARAZ &
RUKHSANA BEGUM KHAN
1020 MAYFIELD MANOR DR
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TEKTON ALPHA LLC
3004 JEFFERSON ST
ATLANTA GA 30341-4741

JOHNSON TIMOTHY W & TRACY M
506 ADAMS MILL LN
EVANS GA 30809-3640

NICHOLS JIMMY B
ET AL NICHOLS CONNIE H
8470 ISLESWORTH CT
DULUTH GA 30097

MAYFIELD PLACE
HOMEOWNERS ASSN INC
P O BOX 2458
ALPHARETTA GA 30023-2458



Project:
265 Dania Dr.
Alpharetta, Ga 30009

BUILDING:
A. OCCUPANCY CLASSIFICATION: R-3
B. TYPE OF CONSTRUCTION: VB
C. BUILDING FLOOR AREA: 4,336 S.F.
D. ZONING: AG

PROJECT DESCRIPTION:
NEW RESIDENCE

CODES:
ALL BUILDING CONSTRUCTION DESCRIBED IN THESE PLANS SHALL BE CONSTRUCTED IN COMPLIANCE WITH THE LATEST CITY OF ALPHARETTA CONSTRUCTION CODES WHICH INCLUDES APPENDICES AND AMENDMENTS TO THE FOLLOWING CODES:

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Job Number:
23109

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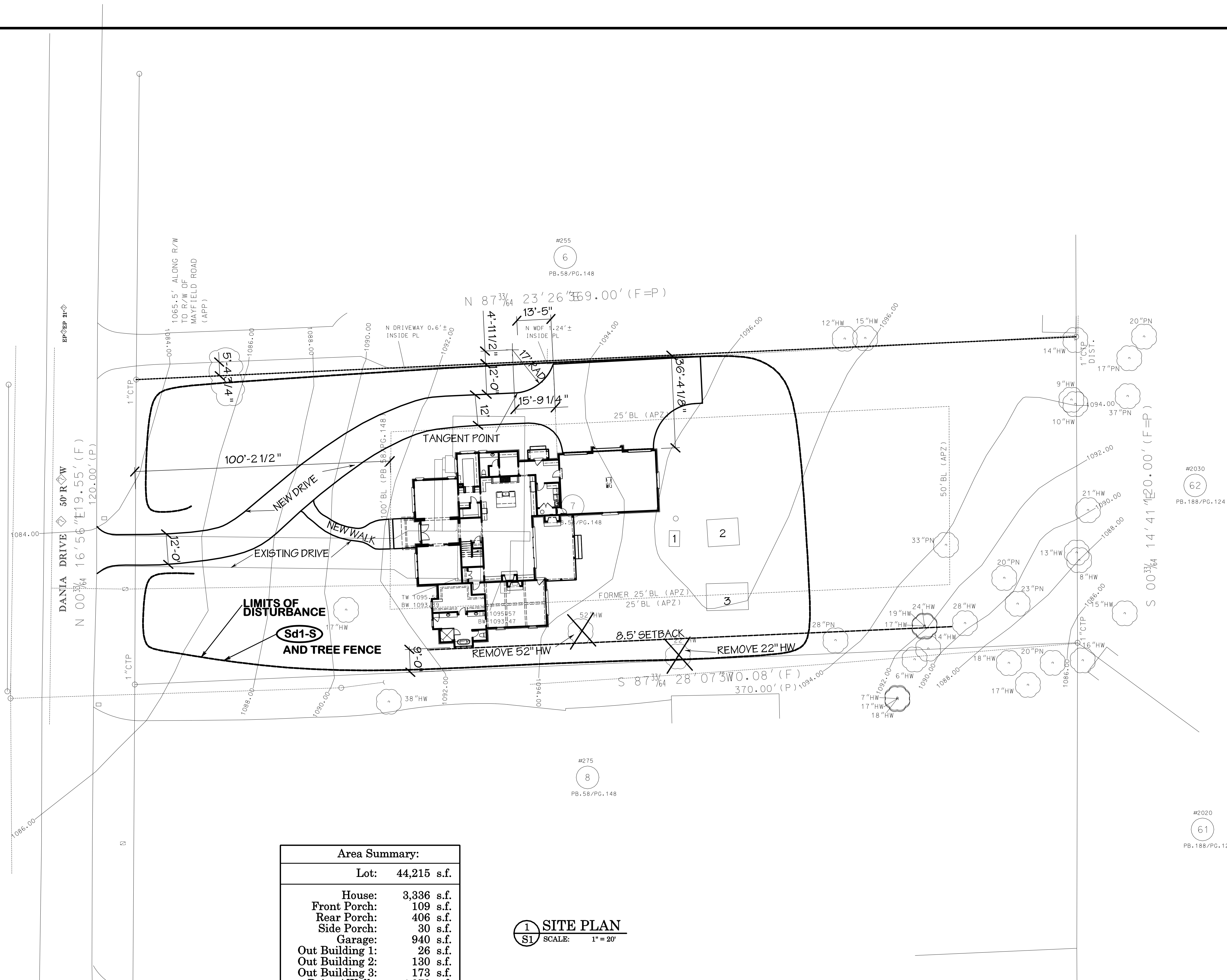
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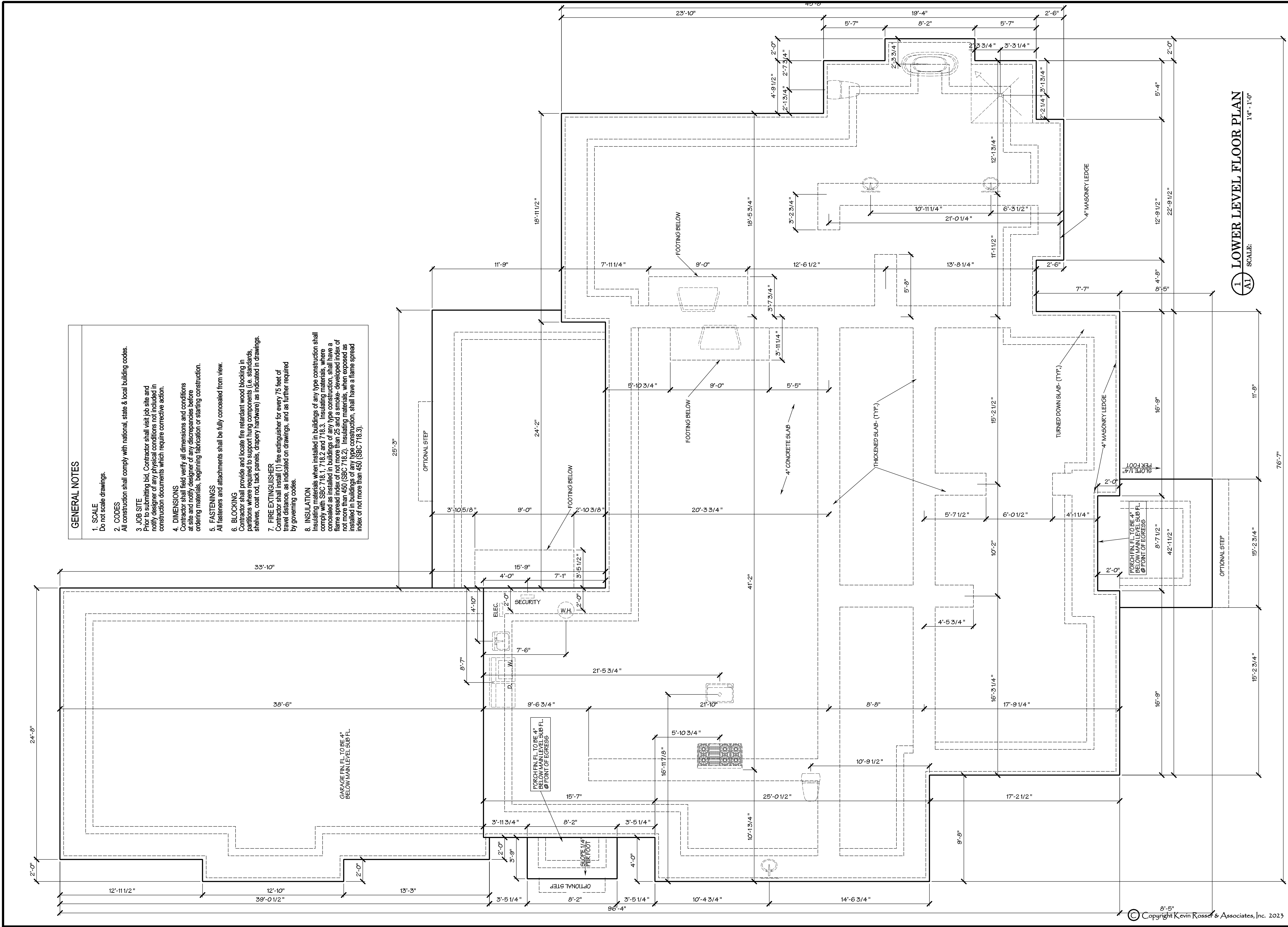
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Area:
5,295 s.f.

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Sheet No.:
S1 of 11





- GENERAL NOTES**
1. SCALE
Do not scale drawings.
 2. CODES
All construction shall comply with national, state & local building codes.
 3. JOB SITE
Prior to submitting bid, Contractor shall visit job site and notify designer of any physical conditions not included in construction documents which require corrective action.
 4. DIMENSIONS
Contractor shall field verify all dimensions and conditions at site and notify designer of any discrepancies before ordering materials, beginning fabrication or starting construction.
 5. FASTENINGS
All fasteners and attachments shall be fully concealed from view.
 6. BLOCKING
Contractor shall provide and locate fire retardant wood blocking in partitions where required to support hung components (i.e. standards, shelves, coat rod, tack panels, drapery hardware) as indicated in drawings.
 7. FIRE EXTINGUISHER
Contractor shall install (1) fire extinguisher for every 75 feet of travel distance, as indicated on drawings, and as further required by governing codes.
 8. INSULATION
Insulating materials when installed in buildings of any type construction shall comply with SBC 718.1, 718.2 and 718.3. Insulating materials, where concealed as installed in buildings of any type construction, shall have a flame spread index of not more than 25 and a smoke developed index of not more than 450 (SBC 718.2). Insulating materials, where installed in buildings of any type construction, shall have a flame spread index of not more than 450 (SBC 718.3).

1 LOWER LEVEL FLOOR PLAN
SCALE: 1/4" = 1'-0"



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Alpharetta, Ga 30009

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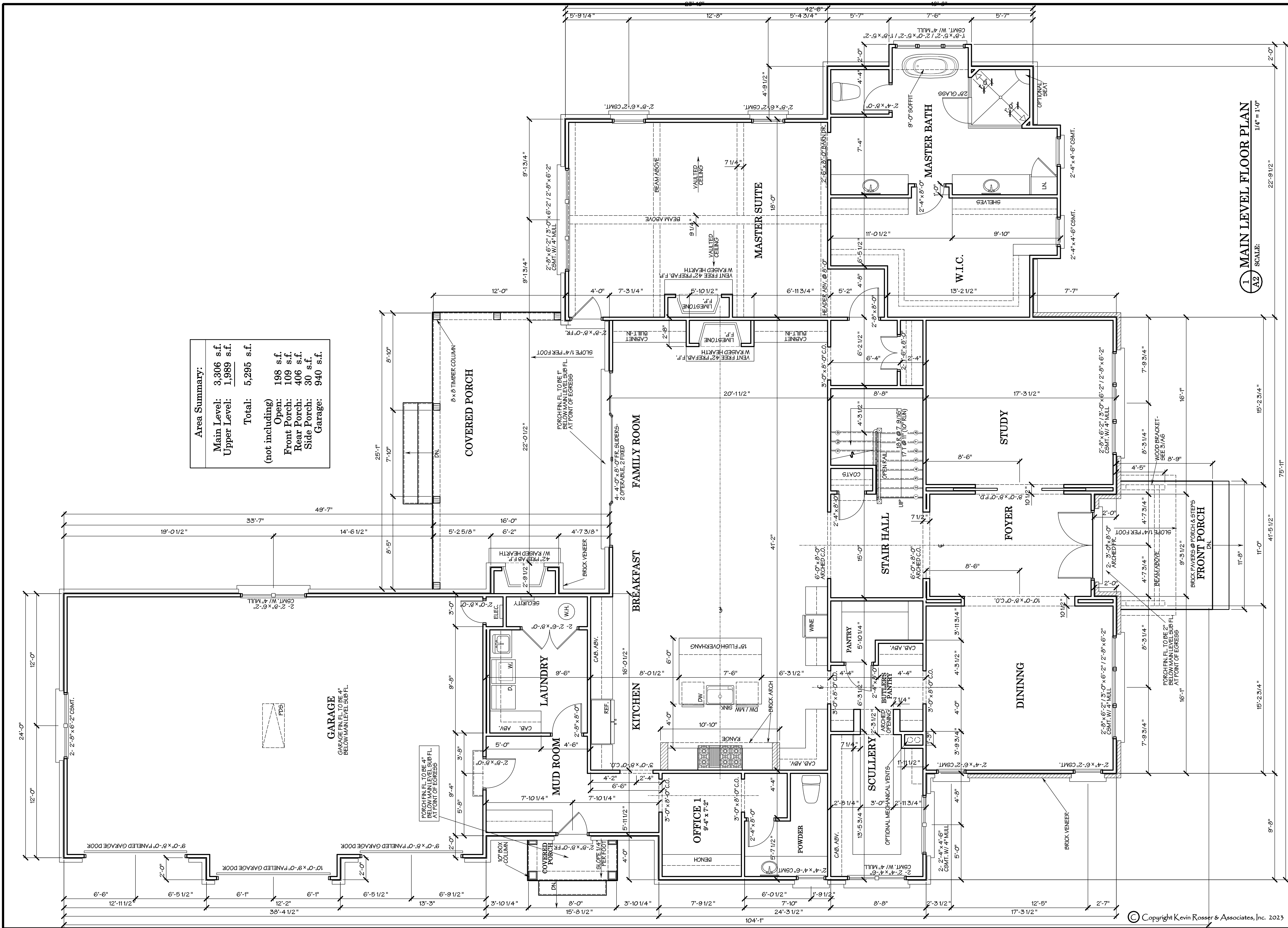
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Area:
5,295 s.f.

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Sheet No.:
A1 of 11



Area Summary:	
Main Level:	3,306 s.f.
Upper Level:	1,989 s.f.
Total:	5,295 s.f.
(not including)	
Open:	198 s.f.
Front Porch:	109 s.f.
Rear Porch:	406 s.f.
Side Porch:	30 s.f.
Garage:	940 s.f.

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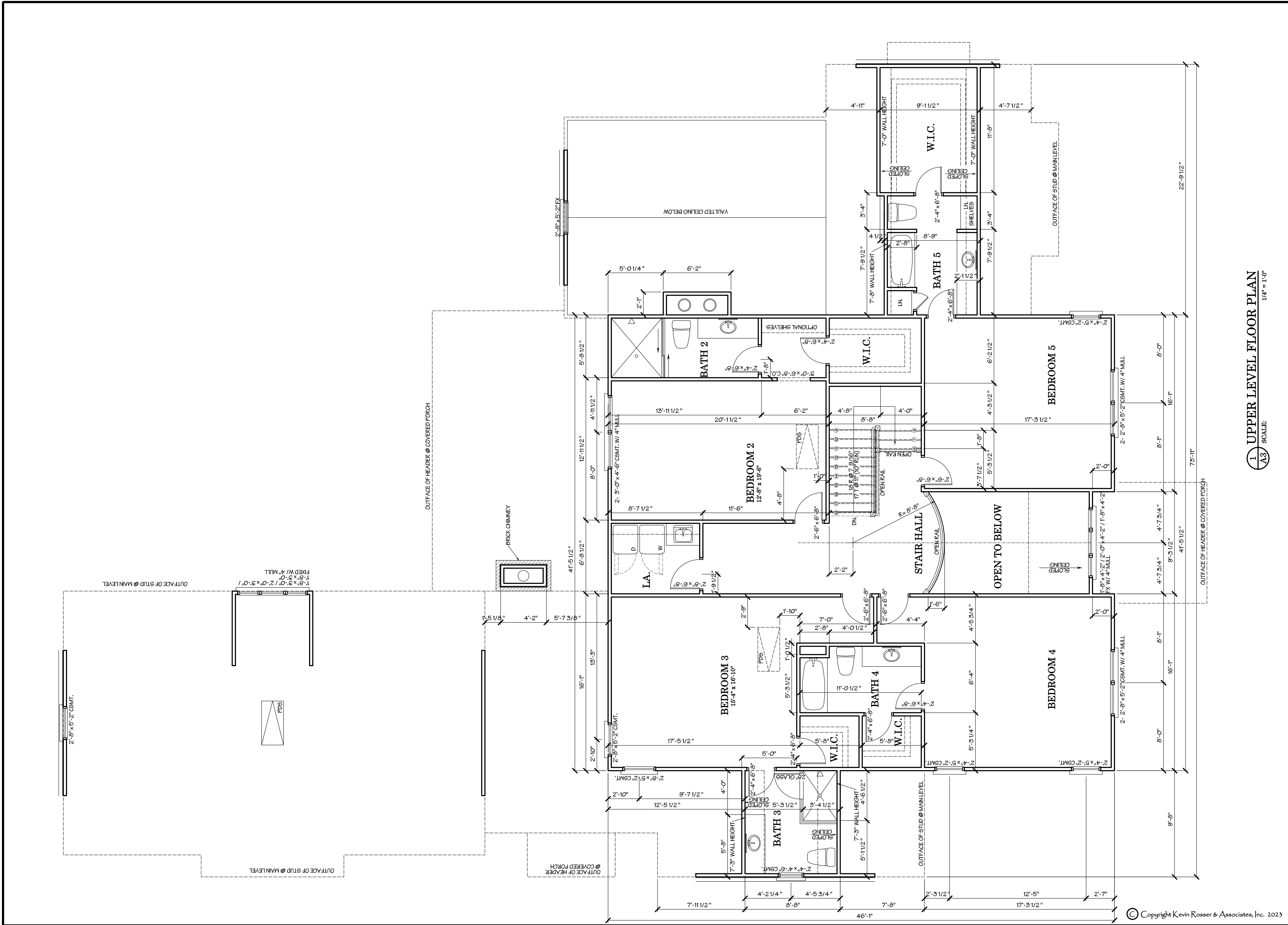
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1 UPPER LEVEL FLOOR PLAN
A3 SCALE: 1/4" = 1'-0"



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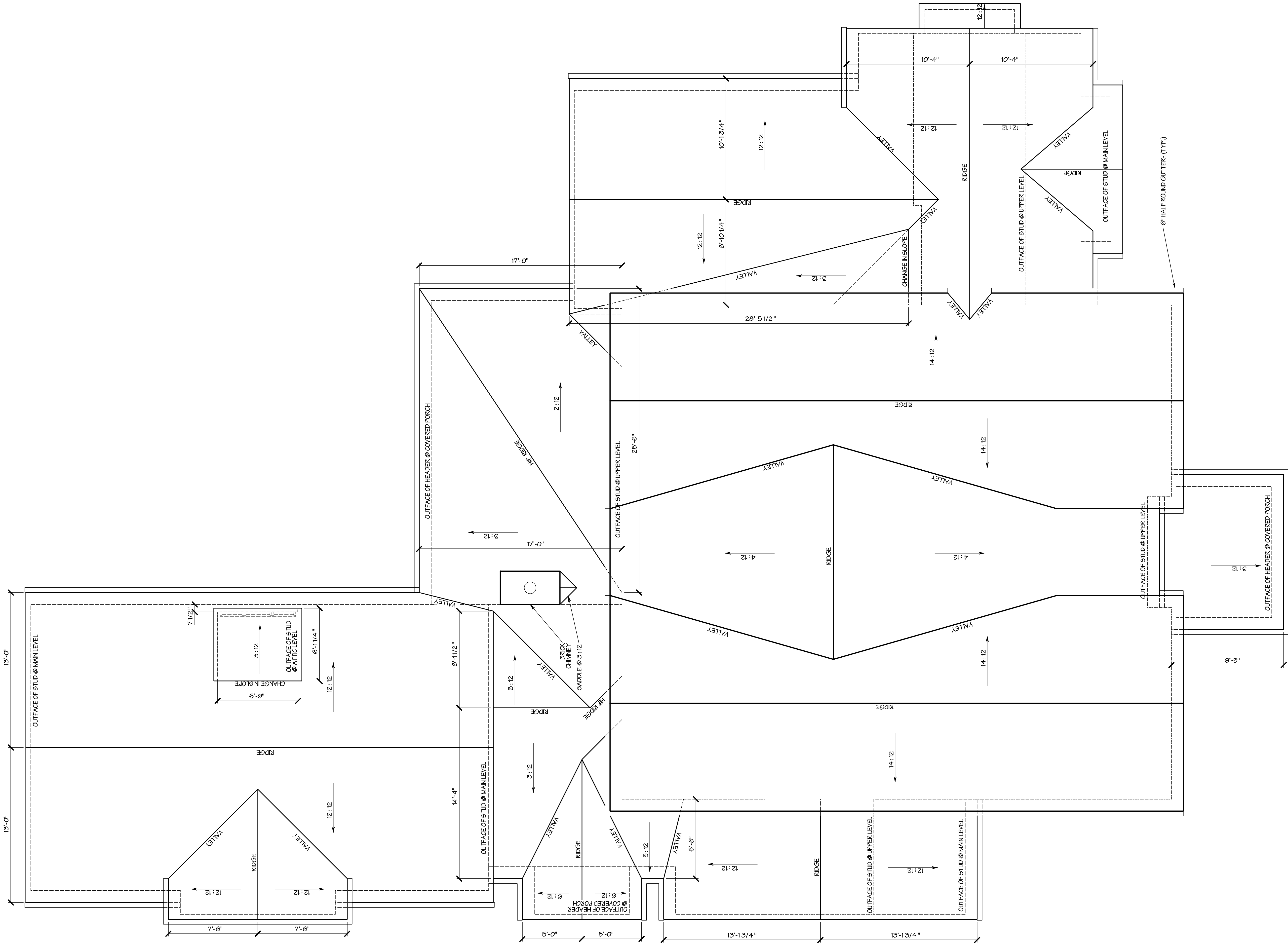
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Project:

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Alpharetta, Ga 30009

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1 ROOF PLAN
A4 SCALE: 1/4" = 1'-0"

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Project:
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Alpharetta, Ga 30009

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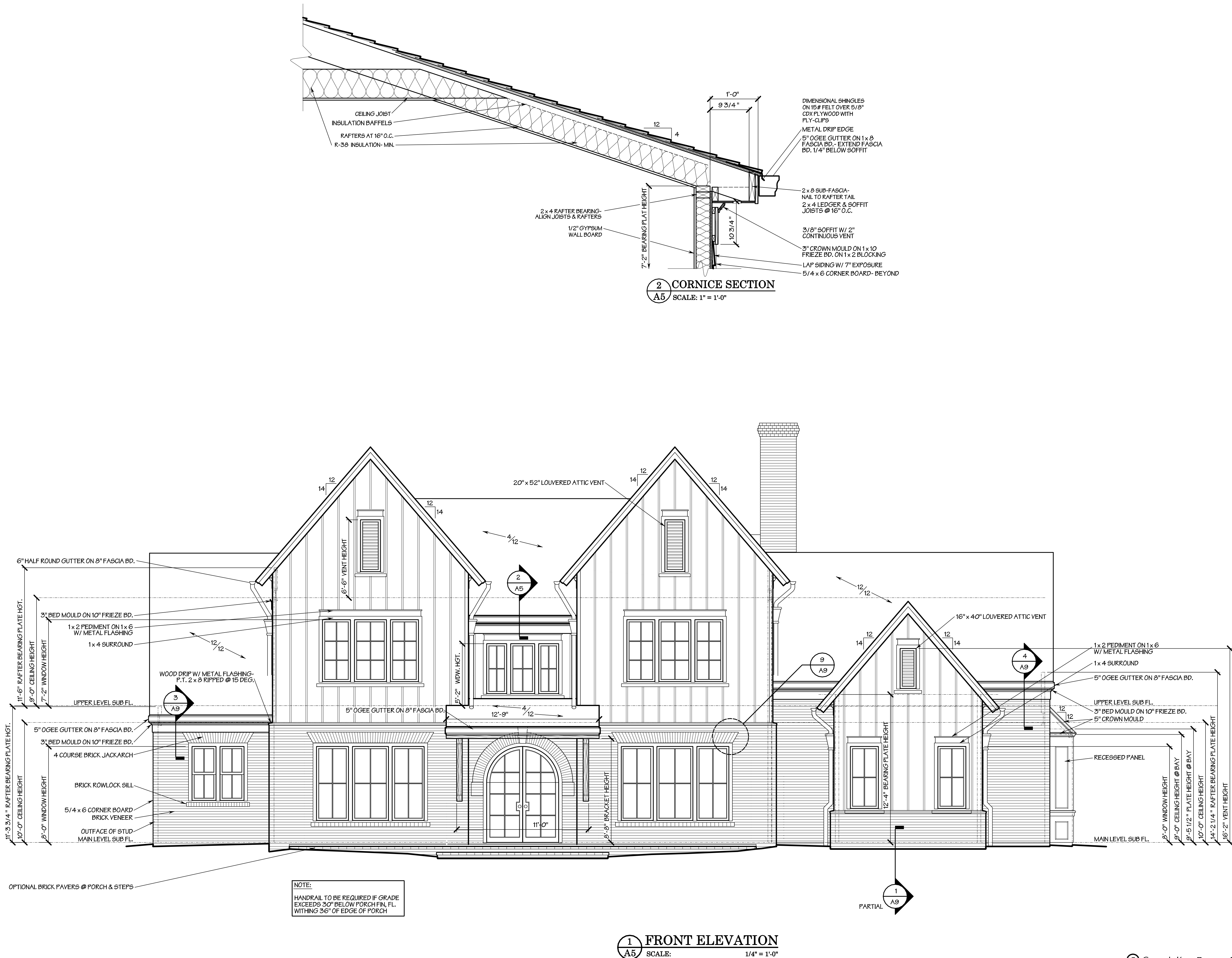
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A5 of 11



Project:

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Alpharetta, Ga 30009

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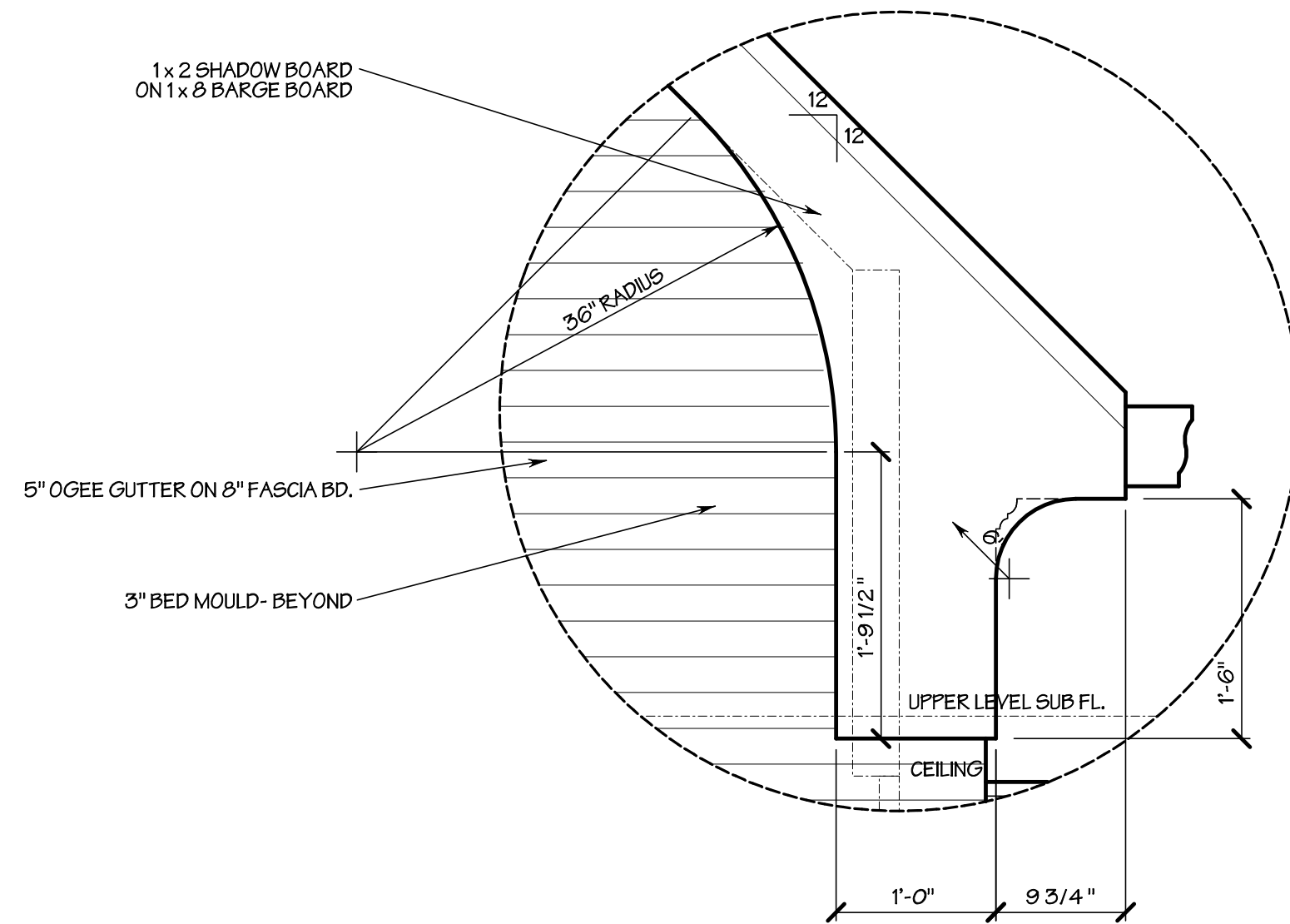
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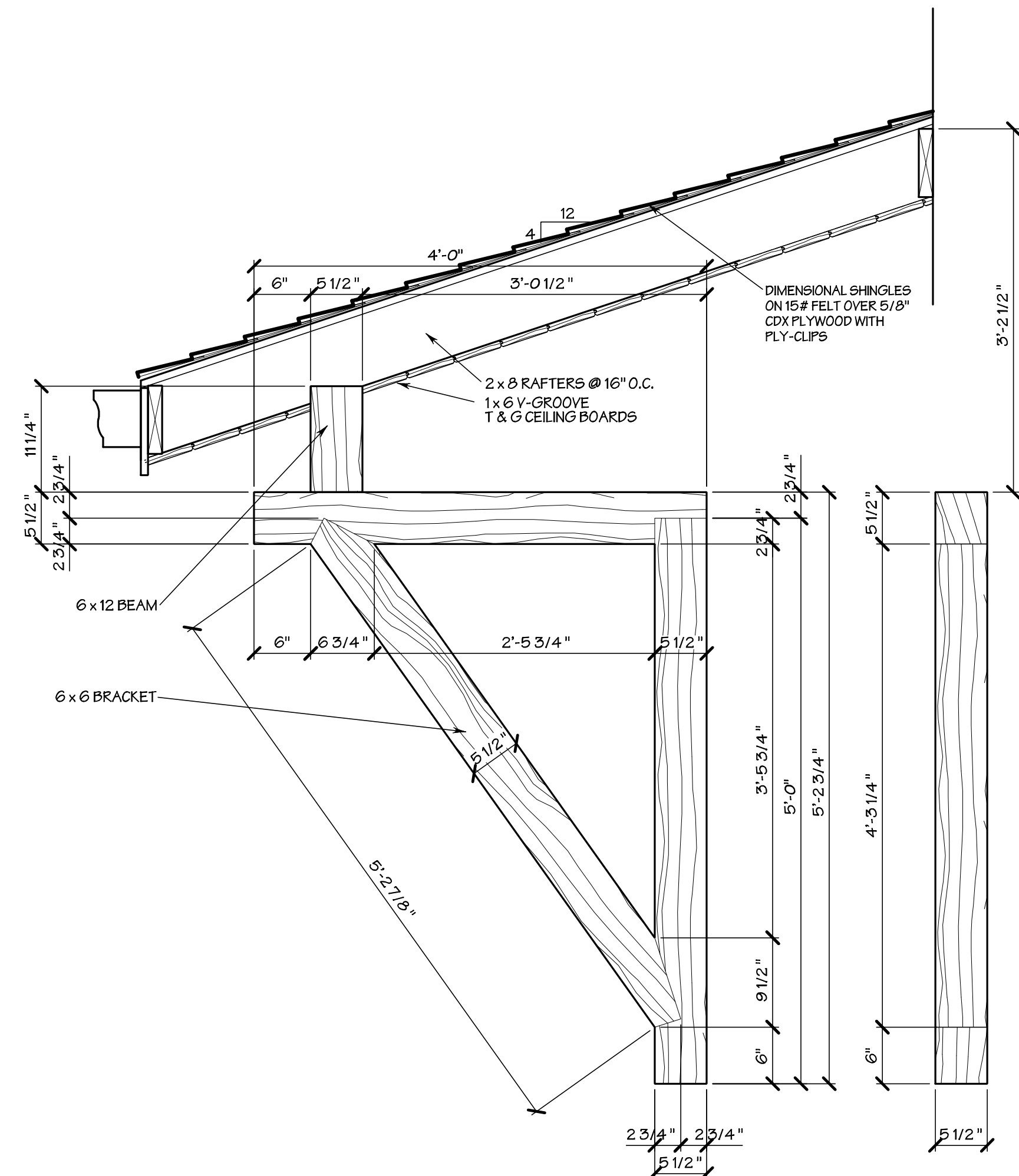
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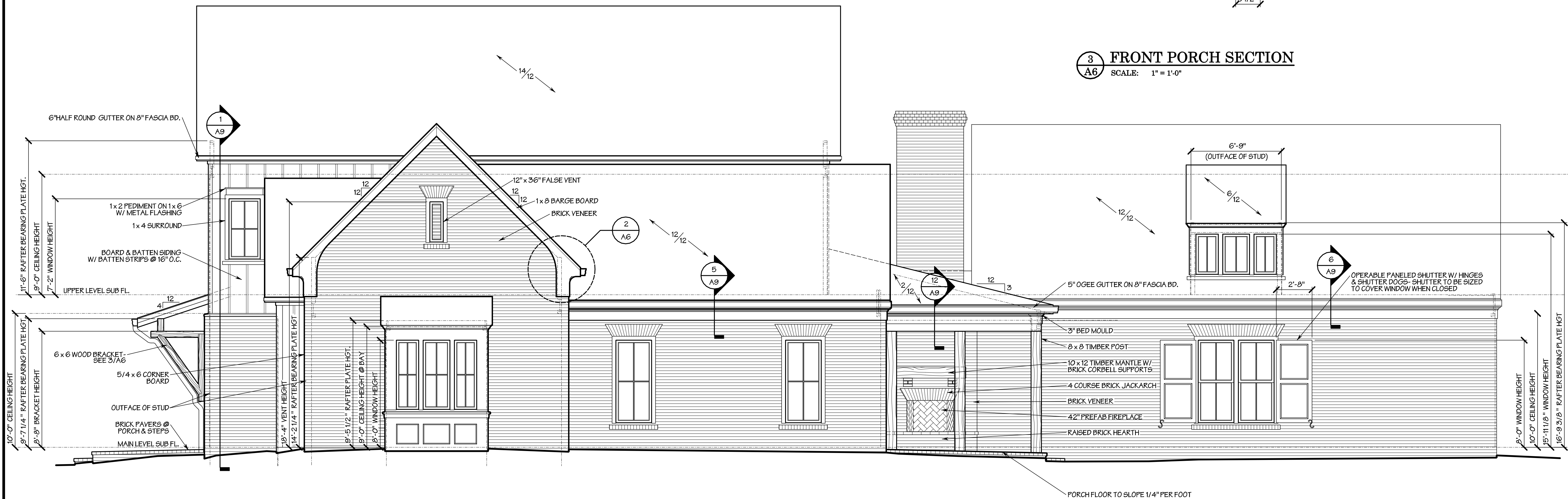
A6 of 11



2 BIRD BOX DETAIL
A6 SCALE: 1" = 1'-0"



3 FRONT PORCH SECTION
A6 SCALE: 1" = 1'-0"



1 RIGHT ELEVATION
A6 SCALE: 1/4" = 1'-0"

NOTE:
HANDRAIL TO BE REQUIRED IF GRADE
EXCEEDS 30" BELOW PORCH FIN. FL.
WITHIN 36" OF EDGE OF PORCH



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Area:
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Project:
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Alpharetta, Ga 30009

BUILDING:
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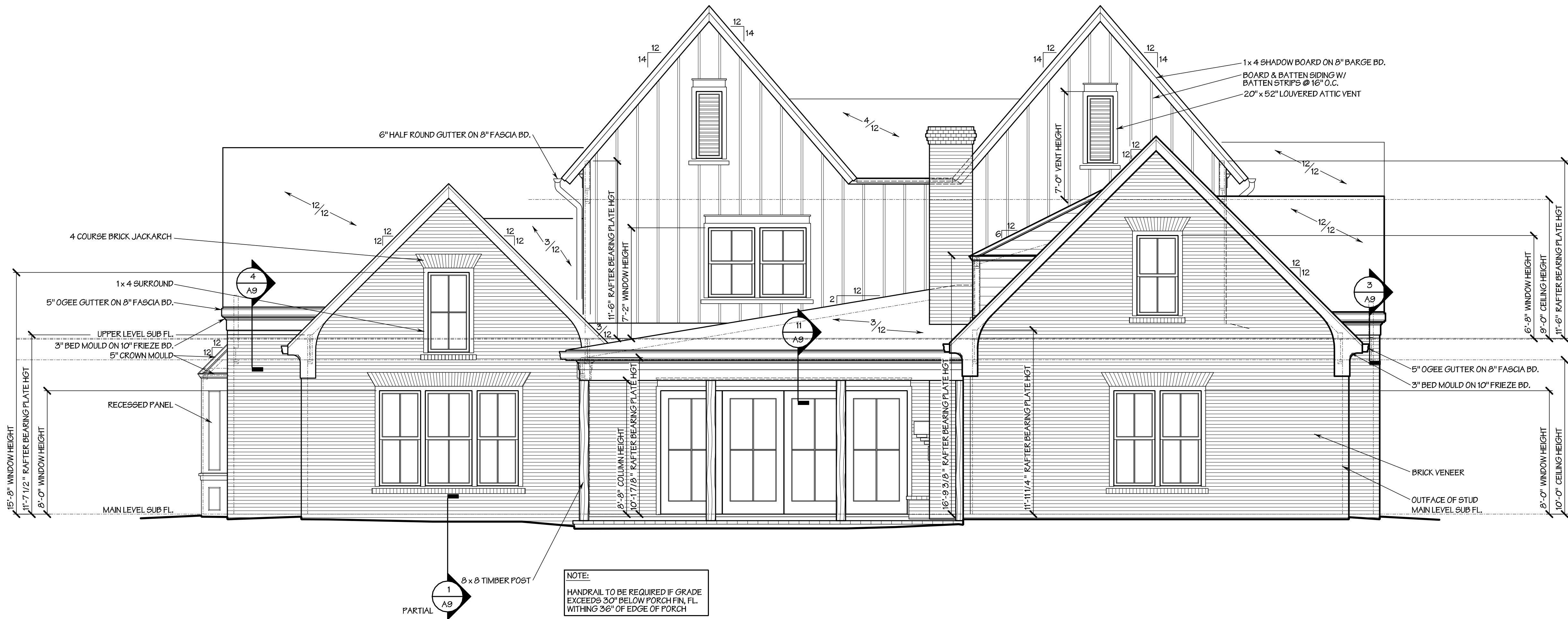
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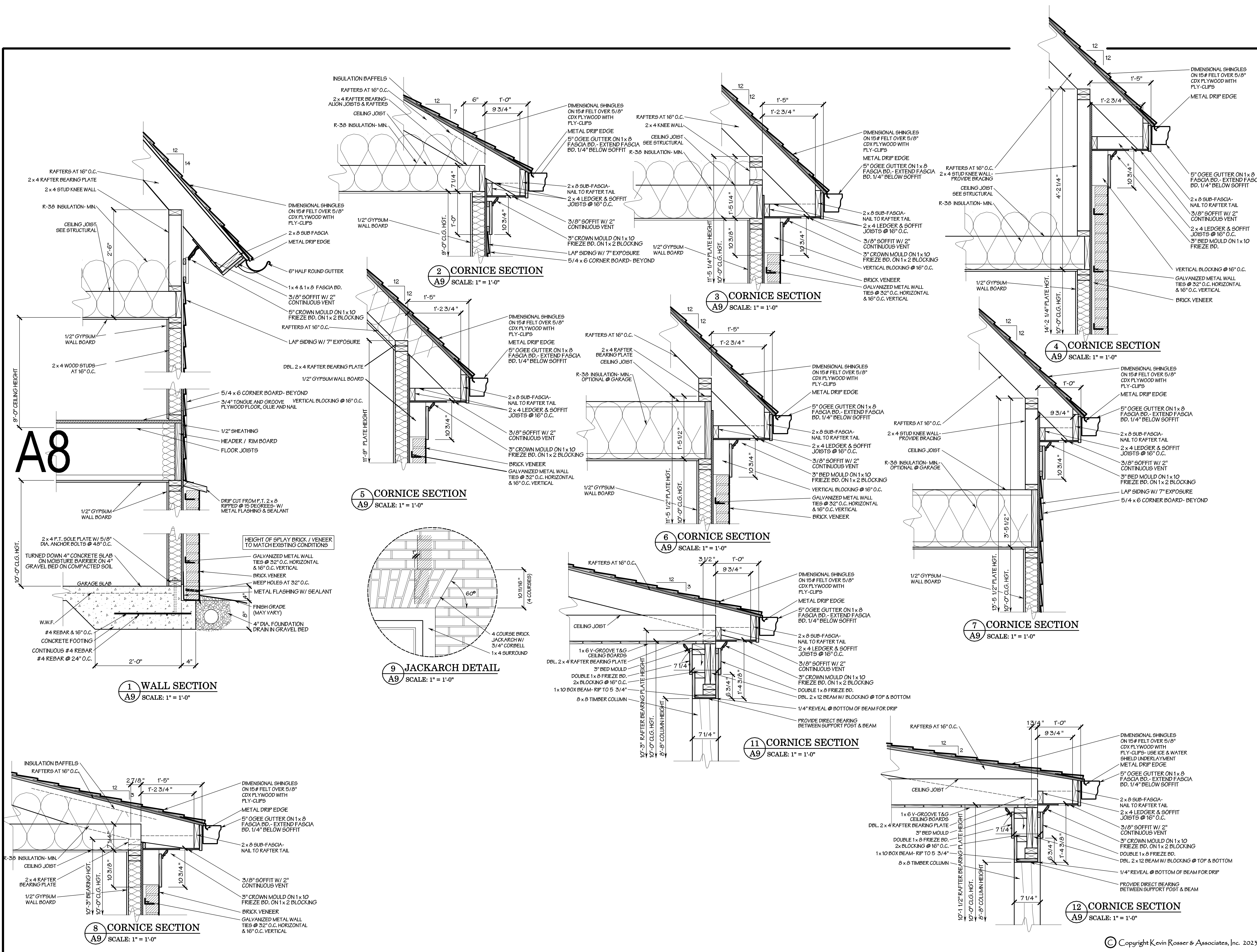
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A8 of 11



1 REAR ELEVATION
A8 SCALE: 1/4" = 1'-0"



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Project:
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Alpharetta, Ga 30009
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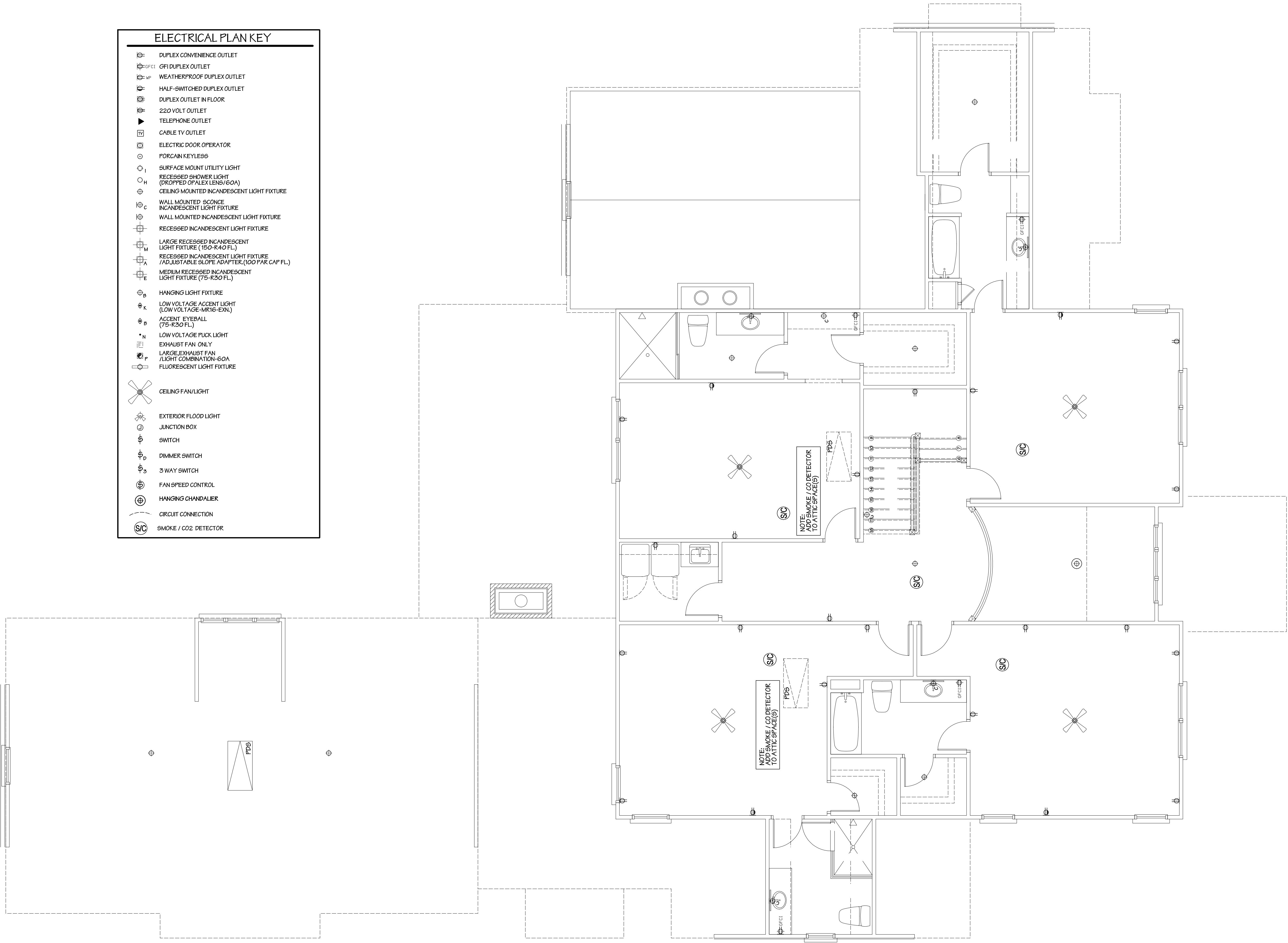
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A9 of 11

ELECTRICAL PLAN KEY	
	DUPLEX CONVENIENCE OUTLET
	GFI DUPLEX OUTLET
	WEATHERPROOF DUPLEX OUTLET
	HALF-SWITCHED DUPLEX OUTLET
	DUPLEX OUTLET IN FLOOR
	220 VOLT OUTLET
	TELEPHONE OUTLET
	CABLE TV OUTLET
	ELECTRIC DOOR OPERATOR
	PORKAN KEYLESS
	SURFACE MOUNT UTILITY LIGHT
	RECESSED SHOWER LIGHT (PROTECTED OPAL GLASS/60A)
	CEILING MOUNTED INCANDESCENT LIGHT FIXTURE
	WALL MOUNTED SCONCE INCANDESCENT LIGHT FIXTURE
	WALL MOUNTED INCANDESCENT LIGHT FIXTURE
	RECESSED INCANDESCENT LIGHT FIXTURE
	LARGE RECESSED INCANDESCENT LIGHT FIXTURE (150-R-40 FL.)
	RECESSED INCANDESCENT LIGHT FIXTURE / ADJUSTABLE SLOPE ADAPTER (100 PAR CAP FL.)
	MEDIUM RECESSED INCANDESCENT LIGHT FIXTURE (75-R-30 FL.)
	HANGING LIGHT FIXTURE
	LOW VOLTAGE ACCENT LIGHT (LOW VOLTAGE-MR16-EXN.)
	ACCENT EYEBALL (75-R-30 FL.)
	LOW VOLTAGE PUCK LIGHT
	EXHAUST FAN ONLY
	LARGE EXHAUST FAN / LIGHT COMBINATION-60A
	FLUORESCENT LIGHT FIXTURE
	CEILING FAN/LIGHT
	EXTERIOR FLOOD LIGHT
	JUNCTION BOX
	SWITCH
	DIMMER SWITCH
	3 WAY SWITCH
	FAN SPEED CONTROL
	HANGING CHANDELIER
	CIRCUIT CONNECTION
	SMOKE / CO2 DETECTOR



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Project:

265 Dania Dr.
Alpharetta, Ga 30009

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Sheet No.:

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SPECIMEN TREE REPORT

CITY OF ALPHARETTA

Client

Shawn Shakib



Address

265 Dania Dr

Project

23054

Survey Date

7/11/2023

Alex Phillips
ISA Certified Arborist MA-4868A
Tree Risk Assessment Qualified
American Society of Landscape Architects



Canopy
Consultants
www.canopy-consultants.com
404.858.7471

Specimen Tree Inventory

Some trees on a site warrant special consideration and encouragement for preservation. The intent of these specifications is to provide the necessary information to facilitate project design, plan review and enforcement processes. The City of Alpharetta Specimen tree specifications are organized by size:

- Flowering Understory trees over 8" DBH

- Sourwood trees over 10" DBH

- Beech, Blackgum, Persimmon, Sassafras trees over 20" DBH

- Magnolia trees over 20" DBH

- Cedrus and Thuja trees over 20" DBH

- Overstory Hardwood over 24" DBH

- Poplars and Sweetgums trees over 30" DBH

- Pine trees over 30" DBH

Any tree that does not meet the following requirements as set forth by the International Society of Arboriculture shall be deemed poor in condition, a danger to human life and property and removed from the site.

- Life expectancy less than 15 years

- A trunk with visible decay

- More than one major and several minor dead limbs (hardwoods)

- Major insect or pathological problems

Landscape Tree Inventory

Landscape trees and trees of quality on a site may warrant consideration for preservation. Landscape trees include street trees, parking lot trees and boundary trees. Trees of quality include smaller non specimen trees that are in groupings or groves that have special interest and character.

Site Location

The site is located on a residential street in the Northwest area of the city. It is large lot single family residential. Large open front yard and backyard. There are a few large specimen trees and a small grove of smaller over story trees in the rear yard. One large boundary tree to the South in the front yard.



265 Dania Dr

Definitions

Tree Number: Trees are tagged with an aluminum disk that shows a unique number to identify the tree.

Species: Trees are listed by a regional common name and botanical name.

Diameter at Breast Height (DBH): The diameter of a trunk at 4.5' above ground level. Measured in inches.

Condition:

Good: A specimen tree with healthy productive tip growth. A sound trunk with no visible damage or decay. No major limb loss and healthy branch unions. No visible insect or disease infestations. Life expectancy of more than 15 years.

Fair: A specimen tree with healthy but not vigorous tip growth. Less than 30% of crown is dead. No major dead limbs and no major trunk cavities or damage. Branch unions show some signs of stress. Tree is expected to live longer than 10 years.

Poor: More than 30% of the crown is dead or has significant tip die back. More than one major limb is dead and are large trunk cavities with visible decay. Severe insect or disease damage leading to immediate death. Roots are visible and show signs of decay and rot. Life expectancy is less than 5 years.

Dead: Tree has no bud or leaf production. All limbs are barren and rot is visible.

Invasive: Tree species whose native range is not within the Piedmont classification.

Hazardous: Severe or uncorrectable damage that will lead to a loss of property or life if there is tree failure.



Specimen Tree Report

Tree #	Species	DBH	Condition	Comments
1001	<i>Quercus flacata</i> S Red Oak	52"	Fair	Fair #1: U split at 10' and some dieback on over extended limbs. Pic #1 & #2
1002	<i>Pinus spp</i> Pine	33"	Good	Tree is in good health.

Total Specimen Sized Trees: 2

Good Condition: 1

Fair Condition: 1

Poor Condition: 0



265 Dania Dr



Pic # 1: Split at 10' with some dieback on over extended limbs. Fair #1



Pic # 2: Split at 10' with some dieback on over extended limbs. Fair #1



Tree of Quality Report

Tree #	Species	DBH	Condition	Comments
TOQ1	<i>Carya illinoensis</i> Pecan	17"	Good	Tree is in good health.

Tree of Quality Summary: One tree of quality is located on site.

Landscape Tree Report

Landscape Tree Summary: There are no landscape trees on site.

Boundary Tree Report

Tree #	Species	DBH	Condition	Comments
BO1	<i>Quercus falcata</i> S Red Oak	38"	Good	Tree is in good health.
BO2	<i>Liquidambar styraciflua</i> Sweetgum	7"	Good	Tree is in good health.
BO3	<i>Liquidambar styraciflua</i> Sweetgum	17"	Good	Tree is in good health.
BO4	<i>Liquidambar styraciflua</i> Sweetgum	18"	Good	Tree is in good health.
BO5	<i>Cornus florida</i> Dogwood	6"	Good	Tree is in good health.

Boundary Tree Summary: There are 5 boundary trees that could be impacted by the development. All other boundary trees are located at a distance from the setback line with a DBH that will not have CRZ impacts.



Undersized Tree Report

Tree #	Species	DBH	Condition	Comments
U1	<i>Liquidambar styraciflua</i> Sweetgum	24"	Poor	Large trunk wound with hollow.
U2	<i>Liquidambar styraciflua</i> Sweetgum	19"	Poor	Large trunk wound with hollow.
U3	<i>Liriodendron tulipifera</i> Poplar	28"	Poor	Large trunk wound with hollow.

Undersized Tree Summary: Three trees in the tree save area are in Poor condition with large trunk wounds and hollows. All other trees are in good condition.



Pic # 1: Large trunk wound with hollow.
24" Sweetgum and 19" Sweetgum



Pic # 2: Large trunk wound with hollow.
28" Poplar





CITY COUNCIL STAFF REPORT

Department: Community Development

Submitted By: Kathi Cook

Prepared By: Michael Woodman

Meeting Date: June 3, 2024

AGENDA ITEM: Z-24-06/PH-24-06/V-24-06 55 CANTON

The applicant, Daniel Conner, is requesting a rezoning, parking in-lieu fees, and variances to allow for the construction of a mixed-use building with 36 'For-Sale' condominium units and 7,000 square feet of restaurant space on 1.02 acres in the Downtown. A rezoning is requested from C-2 (General Commercial) to DT-C (Downtown Core) and parking in-lieu fees is requested for five (5) spaces. Variances are requested to increase the maximum building footprint and to allow the full complement of tandem parking to count toward minimum parking requirements. The subject property is located at 32, 38, and 44 Old Canton Street at the southeast corner of Canton Street and Old Canton Street.

This item was considered at the April 11, 2024 Planning Commission meeting. There were three (3) public comments with two (2) in support and one (1) in opposition with concerns over noise impacts, parking, and truck deliveries. After discussion, Planning Commission recommended approval subject to staff's recommended conditions. Vote 7-0

STAFF RECOMMENDATION:

Approve Z-24-06/PH-24-06/V-24-06 55 Canton and Deny variance to allow the full complement of tandem parking to count toward minimum parking requirements, subject to the following conditions:

1. Site consisting of approximately 1.02 acres shall be rezoned to DT-C and developed substantially similar to site plan prepared by AEC, dated 4/3/24, except for modifications required to comply with the conditions below. Property shall be limited to no more than 36 'For-Sale' condominium units and 7,000 square feet of restaurant and retail use.
2. Architecture and materials shall be developed substantially similar to the renderings prepared by Place Maker Design, dated 3/21/24, except for modifications required to comply with the Downtown Consultant's comments and in compliance with the Alpharetta Downtown Code, subject to final approval by DRB. Building shall have 4-sided architecture, materials and details.
3. White lights shall be added to the top of the building to participate in the City's holiday lighting program.
4. Maximum building footprint shall not exceed 28,048 square feet.
5. Tandem parking shall be developed as depicted on the site plan prepared by AEC, dated 4/3/24, with 9 spaces counted toward the minimum parking requirements. Use of the tandem spaces shall be limited to the residential units and the spaces shall be clearly marked for each residential unit.
6. Foundation plantings, consisting of ornamental trees, shrubs, vines, and grasses, shall be required along Canton Street, Old Canton Street, and the pedestrian alley, with final approval by DRB.
7. Developer shall improve Canton Street streetscape with a minimum 8' planter (bump outs between on-street, parallel parking) planted with street trees (American Elms offset minimum 20' from building) evergreen ornamental shrubs, grasses, and ground cover, with final approval by DRB. Existing street trees along Canton Street and adjacent to the subject property shall be removed and area replaced with decorative bricks to match the existing sidewalk.
8. Developer shall improve Old Canton Street streetscape with a 6" header curb, minimum 4' planter (bump out b/w on-street parking) planted with street trees, grasses, and ground cover, minimum 5' concrete sidewalk, and decorative pedestrian lighting, with final approval by Staff.
9. Developer shall install a minimum of two, 6" caliper trees in the pedestrian easement adjacent to the subject property, per Pedestrian Ingress Egress Easement Agreement (DB 61427, PG 143), with final approval by Staff.

10. Decorative pedestrian lighting shall be required throughout the development and shall be maintained by the Condominium Association.
11. Developer shall improve adjacent City pedestrian alley and park with hardscape and landscape material similar to images depicted in Exhibits A & B, with final approval by Staff. Improvements shall be eligible for impact fee credits as agreed to in a development agreement.
12. Open space shall be developed substantially as depicted on the site plan prepared by AEC, dated 4/3/24. Open space shall be developed with decorative landscape, hardscape and seating and landscaping shall include plant selections promoting the historic Downtown, with final approval by DRB.
13. Fences and walls visible from the public right-of-way or City-owned property shall be decorative. Fences shall be metal, and walls shall be brick, stone, or similar material and shall be covered in creeping vines, as approved by DRB.
14. HVAC and similar equipment shall not be visible or shall be screened from the public right-of-way or City-owned property.
15. Garbage pickup shall be from within the parking deck of the development.
16. Developer shall pay a lump sum parking in-lieu fee of \$94,500 prior to the issuance of a building permit.
17. Developer shall provide creative signage, such as a painted sign, blade sign, or perpendicular sign, with final approval by DRB.
18. A construction staging plan shall be provided with the LDP, subject to final approval by Staff.
19. No more than 10% of the residential units shall be permitted to be rented, as recorded in the HOA's declarations and covenants.

ITEM DESCRIPTION:

The submitted request, if approved, would allow for the construction of a mixed-use building with 36 'For-Sale' condominium units and 7,000 square feet of restaurant space on 1.02 acres in the Downtown. The proposed density is 35.3 dwelling units per acre. The applicant proposes to rezone the property from C-2 (General Commercial) to DT-C (Downtown Core) and parking in-lieu fees is requested for five (5) spaces. Variances are requested to increase the maximum building footprint and to allow the full complement of tandem parking to count toward minimum parking requirements. The subject property is located at 32, 38, and 44 Old Canton Street at the southeast corner of Canton Street and Old Canton Street.

The partially developed property has a 1,050 square foot building at the northwest corner of the property with the balance of the property being undeveloped. Surrounding properties are zoned C-2, except that the property to the east is zoned DT-C. Teasley Place is located to the west, Ivybrook Academy, Manley Land Design, and oXYGen Financial are located to the north, Hamilton Hotel and Aria Salon are located to the east, and undeveloped City parkland is located to the south. The comprehensive land use plan designation of the property is 'Central Business District', which allows the proposed zoning and use.

As shown in the table below, the applicant requests variances to modify Downtown Overlay site regulations (bulk and mass) and Unified Development Code (UDC) regulations pertaining to tandem parking. The property has an unusual shape, topographic challenges and has road frontage on two (2) sides and pedestrian alley frontage on two (2) sides.

Applicant's Variance Requests

UDC Section	Applicant's Request	Notes
UDC Appendix A, Subsection 3.5.5 Bulk and Mass	Increase the maximum building footprint from 20,000 SF to 28,048 SF.	Larger building footprints have been approved in the Central Business District, including Teasley Place – 50,000 SF, Alpharetta Lofts – 30,000 SF, and Hamilton Hotel – 40,000 SF.

UDC Subsection 2.5.5 Design Criteria	Allow the full complement of tandem parking spaces (18) to count toward the minimum parking requirements.	The UDC would only count half of the proposed 18 tandem parking spaces toward the minimum parking requirements. Variances to this requirement have not been approved.
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The table below identifies residential approvals in the Downtown Central Business District. The applicant's proposed density is similar to the density approved at Alpharetta Lofts. The applicant's proposal is very similar to Alpharetta Lofts, which was approved as a four (4) story mixed-use building, including 36 'For-Sale' condominium units, approximately 6,000 square feet of restaurant and retail space, and 86 parking spaces on one (1) acre.

Downtown – Residential Approvals in the Central Business District

Development Name	Type	Acres	Density
Applicant's Request	36 Condominium	1.02 acres	35.3 du/ac
City Center/Voysey	42 SFD, 168 For-Rent	25 acres	8 du/ac
Teasley Place	24 Condominium	1.5 acres	16 du/ac
Alpharetta Lofts	36 Condominium	1.16 acre	31 du/ac

SITE PLAN

The submitted site plan depicts a four (4) story mixed-use building to include 36 'For-Sale' condominium units and 7,000 square feet of restaurant use over one (1) level of structured parking. The building is oriented to Canton Street and Old Canton Street with vehicular access depicted from Old Canton Street. Building setbacks vary along Canton Street and Old Canton Street with an average setback of approximately five feet (5'). Other mixed-use developments approved in the Downtown Core have setbacks as shallow as zero feet (0').

Planters planted with street trees are depicted to be added along Canton Street to define the on-street parallel parking spaces. The existing eight-foot (8') brick sidewalk will remain. Existing street trees along Canton Street will be removed and replaced with American Elms to match the street trees on the opposite side of the street. The existing brick sidewalk on Old Canton Street is depicted to be extended to the east property line and six (6) on-street parallel parking spaces have been added. However, the Old Canton Street streetscape should include a six-inch (6") header curb, minimum four-foot (4') planter (bump out between on-street parking), on-street parallel parking, and minimum five-foot (5') concrete sidewalk, which is consistent with the streetscape behind the Hamilton Hotel.

As shown in the table below, 101 parking spaces are required for the applicant's proposed uses. The site plan depicts 82 parking spaces in the structured parking deck and fourteen (14) on-street parallel parking spaces adjacent to the property for a total of 96 spaces. Of the 82 spaces in the structured parking deck, eighteen (18) spaces are depicted to be tandem and reserved for residential use. Parking in the parking deck will be dedicated for use by residents and guests of the condominium units.

Minimum Parking Requirements

Use	Unit (Bldg. Level)	Parking Rate (space/SF)	Required Parking
Restaurant	7,000 SF (Main)	1/500 SF	14
'For-Sale' Condominiums	36 dwellings (2 nd – 4 th floors)	1.5/1-bedroom unit 2.5/2+ bedroom unit	4.5 82.5
TOTAL			101

The site plan depicts 14,448 square feet, or 32.2%, open space in the proposed development.

The DT-C district requires a minimum five percent (5%) amenity space for properties less than five (5) acres, as well as a proportional increase for proposed densities above ten (10) dwelling units per acre or more. The applicant proposes a density of 35.29 dwelling units per acre, which equates to a minimum amenity space of 17.65%. Amenity space is proposed to include a pool/amenity area, restaurant outdoor seating areas, sidewalks, and plazas.

There are no specimen trees identified on the property and the applicant does not propose any tree saves. Of the five (5) trees listed on the applicant's arborist assessment, all are shown in Poor condition. There is an agreement on the subject property, Pedestrian Ingress Egress Easement Agreement (DB 61427, PG 143), that requires the installation of a minimum ten-inch (10") caliper tree. A note on the site plan indicates that stormwater management will be addressed in an off-site pond and water quality/run off reduction will be addressed in a facility located under the plaza at the corner of Canton Street and Old Canton Street.

RENDERINGS

The submitted renderings depict a four (4) story mixed-use building in the Italianate style, consisting primarily of brick and stone. The first floor of the building is dedicated to two (2) restaurant spaces and common area for the residents of the condominiums. 'For-Sale' condominium units are located on the three (3) floors above the main level and consisting of a mix of one (1), two (2), and three (3) bedroom units. According to the City's Downtown Consultant, the proposed renderings generally comply with the design regulations in the Downtown Overlay.

OFFSITE IMPROVEMENTS

The City secured easements from the subject property and adjacent properties for a pedestrian alley connecting Old Canton Street, Canton Street and Milton Avenue. In addition, the City purchased the 0.227-acre property at the northeast corner of Milton Avenue and Canton Street for a future park site. The applicant proposes improvements to the pedestrian alley and park, as depicted below, and in exchange for impact fee credits. Improvements include hardscape, landscape, lighting, and seating. The applicant's development is expected to generate approximately \$250,000 in roads and recreation and parks impact fees.



TRAFFIC

Staff calculated vehicular trips generated from the proposed uses. It is estimated that the 36 condominium units and 7,000 square feet of restaurant would generate approximately nine (9) AM Peak Hour trips and 82 PM Peak Hour trips.

PARKING

Within the Downtown, parking can be met on-site, as well as on-street parking located adjacent to and on the same side of the street as the subject site. If parking cannot be satisfied as described above, an applicant may pursue Parking in-lieu fees. Parking in-lieu fees allow parking requirements to be satisfied through payment of parking in-lieu fees according to the table below. Payments to the Downtown Parking Fund have been approved at a few locations in the Downtown, including 44 Milton Avenue, 55/61 Roswell Street, Alpharetta Lofts (58 Canton Street), CORO building (37 Old Roswell Street), and 75/91 Roswell Street.

Parking In-Lieu Fee Schedule

If the Number of Required Spaces Satisfied through In-Lieu Program is Between:	The Fee Due is:
1—5 spaces	\$4,500 per space
6—20 spaces	\$22,500 + \$8,000 per space over 5
21—40 spaces	\$142,500 + \$14,000 per space over 20
41 spaces and greater	\$422,500 + \$20,000 per space over 40

The applicant requests parking in-lieu fees for a shortfall of five (5) parking spaces. The site plan depicts 96 parking spaces for the proposed building, which represents approximately 95% of the required parking. Based on the Parking In-Lieu Fee Schedule above, a shortage of five (5) parking spaces would require a lump sum payment of \$22,500.00. However, the applicant is also requesting a variance to allow the full complement of tandem parking spaces (18 spaces) to count toward the minimum parking requirements. Based on the configuration of the proposed tandem parking, the UDC would only count nine (9) spaces. If the variance to allow the full complement of tandem parking to count toward the minimum parking requirements is denied, a lump sum payment of \$94,500 in parking in-lieu fees should be required for a shortfall of fourteen (14) parking spaces.

The table below identifies Downtown public parking facilities, including number of spaces, peak utilization, and approximate walking distance to the applicant's property. Peak utilization for surface parking lots and on-street parking is derived from the *Downtown Alpharetta Parking Study* (June 2018), while the Milton Avenue parking deck and City Center parking deck utilization is based on Staff observations (pre-pandemic). Besides on-street public parking, the Milton Avenue Parking Deck and Old Roswell Street Parking Lot are the nearest public parking facilities to the applicant's property. The Roswell Street City Parking Lot and Milton Avenue Parking Deck have the greatest available capacity.

Downtown Parking Facilities

Parking Facility	Number Spaces	of	Peak Utilization	Distance to Subject Property
City Center Parking Deck	601*		70%	~1,600'
Milton Avenue Parking Deck	260		65%	~450'

Old Roswell Street Parking Lot	66	90-100%	~450'
Roswell Street Parking Lot	77	30-60%	~850'
On-street spaces	191	90-100%	~50'

*Approximately 100 spaces are reserved for the Alpharetta-Fulton County Library, 86 spaces reserved for the City Center apartments and 82 spaces in the new portion of the deck reserved for Data Scan.

PARKING IN-LIEU FEES REVIEW CRITERIA

Applications to use parking in-lieu fees must be made to the city council, which will then hold a public hearing to approve or deny the application. The city council must consider the following in reviewing an application for parking in-lieu:

a. The availability of parking in the Downtown Overlay:

Response: As shown in the table above, there are a few public parking facilities in the Downtown. Besides on-street parking, the closest facilities to the applicant's property are the Milton Avenue Parking Deck and Old Roswell Street Parking Lot, of which the Old Roswell Street Parking Lot has the highest peak utilization of any of the Downtown parking facilities. The Milton Avenue Parking Deck is located within approximately 450' of the subject property and has one of the lower peak utilizations at 65%. An article from the National Parking Association, PARKING magazine, states that parking designers typically use a maximum walking distance of 300' – 600' for retail customers and 1,200' – 1,500' for employee parking. The Milton Avenue Parking Deck is located within the maximum walking distance for retail customers and employees and the Roswell Street Parking Lot is located within the maximum walking distance for employees.

b. The availability of alternative transportation in the Downtown Overlay;

Response: MARTA bus routes 141 and 185 service the Alpharetta area. However, neither bus route provides service along Canton Street. There are five (5) bus stops within approximately 1,000' (measured as the most direct pedestrian path) of the subject property with two (2) stops on Milton Avenue and three (3) stops on North Main Street.

c. The impact on the public health, safety, and general welfare; and

Response: The property is located in close proximity to the Milton Avenue Parking Deck, which has one of the lower peak utilizations of Downtown public parking facilities. There should not be a negative impact to public health, safety, or general welfare, if parking in-lieu fees are required for the shortfall of five (5) parking spaces, as well as for the nine (9) tandem spaces.

d. Other considerations deemed material to the application by city council.

Response: Parking in-lieu fees have been approved at other Downtown locations, including at 44 Milton Avenue, 55/61 Roswell Street, Alpharetta Lofts (58 Canton Street), CORO building (37 Old Roswell Street), and most recently at 75/91 Roswell Street.

SCHOOLS

Residential development is known to increase school enrollment. Fulton County calculated the potential maximum number of children who may live on the property by using the Fulton County Schools standard calculation to identify the number of children that a residential development will generate. The following chart outlines these figures:

FULTON COUNTY SCHOOLS – 36 'For-Sale' Condominiums

School	Single Family Average #
Alpharetta Elementary School	0 to 0 students
Hopewell Middle School	0 to 0 students
Cambridge High School	0 to 0 students
TOTAL	0 to 0 students

Based on the total figure for all three school levels, it can be assumed that the proposed development could house approximately 0 school age children. Numbers provided by Fulton County Schools show that all three (3) schools have enrollments that are under capacity.

STANDARDS FOR ZONING CHANGES

The Planning Commission and the City Council shall consider the following standards in considering a rezoning application, giving due weight or priority to those factors particularly appropriate to the circumstances of each application:

- a. Whether the zoning proposal will permit a use that is suitable in view of the zoning use and development of adjacent and nearby property.

Response: The proposed zoning is consistent with the future land use designation of the property and surrounding area, which is 'Central Business District'. The area is envisioned to redevelop into a mix of residential, office and neighborhood commercial uses.

- b. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property.

Response: The zoning proposal would not adversely affect the existing use or usability of adjacent or nearby properties, which are similarly developed. The area is envisioned to redevelop into a mix of residential, office and neighborhood commercial uses.

- c. Whether the zoning proposal will adversely affect the natural environment.

Response: The proposal should not have significant impacts on the natural environment. Trees listed in the applicant's arborist assessment are all shown to be in Poor condition. Per an agreement with the previous property owner, a ten-inch (10") caliper tree must be planted on the subject property.

- d. Whether there are substantial reasons why the property cannot or should not be used as currently zoned.

Response: The property is currently zoned C-2, which does not allow residential use. In addition, the existing zoning is inconsistent with the vision for Downtown to become a mixed-use, walkable environment. The requested zoning district is consistent with the future land use designation of the property and surrounding area, which is 'Central Business District'. The area is envisioned to redevelop into a mix of residential, office and neighborhood commercial uses.

- e. Whether the zoning proposal will result in a use that will or could cause an excessive or burdensome use of public facilities or services, including but not limited to existing streets and transportation facilities, schools, water or sewer utilities, and police or fire protection.

Response: The zoning proposal would not cause an excessive burden on public facilities and services. The requested rezoning and proposed uses would reduce demand on transportation facilities and increase demand on parks. Fulton County Schools anticipates 0 school age children generated from the proposed condominium units. In addition, the applicant proposes improvements to the City's adjacent property for a small park and a pedestrian alley which would improve access to public facilities and services in the Downtown.

f. Whether the zoning proposal is supported by new or changing conditions not anticipated or reflected in the existing zoning on the property.

Response: The subject property is located in the Downtown Overlay, which includes opportunities for properties to develop under the Downtown zoning districts. The requested zoning district is consistent with the future land use designation of the property and surrounding area, which is 'Central Business District'.

g. Whether the zoning proposal reflects a reasonable balance between the promotion of the public health, safety, morality or general welfare against the right to unrestricted use of property.

Response: The request should not negatively impact public health, safety or welfare. The proposed zoning district is consistent with the future land use designation of the property.

h. Whether there are substantial reasons why the property cannot be used in accordance with existing zoning.

Response: The property is currently zoned C-2, which does not allow residential use. In addition, the existing zoning is inconsistent with the vision for Downtown to become a mixed-use, walkable environment. The requested zoning district is consistent with the future land use designation of the property and surrounding area, which is 'Central Business District'. The area is envisioned to redevelop into a mix of residential, office and neighborhood commercial uses.

i. The extent to which the zoning proposal is consistent with the Comprehensive Plan.

Response: The future land use designation of the property is 'Central Business District', which allows the proposed DT-C zoning district and uses.

VARIANCE REVIEW CRITERIA

The City of Alpharetta Unified Development Code Article IV, Section 4.5.3 outlines the criteria set forth for granting a variance. The ordinance specifically states..."a variance may be granted in whole or in part, or with conditions, in such individual case of unnecessary hardship upon a finding that":

(1) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography; or

Response: The property has an unusual shape, topographic challenges and has road frontage and pedestrian alley frontage on all sides. The building has been designed with offsets and exterior material changes in an effort to break up the massing of the building and lessen the impact of the larger building footprint. However, the exceptional conditions on the property do not represent a hardship in support of the variance to allow the full complement

of tandem parking spaces to count toward minimum parking requirements. If approved, the applicant should provide additional parking, reduce the development proposal, or pay parking in-lieu fees for the shortfall of nine (9) spaces related to the tandem parking.

(2) The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or

Response: Application of the ordinance would create an unnecessary hardship as it relates to the request to increase the maximum building footprint. Larger building footprints have been approved on nearby properties in the Central Business District, including at Teasley Place – 50,000 SF, Alpharetta Lofts – 30,000 SF, and Hamilton Hotel – 40,000 SF. However, the exceptional conditions on the property do not represent a hardship in support of the variance to allow the full complement of tandem parking to count toward minimum parking requirements. If approved, the applicant should provide additional parking, reduce the development proposal, or pay parking in-lieu fees for the shortfall of nine (9) spaces related to tandem parking.

(3) There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or

Response: The property has an unusual shape, topographic challenges and has road frontage and pedestrian alley frontage on all sides. The building has been designed with offsets and exterior material changes in an effort to break up the massing of the building and lessen the impact of the larger building footprint. However, the exceptional conditions on the property do not represent a hardship in support of the variance to allow the full complement of tandem parking spaces to count toward minimum parking requirements. If approved, the applicant should provide additional parking, reduce the development proposal, or pay parking in-lieu fees for the shortfall of nine (9) spaces related to the tandem parking.

CONCURRENCES

Staff has reviewed the applicant's proposal against the established review criteria for a rezoning, parking in-lieu fees, and variance. The zoning proposal is consistent with the vision of the Downtown Master Plan and future land use designation of the property and surrounding area, which is 'Central Business District'. The area is envisioned to redevelop into a mix of residential, office and commercial uses. In addition, the applicant proposes improvements to the City's adjacent future park property, as well as to the proposed pedestrian alley, which would improve access to public facilities and services in the Downtown.

There are exceptional conditions pertaining to the property due to its unusual shape, topography, and multiple road and pedestrian alley frontages. The building has been designed with offsets and exterior material changes in an effort to break up the massing of the building and lessen the impact of the larger building footprint. However, the variance request related to tandem parking is not supported by a hardship and could set a precedent. If the proposal is approved, the applicant should provide additional parking, reduce the development proposal, or pay parking in-lieu fees for the shortfall of nine (9) spaces related to the tandem parking.

CITIZEN PARTICIPATION PLAN

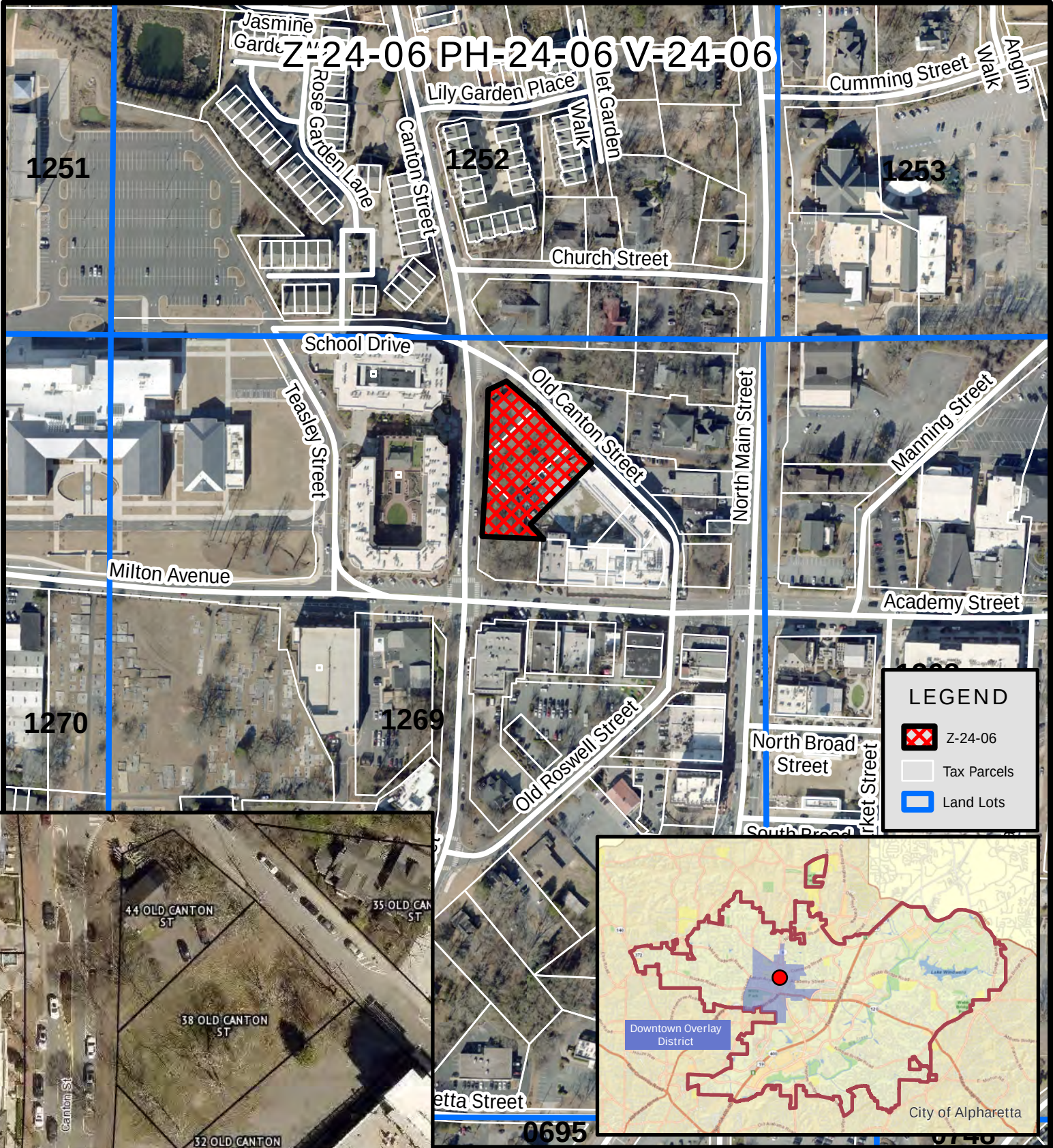
The report submitted by the applicant states that property owners within 500' were contacted

regarding the applicant's intent. The report states that the applicant held a meeting with Teasley Place residents. According to the applicant, the project was overall well-received.

COMMUNITY ZONING INFORMATION MEETING

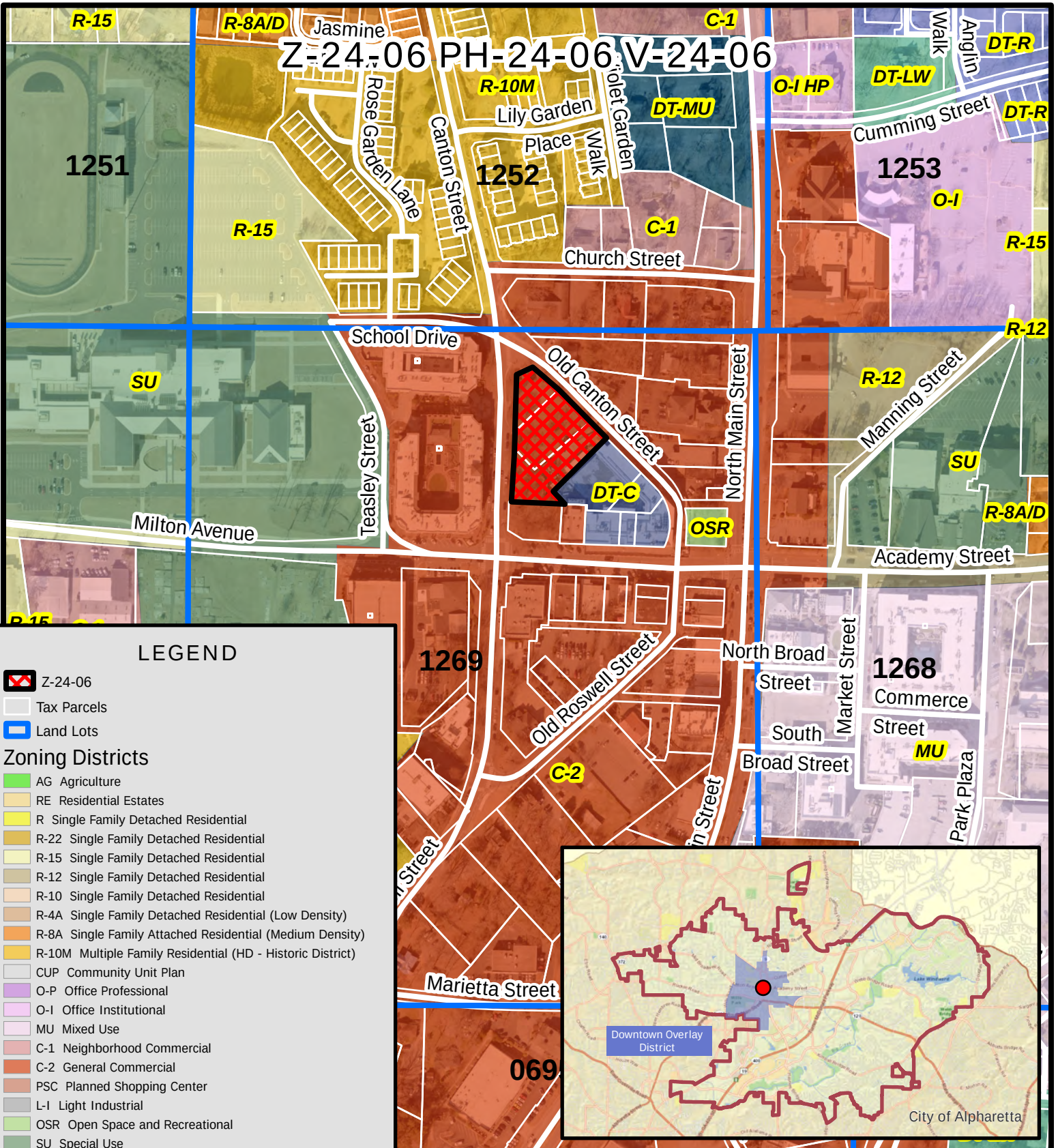
CZIM was held on February 14, 2024. There were two (2) public comments in support of the applicant's request.

ATTACHMENTS:
• Aerial Map • Zoning Map • Future Land Use Map • Location Map • Latest Site Plan • Latest Renderings • Building Height Exhibit • Exhibit A • Exhibit B • CZIM • Citizen Part B • Application



Z-24-06 PH-24-06 V-24-06
 D/LL: 2/2/1269
 PC: 3/07/24
 CC: 3/25/24

Z-24-06 PH-24-06 V-24-06



Z-24-06 PH-24-06 V-24-06

D/LL: 2/2/1269

PC: 3/07/24

CC: 3/25/24

Zoning Map

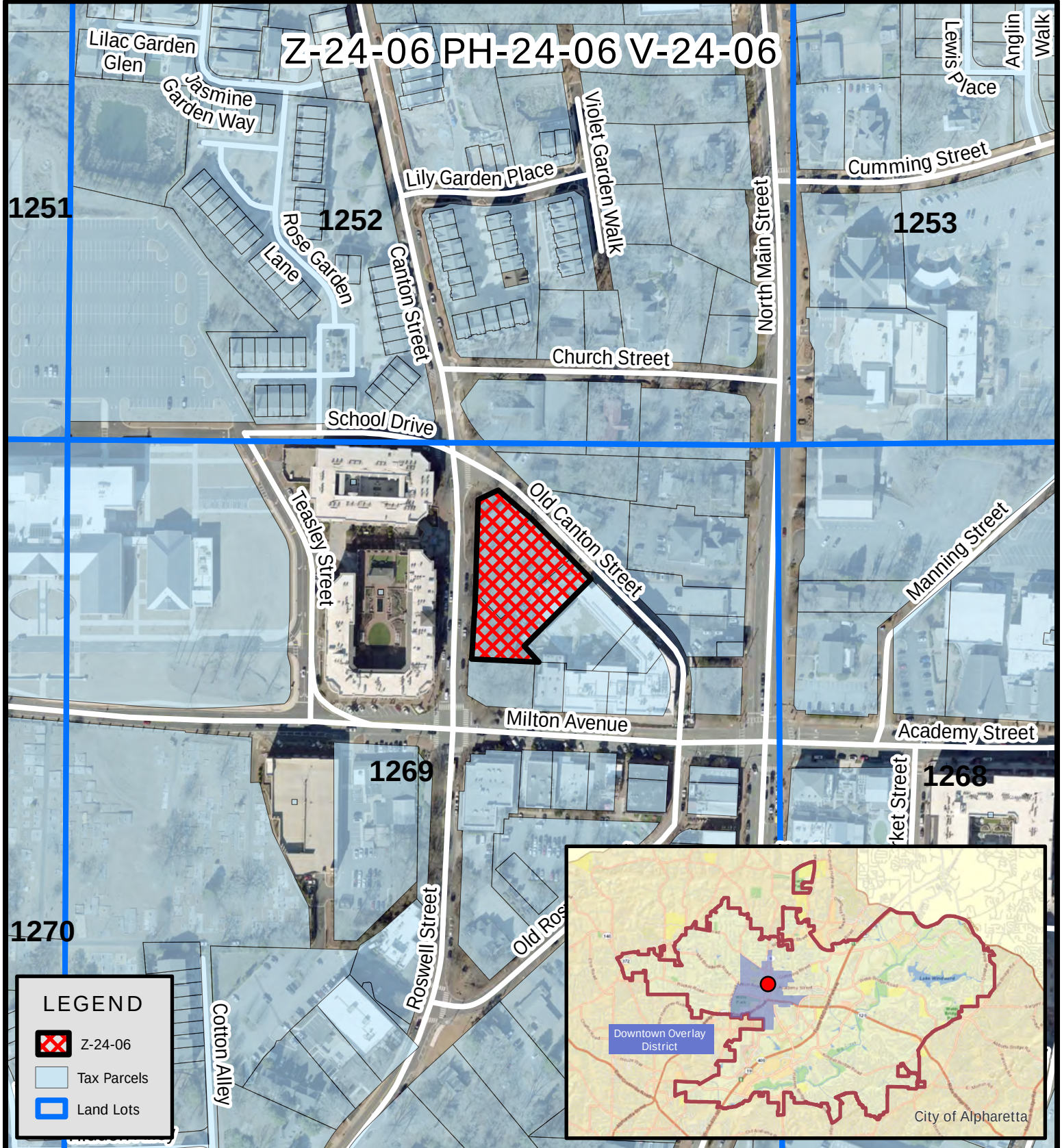
55 Canton

32, 38, 44 Old Canton Street



Location Map Provided by:
Community Development - GIS
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Z-24-06 PH-24-06 V-24-06



Z-24-06 PH-24-06 V-24-06

D/LL: 2/2/1269

PC: 3/07/24

CC: 3/25/24

Location Map

55 Canton

32, 38, 44 Old Canton Street

Location Map Provided by:
Community Development - GIS

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LOCATION MAP

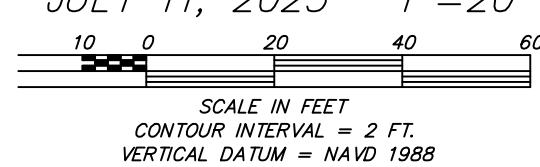
(6) STORM CAPTURE UNDERGROUND CHAMBERS AT 6' DEEP FOR STORM WATER RUN OFF REDUCTION.
TOP @ 1110.00
BOTTOM @ 1103.50
GROUNDWATER AT 1099



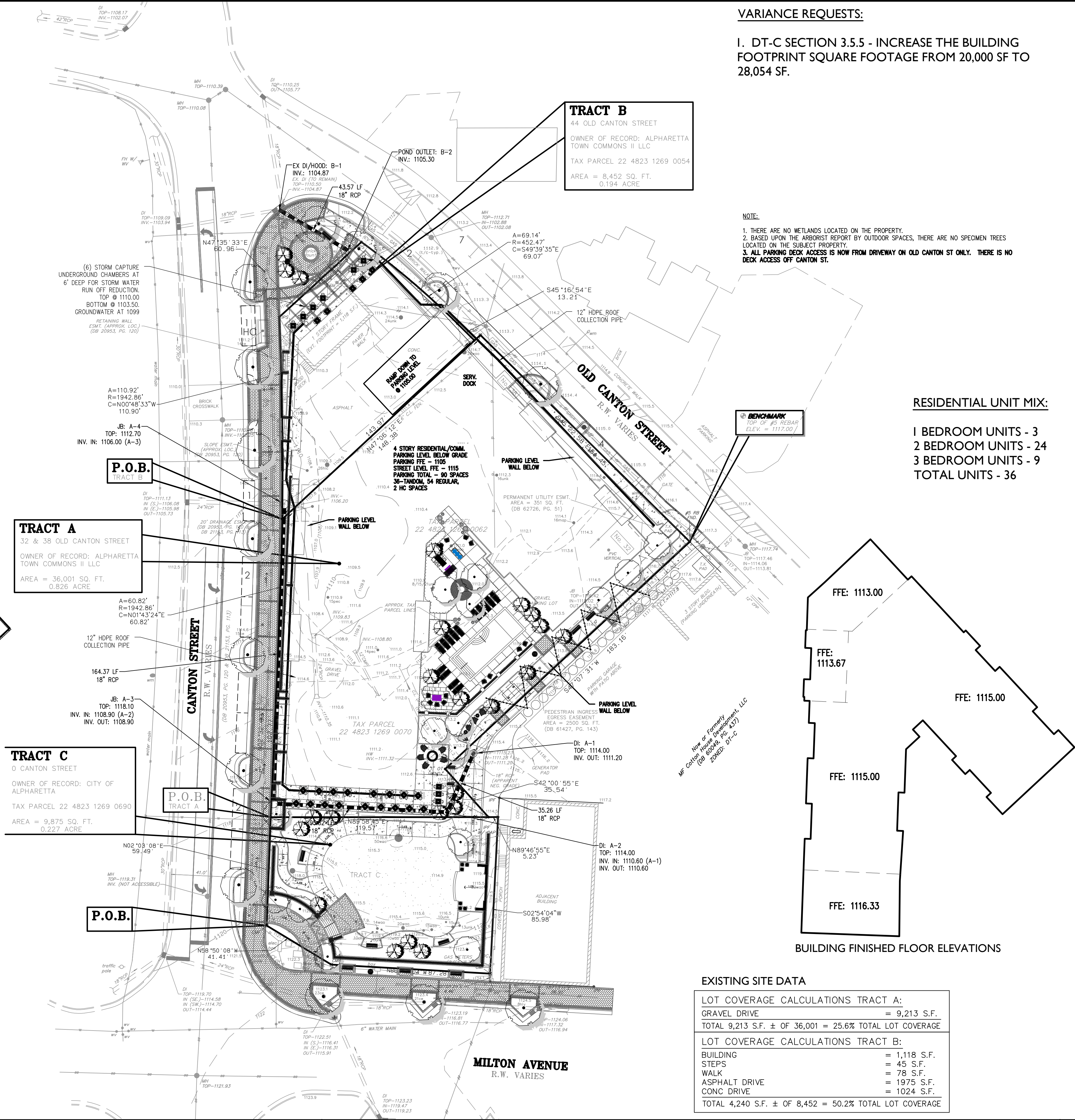
PARKING LEVEL LAYOUT

RETRACEMENT & TOPOGRAPHIC SURVEY FOR
ALPHARETTA TOWN COMMONS II, LLC

LOCATED IN LAND LOT 1269
2nd DISTRICT, 2nd SECTION
CITY OF ALPHARETTA
FULTON COUNTY, GEORGIA
JULY 11, 2023 1"=20'



REZONING SITE PLAN



VARIANCE REQUESTS:

I. DT-C SECTION 3.5.5 - INCREASE THE BUILDING
FOOTPRINT SQUARE FOOTAGE FROM 20,000 SF TO
28,054 SF.

MIXED USE SITE DATA:

32, 38 & 44 OLD CANTON ST.
CITY OF ALPHARETTA
FULTON COUNTY, GEORGIA
LAND LOT 1269 1st DISTRICT 2nd SECTION
PARCEL ID - 22 4823 12690062, 22 4823 12690054, 22
4823 12690070

TOTAL ACREAGE: 1.02 OR 44,431.2 SF

CURRENT ZONING: C-2
FUTURE LAND USE: CBD
PROPOSED ZONING: DT-C

PROPOSED USE:

- RETAIL/RESTAURANT: 7,000 SF
- RESIDENTIAL: 36 UNITS

BELOW GRADE: PARKING
GROUND FLOOR: RETAIL, RESTAURANT &
RESIDENTIAL
FLOORS 2-4: RESIDENTIAL

PARKING:

REQUIRED PARKING RATIOS

- RETAIL/RESTAURANT: 1/500 SF (14 SPACES)
- RESIDENTIAL: 1/BDRM UP TO 2/UN. (69 SPACES)
- GUEST PARKING: .5/UN. (18 SPACES)

TOTAL REQUIRED PARKING: 101 SPACES

TOTAL STRUCTURED PARKING PROVIDED: 82 SPACES

TOTAL STREET PARKING PROVIDED: 14 SPACES

TOTAL PROJECT PARKING PROVIDED: 96 SPACES

*\$5 ADDITIONAL SPACES PROVIDED VIA PARKING IN-LIEU FEE @
\$4,500/SPACE

SITE STANDARDS:

MIN. OPEN SPACE AREA 5% OF SITE (2,221.50 SF)

PROP. OPEN SPACE AREA 32.2% (14,448 SF)

- 14,448 SF - INC.: POOL/AMENITY AREA, OUTDOOR
RESTAURANT SEATING AREAS AND SIDEWALKS/PLAZAS
ALONG BOTH ROADS (ALL AREA OUTSIDE OF BLDG.
FOOTPRINT)

MAX. LOT BUILDING COVERAGE 90% (39,988 S.F.)

PROP. LOT BUILDING & DECK COVERAGE 64% (28,408 SF)

MAX. STORIES: 4, PROPOSED STORIES: 4

MAX. BLDG. FOOTPRINT: 20,000 SF

PROP. BLDG. FOOTPRINT: 28,054 SF (VARIANCE REQUESTED)

ALLOWABLE DENSITY: 10 UN./AC.

PROP. DENSITY: 35.29 UN./AC.

SETBACKS

FRONT 0' MIN / 10' MAX
SIDE 0'
REAR 6' NO ALLEY
REAR 3' ALLEY

DETENTION PROVIDED IN COMMON OFF SITE POND.
WATER QUALITY/RUN OFF REDUCTION WILL BE HANDLED
UNDERGROUND UNDER THE PLAZA AT THE NORTH
POCKET PARK.

PARK SITE DATA:

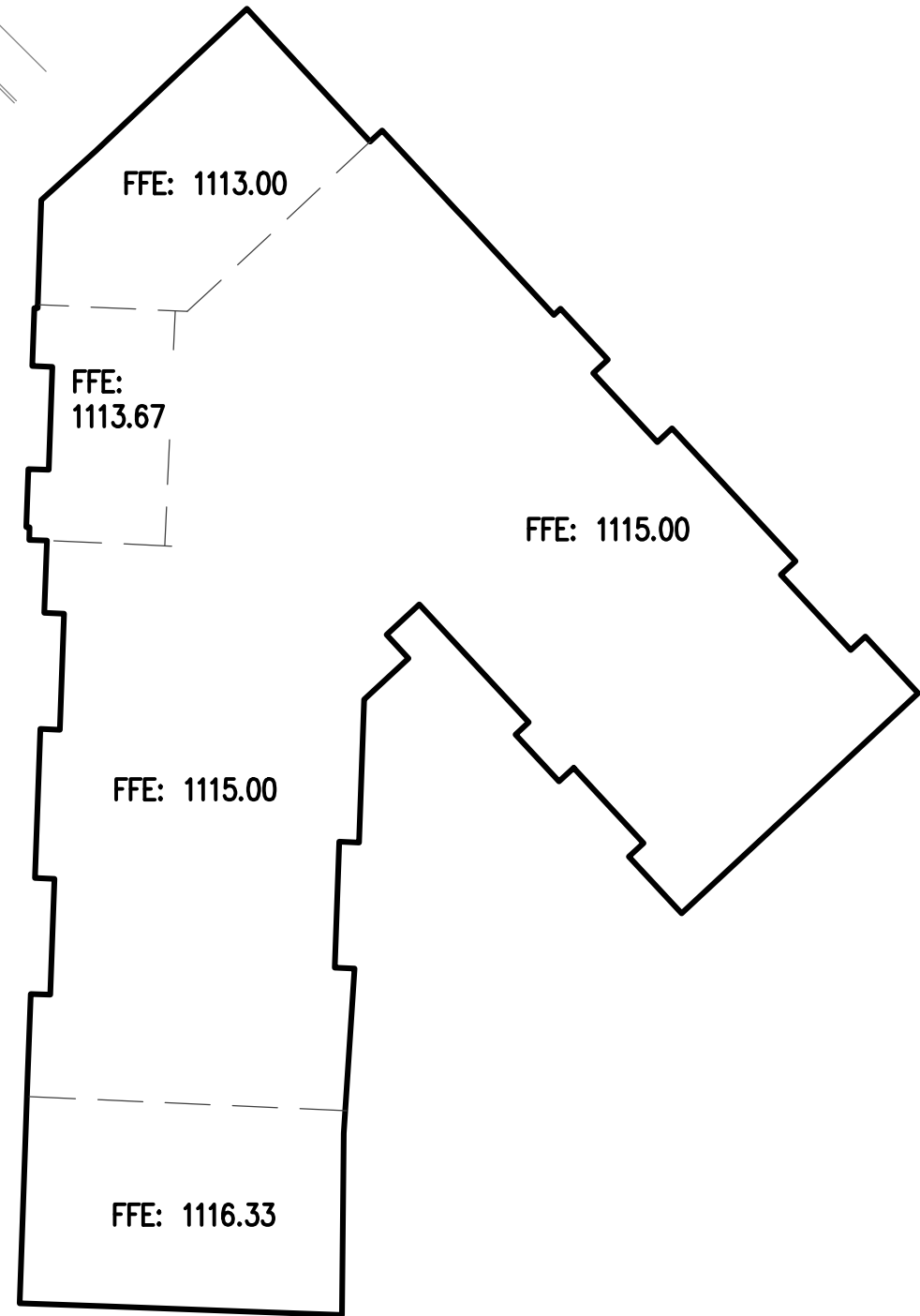
0 CANTON ST.
CITY OF ALPHARETTA
FULTON COUNTY, GEORGIA
LAND LOT 1269 1st DISTRICT 2nd SECTION
PARCEL ID - 22 4823 12690690

TOTAL ACREAGE: 0.227

CURRENT ZONING: C-2 (TO REMAIN)

RESIDENTIAL UNIT MIX:

1 BEDROOM UNITS - 3
2 BEDROOM UNITS - 24
3 BEDROOM UNITS - 9
TOTAL UNITS - 36



BUILDING FINISHED FLOOR ELEVATIONS

EXISTING SITE DATA

LOT COVERAGE CALCULATIONS TRACT A:	
GRAVEL DRIVE	= 9,213 S.F.
TOTAL 9,213 S.F. ± OF 36,001 = 25.6% TOTAL LOT COVERAGE	
LOT COVERAGE CALCULATIONS TRACT B:	
BUILDING	= 1,118 S.F.
STEPS	= 45 S.F.
WALK	= 78 S.F.
ASPHALT DRIVE	= 1975 S.F.
CONC DRIVE	= 1024 S.F.
TOTAL 4,240 S.F. ± OF 8,452 = 50.2% TOTAL LOT COVERAGE	

55 CANTON
MIXED USE BUILDING
ALPHARETTA, GEORGIA

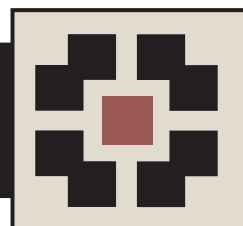
PROJECT INFORMATION

PROJECT NO.: 23 - 4905
DATE: 4 - 3 - 2024
SCALE: 1" = 30'
DESIGN/DRAWN: PLACE MAKER DESIGN, B+C STUDIOS & AEC



#23009

03/21/24



PLACE MAKER DESIGN

280 Interstate North Circle - Suite 510 - Atlanta, Georgia 30339

55 Canton St
Alpharetta, GA



#23009

03/21/24



PLACE MAKER DESIGN

280 Interstate North Circle - Suite 510 - Atlanta, Georgia 30339

55 Canton St
Alpharetta, GA



#23009

03/21/24



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03/21/24



PLACE MAKER DESIGN

280 Interstate North Circle - Suite 510 - Atlanta, Georgia 30339

55 Canton St
Alpharetta, GA



#23009

03/21/24



PLACE MAKER DESIGN

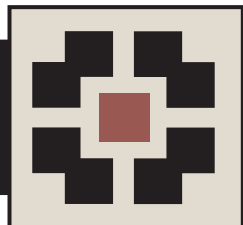
280 Interstate North Circle - Suite 510 - Atlanta, Georgia 30339

55 Canton St
Alpharetta, GA



#23009

03/21/24



PLACE MAKER DESIGN

280 Interstate North Circle - Suite 510 - Atlanta, Georgia 30339

55 Canton St
Alpharetta, GA



#23009

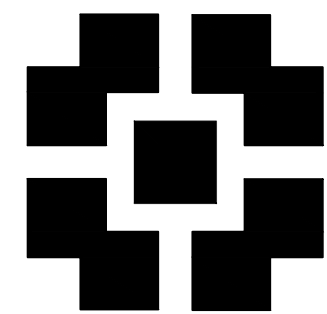
03/21/24



PLACE MAKER DESIGN

280 Interstate North Circle - Suite 510 - Atlanta, Georgia 30339

55 Canton St
Alpharetta, GA



PLACE
MAKER
DESIGN

REV #	DATE	DESCRIPTION
1	02/01/24	ISSUE DATE
2	02/01/24	DRAWN BY
3	02/01/24	CHECKED BY
4	02/01/24	PHD PROJ #
5	02/01/24	PHD PROJ #
6	02/01/24	PHD PROJ #
7	02/01/24	PHD PROJ #
8	02/01/24	PHD PROJ #
9	02/01/24	PHD PROJ #
10	02/01/24	PHD PROJ #

55 CANTON STREET

ALPHARETTA, GEORGIA 30004

ALPHARETTA TOWN COMMONS II, LLC

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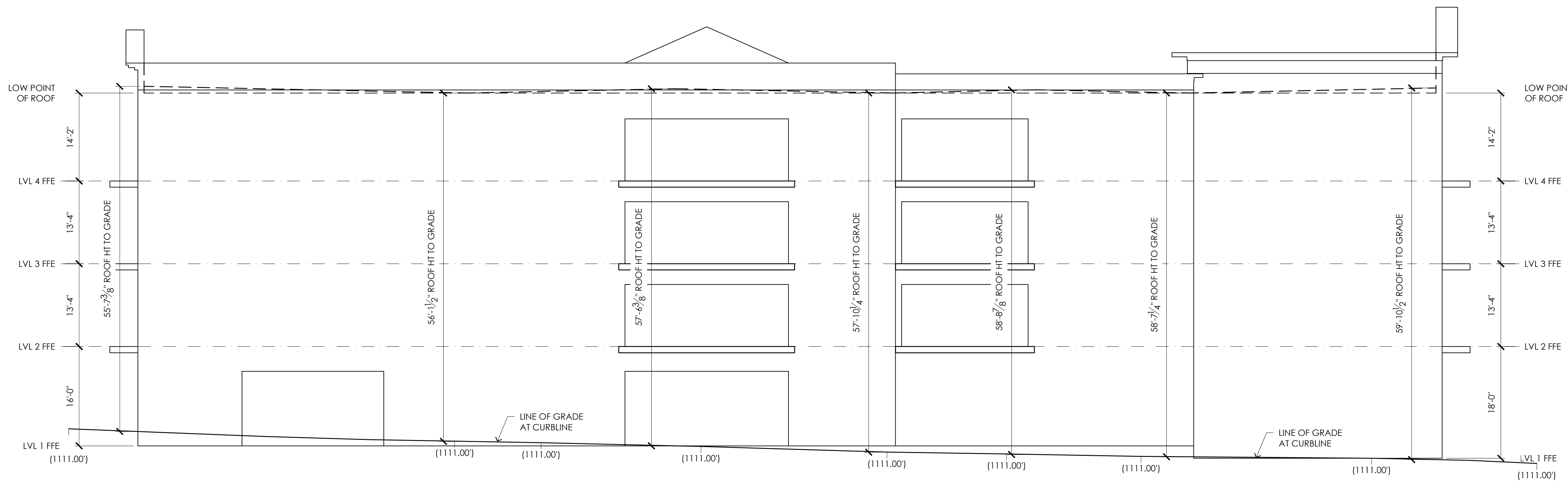
PLACE MAKER DESIGN
280 INTERSTATE NORTH CIRCLE
SUITE 510
ATLANTA, GEORGIA 30339
404.549.4499

ISSUE DATE 02/01/24
DRAWN BY TMV
CHECKED BY TMV
PHD PROJ # 23009

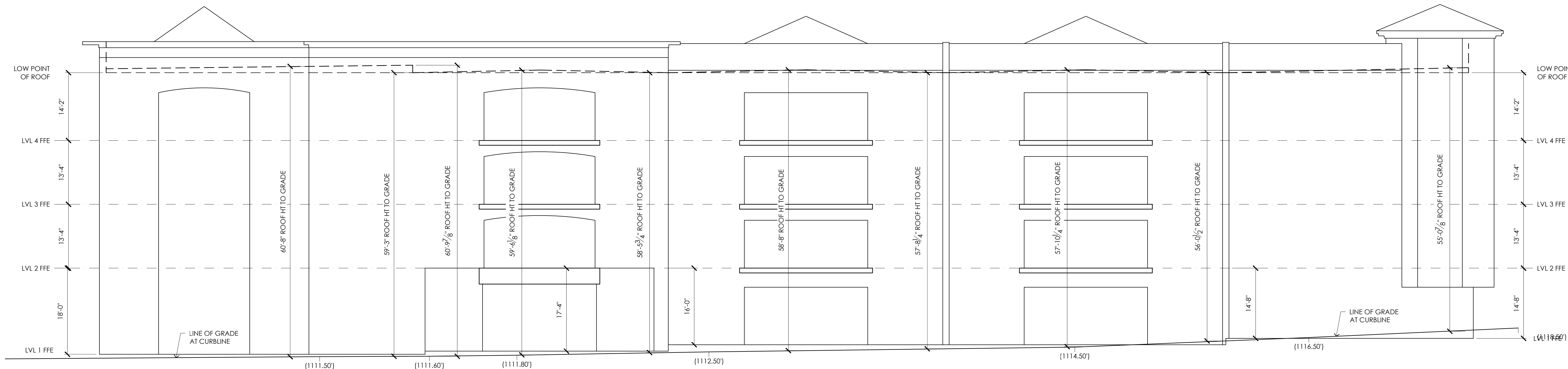
BUILDING
HEIGHT
STUDY

SHEET #

A-1



2
A-1 OLD CANTON STREET ELEVATION
SCALE: 3/32"= 1'-0"



1
A-1 CANTON STREET ELEVATION
SCALE: 3/32"= 1'-0"

Exhibit A – Pedestrian Alley





55 CANTON STREET

Exhibit B

LANDSCAPE ARCHITECTURE | DESIGN + PLANNING

OVERALL SITE



- 1 CORNER FEATURE / PARK ENTRY
- 2 PARK LAWN
- 3 SMALL COVERED SEATING / PERFORMANCE AREA
- 4 RESTAURANT ENTRY
- 5 OUTDOOR DINING
- 6 PARK SEATING
- 7 PEDESTRIAN ALLEY



55 CANTON STREET

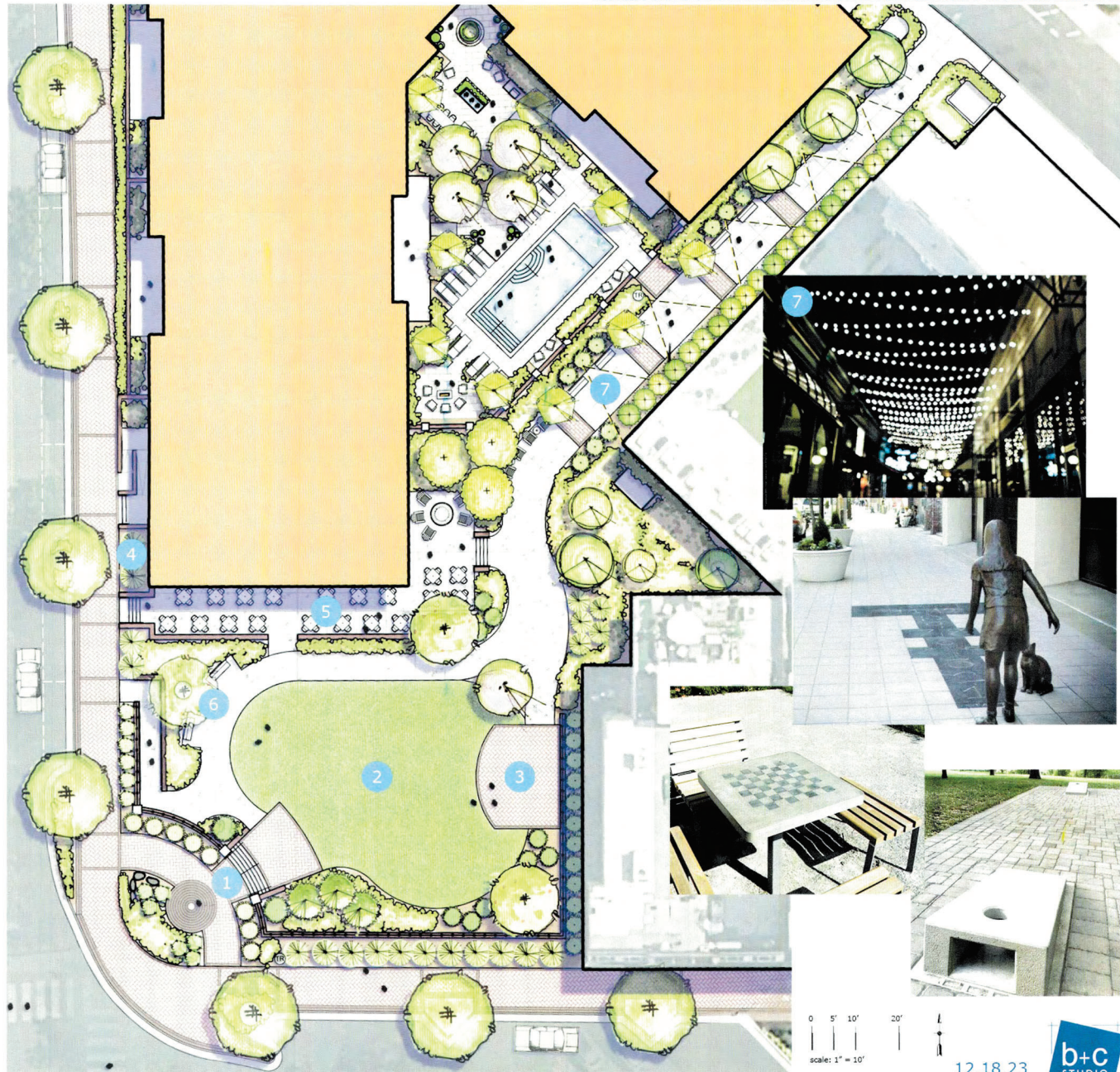


Exhibit B

LANDSCAPE ARCHITECTURE | DESIGN + PLANNING



Community Zoning Information Meeting (CZIM)

February 14, 2024

Please sign-in and leave your comments and/or concerns.

Z-24-06/PH-24-06/V-24-06 / 55 Canton

NAME	ADDRESS	COMMENTS
leslie Buxbaum	1020 clairborne Dr.	Fits well with existing / architectural interesting Alpharetta, GA 30009 *like the park st
RJ MARCOUR	58 Canton ST 404 30009	Beautiful plan... Look forward the Building ATP!

CITIZEN PARTICIPATION FORM - PART B

This form must be completed and submitted to the City of Alpharetta Community Development Department a minimum of twenty (20) working days prior to the scheduled Public Hearing. Failure to do so will result in cancellation of the scheduled hearing.

Public Hearing or Project Name: 44 Old Canton Street

Contact Name: Daniel Connor

Telephone: 404.419.9418

Please describe comments and concerns provided by any and all individuals contacted as part of the the Citizen Participation Program. If any individuals provided written correspondence, please attach copies of same to this report.

We had a meeting with the residents of Teasely Place. We answered questions and overall the project was very well received.

Method by which these individuals were contacted. Please mark all that apply. *Please provide samples of any and all written communications used to provide notification.*

☐

Letter

☒

Personal Visits

☐

Telephone

☐

Group Meeting

☐

Email

☐

Other (Please Specify) _____

Attach a list of people who have been notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified.

I, the undersigned, as an authorized representative of the applicant and Public Hearing item identified above, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Citizen Participation Form - Part B and in any and all documents provided in support of this report are true and accurate. I further understand that any false statements provided by representatives of the applicant as part of this report may result in penalties up to and including denial of the subject application.

Signature of Authorized Agent: _____

D. Connor

Date: _____

2.20.23

Print Form

1.17.24

[Your Name]
[Your Address]
[City, State Zip]

RE: Z-24-06/PH-24-06/V-24-06 55 Canton

Dear Property Owner:

Please allow this letter to serve as public notice Consideration of a rezoning, parking in-lieu fees, and variances to allow for the construction of mixed-use building with 36 'For-Sale' condominium units and 7,303 square feet of restaurant space on 1.02 acres in the Downtown Overlay. A rezoning is requested from C-2 (General Commercial) to DT-C (Downtown Core) and parking in-lieu fees are requested for approximately seven (7) parking spaces. Variances are requested to increase the maximum building footprint, allow tandem parking spaces, and to increase the building height from 60' to 66'. The property is located at 32, 38 & 44 Old Canton Street.

The Community Zoning Information Meeting (CZIM) for this request will be held on **Wednesday, February 14, 2024, at 6:00 PM** in the Multipurpose Room in Alpharetta City Hall across from the Council Chambers. Alpharetta City Hall is Located at 2 Park Plaza, Alpharetta, GA 30009. This is an informal meeting to allow the public to view public hearing requests, ask questions, and provide feedback.

This item will be considered by **the Planning Commission on March 7, 2024, and City Council on Monday, March 25, 2024, at 6:30 PM**. The meetings will be held in the Council Chambers at City Hall, 2 Park Plaza, Alpharetta, GA 30009.

If you have any questions regarding the request, please feel free to contact me at your convenience. I can be reached at Dan@kimking.com.

Sincerely,



Daniel Connor

TO WHOM IT MAY CONCERN
32 CANTON ST
ALPHARETTA GA 30009

TO WHOM IT MAY CONCERN
38 CANTON ST
ALPHARETTA GA 30009

TO WHOM IT MAY CONCERN
44 CANTON ST
ALPHARETTA GA 30009

WEST MAIN I LLC
1001 CAMBRIDGE SQ SUITE A
ALPHARETTA GA 30009

PARSONS ACE HARDWARE INC
10465 STONEFIELD LNDG
DULUTH GA 30097-5951

HASKINS RICHARD A & AMY S
10945 STATE BRIDGE RD STE 401 336
ALPHARETTA GA 30022

LATONA CHARLES & MC NULTY ROBERT
DENNIS
110 ROSE GARDEN LANE
ALPHARETTA GA 30009

SIMMONS NICHOLAS A & MELINDA
117 LILY GARDEN PL
ALPHARETTA GA 30009

ALPHARETTA LOFTS RETAIL LLC
11785 NORTHFALL LANE STE 510
ALPHARETTA GA 30009

ALPHARETTA LOFTS RETAIL LLC
11785 NORTHFALL LN STE 510
ALPHARETTA GA 30009

KUELBS JAMES & JUDITH
119 LILY GARDEN PL
ALPHARETTA GA 30009

DUGGINS TYLER LEIGH
120 ROSE GARDEN LANE
ALPHARETTA GA 30009

LAMONTE DAVID & REGINA
121 LILY GARDEN PL
ALPHARETTA GA 30009

RICK DOUGLAS ALAN & CHRISTINE S
130 ROSE GARDEN LN
ALPHARETTA GA 30009

MARUS KENNETH & MARUS ANDREA
135 ROSE GARDEN LANE
ALPHARETTA GA 30009

HAPPE JAMES H & HAPPE KERRY F
140 ROSE GARDEN LANE
ALPHARETTA GA 30009

61 OLD CANTON LLC
14195 HOPEWELL RD
ALPHARETTA GA 30004

RAM DEVELOPMENT PARTNERS LLC
14195 HOPEWELL RD
ALPHARETTA GA 30004

ROUZER KYLE DAVID & ROUZER KAY L
155 ROSE GARDEN LANE
ALPHARETTA GA 30009

DEMAND & ESCROW LLC
1630 RANDALL MILL PL
ATLANTA GA 30327

GOLDSHOLL CHRISTOPHER & MARIA
165 ROSE GARDEN LANE
ALPHARETTA GA 30009

CITY OF ALPHARETTA
2 PARK PLZ
ALPHARETTA GA 30009

AR INVESTMENTS LLC
200 VIOLET GARDEN WALK
ALPHARETTA GA 30009

NORSWORTHY PAUL & NORSWORTHY
BARBARA M
202 VIOLET GARDEN WALK
ALPHARETTA GA 30009

RICHEY BRIAN & MOLLY
204 VIOLET GARDEN WALK
ALPHARETTA GA 30009

ROBERTSON NEIL A II & JAYNA N
210 ROSE GARDEN LANE
ALPHARETTA GA 30009

BITTING SEAN CHRISTOPHER & RENEE
SPALDING
220 ROSE GARDEN LN
ALPHARETTA GA 30009

NATURES VERANDA LLC
225 OAKMERE DR
ALPHARETTA GA 30009

OWENS LAURIE B
230 ROSE GARDEN LANE
ALPHARETTA GA 30009

BEANIES PROP LLC
231 VAUGHAN DR
ALPHARETTA GA 30009

TWENTY NORTH MAIN LLC
233 CANTON ST
ALPHARETTA GA 30004

LANIER PATRICE MARIE & GARY ALLEN
240 ROSE GARDEN LANE
ALPHARETTA GA 30009

LUNSFORD SARA H
245 CHINABERRY DR
ROSWELL GA 30076

OUTLAND GEORGE & SHOBHA
250 ROSE GARDEN LANE
ALPHARETTA GA 30009

MF COTTON HOUSE DEVELOPMENT LLC
26 MILTON AVE
ALPHARETTA GA 30009

HARRISON DAVID & SIMONE M
260 ROSE GARDEN LANE
ALPHARETTA GA 30009

GCKR REALTY LLC
2627 VINTAGE DR
ALPHARETTA GA 30009

ALPHARETTA TOWN COMMONS II LLC
2660 PEACHTREE RD UNIT 32G
ATLANTA GA 30305

MOORE JAMES CALHOUN & TRACY LYNNE
27 W SHADOW CREEK VILLAS LOOP
SPRING TX 77389

ALPHARETTA TOWN COMMONS LLC
2801 BUFORD HWY NE STE T 70
ATLANTA GA 30329

DONOHIO LANNY
31 CHURCH ST
ALPHARETTA GA 30009

MARIE DAWN
315 ROSE GARDEN LANE
ALPHARETTA GA 30009

MROZIK WALTER R & MROZIK JANET L
320 ROSE GARDEN LANE
ALPHARETTA GA 30009

SWOPE DARRELL & ELKET
325 NORTH COLEMAN RD
ROSWELL GA 30075

DELSON STORES INC
3270 COCHISE DR
ATLANTA GA 30339

28 NORTH MAIN STREET LLC
3270 COCHISE DR SE
ATLANTA GA 30339-4319

GALLEGOS ENRIGUE HERRERA
& HERRERA MARGARITA
330 ROSE GARDEN LANE
ALPHARETTA GA 30009

WILKERSON PETER & JULIETTE
340 ROSE GARDEN LANE
ALPHARETTA GA 30004

HYPERCHATTER LLC
35 OLD CANTON ST
ALPHARETTA GA 30009

CUSICK RICHARD & LAURA M
350 ROSE GARDEN LANE
ALPHARETTA GA 30009

WASHBOURNE JAMES F & LUCINDA
360 ROSE GARDEN LANE
ALPHARETTA GA 30009

TROTTER HOLDINGS INC
37 CHURCH ST
ALPHARETTA GA 30004

PAYNE JOHN MARTIN
370 ROSE GARDEN LANE
ALPHARETTA GA 30009

TURPEN DAVID REED &
HUSSMANN EDNA MILLER
380 ROSE GARDEN LANE
ALPHARETTA GA 30009

CHURCH STREET COMMERCIAL PROP LLC
435 ST REGIS DR
ALPHARETTA GA 30022

ANTHONY WILLIAM PARKER FAMILY
PROTECTION TRUST THE
4465 S JONES BLVD
LAS VEGAS NV 89103

9 S MAIN STREET LLC
5 S MAIN ST
ALPHARETTA GA 30009

ZAGORIA FAMILY TRUST THE
50 CANTON ST # 202
ALPHARETTA GA 30009

RADOV STEPHANIE
50 CANTON ST # 203
ALPHARETTA GA 30009

MUELLER HERBERT M & CATHY J
50 CANTON ST 201
ALPHARETTA GA 30009

SHUSTER MICHAEL H & HELAINE G
50 CANTON ST UNIT 204
ALPHARETTA GA 30009

COHEN FAMILY LIVING TRUST THE
50 CANTON ST UNIT 205
ALPHARETTA GA 30009

VILLOUTREIX EILEEN
50 CANTON ST UNIT 208
ALPHARETTA GA 30005

PAGANO RAY & CYNTHIA
50 CANTON ST UNIT 301
ALPHARETTA GA 30009

NEIBERT JOSEPH KYLE & KAREN DENISE
50 CANTON ST UNIT 302
ALPHARETTA GA 30009

FENNELL ROBERT P & PATRICIA
50 CANTON ST UNIT 303
ALPHARETTA GA 30009

CURRY EDDIE W & DEBRA V
50 CANTON ST UNIT 305
ALPHARETTA GA 30009

HAISLIP WALLACE G & HAISLIP LINDA R
50 CANTON ST UNIT 306
ALPHARETTA GA 30009

IVIE DAVID A & SUSAN H
50 CANTON ST UNIT 307
ALPHARETTA GA 30009

NORRIS MICHAEL E & BEVERLY W
50 CANTON ST UNIT 401
ALPHARETTA GA 30009

PRATT SETH K & HANNAN REBECCA LYNN
50 CANTON ST UNIT 402
ALPHARETTA GA 30009

MARY ANN SLAVIK
REVOCABLE LIVING TRUST THE
50 CANTON ST UNIT 403
ALPHARETTA GA 30009

HAMBY MICHAEL & HAMBY MALINDA
50 CANTON ST UNIT 404
ALPHARETTA GA 30009

MOORCONES JOEPH J & DAWN L
50 CANTON ST UNIT 405
ALPHARETTA GA 30009

SCHUSTER FRANK KENNETH
& SUSAN MARIE
50 CANTON ST UNIT 406
ALPHARETTA GA 30009

BUTCHART JAMES D & HANSEN WAYNE E
50 CANTON ST UNIT 407
ALPHARETTA GA 30009

STEPHEN F BYRON & JULIE C BYRON
REVOCABLE TRUST THE
50 CANTON ST UNIT 408
ALPHARETTA GA 30009

BDS REVOCABLE TRUST THE
51 CHURCH ST
ALPHARETTA GA 30009

CLARK TRUST
5155 SOUTHLAKE DR
ALPHARETTA GA 30005

ZIMMERMAN JONATHAN S & BROCK
ZIMMERMAN MARY PROSSER
53 CHURCH ST UNIT 10
ALPHARETTA GA 30009

44 MILTON AVENUE PARTNERS LLC
53 S MAIN ST STE 300
ALPHARETTA GA 30009

BREEN JAMES J & LEILA RUTH
55 CHURCH ST
ALPHARETTA GA 30009

AVON MICHAEL V & DENISE
57 CHURCH ST
ALPHARETTA GA 30009

VALLE PEDRO L & VALLE WANDA I
58 CANTON ST
ALPHARETTA GA 30009

MARILYN LEVIN REVOCABLE TRUST THE
58 CANTON ST # 204
ALPHARETTA GA 30009

RICHEY ROGER A & RICHEY JANE M
58 CANTON ST # 207
ALPHARETTA GA 30009

LORETTA DOLORES CAUDILL REVOCABLE
TRUST OF 1992 THE
58 CANTON ST # 310
ALPHARETTA GA 30009

FRADY JAMES W & MYRA J
58 CANTON ST # 311
ALPHARETTA GA 30009

PENICK SUSAN
58 CANTON ST # 411
ALPHARETTA GA 30009

JOHNSON TONYA
58 CANTON ST # 412
ALPHARETTA GA 30009

ALPHARETTA LOFTS RETAIL LLC
58 CANTON ST STE 204
ALPHARETTA GA 30009

FRANCESCHI CARLOS A & HELGA L
58 CANTON ST UNIT 201
ALPHARETTA GA 30009

CHRISMER SCOTT EDWARD
58 CANTON ST UNIT 202
ALPHARETTA GA 30009

HARTY LINDA BEASLEY
58 CANTON ST UNIT 203
ALPHARETTA GA 30009

NORMAN GOLDBABER TRUST THE
58 CANTON ST UNIT 205
ALPHARETTA GA 30009

HOFFMAN CAROL D
58 CANTON ST UNIT 206
ALPHARETTA GA 30009-3684

KLEIN ROBERT EDWARD & GAIL KATHRYN
58 CANTON ST UNIT 208 209
ALPHARETTA GA 30009

SALERNO SANDEI E
58 CANTON ST UNIT 211
ALPHARETTA GA 30009

RITTER STEVEN R & ELIZABETH A
58 CANTON ST UNIT 301
ALPHARETTA GA 30009

CIULLA JOHN J
58 CANTON ST UNIT 302
ALPHARETTA GA 30009

LOOBY THOMAS F & KIMBERLY H
58 CANTON ST UNIT 304
ALPHARETTA GA 30009

WICKS MARY ANN
58 CANTON ST UNIT 306
ALPHARETTA GA 30009

O TOOLE WILLIAM S & KATHY S
58 CANTON ST UNIT 307
ALPHARETTA GA 30009

CAROLYN JANET PALMER
REVOCABLE TRUST
58 CANTON ST UNIT 401
ALPHARETTA GA 30009

WHYTE FRANCIS XAVIER &
WHYTE ANNE TERESA
58 CANTON ST UNIT 402
ALPHARETTA GA 30004

FRYMAN KATHLEEN A
58 CANTON ST UNIT 403
ALPHARETTA GA 30009

MARCOUX ROBERT H
58 CANTON ST UNIT 404
ALPHARETTA GA 30009

ARANGO ALBERTO & HELGA
58 CANTON ST UNIT 406
ALPHARETTA GA 30009

LINDA ARTUSIO LIVING TRUST THE
58 CANTON ST UNIT 407
ALPHARETTA GA 30009

HARBOUR KENNETH DALE & HARBOUR
ISABEL MERIE
58 CANTON ST UNIT 408
ALPHARETTA GA 30009

SEABURY BARBARA K
58 CANTON ST UNIT 409
ALPHARETTA GA 30009

DONNER SHEILA B & DONNER GARY W
58 CANTON ST UNIT 410
ALPHARETTA GA 30009

JOHANSSON WENDY E
58 S CANTON ST 305
ALPHARETTA GA 30009

SAPPINGTON DANIEL RAY &
BRENDA SMITH
59 CHURCH ST
ALPHARETTA GA 30009

H SMITH HOLDINGS LLC
614 W CROSSVILLE RD
ROSWELL GA 30075

WEST MAIN I LLC
6400 LILY GARDEN PL
ATLANTA GA 30339

O'DONNELL DEREK &
ROZEBOOM SHARON
665 WILLOW OAK WAY
ROSWELL GA 30076-6423

TROTTER HOLDINGS INC
690 E MAIN ST
CANTON GA 30114

MILTON CAPITAL FUND LLC
705 WINDWALK DR
ROSWELL GA 30076

ONE SOUTH MAIN LLC
710 COOPER SANDY CV
ALPHARETTA GA 30004

TEASLEY PLACE RETAIL LLC
766 BLACKFOOT TRL
SUWANEE GA 30024

JCH PROPERTIES LLC
80 MILTON AVE
ALPHARETTA GA 30009-1508

GOSSAMER HOMES INC
8400 HIGH TARN
SANDY SPRINGS GA 30350

TRUCK & TAP ALPHARETTA LLC
8640 MAIN ST
WOODSTOCK GA 30188

VASSAR TYLER M & KATHLEEN T VASSAR
1999 LIVING TRUST THE
89 CANTON ST
ALPHARETTA GA 30009-3632

SIMS BRIAN P & LINDSAY
91 CANTON ST
ALPHARETTA GA 30009

BECHER MICHELLE
93 CANTON ST
ALPHARETTA GA 30009

ASHER RABUN LEIGH
& RABUN LEE W III
95 CANTON ST
ALPHARETTA GA 30009

BECKER TIMOTHY A & KELLY L
97 CANTON ST # 2
ALPHARETTA GA 30009

D & R MILLER HOLDINGS LLC
980 BIRMINGHAM RD STE 501-391
ALPHARETTA GA 30004

DALE L LOWELL
REVOCABLE TRUST THE
P O BOX 611183
SUNNYSIDE FL 32461

GEORGIA FED SAV & LOAN ASSN
P.O. BOX 2609
CARLSBAD CA 92018-2609

CITY OF ALPHARETTA
P.O. BOX 33275
DECATUR GA 30033

ACADEMY & MAIN LLC
PO BOX 1081
ALPHARETTA GA 30009

From: [Dan Connor](#)
To: [Taylor, Elicia](#); [Woodman, Michael](#)
Subject: RE: 44 Old Canton - Part 2
Date: Tuesday, February 20, 2024 3:58:54 PM

The meeting was February 7th at 6pm. The meeting was scheduled through Michael Shuster, who is a resident and member of the HOA. It was a very informal Q&A, that revolved around uses of the ground floor commercial spaces, number of units, etc. If you would like I can ask Michael if he can put together a list of who attended.

Dan

From: Taylor, Elicia <etaylor@alpharetta.ga.us>
Sent: Tuesday, February 20, 2024 3:50 PM
To: Dan Connor <Dan@kimking.com>; Woodman, Michael <mwoodman@alpharetta.ga.us>
Subject: RE: 44 Old Canton - Part 2

Dan,

Do you have more specific information such as date and time of meeting, invitation for meeting and sign in sheets, specific comments, etc.?

Thank you,

Elle

From: Dan Connor <Dan@kimking.com>
Sent: Tuesday, February 20, 2024 3:43 PM
To: Woodman, Michael <mwoodman@alpharetta.ga.us>
Cc: Taylor, Elicia <etaylor@alpharetta.ga.us>
Subject: 44 Old Canton - Part 2

Michael – Please find Part 2 attached.

Thanks,

Dan

Daniel Connor
Kim King Associates, LLC
678.910.3713

From: [Dan Connor](#)
To: [Taylor, Elicia](#); [Woodman, Michael](#)
Subject: RE: RE: 44 Old Canton - Part 2
Date: Monday, February 26, 2024 1:31:41 PM

List of names below. Sorry for the multiple emails.

Shuster
Neibert
Marcones
Pratt
Radov
Xlapoter
Slavik
Mueller
Cohens
Zagoria
Lowell
Norris

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CITY OF ALPHARETTA

PUBLIC HEARING APPLICATION

FOR OFFICE USE ONLY

Case #: _____

PH #: _____

☐ Property Taxes & Code Violations Verified

☐ Fee Paid Initial: _____

COMMUNITY DEVELOPMENT DEPARTMENT

2 PARK PLAZA

ALPHARETTA, GA 30009

1. This page should be the first page in each of your completed application packets.
2. It is preferred that all responses be typed. Illegible applications will not be accepted.
3. Prior to signing and submitting your application, please check all information supplied on the following pages to ensure that all responses are complete and accurate. Incomplete applications will not be accepted.
4. Payment of all applicable fees must be made at the time of application. Payment may be made via cash, credit card (American Express, Master Card or Visa), or check made payable to "City of Alpharetta." Please note that a 3% convenience fee will be added to all credit card transactions.
5. Applications will be accepted on the designated submittal dates between the hours of 8:30 AM and 3:30 PM.
6. If you have any questions regarding this form, please contact the Community Development Department by calling 678-297-6070.

Contact Information:

Contact Name: Daniel Connor Telephone: 404.419.9418

Address: 1819 Peachtree Road Suite: Suite 575

City: Atlanta State: GA Zip: 30309 Fax: _____

Mobile Tel: _____ Email: Dan@kimking.com

Subject Property Information:

Address: 32, 38 & 44 Old Canton Street Current Zoning: C-2

District: 1 Section: 2 Land Lot: 1269 Parcel ID: 22-482312690062

Proposed Zoning: DT-R Current Use: Vacant

This Application For (Check All That Apply):

- | | | |
|--|---|---|
| ☐ Conditional Use | ☐ Master Plan Amendment | ☐ Comprehensive Plan Amendment |
| ☒ Rezoning | ☐ Master Plan Review | |
| ☐ Variance | ☐ Public Hearing | |
| ☐ Exception | ☐ Other (Specify): _____ | |

APPLICANT REQUEST AND INTENT

What is the proposed use(s) of the property?

Ground up new condominium building with ground floor retail.

Applicant's Request (Please itemize the proposal):

Rezoning of subject property from C-2 to DT-C

DT-C SECTION 3.5.5 - TO INCREASE THE MAXIMUM
HEIGHT OF THE BUILDING FROM 60' TO 66'

DT-C SECTION 3.5.5 - INCREASE THE BUILDING
FOOTPRINT SQUARE FOOTAGE FROM 20,000 SF TO
27,444 SF

4 SPACES TO BE PAID FOR USING THE PARKING-IN-LIEU FUND.

Applicant's Intent *(Please describe what the proposal would facilitate).*

Development of a 36-unit residential building over retail and amenity space.

PROPERTY OWNER AUTHORIZATION

Property Owner Information:

Contact Name: Alpharetta Town Commons II, LLC Telephone: 404.419.9418
Address: 1819 Peachtree Street Suite: Suite 575
City Atlanta State: GA Zip: 30319

Authorization:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Fulton County, Georgia, of the property identified below, which is the subject of the attached Application for Public Hearing before the City of Alpharetta, Georgia.

As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for Public Hearing in request of the items indicated below.

- | | |
|---|--|
| ☐ Annexation | ☐ Special Use |
| ☒ Rezoning | ☐ Conditional Use |
| ☐ Variance | ☐ Master Plan |
| ☐ Land Use Application | ☐ Other |

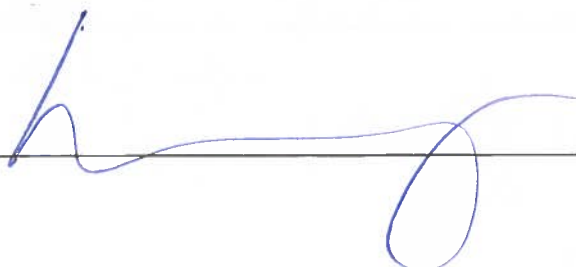
Property Owner's Authorized Applicant (if applicable):

Name of Authorized Applicant: Daniel Connor Telephone: 678.910.3713
Address: _____ Suite: _____
City Atlanta State: GA Zip: 30309

So Sworn and Attested:

Owner Signature:  Date: 11/2/24

Notary:

Notary Signature:  Date: 11/2/24

DISCLOSURE FORM

The Official Code of Georgia Annotated requires disclosure of campaign contributions to government officials by an applicant or opponent of a rezoning or public hearing petition (O.C.G.A. 36-67 A-1).

Applicants must file this form with the City of Alpharetta Community Development Department within ten (10) days after filing for rezoning or public hearing. Opponents to a rezoning or public hearing petition must file this form five (5) days prior to the Planning Commission meeting at which the subject rezoning or public hearing petition is scheduled to be heard.

Name of Applicant or Opponent: **Daniel Connor**

Subject Public Hearing Case: _____

Campaign Contribution Information:

Please provide the requested information for each contribution with a dollar amount or value of \$250 or more made within the past two (2) years to an Alpharetta Official by the individual identified above. Please use a separate form for each Alpharetta Official to whom such a contribution as been made.

If the individual identified above has made no such contributions to an Alpharetta Official within the past two (2) years, please indicate this by entering "N/A" on the appropriate lines below.

Name of Official: **N/A** Position: **N/A**

Description of Contribution: **N/A** Value: **N/A**

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Campaign Contribution Information:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Disclosure Form is true and accurate and that I have disclosed herein any and all campaign contributions made to an Official of the City of Alpharetta, Georgia in accordance with O.C.G.A. 36-67 A-1.

Signature: _____

Date: **1/2/24**

ALPHARETTA PLANNING COMMISSION REVIEW CRITERIA

How will this proposal be compatible with surrounding properties?

The architecture and proposed use are compatible with all surrounding properties. This will be a high end condo/retail project that will fill out the vacant block next to the Hamilton Hotel.

How will this proposal affect the use and value of the surrounding properties?

With this attractive building at a high price point, the development will increase surrounding property values and not diminish any uses.

Can the property be developed for a reasonable economic use as currently zoned? Please explain why or why not.

[REDACTED]

No. In order to overcome the current cost of construction and capital the site needs to be rezoned.

What would be the increase to population and traffic if the proposal were approved?

36
With 36 units and several thousand square feet of retail, the population and traffic increases will be marginal.

What would be the impact to schools and utilities if the proposal were approved?

Utility usage would increase modestly in the community and there should not be a major impact on schools as we don't anticipate many families moving into the new building.

How is the proposal consistent with the Alpharetta Comprehensive Plan; particularly the Future Land Use Map?

This has been vetted by our architect and he feels it fits well into these plans and maps.

Are there existing or changing conditions which affect the development of the property and support the proposed request?

[REDACTED] The site's irregular shape and very high ground water table make it very challenging to develop. Underground parking is nearly twice the cost of similarly sized parcels, and we cannot go any lower into the ground table without adversely affecting neighboring properties.

We have met the parking requirements for the residential (1/bedroom) and commercial (1/500SF) spaces, we are just seeking relief from 22 visitor spaces down to 18. It is our belief that 18 spaces will be more than sufficient to accommodate the 36 residential units.

On a separate sheet or sheets, please provide any information or evidence that supports your request and the statements that you have provided in this application.

BOARD OF ZONING APPEALS REVIEW CRITERIA

Please respond to the following ONLY if you are applying for a zoning variance.

Are there extraordinary and exceptional conditions pertaining to the subject property because of its size, shape, or topography? Please describe them.

The irregular shape and topography of the site make it very challenging to develop. The use of various materials and articulation of facades is intended to make the building look like several smaller buildings. The topography and very shallow water table impact our ability to hold the building at the 60' height on all sides.

Would the application of the Zoning Code standards as they relate to the subject property create an unnecessary hardship? Please explain.

Yes - The shallow water table makes parking a project very challenging. Without the increased footplate and slightly relief on building height, the project would not be feasible.

Are there conditions that are peculiar to the subject property? Please describe them in detail.

Yes - The triangular shape and the shallow water table are peculiar to the subject property.

Would relief, if granted, cause substantial detriment to the public good or impair the purpose and intent of the Zoning Code? Please defend your response.

No. Our belief is that the relief will allow us to construct a building that will be an excellent addition to Alpharetta's Downtown.

On a separate sheet or sheets, please provide any information or evidence that supports your request and the statements that you have provided in this application.

CITIZEN PARTICIPATION FORM - PART A

This form must be completed and submitted with the applicant's completed Public Hearing Application. Applications submitted to the City of Alpharetta without a completed Citizen Participation Form - Part A will not be accepted.

Public Hearing or Project Name: _____

Contact Name: Daniel Connor Telephone: 678.910.3713

The following people will be notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified. Use additional pages as needed.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Method by which these individuals will be contacted. Please mark all that apply. *If you select "Other," please provide a description of the method of contact that will be used.*

- | | |
|------------------------------------|--|
| ☐ Letter | ☐ Personal Visits |
| ☐ Telephone | ☐ Group Meeting |
| ☐ Email | ☐ Other <i>(Please Specify)</i> |

Please describe the method(s) by which these individuals will have the opportunity to respond or contact the applicant with questions or concerns about the proposal.

TO WHOM IT MAY CONCERN
32 CANTON ST
ALPHARETTA GA 30009

TO WHOM IT MAY CONCERN
38 CANTON ST
ALPHARETTA GA 30009

TO WHOM IT MAY CONCERN
44 CANTON ST
ALPHARETTA GA 30009

WEST MAIN I LLC
1001 CAMBRIDGE SQ SUITE A
ALPHARETTA GA 30009

PARSONS ACE HARDWARE INC
10465 STONEFIELD LNDG
DULUTH GA 30097-5951

HASKINS RICHARD A & AMY S
10945 STATE BRIDGE RD STE 401 336
ALPHARETTA GA 30022

LATONA CHARLES & MC NULTY ROBERT
DENNIS
110 ROSE GARDEN LANE
ALPHARETTA GA 30009

SIMMONS NICHOLAS A & MELINDA
117 LILY GARDEN PL
ALPHARETTA GA 30009

ALPHARETTA LOFTS RETAIL LLC
11785 NORTHFALL LANE STE 510
ALPHARETTA GA 30009

ALPHARETTA LOFTS RETAIL LLC
11785 NORTHFALL LN STE 510
ALPHARETTA GA 30009

KUELBS JAMES & JUDITH
119 LILY GARDEN PL
ALPHARETTA GA 30009

DUGGINS TYLER LEIGH
120 ROSE GARDEN LANE
ALPHARETTA GA 30009

LAMONTE DAVID & REGINA
121 LILY GARDEN PL
ALPHARETTA GA 30009

RICK DOUGLAS ALAN & CHRISTINE S
130 ROSE GARDEN LN
ALPHARETTA GA 30009

MARUS KENNETH & MARUS ANDREA
135 ROSE GARDEN LANE
ALPHARETTA GA 30009

HAPPE JAMES H & HAPPE KERRY F
140 ROSE GARDEN LANE
ALPHARETTA GA 30009

61 OLD CANTON LLC
14195 HOPEWELL RD
ALPHARETTA GA 30004

RAM DEVELOPMENT PARTNERS LLC
14195 HOPEWELL RD
ALPHARETTA GA 30004

ROUZER KYLE DAVID & ROUZER KAY L
155 ROSE GARDEN LANE
ALPHARETTA GA 30009

DEMAND & ESCROW LLC
1630 RANDALL MILL PL
ATLANTA GA 30327

GOLDSHOLL CHRISTOPHER & MARIA
165 ROSE GARDEN LANE
ALPHARETTA GA 30009

CITY OF ALPHARETTA
2 PARK PLZ
ALPHARETTA GA 30009

AR INVESTMENTS LLC
200 VIOLET GARDEN WALK
ALPHARETTA GA 30009

NORSWORTHY PAUL & NORSWORTHY
BARBARA M
202 VIOLET GARDEN WALK
ALPHARETTA GA 30009

RICHEY BRIAN & MOLLY
204 VIOLET GARDEN WALK
ALPHARETTA GA 30009

ROBERTSON NEIL A II & JAYNA N
210 ROSE GARDEN LANE
ALPHARETTA GA 30009

BITTING SEAN CHRISTOPHER & RENEE
SPALDING
220 ROSE GARDEN LN
ALPHARETTA GA 30009

NATURES VERANDA LLC
225 OAKMERE DR
ALPHARETTA GA 30009

OWENS LAURIE B
230 ROSE GARDEN LANE
ALPHARETTA GA 30009

BEANIES PROP LLC
231 VAUGHAN DR
ALPHARETTA GA 30009

TWENTY NORTH MAIN LLC
233 CANTON ST
ALPHARETTA GA 30004

LANIER PATRICE MARIE & GARY ALLEN
240 ROSE GARDEN LANE
ALPHARETTA GA 30009

LUNSFORD SARA H
245 CHINABERRY DR
ROSWELL GA 30076

OUTLAND GEORGE & SHOBHA
250 ROSE GARDEN LANE
ALPHARETTA GA 30009

MF COTTON HOUSE DEVELOPMENT LLC
26 MILTON AVE
ALPHARETTA GA 30009

HARRISON DAVID & SIMONE M
260 ROSE GARDEN LANE
ALPHARETTA GA 30009

GCKR REALTY LLC
2627 VINTAGE DR
ALPHARETTA GA 30009

ALPHARETTA TOWN COMMONS II LLC
2660 PEACHTREE RD UNIT 32G
ATLANTA GA 30305

MOORE JAMES CALHOUN & TRACY LYNNE
27 W SHADOW CREEK VILLAS LOOP
SPRING TX 77389

ALPHARETTA TOWN COMMONS LLC
2801 BUFORD HWY NE STE T 70
ATLANTA GA 30329

DONOHIO LANNY
31 CHURCH ST
ALPHARETTA GA 30009

MARIE DAWN
315 ROSE GARDEN LANE
ALPHARETTA GA 30009

MROZIK WALTER R & MROZIK JANET L
320 ROSE GARDEN LANE
ALPHARETTA GA 30009

SWOPE DARRELL & ELKET
325 NORTH COLEMAN RD
ROSWELL GA 30075

DELSON STORES INC
3270 COCHISE DR
ATLANTA GA 30339

28 NORTH MAIN STREET LLC
3270 COCHISE DR SE
ATLANTA GA 30339-4319

GALLEGOS ENRIGUE HERRERA
& HERRERA MARGARITA
330 ROSE GARDEN LANE
ALPHARETTA GA 30009

WILKERSON PETER & JULIETTE
340 ROSE GARDEN LANE
ALPHARETTA GA 30004

HYPERCHATTER LLC
35 OLD CANTON ST
ALPHARETTA GA 30009

CUSICK RICHARD & LAURA M
350 ROSE GARDEN LANE
ALPHARETTA GA 30009

WASHBOURNE JAMES F & LUCINDA
360 ROSE GARDEN LANE
ALPHARETTA GA 30009

TROTTER HOLDINGS INC
37 CHURCH ST
ALPHARETTA GA 30004

PAYNE JOHN MARTIN
370 ROSE GARDEN LANE
ALPHARETTA GA 30009

TURPEN DAVID REED &
HUSSMANN EDNA MILLER
380 ROSE GARDEN LANE
ALPHARETTA GA 30009

CHURCH STREET COMMERCIAL PROP LLC
435 ST REGIS DR
ALPHARETTA GA 30022

ANTHONY WILLIAM PARKER FAMILY
PROTECTION TRUST THE
4465 S JONES BLVD
LAS VEGAS NV 89103

9 S MAIN STREET LLC
5 S MAIN ST
ALPHARETTA GA 30009

ZAGORIA FAMILY TRUST THE
50 CANTON ST # 202
ALPHARETTA GA 30009

RADOV STEPHANIE
50 CANTON ST # 203
ALPHARETTA GA 30009

MUELLER HERBERT M & CATHY J
50 CANTON ST 201
ALPHARETTA GA 30009

SHUSTER MICHAEL H & HELAINE G
50 CANTON ST UNIT 204
ALPHARETTA GA 30009

COHEN FAMILY LIVING TRUST THE
50 CANTON ST UNIT 205
ALPHARETTA GA 30009

VILLOUTREIX EILEEN
50 CANTON ST UNIT 208
ALPHARETTA GA 30005

PAGANO RAY & CYNTHIA
50 CANTON ST UNIT 301
ALPHARETTA GA 30009

NEIBERT JOSEPH KYLE & KAREN DENISE
50 CANTON ST UNIT 302
ALPHARETTA GA 30009

FENNELL ROBERT P & PATRICIA
50 CANTON ST UNIT 303
ALPHARETTA GA 30009

CURRY EDDIE W & DEBRA V
50 CANTON ST UNIT 305
ALPHARETTA GA 30009

HAISLIP WALLACE G & HAISLIP LINDA R
50 CANTON ST UNIT 306
ALPHARETTA GA 30009

IVIE DAVID A & SUSAN H
50 CANTON ST UNIT 307
ALPHARETTA GA 30009

NORRIS MICHAEL E & BEVERLY W
50 CANTON ST UNIT 401
ALPHARETTA GA 30009

PRATT SETH K & HANNAN REBECCA LYNN
50 CANTON ST UNIT 402
ALPHARETTA GA 30009

MARY ANN SLAVIK
REVOCABLE LIVING TRUST THE
50 CANTON ST UNIT 403
ALPHARETTA GA 30009

HAMBY MICHAEL & HAMBY MALINDA
50 CANTON ST UNIT 404
ALPHARETTA GA 30009

MOORCONES JOEPH J & DAWN L
50 CANTON ST UNIT 405
ALPHARETTA GA 30009

SCHUSTER FRANK KENNETH
& SUSAN MARIE
50 CANTON ST UNIT 406
ALPHARETTA GA 30009

BUTCHART JAMES D & HANSEN WAYNE E
50 CANTON ST UNIT 407
ALPHARETTA GA 30009

STEPHEN F BYRON & JULIE C BYRON
REVOCABLE TRUST THE
50 CANTON ST UNIT 408
ALPHARETTA GA 30009

BDS REVOCABLE TRUST THE
51 CHURCH ST
ALPHARETTA GA 30009

CLARK TRUST
5155 SOUTHLAKE DR
ALPHARETTA GA 30005

ZIMMERMAN JONATHAN S & BROCK
ZIMMERMAN MARY PROSSER
53 CHURCH ST UNIT 10
ALPHARETTA GA 30009

44 MILTON AVENUE PARTNERS LLC
53 S MAIN ST STE 300
ALPHARETTA GA 30009

BREEN JAMES J & LEILA RUTH
55 CHURCH ST
ALPHARETTA GA 30009

AVON MICHAEL V & DENISE
57 CHURCH ST
ALPHARETTA GA 30009

VALLE PEDRO L & VALLE WANDA I
58 CANTON ST
ALPHARETTA GA 30009

MARILYN LEVIN REVOCABLE TRUST THE
58 CANTON ST # 204
ALPHARETTA GA 30009

RICHEY ROGER A & RICHEY JANE M
58 CANTON ST # 207
ALPHARETTA GA 30009

LORETTA DOLORES CAUDILL REVOCABLE
TRUST OF 1992 THE
58 CANTON ST # 310
ALPHARETTA GA 30009

FRADY JAMES W & MYRA J
58 CANTON ST # 311
ALPHARETTA GA 30009

PENICK SUSAN
58 CANTON ST # 411
ALPHARETTA GA 30009

JOHNSON TONYA
58 CANTON ST # 412
ALPHARETTA GA 30009

ALPHARETTA LOFTS RETAIL LLC
58 CANTON ST STE 204
ALPHARETTA GA 30009

FRANCESCHI CARLOS A & HELGA L
58 CANTON ST UNIT 201
ALPHARETTA GA 30009

CHRISMER SCOTT EDWARD
58 CANTON ST UNIT 202
ALPHARETTA GA 30009

HARTY LINDA BEASLEY
58 CANTON ST UNIT 203
ALPHARETTA GA 30009

NORMAN GOLDBABER TRUST THE
58 CANTON ST UNIT 205
ALPHARETTA GA 30009

HOFFMAN CAROL D
58 CANTON ST UNIT 206
ALPHARETTA GA 30009-3684

KLEIN ROBERT EDWARD & GAIL KATHRYN
58 CANTON ST UNIT 208 209
ALPHARETTA GA 30009

SALERNO SANDEI E
58 CANTON ST UNIT 211
ALPHARETTA GA 30009

RITTER STEVEN R & ELIZABETH A
58 CANTON ST UNIT 301
ALPHARETTA GA 30009

CIULLA JOHN J
58 CANTON ST UNIT 302
ALPHARETTA GA 30009

LOOBY THOMAS F & KIMBERLY H
58 CANTON ST UNIT 304
ALPHARETTA GA 30009

WICKS MARY ANN
58 CANTON ST UNIT 306
ALPHARETTA GA 30009

O TOOLE WILLIAM S & KATHY S
58 CANTON ST UNIT 307
ALPHARETTA GA 30009

CAROLYN JANET PALMER
REVOCABLE TRUST
58 CANTON ST UNIT 401
ALPHARETTA GA 30009

WHYTE FRANCIS XAVIER &
WHYTE ANNE TERESA
58 CANTON ST UNIT 402
ALPHARETTA GA 30004

FRYMAN KATHLEEN A
58 CANTON ST UNIT 403
ALPHARETTA GA 30009

MARCOUX ROBERT H
58 CANTON ST UNIT 404
ALPHARETTA GA 30009

ARANGO ALBERTO & HELGA
58 CANTON ST UNIT 406
ALPHARETTA GA 30009

LINDA ARTUSIO LIVING TRUST THE
58 CANTON ST UNIT 407
ALPHARETTA GA 30009

HARBOUR KENNETH DALE & HARBOUR
ISABEL MERIE
58 CANTON ST UNIT 408
ALPHARETTA GA 30009

SEABURY BARBARA K
58 CANTON ST UNIT 409
ALPHARETTA GA 30009

DONNER SHEILA B & DONNER GARY W
58 CANTON ST UNIT 410
ALPHARETTA GA 30009

JOHANSSON WENDY E
58 S CANTON ST 305
ALPHARETTA GA 30009

SAPPINGTON DANIEL RAY &
BRENDA SMITH
59 CHURCH ST
ALPHARETTA GA 30009

H SMITH HOLDINGS LLC
614 W CROSSVILLE RD
ROSWELL GA 30075

WEST MAIN I LLC
6400 LILY GARDEN PL
ATLANTA GA 30339

O'DONNELL DEREK &
ROZEBOOM SHARON
665 WILLOW OAK WAY
ROSWELL GA 30076-6423

TROTTER HOLDINGS INC
690 E MAIN ST
CANTON GA 30114

MILTON CAPITAL FUND LLC
705 WINDWALK DR
ROSWELL GA 30076

ONE SOUTH MAIN LLC
710 COOPER SANDY CV
ALPHARETTA GA 30004

TEASLEY PLACE RETAIL LLC
766 BLACKFOOT TRL
SUWANEE GA 30024

JCH PROPERTIES LLC
80 MILTON AVE
ALPHARETTA GA 30009-1508

GOSSAMER HOMES INC
8400 HIGH TARN
SANDY SPRINGS GA 30350

TRUCK & TAP ALPHARETTA LLC
8640 MAIN ST
WOODSTOCK GA 30188

VASSAR TYLER M & KATHLEEN T VASSAR
1999 LIVING TRUST THE
89 CANTON ST
ALPHARETTA GA 30009-3632

SIMS BRIAN P & LINDSAY
91 CANTON ST
ALPHARETTA GA 30009

BECHER MICHELLE
93 CANTON ST
ALPHARETTA GA 30009

ASHER RABUN LEIGH
& RABUN LEE W III
95 CANTON ST
ALPHARETTA GA 30009

BECKER TIMOTHY A & KELLY L
97 CANTON ST # 2
ALPHARETTA GA 30009

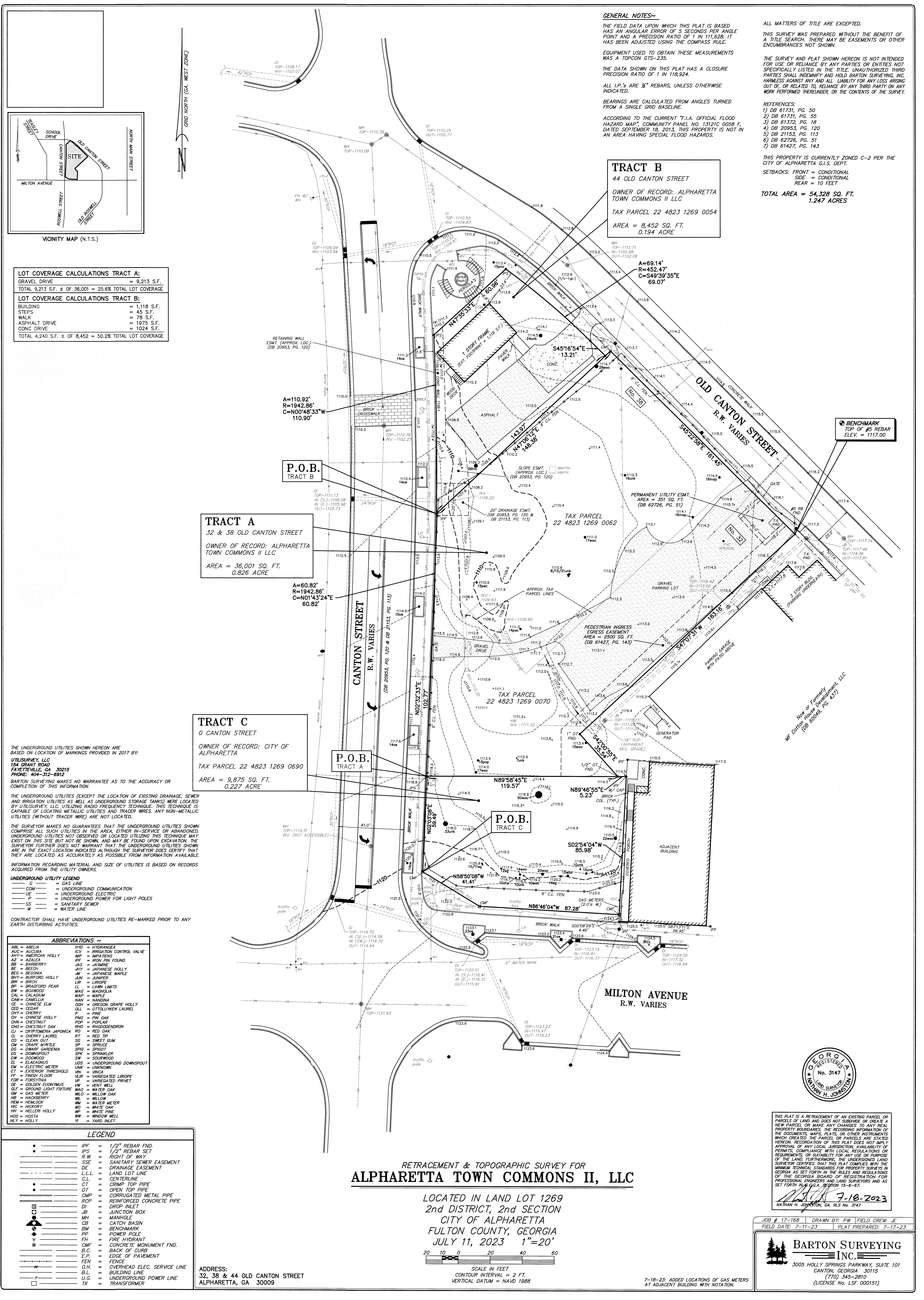
D & R MILLER HOLDINGS LLC
980 BIRMINGHAM RD STE 501-391
ALPHARETTA GA 30004

DALE L LOWELL
REVOCABLE TRUST THE
P O BOX 611183
SUNNYSIDE FL 32461

GEORGIA FED SAV & LOAN ASSN
P.O. BOX 2609
CARLSBAD CA 92018-2609

CITY OF ALPHARETTA
P.O. BOX 33275
DECATUR GA 30033

ACADEMY & MAIN LLC
PO BOX 1081
ALPHARETTA GA 30009



GENERAL NOTES~

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS AN ANGULAR ERROR OF 5 SECONDS PER ANGLE POINT AND A PRECISION RATIO OF 1 IN 111,628. IT HAS BEEN ADJUSTED USING THE COMPASS RULE.

EQUIPMENT USED TO OBTAIN THESE MEASUREMENTS WAS A TOPCON GTS-235.

THE DATA SHOWN ON THIS PLAT HAS A CLOSURE PRECISION RATIO OF 1 IN 118,924.

ALL I.P.'s ARE 1/2" REBARS, UNLESS OTHERWISE INDICATED.

BEARINGS ARE CALCULATED FROM ANGLES TURNED FROM A SINGLE GRID BASELINE.

ACCORDING TO THE CURRENT "F.I.A. OFFICIAL FLOOD HAZARD MAP", COMMUNITY PANEL NO. 13121C 0058 F, DATED SEPTEMBER 18, 2013, THIS PROPERTY IS NOT IN AN AREA HAVING SPECIAL FLOOD HAZARDS.

ALL MATTERS OF TITLE ARE EXCEPTED.

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE SEARCH. THERE MAY BE EASEMENTS OR OTHER ENCUMBRANCES NOT SHOWN.

THE SURVEY AND PLAT SHOWN HEREON IS NOT INTENDED FOR USE OR RELIANCE BY ANY PARTIES OR ENTITIES NOT SPECIFICALLY LISTED IN THE TITLE. UNAUTHORIZED THIRD PARTIES SHALL INDEMNIFY AND HOLD BARTON SURVEYING, INC. HARMLESS AGAINST ANY AND ALL LIABILITY FOR ANY LOSS ARISING OUT OF, OR RELATED TO, RELIANCE BY ANY THIRD PARTY ON ANY WORK PERFORMED THEREUNDER, OR THE CONTENTS OF THE SURVEY.

- REFERENCES:
- 1) DB 61731, PG. 50
 - 2) DB 61731, PG. 55
 - 3) DB 61372, PG. 18
 - 4) DB 20953, PG. 120
 - 5) DB 21153, PG. 113
 - 6) DB 62726, PG. 51
 - 7) DB 61427, PG. 143

THIS PROPERTY IS CURRENTLY ZONED C-2 PER THE CITY OF ALPHARETTA G.I.S. DEPT.

SETBACKS: FRONT = CONDITIONAL
SIDE = CONDITIONAL
REAR = 10 FEET

TOTAL AREA = 54,328 SQ. FT.
1.247 ACRES

TRACT B

44 OLD CANTON STREET

OWNER OF RECORD: ALPHARETTA TOWN COMMONS II LLC
TAX PARCEL 22 4823 1269 0054
AREA = 8,452 SQ. FT.
0.194 ACRE

A=69.14'
R=452.47'
C=S49°39'35"E
69.07'

P.O.B.
TRACT B

TRACT A

32 & 38 OLD CANTON STREET

OWNER OF RECORD: ALPHARETTA TOWN COMMONS II LLC
AREA = 36,001 SQ. FT.
0.826 ACRE

A=60.82'
R=1942.86'
C=N00°48'33"W
110.90'

TRACT C

0 CANTON STREET

OWNER OF RECORD: CITY OF ALPHARETTA
TAX PARCEL 22 4823 1269 0690
AREA = 9,875 SQ. FT.
0.227 ACRE

P.O.B.
TRACT A

P.O.B.
TRACT C

LOT COVERAGE CALCULATIONS TRACT A:

GRAVEL DRIVE	= 9,213 S.F.
TOTAL 9,213 S.F. ± OF 36,001 = 25.6% TOTAL LOT COVERAGE	

LOT COVERAGE CALCULATIONS TRACT B:

BUILDING	= 1,118 S.F.
STEPS	= 45 S.F.
WALK	= 78 S.F.
ASPHALT DRIVE	= 1975 S.F.
CONC DRIVE	= 1024 S.F.
TOTAL 4,240 S.F. ± OF 8,452 = 50.2% TOTAL LOT COVERAGE	

THE UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON LOCATION OF MARKINGS PROVIDED IN 2017 BY:

UTILISURVEY, LLC
154 GRANT ROAD
FAYETTEVILLE, GA 30215
PHONE: 404-312-6912

BARTON SURVEYING MAKES NO WARRANTY AS TO THE ACCURACY OR COMPLETION OF THIS INFORMATION.

THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN-SERVICE OR ABANDONED. UNDERGROUND UTILITIES NOT OBSERVED OR LOCATED UTILIZING THIS TECHNIQUE MAY EXIST ON THIS SITE BUT NOT BE SHOWN, AND MAY BE FOUND UPON EXCAVATION. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH THE SURVEYOR DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE.

INFORMATION REGARDING MATERIAL AND SIZE OF UTILITIES IS BASED ON RECORDS ACQUIRED FROM THE UTILITY OWNERS.

UNDERGROUND UTILITY LEGEND

— G —	= GAS LINE
— COM —	= UNDERGROUND COMMUNICATION
— UE —	= UNDERGROUND ELECTRIC
— P —	= UNDERGROUND POWER FOR LIGHT POLES
— SS —	= SANITARY SEWER
— W —	= WATER LINE

CONTRACTOR SHALL HAVE UNDERGROUND UTILITIES RE-MARKED PRIOR TO ANY EARTH DISTURBING ACTIVITIES.

ABBREVIATIONS ~

ABL = ABELIA	HYD = HYDRANGEA
AUC = AUCUBA	ICV = IRRIGATION CONTROL VALVE
AMH = AMERICAN HOLLY	IMP = IMPATIENS
AZ = AZALEA	IPF = IRON PIN FOUND
BB = BARBERRY	JAS = JASMINE
BE = BECH	JHH = JAPANESE HOLLY
BEG = BEGONIA	JM = JAPANESE MAPLE
BHF = BURFORD HOLLY	JUN = JUNIPER
BIR = BIRCH	LIR = LIRIOPE
BP = BRADFORD PEAR	LL = LAMN LIMITS
BW = BOWWOOD	MAC = MAGNOLIA
CAL = CALADULU	MAP = MAPLE
CAM = CAMELIA	NAN = NANDINA
CE = CHINESE ELM	OGR = OREGON GRAPE HOLLY
CED = CEDAR	OLL = OTTOLUYEN LAUREL
CHY = CHERRY	P = PINE
CH = CHINESE HOLLY	PNO = PIN OAK
CHN = CHESTNUT	POP = POPLAR
CHO = CHESTNUT OAK	RHO = RHODODENDRON
CJ = CRYPTOMERIA JAPONICA	RO = RED OAK
CL = CHERRY LAUREL	RT = RED TID
CO = CLEAN OUT	SG = SWEET GUM
CM = CRAPPE MYRTLE	SPR = SPRUCE
DC = DWARF GARDENIA	SPR = SPRIGOT
DS = DOWNSPOUT	SPK = SPRINKLER
DOW = DOWWOOD	SW = SWEETWOOD
EL = ELAEAGNUS	UDS = UNDERGROUND DOWNSPOUT
EM = ELECTRIC METER	UNK = UNKNOWN
ET = EXTERIOR THRESHOLD	VNCA = VINCA
FF = FINISH FLOOR	VLR = VARIEGATED LIRIOPE
FOR = FORSYTHIA	VP = VARIEGATED PRIVET
GE = GOLDEN EUONYMUS	W = WET WELL
GLF = GROUND LIGHT FIXTURE	WAO = WATER OAK
GM = GAS METER	WLO = WILLOW OAK
HB = HACKBERRY	WML = WILLOW
HEN = HENLOOK	WMO = WATER METER
HIC = HICKORY	WMO = WHITE OAK
HH = HELLER HOLLY	WPI = WHITE PINE
HOS = HOSTA	WV = WINDOW WELL
HL = HOLLY	YI = YARD INLET

LEGEND

— 1/2" —	= 1/2" REBAR FND.
— 1/2" —	= 1/2" REBAR SET
— R.W. —	= RIGHT OF WAY
— SSE —	= SANITARY SEWER EASEMENT
— DE —	= DRAINAGE EASEMENT
— L.L.L. —	= LAND LOT LINE
— C.L. —	= CENTERLINE
— CT —	= CRIMP TOP PIPE
— OT —	= OPEN TOP PIPE
— CMP —	= CORRUGATED METAL PIPE
— RCP —	= REINFORCED CONCRETE PIPE
— DI —	= DROP INLET
— JB —	= JUNCTION BOX
— MH —	= MANHOLE
— CB —	= CATCH BASIN
— BM —	= BENCHMARK
— PP —	= POWER POLE
— FH —	= FIRE HYDRANT
— CMF —	= CONCRETE MONUMENT FND.
— B.C. —	= BACK OF CURB
— E.P. —	= EDGE OF PAVEMENT
— FEN —	= FENCE
— O.H. —	= OVERHEAD ELEC. SERVICE LINE
— B.L. —	= BUILDING LINE
— U.G. —	= UNDERGROUND POWER LINE
— TX —	= TRANSFORMER

RETRACEMENT & TOPOGRAPHIC SURVEY FOR ALPHARETTA TOWN COMMONS II, LLC

LOCATED IN LAND LOT 1269
2nd DISTRICT, 2nd SECTION
CITY OF ALPHARETTA
FULTON COUNTY, GEORGIA
JULY 11, 2023 1"=20'



SCALE IN FEET
CONTOUR INTERVAL = 2 FT.
VERTICAL DATUM = NAVD 1988

7-18-23: ADDED LOCATIONS OF GAS METERS AT ADJACENT BUILDING WITH NOTATION.



THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERGROUND LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLETES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN A.G.C.A. SECTION 15-6-67.

Nathan H. Johnston 7-18-2023
NATHAN H. JOHNSTON, GA, RLS No. 3147

JOB # 17-168 DRAWN BY: PW FIELD CREW: JE
FIELD DATE: 7-11-23 PLAT PREPARED: 7-17-23

BARTON SURVEYING INC.
3005 HOLLY SPRINGS PARKWAY, SUITE 101
CANTON, GEORGIA 30115
(770) 345-2810
(LICENSE No. LSF 000151)

Written Description

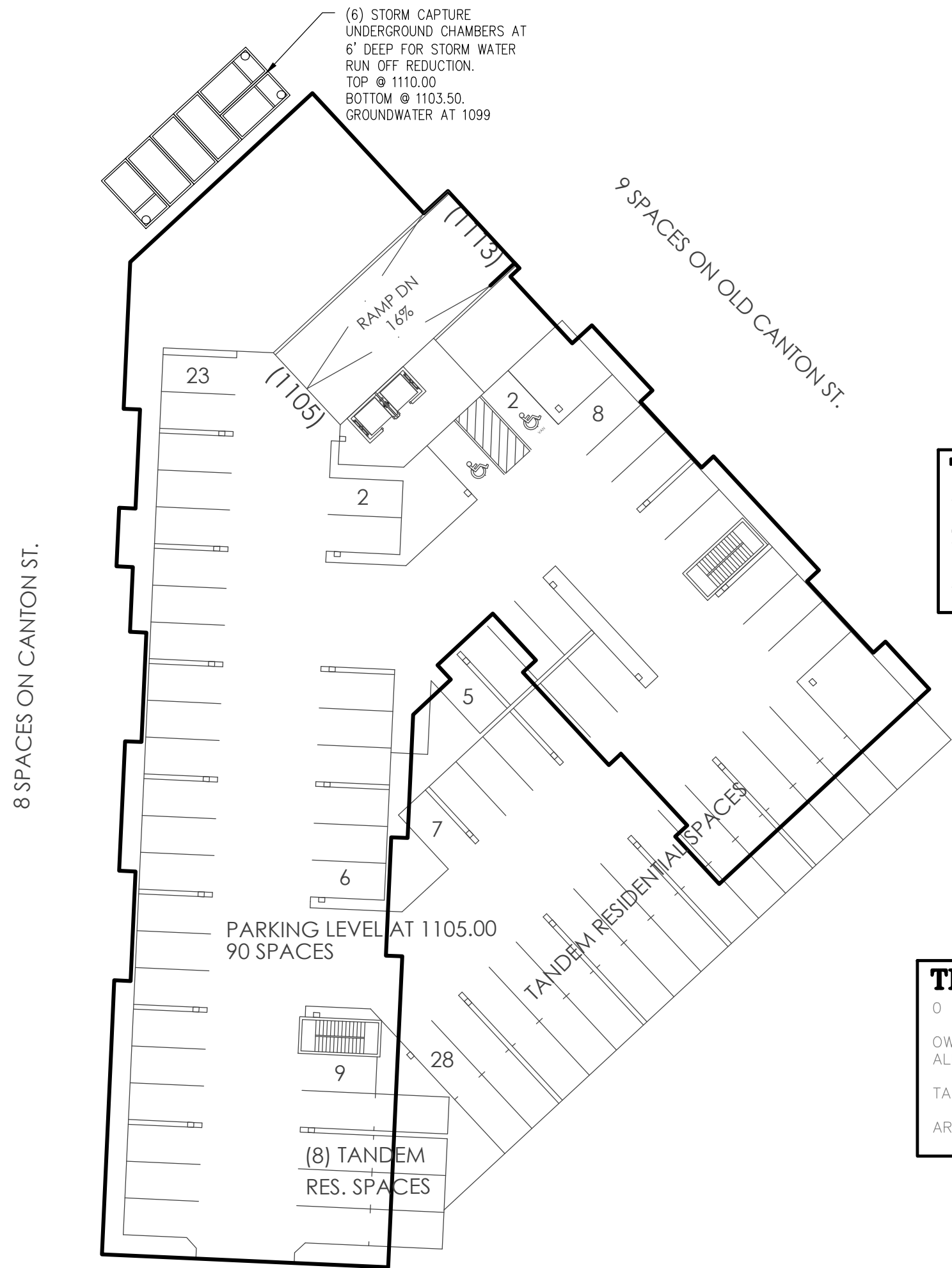
32, 38 & 44 Old Canton Street

All that tract or parcel of land lying and being in Land Lot 1269, 2nd District, 2nd Section, City of Alpharetta, Fulton County, Georgia and being more particularly described as follows:

BEGINNING at a concrete monument found at the northwest end of the mitered intersection between the northerly right of way of Milton Avenue (right of way varies) and the easterly right of way of Canton Street (right of way varies); thence continuing along said easterly right of way of Canton Street for the following courses and distances: N02°03'08"E a distance of 59.49 feet to an iron pin set; thence N02°32'33"E a distance of 102.77 feet to a point; thence along a curve to the left, following the curvature thereof for an arc distance of 60.82 feet, said curve having a radius of 1,942.86 feet and being subtended by a chord of N01°43'24"E 60.82 feet, to an iron pin found; thence along a curve to the left, following the curvature thereof for an arc distance of 110.92 feet, said curve having a radius of 1,942.86 feet and being subtended by a chord of N00°48'33"W 110.90 feet, to an iron pin set at the southwest end of the mitered intersection between said easterly right of way of Canton Street and the southwesterly right of way of Old Canton Street (right of way varies); thence along said mitered intersection line N47°35'33"E a distance of 60.96 feet to an iron pin set at the northeast end of said mitered line; thence continuing along said southwesterly right of way of Old Canton Street for the following courses and distances: along a curve to the right, following the curvature thereof for an arc distance of 69.14 feet, said curve having a radius of 452.47 feet and being subtended by a chord of S49°39'35"E 69.07 feet, to a point; thence S45°16'54"E a distance of 13.21 feet to a point; thence N47°06'12"E a distance of 4.41 feet to a concrete monument found; thence S45°22'58"E a distance of 161.45 feet to a number 5 rebar found; thence leaving said right of way of Old Canton Street S47°07'31"W a distance of 183.16 feet to a 1 inch open top found; thence S42°00'55"E a distance of 35.54 feet to a 1/2 inch open top found; thence N89°46'55"E a distance of 5.23 feet to an iron pin found with cap; thence S02°54'04"W a distance of 85.98 feet to a concrete monument found on the northerly right of way of Milton Avenue; thence continuing along said northerly right of way of Milton Avenue N86°46'04"W a distance of 87.28 feet to a concrete monument found at the southeast end of the mitered intersection between said northerly right of way of Milton Avenue and the easterly right of way of Canton Street; thence continuing along said mitered intersection line N58°50'08"W a distance of 41.41 feet to the POINT OF BEGINNING. Said tract contains 54,328 square feet or 1.247 acres and is shown on a retracement & topographic survey for Alpharetta Town Commons II, LLC, prepared by Barton Surveying, Inc., dated July 11, 2023, revised July 18, 2023.



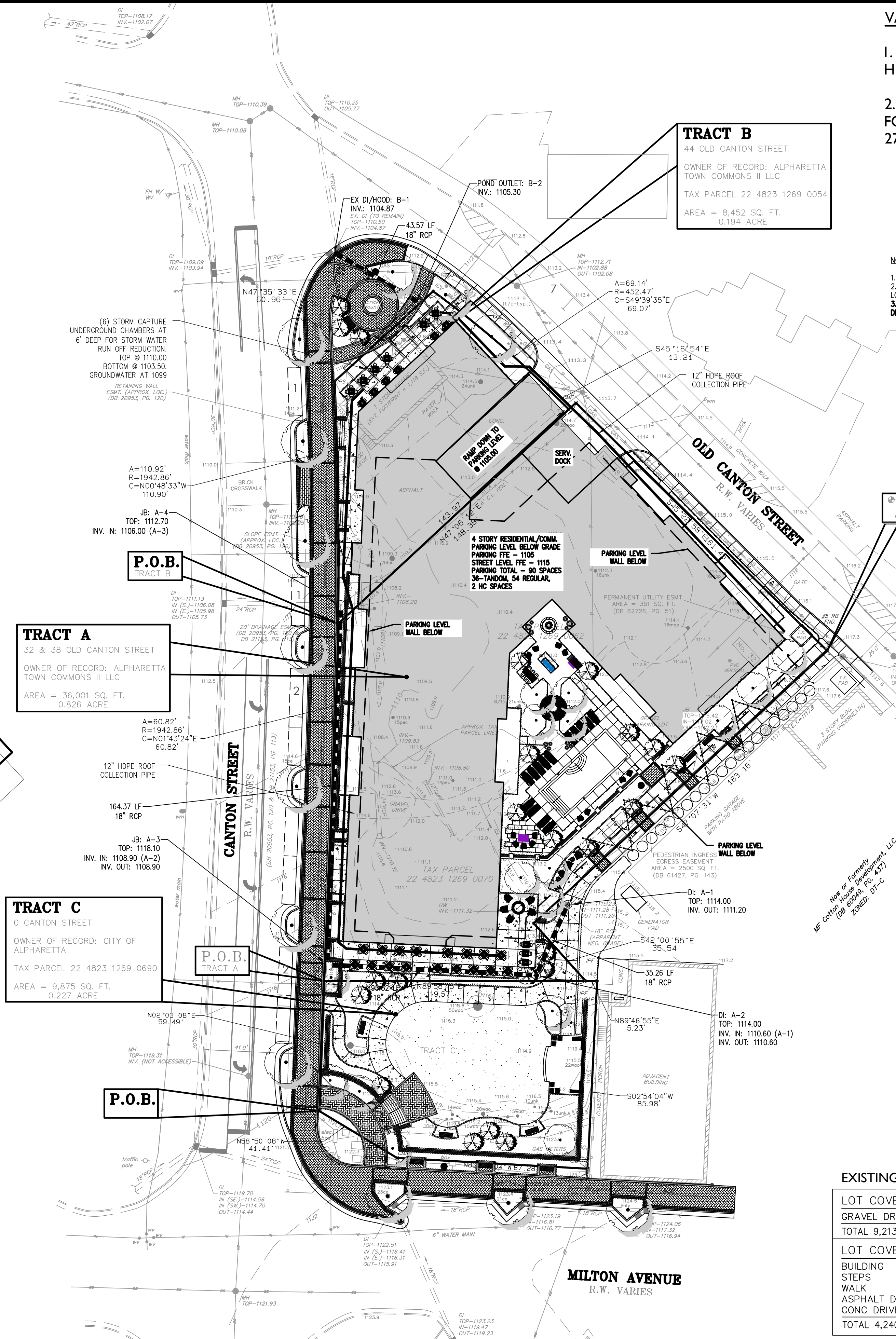
LOCATION MAP



PARKING LEVEL LAYOUT

RETRACEMENT & TOPOGRAPHIC SURVEY FOR ALPHARETTA TOWN COMMONS II, LLC

LOCATED IN LAND LOT 1269
2nd DISTRICT, 2nd SECTION
CITY OF ALPHARETTA
FULTON COUNTY, GEORGIA
JULY 11, 2023 1"=20'
SCALE IN FEET
CONTOUR INTERVAL = 2 FT.
VERTICAL DATUM = NAVD 1988



VARIANCE REQUESTS:

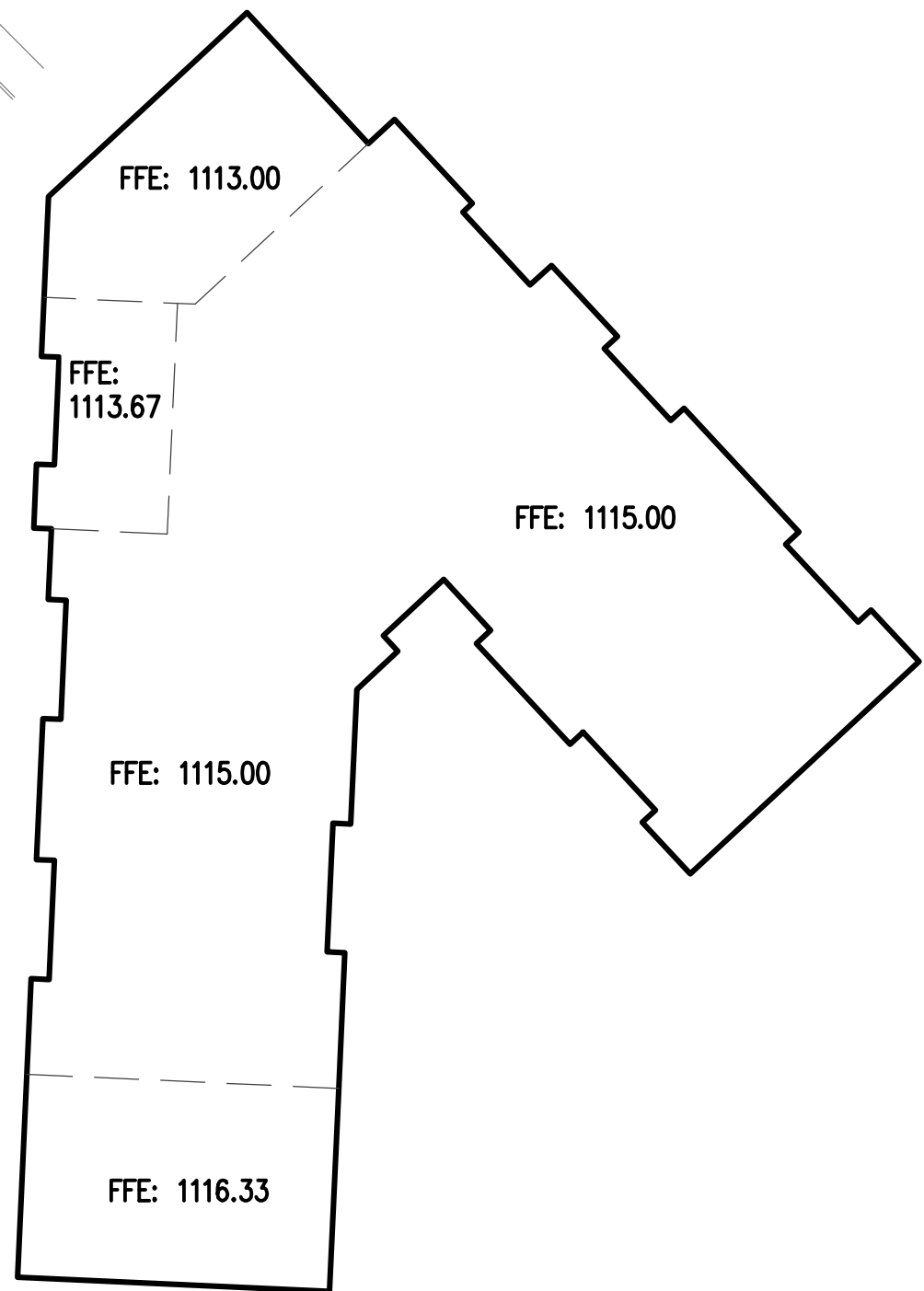
- DT-C SECTION 3.5.5 - TO INCREASE THE MAXIMUM HEIGHT OF THE BUILDING FROM 60' TO 66'
- DT-C SECTION 3.5.5 - INCREASE THE BUILDING FOOTPRINT SQUARE FOOTAGE FROM 20,000 SF TO 27,444 SF.

NOTE:

- THERE ARE NO WETLANDS LOCATED ON THE PROPERTY.
- BASED UPON THE ARBORIST REPORT BY OUTDOOR SPACES, THERE ARE NO SPECIMEN TREES LOCATED ON THE SUBJECT PROPERTY.
- ALL PARKING DECK ACCESS IS NOW FROM DRIVEWAY ON OLD CANTON ST ONLY. THERE IS NO DECK ACCESS OFF CANTON ST.

RESIDENTIAL UNIT MIX:

- 1 BEDROOM UNITS - 3
- 2 BEDROOM UNITS - 24
- 3 BEDROOM UNITS - 9
- TOTAL UNITS - 36



BUILDING FINISHED FLOOR ELEVATIONS

EXISTING SITE DATA

LOT COVERAGE CALCULATIONS TRACT A:	
GRAVEL DRIVE	= 9,213 S.F.
TOTAL 9,213 S.F. ± OF 36,001 = 25.6% TOTAL LOT COVERAGE	
LOT COVERAGE CALCULATIONS TRACT B:	
BUILDING	= 1,118 S.F.
STEPS	= 45 S.F.
WALK	= 78 S.F.
ASPHALT DRIVE	= 1975 S.F.
CONC DRIVE	= 1024 S.F.
TOTAL 4,240 S.F. ± OF 8,452 = 50.2% TOTAL LOT COVERAGE	

MIXED USE SITE DATA:

32, 38 & 44 OLD CANTON ST.
CITY OF ALPHARETTA
FULTON COUNTY, GEORGIA
LAND LOT 1269 1st DISTRICT 2nd SECTION
PARCEL ID - 22 482312690062, 22 482312690054, 22 482312690070

TOTAL ACREAGE: 1.02 OR 44,431.2 SF

CURRENT ZONING: C-2
FUTURE LAND USE: CBD
PROPOSED ZONING: DT-C

PROPOSED USE:

- RETAIL/RESTAURANT: 7,303 SF
- RESIDENTIAL: 36 UNITS

BELOW GRADE: PARKING
GROUND FLOOR: RETAIL, RESTAURANT & RESIDENTIAL
FLOORS 2-4: RESIDENTIAL

PARKING:

REQUIRED PARKING RATIOS

- RETAIL/RESTAURANT: 1/500 SF (15 SPACES)
- RESIDENTIAL: 1/BDRM UP TO 2/UN. (69 SPACES)
- GUEST PARKING: .5/UN. (18 SPACES)
- TOTAL REQUIRED PARKING: 102 SPACES

TOTAL STRUCTURED PARKING PROVIDED: 90 SPACES
TOTAL STREET PARKING PROVIDED: 8 SPACES
TOTAL PROJECT PARKING PROVIDED: 98 SPACES
*4 ADDITIONAL SPACES PROVIDED VIA PARKING IN-LIEU FEE @ \$4,500/SPACE

SITE STANDARDS:

- MIN. OPEN SPACE AREA 5% OF SITE (2,221.50 SF)
- PROP. OPEN SPACE AREA 32.2% (14,448 SF)
- 14,448 SF - INC.: POOL/AMENITY AREA, OUTDOOR RESTAURANT SEATING AREAS AND SIDEWALKS/PLAZAS ALONG BOTH ROADS (ALL AREA OUTSIDE OF BLDG. FOOTPRINT)
- MAX. LOT BUILDING COVERAGE 90% (39,988 S.F.)
- PROP. LOT BUILDING & DECK COVERAGE 64% (28,408 SF)
- MAX. STORIES: 4, PROPOSED STORIES: 4
- MAX. BLDG. FOOTPRINT: 20,000 SF
- PROP. BLDG. FOOTPRINT: 28,048 SF (VARIANCE REQUESTED)
- ALLOWABLE DENSITY: 10 UN./AC.
- PROP. DENSITY: 35.29 UN/AC.

SETBACKS

FRONT	0' MIN / 10' MAX
SIDE	0'
REAR	6' NO ALLEY
REAR	3' ALLEY

DETENTION PROVIDED IN COMMON OFF SITE POND.
WATER QUALITY/RUN OFF REDUCTION WILL BE HANDLED UNDERGROUND UNDER THE PLAZA AT THE NORTH POCKET PARK.

PARK SITE DATA:

0 CANTON ST.
CITY OF ALPHARETTA
FULTON COUNTY, GEORGIA
LAND LOT 1269 1st DISTRICT 2nd SECTION
PARCEL ID - 22 482312690690

TOTAL ACREAGE: 0.227

CURRENT ZONING: C-2 (TO REMAIN)

REZONING SITE PLAN

55 CANTON

MIXED USE BUILDING
ALPHARETTA, GEORGIA

PROJECT INFORMATION

PROJECT NO.: 23 - 4905
DATE: 1 - 10 - 2024
SCALE: 1" = 30'
DESIGN/DRAWN: PLACE MAKER DESIGN, B+C STUDIOS & AEC



#23009

01/22/24



PLACE MAKER DESIGN

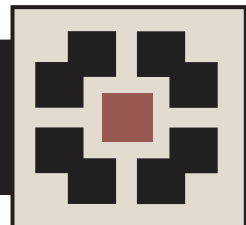
280 Interstate North Circle - Suite 510 - Atlanta, Georgia 30339

55 Canton St
Alpharetta, GA



#23009

01/22/24



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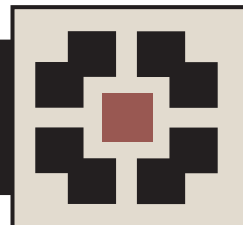
280 Interstate North Circle - Suite 510 - Atlanta, Georgia 30339

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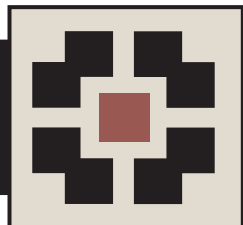
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01/22/24



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55 Canton St
Alpharetta, GA

23-10-24-01 Canton St Arborist Report Alpharetta

Reference UDC
Alpharetta, Georgia
(Updated June 18, 2021)



Location Map



All of the following information is based upon visual field observations and 30 years of practical horticultural experience. No scientific or lab tests have been performed. I certify that all information in this report is true and inclusive to the best of my knowledge and is prepared in good faith.

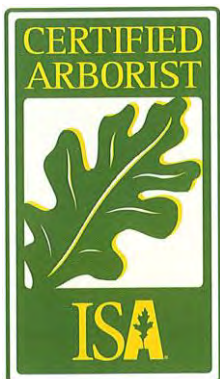
Outdoor Spaces, LLC

By Scott Hall, Owner

On Site Specimen Evaluation Date: October 26, 2023

Report Date: October 27, 2023

Revised Date:



Outdoor Spaces, LLC
Scott Hall, Owner
RLA, Certified Arborist
Certificate Number: SO-5434A
404-328-6561 Cell
678-965-4784 Fax
scottandcyrena@bellsouth.net

SECTION 3.2 - TREE CONSERVATION, LANDSCAPE, AND BUFFER REQUIREMENTS (Adopted 05-15-17)

3.2.2 Definitions.

For the purposes of this Section, unless the context indicates otherwise, the following terms shall have the meaning set forth below:

Boundary Tree: Any tree located on adjacent property with a critical root zone that will be impacted by proposed land disturbance activity.

Caliper: A standard of trunk measurement for replacement trees. Caliper inches are measured at the height of 6 inches above the ground for trees up to and including 4 inch caliper and 12 inches above the ground for trees larger than 4 inch caliper.

Conifer Tree: Any tree with needle leaves and a woody cone fruit including, but not limited to, pine, juniper and cedar species.

Critical Root Zone (CRZ): The minimum area beneath a tree which must be left undisturbed in order to preserve a sufficient root mass to give a tree a reasonable chance of survival. The Critical Root Zone will typically be represented by a concentric circle centering on the tree's trunk with a radius equal in feet to one and three-tenths times the number of inches of the trunk diameter. EXAMPLE: The CRZ radius of a twenty (20) inch diameter tree is twenty-six (26) feet.

Dead Tree: Any standing tree which is no longer alive or has the ability to sustain itself through natural processes as determined by a qualified professional.

Diameter Breast-Height (DBH): The standard measure of tree size (for trees existing on a site). The tree trunk is measured at a height of 4 1/2 feet above the ground. If a tree splits into multiple trunks below 4 1/2 feet, the trunk is measured at its most narrow point beneath the split.

Guidance Document: A document maintained by the City of Alpharetta Arborist that includes clarifications to requirements with examples and additional technical standards about tree protection, tree planting, species selection, and other information relevant to the protection and replanting of trees in the City of Alpharetta. The document may be revised by the City Arborist as conditions and technical standards evolve.

Hardwood Tree: Any tree that is not coniferous (cone bearing). This definition is based on the colloquialism, and does not necessarily reflect any true qualities of the tree.

International Society of Arboriculture (ISA): A professional organization that promotes the professional practice of arboriculture, sets standards for obtaining professional credentials for arborist, and establishes best practices for tree care, pruning, and protection.

Landscape Tree: A tree or trees that were planted or retained on a developed or previously developed site.

Ornamental Tree: A tree that provides a visual impact in the landscape. The impact may be provided through form, bark, branching structure, leaf color, and / or flower color. Typically a small or medium size tree.

Overstory Tree: Those trees that compose the top layer or canopy of vegetation and will generally reach a mature height greater than 40 feet and typically have a spreading canopy.

Pine Tree: An evergreen coniferous tree that has clusters of needle-shaped leaves.

Pruning (Tree Pruning): To cut away dead, overgrown, or undesirable branches or stems. Pruning of trees to be done in compliance with standard arboricultural practices as outlined in ANSI A300 and shall maintain the trees natural form and structure.

Qualified Professional: An International Society of Arboriculture (ISA) Certified Arborist; an American Society of Consulting Arborists (ASCA) Registered Consulting Arborist, or a Registered Forester.

Shade Tree: Any tree that has a spreading canopy that provides partial to full shade to the ground with a minimum height of 20 feet.

Softwood Tree: Any coniferous (cone bearing) tree. This definition is based on the colloquialism, and does not necessarily reflect any true qualities of the tree.

Specimen Tree: Any tree which qualifies for special consideration for preservation due to its size, type, condition, location or historical significance and which also meets the minimum size criteria set forth below.

Size Criteria:

Pine Trees: 30-inch diameter or larger for trees in the *Pinus* (Pine) genus.

Coniferous Trees: 20" diameter or larger for trees in the *cedrus* (deodar cedar), *Thuja* (Arborvitae), or other ecologically similar trees,

Overstory Trees: 30-inch diameter or larger for trees in the *Liquidambar* (Sweetgum) or *Liriodendron* (Tulip poplar) genus

- 20-inch diameter or larger for trees in the *Fagus* (Beech), *Nyssa* (Tupelo), *Diospyros* (Persimmon), *Sassafras* (Sassafras), or other ecologically similar trees,
- 20-inch diameter or larger for *Magnolia grandiflora* (Southern magnolia) and those cultivars that generally reach a mature height over 40'
- 24-inch (24") diameter or larger for trees in all other genera

Understory Trees: 8-inch (8") diameter or larger.

- 10-inch (10") diameter or larger for *Oxydendron arboretum* (Sourwood).

See additional requirements for Specimen Trees in The Guidance Document

Street/Streetscape Tree: Any tree located or proposed to be located along a public or private street. The actual location will be determined by the specific zoning district or overlay. In situations where there is limited planting space in the right of way and or safety concerns, street trees may be located at the back of the sidewalk or within the landscape strip on private property and the discretion of the Director.

Structural Root Plate: The zone of rapid root taper that provides the tree stability against wind throw. The radius of the structural root plate is equal to 0.5 feet per inch of DBH.

Tree: Any living, self-supporting woody or fibrous plant which normally obtains a diameter breast height of at least three (3) inches and typically has one (1) main stem or trunk and many branches.

Tree Care Plan: A plan developed to provide an impacted tree the best possible chance of survival. A tree care plan should be prepared by a qualified professional and conform to the requirements of ANSI A300 and the Guidance Document

Tree Grouping: A community of trees as determined by the Director to merit special consideration as an ecological feature based upon species composition, form, structure, age, and condition. Specimen trees and trees of quality may be included in tree groupings

and every alternative should be evaluated to save these trees. Except as otherwise provided in Section 3.2., Tree Groupings will be treated as specimen trees for preservation credits and every alternative should be evaluated to save these trees.

Tree of Quality: A tree that merits special consideration due to historical significance, ideal shape and structure, or uniqueness of the species as determined by the Director. Except as otherwise provided in Section 3.2., Trees of Quality will be treated as specimen trees for preservation credits and every alternative should be evaluated to save these trees.

Tree Planting List: List of preferred tree species for use in the City of Alpharetta. Species not included on this list may be approved at the discretion of the Director. The Tree Planting List is included in the Arborist Guidance Document.

Tree Protection Area: An area encompassing the critical root zone of a tree that shall remain in a previous state.

Tree Save Area: An area designated for the purpose of meeting tree density requirements, saving natural trees, and/or preserving natural buffers that shall remain in a previous state.

Understory Trees: Those trees that grow beneath the overstory, and will generally reach a mature height less than 40 feet. Understory trees may include coniferous trees that meet these same height characteristics.

Outdoor Spaces interpretations and fact findings:

Warranty Disclaimer:

Although, this report will determine whether or not a tree is a Specimen/ Tree of Quality; it is provided as best judgment opinion. Ultimately, the governing body's (City of Alpharetta) arborist or representative shall determine whether a tree is classified as a Specimen/ Tree of Quality or not.

All tree locations shall be approximate. The provided tree locations shall NOT be GPS located and in no manner shall the provided tree location plan be used or represented as a tree survey. It is the sole responsibility of the OWNER to have all tagged Specimen trees located by a Certified Land Surveyor.

No warranties express or implied are made with respect to the report of aforementioned Specimen/ Tree of Quality trees. It is understood the OWNER makes use of this report by the ARBORIST at OWNER's sole risk and that the report is provided as best judgment opinion. In no manner does this report guarantee the life or imply any length of life span of the trees that are determined to be Specimen/ Tree of Quality.

Arborist Note:

Due to certain species and undesirable traits, some trees shall be considered in poor condition if the following is true. Numerous trees grown in a native setting may appear to grow as multi-trunk; however this is not desirable in most trees. Most trees that have multi-trunks at the base are usually created when two separate trees grow together or the tree branches off at an early age and they become Co-Dominate Leaders. Either scenario is an undesirable condition for most trees because they both create weak crotches, included bark and/or a prime place for debris and water to get trapped that will always cause decay. In this case these trees become a life safety issue and cannot be considered specimen trees.

Some trees are an exception to this rule, such as, but not limited to:

Crape Myrtles, Birches, Wax Myrtles, Red Buds, Fringe Trees, Dogwoods, Hollies, Cedars, Sourwoods, Sweet Bay Magnolias, Red Bays and Live Oaks.

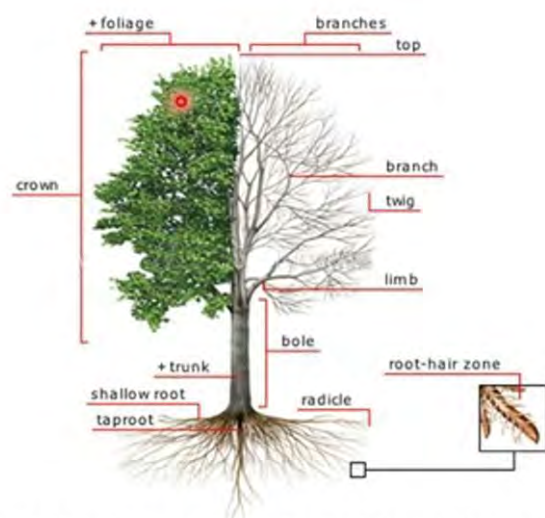
These are an exception because they naturally create sucker growth from the roots and/or trunk or do not typically have the life safety issues because they are not large growing trees.

Co-Dominate Leaders:

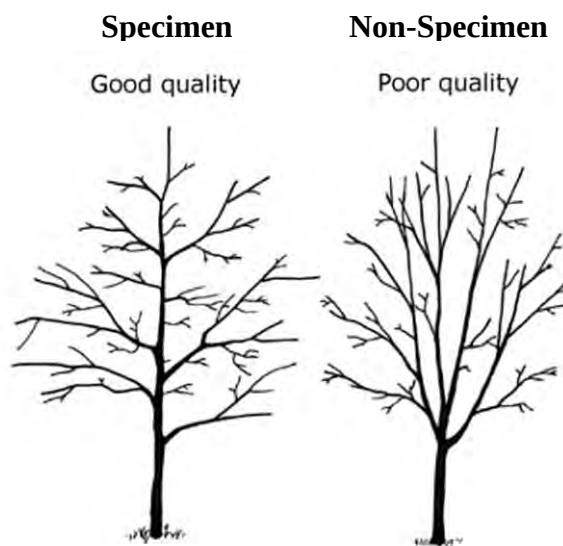
One of the most common locations for the aboveground portion of a tree to fail is at the junction of two or more codominant stems. Due to the frequency of failures at this point, a study was undertaken to get a better understanding of the mechanical strength of this point and to determine if included bark reduces the strength of the union. Eighty-four codominant stems were removed from 26 felled maple trees. These crotches were securely anchored and split apart using measured force. Breaking force varied from 64 to 2,363 kg. The regression line produced from the comparison of stem diameter and force required for breaking the union when there was no included bark was $\text{Force} = \text{Diameter} * 613 - 1388$, $r^2 = 0.92$. When only those unions with included bark were analyzed, the regression line was $\text{Force} = \text{Diameter} * 537 - 1285$, $r^2 = 0.76$. There was a specimen difference between the regression lines ($p < 0.05$). Codominant stems that have bark trapped in the union are significantly weaker than those that do not have bark included. The differences appear to be greater with smaller-diameter stems than with larger stems.

Reference: Smiley, E.. (2003). Does included bark reduce the strength of codominant stems?. *Journal of Arboriculture* 29.

Tree Structure Examples:

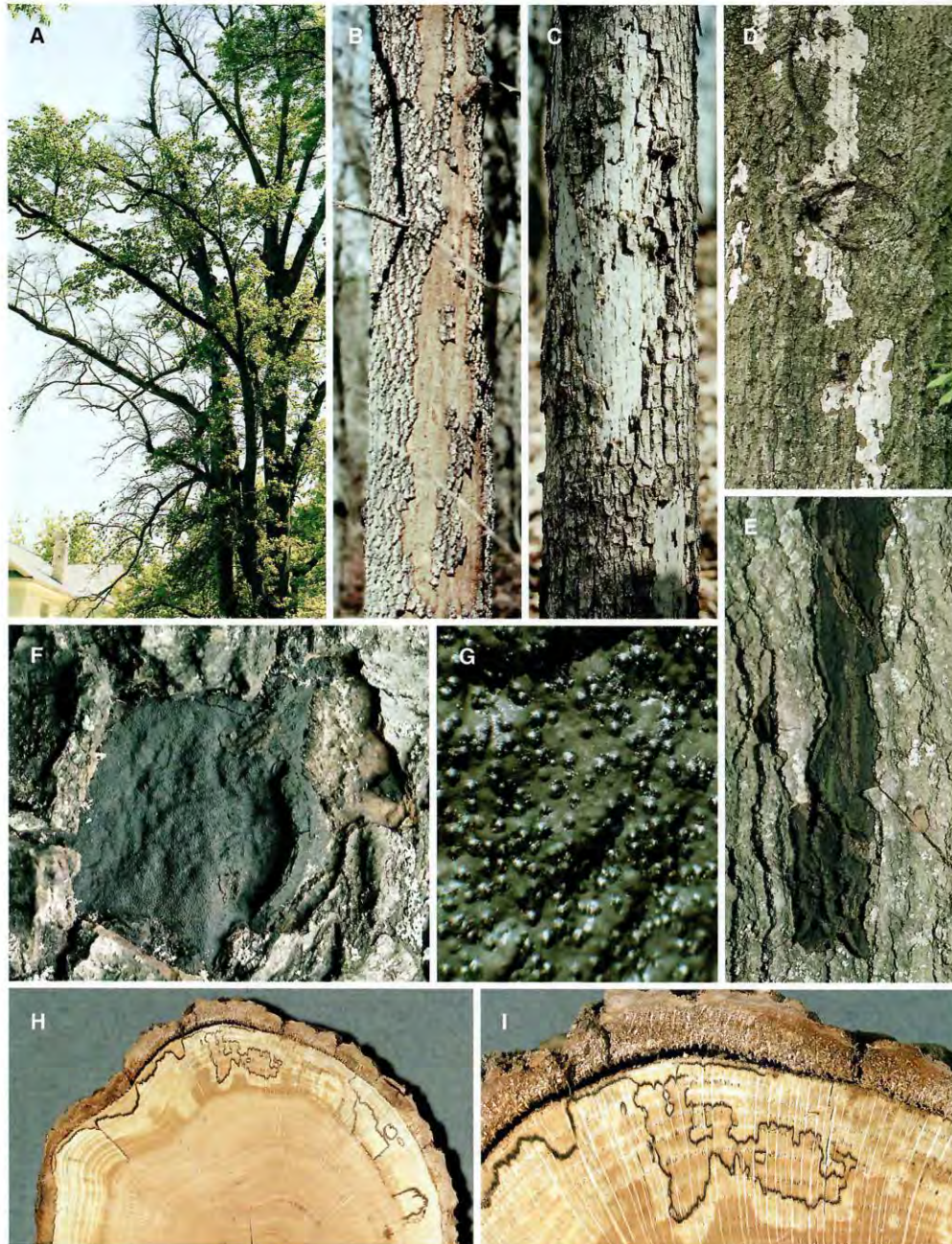


2022: ISA Certified Arborist® Exam Review Course.
Rob Swanson, Kay Evanovich, January 2022



The following are images of examples of diseases, fungus and other health/ structural issues that are found on site. The following examples are referenced from *Diseases of Trees and Shrubs* by Sinclair and Lyon.

Hypoxylon Canker Examples



A. Dieback of a large *Quercus nigra* (water oak) (MS, Apr).
 B–E. *Biscogniauxia atropunctata*. B. A tan conidial stroma on *Quercus velutina* (black oak) (AR, winter). C. A silver gray perithecial stroma on *Q. alba* (white oak) (AR, winter). D, E. Young and old mature perithecial stromata, respectively, on *Q. nigra* (MS, Apr).
 F, G. *B. mediterranea* on *Q. texana* (Texas red oak). Close (F) and magnified (G) views of a perithecial stroma. Black pimplelike projections are the tips of perithecia (TX, Mar).
 H, I. Sapwood of *Q. texana* colonized by *B. atropunctata*. Black zone lines (pseudosclerotial plates) are typical (TX, Mar).
 Photo credits: B, C—P. Fenn

Reference: Sinclair, Wayne A., 1936. Diseases of Trees and Shrubs / Wayne A. Sinclair and Howard H. Lyon.-2nd Ed. Published 2005

Trunk Canker Examples

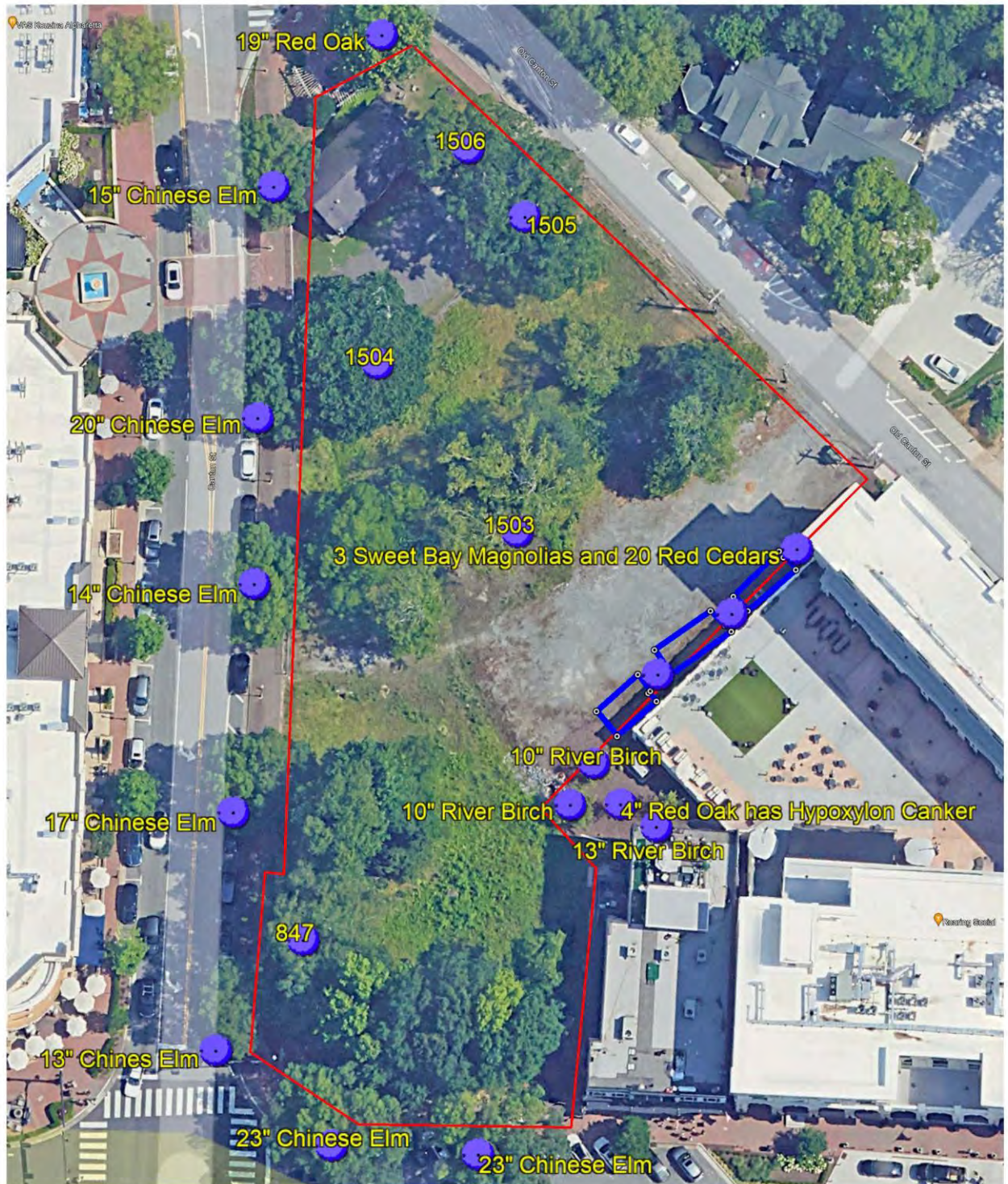


- A–E. Hispidus canker on *Quercus* species (oaks). A. A large canker on *Q. nigra* (water oak) bears the dark remains of basidiocarps of *Inonotus hispidus* that formed the previous year (GA, May). B. Large woundwood ridges flank a canker on *Q. phellos* (willow oak). A rust-brown basidiocarp remains from the previous autumn (MS, Apr). C. Large basidiocarps on a young canker not yet delimited by woundwood ridges on *Q. phellos* (MS, Aug). D. A canker on *Q. phellos* nearly enclosed by woundwood, appearing as a fissure (MS, Apr). E. A blackened dead basidiocarp at the base of a diseased *Q. laurifolia* (laurel oak) (FL, Apr).
- F, G. Canker-rot of *Quercus douglasii* (blue oak) caused by *Inonotus andersonii*. F. A partly killed tree with the dead top removed, showing white heart rot and a large brown basidiocarp that has caused the bark to fall away. G. Close view of part of the basidiocarp (AZ, Apr).
- H, I. *Fagus grandifolia* (American beech) with trunk rot caused by *Inonotus glomeratus*. Black sterile conks protruding at the locations of former branch stubs are diagnostic. H. An elongate wound probably made by a falling tree, now evident only as a seam beside a large woundwood ridge on the trunk, was possibly the site of infection. I. Close view of a sterile conk (NY, Aug).

Photo credit: C–I. A. Matteoni

- A, E. Spiculosa canker and associated trunk rot in *Quercus nigra* (water oak). A. A perennial targetlike canker, prominently raised because of woundwood formation around the margin, has developed at the site of a former branch stub. E. A section through the trunk several centimeters below the canker reveals advanced white crumbly rot throughout the heart of the tree, plus spokelike extensions of decay into outer sapwood. The extensions are the tips of secondary columns of decay that began as the canker enlarged. They would eventually have merged. The column of advanced decay in this tree was 3 m long (GA, May).
- B, D. Spiculosa cankers on *Q. texana* (Texas red oak) and *Q. phellos* (willow oak), respectively. Sterile brown fungal structures (punk knots) occupy the locations of former branch stubs; brown interior tissue is revealed by cutting into the raised knots (MS, Apr).
- C, F, G. Dissection of the *Q. texana* shown in B. C. The brown punk knot has grown out from a central column of advanced white rot bounded by a thin purple-brown zone of discolored wood. The decay column has expanded periodically and involves sapwood as the result of canker enlargement adjacent to the punk knot. F. The decay column also expands as a result of boring by insects that breach the barrier zone between decayed and sound sapwood. Two such extensions of decay into the sapwood zone are shown. G. The butt log, approximately 4 m long, with the canker at the midpoint and advanced decay throughout the heart of the log (MS, Apr).

Reference: Sinclair, Wayne A., 1936. *Diseases of Trees and Shrubs* / Wayne A. Sinclair and Howard H. Lyon.-2nd Ed. Published 2005



Notes:

- All specimen tree locations shall be approximate.
- The provided tree locations are GPS located (+/- 30' Accuracy) and in no manner shall this Specimen Location Plan be used or represented as a tree survey.
- It is the sole responsibility of the OWNER to have all tagged specimen trees located by a Certified Land Surveyor.



**Specimen/ Non-Specimen/
Landscape Tree**



North Not To Scale

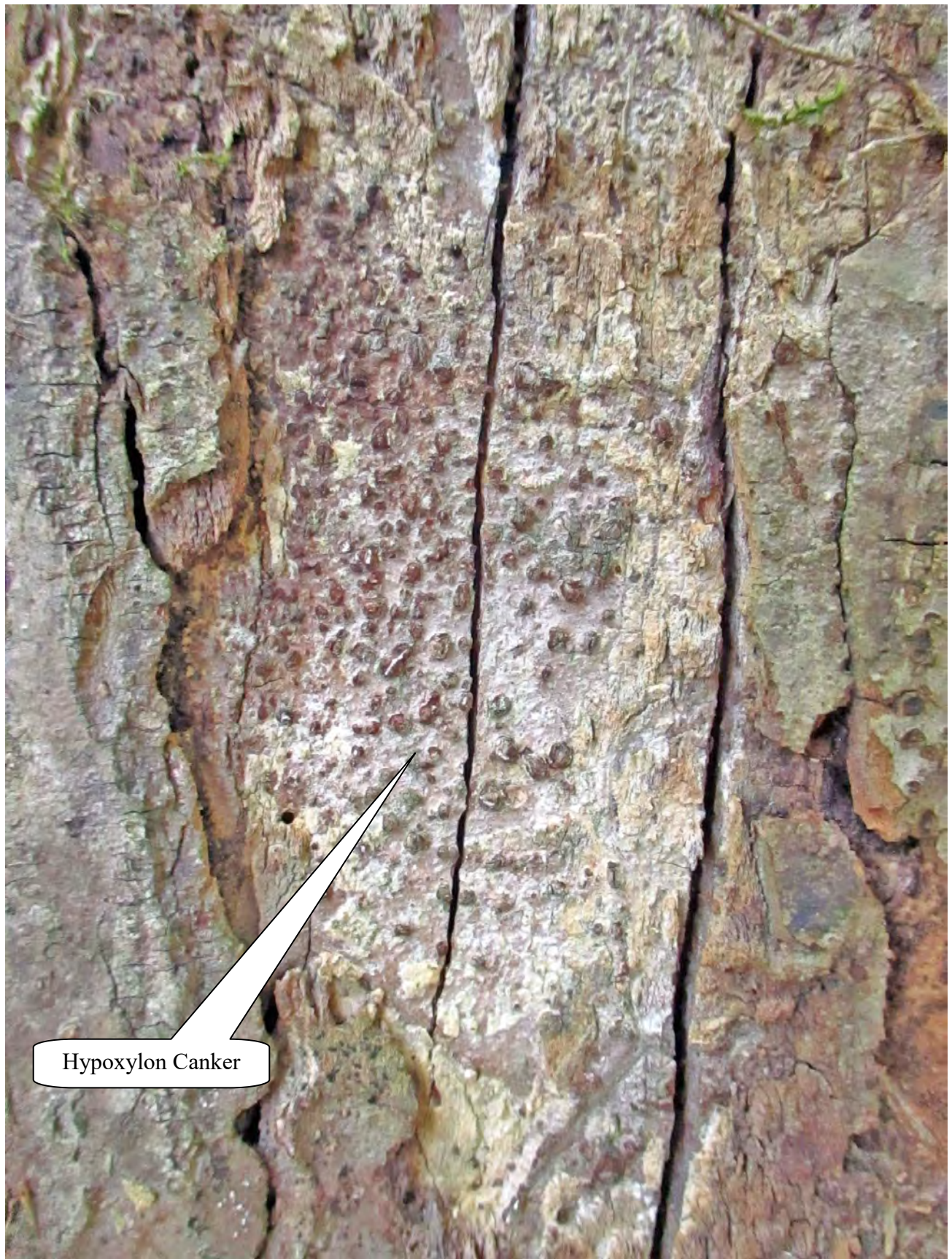
**Tree
Location Plan**

23-10-24-01 Canton St Arborist Report Alpharetta
(*) Unable to get a good or clear picture. There were no 'Trees of Quality' Found on site.

Tree #	Size/ Species	Health Condition	Structural Condition	Specimen Tree	Comments	Photo # (See Attached)
847	31" Hickory	Poor	Poor	No	Signs of Hypoxylon Canker with limb loss and/or visible cankers. 2 Co-Dominate Leaders with weak crotches and included bark. Due the species, a multi-stem is undesirable and could be a life safety issue.	1-2
1503	28" Winged Elm	Poor	Poor	No	More than one main limb and several minor limbs dead/gone. Decay in main trunk from missing limbs. 2 Co-Dominate Leaders with decay in union, weak crotches and included bark. Due the species, a multi-stem is undesirable and could be a life safety issue.	3-4
1504	27" Red Elm	Poor	Poor	No	Signs of Hypoxylon Canker with limb loss and/or visible cankers. Root compaction and damage from vehicular traffic.	5
1505	32" Water Oak	Poor	Poor	No	Signs of Hypoxylon Canker with limb loss and/or visible cankers. Root compaction and damage from vehicular traffic. 2 Co-Dominate Leaders 20' up with weak crotches and included bark. Due the species, a multi-stem is undesirable and could be a life safety issue.	6
1506	24" Red Elm	Poor	Poor	No	Signs of Hypoxylon Canker with limb loss and/or visible cankers. Trunk Galls; an indication of possible trunk rot. Multiple Co-Dominate Leaders with weak crotches and included bark. Due the species, a multi-stem is undesirable and could be a life safety issue.	7



Photo 1



Hypoxylon Canker

Photo 2



Photo 3



Photo 4



Photo 5



Photo 6

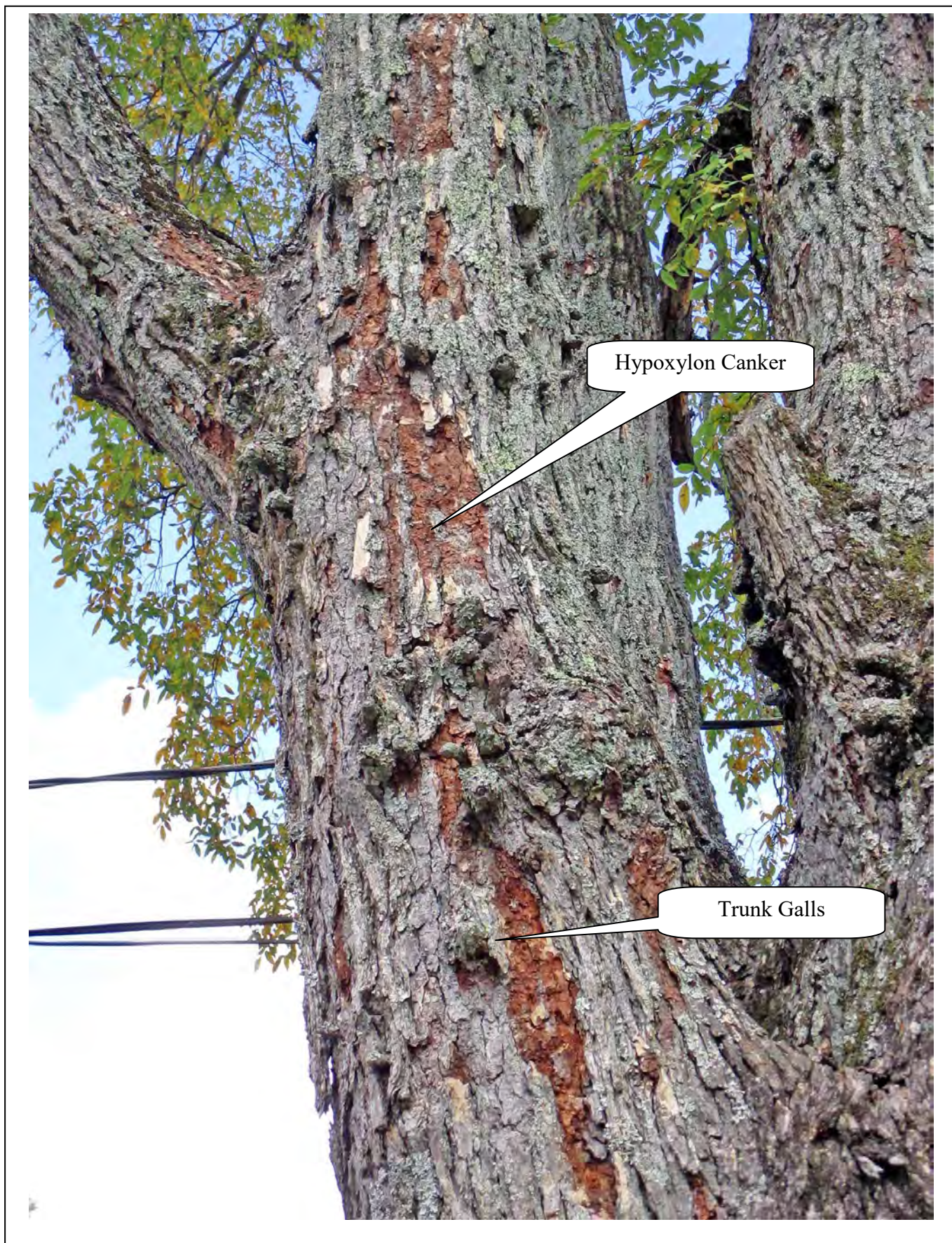


Photo 7



Arthur E. Ferdinand
Tax Commissioner
Fulton County, Georgia

TAX BILL

141 Pryor Street
 Atlanta, Georgia 30303
 (404) 613-6100

Property Owner	Parcel Identification	Description	User ID
ALPHARETTA TOWN COMMONS II LLC	22 -4823-1269-007-0	Real Estate	IWR

Tax District: 10 - ALPHARETTA

Property Address	Account Number	Current Fair Market Value	Current Assessed Value
32 OLD CANTON STREET	2474483	856,900	342,760

City Exemption:

County Exemption:

City Sales Tax Credit: \$0.00

County Sales Tax Credit: \$69.24

Tax Year	Cycle	Principal Amount	Interest	Penalties/Fees	Paid	Total	Due Date
2023	County	8,976.89	0.00	0.00	8,976.89	0.00	11/15/2023
2022	County	9,018.01	0.00	0.00	9,018.01	0.00	11/15/2022
2021	County	6,848.70	0.00	0.00	6,848.70	0.00	11/15/2021
2020	County	7,593.88	0.00	0.00	7,593.88	0.00	11/15/2020
2019	County	3,163.32	0.00	0.00	3,163.32	0.00	10/15/2019
2018	County	3,121.80	83.24	0.00	3,205.04	0.00	10/31/2018
2017	County	1,247.57	0.00	0.00	1,247.57	0.00	1/15/2018

Grand Total Due: \$0.00

Mailing Address:

ALPHARETTA TOWN COMMONS II LLC
 2660 PEACHTREE RD UNIT 32G
 ATLANTA GA 30305

Property owners with current legal matters, such as bankruptcy or foreclosure, must contact the Tax Commissioner's office at (404) 613-6100 for the official balance due on their parcel(s).

[Sign up For E-Billing](#)



Arthur E. Ferdinand
Tax Commissioner
Fulton County, Georgia

TAX BILL

141 Pryor Street
Atlanta, Georgia 30303
(404) 613-6100

Property Owner	Parcel Identification	Description	User ID
ALPHARETTA TOWN COMMONS II LLC	22 -4823-1269-006-2	Real Estate	IWR

Tax District: 10 - ALPHARETTA

Property Address	Account Number	Current Fair Market Value	Current Assessed Value
38 OLD CANTON STREET	2474475	125,500	50,200

City Exemption:

County Exemption:

City Sales Tax Credit: \$0.00

County Sales Tax Credit: \$10.14

Tax Year	Cycle	Principal Amount	Interest	Penalties/Fees	Paid	Total	Due Date
2023	County	1,314.74	0.00	0.00	1,314.74	0.00	11/15/2023
2022	County	380.98	0.00	0.00	380.98	0.00	11/15/2022
2021	County	392.84	0.00	0.00	392.84	0.00	11/15/2021
2020	County	6,904.65	0.00	0.00	6,904.65	0.00	11/15/2020
2019	County	2,670.91	0.00	0.00	2,670.91	0.00	10/15/2019
2018	County	2,637.44	68.71	0.00	2,706.15	0.00	10/31/2018
2017	County	1,017.65	0.00	0.00	1,017.65	0.00	1/15/2018

Grand Total Due: \$0.00

Mailing Address:

ALPHARETTA TOWN COMMONS II LLC
2660 PEACHTREE RD UNIT 32G
ATLANTA GA 30305

Property owners with current legal matters, such as bankruptcy or foreclosure, must contact the Tax Commissioner's office at (404) 613-6100 for the official balance due on their parcel(s).

[Sign up For E-Billing](#)



Arthur E. Ferdinand
Tax Commissioner
Fulton County, Georgia

TAX BILL

141 Pryor Street
 Atlanta, Georgia 30303
 (404) 613-6100

Property Owner	Parcel Identification	Description	User ID
ALPHARETTA TOWN COMMONS II LLC	22 -4823-1269-005-4	Real Estate	IWR

Tax District: 10 - ALPHARETTA

Property Address	Account Number	Current Fair Market Value	Current Assessed Value
44 OLD CANTON STREET	2474467	335,900	134,360

City Exemption:

County Exemption:

City Sales Tax Credit: \$0.00

County Sales Tax Credit: \$27.14

Tax Year	Cycle	Principal Amount	Interest	Penalties/Fees	Paid	Total	Due Date
2023	County	3,518.88	0.00	0.00	3,518.88	0.00	11/15/2023
2022	County	3,535.01	0.00	0.00	3,535.01	0.00	11/15/2022
2021	County	3,645.19	0.00	0.00	3,645.19	0.00	11/15/2021
2020	County	3,734.13	0.00	0.00	3,734.13	0.00	11/15/2020
2019	County	3,757.36	0.00	0.00	3,757.36	0.00	10/15/2019
2018	County	3,799.22	103.57	0.00	3,902.79	0.00	10/31/2018
2017	County	3,927.09	0.00	0.00	3,927.09	0.00	1/15/2018

Grand Total Due: \$0.00

Mailing Address:

ALPHARETTA TOWN COMMONS II LLC
 2660 PEACHTREE RD UNIT 32G
 ATLANTA GA 30305

Property owners with current legal matters, such as bankruptcy or foreclosure, must contact the Tax Commissioner's office at (404) 613-6100 for the official balance due on their parcel(s).

[Sign up For E-Billing](#)



STAFF REPORT

Department: Finance
Submitted By: Shawn Mitchell
Meeting Date: June 3, 2024

AGENDA ITEM:

Fiscal Year 2025 Budget and Millage Rate
FIRST PUBLIC HEARING

STAFF RECOMMENDATION:

The purpose of this hearing is to obtain public comment on the Recommended Fiscal Year 2025 Budget and Millage Levy. This is public hearing #1 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: \$163,591,669 (SEE ATTACHED FY 2025 OPERATING & CAPITAL BUDGET)

APPROPRIATIONS:

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

EXTERNAL FUNDING SOURCES:

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

ITEM DESCRIPTION:

The Fiscal Year 2025 Budget was distributed electronically to the City Council on May 3, 2024, 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 2025 budget as well as historical budget/actual revenue/expenditure trend data) and OpenGov (FY 2025 budget line-item detail).

A City Council Budget Workshop was held on May 20, 2024.

Changes since the May 20th Budget Workshop include:

Operations (net increase of +\$48,620)

Recommended Operating Initiative funding was reallocated from the Operating Initiative Reserve Account into departmental operating budgets.

FY 2025 cost for the Utility Body Worn/In-Dash Camera contract (approved May 20, 2024) was programmed into the Public Safety Department budget.

Capital Initiatives

Recommended Capital Initiatives – one project change was made as follows:

Funding request for the Alpharetta Entry Monuments (design) was reduced from \$150,000 to \$50,000. The revised scope will provide design funding for the monuments

and conceptual location recommendations. Detailed locational analysis and construction plans would be funded through a future capital plan. The \$100,000 in savings has been added to the non-allocated/reserve account.

Unfunded Capital Initiatives – two projects were added as follows:

Northwinds Mid Broadwell Crosswalk (construction): \$125,000 (page 249 of Budget document).

Jayne Ellen Curb and Gutter (construction): \$750,000 (page 254 of budget document).

Tonight is the first of three public hearings and the first of two votes on the FY 2025 Budget and Millage Rate Levy with the schedule as follows:

June 3, 2024 (6:30pm):

Public Hearing

City Council Meeting

Budget Ordinance (1st Reading)

Millage Ordinance (1st Reading)

June 24, 2024 (11:30am):

Public Hearing

June 24, 2024 (6:30pm):

Public Hearing

City Council Meeting

Budget Ordinance (2nd Reading)

Millage Ordinance (2nd Reading)

ALTERNATIVES:

ATTACHMENTS:

1. FY 2025 GFOA Budget (6-3-2024; 1st Reading)

Operating and Capital Budget for Fiscal Year 2025

July 1, 2024 through June 30, 2025





Prepared by:
Finance Department
2 Park Plaza
Alpharetta, GA 30009
Phone (678) 297-6094
Fax (678) 297-6063

Recommended Annual Operating & Capital Budget

for Fiscal Year 2025

(July 1, 2024 through June 30, 2025)



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MAYOR AND CITY COUNCIL

Mayor and City Council

DONALD MITCHELL
CITY COUNCIL (POST 1)



DMitchell@alpharetta.ga.us

BRIAN WILL
CITY COUNCIL (POST 2)



BWill@alpharetta.ga.us

DOUGLAS DERITO
CITY COUNCIL (POST 3)



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)



JHipes@alpharetta.ga.us

FERGAL BRADY
CITY COUNCIL (POST 5)



FBrady@alpharetta.ga.us

DAN MERKEL
CITY COUNCIL (POST 6)



DMerkel@alpharetta.ga.us

VISION

Vision

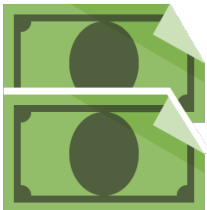
Our Community Vision is to advance Alpharetta as a signature City by:



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



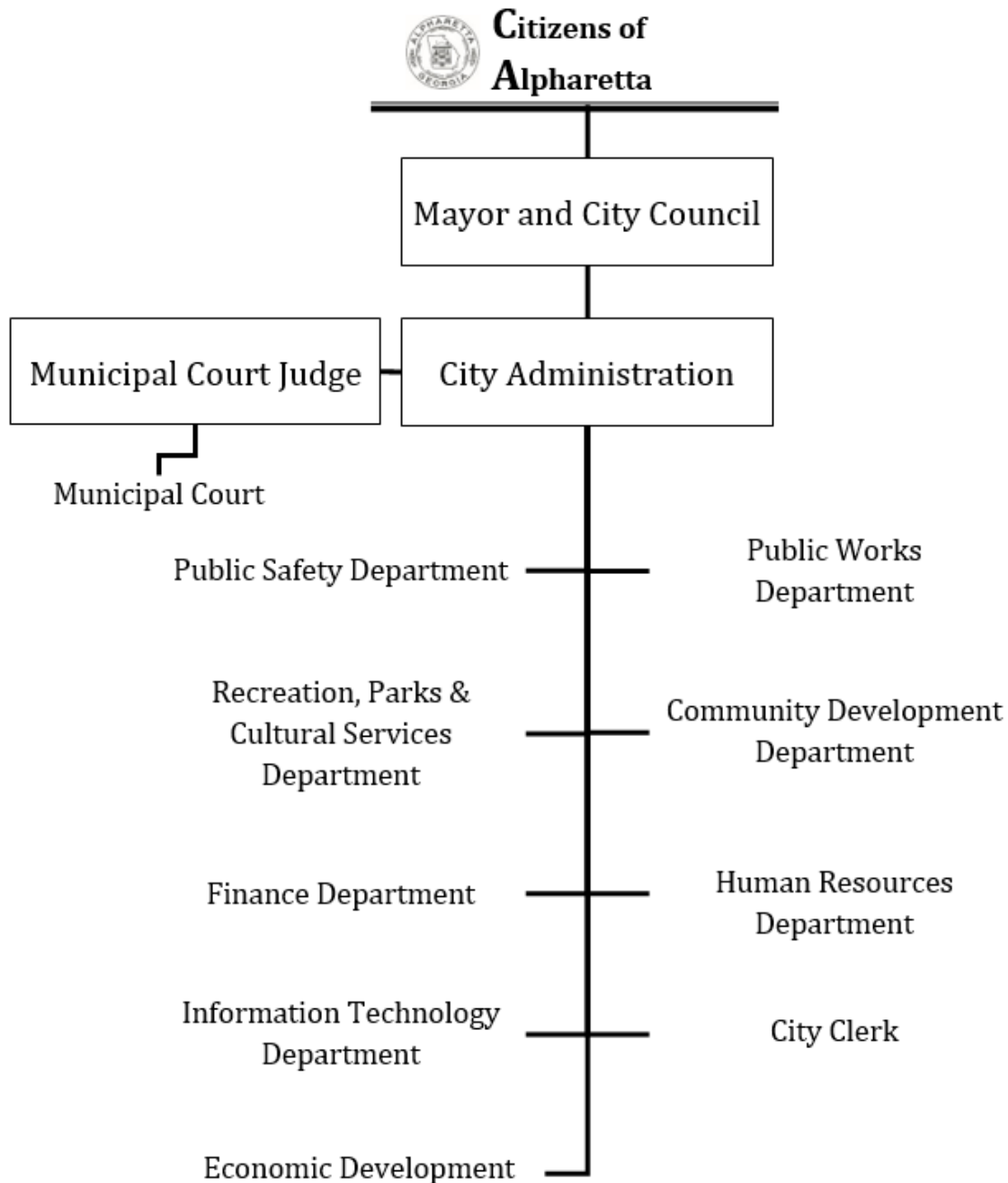
CLagerbloom@alpharetta.ga.us

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 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



Reader's Guide

The City of Alpharetta Budget is intended to provide information at both the detailed and summary level – information that can be used by both citizens (as an informational tool) and city employees (as an operational tool) alike. Following is a brief description of the information included in each section of this document.

Introduction and Overview

Transmittal Letter

Comprehensive introduction to the City's fiscal year 2025 budget.

2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 budget including operations and capital investment. These priorities were condensed into an Annual Action Plan.

About Alpharetta

Brief history of our City and detail of our governmental structure, Mission, and Vision.

Alpharetta by the Numbers

Demographic, economic, and statistical data of our City.

Financial Structure, Policy, and Process

Financial Accounting Structure

Information on our financial accounting structure including classification (e.g., Governmental vs. Proprietary), descriptions, and a graph of all city funds.

Financial Reporting

Comprehensive listing of our financial reporting products aimed at ensuring the information needs of the government, authorities, regulatory agencies, and citizens/stakeholders are met.

Budget Process

Information on our budget basis and structure, budget process, and performance measurement program.

Financial Summaries

Citywide Budget Summaries

Information on the overall (i.e., all appropriated funds) fiscal year 2025 budget. Included are schedules that provide readers with revenue and expenditure summaries from several different perspectives including fund, revenue source, expenditure category, and expenditures by department. A detailed multi-year personnel listing by department is also provided.

READER'S GUIDE

General Fund Summary

Information on the fiscal year 2025 budget for the General Fund. Included are schedules that provide readers with revenue and expenditure summaries/narratives from several different perspectives including fund summary; statement of budgetary comparisons (i.e., FY 2024 and FY 2025); statement of revenues, expenditures, and changes in fund balance (FY 2021 through FY 2025); and a detailed narrative of revenue and expenditure trends including historical information.

General Fund Department Summaries

Detailed non-financial and financial information about each department's activities (General Fund only) including departmental mission statement; goals and objectives and how they link with the city's vision/strategic priorities; revenue and expenditure summary and fiscal year 2025 budget narrative; changes in personnel; and performance measurement.

Special Revenue/Enterprise/Internal Service Fund Summaries

Information on the fiscal year 2025 budget for the Special Revenue/Enterprise/Internal Service Funds. Included are schedules set forth by Fund that provide readers with revenue and expenditure summaries/narratives from several different perspectives including fund summaries; statements of budgetary comparisons (i.e., FY 2024 and FY 2025); and statements of revenues, expenditures, and changes in fund balance (FY 2021 through FY 2025).

Capital and Debt

Capital Project Fund Summaries

Information on our capital budgeting process and funding methodology as well as a detailed capital listing (Fiscal Year 2025 as well as a summary 5-Year Capital Plan).

Debt Service Fund Summary

Listing and description of the city's outstanding debt obligations (including debt schedules) and the debt service requirements.

Appendix

Capital Improvement Plan (5-Year)

Alpharetta Convention & Visitors Bureau FY 2025 Budget

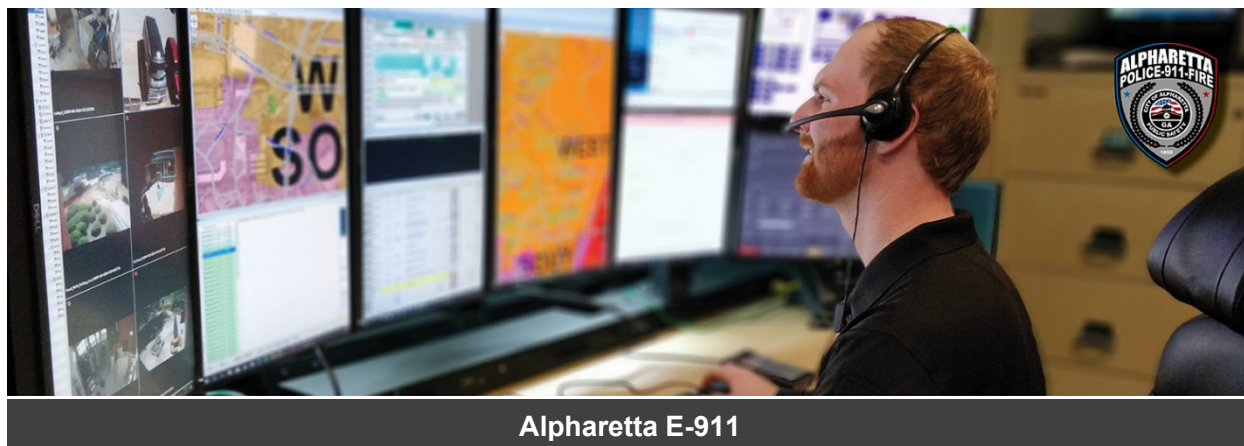
Glossary

Definition of the many terms used in city government/budget process.

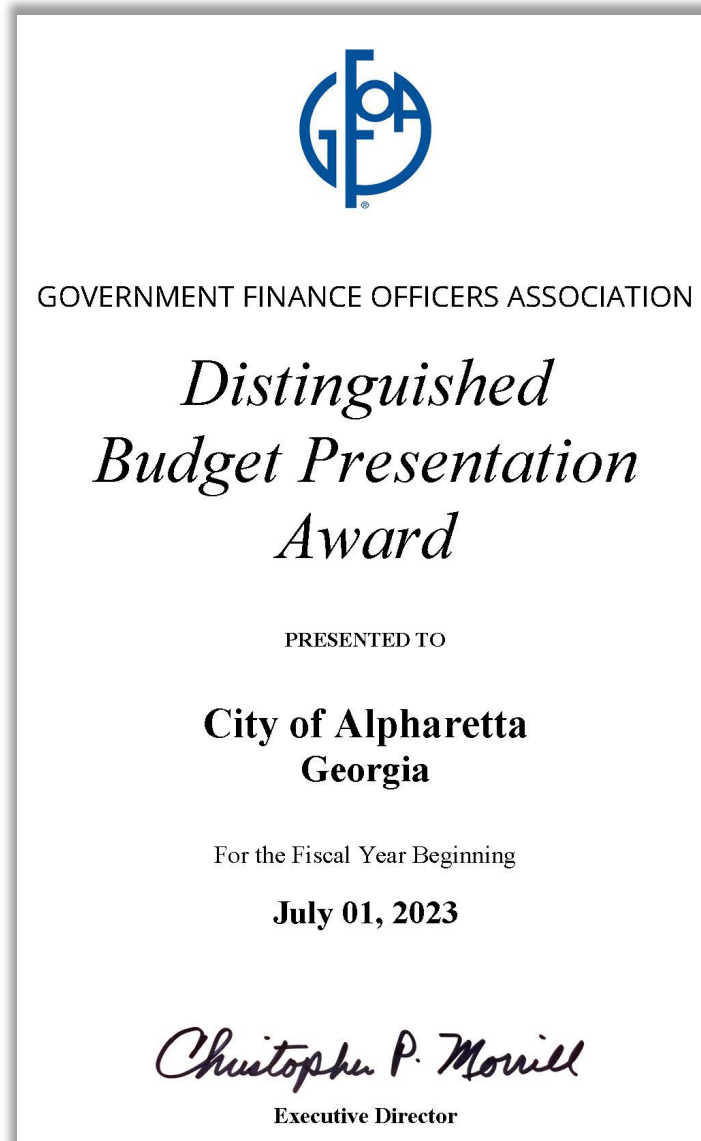
READER'S GUIDE

Acronyms and Abbreviations

ABC	Alpharetta Business Community	GAGAS	Generally Accepted Governmental Auditing Standards
BRC	Budget Review Committee	GASB	Governmental Accounting Standards Board
ACFR	Annual Comprehensive Financial Report	GDOT	Georgia Department of Transportation
CF	Carryforward	GF	General Fund
CIP	Capital Improvement Plan	GFOA	Government Finance Officers Association
CO	Change Order	GO Bonds	General Obligation Bonds
CPI	Consumer Price Index	HX	Homestead Exemption
CY	Current Year	IT	Information Technology Department
DCA	Department of Community Affairs (Georgia)	LOST	Local Option Sales Tax
DEA	Drug Enforcement Administration (Federal)	M&O	Maintenance and Operations
DOR	Department of Revenue (Georgia)	MPP	Minimum Premium Plan
DSF	Debt Service Fund	NTV	Net Taxable Value
E-911	Emergency 911	O.C.G.A.	Official Code of Georgia Annotated
EPD	Georgia Environmental Protection Division	OMB	Office of Management and Budget (Federal)
FT	Full-Time	PAFR	Popular Annual Financial Report
FTE	Full-Time Equivalent	PO	Purchase Order
FY	Fiscal Year	PT	Part-Time
GAO	General Accounting Office (Federal)	PY	Prior-Year
GAAP	Generally Accepted Accounting Principles	SWAT	Special Weapons and Tactics (team)
GAAS	Generally Accepted Auditing Standards	TV	Taxable Value



GFOA Distinguished Budget Presentation Award



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Alpharetta, Georgia for its annual budget for the fiscal year beginning July 1, 2023. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe the FY 2025 budget continues to conform to Distinguished Budget Presentation Award program requirements and are submitting it to GFOA to determine its eligibility.



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June 3, 2024

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

We are pleased to present our Recommended Annual Operating and Capital Budget for Fiscal Year 2025 (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 revenue and 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 corresponding phase of post-lockdown economic activity coupled with Federal stimulus resulted in a spike of economic growth that is still impacting the labor force through wage growth and staffing availability (both through our staff as well as labor-intensive contracts such as landscape maintenance, janitorial, etc.) and other market-based inflationary cost pressures (e.g., fuel, steel, concrete, wood, etc.).

In an effort to slow inflation, the Federal Reserve’s monetary policy actions have resulted in increased interest rate targets (e.g. mortgage rates, commercial borrowing rates, etc.) that is slowing economic growth. This slowing of economic activity has impacted many of the City’s revenue streams including LOST, building permits, intangibles taxes, etc.

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

Alpharetta’s 2025 budget is focused on City Council priorities (including the 2025 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.

MAYOR
JIM GILVIN

MAYOR PRO TEM
DAN MERKEL

COUNCIL MEMBERS
FERGAL M. BRADY
DOUGLAS J. DERITO
JOHN HIPES
DONALD F. MITCHELL
BRIAN WILL

CITY ADMINISTRATOR
CHRIS LAGERBLOOM

INTRODUCTION AND OVERVIEW

Highlights include:

- Tax-burden reductions for our homeowners in excess of \$8.7 million through our annual homestead exemption offerings (see section entitled *Taxpayer Savings* for more information).
- Maintenance of the city's millage rate at 5.750 mills (flat with FY 2024) including funding \$2 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., milling and resurfacing of City streets).
- As detailed above, the FY 2025 budget includes funding totaling \$2 million for expanded service levels within multiple departments and is described in detail under the *Operating Initiative Requests* section of this document.
- Capital investment focused on maintaining and improving city infrastructure and assets (\$22.5 million when including potential grant sources) while reserving sufficient funds to provide flexibility for future prioritized capital investment (\$3.7 million) and described in detail under the *Capital Project Fund Summaries* section of this document.
- Continuation of the same high service levels our citizenry, business owners, and stakeholders expect from our city.

Fiscal Year 2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 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 *2025 Annual Action Plan* with the components set forth below:

- Strategic Growth and Redevelopment of North Point.
- Safe and Welcoming Community.
- The Alpha Loop and Greenway.
- Downtown Alpharetta.
- Communications that Connect.
- 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 2025 Budget process began with an update of the city's financial condition, which was presented to the Mayor and City Council during the January 2024 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 2025 budget.

The FY 2025 Budget is balanced for all funds and totals \$164 million with the breakdown by fund type as follows:

FUNDS BY TYPE	\$	
General Fund	\$103,515,197	
Special Revenue Funds	15,397,502	(1)
Capital Project Funds	19,273,766	(1)
Debt Service Fund	6,616,100	
Solid Waste Fund	5,828,768	
Internal Service Funds	11,915,300	
OPEB Funds	1,045,036	
Total	\$163,591,669	

(1) Amounts contained herein represent new appropriations for FY 2025. Unexpended FY 2024 appropriations for City Council approved projects are re-appropriated annually pursuant to city policy.

Several of the major points of the FY 2025 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 474.5 full-time equivalents “FTE” (citywide) with the funding breakdown as follows:
 - 473.5 full-time equivalents (funded). This includes the addition of seven new full-time positions for FY 2025 as provided within the *Operating Initiative Requests* section of this document. Four of these positions have a January 1, 2025, effective date and are contingent upon a mid-year review of revenue trends.
 - 1 full-time equivalent (unfunded; budgetary savings of \$120,000); position to remain vacant pending an identified funding source and workload justification.

INTRODUCTION AND OVERVIEW

- 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.
 - July 1, 2023: Continuation of the annual performance-based compensation program (4% on average) in a total estimated cost of \$1.8 million.
 - July 1, 2023: 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

INTRODUCTION AND OVERVIEW

adjustments and those impacted benefit line items (e.g., FICA, pension, etc.).

- Proposed compensation adjustments:
 - July 1, 2024: Continuation of the annual performance-based compensation program (4% on average) in a total estimated cost of \$2.2 million. This figure is included within departmental operating budgets.
 - July 1, 2024 (Operating Initiative): Market-based personnel compensation adjustments scheduled for July 1, 2024, in a total estimated cost of \$913,800 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide) to ensure Alpharetta's compensation competitiveness within the market. This request is detailed within the *Operating Initiative Requests* section of this document and is included within departmental operating budgets.
- Increase (8% or \$1.9 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. Specific cost drivers include:
 - Increase in professional services of \$135,000 (4% growth) due primarily to the following:
 - Increase of \$320,801 due to the AMR North Fulton subsidy (emergency medical response service). Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
 - Public Works: Reduction of -\$34,000 due to one-time funding approved as part of the FY 2024 Mid-Year Budget to host a Spring 2024 Household Hazardous Waste Event. The Spring Event has been added to the Solid Waste Fund budget for FY 2025.
 - Recreation, Parks & Cultural Services: Reduction of -\$161,383 due to a recalibration of anticipated funding for program instructors including athletics (basketball, pickleball, etc.), Senior Center programming (arts, enrichment, etc.), aquatics programs, art center programs, etc.

INTRODUCTION AND OVERVIEW

- Increase in repair/maintenance costs of \$175,485 (8% growth) due primarily to the following:
 - Public Safety: Increase of \$99,500 in vehicle repair/maintenance 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. Additionally, new vehicle availability is still constricted which leads to retaining existing vehicles in excess of the 100,000-mileage target which also impacts maintenance costs.
 - Public Works: Increase of \$25,000 in vehicle repair/maintenance to cover the rising costs of vehicle repairs and preventative maintenance as well as annual Department of Transportation inspections for Public Works vehicles.
 - Recreation, Parks & Cultural Services: Increase of \$44,766 in grounds repair/maintenance due primarily to growth in maintenance needs for the Equestrian Center as well as landscape improvements system-wide (e.g. invasive plant removal, etc.).
- Increase in maintenance contract costs of \$344,900 (10% growth) due primarily to the following:
 - Public Works: Increase of \$118,910 due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping, janitorial, etc. coupled with the residual impact of a renegotiated IGA (2023) with Fulton County for Annual Control (\$68,200 increase over the FY 2024 amended budget) and dedicated funding for inspection/maintenance services (\$30,000) for the City's Fire Suppression systems.
 - Recreation, Parks & Cultural Services: Increase of \$140,063 due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping, janitorial, etc. (+\$47,000) coupled with landscaping and janitorial needs (+\$30,000) for newly opened parks (Waters Road Park and Mid-Broadwell Park). Additional

INTRODUCTION AND OVERVIEW

maintenance contract cost growth is included for pool chemicals, equestrian shavings/manure removal, trash collection/removal, fountain maintenance, etc.

- Increase of \$50,000 due to the AED replacement/expansion initiative. Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
- Increase in IT professional services costs of \$980,834 (26% growth) due primarily to the following:
 - Public Safety: Year 2 support/maintenance costs for Hexagon (Public Safety Records Management/Computer Aided Dispatch) totaling \$625,518. Acquisition, implementation, and year 1 support/maintenance costs for Hexagon were funded through one-time capital funding in FY 2024. An additional \$140,000 has been programmed into FY 2025 for Hexagon support/maintenance for the City of Milton's licensing needs and constitutes a pass-thru within our budget (\$140,000 in revenue from the City of Milton and corresponding \$140,000 in expenditures). In total, \$765,518 in new cost growth in FY 2025 related to the Hexagon software.
 - Funding addition totaling \$33,500 to ensure full compliance with the FBI Criminal Information Services (CJIS) Security Policy as it relates to cell phone usage for City Public Safety staffing. The result of this policy requirement is that public safety staff that access select systems moving forward will be required to have a City issued and managed cell phone (approx. 61 new cell devices).
 - Growth in public safety body camera service capabilities (+\$152,045 for additional units and existing contract cost growth).
- Increase in utility expenses of \$251,600 (8% growth) for 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. Additional growth is related to the new Community Theater - Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
- Increase in uniform expenses of \$65,532 (17% growth) due primarily to a reallocation within the Public Safety Department budget. Specifically, the

INTRODUCTION AND OVERVIEW

reallocation of \$60,000 from machinery & equipment to the uniform account related to turnout gear funding. Specifically, all turnout gear funding is included within the Public Safety uniform account in FY 2025 (whereas \$60,000 was included within machinery & equipment in FY 2024).

- Increase in professional development (travel/training) of \$79,573 due to a renewed focus on maintaining professional knowledge across all departments, funding for new staffing requests (Operating Initiatives), coupled with an additional \$10,000 within Public Works as the APWA Conference (American Public Works Association) is being held in Atlanta in September 2024 and the Department intends to send as many staff as possible due to the conference being local this year which eliminates much of the typical travel expenses (e.g. airfare, hotel, etc.).
- Decrease in legal services of -\$200,000 to match current cost and usage trends.
- Decrease in the departmental operating capital/lease accounts of -\$225,065 due primarily to the following:
 - Public Safety: Decrease of -\$63,496 primarily related to the reallocation of funding for turnout gear discussed above.
 - Public Works: Decrease of -\$131,007 as FY 2024 included funding to replace the City Hall HVAC system. This project is complete and will not carry-forward into FY 2025.
- Funding from the General Fund which is available for immediate capital investment in 2025 includes the following:
 - \$ 9,447,780 Fund Balance for one-time capital.
 - 4,000,000 Capital Contribution from the General Fund.
 - \$13,447,780

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
May 3, 2024	Release Fiscal Year 2025 Budget (pdf, transparency site, etc.)
May 20, 2024	City Council Budget Workshop
	<i>Base Budget</i>
	<i>Operating and Capital Initiatives</i>
June 3, 2024	1 st Public Hearing and Council Meeting (Budget/Millage)
	<i>1st reading of Budget Ordinance</i>
	<i>1st reading of Millage Rate Ordinance</i>
June 24, 2024	2 nd Public Hearing (Budget/Millage; 11:30am)
June 24, 2024	3 rd Public Hearing and Council Meeting (Budget/Millage)
	<i>2nd reading of Budget Ordinance</i>
	<i>2nd reading of Millage Rate Ordinance</i>

Budget Issues and Priorities

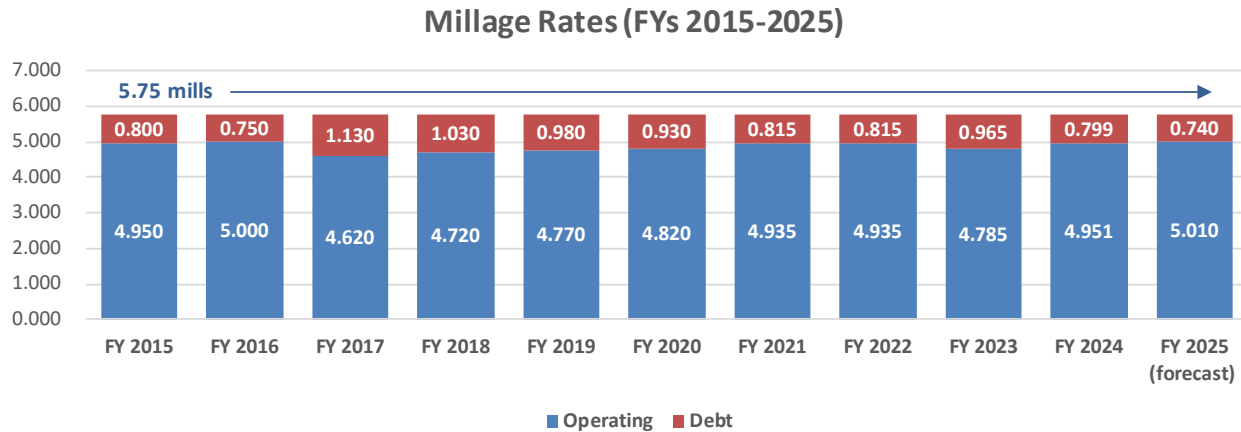
The FY 2025 Budget formalizes numerous key financial factors which have been themes for several years within the government.

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

INTRODUCTION AND OVERVIEW

Cost of Government

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 2025.



The FY 2025 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 0.059 mills compared to FY 2024 to a total of 0.740 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 -\$485,000.
- The portion of the millage rate funding operations and capital investment (General Fund) is estimated to increase 0.059 mills compared to FY 2024 to a total of 5.010 mills. The increase in tax revenue associated with the operations millage shift is estimated at +\$395,000 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.

Taxpayer Savings – City (annual)

The FY 2025 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 \$8.7 million annually and include:

- Floating Homestead exemption that caps the taxable value growth of homesteaded properties to the lesser of 3% or CPI.

INTRODUCTION AND OVERVIEW

- 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.

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 2025 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. 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 2025 are budgeted at \$8.3 million with the following forecast: 2026 - 2041¹: \$8.8 million (annual average); 2042-2046² totaling \$1.6 million (annual average). These figures include city and Development Authority obligations and span multiple Funds.

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

Expansion of Departmental Service Levels (Operating Initiatives)

Recommended operating initiatives total \$2 million with an additional capital requirement of \$100,000 that is included within the Capital Initiative requests for 2025. Operating Initiative funding has been programmed into departmental operating budgets. 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, 2023, the city's fund balance totaled \$42.6 million. Of this amount, approximately \$10.5 million was appropriated in the FY 2024 Budget for capital/one-time initiatives/reserve and \$22.6 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 2025 totals \$9.4 million.

Funding Capital Initiatives from Operating Budget

The FY 2025 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 which is available for immediate capital investment in 2025 includes the following:
 - \$ 9,447,780 Fund Balance for one-time capital.
 - 4,000,000 Capital Contribution from the General Fund.
 - \$13,447,780

Maintaining an Effective Capital Improvement Program (Capital Initiatives)

The FY 2025 Capital Plan includes funding of \$26.2 million for capital initiatives (including potential grant funding). Base capital funding totals \$19.7 million and has been appropriated to the identified projects and non-allocated. Other Sources totaling \$6.5 million and consisting of anticipated LMIG (Local Maintenance & Improvement Grant) grant funding, LRA (Local Roads Assistance) grant funding, STBG (Surface Transportation Block Grant) grant funding for the North Point Parkway Corridor, and ACVB (Alpharetta Convention & Visitors Bureau) contribution will be appropriated once received.

Recommended capital investment totals \$22.5 million and is focused on maintaining and improving city infrastructure and assets, delivering on prior-year funded design projects (Brookside Park Gateway, South Main District Gateway, etc.), facility modernization and

INTRODUCTION AND OVERVIEW

improvements (Fire Station 81 Renovations/Improvements), and planning for known obligations (e.g. SR 9 Landscaping from Academy Street to Windward Parkway, Fire Equipment for New Fire Engines, etc.). An additional \$3.7 million is being reserved to provide flexibility for future prioritized capital investment.

FY 2025 Capital Source & Use Summary	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Sources										
Available Fund Balance	\$ 3,405,350	\$ 285,636	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 4,088,606	\$ -	\$ 4,088,606
General Fund								-		-
Annual Capital Appropriation	2,395,636	1,604,364	-	-	-	-	-	4,000,000	-	4,000,000
Available Fund Balance	9,447,780	-	-	-	-	-	-	9,447,780	-	9,447,780
Investment Earnings	325,000	110,000	900,000	500,000	300,000	-	-	2,135,000	-	2,135,000
Grants/Contributions										
Local Maintenance Improvement Grant (LMIG)	-	-	-	-	-	-	-	-	676,317	676,317
Local Roads Assistance Grant (LRA)	-	-	-	-	-	-	-	-	837,515	837,515
Surface Transportation Block Grant	-	-	-	-	-	-	-	-	5,000,000	5,000,000
Alpharetta Convention & Visitors Bureau (ACVB)	-	-	-	-	-	-	-	-	24,000	24,000
Total Sources	\$ 15,573,766	\$ 2,000,000	\$ 900,000	\$ 500,000	\$ 300,000	\$ 43,800	\$ 353,820	\$ 19,671,386	\$ 6,537,832	\$ 26,209,218
Uses										
Capital/One-Time Initiatives										
Information Technology	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,000	\$ -	\$ 440,000
Public Safety	5,083,400	-	-	-	-	43,800	170,000	5,297,200	-	5,297,200
Public Works	6,043,000	2,000,000	-	-	-	-	-	8,043,000	6,513,832	14,556,832
Recreation, Parks & Cultural Services	1,454,380	-	-	-	-	-	183,820	1,638,200	-	1,638,200
Community Development	549,400	-	-	-	-	-	-	549,400	24,000	573,400
Total Uses	\$ 13,570,180	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 15,967,800	\$ 6,537,832	\$ 22,505,632
Non-Allocated (Sources - Uses)	\$ 2,003,586	\$ -	\$ 900,000	\$ 500,000	\$ 300,000	\$ -	\$ -	\$ 3,703,586	\$ -	\$ 3,703,586

Please refer to the *Capital Project Fund Summaries* and *Appendix A (Detailed 5-Year Capital Improvement Plan)* sections of this document for details of the requests.

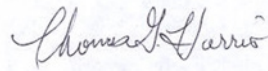
INTRODUCTION AND OVERVIEW

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

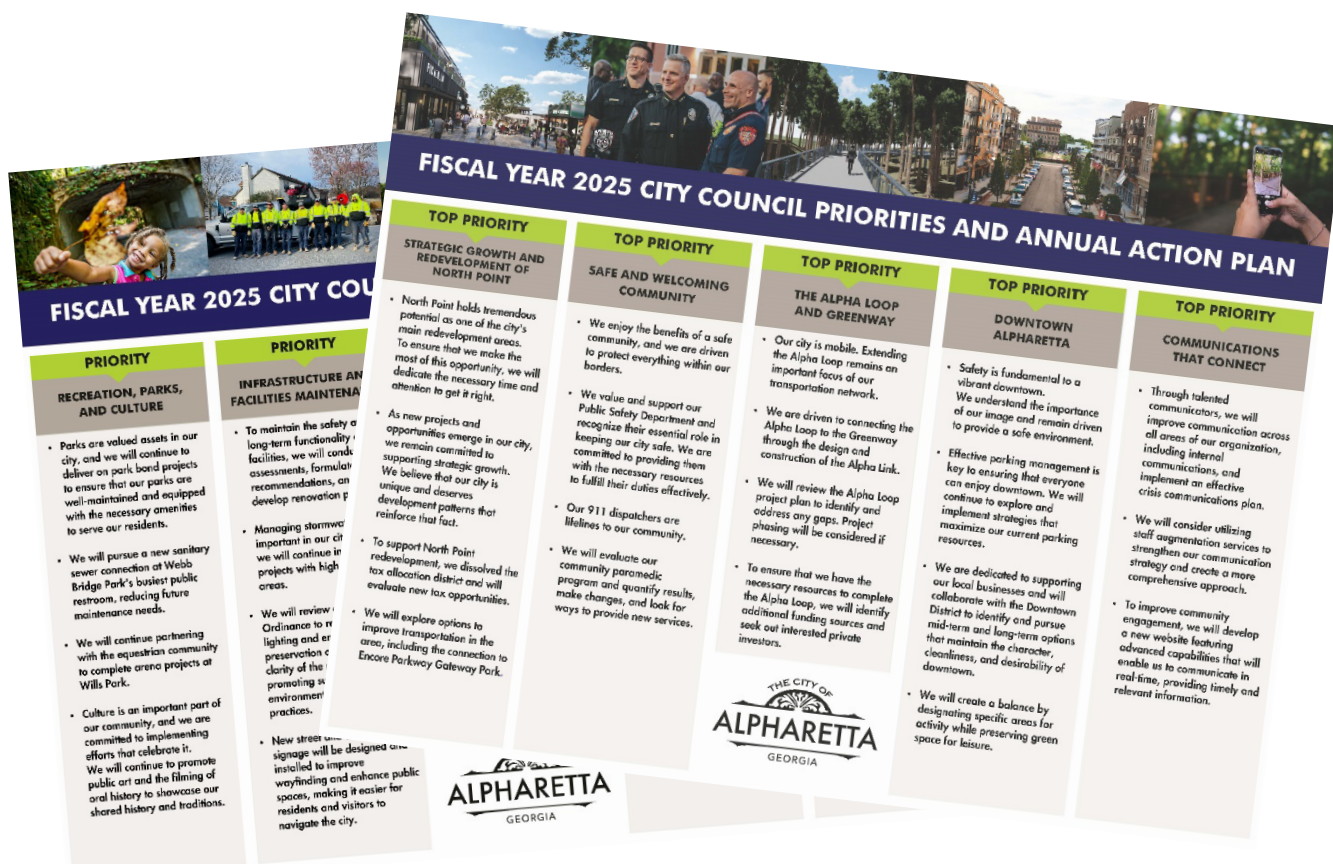


FISCAL YEAR 2025 ANNUAL ACTION PLAN

Fiscal Year 2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 budget including operations and capital investment. These priorities were condensed into an Annual Action Plan with the following components:

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



The 2025 Annual Action Plan builds upon the city's Community Vision and guides construction of the FY 2025 budget including operations and capital investment. Linkages, where applicable, have been provided within the *Operating Initiative Requests* and *Capital Project Fund Summaries* sections of this document.

FISCAL YEAR 2025 ANNUAL ACTION PLAN

Strategic Growth and Redevelopment of North Point

- North Point holds tremendous potential as one of the city's main redevelopment areas. To ensure that we make the most of this opportunity, we will dedicate the necessary time and attention to get it right.
- As new projects and opportunities emerge in our city, we remain committed to supporting strategic growth. We believe that our city is unique and deserves development patterns that reinforce that fact.
- To support North Point redevelopment, we dissolved the tax allocation district and will evaluate new tax opportunities.
- We will explore options to improve transportation in the area, including the connection to Encore Parkway Gateway Park.



Safe and Welcoming Community

- We enjoy the benefits of a safe community, and we are driven to protect everything within our borders.
- We value and support our Public Safety Department and recognize their essential role in keeping our city safe. We are committed to providing them with the necessary resources to fulfill their duties effectively.
- 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

- Our city is mobile. Extending the Alpha Loop remains an important focus of our transportation network.
- We are driven to connecting the Alpha Loop to the Greenway through the design and construction of the Alpha Link.
- We will review the Alpha Loop project plan to identify and address any gaps. Project phasing will be considered if necessary.
- To ensure that we have the necessary resources to complete the Alpha Loop, we will identify additional funding sources and seek out interested private investors.



FISCAL YEAR 2025 ANNUAL ACTION PLAN

Downtown Alpharetta

- Safety is fundamental to a vibrant downtown. We understand the importance of our image and remain driven to provide a safe environment.
- Effective parking management is key to ensuring that everyone can enjoy downtown. We will continue to explore and implement strategies that maximize our current parking resources.
- We are dedicated to supporting our local businesses and will collaborate with the Downtown District to identify and pursue mid-term and long-term options that maintain the character, cleanliness, and desirability of downtown.
- We will create a balance by designating specific areas for activity while preserving green space for leisure.



Communications that Connect

- Through talented communicators, we will improve communication across all areas of our organization, including internal communications, and implement an effective crisis communications plan.
- We will consider utilizing staff augmentation services to strengthen our communication strategy and create a more comprehensive approach.
- To improve community engagement, we will develop a new website featuring advanced capabilities that will enable us to communicate in real-time, providing timely and relevant information.



Recreation, Parks, and Culture

- Parks are valued assets in our city, and we will continue to deliver on park bond projects to ensure that our parks are well-maintained and equipped with the necessary amenities to serve our residents.
- We will pursue a new sanitary sewer connection at Webb Bridge Park's busiest public restroom, reducing future maintenance needs.
- We will continue partnering with the equestrian community to complete arena projects at Wills Park.
- Culture is an important part of our community, and we are committed to implementing efforts that celebrate it. We will continue to promote public art and the filming of oral history to showcase our shared history and traditions.



FISCAL YEAR 2025 ANNUAL ACTION PLAN

Infrastructure and Facilities Maintenance

- To maintain the safety and long-term functionality of our facilities, we will conduct assessments, formulate recommendations, and develop renovation plans.
- Managing stormwater is important in our city, and we will continue investing in projects with high impact areas.
- We will review our Night Sky Ordinance to regulate outdoor lighting and ensure preservation of the beauty and clarity of the night sky, while promoting sustainable and environmentally conscious practices.
- New street and directional signage will be designed and installed to improve wayfinding and enhance public spaces, making it easier for residents and visitors to navigate the city.



Transportation and Traffic

- Our city is on the move, and we recognize the importance of managing traffic and promoting ease of mobility in our city as it continues to grow and evolve.
- We support multi-modal transportation options and will explore both traditional and non-traditional solutions for surface, underground, and aerial transportation to meet the diverse needs of our community.
- Public transit is a crucial component of a well-connected community, and we will continue to support bus rapid transit in the Georgia 400 Corridor.



People Focused Workforce

- Our highly talented staff works tirelessly to serve our community. We're committed to recruiting, retaining, and rewarding our public servants to ensure we continue to attract and retain top talent. By investing in our staff, we can build a stronger, more effective team that provides top-quality services to our community.
- We strive to be an employer of choice that attracts and retains the best talent. Our employees are our greatest asset, and we are devoted to providing them with a rewarding work environment. We will continue to implement a market competitive compensation system that ensures employees are well-compensated and supported.



FISCAL YEAR 2025 ANNUAL ACTION PLAN

Economic Development

- To attract new businesses and industries to our city, we will explore innovative solutions by repurposing underutilized areas that can be transformed into thriving working models creating a vibrant and diverse economy that benefits both our residents and businesses.
- Maintaining a presence in Atlanta and Washington DC is crucial for our city, and we will utilize lobbying services to help us achieve our goals in both locations.
- We will continue to pursue grants to fund projects and initiatives that benefit our city, creating opportunities for growth and development.
- A national search is underway for an Economic Development Director who will lead efforts in promoting business growth and creating new opportunities for our city.



ABOUT ALPHARETTA

About Alpharetta

History³

From the North Georgia Mountains to the Chattahoochee River along a Cherokee Indian trail, a tiny village named *New Prospect Campground* was formed. This village made up of tents, a log school, and an arbor became a trading post where Indians and settlers exchanged their goods. The surrounding countryside provided excellent farmland, especially for cotton. On December 11, 1858, the town was chartered and became the county seat of Milton County. The town was renamed Alpharetta from the Greek words “alpha” meaning first and “retta” meaning town.

Alpharetta and Milton County can trace their history to the time of the Cherokee Indian Nation resettlement in the 1830's. First, drawn by the promise of free Indian lands, a few somewhat itinerant settlers moved into the area. These first pioneers were soon followed by permanent farmers and merchants who were the fortunate winners of the land lotteries of the early 1830's.

The first permanent landmark in the area was the New Prospect Campground, often referred to as the "Methodist Campground". This campground was located next to a natural spring just north of the present "downtown" section of Alpharetta. A "Camp Meeting" in that era was the social and cultural highlight of the year for the families living on isolated farms with few travel options.



On December 11, 1858, Alpharetta was legally chartered. Prior to July of that year, the town was known as the "Town of Milton". The original town charter provided that the city could pass a tax on every grocery store, retailing liquor store, hallway and billiard table of not more than \$25 per year. Another provision of that charter was the right to levy a tax of \$25 on

³ The information contained within this section is based upon original research by Anne Rogers Ferguson and accessed via the City of Alpharetta website.

ABOUT ALPHARETTA

every show that may be exhibited within the city. The first report of the city Trustees showed a balance of \$1,302 for fiscal year 1859.

A courthouse and jail were soon constructed, and with building costs being what they were, the final bill for the completed facility was \$2,400. This building served as a landmark for the city limits because, according to the charter, the limits were to extend in a one-half mile radius from the Courthouse.

By the time of the Civil War, Alpharetta had grown to a fair-sized town with three hotels, several mercantile shops, numerous churches and a school. The farms around the area were for the most part small family farms and most of the farmers were not slave owners.

In 1863, an epidemic of smallpox spread through town. In one instance, 16 cases of the disease were recorded in two families alone. Guards were hired to keep people from leaving their quarantine and thereby spreading the sickness further.

Many of these early records are incomplete because as the left flank of the Union Army passed through Milton County, the original Courthouse was burned. In fairness, it was never established whether it was burned by the Union Troops or by retreating Confederate soldiers. In any case, one enterprising citizen, a Dr. O.P. Skeleton salvaged many of the court documents and carried them to a hiding place in Jackson County and promptly billed the city \$30.00 for "services rendered". Later, the city paid O.P.'s friend, John Webb, \$60.00 to bring them back.

As the Civil War ended, Alpharetta, along with the rest of the South, suffered a period of economic hardship. These "hard times" tended to draw folks together and a sense of community identity began to grow. As hard as these times were, Milton County fared better than many areas. Since the area was populated primarily by small farms and merchants, the collapse of the "Plantation" economy had nowhere near the impact as in other communities.

In the next decades, growth in Milton County was steady, but never spectacular. The area was hampered by the lack of a railroad, around which most growth in those times was centered. The nearest railroad dead-ended at the river in Roswell. It is ironic that in those times a railroad was so important, but today the absence of a noisy and dangerous railroad track is considered desirable for community development.

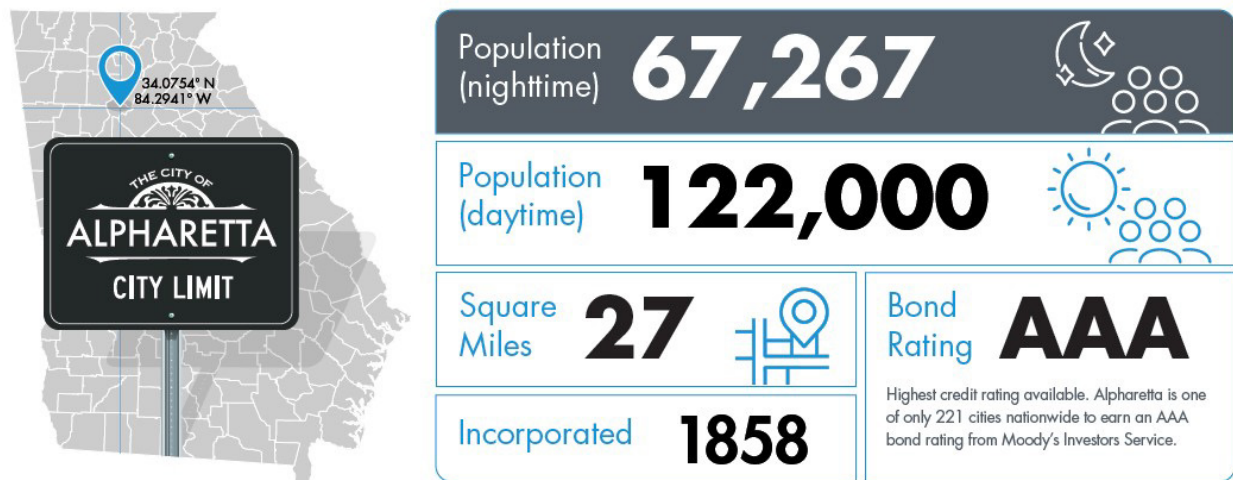
When the depression of the early 1930's devastated the nation's economy, Milton County found itself near bankruptcy. In order to save the area from disaster, it was decided that a merger of Milton County with Fulton County would be to everyone's advantage. It was because of this merger that the first roads began to be paved. Until that time, the only paved roads in the area were State Highway 19 (now Highway 9) and 120 (now Old Milton Parkway).

Today, Alpharetta represents one of fourteen incorporated cities/towns within Fulton County and is one of the fastest growing communities in the South. Its environment is

ABOUT ALPHARETTA

considered ideal for raising families and living a quality lifestyle free from the problems found in so many similar sized cities.

Located approximately 25 miles north of the City of Atlanta, Alpharetta occupies a land area of approximately 27 square miles and serves an estimated population of 122,000 (daytime) and 67,267 (nighttime). Population growth has been fueled in part by the city's strong economic base as well as the annexation of surrounding communities. With the incorporation of the City of Milton and the City of John's Creek, all unincorporated areas within north Fulton County have been absorbed. As such, future growth is through development and redevelopment as opposed to annexation. Please refer to the *Alpharetta by the Numbers* section of this document for detailed economic and demographic information about our great city.



Government

The City of Alpharetta ("city") operates under a strong mayoral form of government, whereby the mayor possesses all the executive and administrative powers granted to the government under the constitution and laws of the State of Georgia and the city charter. Policy making and legislative authority are vested in the governing council, consisting of the mayor and six (6) council members, all elected on a non-partisan basis. The mayor is chosen by popular vote. City Council members run for a specific post, but they are elected by a citywide vote. The city's elected officials serve four (4) year terms which begin on January 2nd immediately following the date of election into office. Council members elected for three (3) consecutive terms are not eligible for the succeeding term. A mayor elected and qualified for two (2) consecutive terms is not eligible for a succeeding term. Elections are held every two (2) years and are conducted by the Fulton County Board of Elections. The Mayor and City Council appoint a City Administrator to carry out the day-to-day operations of the city.

ABOUT ALPHARETTA

The city provides a full range of services, including police and fire protection; the construction and maintenance of highways, streets, and other infrastructure; and recreational activities and cultural events. Sanitation services are provided through relationships with private operators.

The city relies heavily on its dedicated volunteers that provide their expertise and time through serving on our various board and commissions which include.

Board of Ethics

Meeting Day:	As Needed
Meeting Time:	Case-By-Case Based on Member Availability
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	City Clerk

The Board of Ethics is charged with conducting investigations and hearings of complaints of unethical behaviors by City Officials. The City of Alpharetta adopted an Ethics Ordinance to ensure that City Officials will work for the common good of the people of Alpharetta and not for any private or personal interest, they will assure fair and equal treatment of all persons, claims and transactions coming before City Council, Boards, and Commissions.

When a verified complaint is submitted, the Mayor and Council, at the next public meeting, will draw names randomly from a list of fourteen (14) qualified citizens, until five (5) members of the Board have been appointed to investigate said complaint. The five appointed members will serve until the complaint is resolved and then will no longer be eligible to serve in the pool of fourteen qualified citizens. At that time, the Mayor and City Council will then appoint a new citizen to serve on the Board.

Board of Zoning Appeals

Meeting Day:	Third Thursday of the Month
Meeting Time:	5:30 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Board of Zoning Appeals hears and decides appeals of determinations made by the Director of Community Development and may authorize a hardship variance or an exception from the City's Unified Development Code. The Board of Zoning Appeals may hear variance or exceptions that fall between a 20% and 50% variance or exception from the City's stipulated code requirement.

ABOUT ALPHARETTA

Code Enforcement Board

Meeting Day:	Fourth Thursday of the Month
Meeting Time:	3:30 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Code Enforcement Board was created with the intent to promote, protect, and improve the health, safety, and welfare of the citizens of Alpharetta. The Code Enforcement Board has the authority to impose administrative fines and non-criminal penalties as a method of enforcing City codes and ordinances where a pending, or repeated violation continues to exist.

Cultural Arts Commission

Meeting Day:	Fourth Tuesday of the Month
Meeting Time:	6:00 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Recreation, Parks, and Cultural Services

The Cultural Arts Commission was created with the intent to promote, protect, and support the growth of cultural arts in the City of Alpharetta. The Commission reviews and recommends the acquisition of all works of art to be purchased by or gifted to the City, encourages cultural enrichment programs, supports existing local arts and culture organizations, and works to expand public understanding, appreciation, and enjoyment of cultural activities and art forms.

Further, the Commission advises City Council on art acquisition, strategic arts planning, local art groups, sponsoring artistic performances and programs, preservation of city cultural landmarks, and design and location of current or future statutory or art works owned by the City.

Design Review Board

Meeting Day:	Third Friday of the Month
Meeting Time:	8:30 AM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Design Review Board is charged with conducting a public hearing for all design applications for non-single family detached buildings, structures, sites, and property areas that are located within the Downtown Overlay, Corridors of Influence, Interchange Districts, and any other applications forwarded to the Board by the Director of

ABOUT ALPHARETTA

Community Development. Further, the Design Review Board hears and decides appeals of administrative decisions, where the Director of Community Development has denied sign design approval.

The Board reviews design applications for exterior features of new construction or changes to existing structures, exterior modifications, new paint selection, and signage applications for master plans or properties within the Downtown Overlay. The Board grants or denies applications based upon a review of the application's compliance with the City's design standards and preservation of the historical, cultural, and aesthetic heritage of the City.

Development Authority

Meeting Day:	Third Tuesday of the Month
Meeting Time:	5:00 PM
Meeting Location:	Alpharetta City Hall – Executive Conference Room (3 rd Floor)
City Department:	Community Development

The Development Authority of Alpharetta is granted powers and jurisdiction through the Georgia General Assembly and a resolution adopted by the Alpharetta City Council on September 3, 1996, and is regulated under O.C.G.A. Sec. 36-62-1. The function of this Authority is to promote the public good and general welfare, trade, commerce, industry, general tax base and the employment opportunities available in the City of Alpharetta. To accomplish these goals, the Authority may acquire, own, and/or lease real property; issue revenue bonds or other obligations to finance projects and may arrange or provide for property tax abatements or other means of incentivizing projects. The Authority may also engage in a variety of initiative and programs to promote and market the community and/or strengthen the city's position as a location for business investment.

The Development Authority consists of seven members who are appointed by vote of City Council, with each member serving a term of four (4) years. In accordance with Georgia Law, the members of the Authority do not receive compensation for their service but may be reimbursed for out-of-pocket expenses incurred in performing the duties of their appointment.

ABOUT ALPHARETTA

Historic Preservation Commission

Meeting Day:	Second Thursday of the Month
Meeting Time:	3:00 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Historic Preservation Commission updates and maintains an inventory of all properties and buildings within the City that have the potential for designation as a historic property. The Historic Preservation Commission is charged with the responsibility of conducting a public hearing for applications seeking historic property designation. Also, the Commission reviews historic preservation plans and may make recommendations, and further, approve or deny said preservation plans. The Commission makes recommendations to City Council when a historic structure should be listed in or removed from the City's Historic Resources Inventory – Contributing Historic Buildings and may also recommend other historic preservation incentive programs for City Council to review.

Additionally, the Commission promotes programs related to historic properties, may undertake the restoration or preservation of a historic property owned by the City (based on funding and City Council approval), conduct education programs on historic properties, and may retain persons with professional expertise to carry out tasks related to historic preservation.

Natural Resources Commission

Meeting Day:	Third Tuesday of the Month
Meeting Time:	6:30 p.m.
Meeting Location:	Alpharetta City Hall – Executive Conference Room (1 st Floor)
City Department:	Public Works / Community Development

The Natural Resources Commission advises City Council, provides leadership in the development and understanding of the tree program, and assists the Director of Community Development and Director of Public Works in the development and maintenance of technical specifications. Further, the Commission maintains a list of proposed changes to the kinds and species of trees described in the City's Tree Planting List. Any changes are presented before City Council by way of resolution.

ABOUT ALPHARETTA

Planning Commission

Meeting Day:	First Thursday of the Month
Meeting Time:	6:30 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Planning Commission is charged with the responsibility of conducting a public hearing for all applications for zoning changes, Comprehensive Land Use Plan amendments, and amendments to the City's Unified Development Code. During the public hearing, the Commission reviews applications and makes an appropriate recommendation (based on the City's Unified Development Code) to City Council.

Further, the Commission may also initiate proposed changes to the Comprehensive Land Use Plan and the City's Unified Development Code when said changes are necessary or desirable.

Recreation Commission

Business Meeting Day:	Second Tuesday of the Month
Business Meeting Time:	5:30 PM
Business Meeting Location:	Alpharetta City Hall – Council Chambers
Workshop Meeting Day:	Third Wednesday following the Regularly Scheduled Recreation Commission Business Meeting
Workshop Meeting Time:	5:30 p.m.
Workshop Meeting Location:	Alpharetta City Hall–Community Room
City Department:	Recreation, Parks, and Cultural Services

The Recreation Commission has the authority to adopt rules and regulations for the proper conduct of City parks, playgrounds, and recreation activities. The Commission may also initiate any form of recreation or cultural activity for all Alpharetta Citizens to enjoy, whether on public property owned by the City or on private property with approval of the property owner.

All meetings and hearings are held at Alpharetta City Hall (2 Park Plaza, Alpharetta, GA 30009) and are open to the public. City residents and stakeholders are encouraged to attend.

All meetings are subject to change. Please confirm the dates/times on the city's website: <https://www.alpharetta.ga.us/government/meeting-manager-portal>.

ALPHARETTA BY THE NUMBERS

Alpharetta by the Numbers

OUR COMMUNITY



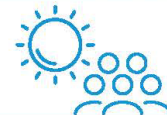
Population
(nighttime)

67,267



Population
(daytime)

122,000



Square
Miles

27



Bond
Rating

AAA

Highest credit rating available. Alpharetta is one of only 221 cities nationwide to earn an AAA bond rating from Moody's Investors Service.

Incorporated **1858**

INFRASTRUCTURE

ADVANTAGES

Our story goes like this: During the late-90s dot-com boom, the City of Alpharetta started to grow from the ground up—literally. Hundreds of miles of fiber optic cables were buried throughout the city, and the state's largest electricity provider, Georgia Power, took it a step further by establishing a series of redundant electric networks throughout the city.



Nearly
700
Tech Companies



60%
Download Speeds
Above U.S. Average

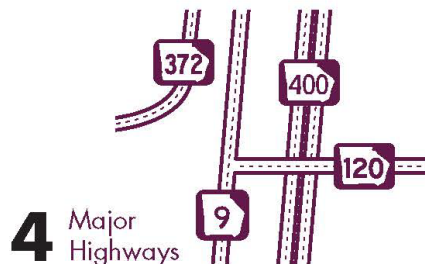


25M
Total Sq. Feet
Office Space

ACCESSIBILITY

Because Alpharetta is just a quick drive from Atlanta, businesses are conveniently positioned right by the world's busiest airport. And if that's not enticing enough, there are plenty of other ways to get around whether you prefer to drive by car or ride public transit, Alpharetta makes sure businesses and their workers get to where they need to go.

22 Miles from Alpharetta
to Downtown Atlanta



4 Major
Highways

marta



4 MARTA Routes
to Atlanta

ALPHARETTA BY THE NUMBERS

BUSINESS CLIMATE

LOCAL COMPANIES

There's a reason why more than 700 technology-based businesses have made their home in Alpharetta, and it's not just the nice houses and great weather. Our fiber-optic network is the most extensive and redundant in the Southeast, and we work closely with state and local economic development agencies to provide tax credits and incentives to complement any brand of business. Some of the biggest and most recognized names in the tech industry are thriving here in Alpharetta.

We could talk about Alpharetta's exceptional business climate all day long, but nothing speaks to our success quite like our track record. Here are just a few names we're proud to work with.

TOP 10 EMPLOYERS

Providing a strong economic foundation for our community, the City of Alpharetta is pleased to recognize the top 10 employers – based on the number of employees.



<i>Employer</i>	<i>No. of Employees</i>
ADP, INC.	2,231
FISERV, INC.	2,088
EQUIFAX INFORMATION SERVICES	1,734
LEXIS NEXIS RISK SOLUTIONS	1,384
VERIZON	1,095
UPS SUPPLY CHAIN SOLUTIONS	1,051
E*TRADE FINANCIAL	878
JACKSON HEALTHCARE	870
ERNST & YOUNG U. S. LLP	806
HEWLETT PACKARD ENTERPRISE COMPANY	738

Source: City of Alpharetta Finance Department

ALPHARETTA BY THE NUMBERS

WORKFORCE

COMPETITIVE EDGE

Every business on the planet, from Mom & Pop stores to Fortune 500 companies, is only as good as its employees. And in Alpharetta, we're proud to be home to some of the smartest minds in the world of tech.

65.0 percent of Alpharetta's residents own a bachelor's degree or higher, which is nearly double the national average for young adults. And there are plenty of them, too. With a **daytime population over 122,000**, Alpharetta boasts close to 3,000 workers per square mile; that's more than major metropolitan areas like Charlotte, Dallas, Austin, or Phoenix.

EDUCATION

When it comes to college degrees, our workforce has credentials that are hard to compete with. No matter what heights our businesses desire to reach, our workers come equipped with the invaluable knowledge it takes to get there.

26.4%
Graduate or
Professional Degree



64.6%
Bachelor's
Degree



6.6%
Associate's
Degree

PROFESSIONS

Need more proof that Alpharetta is a rising hub in the business world? Consider that 82% of Alpharetta residents are employed in professional, managerial, technical, sales and administrative positions. Our citizens don't just have degrees—they've got the experience and working knowledge needed to take any business to the next level.

20%
Individuals Earn
\$100K or More



82%
Employed in Professional/
Technical Sector

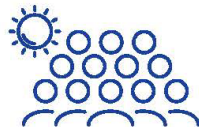


67K
Total City
Population

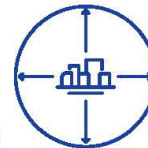
PERSONNEL

Alpharetta's consistent population nearly doubles during the day. That means that employees are coming from throughout the region to work for Alpharetta's rising tech companies. With great accessibility and a superior quality of life, it's no wonder we're one of the fastest-growing cities in the nation, and it's getting better every day.

122K
Daytime
Population



1M+
People With
30-Minute Drive Time



2,923
Workers Per
Square Mile

**Top City in the Nation
For Health IT**

**Healthcare
Informatics**
Advancing the Quality of Healthcare

**The Best Small Cities to
Start a Small Business**

verizon✓

ALPHARETTA BY THE NUMBERS

RECOGNITION

 Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2022 from the Government Finance Officers Association (GFOA)	 Distinguished Budget Presentation Award for fiscal year 2023 from GFOA.	 Tree City USA from the National Arbor Day Foundation for the 33rd consecutive year.
 Insurance Services Office (ISO) Class 1 Rating This certification, representing superior property fire protection capabilities, is based primarily on an evaluation of the city's water supply and distribution, fire department equipment, manpower, etc. Alpharetta is one of only 25 agencies in Georgia and 498 agencies nationwide, to receive an ISO Class 1 rating, the highest available.	 Special Needs Certified Community from the Special Needs Certified Organization Recognizing communities that are better able to understand, engage, and serve people with special needs.	

RANKINGS

“With a newly redesigned downtown filled with indoor-outdoor restaurants, greenspaces for picnicking, and sidewalks for meandering with the family, Alpharetta has become a must-experience place.”

Southern Living

Best Places to Live in Georgia 2023 TRAVEL+LEISURE	#1 Place to Live in Georgia 2023 The Miami Herald	Best Places to Raise a Family in Georgia 2023 NICHE
Best Places to Live on the East Coast 2021 Newsweek	The South's Best Cities 2023 Southern Living	5 of Georgia's Top 15 High Schools  Governor's Office of Student Achievement

Source: <https://www.awesomealpharetta.com/about/>

ALPHARETTA BY THE NUMBERS

CITY DEPARTMENTS BY THE NUMBERS



** Data set forth above is based on prior-year values and not reflective of FY 2025 changes.*

ALPHARETTA BY THE NUMBERS

Mission⁴

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.



Vision⁵

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.

In summary, our vision for the future guides the city's decision-making process. As you read this document, you will notice that direct linkages are identified between the city's vision/strategic priorities and departmental goals & objectives as well as the projects set forth in the Capital Improvement Plan.

When funding initiatives (e.g., annual departmental budgets) are brought before the City Council for consideration, discussion is centered on how the initiatives link with the city's vision for the future.



⁴ The Mission Statement details our City's reason for existence and embodies our philosophies, goals, ambitions, and character.

⁵ The Vision Statement represents what we want our City to become and details how the City's future will look if we continue to achieve our Mission.

FINANCIAL ACCOUNTING STRUCTURE

Financial Accounting Structure

The accounting policies of the city shall conform to the generally accepted accounting principles (“GAAP”) as applicable to local governments.

The diverse nature of governmental operations and the necessity of assuring legal compliance preclude recording and summarizing all governmental financial transactions and balances in a single entity. From an accounting and financial management viewpoint, a governmental unit is a combination of several distinctly different fiscal and accounting entities, each having a separate set of accounts and functioning independently of each other.

Each accounting entity is accounted for in a separate “fund”. A fund is defined as a fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resources together with related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The city’s accounting records for governmental funds are maintained on a modified accrual basis with the revenues being recorded when available and measurable and expenditures being recorded when the services or goods are received, and the liabilities are incurred. Accounting records for the city’s proprietary and fiduciary funds are maintained on an accrual basis.

Fund Classification

The city’s accounting system is organized and operated on a “fund” basis and each fund is classified in one of three categories:

CLASSIFICATION	FUND TYPE
Governmental Funds	General Fund
	Special Revenue Funds
	Debt Service Fund
	Capital Project Funds
Proprietary Funds	Enterprise Fund
	Internal Service Funds
Fiduciary Funds	Pension Trust Fund
	Other Post Employment Benefit (OPEB) Trust Fund

FINANCIAL ACCOUNTING STRUCTURE

Governmental Funds

These funds are accounting segregations of financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used; current liabilities are assigned to the fund from which they are to be paid; and the differences between governmental fund assets and liabilities is referred to as “Fund Balance”. The primary measurement focus is “flow of current financial resources”. In other words, are there more or less resources than can be spent soon as a result of transactions of the period? Increases in resources are reported in the operating statement as revenues or other financing sources, and decreases are reported as expenditures or other financing uses.

Proprietary Funds

These funds are sometimes referred to as “income determination,” “non-expendable”, or “commercial type” funds and are used to account for a government’s on-going organizations and activities which are like those often found in the private sector. All assets, liabilities, equities, revenues, expenses, and transfers relating to the government’s business and quasi-business activities, where net income and capital maintenance are measured, are accounted for through proprietary funds. The generally accepted accounting principles are those applicable to similar businesses in the private sector, and the measurement focus is the economic condition of the fund as a result of the events and transactions of the period. Events and transactions that improve the economic position of a proprietary fund are reported as revenues or gains in the operating statement. Those events and transactions that diminish the economic position are reported as expenses or losses.

Fiduciary Funds

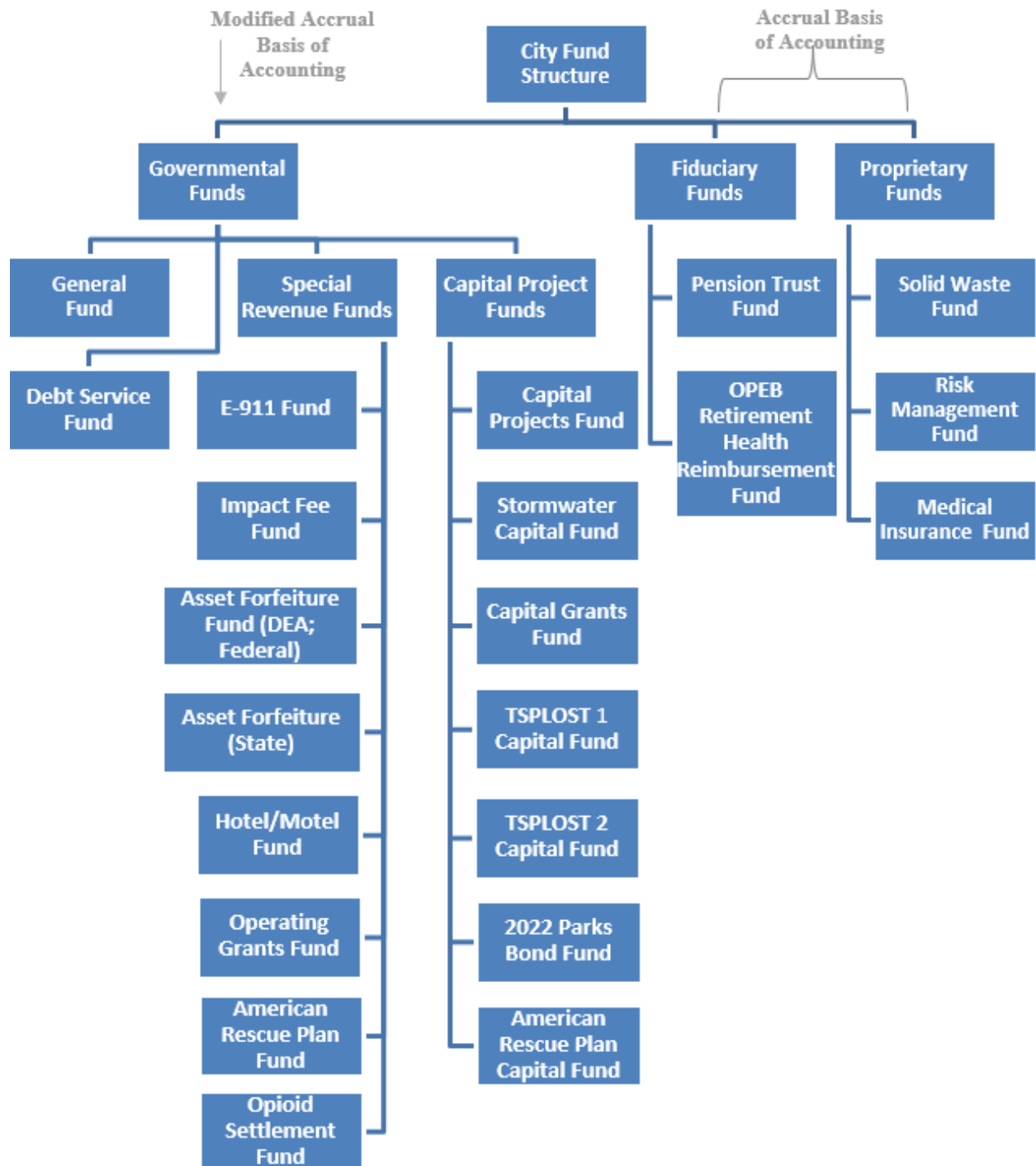
These funds are used to account for assets held by the city in a trustee capacity or as an agent for other governmental units and for other funds.



FINANCIAL ACCOUNTING STRUCTURE

Fund Structure

The city uses 17 governmental funds, 2 fiduciary funds and 3 proprietary funds as detailed below.



FINANCIAL ACCOUNTING STRUCTURE

Fund Descriptions

The following section provides a narrative on each of the city's 22 funds:

General Fund (Governmental Fund)

The General Fund is the principal operating fund of the city and includes governmental activities such as police, fire, recreation, transportation, and other general 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.

The General Fund utilizes the modified accrual basis of budgeting and accounting. Under the modified accrual basis, revenues are recorded when both available and measurable. Expenditures are recognized when the liability is incurred, except for: (1) principal and interest on general long-term debt which are recognized when due; and (2) annual employee leave and claims/judgments for litigation and self-insurance which are recorded in the period due and payable.

While debt service on voter-approved debt is funded through the Debt Service Fund, debt service on other obligations (i.e., Alpharetta Development Authority revenue bonds that are backed by the City through Intergovernmental Agreement) resides in each applicable Fund based on the identified funding source. As an example, the General Fund includes debt service for the Series 2013 Alpharetta Development Authority revenue bonds which were issued to fund a portion of the costs associated with the new Alpharetta campus of Gwinnett Technical College. The Hotel/Motel Fund also includes debt service associated with Alpharetta Development Authority revenue bonds (discussed in the following section).

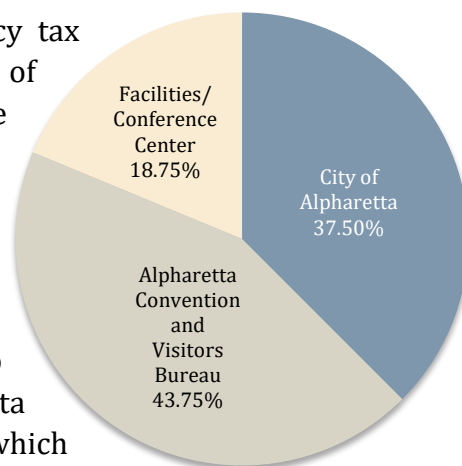
Special Revenue Funds (Governmental Funds)

Special revenue funds are used to account for specific revenues that are legally restricted to expenditures for specific purposes. All special revenue funds utilize the modified accrual basis of budgeting and accounting.

- **E-911 Fund:** This 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 directly from wired, wireless (including prepaid cards), and voice-over-internet-protocol telecommunication providers, with expenditures occurring to maintain and run the system within the government. The city also provides emergency dispatch services to the City of Milton through an Intergovernmental Agreement. Funding under this agreement is based on remittance of Milton's E-911 service fees and is accounted for within the E-911 Fund. The Public Safety Department manages the E-911 Program.

FINANCIAL ACCOUNTING STRUCTURE

- **Impact Fee Fund:** This fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the city's impact fee ordinance. The Community Development Department manages the Impact Fee Program.
- **Asset Forfeiture Funds (Federal/State):** These funds account for revenues received from the enforcement of drug laws and the confiscation of property from drug offenders' arrests that can be used by public safety to aid in drug enforcement activity. Funds cannot be used to supplant the Public Safety Department's normal operational budget. The Public Safety Department manages the asset forfeiture programs.
- **Hotel/Motel Fund:** 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. Currently, the city levies a hotel/motel occupancy tax of 8% on total rental charges. The chart to the right details the resulting revenue distribution. The Conference Center portion of the hotel/motel occupancy tax remains in the Fund to pay debt service costs associated with the Alpharetta Development Authority's Series 2016 Revenue Bonds⁶ which were issued in 2016 to fund construction of a state-of-the-art conference center at the Avalon Development.
- **Operating Grants Fund:** This fund accounts for resources received from federal, state, and local grants awarded to the city. Matching funds, which represents the city's financial investment, are also recorded within this fund. This fund accounts for operational grants only. Capital grant proceeds are recorded within the Capital Grants Fund. All operating grant funds follow the life-to-date budgeting process whereby budget is carried forward annually to cover Council approved projects. As such, only new appropriations are reflected in the annual budget document. Existing appropriations are reflected in the city's monthly financial management reports and can be accessed at www.alpharetta.ga.us.
- **American Rescue Plan (ARP) 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. In accordance with accounting guidelines, claimed ARP revenue is reflected within a Special Revenue Fund and, as the City utilizes the proceeds for capital investment, is



⁶ The City is obligated via Interlocal Agreement to fund the debt service on this obligation.

FINANCIAL ACCOUNTING STRUCTURE

then transferred to capital project funds (e.g. ARP Capital Fund) to account for the capital investment activity.

- **Opioid Settlement Fund:** This fund accounts for Opioid Settlement proceeds. Specifically, the State of Georgia reached a \$636 million agreement with three distributors and a major manufacturer of opioids. Approximately \$517 million will come from the National Distributors' Settlement over the course of 18-years. An additional \$118 million will come from the Janssen/J&J Settlement over the next 9-years.
 - The settlement allocates 25% (\$159 million) of the total funds to local governments.
 - The State will receive 75% (\$477 million) of the funding.

All funds must adhere to approved purposes as described in the settlements.

Debt Service Fund (Governmental Fund)

This fund accumulates financial resources for the repayment of the city's voter-approved debt obligations including.

- **General Obligation Refunding Bonds, Series 2014** (advanced refunded the callable portion of the Series 2006 GO Bonds);
- **General Obligation Bonds, Series 2016;**
- **General Obligation Refunding Bonds, Series 2020** (refunding of the Series 2012 GO Bonds); and
- **General Obligation Bonds, Series 2022.**

The Debt Service Fund utilizes the modified accrual basis of budgeting and accounting.

Capital Project Funds (Governmental Fund)

These 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 has seven (7) capital project funds which are detailed below. All capital project funds follow the life-to-date budgeting process whereby budget is carried forward annually to cover Council approved projects. As such, only new appropriations are reflected in the annual budget document. Existing appropriations are reflected in the city's 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.

- **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 in excess of \$25,000. Funding for these capital improvements typically come primarily from a transfer of available fund balance within the General

FINANCIAL ACCOUNTING STRUCTURE

Fund. 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 in excess of \$25,000. Funding for these capital improvements typically come primarily from a transfer of available fund balance within the General Fund. 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 represents 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.
- **TSPLOST 1 Capital Fund:** This fund accounts for the collection of TSPLOST 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.
- **TSPLOST 2 Capital Fund:** This fund accounts for the collection of TSPLOST 2 (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.
- **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.
- **American Rescue Plan (ARP) Capital Fund:** This fund primarily accounts for capital investment funded by claimed ARP proceeds (see the ARP Fund under the *Special Revenue Funds* section herein). Fund appropriations will be perpetual with only new appropriations recognized in the annual budget.

Fiduciary Funds

These funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds utilize the accrual basis of accounting and are appropriated in the annual budget (excluding the Pension Trust Fund) and reflected in the city's monthly financial management reports which can be accessed at www.alpharetta.ga.us.

FINANCIAL ACCOUNTING STRUCTURE

- **Pension Trust Fund:** This fund accounts for assets of the city's defined benefit pension plan. The assets in this fund cannot be used to support government programs or activities.
- **Other Post Employment Benefit (OPEB) Retirement Health Reimbursement Fund:** The OPEB Retirement Health Reimbursement Fund accounts for the post-employment healthcare benefit and is funded through City operations (increased from 2% to 2.5% of payroll in fiscal year 2024).

Proprietary Funds

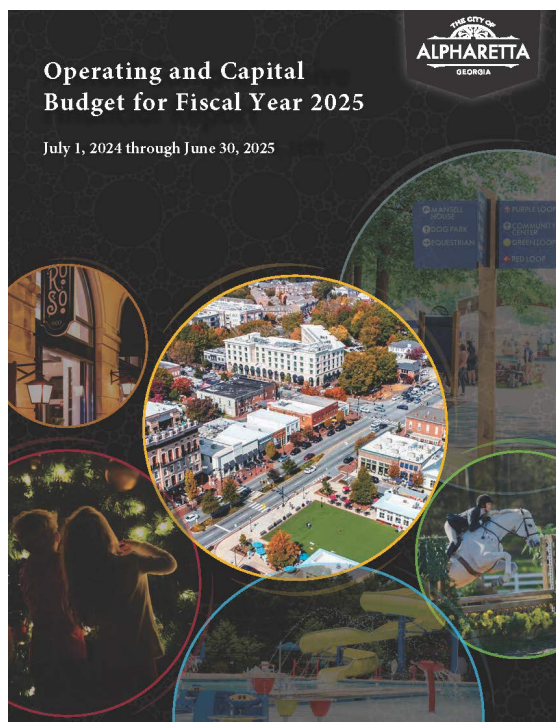
The city maintains two different proprietary fund types. Enterprise Funds are used to account for business-type activities whose operations are primarily funded by customer fees. Internal Service Funds are used to accumulate and allocate costs internally among the city's various functions. Proprietary Funds utilize the accrual basis of budgeting and accounting.

- **Solid Waste Fund (Enterprise Fund):** This fund accounts for fees received from users of the city's solid waste program (i.e., garbage and trash collection). 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.
- **Risk Management Fund (Internal Service Fund):** This fund is used to account for expenses related to providing and administering the general liability, automotive liability, workers' compensation, and property insurance coverage for the city.
- **Medical Insurance Fund (Internal Service Fund):** This 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 is able to reduce premium taxes while maintaining coverage benefits. The MPP is still a fully insured medical plan.

FINANCIAL REPORTING

Financial Reporting



The Finance Department provides detailed financial reporting to meet the information needs of the government, authorities, regulatory agencies, and citizens/ stakeholders. In addition, the City Administrator, Mayor, Council, Department Heads, and the public shall have access to reports to allow them to monitor, regulate, and to use as a basis for future financial decisions.

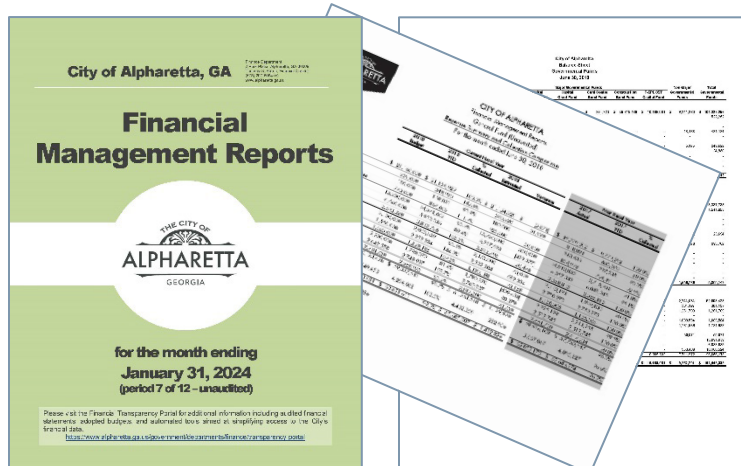
Operating and Capital Budget⁷ (June-August)

The city annually prepares and publishes a comprehensive budget document that aids in the financial administration of the city while providing our elected officials, citizenry, and stakeholders with a complete, clear, and understandable budget document that facilitates

the transparency of our budgeting and financial processes.

Financial Reporting to the City Council⁸ (monthly)

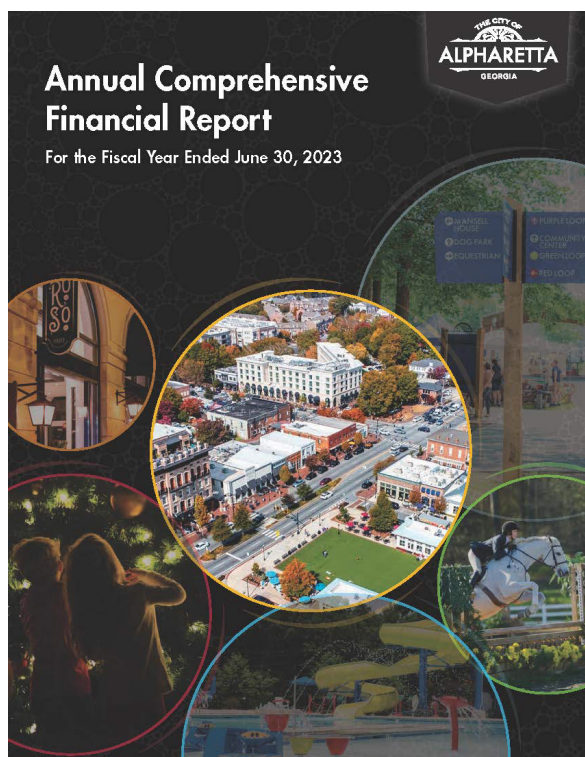
On a monthly basis, the Finance Department prepares and presents detailed revenue and expenditure statements for all city operating funds (including prior year comparisons for the General Fund). In addition, this report shall include: (1) a detailed capital project report including prior-year activity; (2) all checks issued in dollar amounts over \$5,000; (3) all purchase orders with an estimated cost of over \$5,000 but less than \$50,000; etc.



⁷ Available for download from the City's website: www.alpharetta.ga.us.

⁸ Available for download from the City's website: www.alpharetta.ga.us.

FINANCIAL REPORTING

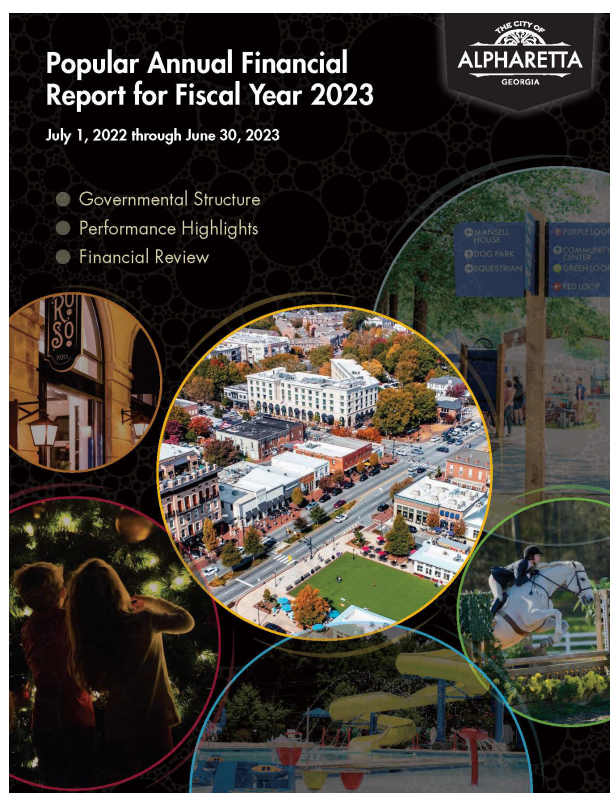


Annual Comprehensive Financial Report⁹ (November-December)

In conjunction with the annual independent audit, the city prepares and publishes an Annual Comprehensive Financial Report (ACFR) that effectively communicates the complete financial affairs of the city to all interested readers.

Annual Citizens Report¹⁰ (November-December)

The Finance Department also prepares and publishes an annual report to citizens, businesses, and stakeholders with descriptive information about our organizational structure, city departments, service delivery, and financial condition. The focus is on providing information that is readily accessible and easily understandable to the public and other interested parties.



⁹ Available for download from the City's website: www.alpharetta.ga.us.

¹⁰ Available for download from the City's website: www.alpharetta.ga.us.

BUDGET PROCESS

Budget Process

The annual budget serves as the foundation for the city's financial plan and assists in control of the financial stability and health of the government. The Mayor and Council are legally required to adopt a balanced budget (i.e., revenues = expenditures) no later than the close of the fiscal year. The city's fiscal year runs from July 1st through June 30th, with the official fiscal year taken from the year ending date. For example, the FY 2025 Budget is prepared for the fiscal year commencing July 1, 2024, and ending June 30, 2025.

Annual Budget Process

Responsibility for funding recommendations contained within the annual budget rests with the Budget Review Committee ("BRC"), comprised of the City Administrator and Finance Director. The BRC maintains the primary responsibility of ensuring that funding requests are in alignment with the city's strategic priorities (set by Mayor and City Council) and by extension, the strategic vision for the future, as well as the annual action plan. Additionally, the BRC performs a detailed review of revenues and expenditures that culminates in the recommended budget which is presented annually to the City Council for discussion and adoption during April-June.

Budget Methodology

The city's budget is created under a hybrid performance-based budgeting system. This type of budgeting system blends the traditional historical financial trend model with the performance-based model of identifying a particular level of performance for each type of service/program and the resources necessary to operate it, as well as describes the structure of the departments and the programs into which they are divided.

Beginning with each department's mission statement, which sets the direction for the department's activities, goals and objectives are developed that support the department's mission and, by extension, the city's strategic priorities. Goals and objectives should be SMART – Specific, Measurable, Achievable, Relevant, and Timed. Ultimately, the goals and objectives should result in departmental efficiency/effectiveness improvements which are then reflected in the appropriations process.

Departments, in partnership with the Finance Department, then develop a projected budget based on the previous year's budget/actual expenditure trend and amend for any new initiatives or discontinued/non-recurring initiatives.

The departmental budget is separated 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.

BUDGET PROCESS

- *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. Direct linkages are identified between the city’s strategic priorities and departmental goals & objectives.
- *Program/Expenditure Summary* – the budget for the department presented on both a department-wide and individual program basis and 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 and other capital investment expenditures.
- *New Initiatives* – new services and/or capital investment.
- *Statement of Service and Performance Measures* – multi-year summary of departmental performance measurements.

Performance Measurement

The city views its performance measurement system as a priority and is continuing to develop and refine performance data and benchmarks. The city’s performance measurement team utilizes a software application to assist in the tracking, analysis and reporting of performance measurement data and the comparison of core measures from identified benchmark cities. As you review the departmental sections of this document, you will notice refined measures for our Public Safety and Information Technology Departments that follow the city’s updated model.

Council Retreat (January-February)

The budget preparation process commences annually in January/February with the City Council Retreat, including City Administration and key department personnel. The Retreat provides the dedicated time necessary for the City Council and executive staff to discuss the strategic issues facing the city and the associated effects on the upcoming budget. Discussion topics include all strengths, weaknesses, opportunities, threats, etc., facing the city and typically are categorized as follows: millage rates and property taxation; revenue generation/diversification; capital renewal/replacement and improvement; base-level service and operations; personnel compensation; service and operation improvements; bond issues in connection with capital improvement initiatives; etc. The Retreat provides the strategic framework and guiding priorities for the upcoming budget process.

BUDGET PROCESS

Budget Preparation and Analysis (February-April)

In February, the Finance Department distributes a budget calendar and target budgets to departments for the coming year which is based on revenue forecasts and projections of current year expenditures, as well as the two prior year's actual expenditures. Included in the target budget are line-items for salaries and benefits (e.g., pension, health insurance, etc.); the department's current year's goals and objectives; and Capital Improvement Program worksheets (i.e., current year updates to the city's capital improvement plan).

Budget information is collected in three phases. The first two phases are collected simultaneously. Phase one requests are related to employee expenses. During this phase, finance staff forecasts the personnel services funding requirements (e.g., salary and benefits) for the upcoming budget. Departments are requested to submit a forecast of personnel-driven operational expenses such as uniforms, professional development, travel, communications, etc.

The second phase includes budget requests that relate to departmental operations. During phase two, city departments are directed to review their operations and provide a forecast of appropriations required to maintain current service levels.

Phase three, the final phase of data collection, includes funding requests for improvements to current service levels as well as new programs or services and capital improvement projects.

As departments formulate their expenditure requests, the Finance Department is preparing the corresponding revenue analysis and forecast. Revenue sources across all funds are analyzed using the expert judgment of department directors and staff, trend analysis, and economic forecasts to compile revenue estimates that are both accurate and conservative. The city maintains a conservative revenue forecasting philosophy aimed at mitigating the over-appropriation of expenditures based on inflated revenue estimates. Additionally, the city's aggressive pay-as-you-go capital program is supported by the conservative revenue philosophy through a level supply of excess fund balance (i.e., fund balance in excess of the city's 25% fund balance reserve) available for one-time capital investment.

Budget requests are completed by every department and submitted to the Finance Department where the data is assembled into the ClearGov budget preparation/reporting software.

Both expenditure requests and revenue projections are calculated and formatted for presentation to the City Administrator for initial review. During these meetings, discussion is focused on appropriations necessary to maintain current service levels. Appropriation growth in excess of a reasonable CPI figure will be thoroughly analyzed to determine the primary growth factors (e.g., fuel, utilities, and other items subject to volatile price fluctuations) and brainstorm ways to mitigate the increased costs. Additionally, new

BUDGET PROCESS

programs, services, improvements to current services, and capital improvement projects are discussed in terms of how the initiatives link with departmental goals and objectives and by extension, the city's strategic priorities and vision for the future.

Upon completion of the departmental meetings, the BRC reviews base budgets within the context of the conservative revenue forecast and makes the necessary adjustments to balance the budget. Funding for new programs, services, or improvements to current services is prioritized based on a needs assessment and balanced against the goal of reducing the tax burden on our citizenry and stakeholders (e.g., millage rates). Funding for capital improvement projects is contained both within the general operational budget (annual capital contribution which is transferred from the General Fund into the Capital Projects Fund or Stormwater Capital Fund) as well as the companion capital project budget (one-time funding from excess fund balance). The consolidated balanced budget (i.e., operations and capital) is then prepared for presentation to the City Council.

City Council Budget Workshops (May-June)

City Council budget workshops are held in May-June. The workshops typically commence with distribution of the proposed budget which includes the following:

- Transmittal letter that summarizes the budget including current service levels, new initiatives, strengths/weaknesses/opportunities/threats facing the organization, and how the budget addresses those issues identified during the City Council Retreat;
- Departmental performance measurement listing; and
- Departmental budget detail; project summary listing; and budget detail comparison that provides specific line-item allocations for the current and proposed budget years.

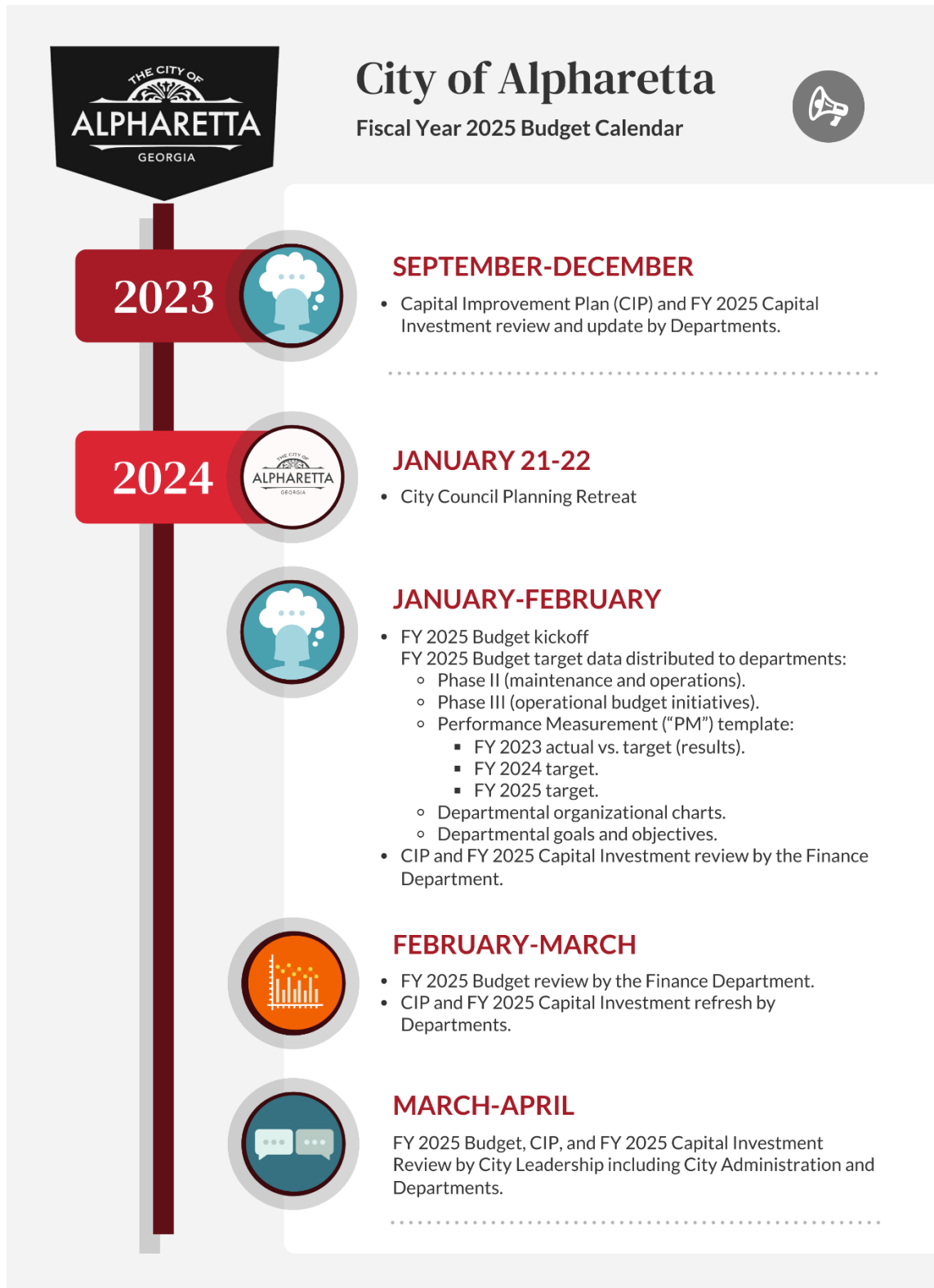
The Finance Director conducts public presentations, as needed, to summarize the budget and discuss the underlying economic growth trends. Discussion will focus on the strategic issues facing the organization for the upcoming budget year and the next several years and how this budget positions the city to respond in a prudent and proactive manner (e.g., periods of slowing economic growth, etc.). The City Council takes a lead role in analyzing the budget within the context of the city's strategic vision for the future.

Budget Adoption (June)

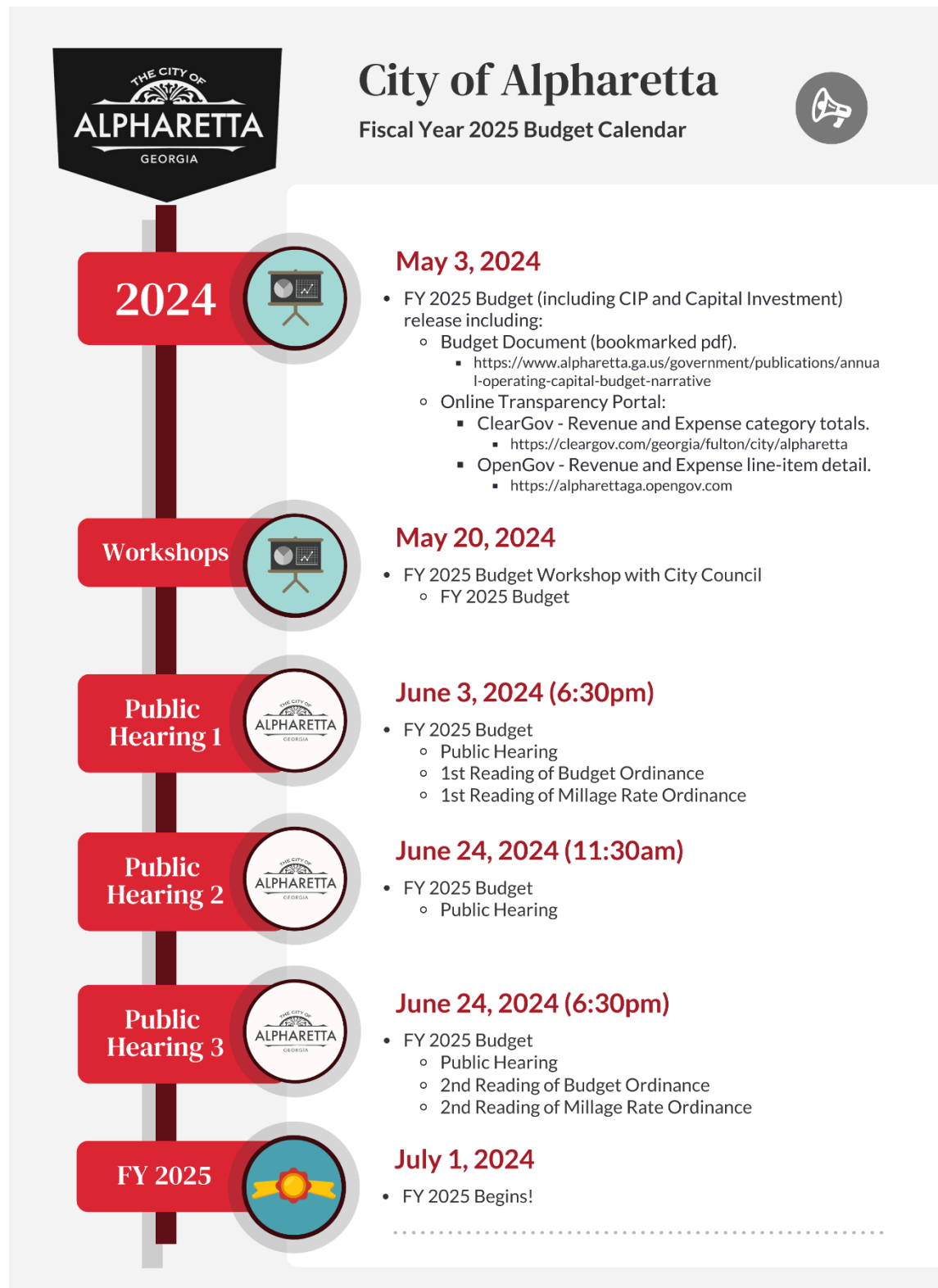
The budget and millage rate(s) are adopted via Ordinance through a public hearing process as provided under State law.

BUDGET PROCESS

Budget Calendar



BUDGET PROCESS



BUDGET PROCESS

Budget Basis and Structure

The city's budget is developed on a modified accrual basis. State law requires that the city's budget be balanced – revenues equal expenditures.

Under the modified accrual basis, revenues are recorded when both available and measurable. Certain fines and forfeitures, however, are recorded when received, as they are not susceptible to accrual. Expenditures are recognized when the liability is incurred, except for: (1) principal and interest on general long-term debt which are recognized when due; and (2) annual employee leave and claims/judgments for litigation and self-insurance which are recorded in the period due and payable.

The legal level-of-control resides at the department level within a given fund. As such, reallocation of appropriations between line-items is acceptable within a given department with the following exceptions:

- Salary and benefit savings due to vacancies are restricted from reallocation to cover operating expenditures except in the case of funding temporary labor assistance; and
- Capital appropriations are restricted to the specific purpose set forth in the budget and cannot be reallocated except through approval by City Administration and/or the City Council.

Budget amendments that cross departments must be approved in advance by the City Council. As such, these amendments are typically brought for consideration by City Council during the mid-year budget review process.



OPERATING INITIATIVE REQUESTS

Operating Initiative Requests

Executive Summary

General Fund	Revenue	Expense	Net Cost	Capital Component
Funding Available for Operating Initiatives:			\$ 2,035,930	
Recommended Initiatives:				
<u>Citywide</u>				
Wage Adjustments (+2.0%)	\$ -	\$ 913,800	\$ 913,800	\$ -
AMR North Fulton Subsidy	-	380,000	380,000	-
<u>City Administration (incl. City Clerk and Economic Dev.)</u>				
Economic Development Director (+1 FTE)	-	245,000	245,000	-
Administrative Assistant I (+1 FTE)	-	79,800	79,800	-
<u>Finance</u>				
Reorganization of the Budget & Procurement Division (+1 FTE)				
January 1, 2025 Hire Date	-	70,500	70,500	-
<u>Municipal Court</u>				
Administrative Assistant I (new position; +1 FTE; Milton cost sharing)	33,620	86,050	52,430	-
<u>Public Safety</u>				
Fire Training Lieutenant (new position; +1 FTE)				
January 1, 2025 Hire Date	-	65,100	65,100	50,000
<u>Public Works</u>				
Sr. Urban Forestry Assistant (new position +1 FTE)				
January 1, 2025 Hire Date	-	59,550	59,550	50,000
<u>Recreation, Parks, and Cultural Services</u>				
AED Replacement and Expansion	-	50,000	50,000	-
Parks Supervisor II – Greenway (new position; +1 FTE)				
January 1, 2025 Hire Date	-	55,050	55,050	-
The Spotlight Community Theater Alpharetta - North Point Mall	15,000	79,700	64,700	-
	\$48,620	\$2,084,550	\$ 2,035,930	\$ 100,000

Recommended operating initiatives total \$2 million with an additional capital requirement of \$100,000 that is included within the Capital Initiative requests for 2025 and have been programmed into the departmental operating budgets. Operating Initiatives not recommended for funding at this time total \$1.2 million and include capital investment requirements of \$210,000.

Please Note: The new personnel recommendations included above with a January 1, 2025, hire date are contingent upon a mid-year review of revenue trends and corresponding approval by the City Administrator before the hiring and recruitment process can commence.

OPERATING INITIATIVE REQUESTS

Fiscal Year 2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 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 *Fiscal Year 2025 Annual Action Plan* with the components set forth below:

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

Detail(Recommended Operating Initiatives)

Citywide

Wage Adjustments (2% on average; General Fund)

\$913,800

2025 City Council Priorities and Annual Action Plan:

- People Focused Workforce.

Description: The current budget proposal programs wage growth of 4% on July 1, 2024.

The HR team is focused on maintaining Alpharetta's compensation competitiveness within the market and is reviewing the base budget proposal relative to competing jurisdictions 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.

Preliminary HR analysis highlights additional market-based personnel compensation adjustments are warranted in the range of 2%, on average, with the General Fund impact approximating \$913,800. Should adjustments be warranted within the 911 Fund and/or Sanitation Fund, current budgetary allocations can absorb the related impacts. The forecasted cost reflects salary adjustments and those impacted benefit line items (e.g., FICA, pension, etc.).

AMR North Fulton Subsidy

\$380,000

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: AMR provides emergency medical response service to the cities of North Fulton County. AMR has provided the cities of North Fulton with a subsidy request (\$2.1 million) based on their operational needs. Alpharetta's portion is based on relative calls for service and totals 18% or \$380,000 annually and growing at a market inflation rate thereafter.

OPERATING INITIATIVE REQUESTS

General Fund

City Administration (incl. City Clerk and Economic Dev.)

Economic Development Director (new position; +1 FTE) \$245,000

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: As set forth in the Fiscal Year 2025 City Council Priorities and Annual Action Plan, an Economic Development Director is essential to lead efforts in promoting business growth and creating new opportunities for our City.

This position will focus on:

- Developing/implementing a strategic economic development plan.
- Attracting and retaining businesses of all sizes.
- Building relationships with business leaders, investors, and community stakeholders.
- Overseeing economic development programs and initiatives.
- Securing funding and resources to support economic development activities.
- Advocating for policies that promote business growth and job creation.

Personnel costs are estimated at \$215,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, travel, general office supplies and technology equipment/software (e.g., computer, desk phone, etc.) totaling \$30,000.

Administrative Assistant I (new position; +1 FTE) \$79,800

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: City Administration is requesting the addition of an Administrative Assistant I position (pay grade 303).

This request is for the addition of an Administrative Assistant I that would provide a variety of administrative support services for City Administration, assist with citywide records management, 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 \$77,300 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 \$2,500.

OPERATING INITIATIVE REQUESTS

Finance

Reorganization of the Budget & Procurement Division

\$70,500

January 1, 2025, Effective Date

(1 new position; reclassify 2 existing positions)

2025 City Council Priorities and Annual Action Plan:

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

Description: The Finance Department is proposing a reorganization of the Budget & Procurement Division to better serve the City of Alpharetta and its current and forecasted needs.

The Finance Department has had no growth in personnel in over 20-years despite significant growth in its service population (both in terms of citizens as well as City staff). More specifically, Finance Department staffing has declined over that period. Most recently, Finance is the only department that still has not recovered staffing removed during the COVID budget reductions.

The Finance Team has adapted to demand growth over the last two decades through automation and efficiency measures in lieu of staffing growth. The most impactful measures being the implementation of technology that has removed the vast majority of paper-based processes for the department which greatly improved the efficiency of our existing staff. That said, there are still other initiatives that the Department would like to improve upon but is not possible given staffing constraints (e.g. user-department training, vendor outreach, etc.).

Current Status

The Budget & Procurement Division staff totals 4 full time positions, and their operational responsibilities include:

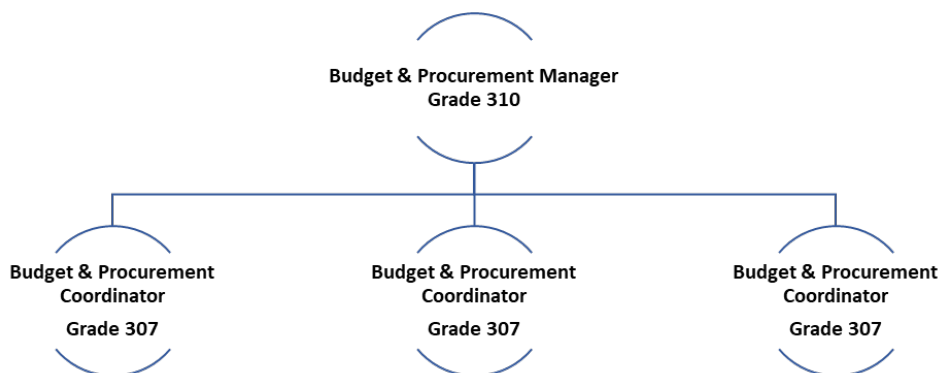
- Managing and facilitating the financial transaction lifecycle (liaison to our departments)
 - *budget planning, preparation, and management.*
 - *purchasing (including quotes, bids, RFP, etc.).*
 - *invoice/payment verification and processing.*
- Managing and facilitating the city's financial reporting
 - *annual budget documents.*
 - *monthly financial management reports.*

OPERATING INITIATIVE REQUESTS

- *annual citizens report (PAFR).*
- *immigration reporting to State.*
- Administering city contracts.
- Developing revenue/expenditure forecasting models, financial impact of proposed city activities, and long-range financial planning.
- Administering the financial transparency program (OpenGov, Socrata capital project dashboard, etc.).

The Division is structured to provide a liaison approach to service delivery for our departments. Specifically, one team member is assigned to each of our customer departments and assists with the entire lifecycle needs (budgeting, procurement, invoice review, receipt review, compliance, etc.).

The Division includes 4 full time positions with the organizational structure as follows:



Staffing has declined from 5 full time positions over the referenced 20-year period to the staffing level of 4 positions.

On an annual basis, the Division reviews over 800 purchase order requests, over 13,000 invoices, over 8,800 procurement card transactions, 40 formal procurement solicitations (varies), in addition to the general budget (preparation, review, amendments), procurement, and reporting obligations (e.g. monthly financial management reporting, State immigration reporting (E-Verify), TSPLIST capital reporting, etc.

Issues

The growth in existing service demand coupled with potential avenues for improvement has resulted in this proposed reorganization.

- Existing Service Demand – existing service demand has necessitated that staff focus on core functions to ensure delivery of the vital services needed to run City operations. Specifically, transaction-level review (invoices, procurement-card transactions, requisitions, budget amendments) and formal procurement solicitation review, issuance, and management. Just maintaining existing service

OPERATING INITIATIVE REQUESTS

demand often requires staff to work in excess of the normal work week including the occasional weekends.

- **Dedicated Procurement Team** – while the current Budget & Procurement liaison structure provides benefits for our user departments (e.g. one-stop-shop for questions, contacts, etc.), it has the added effect of limiting the specialization needed for those highly technical professions such as procurement. The desire is to have a team dedicated, trained, and certified for procurement activities.
- **Vendor Outreach** – the Division desires to engage in a more active vendor outreach program that educates vendors on the government procurement process with the ultimate goal of increasing vendor participation on City contracts. Current staffing constraints limit vendor outreach capabilities.
- **Employee Recruitment** – the Division has benefited from low turnover. This has masked a weakness in the current organizational structure. Namely, procurement and budget are two separate professions and rarely do employees have experience in both (unless they are coming from smaller organizations that do not allow for specialization or have operated as finance department managers/directors). The result is that it limits the attractiveness of position openings to professionals. Effectively, you end up having to hire one specialization and train for the other. This limits employee effectiveness in the short-term.
- **employees trained in procurement** remains a weak point from an employee recruitment perspective.
- **City training** – the Division desires to engage in a more structured training program for City staff that includes (a) on demand recorded training sessions along with (b) in person training held throughout the year. Current staffing constraints limit City training to one-on-one questions/answers with those department team members directly responsible for the purchasing/budget functions. An expanded training presence would allow for the education of team members throughout the organization that may benefit from the knowledge.

Reorganization

The Division is proposed to reorganize and separate the budget and procurement functions so that each team will have dedicated professionals focused on those distinct specialties while also allowing the staffing capacity to improve on the issues identified above.

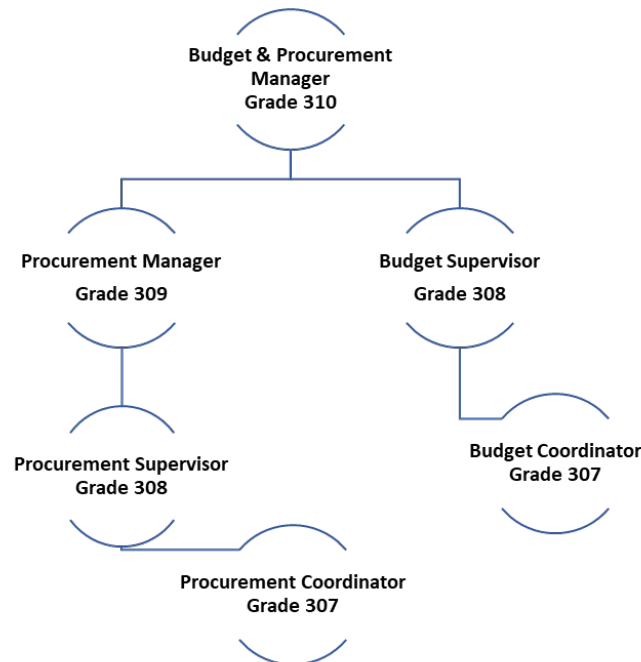
Inherent in this reorganization is the following:

- **Addition of 2 positions:**
 - **Procurement Manager** (pay grade 309) – requested in FY 2025.
 - **Procurement Coordinator** (pay grade 307) – requested in FY 2026.

OPERATING INITIATIVE REQUESTS

- Reclassifying of 2 positions:
 - Procurement Supervisor (pay grade 308; reclassify a current Budget & Procurement Coordinator position) – requested in FY 2025.
 - Budget Supervisor (pay grade 308; reclassify a current Budget & Procurement Coordinator position) – requested in FY 2025.

The reorganized Division would include 6 full time positions with the organizational structure as follows:



FY 2025: Annualized personnel costs associated with the new Procurement Manager position and two reclassifications are estimated at \$135,000 annually and reflect salary and benefit costs only. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$67,500. Operational costs include \$3,000 for professional development and small equipment costs (e.g. cell phone). No additional investment is needed in computer costs or equipment.

Municipal Court

Administrative Assistant I (new position; +1 FTE) \$52,430 (Alpharetta's portion)
2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: The Municipal Court is requesting the addition of an Administrative Assistant I position (pay grade 303; assumed 10% above paygrade minimum).

This position will be located at the clerk window and will assist citizens in closing cases, processing open records requests, scheduling of court dates, and processing incoming

OPERATING INITIATIVE REQUESTS

mail. The volume of calls and emails has grown along with the total number of cases processed by the court. When court is in session, a clerk is pulled from their desk and placed at the counter to process payments. An additional employee will allow the clerks to remain at their workstations and focus on their assigned duties. The Municipal Court is currently researching the benefits of bringing probation-related services in-house which may save costs overall but will also increase the number of payments processed at the clerk window.

Personnel costs are estimated at \$84,050 annually and reflect salary and benefit costs only. If approved, the personnel costs would be shared with the City of Milton based on existing operational cost sharing percentages of 60% City of Alpharetta (\$50,430) and 40% City of Milton (\$33,620). Annual operational costs include professional development totaling \$2,000. No additional investment is needed for technology devices (will utilize existing computer, etc.).

Public Safety

Fire Training Lieutenant (new position; +1 FTE)

\$65,100 (net)

January 1, 2025, Effective Date

(\$65,100 operations [net]/\$50,000 capital)

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of a Fire Training Lieutenant position (pay grade 1219-P) to the Fire Training Division to address the challenge of providing the required annual training hours for each Fire Department employee efficiently.

The Training Division currently consists of two full-time positions. The goal is to provide approximately 106 certified members with the required 228 annual training hours and seven (7) medical certifications, totaling approximately 24,168 hours.

The current staff size is insufficient to meet the training needs, leading to the utilization of off-shift employees. The use of off-shift employees for training maintenance is incurring overtime costs.

This additional position is intended to facilitate and instruct each member's required annual training hours, ensuring compliance with certification requirements. A Fire Training Captain position has also been requested to assist with these needs.

The Training Division aims to fulfill the annual training requirements and provides instruction for specialty and innovative training classes at the training center for both Department members and surrounding agencies.

Personnel costs are estimated at \$130,000 annually and reflect salary and benefit costs only. There is an anticipated savings in overtime (off-shift employees) associated with both training positions requests (Captain + Lieutenant) that is estimated at \$48,000 annually. For the purposes of this narrative, each training position request is estimated

OPERATING INITIATIVE REQUESTS

to result in overtime savings of \$24,000 annually. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$53,000. Operational costs include uniforms, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$12,100. There is a companion one-time capital request for \$50,000 that includes funding for a vehicle purchase (and upfitting).

Public Works

Sr. Urban Forestry Assistant (new position +1 FTE)

\$59,550

January 1, 2025, Effective Date

(\$59,550 operations/\$50,000 capital)

2025 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Senior Urban Forestry Assistant position (pay grade 306; assumed 10% above paygrade minimum).

This position would assist the Urban Forestry Program Manager (UFPM) with tasks related to the City-wide Landscape Maintenance of Right-of-Way and Facilities contract, the On-Call Landscape Installation and Construction contract and the Arboricultural On-Call contract. Also assists with urban forest management, general right-of-way maintenance, landscape-related traffic safety, data collection and analysis related to the urban forest and public landscapes.

Over the last decade, the City has invested in large-scale landscape improvements that have added more than 20 acres of high-quality landscape within its rights-of-way. These projects have been implemented in conjunction with roadway reconstruction projects such as Rucker Road and Kimball Bridge Road, and within existing roadways not associated with larger improvement projects including segments of Old Milton Parkway and Westside Parkway. In the near future, a large amount of similar landscape will be installed as part of the Webb Bridge Road and Highway 9 roadway improvements.

The UFPM plays an extensive role in the design, contracting, and construction management of these new landscapes. Once the projects are completed, the UFPM then oversees maintenance of these areas as part of the overall Citywide Landscape Maintenance of Right-of-Way and Facilities contract, which includes 150+ acres spread throughout the city limits. As the quality and quantity of these public assets have grown, so has the time required to effectively manage them. In addition to the responsibilities described above, the UFPM oversees landscape maintenance in the SR 400 interchanges (in partnership with True North 400, formally North Fulton CID), manages the On-Call Arboricultural Services contract for Public Works, manages annual landscape maintenance for Resthaven Cemetery, acts as Supervisor to a three-person Public Works crew, and assists other groups at Public Works with tree and landscape related issues on an ongoing basis. The proposed Urban Forestry Assistant position is intended to remove some of the less complicated tasks from the UFPM. This will allow the UFPM more time to focus on design, contract procurement and management, and improving the City's

OPERATING INITIATIVE REQUESTS

urban forestry program, particularly in the areas of emergency planning and liability reduction.

Personnel costs are estimated at \$104,100 annually and reflect salary and benefit costs only. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$52,050. 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).

Recreation, Parks, and Cultural Services

AED Replacements and Expansion

\$50,000

- Safe and Welcoming Community.
- Communications that Connect.
- Recreation, Parks, and Culture.

Description: This request is the result of a wholistic review of our AED (automated external defibrillator) infrastructure within our parks and recreation facilities. The Recreation, Parks & Cultural Services team worked with the Public Safety team to review the AED infrastructure and produce these findings.

This request involves the purchase of 69 AED devices. Of this total, 26 devices are replacements and 43 are new devices.

Background

The AED devices currently installed throughout the park system (parks and facilities) are reaching end of life and in need of replacement. Additionally, many of the devices throughout the parks system have limited access due to their location within concession stands or other areas limited to employee-access only, who may not be present as they tend to their duties within the parks. Many of these locations have signs marking an AED that may not be accessible. Additionally, many locations are without an AED, including the Greenway, Alpha-loop, parks maintenance sheds, and around City Center.

Another problem encountered is multiple different device brands found at facilities. Currently, four different models of AED may be found: though similar, each model functions differently. By replacing all devices at once, we ensure continuity and ease of use in the event of an emergency.

Purchase Request

Location for the 26 replacement devices include:

- 15 replacement devices throughout our park system (e.g. Wills Park, North Park, Webb Bridge Park, Rock Mill Park).
- 11 replacement devices throughout all our park facilities (excluding the log-cabin which will receive a new unit).

OPERATING INITIATIVE REQUESTS

Location for the 43 new devices include:

- 23 new devices throughout our park system (e.g. Mid-Broadwell Park, Old Rucker Park, Brooke Street Park, Water Road Park, Town Green, etc.).
- 6 new devices along our Greenway system.
- 3 new devices along our Alpha Loop system.
- 1 new device for the Log Cabin.
- 4 new devices for City Hall.
- 1 new device for Public Works Headquarters.
- 5 new devices for special events, reserve.

Historically, AEDs are purchased outright and owned by the City. The plan herein is to purchase the units under an operating lease that will allow the units to be replaced at the end of their lease term (typically 5-years) with a minimal budget impact (as the lease payment is built into the budget).

Costs for FY 2025 are estimated at \$50,000 and include the following:

- Annual AED lease costs (\$24,500).
- Annual AED inspection/training costs (\$10,000).
- One-time AED installation costs (\$15,500) – includes charging cabinets, spare pads, etc.

Annual costs for FY 2026 and beyond are estimated at \$35,000.

Parks Supervisor II – Greenway (new position; +1 FTE)

\$55,050

January 1, 2025, Effective Date

2025 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Safe and Welcoming Community.
- The Alpha Loop and Greenway.
- Recreation, Parks, and Culture.
- Infrastructure and Facilities Maintenance.

Description: Recreation, Parks, and Cultural Services is requesting the addition of a Parks Supervisor II position (pay grade 306; assumed 10% above paygrade minimum).

This position will oversee the maintenance and operations of 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 to extend the Greenway to Union Hill Park. The additional demand on this division requires the addition of a supervisor to achieve the high service demands of this area.

This Supervisor would also be responsible for all parks in the Southern District: Beaver Creek Park, Big Creek Greenway, Brookside Park, Haynes Bridge Park, Marconi Park, Memorial Park, Mt. Adams Bike Park, North Point Park, Preston Ridge Park, Preston

OPERATING INITIATIVE REQUESTS

Ridge Community Center, Rock Mill Park, Waters Road Park, Maxwell Park and providing Program/Event support.

Personnel costs are estimated at \$104,100 annually and reflect salary and benefit costs only. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$52,050. Operational costs in year one includes technology equipment (computer and/or phone, etc.), uniforms, general supplies, etc. totaling \$3,000. No additional vehicle is needed with this request.

The Spotlight Community Theater Alpharetta - North Point Mall \$64,700 (net) (\$79,700 expenses/\$15,000 revenue)

2025 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Safe and Welcoming Community.
- Communications that Connect.
- Recreation, Parks, and Culture.
- Economic Development.

Background: The City has a real need for a performance space that can seat up to 150 attendees. The Department has been looking for an indoor location to set up a flexible performance space for cultural events. The City approached North Point Mall about the possibility of utilizing existing, empty retail space. The leadership of the Mall was excited about the possibility. They felt that it would be an ideal usage of the space for a Community Theater with a seating capacity of up to 150 attendees. Alpharetta does not currently have a similar indoor space for cultural events.

The Theater: Usage of the stage would include but not be limited to City Programs (i.e.- Improv Classes or Movie Star Camp), Art Leader Groups (i.e. - ACT 1 Theater Performances or Alpharetta Symphony Orchestra - Quartet), and 3rd party applications (Cultural Events – Diwali). As mentioned, the theater, consisting of 5,700 square feet, will have a capacity of up to 150 attendees. The proposed location is near the food court of the mall to allow easy accessibility to restrooms, parking, and refreshments. While North Point Mall will not charge for rental of the space, the City would be financially responsible for the cost of utilities and trash service. The equipment, lighting, and staging equipment purchased by the City for the proposed performance space is entirely modular to allow the items to be relocated to another location or repurposed if North Point Mall or the City of Alpharetta should decide the partnership is no longer beneficial.

The Memorandum of Understanding (MOU): The MOU formalizes the agreement between North Point Mall and the City of Alpharetta regarding the use of space at North Point Mall for a community stage. In summary, the City agrees to refurbish the space for use as a community stage (tenant space # 2208, more commonly known as the Old Foot Locker location), only permit live performances within the space, and cover the cost for utilities and trash service. In exchange, North Point Mall will lease the space free of charge, cover routine maintenance and repairs, and permit the City to retain any revenues and fees generated from facility usage. Further details pertaining to stage hours

OPERATING INITIATIVE REQUESTS

of operation, cross-promotion responsibilities, termination, etc. may be found in the MOU. The MOU would be valid for a period of three years from the date of commencement, after which the City and North Point Mall may explore the possibility of extension.

Recommendation: Currently, a void exists for indoor performance space with lighting and stage equipment for the groups referenced herein. Often, the spaces available for productions are too grand to capture the intimacy and ambiance perfect for smaller, bespoke performances or are too small to be adaptable to the ideal number of ticketholders for maximum profit. The space proposed by North Point Mall and City staff provides flexibility to capture the balance of a larger gathering while preserving the essence of an intimate stage setting. Additionally, the City has minimal overhead cost and most investment is in modular equipment that can be repurposed upon the end of the agreement and North Point Mall benefits from the increased foot traffic (as the mall awaits the impending redevelopment).

Operations: Personnel costs are estimated at \$45,200 annually and reflect seasonal salary and benefit costs only. Operational costs in year one includes professional services, equipment repair & maintenance, advertising, printing, supplies, utilities, and equipment totaling \$34,500. Total estimated costs for year 1 equal \$79,700 and are forecasted to grow to \$112,000 by year 5.

The Community Theater will generate program revenue to partially offset operational costs. Specifically, revenue generation in year 1 is estimated at \$15,000 and is forecasted to grow to \$50,000 by year 5.



OPERATING INITIATIVE REQUESTS

Detail (Unfunded Operating Initiatives)

Human Resources

Employee Training & Development software (NEOGOV module) \$19,900 (net)

2025 City Council Priorities and Annual Action Plan:

- People Focused Workforce.

Description: NEOGOV LEARN is a training management software that increases productivity, safety, and retention of workforce with engaging training. NEOGOV's learning management system eliminates the administrative burden of managing multiple employee training programs by providing a centralized online platform designed for the specific needs of the public sector.

LEARN also reduces risk and liability claims with consistent, trackable courses, and license/certification renewal reminders. It stores results, completions, and generates the reports needed to show compliance. It can also provide quick visual indicators of progress across or within departments and displays status of course enrollment, completion, and overdue courses. The LEARN module will be utilized not only for compliance training but also to cultivate employee growth and promote excellence.

LEARN will serve as a versatile tool across various departments for the facilitation and documentation of employee training. Specifically, the Finance Department will leverage LEARN for essential worker's compensation and drug-free workplace mandated trainings. Similarly, the Public Safety Department can efficiently utilize the software to record and monitor mandatory training sessions and certifications.

This supplementary NEOGOV module represents a positive advancement for our existing HRIS system, offering a notable upgrade from the outdated NAVEX Global platform, which the City has relied on for several years. The replacement of NAVEX Global's annual subscription (\$10,000) with this innovative NEOGOV module not only signifies a cost-effective solution but also addresses the shortcomings of NAVEX.

Unlike NAVEX, which has lagged in technological advancements, the NEOGOV module is designed to align seamlessly with the City's current requirements. NAVEX's inadequacies in keeping pace with evolving technology render it unsuitable for meeting the City's present needs. Moreover, NAVEX necessitates continuous maintenance efforts from both HR and IT staff to ensure proper functionality, placing an additional burden on resources.

By transitioning to the NEOGOV module, we not only eliminate the financial commitment associated with NAVEX Global but also embrace a more sophisticated and user-friendly solution that aligns with modern technological standards. This strategic move will enhance efficiency and effectiveness in managing workforce development, ultimately contributing to the City's overall operational excellence.

FY 2025 costs for LEARN include \$24,900 (on-going) for licensing/support and \$5,000 (one-time) for implementation (\$29,900 total). Annualized costs for future budget years would approximate \$25,000 for licensing/support.

OPERATING INITIATIVE REQUESTS

However, implementation of LEARN will result the discontinuation of the NAVEX service (costs savings of \$10,000 annually). As such, the net request for FY 2025 totals \$19,900 with future budget years totaling \$15,000 (net).

Public Safety

Emergency Management Coordinator (new position; +1 FTE) \$156,500
(\$156,500 operations/\$60,000 capital)

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.
- Communications that Connect.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of an Emergency Management Coordinator position (pay grade 310; assumed 10% above paygrade minimum). There is a recognized need to elevate the role of Emergency Management Coordinator to a full-time position due to the increasing complexity and frequency of significant incidents in the City. Historically, this role has been an additional responsibility for individuals holding other positions, such as Fire Logistics and Police Accreditation. However, with the City's growth and the rise in natural and manmade incidents, there is a call for dedicated attention to emergency management.

Elevating the Emergency Management Coordinator role to a full-time position has several potential benefits:

- **Increased Focus and Dedication:** Having a dedicated Emergency Management Coordinator allows for a more focused and dedicated approach to addressing emergency preparedness, response, and recovery. This is crucial in managing the growing challenges associated with significant incidents.
- **Enhanced Coordination:** A full-time coordinator can better facilitate coordination and collaboration among various departments and agencies involved in emergency response. This can lead to more efficient and effective emergency management efforts.
- **Community Resilience:** A dedicated coordinator can work on community engagement and resilience-building initiatives. This proactive approach can help the community better prepare for emergencies and recover more swiftly when incidents occur.
- **Alignment with Best Practices:** Bringing the City in line with other local jurisdictions suggests a commitment to aligning with best practices in emergency management. This can enhance interoperability and coordination during regional responses.
- **Resource Allocation:** A full-time position enables the allocation of human and financial resources, specifically for emergency management. This ensures that

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

the tools, personnel, and technology are in place to address emergencies effectively.

- **Adaptability to Changing Threats:** With a dedicated Emergency Management Coordinator, the city can adapt more quickly to evolving threats, whether natural disasters, public health crises, or other emergencies.

Personnel costs are estimated at \$141,000 annually and reflect salary and benefit costs only. Operational costs include professional services, professional development, uniforms, general supplies, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$15,500. There is a companion one-time capital request for \$60,000 that includes funding for a vehicle purchase (and upfitting).

Fire Training Captain (new position; +1 FTE)
(\$128,100 operations [net]/\$50,000 capital)

\$128,100 (net)

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of a Fire Training Captain position (pay grade 1202-P) to the Fire Training Division to address the challenge of providing the required annual training hours for each Fire Department employee efficiently.

The Training Division currently consists of two full-time positions. The goal is to provide approximately 106 certified members with the required 228 annual training hours and seven (7) medical certifications, totaling approximately 24,168 hours.

The current staff size is insufficient to meet the training needs, leading to the utilization of off-shift employees. The use of off-shift employees for training maintenance is incurring overtime costs.

This additional position is intended to facilitate and instruct each member's required annual training hours, ensuring compliance with certification requirements. A Fire Training Lieutenant position has also been requested to assist with these needs.

The Training Division not only aims to fulfill the annual training requirement but also provides instruction for specialty and innovative training classes at the training center for both Department members and surrounding agencies.

Personnel costs are estimated at \$140,000 annually and reflect salary and benefit costs only. There is an anticipated savings in overtime (off-shift employees) associated with both training positions requests (Captain + Lieutenant) that is estimated at \$48,000 annually. For the purposes of this narrative, each training position request is estimated to result in overtime savings of \$24,000 annually. Operational costs include uniforms, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$12,100. There is a companion one-time capital request for \$50,000 that includes funding for a vehicle purchase (and upfitting).

OPERATING INITIATIVE REQUESTS

Administrative Assistant I position (from PT to FT; +0.5 FTE) \$50,500 (net) 2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: The Public Safety Department is requesting the reclassification and upgrade of the part-time Records Clerk to a full-time Administrative Assistant I position (maintain existing pay grade of 303).

A full-time Administrative Assistant will further improve the overall functioning of the Police 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. The Training Division has continued to experience an increase in the overall workload due to the hiring of new sworn officers (both lateral and non-certified candidates), the operations of the Crabapple Training Center, and the overall increase in the amount of training. Hiring new officers requires this position to complete P.O.S.T P2 forms. This process could take a few days to a week to get approved per new officer who must attend the police academy, and the current part-time position coordinates with regional academies to enroll the new officers in the class. The overwhelming majority of recent hires have been new officers who are non-certified and must attend a police academy.

Another task that has increased the workload of current part-time position is when out-of-state new officers are required to complete Equivalency of Training (EOT). In the last two (2) years, our department has sought qualified candidates nationwide, which has caused an increase in EOT processes. This process is similar to the P2 process, which could take a few days to a week to get approved per application. Once the P2 process is completed, the current part-time position coordinates with various academies for scheduling and progress reports, as well as handling any issues with the officers while they're attending the academy. After completion of the academy, the current part-time position must schedule various training for the new officers prior to them starting Field Training and complete data entry for all the training they attend (P.O.S.T.).

The current part-time position 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. The current part-time 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 classes/training hours conducted at the Crabapple Training Center.

In 2024, annual in-service training increased to 70 hours per officer, and career advancement classes will be taught monthly. This is an increase of 75% in annual training the officers will receive. This will cause the current part-time position's data entry requirement 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. The current part-time position tracks all budget

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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.

Personnel costs for the full-time position are estimated at \$78,500 annually and reflect salary and benefit costs. Personnel costs for the existing part-time position total \$28,000 annually leaving a net operational impact of \$50,500 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.

Public Safety Inventory Software

\$24,000

2025 City Council Priorities and Annual Action Plan:

- People Focused Workforce.

Description: Currently the Department tracks tangible property in individual spreadsheets and numerous software applications with no high-level oversight to see property that is approaching expiration or need for reorder. This initiative expands the use of the current city Collective Data contract, from tracking of vehicles to all tangible property for the Department - first aid kits to radar units to AEDs to fire extinguishers. Annual operating costs are estimated at \$24,000.

Alpharetta Real Time Information Center Software/Cameras

\$105,000

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: The Alpharetta Real Time Information Center (ARTIC) brings together a wide range of technologies and capabilities to enhance law enforcement response and reduce the criminal activity felt by our community. Building off last year, we are furthering our sensor and software platforms. We have substantially added to our License Plate Reader (LPR) camera capability, inherited primary ownership of the City camera infrastructure, as well as added business and community partners to increase our access to private camera systems. This request is for analytical/investigative software (\$65,000 annual licensing/support costs). Also, to buildout the City camera infrastructure, the Department requests \$40,000 to add and improve the Avigilon camera system, primarily focusing on the downtown area. This is to improve public safety and increase crime prevention.

OPERATING INITIATIVE REQUESTS

Public Works

Construction Manager - Infrastructure (new position; +1 FTE) \$137,500
(\$137,500 operations/\$50,000 capital)

2025 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Construction Manager position (pay grade 309; assumed 10% above paygrade minimum).

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.

Due to the number of incoming projects and programmed projects, the Department is unable to adequately oversee construction oversight of the contractors in the field for the installation of City maintained infrastructure. Public Works is requesting an Infrastructure Construction Manager Position to oversee various field operations regarding stormwater improvements. The position not only requires knowledge of reading construction plans, communication skills with the public and contractors, as well as problem-solving skills when unknown issues arise in the field.

Public Works currently has seven stormwater projects in design or construction soon to be procured, over 1 million dollars a year in pipe lining, and numerous stormwater repairs (catch basin tops, grouting of manholes/pipes, and pipe replacements) throughout the City. Public Works staff is already committed to overseeing construction management of the Park's Bond Projects, TSPLSOT I/II projects, as well as capital projects.

Personnel costs are estimated at \$130,000 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).

Sr. Engineering Technician - Facilities (new position; +1 FTE) \$111,600
(\$111,600 operations/\$50,000 capital)

2025 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Senior Engineering Technician position (pay grade 306; assumed 10% above paygrade minimum).

The Senior Engineering Technician position would perform technical work in support of the City's facility repair, maintenance, and renovations. Oversight of procurement, scheduling, and management of City contractors and vendors for the maintenance, repair, alteration, replacement, and upgrades to all city-maintained facilities. Periodic supervision and training of Public Works facility repair and maintenance crews.

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

The Public Works Department is currently challenged with additional and aging facilities. Public Works took responsibility of Parks facilities in 2017-2018 without the addition of any staff. With the additional facilities responsible for, and aging components, demand for repairs, alterations, remodels, etc. have significantly increased. In 2021 Public Works created a Sr. Engineering Technician position to assist the facilities supervisor/crews with repairs, procuring contractors, overseeing maintenance contracts, ordering supplies, and assisting with other facility needs. Along with more requests for daily maintenance needs, capital request have also increased. This position would be assigned park facilities to aid the facilities supervisor and crews in identifying maintenance needs and working with Parks staff regarding capital requests, maintenance contracts, and prioritization of facility repairs. This will provide a higher level of service to City employees and facility repairs.

Personnel costs are estimated at \$104,100 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).

Sidewalk/Brick Paver Maintenance Crew (new positions; +3 FTE) \$272,000

2025 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of the following new positions:

- Public Works Crew Leader position (pay grade 305; assumed 10% above paygrade minimum).
- Public Works Technician II position (pay grade 303; assumed 10% above paygrade minimum).
- Public Works Technician I position (pay grade 302; assumed 10% above paygrade minimum).

Over the last 10 years, the City has seen tremendous growth adding additional publicly maintained assets such as sidewalk, roads, and storm infrastructure. This, along with aging assets throughout the City, has increased demand for repairs and maintenance associated with publicly maintained assets. Currently the Department has over 16,000 linear feet of poor/very poor rated sidewalk segments, over 1,700 work orders for ADA ramp repairs, over 300 storm structure repair work orders, and miles of pipe repairs (lining/replacement). Downtown brick pavers have become an issue regarding maintenance and there has become a constant need for repairs associated with loose or broken brick pavers. The Crew Leader position would supervise a crew consisting of a Tech I and Tech II under the supervision and direction of the Infrastructure Supervisor. The Crew Leader and his crew, if approved, would focus on sidewalk and brick paver repairs throughout the City. This will allow the Department, along with the utilization of contractors, to provide a higher level of service to the citizens and maintain public assets at a higher level.

OPERATING INITIATIVE REQUESTS

Personnel costs for the three new positions are estimated at \$259,000 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 \$10,000. A one-time cost of \$3,000 would outfit an existing F-350 vehicle with tools and other equipment needed to complete the assigned tasks.

Recreation, Parks, and Cultural Services

Administrative Assistant II – Operations (new position; +1 FTE) \$91,950

2025 City Council Priorities and Annual Action Plan:

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

Description: Recreation, Parks, and Cultural Services is requesting the addition of an Administrative Assistant II position (pay grade 304; assumed 10% above paygrade minimum).

Additional Parks have been developed and brought online: Alpha Loop, Innovation Academy Park, Mid Broadwell Park, Waters Road Park, and The Farm on Old Rucker Road. With these coming online there has been additional program development. Wills Park and the Wills Park Equestrian Center are undergoing a massive redevelopment. This position would relieve the Western Division Manager of the Administrative functions of the Equestrian Center. It would also support the department's Scholarship Program, Outreach and Public Relations, procurement and budgeting process, GIS development, and perform department administrative projects as directed.

Personnel costs are estimated at \$89,700 annually and reflect salary and benefit costs only. Annual operational costs include professional development and technology equipment (e.g., computer, etc.) totaling \$2,250.

OPERATING INITIATIVE REQUESTS

Administrative Assistant II – Arts & Culture (new position; +1 FTE) \$91,950

2025 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Safe and Welcoming Community.
- The Alpha Loop and Greenway.
- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- People Focused Workforce.

Description: Recreation, Parks, and Cultural Services is requesting the addition of an Administrative Assistant II position (pay grade 304; assumed 10% above paygrade minimum).

During 2020 covid, Cultural Services Division had an Administrative Assistant retire and city staff were unable to replace retired staff positions during this time frame. Until 2022, the Cultural Services Division was able to sustain daily operations with part-time staff as we were in a post-covid rebuilding programs period, but from 2022-2023, Cultural Services has doubled in programs, projects and events that run citywide. We now have almost three facilities: Arts Center, Log Cabin, and a potential third location with the Community Stage at North Point Mall MOU. City Staff also rent and manage two of these facilities to outside groups. The Division is open to the public in three gallery spaces, classes/camps, and event rentals for all three facilities. These hours range most weekdays from 8am-9pm, open Saturdays, and some Sundays. In addition, the Division offer our local cultural non-profit groups usage of all city facilities as performance and rehearsal locations, plus help manage this process with Recreation & Events Staff (example- Preston Ridge Facility, Brooke Street Park, etc.).

If the Cultural Services Manager & Supervisors could have administrative support, we could allocate needed time to support city departments initiatives. This would provide cohesiveness with citywide projects that connect in Arts & Culture initiatives (Alpha Loop, Community Development with Developer Requirements for Public Art, Public Works - Cemetery Wall Repair, Crosswalk Murals, Music, Dog Park in Webb Bridge Park, and so on). This could be through locating artists, curating art, performance space assistance, supporting developers with public art process, identifying public art locations, working with potential partners, and so on. To align and maintain expectations with growth in Cultural Services-Arts & Culture in Alpharetta, we are requesting an Administrative Assistant II that will allow the current staff to focus efforts on initiatives, partnerships, funding opportunities, planning and implementation of projects.

Personnel costs are estimated at \$89,700 annually and reflect salary and benefit costs only. Annual operational costs include professional development and technology equipment (e.g., computer, etc.) totaling \$2,250.

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 2025 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 2025 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 2025 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 2025 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.

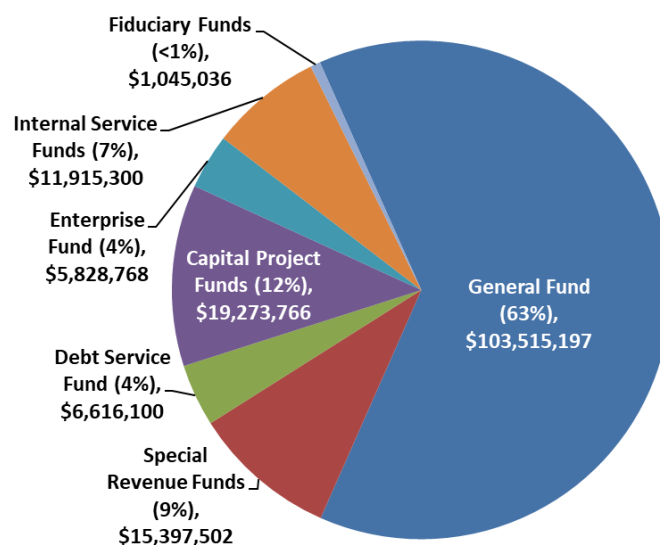
- **Citywide Budget Summary by Expenditure Category**

This section provides a summary/narrative of FY 2025 budget data by expenditure category (e.g., Personnel Services, Maintenance & Operations, etc.).

CITYWIDE BUDGET SUMMARIES

Summary by Fund Type

**FY 2025 Citywide Budget
totals \$164 Million**



The Fiscal Year 2025 budget for all funds totals \$164 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 Asset Forfeiture Fund, E-911 Fund, Impact Fee Fund, and the Hotel/Motel Fund.

Capital Project Funds: These Funds are used for various citywide capital projects. Projected funding for FY 2025 is from interest earnings, fund balance, and transfers from other funds. The adopting budget ordinance will authorize unspent appropriations from fiscal year 2024 to be re-appropriated to continue previously

approved projects. As such, these appropriations are not reflected herein.

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

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 Fund types are used to account for resources held for the benefit of parties outside the government and include the OPEB Reimbursement Benefit Fund.

CITYWIDE BUDGET SUMMARIES

Summary by Fund

FY 2025 Budget

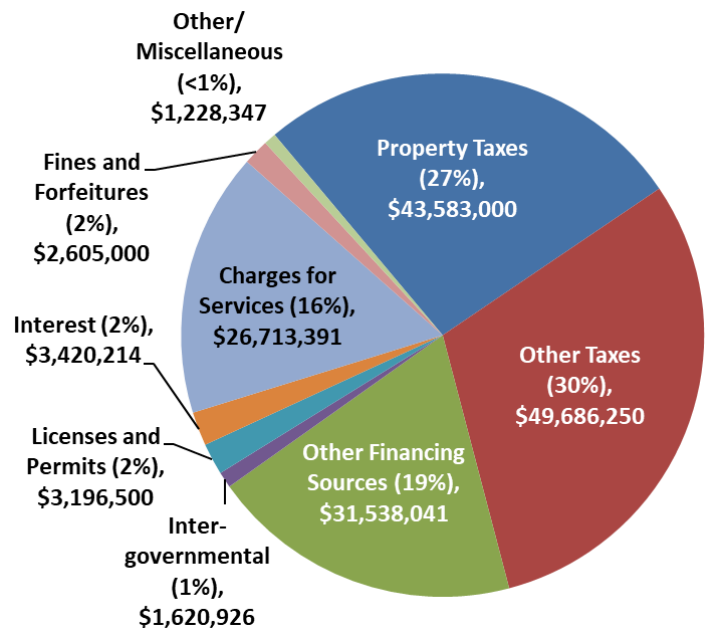
	Revenues*	Expenditures	Balanced Budget
General Fund	\$ 103,515,197	\$ 103,515,197	√
Special Revenue Funds:			
Asset Forfeiture Fund	\$ 43,800	\$ 43,800	√
E-911 Fund	5,729,882	5,729,882	√
Impact Fee Fund	353,820	353,820	√
Hotel/Motel Fund	9,270,000	9,270,000	√
	\$ 15,397,502	\$ 15,397,502	√
Capital/Grant Funds:			
Capital Projects Fund	\$ 15,573,766	\$ 15,573,766	√
Stormwater Capital Fund	2,000,000	2,000,000	√
2022 Parks Bond Fund	900,000	900,000	√
TSPLOST 1 Capital Fund	500,000	500,000	√
TSPLOST 2 Capital Fund	300,000	300,000	√
	\$ 19,273,766	\$ 19,273,766	√
Debt Service Fund	\$ 6,616,100	\$ 6,616,100	√
Enterprise Fund:			
Solid Waste Fund	\$ 5,828,768	\$ 5,828,768	√
Internal Service Funds:			
Risk Management Fund	\$ 2,015,300	\$ 2,015,300	√
Medical Insurance Fund	9,900,000	9,900,000	√
	\$ 11,915,300	\$ 11,915,300	√
Fiduciary Funds:			
OPEB Reimbursement Benefit Fund	\$ 1,045,036	\$ 1,045,036	√
	\$ 1,045,036	\$ 1,045,036	√
Total	\$ 163,591,669	\$ 163,591,669	√

* Includes Operating Revenues of \$119 million along with Non-Operating Revenues of \$44 million. Non-Operating Revenues represent sources such as fund balance, inter-fund transfers, inter-fund allocations, etc.

CITYWIDE BUDGET SUMMARIES

Summary by Revenue Source

**FY 2025 Citywide Budget
totals \$164 Million**



The chart above segments the FY 2025 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 2025 is flat with the prior year at 5.750 mills and is composed of the following: Operating Millage Rate of 5.010 mills (used to fund general city operations and the recurring capital program); and a Debt Service Millage Rate of 0.740 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.

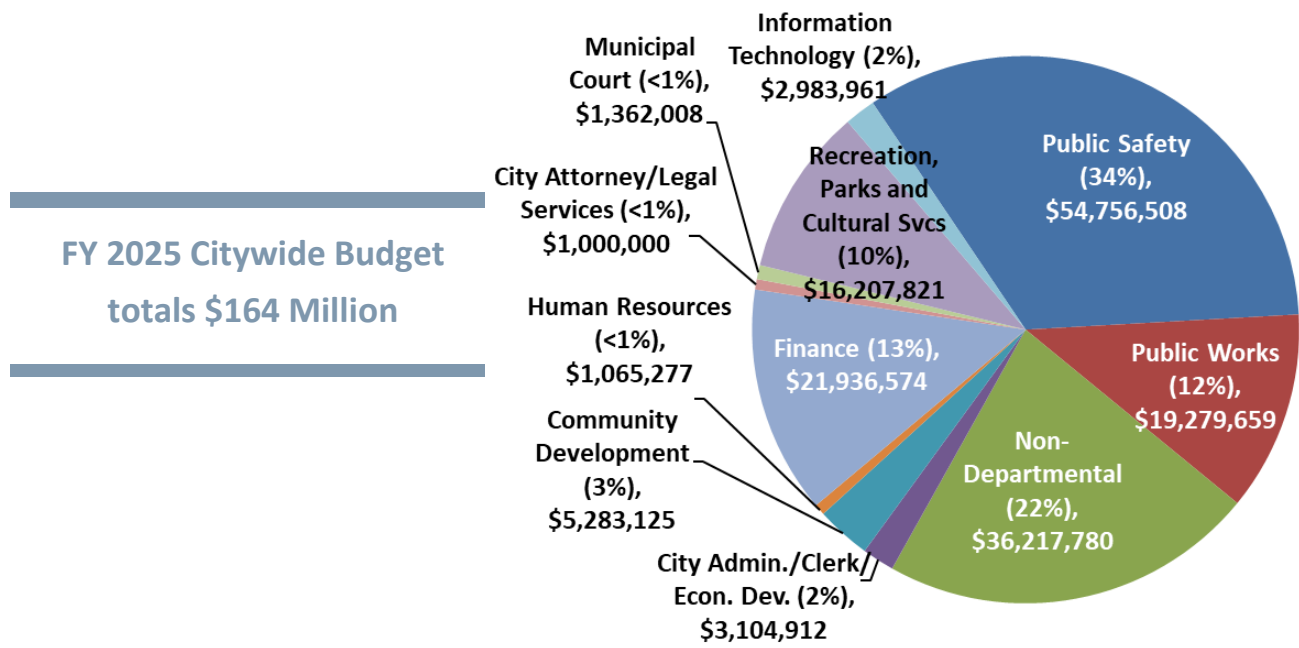
Interest: Includes investment earnings on city funds.

Other/Miscellaneous: Includes the sale of surplus assets, donations, internal funding allocations for OPEB Reimbursement benefits, and other miscellaneous revenues.

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

CITYWIDE BUDGET SUMMARIES

Summary by Department Expenditures



The chart above segments the FY 2025 budget by department/functional unit and includes the following:

Mayor and City Council

City Administration (incl. City Clerk and Economic Dev.)

Community Development

Public Works

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

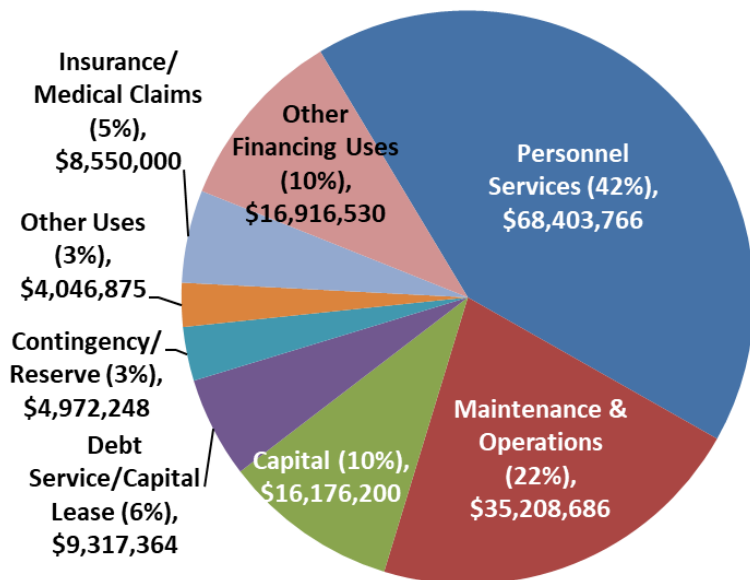
Non-Departmental (interfund transfers, contingency/reserves, Hotel/Motel Fund distributions, debt service, activities within the OPEB Reimbursement Benefit Fund, etc.)

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 2025 Citywide Budget
totals \$164 Million**



The chart above segments the FY 2025 budget by expenditure category and includes:

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. There is a grossing-up effect with the OPEB Reimbursement Benefit Fund as the benefit related expenses are also reflected in the Operating Funds (e.g., General Fund, E911 Fund, 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	Asset Forfeiture Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Projects Fund	Stormwater Capital Fund	2022 Parks Bond Fund
REVENUES:								
Property Taxes	\$ 37,437,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Option Sales Taxes/TSPLOST	22,250,000	-	-	-	-	-	-	-
Other Taxes	18,185,300	-	950	-	9,250,000	-	-	-
Licenses and Permits	3,196,500	-	-	-	-	-	-	-
Intergovernmental Revenue	370,926	-	1,250,000	-	-	-	-	-
Charges for Services	5,215,130	-	4,000,000	-	-	-	-	-
Fines and Forfeitures	2,605,000	-	-	-	-	-	-	-
Interest Earnings	1,100,000	-	36,907	-	20,000	325,000	110,000	900,000
Other/Miscellaneous	238,811	-	-	-	-	-	-	-
<i>subtotal</i>	\$ 90,598,667	\$ -	\$ 5,287,857	\$ -	\$ 9,270,000	\$ 325,000	\$ 110,000	\$ 900,000
Other Financing Sources								
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,843,416	\$ 1,604,364	\$ -
Interfund Transfer from Hotel/Motel Fund	3,468,750	-	-	-	-	-	-	-
Budgeted Fund Balance	9,447,780	43,800	442,025	353,820	-	3,405,350	285,636	-
<i>subtotal</i>	\$ 12,916,530	\$ 43,800	\$ 442,025	\$ 353,820	\$ -	\$ 15,248,766	\$ 1,890,000	\$ -
Total Revenues	\$ 103,515,197	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 9,270,000	\$ 15,573,766	\$ 2,000,000	\$ 900,000
EXPENDITURES:								
Mayor and City Council	\$ 394,044	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Administration/City Clerk/Econ. Dev.	3,104,912	-	-	-	-	-	-	-
Finance	4,137,006	-	-	-	-	-	-	-
Legal Services	1,000,000	-	-	-	-	-	-	-
Information Technology	2,543,961	-	-	-	-	440,000	-	-
Human Resources	1,065,277	-	-	-	-	-	-	-
Municipal Court	1,362,008	-	-	-	-	-	-	-
Public Safety	43,729,426	43,800	5,729,882	170,000	-	5,083,400	-	-
Public Works	11,236,659	-	-	-	-	6,043,000	2,000,000	-
Recreation, Parks and Cultural Services	14,569,621	-	-	183,820	-	1,454,380	-	-
Community Development	4,733,725	-	-	-	-	549,400	-	-
Non-Departmental	-	-	-	-	5,500	-	-	-
Insurance Premiums (Risk Fund)	966,800	-	-	-	-	-	-	-
Alpharetta Convention and Visitors Bureau	-	-	-	-	4,046,875	-	-	-
Bond Debt Service (Principal and Interest)*	286,978	-	-	-	1,417,213	-	-	-
Contingency	937,000	-	-	-	331,662	-	-	-
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	2,003,586	-	900,000
<i>subtotal</i>	\$ 90,067,417	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 5,801,250	\$ 15,573,766	\$ 2,000,000	\$ 900,000
Other Financing Uses								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750	\$ -	\$ -	\$ -
Interfund Transfer to Capital Funds	13,447,780	-	-	-	-	-	-	-
<i>subtotal</i>	\$ 13,447,780	\$ -	\$ -	\$ -	\$ 3,468,750	\$ -	\$ -	\$ -
Total Expenditures	\$ 103,515,197	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 9,270,000	\$ 15,573,766	\$ 2,000,000	\$ 900,000

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

CITYWIDE BUDGET SUMMARIES

	Capital Project Funds			Enterprise Fund	Internal Service Funds		Fiduciary Funds	
	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Reimb. Fund	TOTAL
REVENUES:								
Property Taxes	\$ -	\$ -	\$ 6,146,000	\$ -	\$ -	\$ -	\$ -	\$ 43,583,000
Local Option Sales Taxes/TSPLOST	-	-	-	-	-	-	-	22,250,000
Other Taxes	-	-	-	-	-	-	-	27,436,250
Licenses and Permits	-	-	-	-	-	-	-	3,196,500
Intergovernmental Revenue	-	-	-	-	-	-	-	1,620,926
Charges for Services	-	-	-	5,811,025	1,787,236	9,900,000	-	26,713,391
Fines and Forfeitures	-	-	-	-	-	-	-	2,605,000
Interest Earnings	500,000	300,000	27,000	17,743	28,064	-	55,500	3,420,214
Other/Miscellaneous	-	-	-	-	-	-	989,536	1,228,347
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,173,000	\$ 5,828,768	\$ 1,815,300	\$ 9,900,000	\$ 1,045,036	\$ 132,053,628
Other Financing Sources								
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,447,780
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	-	3,468,750
Budgeted Fund Balance	-	-	443,100	-	200,000	-	-	14,621,511
<i>subtotal</i>	\$ -	\$ -	\$ 443,100	\$ -	\$ 200,000	\$ -	\$ -	\$ 31,538,041
Total Revenues	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036	\$ 163,591,669
EXPENDITURES:								
Mayor and City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 394,044
City Administration/City Clerk/Econ. Dev.	-	-	-	-	-	-	-	3,104,912
Finance	-	-	-	5,828,768	2,015,300	9,900,000	55,500	21,936,574
Legal Services	-	-	-	-	-	-	-	1,000,000
Information Technology	-	-	-	-	-	-	-	2,983,961
Human Resources	-	-	-	-	-	-	-	1,065,277
Municipal Court	-	-	-	-	-	-	-	1,362,008
Public Safety	-	-	-	-	-	-	-	54,756,508
Public Works	-	-	-	-	-	-	-	19,279,659
Recreation, Parks and Cultural Services	-	-	-	-	-	-	-	16,207,821
Community Development	-	-	-	-	-	-	-	5,283,125
Non-Departmental	-	-	8,000	-	-	-	989,536	1,003,036
Insurance Premiums (Risk Fund)	-	-	-	-	-	-	-	966,800
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	-	4,046,875
Bond Debt Service (Principal and Interest)*	-	-	6,608,100	-	-	-	-	8,312,291
Contingency	-	-	-	-	-	-	-	1,268,662
Non-Allocated (Reserve); One-Time Usage	500,000	300,000	-	-	-	-	-	3,703,586
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036	\$ 146,675,139
Other Financing Uses								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750
Interfund Transfer to Capital Funds	-	-	-	-	-	-	-	13,447,780
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,916,530
Total Expenditures	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036	\$ 163,591,669

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

CITYWIDE BUDGET SUMMARIES

Consolidated Summary (Revenues by Source/Expenditures by Category)

	General Fund	Special Revenue Funds				Capital Project Funds			
		Asset Forfeiture Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	
REVENUES:									
Property Taxes	\$ 37,437,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Local Option Sales Taxes/TSPLOST	22,250,000	-	-	-	-	-	-	-	
Other Taxes	18,185,300	-	950	-	9,250,000	-	-	-	
Licenses and Permits	3,196,500	-	-	-	-	-	-	-	
Intergovernmental Revenue	370,926	-	1,250,000	-	-	-	-	-	
Charges for Services	5,215,130	-	4,000,000	-	-	-	-	-	
Fines and Forfeitures	2,605,000	-	-	-	-	-	-	-	
Interest Earnings	1,100,000	-	36,907	-	20,000	325,000	110,000	900,000	
Other/Miscellaneous	238,811	-	-	-	-	-	-	-	
subtotal	\$ 90,598,667	\$ -	\$ 5,287,857	\$ -	\$ 9,270,000	\$ 325,000	\$ 110,000	\$ 900,000	
Other Financing Sources									
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,843,416	\$ 1,604,364	\$ -	
Interfund Transfer from Hotel/Motel Fund	3,468,750	-	-	-	-	-	-	-	
Budgeted Fund Balance	9,447,780	43,800	442,025	353,820	-	3,405,350	285,636	-	
subtotal	\$ 12,916,530	\$ 43,800	\$ 442,025	\$ 353,820	\$ -	\$ 15,248,766	\$ 1,890,000	\$ -	
Total Revenues	\$ 103,515,197	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 9,270,000	\$ 15,573,766	\$ 2,000,000	\$ 900,000	
EXPENDITURES:									
Personnel Services	\$ 63,601,855	\$ -	\$ 3,714,053	\$ -	\$ -	\$ -	\$ -	\$ -	
Maintenance and Operations	24,254,118	-	1,789,822	-	5,500	-	-	-	
Capital/Interest	208,400	43,800	-	353,820	-	13,570,180	2,000,000	-	
Bond/Capital Lease Debt Service*	1,066,044	-	226,007	-	1,417,213	-	-	-	
Other									
Insurance/Medical Claims	-	-	-	-	-	-	-	-	
Alpharetta Convention and Visitors Bureau	-	-	-	-	4,046,875	-	-	-	
Contingency	937,000	-	-	-	331,662	-	-	-	
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	2,003,586	-	900,000	
subtotal	\$ 90,067,417	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 5,801,250	\$ 15,573,766	\$ 2,000,000	\$ 900,000	
Other Financing Uses									
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750	\$ -	\$ -	\$ -	
Interfund Transfer to Capital Funds	13,447,780	-	-	-	-	-	-	-	
subtotal	\$ 13,447,780	\$ -	\$ -	\$ -	\$ 3,468,750	\$ -	\$ -	\$ -	
Total Expenditures	\$ 103,515,197	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 9,270,000	\$ 15,573,766	\$ 2,000,000	\$ 900,000	

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

CITYWIDE BUDGET SUMMARIES

	Capital Project Funds			Enterprise Fund	Internal Service Funds			Fiduciary Fund	
	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Reimb. Fund		TOTAL
REVENUES:									
Property Taxes	\$ -	\$ -	\$ 6,146,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,583,000
Local Option Sales Taxes/TSPLOST	-	-	-	-	-	-	-	-	22,250,000
Other Taxes	-	-	-	-	-	-	-	-	27,436,250
Licenses and Permits	-	-	-	-	-	-	-	-	3,196,500
Intergovernmental Revenue	-	-	-	-	-	-	-	-	1,620,926
Charges for Services	-	-	-	5,811,025	1,787,236	9,900,000	-	-	26,713,391
Fines and Forfeitures	-	-	-	-	-	-	-	-	2,605,000
Interest Earnings	500,000	300,000	27,000	17,743	28,064	-	55,500	-	3,420,214
Other/Miscellaneous	-	-	-	-	-	-	989,536	-	1,228,347
subtotal	\$ 500,000	\$ 300,000	\$ 6,173,000	\$ 5,828,768	\$ 1,815,300	\$ 9,900,000	\$ 1,045,036		\$ 132,053,628
Other Financing Sources									
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,447,780
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	-	-	3,468,750
Budgeted Fund Balance	-	-	443,100	-	200,000	-	-	-	14,621,511
subtotal	\$ -	\$ -	\$ 443,100	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 31,538,041
Total Revenues	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036		\$ 163,591,669
EXPENDITURES:									
Personnel Services	\$ -	\$ -	\$ -	\$ 98,322	\$ -	\$ -	\$ 989,536	\$ -	\$ 68,403,766
Maintenance and Operations	-	-	8,000	5,730,446	1,265,300	2,100,000	55,500	-	35,208,686
Capital/Interest	-	-	-	-	-	-	-	-	16,176,200
Bond/Capital Lease Debt Service*	-	-	6,608,100	-	-	-	-	-	9,317,364
Other									
Insurance/Medical Claims	-	-	-	-	750,000	7,800,000	-	-	8,550,000
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	-	-	4,046,875
Contingency	-	-	-	-	-	-	-	-	1,268,662
Non-Allocated (Reserve); One-Time Usage	500,000	300,000	-	-	-	-	-	-	3,703,586
subtotal	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036		\$ 146,675,139
Other Financing Uses									
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750
Interfund Transfer to Capital Funds	-	-	-	-	-	-	-	-	13,447,780
subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,916,530
Total Expenditures	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036		\$ 163,591,669

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

CITYWIDE BUDGET SUMMARIES

Personnel Listing by Department

	Actual FY 2021	Actual FY 2022	Actual FY 2023	Actual FY 2024	Recommended FY 2025**	Variance
Detail by Department:						
General Fund						
Mayor & City Council	3.5	3.5	3.5	3.5	3.5	-
City Administration, City Clerk,						
*** Economic Development	6.0	6.0	6.0	9.0	12.0	3.0
* Finance	21.5	21.5	21.5	21.5	22.5	1.0
Information Technology	12.0	13.0	13.0	13.0	13.0	-
Human Resources	3.0	3.0	4.0	4.0	5.0	1.0
Municipal Court	7.5	7.0	6.5	6.5	7.5	1.0
Public Safety	226.5	232.5	238.5	243.5	244.5	1.0
Public Works	52.0	51.0	51.0	50.0	51.0	1.0
Recreation, Parks & Cultural						
Services	51.0	48.0	49.0	49.5	50.5	1.0
*** Community Development	32.0	32.0	32.0	33.0	31.0	(2.0)
subtotal	415.0	417.5	425.0	433.5	440.5	7.0
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	-
Solid Waste Fund (Enterprise Fund)						
Finance	1.0	1.0	1.0	1.0	1.0	-
Full-Time Equivalent (FTE)						
Positions	449.0	451.5	459.0	467.5	474.5	7.0

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 2025 includes the addition of seven new full-time equivalent positions. Please refer to the *Operating Initiative Requests* section of this document for detailed information on titles and responsibilities.
- *** The Economic Development function is reflected within the Community Development Department through FY 2024 and is now included within City Administration for FY 2025.

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 2025 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 2024 and 2025. Revenues are presented by source, and expenditures are presented by category (i.e., Personnel Services, Maintenance & Operations, Capital, etc.).

- **Statement of Revenues, Expenditures, and changes in Fund Balance**

This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. 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.

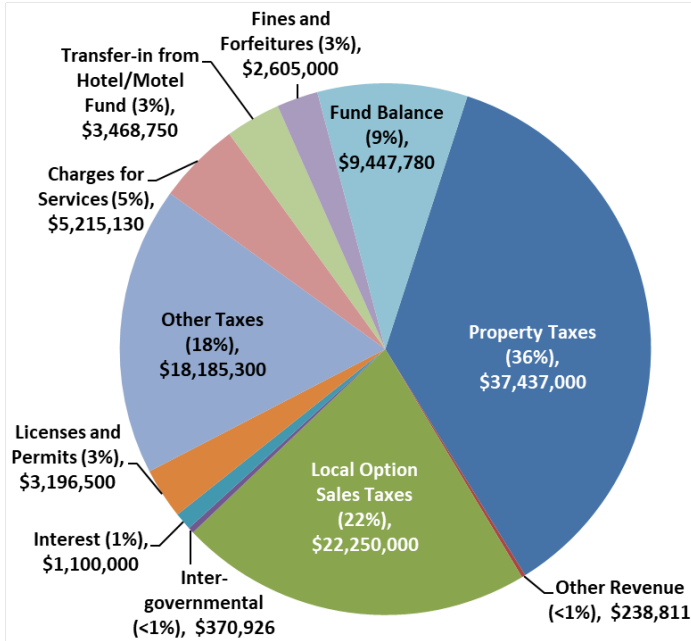
- **Budget Narrative**

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

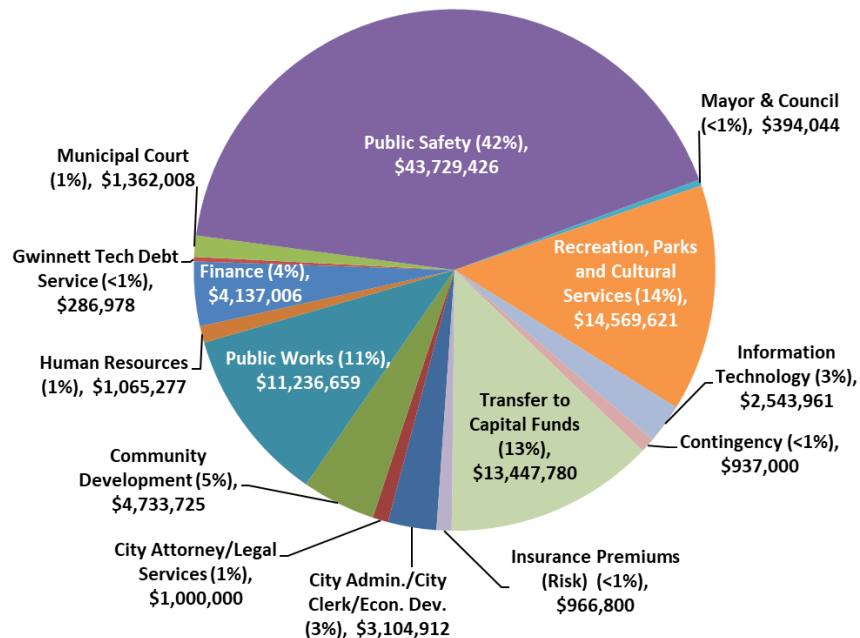
GENERAL FUND SUMMARY

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



Summary by Department Expenditures



FY 2025 General Fund Budget

totals \$104 Million

GENERAL FUND SUMMARY

Statement of Budgetary Comparisons

	FY 2024 AMENDED BUDGET	FY 2025 RECOMMENDED BUDGET	\$ Variance	% Variance
Revenues:				
Property Taxes:				
Current Year	\$ 30,645,000	\$ 33,180,000	\$ 2,535,000	8.3%
Motor Vehicle Title Tax Fee	3,500,000	3,950,000	450,000	12.9%
Prior Year/Delinquent/MV	257,000	307,000	50,000	19.5%
Local Option Sales Tax	22,100,000	22,250,000	150,000	0.7%
Other Taxes	18,137,720	18,185,300	47,580	0.3%
Licenses & Permits	3,394,500	3,196,500	(198,000)	-5.8%
Intergovernmental	165,548	370,926	205,378	124.1%
Charges for Services	4,969,187	5,215,130	245,943	4.9%
Fines & Forfeitures	3,143,250	2,605,000	(538,250)	-17.1%
Interest	650,000	1,100,000	450,000	69.2%
Other Revenues	312,357	238,811	(73,546)	-23.5%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	3,581,250	3,468,750	(112,500)	-3.1%
Total Operating Revenues	\$ 90,855,812	\$ 94,067,417	\$ 3,211,605	3.5%
Fund Balance Carryforward	10,547,818	9,447,780		
Total Revenues	\$ 101,403,630	\$ 103,515,197		
Expenditures (by Category):				
Personnel Services:				
Salaries/Overtime/Seasonal	\$ 38,707,474	\$ 40,917,188	\$ 2,209,714	5.7%
Group Insurance	9,940,392	10,145,555	205,163	2.1%
Pension (Defined Benefit)	3,187,015	3,537,725	350,710	11.0%
Pension (401A)	3,531,072	4,012,803	481,731	13.6%
OPEB Health Reimbursement Benefit	872,010	927,375	55,365	6.3%
Miscellaneous Benefits	3,897,411	4,061,209	163,798	4.2%
subtotal	\$ 60,135,374	\$ 63,601,855	\$ 3,466,481	5.8%
Maintenance and Operations:				
Professional Services	\$ 3,863,039	\$ 3,998,039	\$ 135,000	3.5%
Repair/Maintenance	2,152,215	2,327,700	175,485	8.2%
Maintenance Contracts	3,486,041	3,830,941	344,900	9.9%
Professional Services (IT)	3,710,133	4,690,967	980,834	26.4%
General Supplies	1,197,537	1,295,935	98,398	8.2%
Utilities	3,026,225	3,277,825	251,600	8.3%
Fuel	666,000	673,250	7,250	1.1%
Uniforms	384,068	449,600	65,532	17.1%
Travel/Training	651,460	731,033	79,573	12.2%
Legal Services	1,200,000	1,000,000	(200,000)	-16.7%
Insurance Premiums (Risk Fund)	928,885	966,800	37,915	4.1%
Miscellaneous	1,104,618	1,012,028	(92,590)	-8.4%
subtotal	\$ 22,370,221	\$ 24,254,118	\$ 1,883,897	8.4%
Capital/Lease:	\$ 1,212,531	\$ 987,466	\$ (225,065)	-18.6%
Other Uses:				
Contingency	\$ 949,526	\$ 937,000	\$ (12,526)	-1.3%
Gwinnett Tech Contribution (Debt Svc)	287,490	286,978	(512)	-0.2%
subtotal	\$ 1,237,016	\$ 1,223,978	\$ (13,038)	-1.1%
Total Operating Expenditures	\$ 84,955,142	\$ 90,067,417	\$ 5,112,275	6.0%
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	10,547,818	9,447,780		
Capital Program	5,795,000	4,000,000		
TAD2 Fund	105,670	-		
Total Expenditures	\$ 101,403,630	\$ 103,515,197		

GENERAL FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Fund Balance

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 26,626,051	\$ 35,676,599	\$ 42,887,619	\$ 42,565,605	\$ 32,017,787
Revenues:					
Property Taxes	\$ 29,314,431	\$ 30,128,446	\$ 31,815,004	\$ 34,402,000	\$ 37,437,000
Local Option Sales Taxes	16,984,903	20,552,835	21,516,647	22,100,000	22,250,000
Other Taxes	16,958,303	17,098,363	17,716,007	18,137,720	18,185,300
Licenses and Permits	3,080,442	3,253,437	3,750,861	3,394,500	3,196,500
Intergovernmental	338,694	433,160	186,554	165,548	370,926
Charges for Services	3,374,786	4,028,980	4,475,005	4,969,187	5,215,130
Fines and Forfeitures	2,531,031	2,974,013	3,294,775	3,143,250	2,605,000
Interest	104,382	(604,350)	1,119,677	650,000	1,100,000
Other Revenue	214,698	202,198	222,867	237,357	188,811
	<u>\$ 72,901,670</u>	<u>\$ 78,067,082</u>	<u>\$ 84,097,398</u>	<u>\$ 87,199,562</u>	<u>\$ 90,548,667</u>
Expenditures:					
Mayor and City Council	\$ 368,717	\$ 350,347	\$ 325,804	\$ 399,354	\$ 394,044
* City Admin./City Clerk/Economic Dev.	1,267,117	1,440,308	1,431,114	2,179,423	3,104,912
Finance	3,363,629	3,451,127	3,644,561	3,998,838	4,137,006
Legal Services	762,682	1,062,905	789,935	1,200,000	1,000,000
Information Technology	2,029,606	1,894,045	2,078,939	2,792,116	2,543,961
Human Resources	521,820	606,075	765,239	971,316	1,065,277
Municipal Court	905,796	1,080,027	1,114,535	1,222,688	1,362,008
Public Safety	29,352,576	32,217,831	35,338,050	40,195,439	43,729,426
Public Works	8,536,228	8,853,638	9,455,806	10,804,932	11,236,659
Recreation, Parks & Cultural Services	8,866,601	10,281,112	11,925,670	14,014,857	14,569,621
* Community Development	3,868,757	4,081,289	4,305,559	5,010,278	4,733,725
Non-Departmental:					
Contingency	37,426	60,167	19,916	949,526	937,000
(1) Insurance Premiums (Risk Fund)	720,250	779,750	823,300	928,885	966,800
Gwinnett Tech Debt Service	290,490	289,640	288,640	287,490	286,978
	<u>\$ 60,891,695</u>	<u>\$ 66,448,261</u>	<u>\$ 72,307,068</u>	<u>\$ 84,955,142</u>	<u>\$ 90,067,417</u>
Other Financing Sources (Uses):					
Proceeds from the sale of Capital Assets	\$ 123,658	\$ 103,210	\$ 46,548	\$ 75,000	\$ 50,000
Interfund Transfer:					
Hotel/Motel Fund	1,458,781	2,975,786	3,480,902	3,581,250	3,468,750
Capital Project Fund	(3,156,862)	(5,966,799)	(11,439,800)	(12,392,818)	(11,843,416)
Stormwater Capital Fund	(1,385,000)	(1,520,000)	(4,200,000)	(3,950,000)	(1,604,364)
TAD2 Fund	-	-	-	(105,670)	-
	<u>\$ (2,959,423)</u>	<u>\$ (4,407,802)</u>	<u>\$ (12,112,350)</u>	<u>\$ (12,792,238)</u>	<u>\$ (9,929,030)</u>
Rounding (ACFR Reconciliation)	(4)	2	6	-	-
Ending Fund Balance: (2)	<u>\$ 35,676,599</u>	<u>\$ 42,887,619</u>	<u>\$ 42,565,605</u>	<u>\$ 32,017,787</u>	<u>\$ 22,570,007</u>
<i>Changes in Fund Balance (actual/est.)</i>	\$ 9,050,548	\$ 7,211,020	\$ (322,014)	\$ (10,547,818)	\$ (9,447,780)
<i>Personnel (full-time-equivalent)</i>	415.0	417.5	425.0	433.5	440.5

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.

* Economic Development function was reorganized from the Community Development Department to City Administration starting in FY 2025.

GENERAL FUND SUMMARY

Budget Narrative

As detailed later in this section through the 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 corresponding phase of post-lockdown economic activity coupled with Federal stimulus resulted in a spike of economic growth that is still impacting the labor force through wage growth and staffing availability (both through our staff as well as labor-intensive contracts such as landscape maintenance, janitorial, etc.) and other market-based inflationary cost pressures (e.g., fuel, steel, concrete, wood, etc.). In an effort to slow inflation, the Federal Reserve's monetary policy actions have resulted in increased interest rate targets (e.g. mortgage rates, commercial borrowing rates, etc.) that is slowing economic growth. This slowing of economic activity has impacted many of the City's revenue streams including LOST, building permits, intangibles taxes, etc.

Revenues

FY 2025 General Fund operating revenues are forecasted to grow by 3.5%, or \$3.2 million, compared to Amended FY 2024. The following table compares major revenue categories within the General Fund:

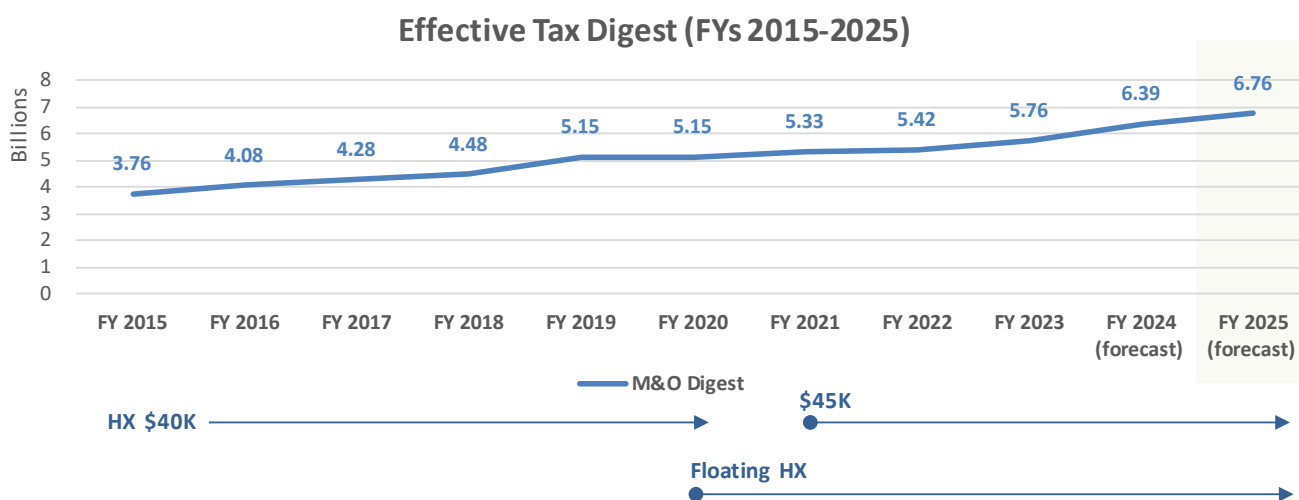
Revenues:	FY 2024 AMENDED BUDGET	FY 2025 RECOMMENDED BUDGET	\$ Variance	% Variance
Property Taxes:				
Current Year	\$ 30,645,000	\$ 33,180,000	\$ 2,535,000	8.3%
Motor Vehicle Title Tax Fee	3,500,000	3,950,000	450,000	12.9%
Prior Year/Delinquent/MV	257,000	307,000	50,000	19.5%
Local Option Sales Tax	22,100,000	22,250,000	150,000	0.7%
Other Taxes:				
Franchise Fees	6,825,000	6,785,000	(40,000)	-0.6%
Insurance Premium Tax	5,837,570	6,075,000	237,430	4.1%
Alcohol Beverage Excise Tax	3,150,000	2,900,000	(250,000)	-7.9%
Other Taxes	2,325,150	2,425,300	100,150	4.3%
Licenses & Permits	3,394,500	3,196,500	(198,000)	-5.8%
Intergovernmental	165,548	370,926	205,378	124.1%
Charges for Services	4,969,187	5,215,130	245,943	4.9%
Fines & Forfeitures	3,143,250	2,605,000	(538,250)	-17.1%
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Other Revenues	312,357	238,811	(73,546)	-23.5%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	3,581,250	3,468,750	(112,500)	-3.1%
Total Operating Revenues	\$ 90,855,812	\$ 94,067,417	\$ 3,211,605	3.5%
Fund Balance Carryforward	10,547,818	9,447,780		
Total Revenues	\$ 101,403,630	\$ 103,515,197		

GENERAL FUND SUMMARY

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.

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 2024 and 2025. These figures are net of all exemptions (e.g., basic homestead and floating homestead exemptions) and reflect the valuations that account for current year property tax collections.



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.
- General tax digest appeal valuation adjustments.

The tax digest is subject to tax appeal adjustments which reduce overall valuations. As such, staff forecasts a FY 2024 tax digest (calendar/taxroll year 2023) that adjusts for actual/estimated valuation reductions (e.g., tax appeals) which results in a revised valuation approximating \$6.39 billion.

GENERAL FUND SUMMARY

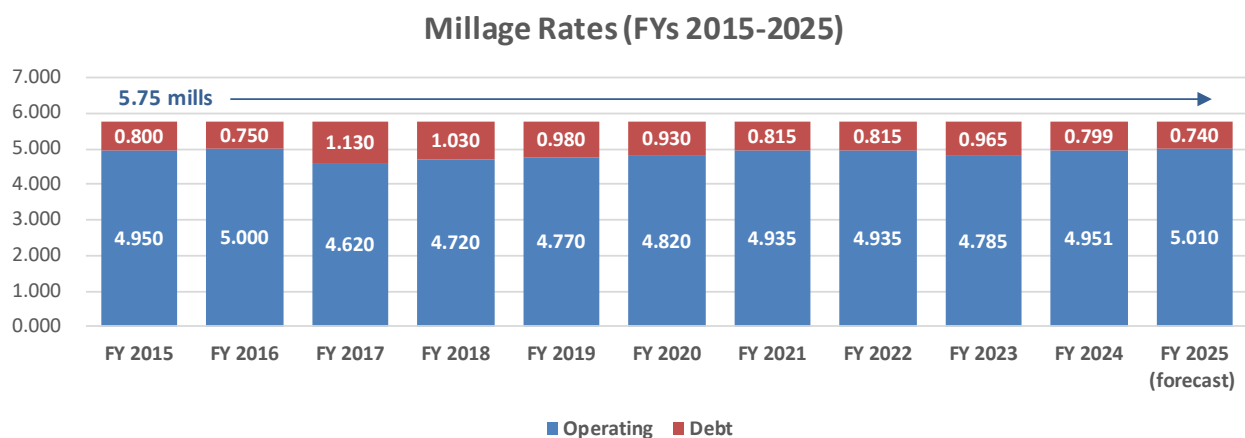
The forecast for FY 2025 builds upon the FY 2024 estimate with the following growth factors coupled with a collection rate of 98% which approximates the historical average:

- 6% 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). By way of recent comparisons, the FYs 2024 and 2023 tax digest growth for residential properties approximated 12%.
- 4% 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. By way of recent comparisons, the FYs 2024 and 2023 tax digest growth for commercial properties approximated 10% and 2% respectively.
- \$55 million in new construction taxable-value-added. By way of recent comparisons, the FYs 2024 and 2023 tax digest growth for new construction taxable-value-added totaled \$155 million and \$113 million respectively.

The net result is a forecasted growth in the FY 2025 tax digest of 6% over 2024 estimates.

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 2025.



The FY 2025 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 0.059 mills compared to FY 2024 to a total of 0.740 mills. As our annual

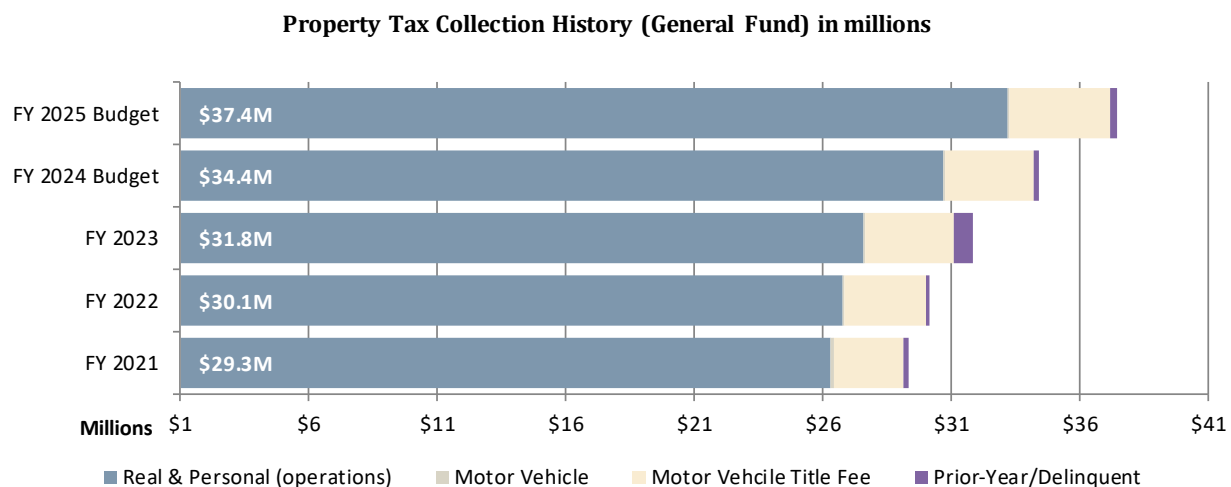
GENERAL FUND SUMMARY

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 -\$485,000.

- The portion of the millage rate funding operations and capital investment (General Fund) is estimated to increase 0.059 mills compared to FY 2024 to a total of 5.010 mills. The increase in tax revenue associated with the operations millage shift is estimated at +\$395,000 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 \$8.7 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. The city's homestead exemptions go great lengths in keeping Alpharetta an affordable place to live and retire.

General Fund property taxes are budgeted at \$37.4 million in FY 2025 and represent approximately 36% of General Fund revenues. The chart below depicts a 5-year history of General Fund property tax collections by type.



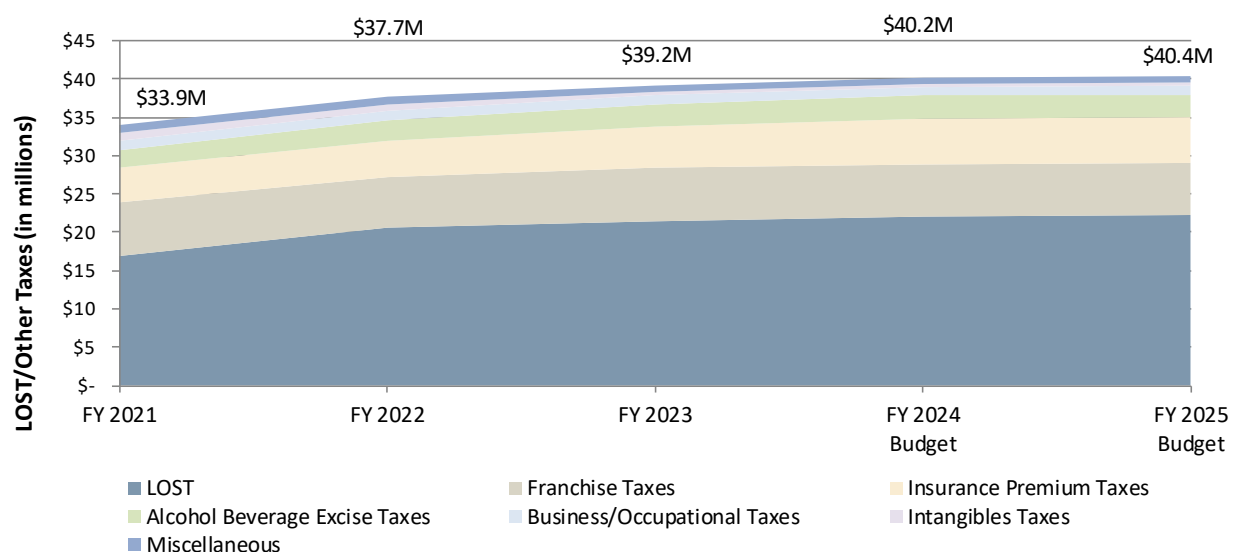
Motor vehicle tax is experiencing declines due to House Bill 386 which phased out motor vehicle taxes on all vehicles titled on or after March 1, 2013. The city is still receiving motor vehicle taxes on vehicles titled before March 1, 2013, until the vehicle is sold/transferred. Accordingly, the city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

GENERAL FUND SUMMARY

HB 386 created a Motor Vehicle Title Fee to partially offset the reduction in motor vehicle taxes. The Title Fee is 7%¹¹ and is shared between the State and local governments (county, city, and school boards; local share approaches 65% of collections). An increase of 13% is forecasted in FY 2025 for motor vehicle title fees from a budget-to-budget standpoint. However, actual collection trends during fiscal year 2024 indicate revenue collections approximating \$3.8 million resulting in a revised growth trend of 5%. This trend, while high, is reflective of year-to-date collection patterns. That said, limited vehicle availability may suppress growth in the short-term.

Other Taxes (including LOST)

Other taxes account for 40%, or \$40 million, of total General Fund revenue for FY 2025. 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 \$22.3 million for FY 2025. 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 of TSPLOST 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 2024 (calendar year) is 5.7788%.

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

¹¹ OCGA 48-5C-1.

GENERAL FUND SUMMARY

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 <1% is forecasted for FY 2025 from a budget-to-budget standpoint (will not meet budget target for FY 2024). However, actual collections are estimated at \$21.9 million in FY 2024 which equates to a revised growth rate of 2%. Growth in LOST collections has cooled over the last several years and is conservatively forecasted to continue the minor growth trend through FY 2025 (fiscal year-over-year growth trends: FY 2021 = 6%; FY 2022 = 21%; FY 2023 = 5%; 1st 7 months of FY 2024 = 2%).

- **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 <1% is forecasted for FY 2025 from a budget-to-budget standpoint. However, actual collections are estimated at \$6.6 million in FY 2024 which equates to a revised growth rate of 3%.

Collections from GA Power and Sawnee EMC, the largest contributors of this revenue source (77% of total franchise fees), is forecasted at \$5.3 million for FY 2025 and represents a \$135,810 increase over the prior year (\$5.1 million was collected in FY 2024). Collections are likely to exceed the budgetary forecast due to approved rate increases by GA Power (e.g. 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 \$675,000 in FY 2024. The budget forecast for FY 2025 totals \$660,000 and reflects moderate growth of 2% compared to the FY 2024 Budget (\$650,000) and -2% reduction compared to the FY 2024 revenue estimate. This revenue source has been declining annually since FY 2020 which represented the 1st

GENERAL FUND SUMMARY

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 \$240,000 in FY 2024. The budget forecast for FY 2025 totals \$280,000 and reflects declines approximating -7% compared to the FY 2024 Budget (\$300,000) and 17% growth compared to the FY 2024 revenue estimate. This revenue source experienced material reductions between 2021-current due to an audit of Franchise Fee remittances based on multiple factors including revisions related to classification of customers as “exempt” under the fee parameters.

- **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 \$6.1 million in FY 2025 which equates to an increase of 4% over FY 2024 collections (\$5.8 million).

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 \$2.9 million in FY 2025. A decrease of -8% is forecasted for FY 2025 from a budget-to-budget standpoint. Actual collections are estimated at \$2.85 million in FY 2024 which equates to a revised growth rate of 2%.

Licenses & Permits

Licenses & permits account for 3%, or \$3.2 million, of total General Fund revenue for FY 2025. Licenses and permit revenues include alcoholic beverage permit fees, development permit and related fees, building permit fees, occupancy permit fees, sign permit fees, etc. A reduction of -4% is forecasted for FY 2025 based on 2024 collection patterns with portions of the revenue source (e.g. building permits) experiencing the effects of the Federal Reserve’s monetary policy of reducing inflation by increasing interest rate targets (e.g. mortgage rates, commercial borrowing rates, etc.).

The largest revenue source is Building Permit Fees (\$1.8 million forecasted for FY 2025; \$2 million estimated for FY 2024). 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. That said, collections for building permit revenues have experienced periodic month-over-month declines since March 2023 with the year-to-date collections for FY 2024 down -21% compared to FY 2023. As mentioned above, the construction market has slowed in part due to the increased market interest rate environment.

GENERAL FUND SUMMARY

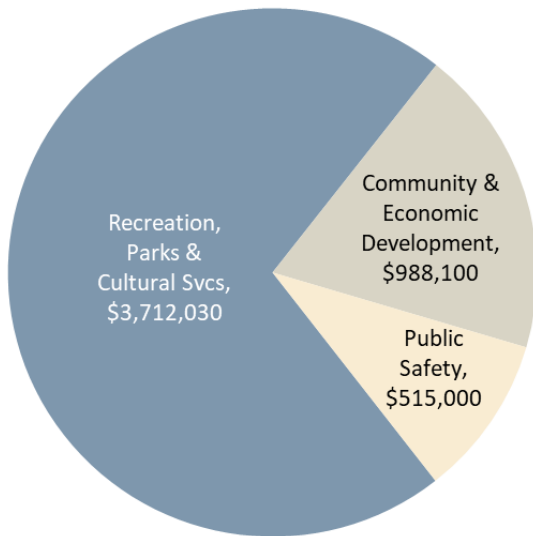
Intergovernmental

Intergovernmental sources account for <1%, or \$370,926, 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 and public safety software (Hexagon) as well as overtime reimbursement through the Federal/State HIDTA (High Intensity Drug Trafficking Area) program.

Charges for Services

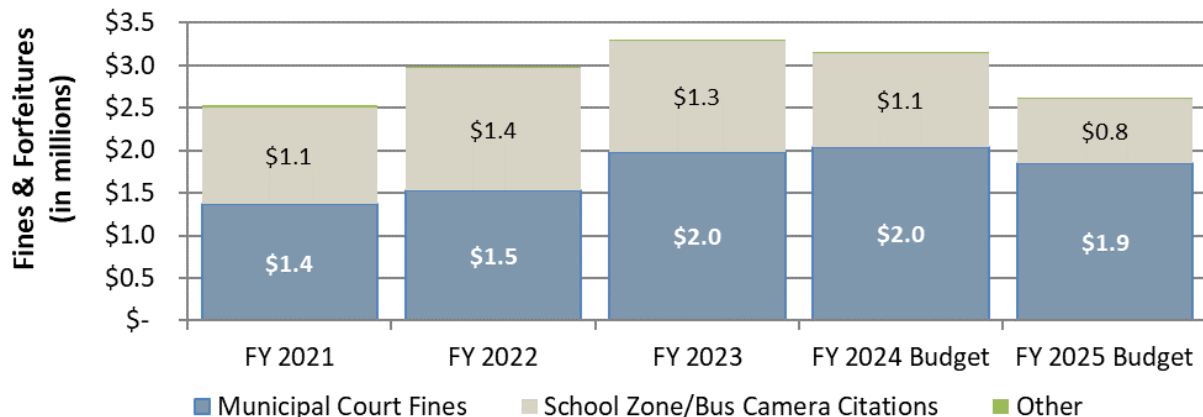
Charges for services include user fees for community development (plan review, planning and development fees, etc.), public safety (plan review, police reports and services, etc.), recreation and parks (program and activity fees, etc.), and special events.

Charges for services account for 5%, or \$5.2 million, of total General Fund revenue. An increase of 5% is forecasted for FY 2025 from a budget-to-budget standpoint. Growth is forecast for FY 2025 due to market-based fee adjustments within the Recreation, Parks & Cultural Services program fees as well as new fees for Fire Lift-Assist services.



Fines & Forfeitures

Fines & Forfeitures include municipal court fines, code enforcement, school zone citations, etc.



Fines & forfeitures account for 3%, or \$2.6 million, of total General Fund revenue for FY 2025. A decrease of -17% is forecasted for FY 2025 from a budget-to-budget standpoint. However, actual collections are estimated at \$2.8 million in FY 2024 which equates to a revised

GENERAL FUND SUMMARY

reduction of -7% that reflects a forecast of continued declines in the school zone citation revenue source as enforcement changes driving behavior. This forecast also assumes reduced court fine trends continue in the short-term (reflective of downward trend in #'s of public safety citations).

Interest

Interest earnings account for 1%, or \$1.1 million, of total General Fund revenue for FY 2025. Increases are forecasted to more accurately reflect the earnings the city is currently receiving from its investments in the market.

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

Other Financing Sources account for 3%, or \$3.5 million, of total General Fund revenue for FY 2025 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 9%, or \$9.4 million, of total General Fund appropriations for FY 2025. 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.



GENERAL FUND SUMMARY

Expenditures

As previously discussed under the revenue section, 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 corresponding phase of post-lockdown economic activity coupled with Federal stimulus resulted in a spike of economic growth that is still impacting the labor force through wage growth and staffing availability (both through our staff as well as labor-intensive contracts such as landscape maintenance, janitorial, etc.) and other market-based inflationary cost pressures (e.g., fuel, steel, concrete, wood, etc.).

Operating expenditures of the General Fund are forecasted to grow by 6% over FY 2024. This figure includes the operating initiative funding for FY 2025 ¹². After adjusting for the operating initiative funding, the base operational growth totals 4%. The following table compares departmental appropriations within the General Fund:

Expenditures (by Department):	FY 2024 AMENDED BUDGET	FY 2025 RECOMMENDED BUDGET	\$ Variance	% Variance
Mayor and Council	\$ 399,354	\$ 394,044	\$ (5,310)	-1.3%
* City Admin./City Clerk/Economic Dev.	2,179,423	3,104,912	925,489	42.5%
Finance	3,998,838	4,137,006	138,168	3.5%
Legal Services	1,200,000	1,000,000	(200,000)	-16.7%
Information Technology	2,792,116	2,543,961	(248,155)	-8.9%
Human Resources	971,316	1,065,277	93,961	9.7%
Municipal Court	1,222,688	1,362,008	139,320	11.4%
Public Safety	40,195,439	43,729,426	3,533,987	8.8%
Public Works	10,804,932	11,236,659	431,727	4.0%
Recreation, Parks & Cultural Services	14,014,857	14,569,621	554,764	4.0%
* Community Development	5,010,278	4,733,725	(276,553)	-5.5%
Non-Departmental:				
Contingency	949,526	937,000	(12,526)	-1.3%
Insurance Premiums (Risk Fund)	928,885	966,800	37,915	4.1%
Gwinnett Tech Contribution (Debt Svc)	287,490	286,978	(512)	-0.2%
Total Operating Expenditures	\$ 84,955,142	\$ 90,067,417	\$ 5,112,275	6.0%
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	10,547,818	9,793,416		
Capital Program	5,795,000	3,654,364		
TAD2 Fund	105,670	-		
Total Expenditures	\$ 101,403,630	\$ 103,515,197		

Notes:

* Economic Development function was funded within the Community Development Department in FY 2024.

¹² 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 2024 AMENDED BUDGET	FY 2025 RECOMMENDED BUDGET	\$ Variance	% Variance
Expenditures (by Category):				
Personnel Services:				
Salaries/Overtime/Seasonal	\$ 38,707,474	\$ 40,917,188	\$ 2,209,714	5.7%
Group Insurance	9,940,392	10,145,555	205,163	2.1%
Pension (Defined Benefit)	3,187,015	3,537,725	350,710	11.0%
Pension (401A)	3,531,072	4,012,803	481,731	13.6%
OPEB Health Reimbursement Benefit	872,010	927,375	55,365	6.3%
Miscellaneous Benefits	3,897,411	4,061,209	163,798	4.2%
<i>sub total</i>	\$ 60,135,374	\$ 63,601,855	\$ 3,466,481	5.8%
Maintenance and Operations:				
Professional Services	\$ 3,863,039	\$ 3,998,039	\$ 135,000	3.5%
Repair/Maintenance	2,152,215	2,327,700	175,485	8.2%
Maintenance Contracts	3,486,041	3,830,941	344,900	9.9%
Professional Services (IT)	3,710,133	4,690,967	980,834	26.4%
General Supplies	1,197,537	1,295,935	98,398	8.2%
Utilities	3,026,225	3,277,825	251,600	8.3%
Fuel	666,000	673,250	7,250	1.1%
Uniforms	384,068	449,600	65,532	17.1%
Travel/Training	651,460	731,033	79,573	12.2%
Legal Services	1,200,000	1,000,000	(200,000)	-16.7%
Insurance Premiums (Risk Fund)	928,885	966,800	37,915	4.1%
Miscellaneous	1,104,618	1,012,028	(92,590)	-8.4%
<i>sub total</i>	\$ 22,370,221	\$ 24,254,118	\$ 1,883,897	8.4%
Capital/Lease:	\$ 1,212,531	\$ 987,466	\$ (225,065)	-18.6%
Other Uses:				
Contingency	\$ 949,526	\$ 937,000	\$ (12,526)	-1.3%
Gwinnett Tech Contribution (Debt Svc)	287,490	286,978	(512)	-0.2%
<i>sub total</i>	\$ 1,237,016	\$ 1,223,978	\$ (13,038)	-1.1%
Total Operating Expenditures	\$ 84,955,142	\$ 90,067,417	\$ 5,112,275	6.0%
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	10,547,818	9,447,780		
Capital Program	5,795,000	4,000,000		
TAD2 Fund	105,670	-		
Total Expenditures	\$ 101,403,630	\$ 103,515,197		

GENERAL FUND SUMMARY

Meeting the Internal Needs of Operating Departments

Several of the major points of the FY 2025 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 474.5 full-time equivalents “FTE” (citywide) with the funding breakdown as follows:
 - 473.5 full-time equivalents (funded). This includes the addition of seven new full-time positions for FY 2025 as provided within the *Operating Initiative Requests* section of this document. Four of these positions have a January 1, 2025, effective date and are contingent upon a mid-year review of revenue trends.
 - 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

GENERAL FUND SUMMARY

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.

- July 1, 2023: Continuation of the annual performance-based compensation program (4% on average) in a total estimated cost of \$1.8 million.
- July 1, 2023: 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.).
- Proposed compensation adjustments:
 - July 1, 2024: Continuation of the annual performance-based compensation program (4% on average) in a total estimated cost of \$2.2 million. This figure is included within departmental operating budgets.
 - July 1, 2024 (Operating Initiative): Market-based personnel compensation adjustments scheduled for July 1, 2024, in a total estimated cost of \$913,800 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide) to ensure Alpharetta's compensation competitiveness within the market. This request is detailed within the *Operating Initiative Requests* section of this document and is included within departmental operating budgets.
- Increase (8% or \$1.9 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. Specific cost drivers include:

GENERAL FUND SUMMARY

- Increase in professional services of \$135,000 (4% growth) due primarily to the following:
 - Increase of \$320,801 due to the AMR North Fulton subsidy (emergency medical response service). Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
 - Public Works: Reduction of -\$34,000 due to one-time funding approved as part of the FY 2024 Mid-Year Budget to host a Spring 2024 Household Hazardous Waste Event. The Spring Event has been added to the Solid Waste Fund budget for FY 2025.
 - Recreation, Parks & Cultural Services: Reduction of -\$161,383 due to a recalibration of anticipated funding for program instructors including athletics (basketball, pickleball, etc.), Senior Center programming (arts, enrichment, etc.), aquatics programs, art center programs, etc.
- Increase in repair/maintenance costs of \$175,485 (8% growth) due primarily to the following:
 - Public Safety: Increase of \$99,500 in vehicle repair/maintenance 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. Additionally, new vehicle availability is still constricted which leads to retaining existing vehicles in excess of the 100,000-mileage target which also impacts maintenance costs.
 - Public Works: Increase of \$25,000 in vehicle repair/maintenance to cover the rising costs of vehicle repairs and preventative maintenance as well as annual Department of Transportation inspections for Public Works vehicles.
 - Recreation, Parks & Cultural Services: Increase of \$44,766 in grounds repair/maintenance due primarily to growth in maintenance needs for the Equestrian Center as well as landscape improvements system-wide (e.g. invasive plant removal, etc.).

GENERAL FUND SUMMARY

- Increase in maintenance contract costs of \$344,900 (10% growth) due primarily to the following:
 - Public Works: Increase of \$118,910 due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping, janitorial, etc. coupled with the residual impact of a renegotiated IGA (2023) with Fulton County for Annual Control (\$68,200 increase over the FY 2024 amended budget) and dedicated funding for inspection/maintenance services (\$30,000) for the City's Fire Suppression systems.
 - Recreation, Parks & Cultural Services: Increase of \$140,063 due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping, janitorial, etc. (+\$47,000) coupled with landscaping and janitorial needs (+\$30,000) for newly opened parks (Waters Road Park and Mid-Broadwell Park). Additional maintenance contract cost growth is included for pool chemicals, equestrian shavings/manure removal, trash collection/removal, fountain maintenance, etc.
 - Increase of \$50,000 due to the AED replacement/expansion initiative. Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
- Increase in IT professional services costs of \$980,834 (26% growth) due primarily to the following:
 - Public Safety: Year 2 support/maintenance costs for Hexagon (Public Safety Records Management/Computer Aided Dispatch) totaling \$625,518. Acquisition, implementation, and year 1 support/maintenance costs for Hexagon were funded through one-time capital funding in FY 2024. An additional \$140,000 has been programmed into FY 2025 for Hexagon support/maintenance for the City of Milton's licensing needs and constitutes a pass-thru within our budget (\$140,000 in revenue from the City of Milton and corresponding \$140,000 in expenditures). In total, \$765,518 in new cost growth in FY 2025 related to the Hexagon software.
 - Funding addition totaling \$33,500 to ensure full compliance with the FBI Criminal Information Services (CJIS) Security Policy as it relates to cell phone usage for City Public Safety staffing. The result of this policy

GENERAL FUND SUMMARY

requirement is that public safety staff that access select systems moving forward will be required to have a City issued and managed cell phone (approx. 61 new cell devices).

- Growth in public safety body camera service capabilities (+\$152,045 for additional units and existing contract cost growth).
 - Increase in utility expenses of \$251,600 (8% growth) for 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. Additional growth is related to the new Community Theater - Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
 - Increase in uniform expenses of \$65,532 (17% growth) due primarily to a reallocation within the Public Safety Department budget. Specifically, the reallocation of \$60,000 from machinery & equipment to the uniform account related to turnout gear funding. Specifically, all turnout gear funding is included within the Public Safety uniform account in FY 2025 (whereas \$60,000 was included within machinery & equipment in FY 2024).
 - Increase in professional development (travel/training) of \$79,573 due to a renewed focus on maintaining professional knowledge across all departments, funding for new staffing requests (Operating Initiatives), coupled with an additional \$10,000 within Public Works as the APWA Conference (American Public Works Association) is being held in Atlanta in September 2024 and the Department intends to send as many staff as possible due to the conference being local this year which eliminates much of the typical travel expenses (e.g. airfare, hotel, etc.).
 - Decrease in legal services of -\$200,000 to match current cost and usage trends.
-
- Decrease in the departmental operating capital/lease accounts of -\$225,065 due primarily to the following:
 - Public Safety: Decrease of -\$63,496 primarily related to the reallocation of funding for turnout gear discussed above.

GENERAL FUND SUMMARY

- Public Works: Decrease of -\$131,007 as FY 2024 included funding to replace the City Hall HVAC system. This project is complete and will not carry-forward into FY 2025.
- Funding from the General Fund which is available for immediate capital investment in 2025 includes the following:
 - \$ 9,447,780 Fund Balance for one-time capital.
 - 4,000,000 Capital Contribution from the General Fund.
 - \$13,447,780



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

DONALD MITCHELL
CITY COUNCIL (POST 1)



DMitchell@alpharetta.ga.us

BRIAN WILL
CITY COUNCIL (POST 2)



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DOUGLAS DERITO
CITY COUNCIL (POST 3)



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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)



JHipes@alpharetta.ga.us

FERGAL BRADY
CITY COUNCIL (POST 5)



FBrady@alpharetta.ga.us

DAN MERKEL
CITY COUNCIL (POST 6)



DMerkel@alpharetta.ga.us

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 and Expenditures

Mayor and City Council General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 120,000	\$ 120,050	\$ 120,000	\$ 120,000	\$ 120,000
Group Insurance	183,279	161,751	143,131	169,821	161,119
FICA	6,763	7,213	6,763	9,455	9,455
Pension (401A Cont./Match)	16,390	18,625	14,500	16,800	18,000
Workers Compensation	3,384	3,363	3,153	2,724	2,520
OPEB Contribution	2,856	2,459	2,520	3,000	3,000
Miscellaneous	3,755	3,705	3,755	3,600	3,600
<i>subtotal</i>	\$ 336,426	\$ 317,166	\$ 293,822	\$ 325,400	\$ 317,694
Maintenance & Operations:					
* Mayor	\$ 7,200	\$ 4,860	\$ 6,909	\$ 9,200	\$ 9,200
* City Council Post 1	4,000	4,000	183	8,000	8,000
* City Council Post 2	3,977	8,781	242	8,000	8,000
* City Council Post 3	4,000	1,226	568	8,000	8,000
* City Council Post 4	1,567	1,154	2,748	8,000	8,000
* City Council Post 5	4,000	3,328	271	8,000	8,000
* City Council Post 6	2,106	1,367	1,013	8,000	8,000
Miscellaneous	5,440	8,464	20,047	16,754	19,150
<i>subtotal</i>	\$ 32,290	\$ 33,181	\$ 31,982	\$ 73,954	\$ 76,350
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 368,717	\$ 350,347	\$ 325,804	\$ 399,354	\$ 394,044

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The Fiscal Year 2025 Budget for the Mayor and City Council totals \$394,044 and is essentially flat compared to the FY 2024 budget. The Personnel Services category decreased -2%, or -\$7,706, due primarily to changes in group insurance benefit elections. Authorized personnel totals 3.5 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	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 3%, or \$2,396, solely related to growth in IT Professional Services allocations which represent an allocation of software based on various methodologies (e.g. # of personnel, primary users, etc.).



The City of Alpharetta has been recertified as a Gold Level Green Community by the Atlanta Regional Commission (ARC). The ARC Green Communities Program helps local governments implement measures that will reduce their environmental impact and recognizes their commitment to environmental stewardship and sustainability practices.

To be certified at the Gold Level, the City of Alpharetta had to earn at least 230 points for its sustainability measures. Among the measures evaluated, the ARC called out as being especially beneficial:

- Paving the way for rooftop solar by offering expedited plan review, plan processing, and inspections for the installation of new solar systems that are a minimum of 1kWh.
- Using rainwater captured in retention basins to irrigate government facilities at Rock Mill Park and Webb Bridge Park instead of using potable water.
- Adopting a no net loss of trees policy for government property. The most recent example of this policy in action is along the Haynes Bridge Road median.
- Supporting the Alpharetta Community Farm, which follows the principles of regenerative organic farming, and promotes care of the soil and plant management in accordance with natural systems.
- Redesigning the North Point PARKway Streetscape to incorporate native plant species, multi-use trail, green infrastructure, improved transit stops, enhanced pedestrian crossings, energy-efficient lighting, and use of natural materials as creative architectural elements.

GENERAL FUND DEPARTMENTAL SUMMARIES

City Administration (including City Clerk and Economic Development)

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ASSISTANT CITY
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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.



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 (including City Clerk and Economic Development)

Administration, City Attorney, City Clerk, Public Information, and Economic Development

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 while also furthering the prosperity of our business 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.
-  ✓ To increase the public/government interaction through the City's website.
-  ✓ Focus on Economic Development to fulfill the vision of the City of Alpharetta as the preeminent place to live, work, learn, and play.

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

GENERAL FUND DEPARTMENTAL SUMMARIES

through enhanced public awareness and public education programs.

- ✓ 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.
- ✓ Continue efforts toward enhancing the compensation and benefits package to attract and retain the very best employees.

Statement of Revenues and Expenditures

City Administration (incl. City Clerk, and Economic Dev.) General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget*
REVENUES					
Licenses and Permits:					
Alcohol Beverage Permits	\$ 1,700	\$ 2,000	\$ 2,300	\$ -	\$ 1,000
Charges for Services:					
Other	274	1,651	3,818	250	1,500
Other Revenue:	2,178	2,178	-	-	-
TOTAL	\$ 4,152	\$ 5,829	\$ 6,118	\$ 250	\$ 2,500
EXPENDITURES					
Personnel Services:					
Salaries (incl. Temp. Svcs)	\$ 713,685	\$ 727,620	\$ 755,789	\$ 1,048,634	\$ 1,406,586
Overtime	36	-	-	-	-
Group Insurance	125,388	119,329	108,947	179,169	256,122
FICA	44,954	46,446	56,010	80,955	108,344
Pension (Defined Benefit)	102,738	112,581	99,998	64,009	64,727
Pension (401A Cont./Match)	38,893	47,896	95,587	142,109	197,493
Workers Compensation	18,347	18,817	18,610	23,259	28,973
OPEB Contribution	15,483	13,682	16,089	26,215	35,165
Miscellaneous	12,134	12,386	50,444	15,600	21,678
<i>subtotal</i>	\$ 1,071,658	\$ 1,098,756	\$ 1,201,474	\$ 1,579,950	\$ 2,119,088
Maintenance & Operations:					
Professional Services	\$ 80,677	\$ 210,843	\$ 70,534	\$ 176,250	\$ 295,850
Advertising	10,298	17,411	12,786	17,545	171,100
Employee Training	4,904	3,517	9,053	19,500	42,750
Employee Travel	328	2,526	5,300	13,000	36,500
General Supplies	27,659	25,682	45,843	48,224	101,650
Maint. Contracts/IT Services	71,593	80,974	81,187	297,424	328,474
Miscellaneous		600	4,938	27,530	9,500
<i>subtotal</i>	\$ 195,459	\$ 341,552	\$ 229,641	\$ 599,473	\$ 985,824
TOTAL	\$ 1,267,117	\$ 1,440,308	\$ 1,431,114	\$ 2,179,423	\$ 3,104,912

Notes:

* Economic Development function was reorganized from the Community Development Department to City Administration starting in FY 2025.

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for City Administration totals \$3.1 million and represents an increase of 42%, or \$925,489 compared to FY 2024. This increase is primarily related to 2025 Operating Initiatives (see below) and the reorganization of the Economic Development function from the Community Development Department in FY 2025 (+\$576,103). The Personnel Services category increased 34%, or \$539,138, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide), and the addition of two new full-time equivalent positions: Economic Development Director (\$215,000 annual impact) and Administrative Assistant I (\$77,300 annual impact). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new staffing responsibilities.
- Reorganization of the Economic Development function (2 positions totaling \$259,841) from the Community Development Department in FY 2025.
- Market growth in group insurance costs (e.g. health, dental, vision).
- All of which is partially offset through the transfer of one full-time Administrative Assistant II position to the Human Resources Department.

Authorized personnel total 12 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Administrative Assistant I*	-	-	-	-	1.0	1.0
Administrative Assistant II**	-	-	-	1.0	-	(1.0)
Administrative Office Coordinator	-	-	-	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 Director*	-	-	-	-	1.0	1.0
Economic Development Manager***	-	-	-	-	1.0	1.0
Economic Development Coordinator (Marketing)***	-	-	-	-	1.0	1.0
Executive Office Coordinator	1.0	1.0	1.0	-	-	-
Municipal Project Manager	-	-	-	1.0	1.0	-
Public Comm. & Engagement Coordinator	-	-	-	1.0	1.0	-
Web Administrator	1.0	1.0	1.0	1.0	1.0	-
	6.0	6.0	6.0	9.0	12.0	3.0

* FY 2025 includes the addition of two new full-time equivalent positions (Economic Development Director and Administrative Assistant I). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities.

** Position transferred to the Human Resources Department during FY 2024.

*** Economic Development function was reorganized from the Community Development Department to City Administration starting in FY 2025.

GENERAL FUND DEPARTMENTAL SUMMARIES

The Maintenance and Operations category increased 64%, or \$386,351, due primarily to the reorganization of the Economic Development function (\$316,262) from the Community Development Department in FY 2025. Additional variances include:

- Increase in professional services and advertising of \$23,655 (12% growth) due primarily to funding for website improvements (\$10,000), additional marketing/promotional materials/advertising (\$6,500), additional funding for alcohol licensing notices (\$2,000), etc.
- Increase in general supplies of \$41,426 (73% growth) due to growth in funding for the Strategic Planning Retreat materials (\$7,360), State of the City materials (\$5,000), general events/sponsorships (\$2,500), support funding for new staff members (\$6,000; Economic Development Director and Administrative Assistant I), and transfer of funding (\$20,000) for the Employee Appreciation Holiday Luncheon(s) from Human Resources (City Clerk team will now manage), etc.
- Which is partially offset through non-recurring one-time items in FY 2024 that will not continue into FY 2025 including small equipment purchases (computer equipment, table, etc. totaling \$7,383), reimbursement to the City Administrator for contract-specified moving expenses (\$17,146), etc.

Statement of Revenues and Expenditures

Legal Services General Fund

		FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES						
N/A		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES						
Maintenance & Operations:						
	Professional Fees	\$ 762,682	\$ 1,062,905	\$ 789,935	\$ 1,200,000	\$ 1,000,000
	TOTAL	\$ 762,682	\$ 1,062,905	\$ 789,935	\$ 1,200,000	\$ 1,000,000

* 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.

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
City Administration Department annual turnover percentage	16.7%	0.0%	0.0%	0.0%	0.0%
Number of website hits	588,658	720,326	802,384	642,000	840,000
Website Page Views	1,186,045	1,433,130	1,472,814	1,300,000	1,400,000
Website Unique Page Views	970,836	1,164,077	1,279,902	1,068,000	1,300,000
Bounce Rate	61.87%	62.55%	61.72%	60.00%	60.00%
Exit Rate	N/A ⁽¹⁾	N/A ⁽¹⁾	54.18%	50.00%	50.00%
Newsletter Subscribers	N/A ⁽¹⁾	N/A ⁽¹⁾	7,212	7,500	7,800
Average Newsletter Opens	N/A ⁽¹⁾	N/A ⁽¹⁾	58.80%	60.00%	60.00%
Facebook Followers	15,061	16,973	19,913	19,000	21,383
Twitter Followers	10,808	11,272	11,909	12,393	12,546

⁽¹⁾ This is a new metric for FY 2023.

- **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.

City Administration - Economic Development					
Performance Measurements	Actual FY 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Existing business contacts	418	418	421	418	425
# of New projects	16	13	11	13	15
# of Major business prospects recruited	2	2	2	3	5

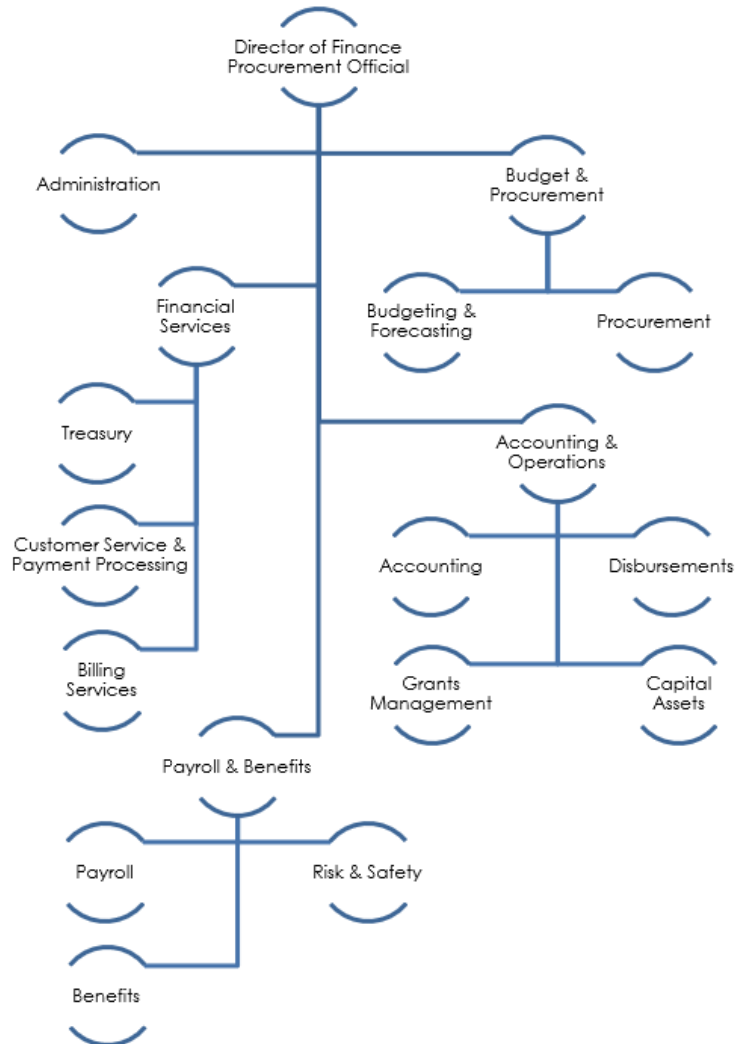
GENERAL FUND DEPARTMENTAL SUMMARIES

Finance

THOMAS G. HARRIS
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.



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).



- ✓ 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 and Expenditures

Finance General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
EXPENDITURES					
Personnel Services:					
Salaries (incl. Temp Svcs)	\$ 1,568,519	\$ 1,673,138	\$ 1,766,970	\$ 1,936,687	\$ 2,039,310
Overtime	495	900	-	-	-
Group Insurance	422,875	401,786	412,756	444,605	494,235
FICA	110,056	118,683	122,721	148,215	156,031
Pension (Defined Benefit)	199,706	186,526	197,829	205,437	234,619
Pension (401A Cont./Match)	104,995	132,774	142,328	166,422	187,747
Workers Compensation	46,539	47,149	48,145	43,390	42,279
OPEB Contribution	39,279	34,273	38,438	48,418	50,982
Miscellaneous	542	774	1,161	776	312
<i>subtotal</i>	<i>\$ 2,493,005</i>	<i>\$ 2,596,003</i>	<i>\$ 2,730,349</i>	<i>\$ 2,993,950</i>	<i>\$ 3,205,515</i>
Maintenance & Operations:					
Professional Services	\$ 336,007	\$ 388,465	\$ 398,723	\$ 435,802	\$ 437,184
Printing	23,125	19,077	25,535	25,722	25,600
Employee Travel	593	2,712	6,302	3,750	7,200
Employee Training	9,290	5,822	9,250	9,318	11,400
Maint. Contracts/IT Services	328,845	277,010	305,407	324,564	333,827
General Supplies	37,873	39,418	43,135	43,224	51,780
Wellness Programs	113,032	112,904	113,949	119,942	50,000
Miscellaneous	21,859	9,545	6,988	35,066	7,000
<i>subtotal</i>	<i>\$ 870,624</i>	<i>\$ 854,953</i>	<i>\$ 909,288</i>	<i>\$ 997,388</i>	<i>\$ 923,991</i>
Capital/Lease/Other:					
Int. on Property Tax Refunds		\$ 171	\$ 4,924	\$ 7,500	\$ 7,500
<i>subtotal</i>	<i>\$ -</i>	<i>\$ 171</i>	<i>\$ 4,924</i>	<i>\$ 7,500</i>	<i>\$ 7,500</i>
TOTAL	\$ 3,363,629	\$ 3,451,127	\$ 3,644,561	\$ 3,998,838	\$ 4,137,006

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 2025 Budget for Finance totals \$4.1 million and represents an increase of 3%, or \$138,168 compared to FY 2024.

The Personnel Services category increased 7%, or \$211,565, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide), the addition of one new full-time equivalent position: Procurement Manager (\$135,000 annual impact with a partial year impact of \$67,500 for FY 2025), and the reclassification of two existing positions. These staffing requests include a January 1, 2025, effective date and are contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new staffing responsibilities.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).

Authorized personnel total 22.5 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Accountant	2.5	2.5	3.5	3.5	3.0	(0.5)
Accounting & Operations Manager	1.0	1.0	1.0	1.0	1.0	-
Accounting Coordinator	-	1.0	1.0	1.0	1.0	-
Accounts Payable Technician	1.0	1.0	-	-	0.5	0.5
Benefits Analyst	1.0	-	-	-	-	-
Benefits, Payroll, Safety & Risk Manager**	-	-	-	-	1.0	1.0
Benefits Specialist	1.0	1.0	1.0	1.0	1.0	-
Billing Coordinator	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	1.0	(2.0)
Budget & Procurement Manager	1.0	1.0	1.0	1.0	1.0	-
Budget Supervisor	-	-	-	-	1.0	1.0
Procurement Manager	-	-	-	-	1.0	1.0
Procurement Supervisor	-	-	-	-	1.0	1.0
Cash Management Coordinator	1.0	1.0	1.0	-	-	-
Chief Accountant	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	-

GENERAL FUND DEPARTMENTAL SUMMARIES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Office Manager	1.0	1.0	1.0	1.0	1.0	-
Payroll Coordinator	1.0	-	-	-	-	-
Payroll & Benefits Coordinator	-	1.0	1.0	1.0	1.0	-
Payroll & Benefits Manager**	-	1.0	1.0	1.0	-	(1.0)
Payroll Specialist	1.0	1.0	1.0	1.0	1.0	-
Revenue & Customer Service Manager	-	-	-	1.0	1.0	-
Safety & Risk Administrator**	1.0	1.0	1.0	1.0	-	(1.0)
Safety & Risk Coordinator**	-	-	-	-	1.0	1.0
Senior Budget & Procurement Analyst	3.0	-	-	-	-	-
Tax & Billing Manager	-	-	-	1.0	1.0	-
Treasury Services Manager*	1.0	1.0	1.0	1.0	1.0	-
	21.5	21.5	21.5	21.5	22.5	1.0

* FY 2025 includes the addition of one new full-time equivalent position (Procurement Manager) and the reclassification of two existing positions. These requests include a January 1, 2025 effective date and are contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities.

* FY 2025 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.

** Position adjustments occurred during FY 2024.

The Maintenance & Operations category totals \$923,991 and represents a reduction of -7%, or -\$73,397 compared to FY 2024 due primarily to the following:

- Reduction in Wellness Program contract funding of -\$69,942 (-58%) as these program activities will now be provided through our health insurance carrier and supplemented by City staff.
- Increase in employee travel/training of \$5,532 (42% growth) due to a focus on continued development of professional staff.
- Increase in maintenance contracts/IT professional services of \$9,263 (3% growth) due to coverage of general software inflationary cost growth, allocations of new initiatives approved in FY 2024 (eXtended Detection and Response software, Asset Management and Vulnerability Mitigation System software, etc.) that were fully budgeted within the IT Department in FY 2024 (pending implementation) and have now been allocated to user departments, anticipated software licensing costs for new staffing request (Procurement Manager), etc.
- Increase in general supplies costs of \$8,556 (20% growth) due to additional funding for postage/mailing costs, general office supplies, etc.
- All of which is partially offset through one-time costs (\$28,150) in FY 2024 related to the implementation of Kronos (timekeeping software transition) that will not continue in FY 2025.

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of New GAAP/GASB financial requirements implemented	3	4	2	3	2
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)	\$1,488,738	(\$1,655,742)	\$5,758,356	\$5,161,318	\$3,825,597

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
% of bills generated on time	99%	99%	99%	99%	99%
% of bills collected on time	92%	92%	92%	92%	92%
# of Real estate tax bills generated	21,197	21,617	21,689	22,189	22,500
# of Personal property tax bills	3,096	3,047	3,190	3,270	3,350
# of Liens processed	164	151	129	250	150
# of Sanitation customers	17,593	16,706	17,488	17,735	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 budget.
- *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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Audited CAFR to be published within 180 days of fiscal year end	12/27/2021	12/2/2022	12/20/2023	11/27/2024	11/27/2025
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%	100%	100%	100%
% of Budgeted employees participating in direct deposit	99%	100%	100%	100%	100%
Average # of vendor responses to Bids/Requests for Proposals	5	4	4	4	4

* Legal Services is the only department that has gone over its appropriations. Legal services represents expenses to a private legal firm.



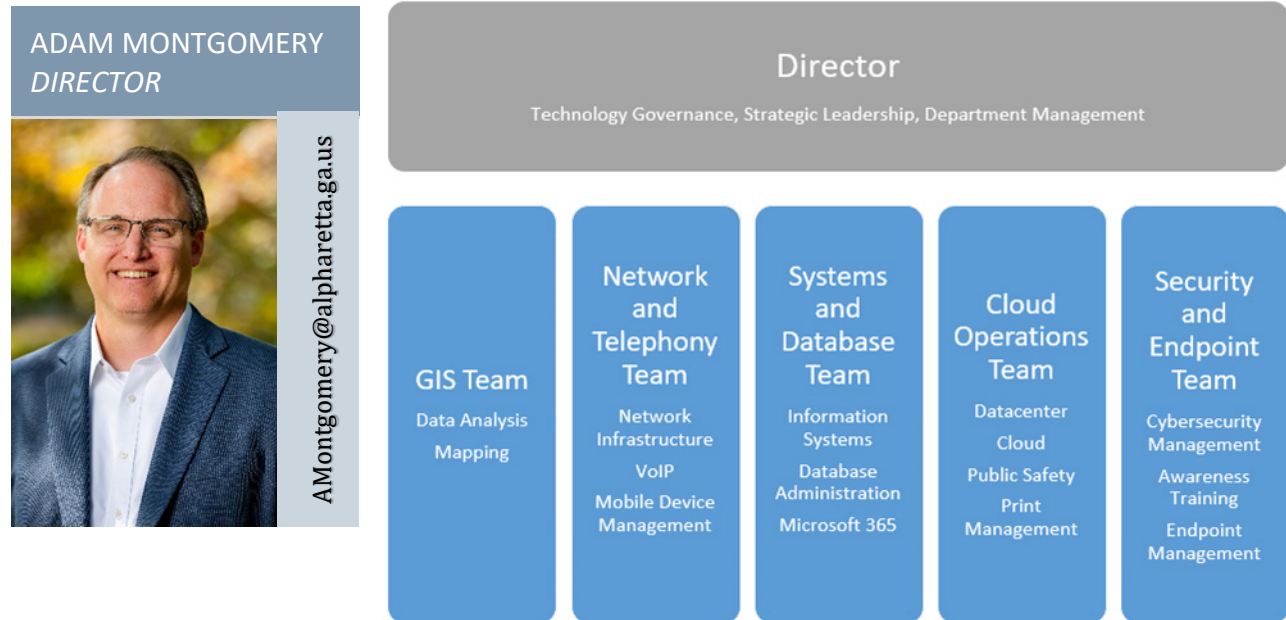
Southern Living magazine ranked Alpharetta among its top 10 best cities on the rise in the South for 2024.

Alpharetta was the only Metro Atlanta city on the list, ranking 9th out of 25.

The magazine's "South's Best" lists are selected from nominations and votes from readers.

GENERAL FUND DEPARTMENTAL SUMMARIES

Information Technology



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 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

Information Technology

Security, Cloud, Network, Systems, and GIS

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 Department of Information Technology 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 Department of Information Technology 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.



- ✓ 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 and Expenditures

Information Technology General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
EXPENDITURES					
Personnel Services:					
Salaries (incl. intern svcs.)	\$ 1,123,438	\$ 1,161,795	\$ 1,273,133	\$ 1,509,504	\$ 1,483,688
Group Insurance	255,783	237,272	246,383	296,748	294,507
FICA	82,160	85,919	93,595	115,530	112,943
Pension (Defined Benefit)	121,870	131,986	116,670	134,952	141,793
Pension (401A Cont./Match)	83,283	95,898	106,121	143,292	147,772
Workers Compensation	33,441	33,810	33,173	33,859	30,629
OPEB Contribution	28,223	24,579	26,369	37,738	36,892
Miscellaneous	-	310	232	697	698
<i>subtotal</i>	<i>\$ 1,728,197</i>	<i>\$ 1,771,569</i>	<i>\$ 1,895,677</i>	<i>\$ 2,272,320</i>	<i>\$ 2,248,922</i>
Maintenance & Operations:					
Professional Services	\$ 8,580	\$ -	\$ 1,950	\$ 2,500	\$ 2,500
Employee Travel	-	1,383	12,665	22,000	22,000
Employee Training	12,195	17,290	9,967	48,120	22,500
Maint. Contracts/IT Svcs.	276,554	98,928	139,151	421,976	221,039
General Supplies	3,362	3,707	5,687	8,500	9,000
Small Equipment	342	1,167	12,295	15,000	15,000
Miscellaneous	375	-	1,548	1,700	3,000
<i>subtotal</i>	<i>\$ 301,409</i>	<i>\$ 122,476</i>	<i>\$ 183,263</i>	<i>\$ 519,796</i>	<i>\$ 295,039</i>
TOTAL	\$ 2,029,606	\$ 1,894,045	\$ 2,078,939	\$ 2,792,116	\$ 2,543,961

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Information Technology totals \$2.5 million and represents a decrease of -9%, or -\$248,155, compared to FY 2024.

The Personnel Services category decreased -1%, or -\$23,398, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments.
- Market growth in group insurance costs (e.g. health, dental, vision).
- Funding for an intern to assist with GIS needs citywide (\$8,000).
- All of which is fully offset through staff turnover and associated changes in compensation/benefit elections.

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

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Cloud Operations Analyst*	-	-	-	-	1.0	1.0
Cloud Operations Manager*	-	-	-	-	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	-
GIS Administrator*	-	-	-	-	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 CityWorks Administrator*	1.0	1.0	1.0	1.0	-	(1.0)
IT Manager*	4.0	4.0	4.0	4.0	1.0	(3.0)
IT Security Manager*	-	-	-	-	1.0	1.0
IT Technician	-	1.0	1.0	1.0	1.0	-
Network Manager*	-	-	-	-	1.0	1.0
Network Administrator*	-	-	-	-	1.0	1.0
Systems Administrator*	-	-	-	-	3.0	3.0
	12.0	13.0	13.0	13.0	13.0	-

* Position adjustments occurred during FY 2024.

The Maintenance & Operations category decreased -43%, or -\$224,757, due primarily to the following:

- Decrease in IT professional services of -\$200,937 (-53% reduction) due primarily to new initiatives approved in FY 2024 (eXtended Detection and Response software, Asset Management and Vulnerability Mitigation System software, etc.) that were fully budgeted within the IT Department pending implementation and have now been allocated to user departments in FY 2025. As these technology costs have now been

GENERAL FUND DEPARTMENTAL SUMMARIES

allocated citywide for FY 2025, it's only a savings within IT as the increased costs will be reflected in other departmental budgets.

- Decrease in employee training (professional development) of -\$25,620 (-53% reduction) due to one-time training approved as part of the FY 2024 Mid-Year Budget for ESRI ArcGIS Pro Mitigation Training Class that will not continue into FY 2025.

Performance Measurement

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

- **Information Technology**

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

Information Technology Department

Performance Measures for Calendar Year 2023

(Calendar Year Stats)

	2023	Department Target	Results	%
IT Operations				
Number total cases	11,986		11,986	
Number resolved in a day	6,879		6,879	
% resolved in a day	57%	70%	B	82%
Number resolved in 10 days	10,907		10,907	
% resolved in 10 days	91%	90%	A+	101%
GIS				
Number total cases	163		163	
Number resolved in a day	72		72	
% resolved w/in in a day	44%	33%	A+	134%
Number resolved in 10 days	130		130	
% resolved in 10 days	80%	75%	A+	106%

OTHER MEASURES

Emails

Number of Inbound	3,627,961	N/A	3,627,961
Number of Outbound	755,756	N/A	755,756
Number of Internal	3,012,699	N/A	3,012,699
Number of Rejected Emails	1,662,429	N/A	1,662,429
% of Rejected Emails	46%	N/A	46%

Servers

Avg. number			0
% availability (including maint.)	99.97%	99.90%	A+ 100%

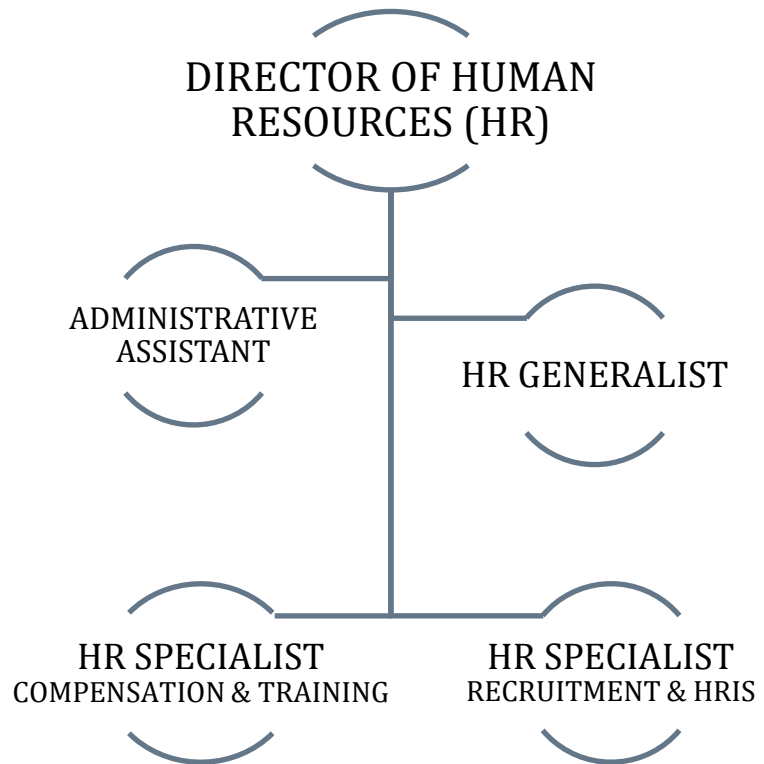
GENERAL FUND DEPARTMENTAL SUMMARIES

Human Resources

CRIS RANDALL
HUMAN RESOURCES
DIRECTOR



CRandall@alpharetta.ga.us



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Providing a business climate that attracts the top echelon companies.

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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.

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.
- ✓ 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.
-   ✓ 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 and Expenditures

Human Resources General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Public Records Requests	\$ -	\$ -	\$ 85	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ 85	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 274,267	\$ 290,925	\$ 373,097	\$ 403,652	\$ 478,771
Overtime	-	62	-	-	-
Group Insurance	26,318	26,124	35,628	86,267	98,407
FICA	23,594	24,892	31,132	30,885	36,626
Pension (Defined Benefit)	26,117	28,666	29,529	21,942	15,105
Pension (401A Cont./Match)	22,457	26,671	33,690	45,158	61,557
Workers Compensation	7,633	7,857	7,897	9,073	9,966
OPEB Contribution	6,438	5,701	7,982	7,969	11,969
Tuition Reimbursement	15,389	20,726	11,621	55,000	55,000
Miscellaneous	-	387	232	78	-
<i>subtotal</i>	\$ 402,212	\$ 432,011	\$ 530,807	\$ 660,024	\$ 767,401
Maintenance & Operations:					
Professional Services	\$ 38,938	\$ 54,697	\$ 90,066	\$ 77,000	\$ 82,000
Employee Travel	-	723	5,397	4,000	5,000
Employee Training	6,022	2,541	10,405	10,000	11,000
Maint. Contracts/IT Svcs.	32,964	66,730	48,965	134,792	130,376
General Supplies	1,546	6,314	5,643	12,000	12,000
Employee Recognition	37,968	39,230	62,128	71,500	55,500
Miscellaneous	2,169	3,829	11,828	2,000	2,000
<i>subtotal</i>	\$ 119,608	\$ 174,064	\$ 234,432	\$ 311,292	\$ 297,876
TOTAL	\$ 521,820	\$ 606,075	\$ 765,239	\$ 971,316	\$ 1,065,277

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Human Resources totals \$1.1 million and represents an increase of 10%, or \$93,961, compared to FY 2024.

The Personnel Services category increased 16%, or \$107,377, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments.
- Market growth in group insurance costs (e.g. health, dental, vision).
- The transfer of one full-time Administrative Assistant II position from City Administration.

Authorized personnel total 5 full-time-equivalents (“FTE”) and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Administrative Assistant II*	1.0	1.0	1.0	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Human Resources Generalist*	-	-	-	-	1.0	1.0
Human Resources Manager*	1.0	1.0	1.0	1.0	-	(1.0)
Human Resources Specialist*	-	-	1.0	1.0	2.0	1.0
	3.0	3.0	4.0	4.0	5.0	1.0

* Position adjustments occurred during FY 2024.

The Maintenance and Operations category decreased -4%, or -\$13,416, due primarily to the following activity:

- Increase in professional services of \$5,000 (6% growth) due primarily to additional funding for occupational medicine related assessments/activity.
- Decrease in IT professional services of -\$4,416 (-3% reduction) due primarily to one-time implementation costs for the GovInvest Live Compensation software approved as part of the Mid-Year 2024 Budget amendment that will not continue into FY 2025.
- Decrease in employee recognition funding of -\$16,000 (-22% reduction) due primarily to the transfer of funding (\$20,000) for the Employee Appreciation Holiday Luncheon(s) to City Administration (City Clerk team will now manage) which is partially offset through new funding for Public Service Recognition Week (\$12,000).

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Human Resources Dept. annual turnover percentage	0%	0%	50%	25%	0%
City-wide turnover percentage	10.85%	11.98%	10.27%	13.00%	12%
Total # full-time equivalents (full-time, part-time, seasonal, and elected)	583	590	584	590	590
Total # VETERANS full-time equivalents (full-time, part-time, seasonal, and elected)	44	53	48	49	50
HR staff to total full-time equivalent employee ratio	0.515	0.508	0.685	0.678	0.678



WELCOME! We are always looking for enthusiastic candidates passionate for their work and great sense of pride for serving our wonderful community!

Our current vacancies can be found via the hyperlink below. If interested in a position that is not currently open, fill out a Job Interest Card to be notified via e-mail when the position is open.

<https://www.governmentjobs.com/careers/alpharetta>

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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Employment & Retention					
Average cost per hire - Regular positions	\$6,000	\$6,000	\$6,100	\$6,500	\$6,500
Average cost per hire - Seasonal positions	\$750	\$750	\$750	\$900	\$900
# of Online job postings hits	106,673	119,229	125,725	160,000	145,000
# of Job interest cards received	1,239	1,216	1,544	2,000	1,850
# of Applications reviewed	1,084	1,414	1,610	2,800	2,100
# of Qualified applications processed	652	721	859	850	900
# of New hires - Regular positions	34	53	55	65	73
# of New hires - Seasonal positions	87	89	83	110	110
# of Internal promotions	19	32	57	35	45
# of Separations (not including retirement)	124	59	33	100	40
# of Retirements	9	8	16	25	31
# New hire orientation sessions	24	22	12	12	12
Workforce Management					
% of Employees rated "Exceeds" on performance review	37.2%	43.5%	46.3%	39.0%	45.0%
% of Employees rated "Meets" on performance review	62.8%	56.3%	53.7%	61.0%	55.0%
% of Employees underperforming on annual review	0.0%	0.2%	0.0%	0.0%	0.0%
% of Employees on "Performance Improvement Plan"	1.4%	0.2%	0.1%	0.5%	0.3%
# Employee Relation Cases	38	42	52	55	60
# Job Descriptions Revised	42	54	110	60	75
Education Incentive - Professional Development					
# enrollments by program*					
Doctorate Degree	0	0	0	0	0
Master's Degree	1	3	2	7	8
Bachelor's Degree	7	6	4	9	9
Associate's Degree	1	1	2	3	4
Certificate Programs	2	2	1	2	2
Total # of employees receiving education incentive	11	12	9	21	23
Other Metrics					
# Payroll action forms processed	1,412	1,823	1,578	1,650	1,700

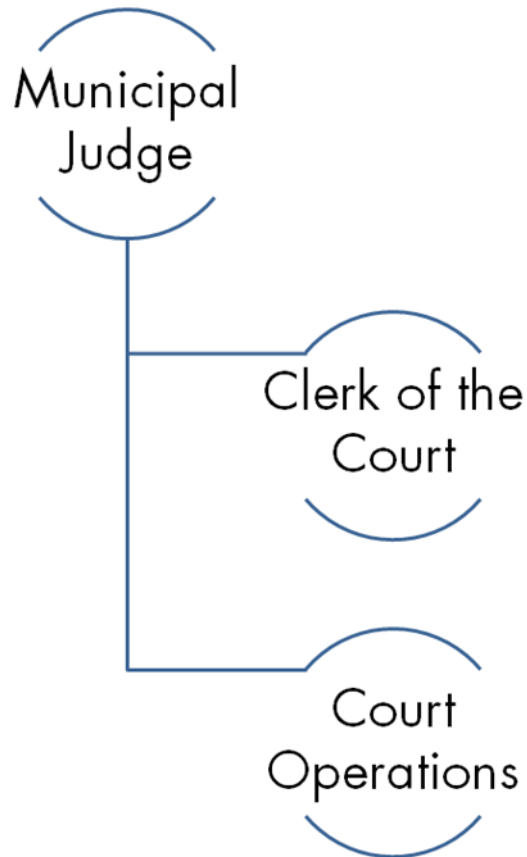
GENERAL FUND DEPARTMENTAL SUMMARIES

Municipal Court

BROOKE LAPPIN
DIRECTOR



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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.
-   ✓ Continue to cross-train employees.

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues and Expenditures

Municipal Court General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Milton IGA	\$ 37,665	\$ 75,637	\$ 142,065	\$ 133,748	\$ 178,626
TOTAL	\$ 37,665	\$ 75,637	\$ 142,065	\$ 133,748	\$ 178,626
EXPENDITURES					
Personnel Services:					
Salaries	\$ 371,878	\$ 428,443	\$ 476,608	\$ 568,403	\$ 636,896
Overtime	4,678	25,728	107,924	110,000	105,000
Group Insurance	70,526	109,172	119,785	107,904	154,599
FICA	27,896	32,291	43,019	51,898	56,636
Pension (Defined Benefit)	31,311	18,145	19,584	11,417	14,171
Pension (401A Cont./Match)	30,613	39,847	55,201	71,831	84,691
Workers Compensation	10,778	11,655	8,655	10,145	10,780
OPEB Contribution	9,105	8,470	6,891	11,271	12,944
Miscellaneous	542	-	77	-	-
<i>subtotal</i>	\$ 557,326	\$ 673,750	\$ 837,745	\$ 942,869	\$ 1,075,717
Maintenance & Operations:					
Professional Services	\$ 227,434	\$ 230,791	\$ 80,430	\$ 67,500	\$ 47,100
Land/Building Rental	-	74,525	81,300	81,300	81,300
Printing	10,269	7,386	5,338	7,191	9,800
Employee Training	880	3,941	4,253	15,000	15,500
Employee Travel	1,502	1,849	1,005	13,000	16,500
Maint. Contracts/IT Svcs.	67,103	53,466	91,524	83,078	98,501
General Supplies	13,108	11,701	8,053	10,250	14,890
Utilities	21,250	4,860	-	-	-
Miscellaneous	6,925	17,757	4,885	2,500	2,700
<i>subtotal</i>	\$ 348,470	\$ 406,276	\$ 276,790	\$ 279,819	\$ 286,291
TOTAL	\$ 905,796	\$ 1,080,027	\$ 1,114,535	\$ 1,222,688	\$ 1,362,008

Budget Narrative

The FY 2025 Budget for Municipal Court totals \$1.4 million and represents an increase of 11%, or \$139,320, compared to FY 2024.

The Personnel Services category increased 14%, or \$132,848, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.

GENERAL FUND DEPARTMENTAL SUMMARIES

- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide), and the addition of one new full-time equivalent position: Administrative Assistant I (\$84,050 annual impact and included in the cost-sharing agreement with the City of Milton; Alpharetta's net cost is 60% or \$50,430). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new staffing responsibilities.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).

Authorized personnel total 7.5 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Administrative Assistant I*, **	1.0	-	-	-	2.0	2.0
Director	1.0	1.0	1.0	1.0	1.0	-
Chief Court Clerk	-	-	1.0	1.0	1.0	-
Deputy Court Clerk**	-	-	2.0	2.0	1.0	(1.0)
GCIC Coordinator	-	-	1.0	1.0	1.0	-
Deputy Clerk II	4.0	4.0	-	-	-	-
Deputy Clerk III	1.0	1.0	-	-	-	-
City Solicitor	-	1.0	1.0	1.0	1.0	-
Judge	0.5	-	0.5	0.5	0.5	-
	7.5	7.0	6.5	6.5	7.5	1.0

* FY 2025 includes the addition of one new full-time equivalent position (Administrative Assistant I) which will be included in the cost-sharing agreement with the City of Milton. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities.

** Position adjustments occurred during FY 2024.

The Maintenance and Operations category increased 2%, or \$6,472, due primarily to the following activity:

- Decrease in professional fees of -\$20,400 (-30% reduction) due primarily to a reduction in funding needed for court appointed attorneys.
- Increase in maintenance contracts of \$10,000 (85% growth) related to the inclusion of cash management box/transport services.
- Increase in IT professional services of \$5,423 (11% growth) due primarily to year 2 support/maintenance costs for Hexagon (Public Safety Records Management /Computer Aided Dispatch). Acquisition, implementation, and year 1 support/maintenance costs for Hexagon were funded through one-time capital funding in FY 2024.

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Citations received to process	8,765	10,861	11,478	12,000	13,000
Total # of cases disposed	7,745	9,376	11,349	12,000	13,000
# of Court sessions	216	216	192	192	192
Annual deposits (Court Fines)	\$1,361,323	\$1,670,333	\$2,018,838	\$2,250,000	\$2,500,000

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**LOCATION: 2565 OLD MILTON PKWY
ALPHARETTA, 30009**

Buying or selling something online? Use our E-Commerce Safe Trade Zone!

Towards the front of the Public Safety Department parking lot (located at 2565 Old Milton Parkway), there are two spaces reserved specifically for a safe trade zone.

These spaces are clearly marked and are under constant video surveillance, so they're always available for use!

GENERAL FUND DEPARTMENTAL SUMMARIES

Public Safety

JOHN ROBISON
DIRECTOR



JRobison@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.



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 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.



- ✓ 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.
- 
 ✓ Conduct a fire safety inspection and/or design a pre-fire plan for every non-residential occupancy annually.



As emerging changes in healthcare affect our community on an almost daily basis, the Alpharetta Department of Public Safety is expanding our response to these needs with the launch of our community paramedicine program – My Watch Alpharetta.

The concept of community paramedicine represents one of the most progressive and historically based evolutions available to community-based healthcare and to the Emergency Medical Services arena. By utilizing Emergency Medical Service (EMS) providers in an expanded role, community paramedicine increases patient access to primary and preventative care, provides wellness interventions within the medical home model, decreases emergency department utilization, saves healthcare dollars, and improves patient outcomes.

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues and Expenditures

Public Safety General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Licenses and Permits	\$ (1,041)	\$ 1,325	\$ 7,051	\$ 500	\$ 20,000
Intergovernmental:					
City of Milton	15,968	1,648	-	-	140,000
Fulton County/COVID-19 Testing Site	234,735	97,485	-	-	-
1st Responders Grant	-	222,359	-	-	-
Alpharetta Jail IGA (utilities)	-	-	4,633	14,300	20,300
Charges for Services:					
Reports	20,627	18,774	24,547	20,000	25,000
Services	150,310	201,990	209,650	200,000	200,000
False Alarms	35,191	61,987	51,902	58,000	56,500
Plan Review	138,229	137,995	208,020	225,000	175,000
Fire Lift Assist Fee	-	-	-	-	50,000
Other	150	-	2,025	-	8,500
Fines & Forfeitures:					
Municipal Court Fines	1,367,813	1,529,553	1,987,587	2,040,000	1,850,000
School Zone/Bus Camera Citations	1,139,043	1,441,210	1,300,188	1,100,250	750,000
Other Revenue	10,405	9,358	200	-	-
TOTAL	\$ 3,111,429	\$ 3,723,684	\$ 3,795,804	\$ 3,658,050	\$ 3,295,300
EXPENDITURES					
Personnel Services:					
Salaries	\$ 14,638,844	\$ 15,870,401	\$ 17,430,569	\$ 19,687,372	\$ 20,690,382
Overtime	1,736,876	2,196,476	2,661,952	2,288,000	2,513,000
Group Insurance	4,877,695	4,721,024	4,934,803	5,841,425	5,802,362
FICA	1,188,219	1,314,104	1,468,436	1,684,583	1,775,745
Pension (Defined Benefit)	1,529,222	1,631,525	1,725,035	1,971,259	2,208,593
Pension (401A Cont./Match)	1,135,079	1,470,121	1,628,790	1,944,957	2,229,938
Miscellaneous	730,361	747,257	850,178	1,007,382	1,032,927
<i>subtotal</i>	\$ 25,836,297	\$ 27,950,908	\$ 30,699,763	\$ 34,424,978	\$ 36,252,947
Maintenance & Operations:					
Professional Services	\$ 86,065	\$ 86,779	\$ 114,089	\$ 261,189	\$ 581,990
Fuel/Repair & Maint. (Vehicles)	659,673	984,450	1,058,162	937,500	1,042,500
Employee Travel	32,565	83,128	130,864	181,656	192,971
Employee Training	83,766	112,824	110,995	177,697	219,062
Maint. Contracts/IT Services	1,295,782	1,558,416	1,666,817	2,123,528	3,249,715
General Supplies	219,962	290,324	298,799	384,791	406,200
Uniforms	176,718	179,589	259,827	327,884	393,550
Miscellaneous	375,883	295,519	338,883	366,754	444,525
<i>subtotal</i>	\$ 2,930,414	\$ 3,591,030	\$ 3,978,436	\$ 4,760,999	\$ 6,530,513
Capital/Leases:					
Capital/Other	\$ 2,902	\$ -	\$ -	\$ 230,395	\$ 166,900
Fleet/Equipment Lease(s)	582,963	675,893	659,852	779,067	779,066
<i>subtotal</i>	\$ 585,866	\$ 675,893	\$ 659,852	\$ 1,009,462	\$ 945,966
TOTAL	\$ 29,352,576	\$ 32,217,831	\$ 35,338,050	\$ 40,195,439	\$ 43,729,426

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Public Safety totals \$43.7 million and represents an increase of 9%, or \$3.5 million, compared to FY 2024.

The Personnel Services category increased 5%, or \$1.8 million, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide), and the addition of one new full-time equivalent position: Fire Training Lieutenant (\$130,000 annual impact with a partial year impact of \$53,000 for FY 2025 after adjusting for forecasted overtime savings). This request includes a January 1, 2025, effective date and is contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new staffing responsibilities.
- Increases in overtime to reflect current usage trends.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).

Authorized personnel total 244.5 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Sworn Police Officers						
Captain*	4.0	4.0	4.0	5.0	4.0	(1.0)
Crime Scene Detective	-	-	1.0	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Field Training Officer*	4.0	5.0	5.0	5.0	4.0	(1.0)
Lieutenant	7.0	7.0	7.0	7.0	7.0	-
Officer*	73.0	72.0	76.0	75.0	76.0	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	16.0	16.0	16.0	17.0	17.0	-
	108.0	108.0	113.0	114.0	113.0	(1.0)

GENERAL FUND DEPARTMENTAL SUMMARIES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Certified Firefighters						
Accreditation/Emer. Mgmt. Coord. (Captain)	1.0	-	-	-	-	-
Assistant Fire Marshal*	5.0	5.0	4.0	5.0	4.0	(1.0)
Battalion Chief	4.0	4.0	3.0	3.0	3.0	-
Captain	18.0	17.0	18.0	18.0	18.0	-
Community Paramedic	-	-	1.0	1.0	1.0	-
Deputy Fire Marshal*	1.0	1.0	2.0	1.0	2.0	1.0
EMS Division Chief	1.0	1.0	1.0	1.0	1.0	-
EMS Training Officer	1.0	1.0	1.0	1.0	1.0	-
Fire Administration Chief	-	-	-	1.0	1.0	-
Fire Administrative Captain	-	-	-	1.0	1.0	-
Fire Apparatus Engineer	24.0	27.0	27.0	27.0	27.0	-
Fire Division Chief Training	-	-	1.0	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	18.0	18.0	-
Firefighter/Paramedic	20.0	20.0	20.0	20.0	20.0	-
Lieutenant**	3.0	7.0	6.0	6.0	7.0	1.0
Public Affairs Coordinator	1.0	-	-	-	-	-
Public Safety Logistics/Emer. Mgmt Coord.	1.0	1.0	1.0	1.0	1.0	-
	101.0	105.0	106.0	107.0	108.0	1.0
Civilian Positions						
Administrative Assistant II	2.0	2.0	1.0	1.0	1.0	-
Administrative Generalist	-	-	1.0	1.0	1.0	-
Accreditation Manager*	-	1.0	1.0	1.0	-	(1.0)
Budget/Finance Coordinator	1.0	1.0	1.0	1.0	1.0	-
Criminal Information Systems Technician	-	-	-	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	0.5	0.5	0.5	-	-	-
Parking Ambassador (2PT to 1FT in FY 2023)	1.0	1.0	1.0	1.0	1.0	-
Public Safety Technology Manager*	-	-	-	-	1.0	1.0
Records Clerk	5.0	5.0	5.0	4.5	4.5	-
Records Manager	-	1.0	1.0	1.0	1.0	-
Records Supervisor	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	-
Special Projects and Data Analyst	-	1.0	1.0	1.0	1.0	-
Strategic Comm. & Media Relations Mgr*	-	-	-	-	1.0	1.0
	17.5	19.5	19.5	22.5	23.5	1.0
	226.5	232.5	238.5	243.5	244.5	1.0

* Position adjustments occurred during FY 2024.

** FY 2025 includes the addition of one new full-time equivalent position (Fire Training Lt.). This request includes a January 1, 2025 effective date and is contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities.

GENERAL FUND DEPARTMENTAL SUMMARIES

The Maintenance and Operations category increased 37%, or \$1.8 million, due primarily to the following activity:

- Increase in professional services of \$320,801 (123% growth) due to the AMR North Fulton subsidy (emergency medical response service). Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
- Increase in vehicle repair/maintenance of \$99,500 (24% growth) 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. Additionally, new vehicle availability is still constricted which leads to retaining existing vehicles in excess of the 100,000-mileage target which also impacts maintenance costs.
- Increase in employee travel/training (professional development) of \$52,680 (15% growth) to ensure our staff maintains industry knowledge and best practices in the law enforcement and fire safety fields.
- Increase in maintenance contracts/IT professional services of \$1.1 million (53% growth) due to multiple initiatives:
 - Year 2 support/maintenance costs for Hexagon (Public Safety Records Management/Computer Aided Dispatch) totaling \$625,518. Acquisition, implementation, and year 1 support/maintenance costs for Hexagon were funded through one-time capital funding in FY 2024. An additional \$140,000 has been programmed into FY 2025 for Hexagon support/maintenance for the City of Milton's licensing needs and constitutes a pass-thru within our budget (\$140,000 in revenue from the City of Milton and corresponding \$140,000 in expenditures). In total, \$765,518 in new cost growth in FY 2025 related to the Hexagon software.
 - Support/maintenance costs for the Temple Traffic Preemption software (\$50,000). The original implementation traffic preemption project included a 5-year prepay for this software that has ended and will now be funded on an annual basis.
 - Growth in public safety body camera service capabilities (+\$152,045 for additional units and existing contract cost growth).
 - Funding addition totaling \$33,500 to ensure full compliance with the FBI

GENERAL FUND DEPARTMENTAL SUMMARIES

Criminal Information Services (CJIS) Security Policy as it relates to cell phone usage for City Public Safety staffing. The result of this policy requirement is that public safety staff that access select systems moving forward will be required to have a City issued and managed cell phone (approx. 61 new cell devices).

- Allocations of new initiatives approved in FY 2024 (eXtended Detection and Response software, Asset Management and Vulnerability Mitigation System software, etc.) that were fully budgeted within the IT Department in FY 2024 (pending implementation) and have now been allocated to user departments, etc.
- Increase in general supplies of \$21,409 (6% growth) primarily attributable to increased funding levels for ammunition.
- Increase in uniform funding of \$65,666 (20% growth) and a corresponding decrease in machinery & equipment of -\$63,495 (-28% reduction) related to the reallocation of \$60,000 in turnout gear funding. Specifically, all turnout gear funding is included within the uniform account in FY 2025 (whereas \$60,000 was included within machinery & equipment in FY 2024).
- Increase in electricity utility costs of \$24,500 (13% growth) due to approved GA Power rate increases.

The Capital/Lease category decreased -6%, or -\$63,496, primarily related to the reallocation of funding for turnout gear discussed above.



Aerial view of
Downtown
Alpharetta.

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Public Safety programs including performance measures.

- **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

	FY 2020	FY 2021	FY 2022	FY 2023
Offenses				
Group A Offenses	1,850.00	1,564.00	1,732.00	1,055.00
Group B Offenses	663.00	297.00	580.00	N/A
Total	2,513.00	1,861.00	2,312.00	1,055.00
Per 1000 Population	36.35	26.92	34.70	15.68
Arrest				
Group A Offenses	372.00	330.00	370.00	424.00
Group B Offenses	248.00	280.00	419.00	382.00
Non-Criminal Offenses	563.00	401.00	479.00	N/A
Total	1,183.00	1,011.00	1,268.00	806.00
Per 1000 Population	17.11	14.63	19.03	11.98

Criminal Investigations Division

Assigned for Investigation	944.00	1,374.00	816.00	716.00
Closed by Arrest	87.00	91.00	96.00	51.00
Closed by Exception	38.00	29.00	30.00	22.00
Unfounded	112.00	166.00	88.00	73.00
Active Cases	707.00	1,088.00	602.00	570.00

Traffic Division

Accidents	2,538.00	1,800.00	2,263.00	2,171.00
Fatalities	1.00	3.00	0.00	0.00

911 Communications

Calls For Service	33,997.00	35,866.00	40,657.00	42,097.00
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GENERAL FUND DEPARTMENTAL SUMMARIES

- **Fire Services**

Statement of Service: Alpharetta's Fire Services include fire prevention, fire inspection, and fire suppression.

Public Safety Department
Performance Measures
Fire

	2020 Total Incidents	2021 Total Incidents	2022 Total Incidents	2023 Total Incidents
FIRES				
Structure Fires	41	61	54	55
Vehicle Fires	25	22	24	22
Other Fires	30	35	44	23
Total Fires	96	118	122	125
Pressure Ruptures, Explosion, Overheat	0	4	3	1
RESCUE CALLS				
Emergency Medical Treatment	3442	3510	3946	4365
All Others	54	145	528	567
Total Rescue Calls	3496	3655	4474	0
Hazardous Condition Calls	147	124	177	182
Service Calls	598	574	744	1316
Good Intent Calls	1123	1466	1411	1524
Severe Weather or Natural Disaster	2	0	1	0
Special Incident Calls	2	0	2	0
Unknown Incident Type	0	0	0	0
FALSE CALLS				
Malicious Calls	19	13	7	19
Other False Calls	768	847	1174	850
Total False Calls	787	860	1181	869
TOTAL CALLS	6251	6801	8115	9068

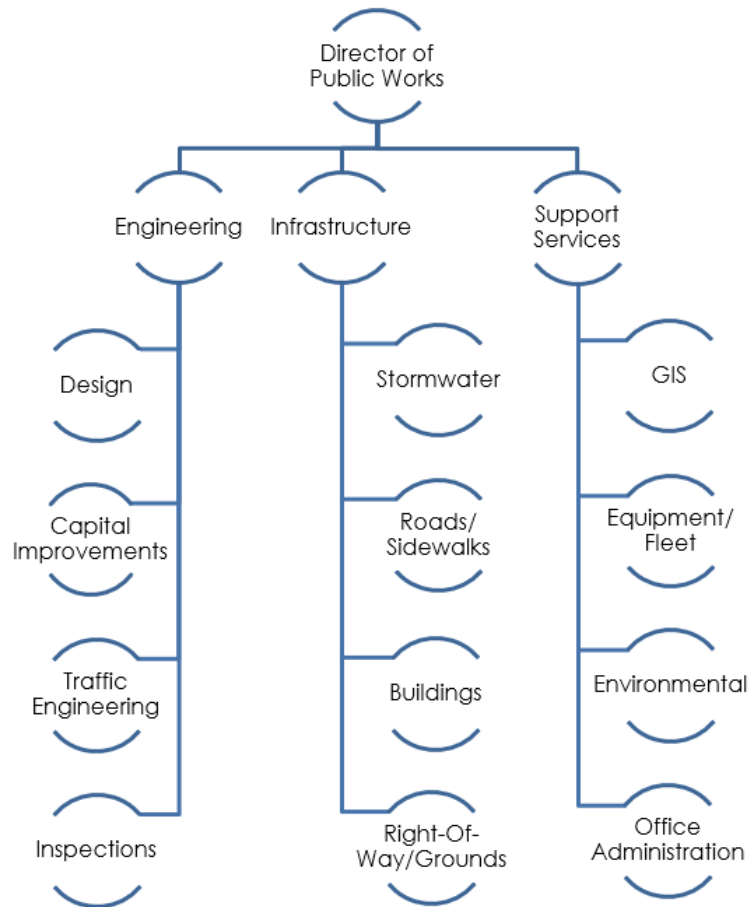
GENERAL FUND DEPARTMENTAL SUMMARIES

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.



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.
-  ✓ 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 and Expenditures

Public Works General Fund

	FY2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Other Revenue:					
CID (GA400 Interchange Maint.)	\$ 106,679	\$ 71,642	\$ 97,928	\$ 91,073	\$ 93,806
Miscellaneous	24,300	13,529	5,841	1,000	3,000
TOTAL	\$ 130,979	\$ 85,171	\$ 103,769	\$ 92,073	\$ 96,806
EXPENDITURES					
Personnel Services:					
Salaries	\$ 2,924,482	\$ 3,090,806	\$ 3,358,554	\$ 3,720,865	\$ 3,921,719
Overtime	20,406	41,865	52,018	45,000	55,000
Group Insurance	895,540	893,505	875,935	1,037,971	1,034,693
FICA	216,601	230,220	251,367	285,618	304,385
Pension (Defined Benefit)	306,128	323,670	296,195	333,160	380,255
Pension (401A Cont./Match)	203,358	259,486	281,588	353,316	392,657
Workers Compensation	88,360	91,966	91,661	83,243	81,252
OPEB Contribution	74,549	66,877	73,455	92,962	98,043
Miscellaneous	1,161	3,251	1,625	1,628	2,171
<i>subtotal</i>	\$ 4,730,585	\$ 5,001,646	\$ 5,282,398	\$ 5,953,763	\$ 6,270,175
Maintenance & Operations:					
Professional Services	\$ 5,383	\$ 9,673	\$ -	\$ 50,000	\$ 16,000
Fuel/Repair & Maint. (Vehicles)	117,014	150,818	170,762	170,000	190,750
Repair & Maint. (Facilities)	366,097	314,309	454,356	507,500	501,000
Maint. Contracts/IT Services	1,138,897	1,297,073	1,448,843	1,645,962	1,773,934
General Supplies	103,166	106,595	105,228	166,950	155,750
Utilities	1,976,712	1,892,247	1,883,930	2,029,250	2,176,300
Miscellaneous	98,374	81,277	110,290	150,500	152,750
<i>subtotal</i>	\$ 3,805,644	\$ 3,851,992	\$ 4,173,408	\$ 4,720,162	\$ 4,966,484
Capital/Lease/Other					
City Hall HVAC	\$ -	\$ -	\$ -	\$ 131,007	\$ -
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 131,007	\$ -
TOTAL	\$ 8,536,228	\$ 8,853,638	\$ 9,455,806	\$ 10,804,932	\$ 11,236,659

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Public Works totals \$11.2 million and represents an increase of 4%, or \$431,727, compared to FY 2024.

The Personnel Services category increased 5%, or \$316,412, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide), and the addition of one new full-time equivalent position: Senior Urban Forestry Assistant (\$104,100 annual impact with a partial year impact of \$52,050 for FY 2025). This request includes a January 1, 2025, effective date and is contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new staffing responsibilities.
- Increases in overtime to reflect current usage trends.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).

Authorized personnel total 51 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Assistant Construction Manager	1.0	1.0	1.0	1.0	1.0	-
Civil Engineer	2.0	1.0	1.0	1.0	1.0	-
Construction Manager	1.0	1.0	1.0	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Engineering Technician*	5.0	4.0	6.0	6.0	4.0	(2.0)
Environmental Program Coordinator	1.0	1.0	1.0	1.0	1.0	-
Fleet & Logistics Equipment Coordinator	1.0	1.0	1.0	1.0	1.0	-
GIS Specialist/Planner	-	1.0	-	-	-	-
GIS Coordinator	-	-	1.0	1.0	1.0	-
Infrastructure Operations Manager	-	-	1.0	1.0	1.0	-
Intelligent Transportation System Prog. Mgr.*	-	-	-	-	1.0	1.0
Office Manager	1.0	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	7.0	7.0	7.0	-
Public Works Supervisor	4.0	4.0	3.0	3.0	3.0	-
Public Works Technician I	6.0	6.0	6.0	5.0	5.0	-
Public Works Technician II	10.0	10.0	9.0	9.0	9.0	-
Right of Way Coordinator	1.0	1.0	1.0	1.0	1.0	-

GENERAL FUND DEPARTMENTAL SUMMARIES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Senior Engineer	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	1.0	-
Senior Urban Forestry Assistant**	-	-	-	-	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 Safety Specialist*	-	-	-	-	1.0	1.0
Transportation Engineering Manager	1.0	1.0	1.0	1.0	1.0	-
Urban Forestry Program Manager	1.0	1.0	1.0	1.0	1.0	-
	52.0	51.0	51.0	50.0	51.0	1.0

* Position adjustments occurred during FY 2024.

** FY 2025 includes the addition of one new full-time equivalent position (Sr. Urban Forestry Assistant). This request includes a January 1, 2025 effective date and is contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities.

The Maintenance and Operations category increased 5%, or \$246,322, due primarily to the following activity:

- Increase in funding for vehicle repair/maintenance needs (+\$25,000). 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.
- Increase in maintenance contracts and IT professional services of \$127,972 (8% growth) due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping, janitorial, etc. coupled with the residual impact of a renegotiated IGA (2023) with Fulton County for Annual Control (\$68,200 increase over the FY 2024 amended budget) and dedicated funding for inspection/maintenance services (\$30,000) for the City's Fire Suppression systems.
- Increase in utility expenses of \$147,050 (7% 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.
- Increase in employee training (professional development) of \$10,000 (50% growth) as the APWA Conference (American Public Works Association) is being held in Atlanta in September 2024. The Department intends to send as many staff as possible due to the conference being local this year which eliminates much of the typical travel expenses (e.g. airfare, hotel, etc.).

GENERAL FUND DEPARTMENTAL SUMMARIES

- Decrease in professional services of -\$34,000 (-68% reduction) due to one-time funding approved as part of the FY 2024 Mid-Year Budget to host a Spring 2024 Household Hazardous Waste Event. The Spring Event has been added to the Solid Waste Fund budget for FY 2025.

The Capital/Lease category decreased -100%, or -\$131,007, as FY 2024 included funding to replace the City Hall HVAC system. This project is complete and will not carry-forward into FY 2025.

Performance Measurement

The following section provides detailed information on Public Works programs including performance measures.

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Average # of days to complete sidewalk work order	12.2	12.5	7.4	10.0	10.0
Average # of days to complete pothole work order	1.0	1.0	1.1	1.0	1.0
Average # of days to complete curb and gutter work order	2.0	8.5	23.0	5.0	5.0
Average # of days to complete ROW, mowing, limb work order	1.0	2.5	1.0	2.0	2.0
Average # of days to complete sink hole work order	3.4	7.6	4.7	3.0	4.0
Average # of days to complete sign replacement/upgrade work order	1.7	1.8	1.3	2.0	1.5
Average # of days to complete signal light maintenance work order	3.6	6.5	5.5	3.0	5.0
Average # of days to complete striping work order	3.7	2.0	6.3	4.0	4.0
Average # of days to complete catch basin work order	2.5	1.9	1.5	5.0	2.5
Average # of days to complete storm drain work order	10.3	13.5	12.7	10.0	10.0
Average # of days to complete facilities work order	4.0	4.4	3.8	4.0	4.0

GENERAL FUND DEPARTMENTAL SUMMARIES

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Water quality samples analyzed	448	440	252	150	200

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Events coordinated	24	28	18	24	20
# of Students reached	18	285	354	275	275
# of Volunteers	244	215	269	250	250



Alpharetta residents can recycle their glass at the drop-off center located in the parking lot of the Department of Public Works (1790 Hembree Road).

Glass left at the new drop-off site will be transported to the Strategic Materials recycling plant located in College Park. The facility recycles most types of glass and sells their product to Georgia companies that manufacture consumer products like fiberglass insulation and flooring.

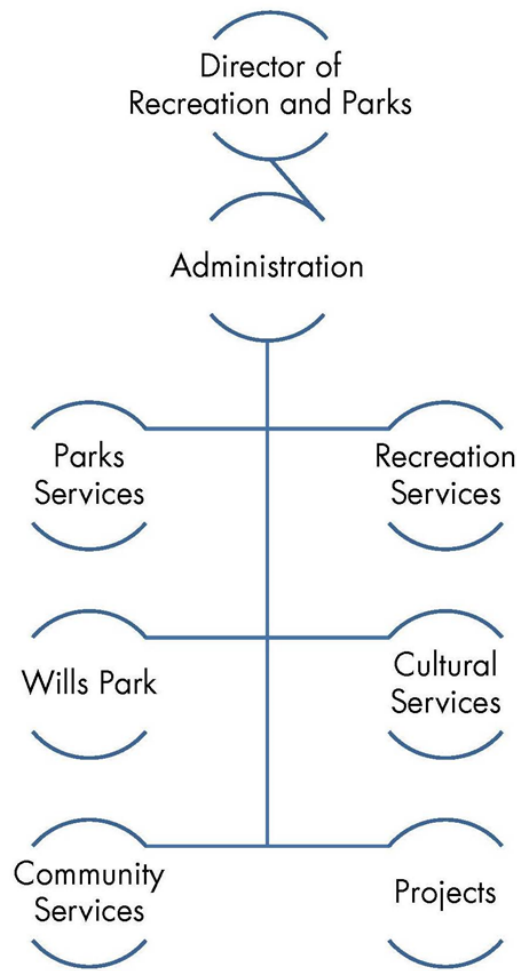
GENERAL FUND DEPARTMENTAL SUMMARIES

Recreation, Parks & Cultural Services

MORGAN RODGERS
DIRECTOR



MRodgers@alpharetta.ga.us



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.



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, Parks & Cultural Services Department strives to provide the highest quality recreation activities, cultural programs, and park facilities to our citizens, consistent with our core values of Excellence, Stewardship, Integrity, Service, and Loyalty.

Goals and Objectives

-   ✓ Continue to work towards completion of the nine (9) Park improvement/Development projects prioritized by the 2021 Parks Bond Referendum.
-   ✓ Connect with residents and seek out ideas for new programs and services and implement when possible; and
-   ✓ Increase revenues through increased participation, sponsorships, and donations.
-   ✓ Actively engage in improving access and usability of all parks and facilities through ongoing maintenance, beautification, and facility enhancement; and
-   ✓ Expand existing and seek out new partnerships with adjoining cities, Fulton County, Fulton County Schools, and businesses throughout the City.



GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues and Expenditures

Recreation, Parks & Cultural Services General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Intergovernmental	\$ 2,486	\$ 3,390	\$ 2,260	\$ 3,000	\$ 2,000
Charges for Services:					
Aquatics Activity Fees	114,299	201,502	168,968	216,000	236,500
Athletics Activity Fees	342,519	282,234	254,103	230,000	261,000
Arts Services	96,622	183,402	206,466	253,800	266,500
Community Center Activity Fees	567,756	814,956	977,584	1,047,000	1,283,750
Community Theater	-	-	-	-	15,000
Preston Ridge Community Center Activity Fees	725	19,099	12,035	104,000	75,000
Senior Center Activity Fees	30,376	111,819	143,660	150,250	170,480
Equestrian Center Activity Fees	318,494	296,202	223,756	310,000	357,500
Wills Park Rec. Ctr Activity Fees	198,119	272,018	286,457	318,338	193,300
Community Garden Fees	-	-	-	45,000	45,000
Non-Resident Fees	209,891	309,390	454,528	350,000	440,000
Taste of Alpharetta	-	-	-	300,000	300,000
Other	153,992	72,036	75,184	73,749	68,000
Other Revenue	13,508	31,994	21,105	36,296	25,000
TOTAL	\$ 2,048,787	\$ 2,598,041	\$ 2,826,105	\$ 3,437,433	\$ 3,739,030
EXPENDITURES					
Personnel Services:					
Salaries	\$ 2,504,452	\$ 2,577,076	\$ 2,901,771	\$ 3,360,243	\$ 3,487,164
Seasonal/Temp. Svcs	532,875	725,346	859,192	974,000	1,031,000
Overtime	74,527	181,458	203,086	207,000	220,500
Group Insurance	811,101	770,471	857,163	1,009,749	1,098,620
FICA	229,058	259,164	295,173	344,408	362,596
Pension (Defined Benefit)	210,321	223,610	206,704	253,603	263,691
Pension (401A Cont./Match)	215,485	258,212	276,714	364,550	403,342
Miscellaneous	155,799	132,043	136,794	160,472	160,829
<i>subtotal</i>	\$ 4,733,618	\$ 5,127,379	\$ 5,736,597	\$ 6,674,025	\$ 7,027,742
Maintenance & Operations:					
Professional Services	\$ 1,088,980	\$ 1,688,903	\$ 1,919,243	\$ 2,655,098	\$ 2,495,715
Fuel/Repair & Maint. (Vehicles)	65,678	78,931	91,746	84,922	101,500
Repair & Maintenance (Grounds)	570,351	689,964	763,188	785,484	830,250
Repair & Maintenance (Facilities)	41,557	22,276	37,341	72,813	62,600
Equipment Rental	57,714	114,233	136,201	221,055	211,393
Maintenance Contracts/IT Svcs.	1,096,678	1,330,711	1,761,847	1,886,942	2,133,271
General Supplies	358,631	368,560	420,637	483,098	512,165
Uniforms	15,934	12,880	21,096	23,970	26,050
Utilities	654,217	649,033	728,330	739,050	820,300
Miscellaneous	170,649	196,742	294,258	323,838	314,635
<i>subtotal</i>	\$ 4,120,389	\$ 5,152,233	\$ 6,173,885	\$ 7,276,270	\$ 7,507,879
Capital/Other	\$ 12,594	\$ 1,500	\$ 15,188	\$ 64,562	\$ 34,000
TOTAL	\$ 8,866,601	\$ 10,281,112	\$ 11,925,670	\$ 14,014,857	\$ 14,569,621

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Recreation, Parks & Cultural Services totals \$14.6 million and represents an increase of 4%, or \$554,764, compared to FY 2024.

The Personnel Services category increased 5%, or \$353,717, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide), and the addition of one new full-time equivalent position: Parks Supervisor II (\$104,100 annual impact with a partial year impact of \$52,050 for FY 2025). This request includes a January 1, 2025, effective date and is contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new staffing responsibilities.
- Increases in overtime to reflect current usage trends.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).
- Increase in funding for seasonal staffing needs totaling \$45,200 for the new Community Theater initiative. Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.

Authorized personnel total 50.5 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Administrative Assistant I	4.0	3.0	3.0	3.0	3.0	-
Administrative Assistant II	2.0	1.0	1.0	1.0	1.0	-
Administrative Office Coordinator	1.0	1.0	1.0	1.0	1.0	-
Community Agricultural Coordinator	0.5	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	1.0	-
Cultural Arts Supervisor	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	2.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Equestrian Center Supervisor II*	-	-	-	-	1.0	1.0
Facility Technician	4.0	2.0	-	-	-	-
Marketing Coordinator	0.5	0.5	0.5	-	-	-
Operations Manager*	-	-	-	-	1.0	1.0

GENERAL FUND DEPARTMENTAL SUMMARIES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Parks Maintenance Crew Leader*	1.0	1.0	5.0	5.0	4.0	(1.0)
Parks Maintenance Technician I	12.0	12.0	-	-	-	-
Parks Maintenance Technician II	4.0	4.0	-	-	-	-
Parks Maintenance Worker	-	-	13.0	13.0	13.0	-
Parks Services Manager	1.0	1.0	1.0	1.0	1.0	-
Parks Supervisor II**	3.0	3.0	3.0	4.0	5.0	1.0
Project Manager*	1.0	1.0	1.0	1.0	-	(1.0)
Recreation Coordinator	4.0	4.0	5.0	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	2.0	2.0	1.0	1.0	1.0	-
Special Events Supervisor	-	-	1.0	1.0	1.0	-
Wills Park Manager	1.0	1.0	1.0	1.0	1.0	-
	51.0	48.0	49.0	49.5	50.5	1.0

* Position adjustments occurred during FY 2024.

** FY 2025 includes the addition of one new full-time equivalent position (Parks Supervisor II). This request includes a January 1, 2025 effective date and is contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities.

The Maintenance and Operations category increased 3%, or \$231,609, due primarily to the following activity:

- Decrease in professional services of -\$159,383 (-6% reduction) due to a recalibration of anticipated funding for program instructors including athletics (basketball, pickleball, etc.), Senior Center programming (arts, enrichment, etc.), aquatics programs, art center programs, etc.
- Increase in fuel and vehicle repair/maintenance expenses of \$16,578 (20% growth) due primarily to fuel (+\$8,000) and vehicle repair needs (+\$10,578) based on current usage trends.
- Increase in grounds repair/maintenance expenses of \$44,766 (6% growth) due primarily to growth in maintenance needs for the Equestrian Center as well as landscape improvements system-wide (e.g. invasive plant removal, etc.).
- Decrease in facility repair/maintenance expenses of -\$10,213 (-14% reduction) due primarily to one-time needs in FY 2024 that will not carryforward into FY 2025 (e.g. FY 2024 included one-time funding for a movable partition-wall replacement).
- Increase in maintenance contracts of \$186,439 (13% growth) due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping, janitorial, etc. (+\$47,000) coupled with landscaping and janitorial needs (+\$30,000) for newly opened parks (Waters Road Park and Mid-Broadwell Park). Additional maintenance contract cost growth is included for pool chemicals

GENERAL FUND DEPARTMENTAL SUMMARIES

(+\$6,000), equestrian shavings/manure removal (+\$25,000), trash collection/removal (+\$31,000), fountain maintenance (+\$15,000), etc. as well as \$50,000 for the AED replacement/expansion initiative (please refer to the *Operating Initiative Requests* section of this document for detailed information on this safety enhancement initiative).

- Increase in IT professional services of \$58,890 (15% growth) due to additional funding for the RecWare Park Program Registration software (+\$20,000 as it is funded on a per customer basis and grows along with program participation), and the allocations of new initiatives approved in FY 2024 (eXtended Detection and Response software, Asset Management and Vulnerability Mitigation System software, etc.) that were fully budgeted within the IT Department in FY 2024 (pending implementation) and have now been allocated to user departments.
- Increase in utility expenses of \$72,250 (10% 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.
- Increase in funding across multiple accounts totaling \$34,500 for operational needs of the new Community Theater initiative. Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.

The Capital/Other category includes funding for general repair/replacement capital and equipment needs.



Equestrian Center

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Recreation and Parks programs including performance measures.

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Recreation & Parks turnover percentage	17%	12%	4%	8%	8%
Annual Activity Enrollments as in ActiveNet	16,944	22,755	24,609	25,000	27,500

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Total # of Participants per year* (Res / Non-Res)	6,033 1,870/4,163	21,301 6,851/14,480	27,314 8,735/18,579	30,000 9,500/20,500	30,000 9,500/20,500
Total # of Building rentals	8	9	8	10	10
Total # of Day trips taken	0	70	100	100	100
Total # of Overnight trips taken using City buses	0	2	3	3	3

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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
% of Days pool facilities were open during pool season (93 days)	90%	100%	100%	100%	
Average daily attendance at City pool	150	400	340	375	375
Hours of lifeguard training per person	40	40	40	40	40
# of Swim lessons held	0	98	N/A	N/A*	N/A
# of Swim lessons participants	0	542	N/A	N/A*	N/A
(resident / non-resident)	0	339/203	N/A	N/A*	N/A
Swim teams participants	121	188	223	250	250
(resident / non-resident)	76/45	121/67	149/74	175/75	175/75
C.O.A.S.T. participants	0	46	19	25	25
(resident / non-resident)	0	18/28	13/6	20/5	20/5
# of Pool passes sold	0	544	598	550	550
(resident / non-resident)	0	233/311	257/341	250/300	250/300

* Swim lessons contracted to YMCA Summer 2022

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Participants in youth art classes	196	210	345	250	380
(resident/Milton/non-resident)	96/100	110/100	225/120	140/110	266/114
# of Participants in adult art classes	265	296	661	325	727
(resident/Milton/non-resident)	199/66	210/86	430/181	230/95	508/219
# of Participants in summer camp	193	232	651	250	716
(resident/Milton/non-resident)	130/63	155/77	423/219	165/85	501/215

GENERAL FUND DEPARTMENTAL SUMMARIES

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Participants in aerobics	1049	228	N/A	N/A	N/A
(resident / non-resident)	-----	165/63	N/A	N/A	N/A
# of Participants in Yoga (Adults &	132	N/A	N/A	N/A	N/A
(resident / non-resident)	59/73	N/A	N/A	N/A	N/A
# of Participants in tennis	285	474	420	500	500
(resident / non-resident)	227/58	375/99	355/65	400/100	400/100
# of Participants in Walking/ Running Programs	5	68	204	400	450
(resident / non-resident)	5/0	41/27	91/113	250/150	300/150
# Participants in Babysitter Bootcamp Classes and Camps	60	63	23	50	50
(resident / non-resident)	27/33	26/37	18/5	30/20	30/20
# of Participants in Cooking Classes(remove "and Camps")	0	41	N/A	N/A	N/A
(resident / non-resident)	0	23/18	N/A	N/A	N/A
# of HW Pop-Up Participants	3,200	3,850	3500	3,500	3500
# of Participants in Pickleball	333	453	534	650	650
(resident / non-resident)	107/226	232/221	295/239	300/350	300/350

*Aerobics is no longer a contracted service- has moved into a Health & Wellness Partner offering free classes- Spring 2022

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Participants - Adult Basketball	0	631- 3 seasons; 60 teams	468- 3 seasons; 60 teams	450	450
(resident / non-resident)	0	178/516	156/312	150/300	150/300
# of Participants - Adult Softball	1,182/171 teams	1,609- 3 seasons; 126 teams	1,419- 3 seasons; 133 teams	1,500/138	1,500/138
(resident / non-resident)	640/542	626/983	436/983	800/900	800/900
# of Participants - Teen Basketball	56/7 teams	117- 2 seasons; 16 teams	N/A	N/A	100
(resident / non-resident)	44/12 Summer only	67/50	N/A	N/A	60/40
# of Participants - Youth Basketball	0	328- 37 teams	358- 45 teams	400	400
(resident / non-resident)	0	252/76	287/71	300/100	300/100
# of Participants - Youth Soccer	1,395	1,352	N/A	N/A	N/A
(resident / non-resident)	868/527	957/395	N/A	N/A	N/A
# of Participants - Youth Travel Soccer	N/A	656	N/A	N/A	N/A
(resident / non-resident)		334/322	N/A	N/A	N/A

* Ambush Soccer Club is no longer a contracted program- they are now a Youth Athletic Association- Fall 2021

Teen Basketball has had little to no enrollment since Spring of 2022

GENERAL FUND DEPARTMENTAL SUMMARIES

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Participants in summer day camps (resident / non-resident)	1,427 878/549	1,745 1,203/542	1753 1,227/527	1,750 1,250/500	1,750 1,250/500
# of Participants in dance, including camps (resident / non-resident)	30 186/115	861 512/349	979 703/276	1,000 725/275	1,000 725/275
# of Participants in gymnastics, including camps and AGA (resident / non-resident)	2602 1,538/1,064	2920 1,880/1,040	5447 3,377/2,070	5,500 3,500/2,000	5,500 3,500/2,000
# of Participants in Specialty Camps	54	406	1,564	1,500	1,500

Recreation, Parks & Cultural Services - Preston Ridge					
Performance Measurements	Actual FY 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Total # of Active Adult Participants per year*	125*	3,364	5,326	6,000	6,250
(resident / non-resident)	59/66	717/2,650	1,241/4,085	1,750/4,250	2,000/4,250
# of Facility Rentals	8	22	25	35	35

* CENTER OPENED JUNE 2021

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Total # of Equestrian event dates	92	87	82	95	95
Total # dog show events	14	11	12	10	12
Total # other event dates hosted at equestrian center	13	10	13	15	15
Total attendance at events	100,000	100,000	100,000	135,000	135,000
# of Arenas/rings maintained	5	5	6	6	6
# of Part-time hours used	0	0	0	900	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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Number of Workshops/Classes Offered			61 (CY2023)	66	72
Number of local schools in partnership*			5	6	7
Number of individual volunteers participating in program	668 (CY2021)	760 (CY2022)	616 (CY2023)	775	775
Number of volunteer hours dedicated from community volunteers to program			4,680 (CY2023)	4,750	4,750

* Cambridge High School, Alpharetta High School, Milton High School, Innovation Academy, Fulton Science Academy

Recreation, Parks & Cultural Services - Community Services Performance Measurements	Actual FY 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Total Approved Events:					
Exclusive City Events	2	15	11	12	12
City Partnered Events	32	75	90	85	85
Outside Event Applications Processed	19	20	21	20	20
Approved / Denied	19/0	19 approved/1 denied	19 approved/2 cancelled		
Film Permit Requests Processed	0	11	14	12	20
Approved / Denied	0	6 approved/2 denied/3 cancelled	13 approved/ 1 cancelled		
Estimated Attendance for:					
Taste of Alpharetta	0	0	40,000	50,000	50,000
Mayor's Challenge	0	0	1,500	2,000	2,000
Old Soldier's Day Parade	0 - cancelled	0 - cancelled	0	0	0
Season of Celebration	0	800	3,000	5,000	5,000
Alpharetta Arts StreetFest	0	0	10,000	10,000	10,000
Scarecrow Harvest	0 - cancelled	0 - cancelled	0	0	0
Wire & Wood	0	15,000	15,000	20,000	20,000
Food Trucks	0	3,500	5,000	7,000	7,000
Restless In Resthaven	0 - cancelled	0 - cancelled	0	0	0
Grilling & Gridiron	0	800	800	1,000	1,000
Volunteer Recruitment:					
Taste of Alpharetta (Non-City Staff)	0	0	0	0	0
Season of Celebration	0	0	8	0	0
Scarecrow Harvest	0	0	0	0	0
Wire & Wood	0	6	0	0	0
Community Agriculture	668 (CY2021)	760 (CY2022)		775	
TOTAL	668	766	8	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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Athletic fields maintained*	35	35	35	35	35
# of Park acres maintained	355	360	360	360	360
# of Greenway acres maintained	254	254	254	254	254
# of Playground inspections	108	120	120	120	132
# of Park/playground injuries	2	1	1	0	0
# of Athletic field preparations	4,200	5,520	5,500	5,520	5,500
# of Park mowings	40	40	40	40	40
# of Athletic field mowings	80	80	80	80	80
# of Buildings maintained	37	37	37	39	39
# of Restrooms maintained	56	57	57	59	59
# of Pavilions maintained	17	17	17	17	16
# of Hours utilized for trash	10,950	10,950	10,950	9,850	9,850
# of Part-time hours used	4,211	5,119	7,709	8,000	9,000
# of Vehicles maintained	22	25	29	30	29
# of Vehicle-related accidents	1	0	0	1	0



Alpharetta Greenway construction began in 1995 and we have over 8 miles completed.

The Alpha Loop, a multi-use path looping through Alpharetta, was introduced in 2016 as a long-term project to "Connect People to the Stuff" like our neighborhoods to activity centers, improve mobility, and enhance the quality of life of everyone who lives, works, and spends time in our awesome community.

In 2020, the first full segment of the Alpha Loop was completed, connecting Downtown Alpharetta to Avalon with several other sections under construction. Additional AlphaLoop segments are nearing completion.

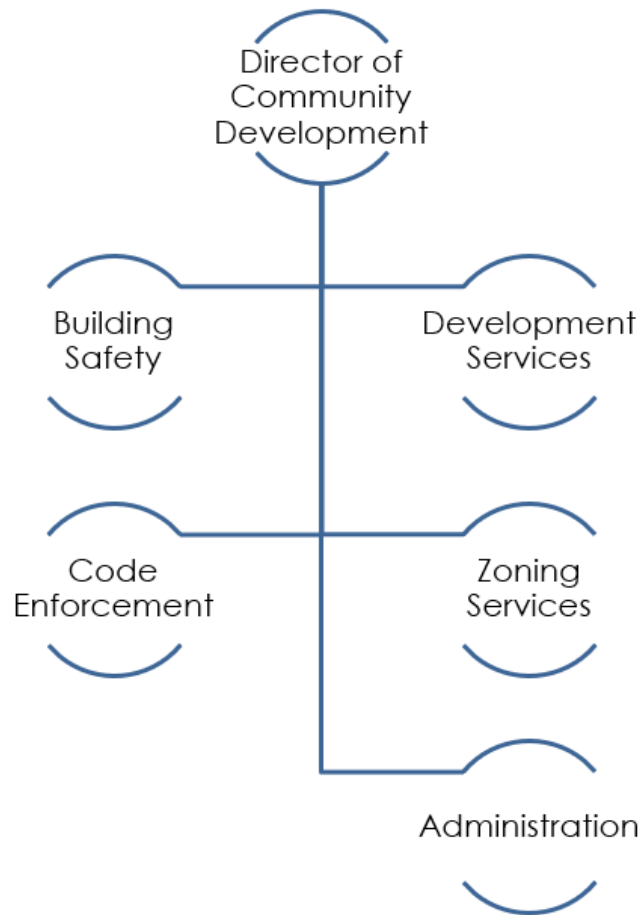
GENERAL FUND DEPARTMENTAL SUMMARIES

Community Development

KATHI COOK
DIRECTOR



KCook@alpharetta.ga.us



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



Offering the highest quality 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 Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

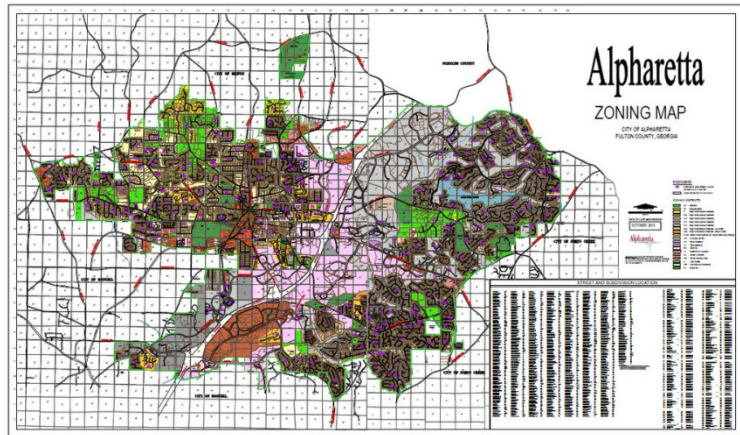
GENERAL FUND DEPARTMENTAL SUMMARIES

Community Development

Administration, Building Safety, Development Services, Zoning, and Code Enforcement

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.

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues and Expenditures

Community Development General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Business Taxes:					
Occupational License Fees	\$ 1,171,692	\$ 1,083,893	\$ 1,178,045	\$ 1,165,000	\$ 1,230,000
Licenses & Permits:					
Development Permits/Fees	137,046	182,176	321,956	254,800	165,000
Building Permit Fees	1,971,207	1,987,196	2,335,606	2,000,000	1,825,000
Occupancy Permit Fees	168,602	168,158	162,252	160,000	125,000
Tree Removal Permit	3,236	5,238	4,033	3,500	3,500
Soil Erosion Permit	13,354	36,140	31,744	72,200	72,000
Alcoholic Beverage Permit	692,255	780,132	813,172	850,000	912,000
Other	69,783	79,042	66,907	52,500	70,000
Charges for Services:					
Planning and Development Fees	93,590	129,968	104,126	115,000	120,000
Plan Review Fees	837,651	852,097	1,051,404	925,000	840,000
Other	65,982	61,861	16,688	27,800	26,600
Fines & Forfeitures					
	18,175	3,250	7,000	3,000	5,000
TOTAL	\$ 5,242,572	\$ 5,369,151	\$ 6,092,932	\$ 5,628,800	\$ 5,394,100
EXPENDITURES					
Personnel Services:					
Salaries (incl. Temp. Svcs)	\$ 2,040,849	\$ 2,168,038	\$ 2,377,330	\$ 2,721,457	\$ 2,723,172
Overtime	132	6,377	1,777	6,657	5,000
Group Insurance	709,983	645,344	673,881	766,733	750,891
FICA	147,651	158,447	173,841	208,813	208,765
Pension (Defined Benefit)	144,877	161,951	178,168	191,236	214,771
Pension (401A Contribution/Matc)	171,879	198,734	209,585	282,637	289,606
Miscellaneous	106,757	110,738	113,779	130,562	124,449
<i>subtotal</i>	<i>\$ 3,322,128</i>	<i>\$ 3,449,628</i>	<i>\$ 3,728,361</i>	<i>\$ 4,308,095</i>	<i>\$ 4,316,654</i>
Maintenance & Operations:					
Professional Services	\$ 176,702	\$ 178,025	\$ 118,155	\$ 137,700	\$ 39,700
Board Member Fees	9,050	10,500	9,100	11,000	11,000
Fuel/Repair & Maintenance	13,098	23,461	21,541	24,000	25,000
Advertising	130,859	90,530	86,676	152,500	23,000
Employee Training	8,799	26,247	34,124	29,129	17,000
Employee Travel	3,039	27,760	28,655	27,686	20,750
Printing	10,778	7,174	7,868	12,000	5,000
Maintenance Contracts/IT Svcs.	162,434	200,312	207,214	265,154	237,621
General Supplies	27,905	37,669	47,429	36,500	28,500
Miscellaneous	3,964	29,983	16,436	6,514	9,500
<i>subtotal</i>	<i>\$ 546,629</i>	<i>\$ 631,661</i>	<i>\$ 577,198</i>	<i>\$ 702,183</i>	<i>\$ 417,071</i>
Capital/Other					
	\$ -				\$ -
TOTAL	\$ 3,868,757	\$ 4,081,289	\$ 4,305,559	\$ 5,010,278	\$ 4,733,725

Notes:

* Economic Development function was reorganized from the Community Development Department to City Administration starting in FY 2025.

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Community Development totals \$4.7 million and represents a decrease of -6%, or -\$276,553, compared to FY 2024. This decrease is primarily related to the reorganization of the Economic Development function from the Community Development Department to City Administration in FY 2025 (-\$576,103).

The Personnel Services category is flat due primarily to the following:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).
- Transition of the Director position to a contract-employee status during FY 2024 which included increased compensation.
- All of which is offset through reorganization of the Economic Development function (2 positions totaling \$259,841) from the Community Development Department to City Administration in FY 2025.

Authorized personnel total 31 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Administrative Assistant II	1.0	1.0	1.0	-	-	-
Administrative Office Coordinator	-	-	1.0	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	4.0	4.0	4.0	-
Code Enforcement Supervisor	-	-	1.0	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Development & Planning Manager*	-	-	-	-	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	-	(1.0)
Economic Development Coordinator (Mktng)**	-	1.0	1.0	1.0	-	(1.0)

GENERAL FUND DEPARTMENTAL SUMMARIES

<i>continued</i>	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
GIS Specialist/Special Project Planner	1.0	1.0	1.0	1.0	1.0	-
Inspectors	3.0	3.0	-	-	-	-
Land Development Inspector	-	-	3.0	3.0	3.0	-
Land Development Supervisor	-	-	-	1.0	1.0	-
Office Manager	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	1.0	-
Permit Technician	2.0	2.0	2.0	3.0	3.0	-
Project Administrator	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	-	-	-	-
Support Services Manager	-	-	-	1.0	1.0	-
Transportation Engineer*	-	-	-	-	1.0	1.0
Zoning Administrator*	1.0	1.0	1.0	1.0	-	(1.0)
	32.0	32.0	32.0	33.0	31.0	(2.0)

* Position adjustments occurred during FY 2024.

** Economic Development function was reorganized from the Community Development Department to City Administration starting in FY 2025.

The Maintenance and Operations category decreased -41%, or -\$285,112, primarily to the reorganization of the Economic Development function (-\$316,262) from the Community Development Department to City Administration in FY 2025.

Additional variances include:

- Increase in advertising costs of \$15,000 in accordance with current cost trends (e.g. advertisement-placement cost growth from newspaper vendors.
- Increase in employee travel/training of \$4,185 (7% growth) due to a focus on continued development of professional staff.
- Increase in maintenance contracts/IT professional services of \$6,145 (2% growth) due to contract cost growth for Co-Star, coverage of general software inflationary cost growth, allocations of new initiatives approved in FY 2024 (eXtended Detection and Response software, Asset Management and Vulnerability Mitigation System software, etc.) that were fully budgeted within the IT Department in FY 2024 (pending implementation) and have now been allocated to user departments, etc.
- Increase in general supplies costs of \$4,000 (11% growth) due to additional funding for boards & commission support costs, postage/ mailing costs, and general office supplies.

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Community Development programs including performance measures.

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Special projects managed	20	20	22	16	16

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of New public hearings filed	120	117	95	115	115
Total # of public hearings processed	91	93	77	115	115
# of parcels annexed	0	0	0	0	0

Community Development - Development Services					
Performance Measurements	Actual FY 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Private development plans reviewed	121	108	151	125	128
Tree permits issued	1,177	1,171	787	780	780

Community Development - Building Safety					
Performance Measurements	Actual FY 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of New building permits issued	5,024	5,243	4,400	5,000	5,400
# of Building inspections completed	23,213	25,896	21,730	25,000	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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Code enforcement inspections completed	1,284	2,047	2,009	1,700	1,500

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 2025 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**

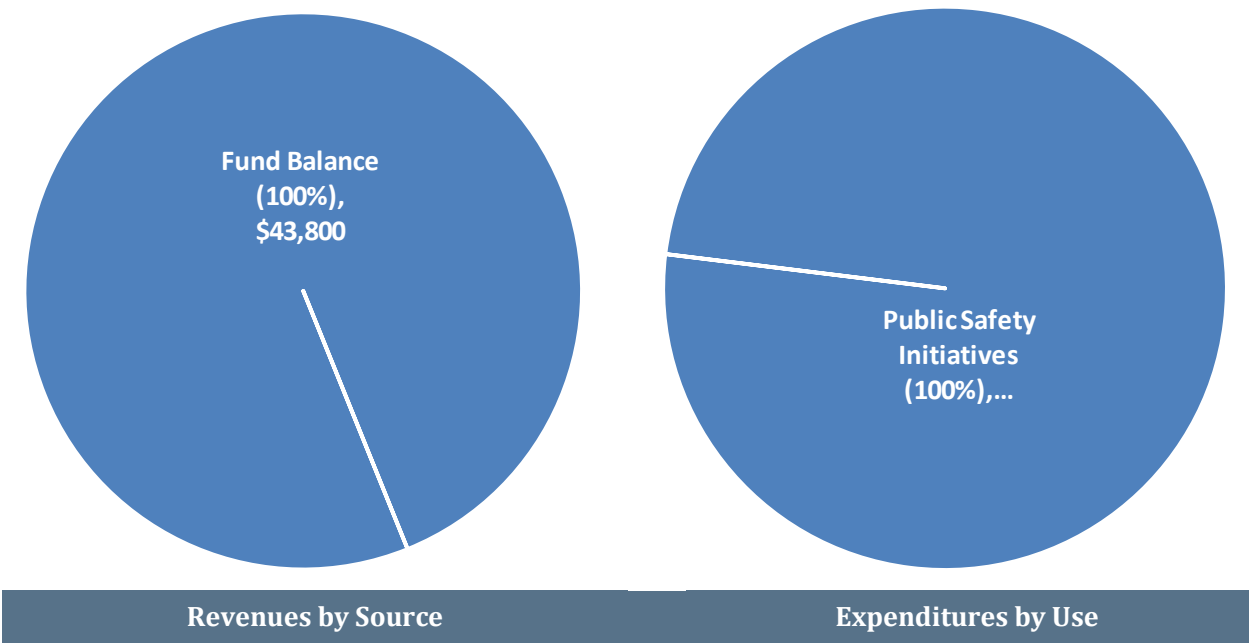
This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. Also included are changes in fund balance.

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

Asset Forfeiture Fund Summary

FY 2025 Budget: \$43,800



The Asset Forfeiture Fund accounts for revenues received from the enforcement of drug laws and the confiscation of property from drug offender’s arrests that can be used by public safety to aid in drug enforcement activity. Funds cannot be used to supplant the Public Safety Department’s operational budget. The Public Safety Department manages the Asset Forfeiture Program.

Trends

The FY 2025 Budget for the Asset Forfeiture Fund totals \$43,800 and represents a decrease of -86%, or -\$275,102, compared to FY 2024. The main driver of this variance is the non-allocated reserve (i.e. available fund balance) and maintenance & operations investment budgeted in FY 2024¹³.

Asset forfeiture funds are being allocated to the following capital initiatives which are discussed in depth within the *Capital Project Fund Summaries* section of this document.

- Drone First Responder Program.
- Alpharetta Real Time Information Center (ARTIC) Office Furniture.

¹³ 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 2025 will occur subsequent to adoption of the budget.

SPECIAL REVENUE FUND SUMMARIES

Statement of Budgetary Comparisons

Asset Forfeiture Fund Public Safety Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Fines & Forfeitures					
Asset Forfeiture Distributions	\$ 68,793	\$ 236,585	\$ 59,719	\$ 40,379	\$ -
Investment Earnings	1,091	1	-	-	-
Other					
Sale of Capital Assets	7,825	-	-	-	-
Miscellaneous Earnings	-	-	-	-	-
Fund Balance	-	-	-	278,523	43,800
TOTAL	\$ 77,709	\$ 236,586	\$ 59,719	\$ 318,902	\$ 43,800
EXPENDITURES					
Personnel Services:					
Salaries	\$ 94,520	\$ -	\$ -	\$ -	\$ -
Overtime	14,484	-	-	-	-
Group Insurance	29,844	-	-	-	-
FICA	8,232	-	-	-	-
Pension (401A Cont./Match)	15,582	-	-	-	-
Miscellaneous	7,835	-	-	-	-
<i>subtotal</i>	\$ 170,498	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations:					
Employee Travel	\$ -	\$ -	\$ 6,226	\$ 22,994	\$ -
Employee Training	-	-	15,500	2,500	-
General Supplies	-	-	35,945	91,952	-
Small Equipment	-	-	24,484	-	-
Miscellaneous	-	-	1,950	-	-
<i>subtotal</i>	\$ -	\$ -	\$ 84,105	\$ 117,446	\$ -
Capital					
Body Camera Program	\$ 50,724	\$ -	\$ -	\$ -	\$ -
Drone First Responder Program	-	-	-	-	18,800
Alpharetta Real Time Information Center (ARTIC) Office Furniture	-	-	-	-	25,000
Miscellaneous	-	7,708	-	-	-
<i>subtotal</i>	\$ 50,724	\$ 7,708	\$ -	\$ -	\$ 43,800
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 201,456	\$ -
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 201,456	\$ -
TOTAL	\$ 221,222	\$ 7,708	\$ 84,105	\$ 318,902	\$ 43,800

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Asset Forfeiture Fund Public Safety Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 217,543	\$ 74,031	\$ 302,910	\$ 278,523	\$ 201,456
REVENUES BY CATEGORY					
Fines and Forfeitures	\$ 68,793	\$ 236,585	\$ 59,719	\$ 40,379	\$ -
Investment Earnings	1,091	1	-	-	-
Other	7,825	-	-	-	-
TOTAL	\$ 77,709	\$ 236,586	\$ 59,719	\$ 40,379	\$ -
EXPENDITURES BY FUNCTION					
Public Safety	\$ 221,222	\$ 7,708	\$ 84,105	\$ 117,446	\$ 43,800
TOTAL	\$ 221,222	\$ 7,708	\$ 84,105	\$ 117,446	\$ 43,800
ACFR Rounding Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ 74,031	\$ 302,910	\$ 278,523	\$ 201,456	\$ 157,656
Changes in Fund Balance (actual/est.)	\$ (143,512)	\$ 228,879	\$ (24,387)	\$ (77,067)	\$ (43,800)

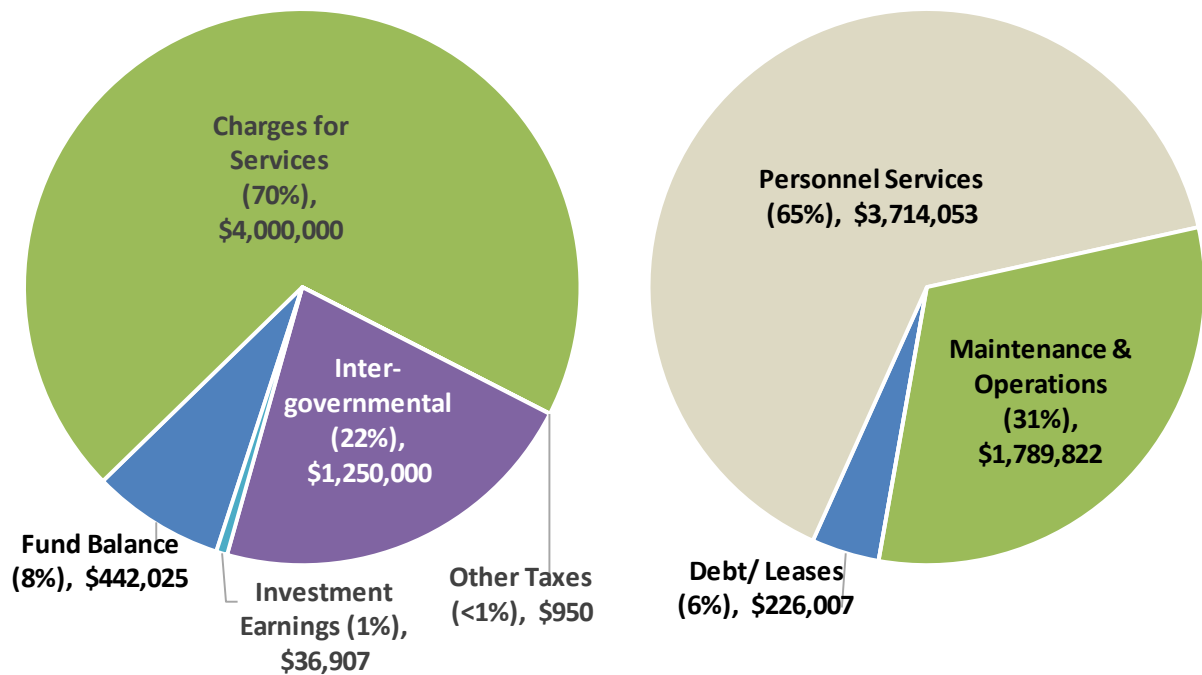
Notes:

- (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 in 2021, 2023-2025 to fund allowable Public Safety initiatives.

SPECIAL REVENUE FUND SUMMARIES

Emergency 911 Fund Summary

FY 2025 Budget: \$5,729,882



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 2025 Budget for the E-911 Fund totals \$5.7 million and represents a -14% decrease, or -\$919,967, compared to FY 2024. The main drivers of this variance include (1) the non-allocated reserve (i.e., available fund balance) budgeted in FY 2024¹⁴ and (2) carryforward of fund balance in FY 2024 to cover existing capital initiatives (e.g. Fire Station Alerting System, CAD/Records Management software implementation, etc. After adjusting for these items, the true operational budget request is approximately 6% compared to FY 2024.

¹⁴ 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 2025 will occur subsequent to adoption of the budget.

SPECIAL REVENUE FUND SUMMARIES

The Personnel Services category increased 9%, or \$303,165, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments.
- Increases in overtime to reflect current usage trends.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).
- Residual impact of prior-year staffing compensation adjustments aimed at maintaining competitiveness in an inflationary labor market.

Authorized personnel total 33 full-time-equivalents (“FTE”) and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
911 Communications Officer*	20.0	20.0	20.0	19.0	18.0	(1.0)
911 Communications Shift Supervisor	4.0	4.0	4.0	4.0	4.0	-
911 Comm. Quality Assurance Officer	1.0	1.0	-	-	-	-
911 Division Chief	1.0	1.0	1.0	1.0	1.0	-
911 Division Deputy Chief*	-	-	-	-	1.0	1.0
911 GIS Analyst	-	-	-	1.0	1.0	-
911 Section Chief - Communications Training	1.0	1.0	1.0	-	-	-
911 Senior 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	1.0	-
911 Technical Services Manager	-	-	-	1.0	1.0	-
911 IT Analyst (IT Security Administrator)	1.0	1.0	1.0	1.0	1.0	-
	33.0	33.0	33.0	33.0	33.0	-

* Position adjustments occurred during FY 2024.

The Maintenance and Operations category increased 7%, or \$115,515, due primarily to the following activity:

- Increase in communications costs of \$129,000 (34% growth) due primarily to support and maintenance fees for Motorola APXNext portable radios.
- Increase in maintenance contract costs of \$36,546 (5% 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.
- Decrease in IT professional services of -\$74,781 (-21% reduction) due primarily to a reduction in the legacy CAD/RMS software (OSSI/Central Square) funding as it is being replaced by Hexagon which is fully funded within the General Fund. Specifically, the

SPECIAL REVENUE FUND SUMMARIES

current Hexagon implementation timeline indicates that access to the legacy OSSI software is only needed for 6-months within FY 2025.

Statement of Budgetary Comparisons

Emergency 911 Fund Public Safety Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Charges for Services:					
E-911 Service Fees	\$ 2,956,734	\$ 3,228,656	\$ 3,545,761	\$ 3,650,000	\$ 3,700,000
E-911 Prepaid Service Fees	283,184	272,745	262,676	300,000	300,000
Other Taxes:					
Excise Tax	-	808	932	800	950
Intergovernmental:	1,157,905	965,885	1,107,857	1,250,000	1,250,000
Investment Earnings	342	(26,247)	35,567	32,180	36,907
Other					
Miscellaneous	8,520	-	-	-	-
Mobile Radio Lease Financing		1,565,705	-	-	-
Fund Balance	-	-	-	1,416,869	442,025
TOTAL	\$ 4,406,685	\$ 6,007,552	\$ 4,952,794	\$ 6,649,849	\$ 5,729,882
EXPENDITURES					
Personnel Services:					
Salaries	\$ 1,558,457	\$ 1,690,679	\$ 1,763,516	\$ 1,867,639	\$ 2,027,496
Overtime	232,851	265,688	379,745	275,000	300,000
Group Insurance	420,166	421,234	427,351	591,622	623,579
FICA	132,230	144,564	158,468	182,871	178,077
Pension (Defined Benefit)	103,689	115,365	130,289	137,370	180,215
Pension (401A Cont./Match)	143,586	183,299	195,281	245,954	284,014
Miscellaneous	92,575	87,264	98,973	110,432	120,672
<i>subtotal</i>	<i>\$ 2,683,553</i>	<i>\$ 2,908,092</i>	<i>\$ 3,153,623</i>	<i>\$ 3,410,888</i>	<i>\$ 3,714,053</i>
Maintenance & Operations:					
Communications	\$ 346,952	\$ 333,692	\$ 351,769	\$ 383,750	\$ 512,750
Maintenance Contracts	414,756	421,715	466,017	747,229	783,775
IT Professional Services	266,601	291,794	303,213	353,231	278,450
Miscellaneous	190,966	159,768	137,081	190,097	214,847
<i>subtotal</i>	<i>\$ 1,219,274</i>	<i>\$ 1,206,969</i>	<i>\$ 1,258,080</i>	<i>\$ 1,674,307</i>	<i>\$ 1,789,822</i>
Capital/Leases:					
Capital	\$ -	\$ 28,041	\$ 8,098	\$ 13,863	\$ -
Fire Station Alerting System	-	-	115,004	214,997	-
Portable/Mobile Radio Repl.	-	1,574,504	-	-	-
E911 Telephone Hardware	-	-	192,850	-	-
CAD/Records Mgmt. Software	-	-	-	203,869	-
Radio Leases	76,777	302,783	76,777	302,785	226,007
<i>subtotal</i>	<i>\$ 76,777</i>	<i>\$ 1,905,328</i>	<i>\$ 392,728</i>	<i>\$ 735,514</i>	<i>\$ 226,007</i>
Non-Allocated					
Reserve	\$ 39,934	\$ -	\$ -	\$ 829,140	\$ -
<i>subtotal</i>	<i>\$ 39,934</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 829,140</i>	<i>\$ -</i>
TOTAL	\$ 4,019,538	\$ 6,020,389	\$ 4,804,431	\$ 6,649,849	\$ 5,729,882

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Emergency 911 Fund Public Safety Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance	\$ 2,242,426	\$ 2,629,573	\$ 2,616,736	\$ 2,765,099	\$ 2,177,370
REVENUES BY CATEGORY					
Charges for Services	\$ 3,239,918	\$ 3,501,401	\$ 3,808,437	\$ 3,950,000	\$ 4,000,000
Other Taxes	-	808	932	800	950
Intergovernmental	1,157,905	965,885	1,107,857	1,250,000	1,250,000
Investment Earnings	342	(26,247)	35,567	32,180	36,907
Other	8,520	1,565,705	-	-	-
TOTAL	\$ 4,406,685	\$ 6,007,552	\$ 4,952,794	\$ 5,232,980	\$ 5,287,857
EXPENDITURES BY FUNCTION					
Public Safety	\$ 4,019,538	\$ 6,020,389	\$ 4,804,431	\$ 5,820,709	\$ 5,729,882
TOTAL	\$ 4,019,538	\$ 6,020,389	\$ 4,804,431	\$ 5,820,709	\$ 5,729,882
ACFR Rounding Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ 2,629,573	\$ 2,616,736	\$ 2,765,099	\$ 2,177,370	\$ 1,735,345
Changes in Fund Balance (actual/est.)	\$ 387,148	\$ (12,837)	\$ 148,363	\$ (587,729)	\$ (442,025)

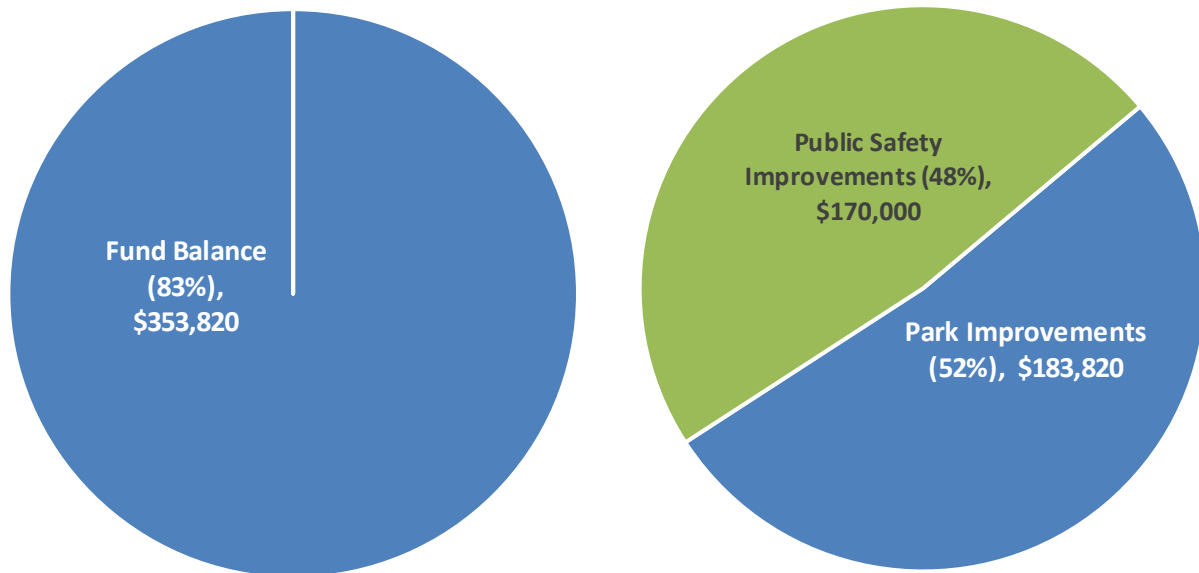
Notes:

- (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

Impact Fee Fund Summary

FY 2025 Budget: \$353,820



Revenues by Source

Expenditures by Use

The Impact Fee Fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the city's impact fee ordinance. The Community Development Department manages the Impact Fee Program.

Trends

The FY 2025 Budget totals \$353,820. This fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the city's impact fee ordinance.

Impact Fee revenues are variable and dependent upon multiple factors such as the local and national economy. Due to the variability, the annual budget typically appropriates fund balance as the primary funding tool. That is to say, appropriations are made with funds already collected (i.e. fund balance) as opposed to a forecast of collections that may not materialize due to their inherent variability.

Impact Fees are being allocated to the following capital initiatives which are discussed in depth within the *Capital Project Fund Summaries* section of this document.

- North Park Fields 1-4 Restroom Replacement (design).
- Fire Station 81 Renovations/Improvements.

SPECIAL REVENUE FUND SUMMARIES

Statement of Budgetary Comparisons

Impact Fee Fund Multiple Departments

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Charges for Services:					
Impact Fees (Roads)	\$ 533,645	\$ 447,378	\$ 157,917	\$ 151,000	\$ -
Impact Fees (Parks)	1,489,506	1,421,993	279,934	280,057	-
Impact Fees (Public Safety)	75,595	69,816	27,425	16,000	-
Investment Earnings	2,496	(64,245)	108,181	-	-
Other					
Fund Balance	-	-	-	3,712,044	353,820
TOTAL	\$ 2,101,242	\$ 1,874,942	\$ 573,457	\$ 4,159,101	\$ 353,820
EXPENDITURES					
Capital/Leases:					
Impact Fee Study Update	\$ -	\$ 2,780	\$ 29,195	\$ 37,525	\$ -
Roads					
Rucker Rd Corridor Imp.	218,014	58,321	134,044	11,506	-
Hopewell/Vaughan Roundabout	-	11,623	-	-	-
AlphaLoop	-	-	1,533,350	6,650	-
North Point Corridor (grant match)	-	-	-	1,250,000	-
Parks					
Greenway Ext. to Forsyth	1,130,190	120,880	-	-	-
Equestrian Center Improvements	-	463,678	-	-	-
Town Green Artificial Turf	33,177	-	-	-	-
Park Development	12,700	-	-	-	-
Wills Park Master Plan	-	-	21,930	306,704	-
Encore Parkway Greenway Connection/Park	-	-	27,480	1,972,520	-
North Park Fields 1-4 Restroom Replacement (design)	-	-	-	-	183,820
Public Safety					
HAZMAT Truck & Trailer	155,750	-	-	-	-
Fire Rescue-Rapid Resp. Truck	-	124,100	-	500	-
All-Terrain Vehicles (Qty: 2)	-	-	18,690	-	-
Fire Station 81 Improvements	-	-	-	-	170,000
<i>subtotal</i>	<i>\$ 1,549,831</i>	<i>\$ 781,381</i>	<i>\$ 1,764,689</i>	<i>\$ 3,585,405</i>	<i>\$ 353,820</i>
Non-Allocated					
Roads	\$ -	\$ -	\$ -	\$ 178,367	\$ -
Parks	-	-	-	231,000	-
Public Safety	-	-	-	164,329	-
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 573,696</i>	<i>\$ -</i>
TOTAL	\$ 1,549,831	\$ 781,381	\$ 1,764,689	\$ 4,159,101	\$ 353,820

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Impact Fee Fund Multiple Departments

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 3,258,305	\$ 3,809,716	\$ 4,903,276	\$ 3,712,045	\$ 573,697
REVENUES BY CATEGORY					
Charges for Services	\$ 2,098,746	\$ 1,939,187	\$ 465,276	\$ 447,057	\$ -
Investment Earnings	2,496	(64,245)	108,181	-	-
Other	-	-	-	-	-
TOTAL	\$ 2,101,242	\$ 1,874,942	\$ 573,457	\$ 447,057	\$ -
EXPENDITURES BY FUNCTION					
Impact Fee Study Update	\$ -	\$ 2,780	\$ 29,195	\$ 37,525	\$ -
Capital (Roads)	218,014	69,943	1,667,394	1,268,156	-
Capital (Parks)	1,176,067	584,558	49,410	2,279,224	183,820
Capital (Public Safety)	155,750	124,100	18,690	500	170,000
TOTAL	\$ 1,549,831	\$ 781,381	\$ 1,764,689	\$ 3,585,405	\$ 353,820
ACFR Rounding Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ 3,809,716	\$ 4,903,276	\$ 3,712,045	\$ 573,697	\$ 219,877
Changes in Fund Balance (actual/est.)	\$ 551,411	\$ 1,093,561	\$ (1,191,232)	\$ (3,138,348)	\$ (353,820)

Notes:

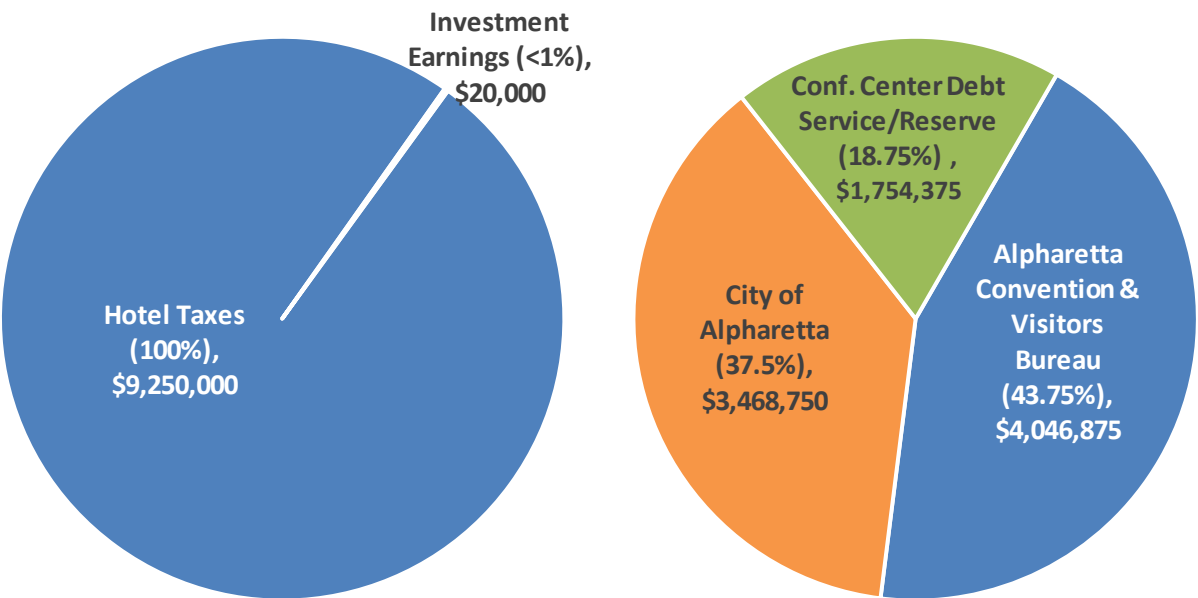
In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/Reserve (1) accounts. Please note, the city does not materially base Impact Fee investment on forecasted revenues. Instead, opting to utilize actual collections. Hence, a forecast of impact fee collections is not programmed into the FY 2025 Recommended Budget.

(2) Impact Fee fund balance usage is targeted towards eligible capital projects that offset the costs associated with growth (e.g. population, business, etc.).

SPECIAL REVENUE FUND SUMMARIES

Hotel/Motel Fund Summary

FY 2025 Budget: \$9,270,000



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 2025 Budget totals \$9.3 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 \$3.5 million); Alpharetta Convention & Visitor's Bureau (43.75% or \$4 million); and Tourism Product Development (18.75% or \$1.8 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

SPECIAL REVENUE FUND SUMMARIES

tax is anticipated to grow by a minimum of \$331,662 during FY 2025 (forecasted balance based on budgeted FYs 2024-2025 revenue totals \$1.7 million but will likely be less as actual collections are trailing budget for 2024). 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 2025 totals \$9.3 million and represents a reduction of -3% compared to the FY 2024 budget. However, actual collections for FY 2024 are trending -2% lower than FY 2023 (thru February 2024) and current estimates for FY 2024 total \$9.3 million. Due to the current trends, the FY 2025 forecast for this revenue source is essentially flat compared to the FY 2024 estimate.

Statement of Budgetary Comparisons

Hotel/Motel Fund Multiple Departments

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Other Taxes					
Hotel/Motel Taxes	\$ 3,875,217	\$ 7,927,504	\$ 9,277,072	\$ 9,550,000	\$ 9,250,000
Interest/Penalties	14,876	13,260	30,167	-	-
Investment Earnings	1,582	(25,697)	-	-	20,000
Other					
Fund Balance	-	-	-	962,046	-
TOTAL	\$ 3,891,676	\$ 7,915,067	\$ 9,307,239	\$ 10,512,046	\$ 9,270,000
EXPENDITURES					
ACVB/City					
Alpharetta Convention & Visitors Bureau	\$ 1,701,911	\$ 3,474,084	\$ 4,058,719	\$ 4,178,125	\$ 4,046,875
City of Alpharetta (transfer-out)	1,458,781	2,975,786	3,480,902	3,581,250	3,468,750
<i>subtotal</i>	<i>\$ 3,160,691</i>	<i>\$ 6,449,871</i>	<i>\$ 7,539,621</i>	<i>\$ 7,759,375</i>	<i>\$ 7,515,625</i>
Facility					
Professional Svcs (Bond Admin)	\$ 4,125	\$ 7,040	\$ 5,915	\$ 5,500	\$ 5,500
Series 2016 Bonds (debt service)	1,311,963	1,339,963	1,365,213	1,392,713	1,417,213
Debt Service Reserve	-	-	-	1,339,388	331,662
Equestrian Center Improvements	34,625	929	-	-	-
Wills Park Maint. Facility	-	-	309,369	-	-
Wills Park Master Plan Imp.	35,592	285,405	268,248	15,070	-
<i>subtotal</i>	<i>\$ 1,386,305</i>	<i>\$ 1,633,337</i>	<i>\$ 1,948,744</i>	<i>\$ 2,752,671</i>	<i>\$ 1,754,375</i>
TOTAL	\$ 4,546,996	\$ 8,083,208	\$ 9,488,366	\$ 10,512,046	\$ 9,270,000

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Hotel/Motel Fund Multiple Departments

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 1,966,633	\$ 1,311,312	\$ 1,143,171	\$ 962,046	\$ 1,339,388
REVENUES BY CATEGORY					
Hotel Taxes	\$ 3,890,094	\$ 7,940,764	\$ 9,307,239	\$ 9,550,000	\$ 9,250,000
Investment Earnings	1,582	(25,697)	-	-	20,000
Other	-	-	-	-	-
TOTAL	\$ 3,891,676	\$ 7,915,067	\$ 9,307,239	\$ 9,550,000	\$ 9,270,000
EXPENDITURES BY FUNCTION					
Alpharetta Convention & Visitors Bureau	\$ 1,701,911	\$ 3,474,084	\$ 4,058,719	\$ 4,178,125	\$ 4,046,875
City of Alpharetta (transfer-out)	1,458,781	2,975,786	3,480,902	3,581,250	3,468,750
Tourism Product Development portion of the Hotel Tax:					
Debt Service	1,316,088	1,347,003	1,371,128	1,398,213	1,422,713
Eligible System Improvements	70,217	286,334	577,617	15,070	-
TOTAL	\$ 4,546,996	\$ 8,083,208	\$ 9,488,366	\$ 9,172,658	\$ 8,938,338
ACFR/Rounding Adjustments	\$ (1)	\$ -	\$ 1	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ 1,311,312	\$ 1,143,171	\$ 962,046	\$ 1,339,388	\$ 1,671,050
Changes in Fund Balance (actual/est.)	\$ (655,321)	\$ (168,141)	\$ (181,125)	\$ 377,342	\$ 331,662

Notes:

- (1) In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/R
- (2) Revenue is to be distributed to the participating entities based on their relative share. Funding for Tourism Product Development is used 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).

CAPITAL PROJECT FUND SUMMARIES

Capital Project Fund Summaries

Overview

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.



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, Asset Forfeiture, E911 Fees, etc.).

The city has seven (7) 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 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

CAPITAL PROJECT FUND SUMMARIES

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.
- **TSPLOST 1 Capital Fund:** This fund accounts for the collection of TSPLOST 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 (e.g. investment earnings) recognized in the annual budget. This tax was imposed for the period of April 1, 2017, through March 31, 2022.
- **TSPLOST 2 Capital Fund:** This fund accounts for the collection of TSPLOST 2 (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 (e.g. investment earnings) recognized in the annual budget. This tax is imposed for the period of April 1, 2022, through March 31, 2027.
- **American Rescue Plan Capital 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 (e.g. investment earnings) recognized in the annual budget.

For the purposes of this budget document, only the Capital Projects Fund, Stormwater Capital Fund, 2022 Parks Bond Fund, TSPLOST 1 Capital Fund, and TSPLOST 2 Capital fund are presented as new appropriation activity is recommended for FY 2025.

CAPITAL PROJECT FUND SUMMARIES

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, 2023, the city's fund balance totaled \$42.6 million. Of this amount, approximately \$10.5 million was appropriated in the FY 2024 Budget for capital/one-time initiatives/reserve and \$22.6 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 2025 totals \$9.4 million.

- **Funding Capital from Operating Budget**

The FY 2025 budget includes funding totaling \$4 million from General Fund operations for capital investment (e.g., milling and resurfacing, maintenance of our stormwater infrastructure, etc.). 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 which is available for immediate capital investment in 2025 includes the following:

▪ \$ 9,447,780	Fund Balance for one-time capital.
▪ <u>4,000,000</u>	Capital Contribution from the General Fund.
\$13,447,780	

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

FY 2025 Capital Funding

The FY 2025 Capital Plan includes funding of \$26.2 million for capital initiatives (including potential grant funding). Base capital funding totals \$19.7 million and has been appropriated to the identified projects and non-allocated. Other Sources totaling \$6.5 million and consisting of anticipated LMIG (Local Maintenance & Improvement Grant) grant funding,

CAPITAL PROJECT FUND SUMMARIES

LRA (Local Roads Assistance) grant funding, STBG (Surface Transportation Block Grant) grant funding for the North Point Parkway Corridor, and ACVB (Alpharetta Convention & Visitors Bureau) contribution will be appropriated once received.

Recommended capital investment totals \$22.5 million and is focused on maintaining and improving city infrastructure and assets, delivering on prior-year funded design projects (Brookside Park Gateway, South Main District Gateway, etc.), facility modernization and improvements (Fire Station 81 Renovations/Improvements), and planning for known obligations (e.g. SR 9 Landscaping from Academy Street to Windward Parkway, Fire Equipment for New Fire Engines, etc.). An additional \$3.7 million is being reserved to provide flexibility for future prioritized capital investment.

Capital Initiatives not recommended for funding total \$10.5 million. Detailed narratives for the Staff Recommended and Unfunded Capital Initiatives are included herein.

FY 2025 Capital Source & Use Summary	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Sources										
Available Fund Balance	\$ 3,405,350	\$ 285,636	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 4,088,606	\$ -	\$ 4,088,606
General Fund								-	-	-
Annual Capital Appropriation	2,395,636	1,604,364	-	-	-	-	-	4,000,000	-	4,000,000
Available Fund Balance	9,447,780	-	-	-	-	-	-	9,447,780	-	9,447,780
Investment Earnings	325,000	110,000	900,000	500,000	300,000	-	-	2,135,000	-	2,135,000
Grants/Contributions										
Local Maintenance Improvement Grant (LMIG)	-	-	-	-	-	-	-	-	676,317	676,317
Local Roads Assistance Grant (LRA)	-	-	-	-	-	-	-	-	837,515	837,515
Surface Transportation Block Grant	-	-	-	-	-	-	-	-	5,000,000	5,000,000
Alpharetta Convention & Visitors Bureau (ACVB)	-	-	-	-	-	-	-	-	24,000	24,000
Total Sources	\$ 15,573,766	\$ 2,000,000	\$ 900,000	\$ 500,000	\$ 300,000	\$ 43,800	\$ 353,820	\$ 19,671,386	\$ 6,537,832	\$ 26,209,218
Uses										
Capital/One-Time Initiatives										
Information Technology	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,000	\$ -	\$ 440,000
Public Safety	5,083,400	-	-	-	-	43,800	170,000	5,297,200	-	5,297,200
Public Works	6,043,000	2,000,000	-	-	-	-	-	8,043,000	6,513,832	14,556,832
Recreation, Parks & Cultural Services	1,454,380	-	-	-	-	-	183,820	1,638,200	-	1,638,200
Community Development	549,400	-	-	-	-	-	-	549,400	24,000	573,400
Total Uses	\$ 13,570,180	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 15,967,800	\$ 6,537,832	\$ 22,505,632
Non-Allocated (Sources - Uses)	\$ 2,003,586	\$ -	\$ 900,000	\$ 500,000	\$ 300,000	\$ -	\$ -	\$ 3,703,586	\$ -	\$ 3,703,586

CAPITAL PROJECT FUND SUMMARIES

FY 2025 Recommended Capital Project Listing

The following section provides both a (1) summary list of Staff Recommended Capital Initiatives for FY 2025 and is followed by (2) a detailed narrative of each capital initiative.

FY 2025 Capital Source & Use Detail	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Sources										
Available Fund Balance	\$ 3,405,350	\$ 285,636	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 4,088,606	\$ -	\$ 4,088,606
General Fund								-	-	-
Annual Capital Appropriation	2,395,636	1,604,364	-	-	-	-	-	4,000,000	-	4,000,000
Available Fund Balance	9,447,780	-	-	-	-	-	-	9,447,780	-	9,447,780
Investment Earnings	325,000	110,000	900,000	500,000	300,000	-	-	2,135,000	-	2,135,000
Grants/Contributions										
Local Maintenance Improvement Grant (LMIG); Milling and Resurfacing	-	-	-	-	-	-	-	-	676,317	676,317
Local Roads Assistance Grant (LRA); Milling and Resurfacing	-	-	-	-	-	-	-	-	837,515	837,515
Surface Transportation Block Grant; North Point Parkway Corridor (ROW Phase)	-	-	-	-	-	-	-	-	5,000,000	5,000,000
Alpharetta Convention & Visitors Bureau (ACVB); Downtown Wayfinding Signage	-	-	-	-	-	-	-	-	24,000	24,000
Total Sources	\$ 15,573,766	\$ 2,000,000	\$ 900,000	\$ 500,000	\$ 300,000	\$ 43,800	\$ 353,820	\$ 19,671,386	\$ 6,537,832	\$ 26,209,218
Uses										
Capital/One-Time Initiatives										
Information Technology										
Technology Replacements (all City Departments)	\$ 390,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390,000	\$ -	\$ 390,000
Wireless Access Points (replacements/additions)	50,000	-	-	-	-	-	-	50,000	-	50,000
	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,000	\$ -	\$ 440,000
Public Safety										
Fire Station 81 Renovation/Improvements	\$ 2,830,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ 3,000,000	\$ -	\$ 3,000,000
2972 Webb Bridge Road Renovation (ATC space)	150,000	-	-	-	-	-	-	150,000	-	150,000
Alpharetta Real Time Information Center Office Furniture	-	-	-	-	-	25,000	-	25,000	-	25,000
Fleet Replacement (Qty: 25)	1,875,000	-	-	-	-	-	-	1,875,000	-	1,875,000
Operating Initiative - Fire Training Lieutenant (new position; +1 FTE): Vehicle Purchase	50,000	-	-	-	-	-	-	50,000	-	50,000
All Access Control Card Readers Replacement	72,000	-	-	-	-	-	-	72,000	-	72,000
Fire Equipment for New Fire Engines (year 1 of 2)	75,000	-	-	-	-	-	-	75,000	-	75,000
Drone First Responder Program	-	-	-	-	-	18,800	-	18,800	-	18,800
Click2Enter System (yr 1 of 3)	31,400	-	-	-	-	-	-	31,400	-	31,400
	\$ 5,083,400	\$ -	\$ -	\$ -	\$ -	\$ 43,800	\$ 170,000	\$ 5,297,200	\$ -	\$ 5,297,200

CAPITAL PROJECT FUND SUMMARIES

FY 2025 Capital Source & Use Detail	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Uses										
Capital/One-Time Initiatives										
Public Works										
Milling and Resurfacing	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 1,513,832	\$ 4,013,832
North Point Parkway Corridor (ROW Phase) - Surface Transportation Block Grant	-	-	-	-	-	-	-	-	5,000,000	5,000,000
Tree Planting and Landscape Improvements	160,000	-	-	-	-	-	-	160,000	-	160,000
SR 9 Landscaping from Academy St. to Windward Pkwy (yr. 2 of 3)	575,000	-	-	-	-	-	-	575,000	-	575,000
Bridge Maintenance	250,000	-	-	-	-	-	-	250,000	-	250,000
Traffic Striping and Signage	170,000	-	-	-	-	-	-	170,000	-	170,000
Streetlight Maintenance	85,000	-	-	-	-	-	-	85,000	-	85,000
Traffic Signal Pole Painting and Maintenance	45,000	-	-	-	-	-	-	45,000	-	45,000
Traffic Calming Improvements	60,000	-	-	-	-	-	-	60,000	-	60,000
Traffic Control Equipment	100,000	-	-	-	-	-	-	100,000	-	100,000
Traffic Signal System Maintenance	100,000	-	-	-	-	-	-	100,000	-	100,000
Stormwater	-	2,000,000	-	-	-	-	-	2,000,000	-	2,000,000
Brick Paver Maintenance and Repair	50,000	-	-	-	-	-	-	50,000	-	50,000
Sidewalk Maintenance and Repair	140,000	-	-	-	-	-	-	140,000	-	140,000
Downtown Bus Shelters (ROW/construction; Qty: 2)	80,000	-	-	-	-	-	-	80,000	-	80,000
Design Services	50,000	-	-	-	-	-	-	50,000	-	50,000
Recreation Facilities (Roof Repairs/Replacements and Wall Restoration) - Alpharetta Community Center Wall Restoration	150,000	-	-	-	-	-	-	150,000	-	150,000
Public Works Headquarters Roof Replacement (segment 2 of 3)	400,000	-	-	-	-	-	-	400,000	-	400,000
Parking Garages (Facility Maintenance/Improvements)	150,000	-	-	-	-	-	-	150,000	-	150,000
City Facility Preventative Maintenance Assessment	300,000	-	-	-	-	-	-	300,000	-	300,000
HVAC Replacements (Facility Maintenance/Improvements)	100,000	-	-	-	-	-	-	100,000	-	100,000
Public Safety Facilities Upgrades and Improvements	75,000	-	-	-	-	-	-	75,000	-	75,000
City Hall (Facility Maintenance/Improvements)	40,000	-	-	-	-	-	-	40,000	-	40,000

CAPITAL PROJECT FUND SUMMARIES

FY 2025 Capital Source & Use Detail	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Uses continued										
Capital/One-Time Initiatives										
Public Works <i>continued</i>										
General Equipment Replacement	60,000	-	-	-	-	-	-	60,000	-	60,000
F-750 Trucks; Qty: 2 (Fleet Replacement)	275,000	-	-	-	-	-	-	275,000	-	275,000
F-250 Crew Cab Service Truck; Qty: 1 (Fleet Replacement)	78,000	-	-	-	-	-	-	78,000	-	78,000
Operating Initiative - Sr. Urban Forestry Assistant (new position; +1 FTE): Vehicle Purchase	50,000	-	-	-	-	-	-	50,000	-	50,000
	\$ 6,043,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,043,000	\$ 6,513,832	\$ 14,556,832
Recreation, Parks & Cultural Services										
Greenway Repairs and Improvements	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ 275,000
Innovation Academy Soccer Field Fencing Enhancements	40,000	-	-	-	-	-	-	40,000	-	40,000
Wood Lightpole/LED Replacement Initiative (multi-year)	300,000	-	-	-	-	-	-	300,000	-	300,000
Alpharetta Public Arts (Outdoor On-Loan Sculpture Exhibit)	55,000	-	-	-	-	-	-	55,000	-	55,000
Public Art Fund by Developers - City Property	10,000	-	-	-	-	-	-	10,000	-	10,000
Public Art in the Parks	20,000	-	-	-	-	-	-	20,000	-	20,000
Public Art for City Projects	25,000	-	-	-	-	-	-	25,000	-	25,000
Park Security Repairs and Improvements	80,000	-	-	-	-	-	-	80,000	-	80,000
Playground Equipment Replacement	50,000	-	-	-	-	-	-	50,000	-	50,000
Park Repairs and Improvements	160,000	-	-	-	-	-	-	160,000	-	160,000
Tree Maintenance, Planting, and Removal in Parks	125,000	-	-	-	-	-	-	125,000	-	125,000
Design Services	21,200	-	-	-	-	-	-	21,200	-	21,200
North Park Fields 1-4 Restroom/Concession Stand Replacement (design)	16,180	-	-	-	-	-	183,820	200,000	-	200,000
General Equipment Replacement	177,000	-	-	-	-	-	-	177,000	-	177,000
Fleet Replacement (Qty:1)	100,000	-	-	-	-	-	-	100,000	-	100,000
	\$ 1,454,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,820	\$ 1,638,200	\$ -	\$ 1,638,200

CAPITAL PROJECT FUND SUMMARIES

FY 2025 Capital Source & Use Detail	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Uses continued										
Capital/One-Time Initiatives										
Community Development										
Brookside Park Gateway (construction)	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ 225,000
South Main District Gateway (construction)	150,000	-	-	-	-	-	-	150,000	-	150,000
Downtown Wayfinding Signage (Qty: 3)	12,000	-	-	-	-	-	-	12,000	24,000	36,000
Milton Avenue Lighting Project	50,000	-	-	-	-	-	-	50,000	-	50,000
Design Services	62,400	-	-	-	-	-	-	62,400	-	62,400
Alpharetta Entry Monuments (design)	50,000	-	-	-	-	-	-	50,000	-	50,000
	\$ 549,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 549,400	\$ 24,000	\$ 573,400
Total Uses	\$ 13,570,180	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 15,967,800	\$ 6,537,832	\$ 22,505,632
Non-Allocated (Future Capital/One-Time Initiatives)	\$ 2,003,586	\$ -	\$ 900,000	\$ 500,000	\$ 300,000	\$ -	\$ -	\$ 3,703,586		

Budgeted as part of the FY 2025 Budget.

Budgeted once received.

Fiscal Year 2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 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 *Fiscal Year 2025 Annual Action Plan* with the components set forth below:

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

CAPITAL PROJECT FUND SUMMARIES

Detail (Recommended Capital Initiatives)

Information Technology

Technology Replacement (all city departments)

\$390,000

Fiscal Year 2025 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 over 450 computers in operation (desktops/laptops). The main component of the FY 2025 request includes funding for the replacement of approximately 143 PCs, 65 iPhones, 28 iPads, and printers (as needed).

The current city standards for technology replacement (based on funding availability) are as follows: servers (5 years); SANS – Storage (5 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); monitors (8 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 (replacements/additions)

\$50,000

Fiscal Year 2025 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) for use by city employees, vendors, and guests. This initiative is needed to supplement both the current rate of use and the expected growth in the numbers and bandwidth use.

This request is the second half of the request funded in FY 2024 for the complete replacement of the existing wireless access infrastructure.

This project's infrastructure is anticipated to cover a five-year period before scheduled replacement in FY 2030, with annual operating requests to cover support and maintenance.

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 PROJECT FUND SUMMARIES

Public Safety

Fire Station 81 Renovation/Improvements

\$3,000,000 (multiple sources)

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.
- People Focused Workforce.

Description: This request is for full design, construction, and project management funding for Fire Station 81 and delivers on a portion of the Fire Station facility assessment/conceptual design work approved by the City Council in 2023.

- **Background (Fire Station Assessment/Design)**

In January of 2023, at the City Council retreat, the direction was provided to conduct a facilities assessment of the city's fire stations.

In April of 2023, a complete list of requirements was created in preparation for an RFP process in May and June of 2023. The expectation was to have the consultant identify improvement potential to update and modernize our fire stations within the current footprint, where possible, for each fire station in order to comply with the Clean Station Concept. Facility expansion may be a consideration where cost and lot space allow. Assessments and recommendations may include architectural and engineering design services to improve the living and working environments; workflow and open floorplan; and building features, including public spaces, officer / non-officer areas, storage and maintenance areas, exterior improvements, etc. The RFP was awarded to Jericho Design Ground in August 2023.

- **Current Status**

Staff has worked with the Jericho design team to identify improvements to our fire stations that meet the intent of the assessment process and our strategic goals as identified above. Preliminary cost estimates total \$2.9 million for design, construction, and furniture/fixtures/equipment. The remaining funds are programmed for project management services.

Funding is provided through general capital appropriations (\$2.8 million) and impact fee funds (\$170,000 or 100% of expansion cost is impact fee eligible – limiting factor is impact fee availability). Operating Budget Impact: Facility maintenance costs are anticipated to be substantially similar to current operations or decline due to the renovations (e.g. energy efficiency improvements).

2972 Webb Bridge Road Renovation (ATC space)

\$150,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Infrastructure and Facilities Maintenance.

Description: This request is for renovations to 2972 Webb Bridge Road (Alpharetta Technology Commission space) including technology (e.g. fiber), equipment (e.g. desks, cubicles, etc.), and facility renovations (e.g. restrooms, carpet, paint, etc.). These upgrades

CAPITAL PROJECT FUND SUMMARIES

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

Alpharetta Real Time Information Center Office Furniture **\$25,000** **(asset forfeiture funding)**

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: The Alpharetta Real Time Information Center (ARTIC) brings together a wide range of technologies and capabilities to enhance law enforcement response and reduce the criminal activity felt by our community. Building off last year, we are furthering our censor and software platforms. We have substantially added to our License Plate Reader (LPR) camera capability, inherited primary ownership of the City camera infrastructure, as well as added business and community partners to increase our access to private camera systems. This request is for operational consoles and office furniture similar to a 911 center. Funding is proposed through the Asset Forfeiture Fund.

Fleet Replacement (Qty: 25) - Public Safety **\$1,875,000**

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: This request is for the forecasted annual replacement of Police and Fire SUVs and pickup trucks. The model year, mileage, engine hours, and mechanical condition of the vehicles drive the replacement need. 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, 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, manufacturers are still struggling to keep up with demand and the backlog of orders. Currently, the lead time is roughly 18 months from order to receipt of 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 and the new model year pricing, our numbers reflect a projection of: Base vehicle \$50K + Upfit \$25K = \$75K x 25 = \$1.9 million.

Replacement vehicles to be purchased in FY 2025 include: (16) SUVs for Patrol; (2) SUVs for CID; (2) SUVs for Admin; (2) SUVs for K-9; (1) PPV (Pursuit Pkg) Truck for Fire; and (2) Small Trucks 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.

CAPITAL PROJECT FUND SUMMARIES

Fire Training Lieutenant (new position; +1 FTE)

\$50,000

January 1, 2025, Effective Date

(\$65,100 operations [net]/\$50,000 capital)

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of a Fire Training Lieutenant position (pay grade 1219-P) to the Fire Training Division to address the challenge of providing the required annual training hours for each Fire Department employee efficiently.

The Training Division currently consists of two full-time positions. The goal is to provide approximately 106 certified members with the required 228 annual training hours and seven (7) medical certifications, totaling approximately 24,168 hours.

The current staff size is insufficient to meet the training needs, leading to the utilization of off-shift employees. The use of off-shift employees for training maintenance is incurring overtime costs. This additional position is intended to facilitate and instruct each member's required annual training hours, ensuring compliance with certification requirements. A Fire Training Captain position has also been requested to assist with these needs. The Training Division aims to fulfill the annual training requirements and provides instruction for specialty and innovative training classes at the training center for both Department members and surrounding agencies.

Capital costs are estimated at \$50,000 and includes 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 \$130,000 annually and reflect salary and benefit costs only. There is an anticipated savings in overtime (off-shift employees) associated with both training positions requests (Captain + Lieutenant) that is estimated at \$48,000 annually. For the purposes of this narrative, each training position request is estimated to result in overtime savings of \$24,000 annually. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$53,000. Operational costs include uniforms, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$12,100.

Access Control Card Readers Replacement

\$72,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Infrastructure and Facilities Maintenance.
- People Focused Workforce.

Description: Current City buildings utilizing access control card readers are equipped with five different manufacturers and associated configurations for operation. This request is proposed to standardize the hardware used throughout the city. The current access control capital project hoped to upgrade the access cards to this increased level of security. However, the existing readers are not technologically capable. This capital item represents

CAPITAL PROJECT FUND SUMMARIES

the cost of removing and replacing all access control card readers (approx. 108 readers) used by the City. This replacement provides an upgrade to the highest level of access control token technology provided by card key access. The upgrade utilizes 48-bit encryption access control cards specifically produced with reserved encoding for the City of Alpharetta.

Operating Budget Impact: This request decreases building maintenance costs through repairs.

Fire Equipment for New Fire Engines (year 1 of 2)

\$75,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: The Fire team will take delivery of three (3) new fire engines in late summer/early fall of 2025. We will need to purchase the proper equipment to outfit these new engines including four (4) SCBAs (Self-Contained Breathing Apparatus), 1,000 feet of five-inch supply hose, various lengths of 2.5-inch handlines, and various lengths of 1.75-inch handlines. We will also need to purchase electronics such as radios, TICs (Thermal Imaging Cameras), gas monitors, radio amplifiers, various EMS equipment as well as hand tools and extrication equipment. The current capital plan proposes to fund this equipment across two fiscal years: \$150,000 total (\$75,000 in FY 2025 and FY 2026). Operating Budget Impact: Maintenance/replacement funding is included within this initiative.

Drone First Responder Program

\$18,800 (asset forfeiture funding)

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: For the FY 2025, Public Safety staff would like to lay the foundation for further drone use and the beginnings of a Drone as A First Responder (DFR) program. The DFR program provides direct feeds back to the Alpharetta Real Time Information Center (ARTIC) and can rapidly identify the severity and nature of specific calls that can result in a lower or no response by emergency units, resulting in less resources required. To do this, we need to purchase one (1) drone that has a night/low light capability, add the additional drone to our Dronesense software account, conduct 2 full FAA part 107 pilot training classes, and purchase transponder units for our existing drones per FAA regulations. Funding is proposed through the Asset Forfeiture Fund.

Operating Budget Impact: Software licensing and periodic training approximates \$3,000 annually.

Click2Enter System (year 1 of 3)

\$31,400

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: Georgia's rules and regulations and the City's code require all roads with a security gate to have an emergency override system for emergency responders. The Click2Enter system addresses the shortcomings of the products currently on the market,

CAPITAL PROJECT FUND SUMMARIES

increasing law enforcement officer safety, reducing response time, providing mutual-aid compatibility, protecting valuable gates, and increasing property-owner value.

This technology allows an authorized individual to control any electronically operated gate with their existing unmodified two-way radio communications device. For example, consider a 911 emergency call to a gated residence. The ambulance arrives and opens the gate by simply clicking/transmitting from their mobile or portable radio. No keys to find, codes to remember, or calls to dispatch are required. Response times are reduced using this system, and it allows mutual aid agencies to access the system for quicker response. Click-2-Enter utilizes the latest technology to ensure full encryption and protection from hacking or unauthorized use. This increases security in areas served by the system. These systems are programmable, allowing Public Safety personnel to automate the closing of gates to restore security upon completion of calls.

This initiative will be opened for an RFP. The cost associated is the estimated equipment plus installation per unit. Approximately 60 gates in the City of Alpharetta will be upgraded with this technology. A vendor that installs these products will be requested to handle all ordering and installation for each gate. Measurements will be gauged upon the successful completion of the contractual agreement. Total costs are estimated at \$94,200 and will be funded over a three-year period (\$31,400 annually).

There will be no negative fiscal impact on these devices upon completion of the project. Per code, the owner will be responsible for maintaining the equipment. There will be a positive impact because these systems have a lower failure rate than the current systems installed. This will lower the costs of utilizing city resources for follow-up.

Notes: John's Creek has this in operation, Milton is in implementation phase, and Roswell and Sandy springs are in exploration phase. More information on this system may be found at <http://click2enter.net/>.

This is an initiative applicable to all of Public Safety, not just the Fire Division.

Public Works

Milling and Resurfacing

\$4,013,832 (multiple sources)

Fiscal Year 2025 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.

CAPITAL PROJECT FUND SUMMARIES

In FY 2025, 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. FY 2025 Funding will include another third-party pavement assessment to accurately prioritize and provide the most up to date current conditions of our roads.

Escalation in pricing due to recent inflation has raised the cost significantly over the last two years. In prior fiscal years, we paid approximately \$92/ton for asphalt. In FY 2024, the cost rose to \$140/ton. Along with increases in asphalt cost, mobilization, milling, traffic control, etc. have all increased.

- City has about 570 lane miles.
- Cost to mill and resurface a lane mile is \$207k.
- $\$207k * 570 \text{ lane miles} = \118 million .
- Resurface every 15 year - \$7.9 million per year needed.
- Resurface every 20 years - \$5.9 million per year needed.
- Resurface every 25 years - \$4.7 million per year needed.

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

Are we going to maintain the goal of roads rated above 70 for the upcoming years if the price of asphalt remains the same? – No.

Staff estimates that the City will start to see a dip below 70 in the several years. All depends how fast the roads start to degrade. Staff is looking into preservation techniques to preserve the life expectancy of the roads and is not stating that the City needs to increase funding in FY 2025; Rather, staff is noting that the City may not be able to maintain a road rating above 70 in the coming years due to the fact we are accomplishing much less work with similar dollars.

Funding requested herein is comprised of Fund Balance (estimated at \$2.5 million), Local Maintenance Improvement Grant (LMIG) funds of \$676,317, and Local Roads Assistance Grant (LRA) funds of \$837,515. Operating Budget Impact: This program decreases roadway maintenance costs as the surface is less susceptible to potholes and road surface deterioration.

CAPITAL PROJECT FUND SUMMARIES

North Point Parkway Corridor (ROW Phase; STBG Grant)

\$5,000,000

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Safe and Welcoming Community.
- Transportation and Traffic.
- People Focused Workforce.
- Economic Development.

Description: This request is to improve safety, accessibility, and walkability of pedestrians along North Point Parkway corridor from Mansell Road to Haynes Bridge Road. Some of the major elements that are considered in this project include reducing number of travel lanes from 6 to 4 (both sides), 10' curb planter median bioswales, 12' multi-use trail, and 10' planting strip on both sides of the roadway. Also, energy efficient lighting, roadway condition monitoring, and green infrastructure monitoring systems are considered for this project. Design and Cost Scoping is underway.

The City is committed to successfully completing this much needed project to ensure the economic viability of this area does not continue to deteriorate.

Currently appropriated funding (design/construction), includes the following:

- Transportation Improvement Program Grant: \$1,600,000
- Transportation Improvement Program Grant Match: \$400,000
- TSPLOST 2: \$10,000,000
- Impact Fees: \$1,250,000

The forecasted grant funding included herein is \$5 million from Surface Transportation Block Grant (STBG) monies in 2025 which is targeted to fund Right-of-Way (ROW) acquisition. There will be the recognition of an additional STBG grant in 2026. These grants will be appropriated once grant agreements are approved and executed. The City's matching portion totals \$1.25 million for each grant and is currently appropriated (\$1.25 million in Impact Fees and \$1.25 million of the TSPLOST 2 allocation).

Tree Planting and Landscape Improvements

\$160,000

Fiscal Year 2025 Annual Action Plan:

- N/A – General Capital Maintenance/Investment.

Description: This request is for tree maintenance within the City not associated with the right of way maintenance contract and plantings of new trees and shrubs in the City to increase beautification and or the replacement of landscape damaged by weather or other means. Operating Budget Impact: Maintenance funding is included within this initiative.

CAPITAL PROJECT FUND SUMMARIES

SR 9 Landscaping from Academy St to Windward Pkwy (yr. 2 of 3) \$575,000

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.

Description: This request will include the design and installation of landscaping within 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 2 funding for a 3-year project. Total projected costs are \$1.7 million. FY 2024 included funding totaling \$350,000. The request for FY 2025 totals \$575,000 with the remaining \$740,000 forecast for FY 2026.

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 previous landscape maintenance requirements, 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 (\$21,800 incremental annual cost growth).

Bridge Maintenance

\$250,000

Fiscal Year 2025 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. The most recent inspection report was received from GDOT in November 2023. Using available funding from previous years, ITB# 24-008 was recently awarded to a contractor for repair and maintenance of six major bridges in the City. Bridge maintenance items 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 problems can lead to further deterioration of bridge conditions. FY 2025 funding will be used for repair and maintenance of various bridges citywide in accordance with the findings of the GDOT inspection report. Operating Budget Impact: This program decreases bridge maintenance costs as it is less susceptible to surface and structure deterioration.

Traffic Striping and Signage

\$170,000

Fiscal Year 2025 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

CAPITAL PROJECT FUND SUMMARIES

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.

Streetlight Maintenance

\$85,000

Fiscal Year 2025 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: This program reduces equipment maintenance costs and increases utilization rates as the equipment is less susceptible to breaking down and/or requiring service.

Traffic Signal Pole Painting and Maintenance

\$45,000

Fiscal Year 2025 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. Operating Budget Impact: Maintenance funding is included within this initiative.

Traffic Calming Improvements

\$60,000

Fiscal Year 2025 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 PROJECT FUND SUMMARIES

Traffic Control Equipment

\$100,000

Fiscal Year 2025 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 smooth traffic flow. Traffic signal monitoring includes equipment such as traffic cameras. Temporary traffic control equipment includes devices used to detour or delineate traffic flow, such as cones, delineators and barricades, and variable message boards. Operating Budget Impact: Maintenance funding is included within this initiative.

Traffic Signal System Maintenance

\$100,000

Fiscal Year 2025 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, signal communication systems, and traffic light timing optimization. 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.

Stormwater

\$2,000,000

Fiscal Year 2025 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.

CAPITAL PROJECT FUND SUMMARIES

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 on 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 is 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 Foe Killer Flood Mitigation at Log Cabin Park, Canton Street Drainage Improvements, Mid Broadwell Culvert Replacement Design and Construction, Drainage improvements along Morrison Parkway, Drainage Improvements in Clairmonte subdivision, and Windward Pkwy Drainage Improvements. The contractual pipe un-clogging and structure repair will be throughout the city based on inspection results. Annual funding requests approximate \$4 million based on forecasted needs over a 10-year project horizon. That said, current funding levels within the Stormwater account approximate \$3.5 million (as of March 2024) and the request for FY 2025 was adjusted to \$2 million.

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

CAPITAL PROJECT FUND SUMMARIES

Brick Paver Maintenance and Repair

\$50,000

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.

Description: This request is for the maintenance and repair of brick paver sidewalks located in the downtown area. Maintenance and repairs included in this request would be re-setting, leveling, replacing, re-sanding, sealing, concrete base repair, soldier course/repair, and installation of concrete header curb as needed. Operating Budget Impact: Maintenance funding is included within this initiative.

Sidewalk Maintenance and Repair (in-house maint./repair)

\$140,000

Fiscal Year 2025 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 more than \$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 2025 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 standardizes the evaluation process, provides a clear prioritized list of sidewalks needing repair, and ties 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.) help determine the repair priority.

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 23,247 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. Work will occur in various locations throughout the city pursuant to the Dynatest findings.

The FY 2025 funding level will be primarily utilized for supplies associated with in-house maintenance and repair work. There is a companion capital request (unfunded) that covers the cost of sidewalk repairs completed by outside contractors.

Operating Budget Impact: This program decreases sidewalk maintenance costs as it is less susceptible to surface and structure deterioration.

CAPITAL PROJECT FUND SUMMARIES

Downtown Bus Shelters (ROW/construction; Qty: 2)

\$80,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Downtown Alpharetta.
- Transportation and Traffic.
- People Focused Workforce.
- Economic Development.

Description: This request is for right-of-way acquisition and associated construction funding to build two (2) Marta Bus stops in the downtown area. Design and site preparation will be done in-house. Right-of-way acquisition and shelter purchase/installation costs are estimated at \$80,000.

Design Services (Public Works)

\$50,000

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of Nort Point.
- 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.

Recreation Facilities (Roof Repairs/Replacements and Wall Restoration) \$150,000 Alpharetta Community Center Wall Restoration

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

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

FY 2025, this request is for wall restoration at the Alpharetta Community Center (\$150,000). This facility is actively experiencing leaks and the cause has been determined to be the walls including failing expansion joints. This work will include but not limited to pressure washing, removing all old sealants and caulking at expansion joints and windows, replacing sealants and new greenlock structural sealant and applying 2 coats of tuff coat wall coating to exterior CMU walls.

Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

CAPITAL PROJECT FUND SUMMARIES

Public Works Headquarters Roof Replacement (segment 2 of 3) \$400,000

Fiscal Year 2025 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 like 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.

Replacement of segment 1 was funded in fiscal year 2024. This request is for the replacement of segment 2 (\$350,000 for 5,300 sq. ft.) and additional funding to complete the replacement of segment 1 (additional HVAC mechanical equipment removal and reinstallation is needed).

The remaining segment will be requested in FY 2026 (\$1,200,000 for 15,350 sq. ft.).
Operating Budget Impact: This program decreases facility maintenance and utilities costs (increased energy efficiency).

Parking Garages (Facility Maintenance/Improvements) \$150,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: This request is for general maintenance of the two parking garages, 92 Milton Avenue and City Center. Garage maintenance work generally consists of painting (e.g. stairway handrails), washing windows, pressure washing, inspection of structural components and repair as needed, etc.

FY 2025 funding will cover repairs identified in the recent inspection reports for both garages and includes, but is not limited to, the following:

- City Center Garage
 - Exterior Stairs - rout and seal random cracks in floor slab; clean existing riser pipe to remove oxidation and apply two (2) coats rust inhibiting coating; replace traffic coating at exterior area.

CAPITAL PROJECT FUND SUMMARIES

- Top Level Parapet Barrier Wall - clean wall to remove surface contaminants and apply two (2) coats acrylic elastomeric coating to prevent water absorption into grout pockets and surface cracking on vertical face.
- Speed Hump - remove adhesive at speed hump and install new speed humps. Level 2 - 2 each and Level 3 - 2 each.
- Deck Drains - clear deck drains on a quarterly schedule.
- Transition Joint Level 2 - replace sealant at transition joint between slab on grade concrete and double tee panel.
- 92 Milton Avenue Garage
 - Steel Panel Connectors - clean exposed steel panel connectors to remove oxidation and apply two (2) coats rust inhibiting coating.
 - Panel Grout Pockets - clean grout to remove loose materials, repair damaged grout pockets with non-shrink grout, and apply acrylic elastomeric coating over grout pocket to prevent water intrusion.
 - Concrete Spall Repair - remove failed concrete to expose sound concrete, install polymer modified cementitious repair mortar, and replace sealant at repair area.
 - Corbel Crack - epoxy inject corbel crack to bond surfaces.
 - Stair Handrail Posts - clean exposed handrail post at embed pocket to remove oxidation, apply two (2) coats rust inhibiting coating, and install sealant cove bead to cover embed grout.
 - Miscellaneous Sealant - replace damaged sealant at miscellaneous locations.

Other repairs dependent on funding are waterproofing the elevator pits in the City Center parking garage and adding a louvered cover on the exterior wall at the 2nd level to help prevent water intrusion into the existing elevator pits. Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

City Facility Preventative Maintenance Assessment

\$300,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: This funding request is for a facilities condition assessment to measure the condition of a building and its infrastructure. 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.

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.

CAPITAL PROJECT FUND SUMMARIES

- 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 modernization of infrastructure/equipment projects.

Tentative scope includes:

- Physical Condition Assessment (or Life-Cycle Modeling, or both): Physical condition of the building and infrastructure system.
- Develop a Capital Facilities Project Plan.

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

HVAC Replacements (Facility Maintenance/Improvements)

\$100,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: This request is for the replacement of HVAC units for all City-maintained facilities. The 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 2025 replacements include units at the Alpharetta Community Center (1 unit that is over 28 years old) and Crabapple Gym (1 unit that is also over 28 years old).

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

Public Safety Facilities Upgrades and Improvements

\$75,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: This request is for the maintenance and upgrades at Public Safety facilities.

The FY 2025 request would be for repairs and upgrades at Public Safety Headquarters and the Crabapple Training Facility.

Public Safety Headquarters improvements would include interior painting throughout the entirety of the facility.

The Crabapple Training Facility has extensive wood rot on the existing exterior fascia, window trim, soffits and railings. Funding would include replacing all rotted fascia, soffits, trim, railings and sanding/painting all metal railings and facility exterior. A total of

CAPITAL PROJECT FUND SUMMARIES

approximately 50 rotten trim, fascia, railing, and soffit pieces need to be replaced. Additional improvements include replacing all carpet inside the training facility with luxury vinyl tile due to its durability, longevity, and ease of cleaning and maintenance, as well as painting of the interior of the facility.

Operating Budget Impact: This request decreases building maintenance costs through repairs.

City Hall Maintenance

\$40,000

Fiscal Year 2025 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 FY 2025 funding will go towards pressure washing the exterior, door and trim painting/staining, lighting upgrades and cabinetry repairs/replacements, painting the walls/trim in the Community Room, etc. Operating Budget Impact: This program decreases facility maintenance costs.

General Equipment Replacement (Public Works)

\$60,000

Fiscal Year 2025 Annual Action Plan:

- N/A – General Capital Maintenance/Investment.

Description: This request is for the recurring replacement of equipment that is utilized by Public Works Crews. The equipment enables staff to dig holes, haul dirt, move materials, lift heavy objects, clean debris from roads and on job sites, and load materials into dump trucks.

FY 2025 request is for replacement of Unit 388: 2004 New Holland Skid Steer LS190. This unit is in need of replacement, as it's not currently utilized frequently by our crews and there is a greater need for equipment to repair asphalt throughout the City; therefore, we are seeking to replace this unit with an asphalt roller.

Future year replacement is forecasted as follows:

- FY 2027 (Unit 659 - 2009 New Holland B95B TC Backhoe).

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.

CAPITAL PROJECT FUND SUMMARIES

F-750 Trucks; Qty: 2 (Fleet Replacement)

\$275,000

Fiscal Year 2025 Annual Action Plan:

- N/A – General Capital Maintenance/Investment.

Description: This request is for the replacement of F-750 Trucks based on age and/or maintenance/repair costs. Our fleet consists of four (4) usable F-750s and two (2) asphalt trucks that are used for emergency operations, construction debris removal, chip removal and to transport aggregate.

Fiscal Year 2025 includes the replacement of the following unit:

- Unit #84 (1997 F-800 Asphalt Truck). Public Works is requesting funds to replace this vehicle with a concrete truck. This will be used to by our infrastructure crews for sidewalk and stormwater repairs. As previously mentioned, this is one of the Department's two existing asphalt trucks. While this one is utilized when the newer Asphalt Truck is undergoing maintenance, the Department feels a concrete truck would be much more beneficial to serving the public need. The Department does not currently have a concrete truck.
- Unit #262 (2002 Sterling M- 7500 Box Dump). Public Works is requesting funds to replace this unit with a 5500 Crew Cab with a stainless-steel dump bed.

These vehicles meet the replacement criteria based on age and relative wear.

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.

F-250 Crew Cab Service Truck; Qty: 1 (Fleet Replacement)

\$78,000

Fiscal Year 2025 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 2025 replacement includes Unit #689 (2011 F-250 4x2 Crew Cab) with roughly 125,000 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.

CAPITAL PROJECT FUND SUMMARIES

Sr. Urban Forestry Assistant (new position +1 FTE)

\$50,000

January 1, 2025, Effective Date

(\$59,550 operations/\$50,000 capital)

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Senior Urban Forestry Assistant position (pay grade 306; assumed 10% above paygrade minimum).

This position would assist the Urban Forestry Program Manager (UFPM) with tasks related to the City-wide Landscape Maintenance of Right-of-Way and Facilities contract, the On-Call Landscape Installation and Construction contract and the Arboricultural On-Call contract. Also assists with urban forest management, general right-of-way maintenance, landscape-related traffic safety, data collection and analysis related to the urban forest and public landscapes.

Over the last decade, the City has invested in large-scale landscape improvements that have added more than 20 acres of high-quality landscape within its rights-of-way. These projects have been implemented in conjunction with roadway reconstruction projects such as Rucker Road and Kimball Bridge Road, and within existing roadways not associated with larger improvement projects including segments of Old Milton Parkway and Westside Parkway. In the near future, a large amount of similar landscape will be installed as part of the Webb Bridge Road and Highway 9 roadway improvements.

The UFPM plays an extensive role in the design, contracting, and construction management of these new landscapes. Once the projects are completed, the UFPM then oversees maintenance of these areas as part of the overall Citywide Landscape Maintenance of Right-of-Way and Facilities contract, which includes 150+ acres spread throughout the city limits. As the quality and quantity of these public assets have grown, so has the time required to effectively manage them. In addition to the responsibilities described above, the UFPM oversees landscape maintenance in the SR 400 interchanges (in partnership with True North 400, formally North Fulton CID), manages the On-Call Arboricultural Services contract for Public Works, manages annual landscape maintenance for Resthaven Cemetery, acts as Supervisor to a three-person Public Works crew, and assists other groups at Public Works with tree and landscape related issues on an ongoing basis. The proposed Urban Forestry Assistant position is intended to remove some of the less complicated tasks from the UFPM. This will allow the UFPM more time to focus on design, contract procurement and management, and improving the City's urban forestry program, particularly in the areas of emergency planning and liability reduction.

Capital costs are estimated at \$50,000 and includes 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 \$104,100 annually and reflect salary and benefit costs only. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$52,050. Operational costs in year one includes technology equipment (computer, phone, iPad, etc.), professional development, uniforms, general supplies, and fuel costs totaling \$7,500.

CAPITAL PROJECT FUND SUMMARIES

Recreation, Parks & Cultural Services

Greenway Improvements/Repairs

\$275,000

Fiscal Year 2025 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 FY 2025, after the completion of the access trail connection, the focus will be to design/rebuild (6) bridges at Beaver Creek Park and the connection to the Mansell access trail. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to a decline in repairs other than the replenishment of mulch.

Innovation Academy Soccer Field Fencing Enhancements

\$40,000

Fiscal Year 2025 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 (multi-year) \$300,000 (grant match)

Fiscal Year 2025 Annual Action Plan:

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

Description: Currently, the City's athletic lighting primarily consists of 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. The City is averaging \$140,000 in operational costs for its outdoor athletic lighting each year (bulb replacement and energy charges).

Additionally, the majority of the City's athletic fields still have wooden light poles (55 poles). These poles are near or have exceeded their life expectancy and should be replaced with concrete/metal poles.

The capital request for FY 2025 includes the following:

- North Park
 - Replace all wood athletic field light poles (31 poles) with metal/concrete and replace all athletic field lighting fixtures (67 fixtures on wooden poles and concrete/metal poles). This scope totals approximately \$1 million and is

CAPITAL PROJECT FUND SUMMARIES

proposed to be funded through a combination of grant and city match funding.

- Specifically, the City is in the final review stage for a LWCF (Land & Water Conservation Fund) grant that, if awarded, would provide \$1 million (\$500,000 grant + \$500,000 match from the City) towards replacing the poles/fixtures at North Park's athletic fields as well as the fixtures at the remaining fields (e.g. pickleball/tennis courts, Miracle League field, Multipurpose Field 1). The City currently has \$200,000 appropriated to serve as its partial match. The request for FY 2025 is \$300,000 to fully fund the match requirement (for a total of \$500,000).

Future capital requests will include funding for replacing the remaining wood athletic field light poles (all in Wills Park) and the fixtures that reside on those poles (fields 1-4; 24 poles and lighting fixtures). Fixtures on the athletics fields that have existing concrete/metal poles (106) will be upgraded to LED through the operating funds allocated each year for athletic lighting maintenance.

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

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Downtown Alpharetta.
- 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.

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 PROJECT FUND SUMMARIES

Public Art Fund by Developers (City Property)

\$10,000

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Downtown Alpharetta.
- Communications that Connect.
- Recreation, Parks, and Culture.

Description: As development continues throughout the City of Alpharetta, the developers are required to set aside funds for public art that is on city property (right-of-way or easements). The issue is that the amount of the funds set aside is not enough to purchase and install large statement pieces. This fund would provide additional funds for larger pieces of artwork at key locations and intersections. Example, Alpharetta Off-Lease was required to give the City \$15,000 for art work to go at the corner of Old Milton Parkway and Main Street. For a piece of artwork of appropriate size and stature, \$25,000 is estimated. We anticipate this happening in additional developments throughout the City.

The benefit of public art is contagious. To remain a vibrant and exciting community, we must invest in public art, public murals and cultural pieces. This request will match development dollars for more impactful and meaningful pieces of public art, murals and cultural pieces.

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.).

Public Art in the Parks

\$20,000

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Downtown Alpharetta.
- Recreation, Parks, and Culture.

Description: The City of Alpharetta has invested a great deal of money into the Parks System. With the two last bond referendums, the City has been able to purchase additional parkland for new parks and greatly enhance the existing parks. To remain a vibrant and exciting park system, the need for art throughout the parks has been identified. Several pieces have been installed (Wills Park, Encore Park, Brooke Street Park).

This request will allow for the strategic placement of public art in locations that are frequently visited and enjoyed by Alpharetta citizens. Our first priority would be Wills Park and the new spine walkway being developed. Next would be Webb Bridge Park and the Alpharetta Greenway. Future opportunities include crosswalks murals, sculptures, retaining wall murals, dog park entrances, or other art installations that might enhance, provide access such as a park gateway entrance.

The benefit of public art is contagious. To remain a vibrant and exciting community, we must invest in public art, public murals and cultural pieces. This request would place artwork in locations that can be enjoyed by our citizens up close and personally. We are

CAPITAL PROJECT FUND SUMMARIES

seeing a growing number of citizens using our parks and additional public art would add greatly to their experience.

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.).

Public Art for City Projects

\$25,000

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Downtown Alpharetta.
- Communications that Connect.
- Recreation, Parks, and Culture.

Description: Working closely with the Economic Development Team and Community Development Department, this request will allow for the purchase and placement of public art, murals, and other cultural pieces throughout the City of Alpharetta. Currently there are several locations along the existing Alpha Loop that have poured bases for pieces of art, but no funds exist for the placement of actual art. Other locations in the City that would benefit from public art would be North Main Street Park and the new Alpha Loop section from Old Milton Parkway to North Winds.

The benefit of public art is contagious. To remain a vibrant and exciting community, we must invest in public art, public murals and cultural pieces. We require developers to put artwork in their developments because of the value the artwork brings to the community. This request will allow us to begin backfilling artwork to keep Alpharetta on the cutting edge.

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.).

Park Security Repairs and Improvements (security cameras, etc.)

\$80,000

Fiscal Year 2025 Annual Action Plan:

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

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

This request includes the purchase and installation of security cameras. Public Safety has been working with Recreation, Parks & Cultural Services Department to develop a surveillance camera solution for our park system. Union Hill, Webb Bridge, Innovation Academy, and Wills Park have been identified as the highest priority. The cameras would be able to tie into existing camera infrastructure currently managed by public safety. The camera equipment would total \$56,250, leaving \$5,000 for electrical services to connect the cameras to a power source.

CAPITAL PROJECT FUND SUMMARIES

This request also includes funding for the purchase/maintenance of our call boxes, which 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.

This request also includes, subject to funding availability, the purchase and installation of automatic locks. However, the full scope of the automatic locks initiative approximates \$80,000 annually and is included as a companion capital request (unfunded).

Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Playground Equipment Replacement

\$50,000

Fiscal Year 2025 Annual Action Plan:

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

Description: One of our park system's favorite amenities is our playgrounds. This initiative is planned around the premise of keeping the City's playgrounds in compliance with industry safety standards. Even though materials last longer, the recommended replacement schedule for a playground is 25-30 years. This is mainly due to the ability to order replacement parts. In addition, as the warranty expires on equipment, funds need to be available to replace if repairs are not possible. Finally, infrastructure repairs and enhancements for drainage and fall impact must be addressed every five to ten years. This replacement program is designed around the above factors to keep all the playgrounds in the City's inventory in compliance with industry safety standards.

FY 2025 funding will be used for to complete the playground the final phase of the Webb Zone Playground replacement at Webb Bridge Park. Once a natural turf area, it is currently a sand pit. After decades of heavy use and area being more shaded, it is no longer feasible to maintain the natural grass area. Funding will to convert the 500 sq ft area into an artificial turf making this a multi-purpose green space once more. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Park Repairs/Improvements

\$160,000

Fiscal Year 2025 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. 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 the 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.

CAPITAL PROJECT FUND SUMMARIES

FY 2025 funding will be targeted towards the following improvements:

- North Main Street Park (\$40,000) - paver removal/replacement and concrete edging.
- Miracle League Field (\$50,000) - concrete repairs at the Miracle League common areas; fence repair/replacement at the Miracle League field.
- North Park Fields 5 & 6 fencing replacement (\$50,000).
- Other projects as deemed necessary throughout the year.

Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Tree Maintenance, Planting, and Removal in Parks

\$125,000

Fiscal Year 2025 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. Additionally, staff has added to the scope the purchase/planting of replacement trees. Due to funding availability, the request for FY 2025 was adjusted from \$225,000 to \$100,000. Should additional needs arise, the annual operating budget will supplement the funding requirements. 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.

Design Services (Recreation, Parks & Cultural Services)

\$21,200

Fiscal Year 2025 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.

North Park: Fields 1-4 Restroom/Concession Stand Replacement (design) \$200,000 (multiple sources)

Fiscal Year 2025 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

CAPITAL PROJECT FUND SUMMARIES

the number of users. The Department previously funded a concept several years ago for a new restroom/concession building (3,100 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. This funding request is for a formal design including surveying, civil engineering, geotechnical, and architectural services. Construction costs will be requested in future capital plans and, while highly determinable by the approved design, is currently estimated at \$700,000.

Funding is provided through general capital appropriations (\$16,180) and impact fee funds (\$183,820 or 91.91% is impact fee eligible – limiting factor is impact fee availability). 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).

General Equipment Replacement (Recreation)

\$177,000

Fiscal Year 2025 Annual Action Plan:

- N/A – General Capital Maintenance/Investment.

Description: This request is for the replacement of three (3) 2013 John Deer Gators, one (1) 2015 New Holland Skid Steer, one (1) Toro Turbine Blower, one (1) 2015 Mill Creek Spreader, one (1) Kubota Tractor for the downtown district and one (1) SMG Turf Groomer. 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.

Fleet Replacement (Qty: 1)

\$100,000

Fiscal Year 2025 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 2025 includes replacement of (1) 2009 Ford F250 Truck (Unit RP1872 with 86,252 miles) with a Ford F350 unit with a dump bed. The 2009 F250 needs approximately \$8,000 in repairs.

Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

CAPITAL PROJECT FUND SUMMARIES

Community Development

Brookside Park Gateway (construction)

\$225,000

Fiscal Year 2025 Annual Action Plan:

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

Description: The Brookside Master Plan (adopted in 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. Design was funded in FY 2024. This request is for construction of the gateway improvements. Operating Budget Impact: Maintenance costs are highly dependent upon the design and are undeterminable at this time.

South Main District Gateway (construction)

\$150,000

Fiscal Year 2025 Annual Action Plan:

- 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 Park. Design was funded in FY 2024. This request is for construction of the gateway improvements. Operating Budget Impact: Maintenance costs are highly dependent upon the design and are undeterminable at this time.

CAPITAL PROJECT FUND SUMMARIES

Downtown Wayfinding Signage (Qty: 3)

\$36,000 (multiple sources)

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Downtown Alpharetta.
- Economic Development.

Description: This request is for the development, acquisition, and installation of three (3) wayfinding/directory signs downtown. Wayfinding signage is used to help people navigate complex environments. It provides visual cues that help users understand their location, the direction they need to go, and the distance to their destination. Each sign is estimated at \$12,000 with the funding breakdown as follows:

- Alpharetta Convention & Visitors Bureau is funding 2 signs (\$24,000).
- City of Alpharetta is funding 1 sign (\$12,000).

Operating Budget Impact: Maintenance costs are minimal and coverable through existing budget appropriations.

Milton Avenue Lighting Project

\$50,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Downtown Alpharetta.
- Economic Development.

Description: Addition of string lighting across Milton Avenue (west of Main Street). Project Goals include:

- Further activate Milton Avenue.
- Balance the west side of Main to stimulate further commerce after dark.
- Enhance safety along Milton Avenue.
- Further delineate Milton Avenue as a main downtown artery/connection.
- Provide an enhanced sense of place for events like Wire & Wood and Taste of Alpharetta.

Funding requested herein is for the design, acquisition, and installation of the lighting. Operating Budget Impact: Maintenance costs are minimal (e.g. electricity, repairs, etc.) and coverable through existing budget appropriations.

CAPITAL PROJECT FUND SUMMARIES

Design Services (Community Development)

\$62,400

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- 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. Operating Budget Impact: N/A for design work.

Alpharetta Entry Monuments (design)

\$50,000

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Economic Development.

Description: Design a gateway identifying the city that will be placed in locations that will identify city boundaries. Funding includes design charrettes and stakeholder meetings as well as limited assistance in determining the best 8 locations for initial construction/installation. This request is for design funding only. Construction plans and construction/installation of the entry monuments will be requested as part of a future capital plan with the cost dependent upon design and undeterminable at this time. Operating Budget Impact: Maintenance costs are highly dependent upon the design and are undeterminable at this time.



CAPITAL PROJECT FUND SUMMARIES

Detail (Unfunded Capital Initiatives)

Human Resources

HR Office Improvements

\$55,000

Fiscal Year 2025 Annual Action Plan:

- People Focused Workforce.

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.

Public Safety

Public Safety Evidence Building Repairs & Plan for Expansion

\$110,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Infrastructure and Facilities Maintenance.
- People Focused Workforce.

Description: The Public Safety Department, specifically the Police Property and Evidence Building, needs essential repairs to prevent further deterioration of this structure. This structure houses evidence during investigations, emergency vehicles, department property, and arrestee's property when arrested due to an investigation.

The repairs consist of cracking in the structural walls and at least two visible cracks in the walls of this building. Of the two visible cracks, one over an entry door is longer than 10 feet, and the other near a roll-up door is about five feet long. There may be more cracking that is not visible since there is paint on the walls. Water leaks into the evidence areas, causing mold and ceiling tiles to fall; this has been reported to public works for repair. However, it is likely an issue in other areas of the building because the paint in other regions has visible damage. The lighting in the open areas containing the vehicles has been a consistent problem. The fixtures have been retrofitted for LED lighting but continue to malfunction. The fixtures should be replaced with a unit made for LED area lights, and the wiring should be investigated to see if it is malfunctioning. Several windows have hazed or clouded over. All the glass should be replaced for a uniform appearance. The window frames are likely in very poor condition due to the condition of the glass; the seal for the

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

glass on the windows has broken and may be leaking. The paint on the interior of the building is flaking and bubbling from what is believed to be water damage. There are more than a dozen areas where this is obvious. One area of paint blistering is more than fourteen feet high by over three feet wide. Some of this damage is located near windows, indicating the window frame seal to the cinder block walls has failed.

During a contractor's appraisal to get a ballpark figure on what these repairs may cost, they indicated there needed to be some preventative maintenance completed on the roofing. It is beginning to show signs of deterioration that, if not addressed, will require a new roof in the near future. The anticipated cost for this project is \$80,000 without knowing if the structural cracking has caused any other damage.

Also, in FY 2025, we would like to do an RFP for design services to obtain a plan and cost estimate to expand the current building to add storage and workspace. We are unsure what this might cost, but we are adding another \$30,000 for the expansion design scope. Operating Budget Impact: This request decreases building maintenance costs through repairs. Operating budget impact associated with expansion is highly dependent upon design and undeterminable at this time.

Public Safety Headquarters Bathroom Renovations

\$163,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.
- People Focused Workforce.

Description: Public Safety Headquarters' first and second-floor restrooms and locker rooms require updating and repairs. The restrooms of the Department of Public Safety Headquarters Building (not including the 911 center) have not been updated in years. Since the bathrooms were built, the Public Safety Department has seen growth in the number of employees and the square footage the bathrooms serve. It is needed to redesign, remodel, and renovate the bathrooms to repair and update the aging fixtures, to meet and exceed the Americans with Disabilities Act (ADA) requirements, and to provide our employees with an adequate sanitization station.

On both the first and second floors, the men's and women's restroom countertops and partitions are sagging, delaminating, and showing their age. Due to the growth in employees in the building, more sinks and toilets must also be added to the areas to serve the current building capacity. The second-story locker rooms were reorientated a few years ago; the sinks, tiles, and showers are original to the building, outdated, and showing signs of deterioration.

Completing a remodel of the Public Safety Headquarters restrooms and locker rooms, we will ensure we are compliant with ADA requirements, improve sanitation and cleanliness, make our facility a more efficient facility to use, and save money with updated lighting and the installation of water-saving fixtures.

The anticipated cost of this project is \$78,000 for the first-floor bathrooms and \$85,000 for the second-floor restrooms, showers, and locker rooms. The cost of this project could

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

increase if an architect or consultant is required, or extra repairs are needed behind the walls or ceiling.

Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

Transport Capable Unit (new fleet)

\$284,000 (multiple sources)

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: Over the past few years, there has been a decrease in the availability of ambulances in our 911 system due to staffing, an increase in hospital wait times, and a lack of a service level agreement with the City's zone provider. This has resulted in extended scene times, where fire crews often wait over 20 minutes for an ambulance to transport a patient to the hospital. Other municipalities have adapted to this issue by purchasing transport-capable units to transport patients to the hospital if there is a delay.

Alpharetta does not currently have the necessary equipment to perform this service; sometimes, Alpharetta staff has had to request a transport unit from another municipality when an ambulance is unavailable or delayed. Having our own unit would alleviate this issue while allowing us to care for and transport customers as emergencies dictate. Additionally, having a transport-capable unit to run specific low-acuity calls would allow us to reduce the wear and tear on our fire engines, which would increase the life of our apparatus.

From a performance metric standpoint, benefits from the Transport Capable Unit could be measured through multiple metrics including:

- Staff will track calls where our ambulance provider could not provide a unit for a citizen, and our transport-capable unit allowed us to get the patient to definitive care.
- Staff can track the mileage/hours on our fire engines/trucks and show how the new unit has decreased the workload of those apparatus by responding to low acuity calls instead of those apparatus. This will certainly prolong the life of these apparatus, saving taxpayers hundreds of thousands of dollars.

Potential funding offsets through impact fee funds (\$171,325 or 62.3% of equipment cost is impact fee eligible). Please note: There is an Operating Initiative request to fund a subsidy for the City's emergency medical response transport provider (AMR). This request includes a provision for housing an emergency response transport vehicle at a targeted City fire station. The AMR operating initiative is currently recommended for funding which reduces the urgency of this capital request. Operating Budget Impact: Operating costs include fuel, maintenance, etc. and are estimated at \$9,000 annually.

CAPITAL PROJECT FUND SUMMARIES

Operating Initiative - Emergency Management Coordinator (new position; +1 FTE; \$156,500 operations/\$60,000 capital)

\$60,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Communications that Connect.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of an Emergency Management Coordinator position (pay grade 310; assumed 10% above paygrade minimum). There is a recognized need to elevate the role of Emergency Management Coordinator to a full-time position due to the increasing complexity and frequency of significant incidents in the City. Historically, this role has been an additional responsibility for individuals holding other positions, such as Fire Logistics and Police Accreditation. However, with the City's growth and the rise in natural and manmade incidents, there is a call for dedicated attention to emergency management.

Elevating the Emergency Management Coordinator role to a full-time position has several potential benefits:

- **Increased Focus and Dedication:** Having a dedicated Emergency Management Coordinator allows for a more focused and dedicated approach to addressing emergency preparedness, response, and recovery. This is crucial in managing the growing challenges associated with significant incidents.
- **Enhanced Coordination:** A full-time coordinator can better facilitate coordination and collaboration among various departments and agencies involved in emergency response. This can lead to more efficient and effective emergency management efforts.
- **Community Resilience:** A dedicated coordinator can work on community engagement and resilience-building initiatives. This proactive approach can help the community better prepare for emergencies and recover more swiftly when incidents occur.
- **Alignment with Best Practices:** Bringing the City in line with other local jurisdictions suggests a commitment to aligning with best practices in emergency management. This can enhance interoperability and coordination during regional responses.
- **Resource Allocation:** A full-time position enables the allocation of human and financial resources, specifically for emergency management. This ensures that the tools, personnel, and technology are in place to address emergencies effectively.
- **Adaptability to Changing Threats:** With a dedicated Emergency Management Coordinator, the city can adapt more quickly to evolving threats, whether natural disasters, public health crises, or other emergencies.

Capital costs are estimated at \$60,000 and includes funding for a vehicle purchase (and upfitting). There is a companion operating initiative request to fund the

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

personnel/operational costs. Personnel costs are estimated at \$141,000 annually and reflect salary and benefit costs only. Operational costs include professional services, professional development, uniforms, general supplies, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$15,500.

Operating Initiative - Fire Training Captain (new position; +1 FTE) \$50,000
(\$128,100 operations [net]/\$50,000 capital)

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of a Fire Training Captain position (pay grade 1202-P) to the Fire Training Division to address the challenge of providing the required annual training hours for each Fire Department employee efficiently.

The Training Division currently consists of two full-time positions. The goal is to provide approximately 106 certified members with the required 228 annual training hours and seven (7) medical certifications, totaling approximately 24,168 hours.

The current staff size is insufficient to meet the training needs, leading to the utilization of off-shift employees. The use of off-shift employees for training maintenance is incurring overtime costs.

This additional position is intended to facilitate and instruct each member's required annual training hours, ensuring compliance with certification requirements. A Fire Training Lieutenant position has also been requested to assist with these needs.

The Training Division not only aims to fulfill the annual training requirement but also provides instruction for specialty and innovative training classes at the training center for both Department members and surrounding agencies.

Capital costs are estimated at \$50,000 and includes funding for a vehicle purchase (and unfitting). There is a companion operating initiative request to fund the personnel/operational costs. Personnel costs are estimated at \$140,000 annually and reflect salary and benefit costs only. There is an anticipated savings in overtime (off-shift employees) associated with both training positions requests (Captain + Lieutenant) that is estimated at \$48,000 annually. For the purposes of this narrative, each training position request is estimated to result in overtime savings of \$24,000 annually. Operational costs include uniforms, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$12,100.

CAPITAL PROJECT FUND SUMMARIES

Public Works

Pavement Resurfacing/Preservation for Parks

\$575,000

Fiscal Year 2025 Annual Action Plan:

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

Description: This request is for the ongoing 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 2025: 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.

Canton Street Sidewalk (design)

\$250,000

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.
- Communications that Connect.
- Transportation and Traffic.

Description: This request is for design funding for Canton Street sidewalk improvements. The sidewalk along the east side of Canton Street between Mayfield Road and Canton Street Extension varies in width from 4' to 5' to 6' with little to no buffer between the travel lane and pedestrians. The overall goal is to maximize the width of sidewalk along this portion of Canton Street to create more space between vehicular traffic and pedestrian traffic. This will help provide a safer pedestrian connectivity into the downtown area for residents. Due to existing specimen trees on the east side of the road, the concept is to hold the western edge of pavement, reduce lane widths to 10.5 feet and repurpose the remaining asphalt into a planting strip and widen the sidewalk as wide as possible.

A portion of the corridor does not have any curb and gutter, or storm drainage catch basins. Design of the corridor will include curb and gutter and subsequent drainage infrastructure. The design will provide Stormwater Best Management Practices (BMP's) to capture and infiltrate stormwater runoff from Canton Street before entering stormwater pipes. Also included in the design is looking for creative ways to add additional lighting along the corridor to improve pedestrian safety.

Funding for right-of-way and construction of the improvements would be requested in future capital plans and is currently estimated at \$2.6 million.

Operating Budget Impact: This program decreases asphalt maintenance costs as the surface is less susceptible to potholes and road surface deterioration.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL PROJECT FUND SUMMARIES

Charlotte Drive Mini-Roundabout (design/temporary install)

\$25,000

Fiscal Year 2025 Annual Action Plan:

- Transportation and Traffic.

Description: Citizens along Charlotte Drive have voiced concerns of excessive vehicular speeds along Charlotte Drive. Speed studies have been accomplished and vehicles are traveling greater than 10 mph over the posted speed limit. 'Your Speed' signs have been installed along the corridor and have had mixed results.

One option to pursue is the installation of a mini roundabout at the intersection of Charlotte Drive and Makra Lane/Lillian Drive. This intersection is the only 4-way intersection along Charlotte and is nearly in the middle between Mid-Broadwell and Rucker Road. The roundabout will be smaller than those along Buice Road, if the improvements are within the existing curb and gutter.

The request is to install a temporary roundabout utilizing plastic curbing. Upon completion, speed studies will be accomplished to determine the effect of the roundabout along the entire corridor. The current request is only for the installation of a temporary mini roundabout. If data reflects success, then a future capital request will be submitted as part of the budget process to install materials more in line with a permanent roundabout.

Streetlight Expansion

\$70,000

Fiscal Year 2025 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 is solely determinable by the type and number of lights installed. For planning purposes, the assumption is an additional \$3,000 annually.

CAPITAL PROJECT FUND SUMMARIES

Haynes Bridge Road Lane Diet and Linear Park (design)

\$250,000

Fiscal Year 2025 Annual Action Plan:

- 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 2025 funding request is to prepare multiple concept designs and construction cost estimates.

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

Henderson Parkway Traffic Calming (design)

\$50,000

Fiscal Year 2025 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.

Mid Broadwell Crosswalk at Fire Station Light (construction)

\$180,000

Fiscal Year 2025 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 (\$250 annually).

CAPITAL PROJECT FUND SUMMARIES

Northwinds Mid Broadwell Crosswalk (construction)

\$125,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: The Bradenton Subdivision is built on both sides of Northwinds Parkway. All the amenities of the subdivision are on one side and residents on the other side request a safe and convenient means to cross the street to access the amenities. Public Works has been working on various concepts over the last couple of years to improve pedestrian safety. Recently, the community and Public Works finalized the preferred option of installing a mid-block crosswalk with multiple rectangular rapid flashing beacons. This approach is the least expensive, provides the greatest line of sight for pedestrian safety, and is the least impactful to the community. Public Works staff will design the improvements in-house and requested funds is for the installation of the improvements. Operating Budget Impact: Increase in utility costs for the additional electricity and minor maintenance costs (\$250 annually).

Kimball Bridge Rd Improvements (design)

\$250,000

Fiscal Year 2025 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 of 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 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 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.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Douglas Rd Traffic Calming (design)

\$200,000

Fiscal Year 2025 Annual Action Plan:

- Transportation and Traffic.

Description: This request is for design of traffic calming improvements along Douglas Road. The City has received numerous complaints from citizens living along Douglas Road regarding the volume of traffic and speed of vehicles. Several options and locations were evaluated along Douglas Road. Intersection improvements at Douglas Road/Clubhouse Drive and Douglas Road/Newport Bay Passage are being considered. A roundabout is being proposed at Douglas Road/Clubhouse Drive to address the intersection volume as well as traffic calming. Traffic calming measures for the Newport Bay Passage intersection would include a lane diet and sight distance improvements. The Douglas Road corridor will be studied further to evaluate different options at multiple intersections before designing a roundabout for the intersection of Douglas Road and Clubhouse Drive. Right-of-way acquisition and construction costs are estimated at \$1.6 million and would be part of future funding requests. 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.

City Center Decorative Signposts

\$140,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Transportation and Traffic.

Description: This request is to upgrade the signposts at City Center to the approved decorative black Wadsworth design post. This project will include all signposts located in and around City Center, including Academy Street (SR 9 to Haynes Bridge Road) and Haynes Bridge Road (Academy Street to Old Milton Parkway). As a part of this project, sign clutter will be taken into consideration to reduce the overall number of signs. Estimated number of decorative signposts and signs are 150 and 220, respectively. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Encore Parkway 2-Way Bike Lane (design)

\$250,000

Fiscal Year 2025 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 route for cyclists to and from the Greenway.

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Benefit to the Community: Separating the bicyclist from the walkers and providing a barrier separation between bicyclist and vehicles provides a safer and more pleasant experience for the users.

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.

Sidewalk Maintenance and Repair (outside contractors)

\$175,000

Fiscal Year 2025 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 more than \$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 2025 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 standardizes the evaluation process, provides a clear prioritized list of sidewalks needing repair, and ties 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.) help determine the repair priority.

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 23,247 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. Work will occur in various locations throughout the city pursuant to the Dynatest findings.

This request primarily covers the cost of sidewalk repairs completed by outside contractors. There is a companion capital request that covers the cost of in-house sidewalk repairs.

Operating Budget Impact: This program decreases sidewalk maintenance costs as it is less susceptible to surface and structure deterioration.

Mid Broadwell Sidewalk Improvements (right-of-way)

\$200,000

Fiscal Year 2025 Annual Action Plan:

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

Description: This funding request is for the purchase of right-of-way for the construction of approximately 1,700 linear feet of sidewalk to fill in multiple gaps along the south side

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

of Mid Broadwell Road between Bethany Road and Fire Station 85. Providing this sidewalk would create a safer route to and from Mid Broadwell Park. Design of these sidewalk segments has been completed by in-house staff. Right-of-way is estimated at \$200,000. Construction is estimated at \$1.5 million and would be requested as part of a future capital plan.

Operating Budget Impact: N/A for the right-of-way phase. Upon completion, maintenance such as landscaping will be required and is currently estimated at \$3,100 annually.

Alpha Link Phase 2 (design/project management)

\$850,000 (net)

Fiscal Year 2025 Annual Action Plan:

- Recreation, Parks, and Culture.
- Economic Development.

Description: The Alpha Link is a 12' wide lighted multi-use trail connection from Haynes Bridge Road to Encore Parkway, approximately 1.2 miles. More specifically, this segment connects the Big Creek Greenway (via Encore Parkway) to the Alpha Loop at Haynes Bridge Road. The City was awarded a \$1 million grant from the Atlanta Regional Commission (ARC) with a required \$250,000 match to go towards the design of the Alpha Link. The dollars from the ARC are from the Federal Government; as such, the project design and Right-of-Way (ROW) acquisition must follow the Federal Plan Development Process.

Currently, Phase 1 of the project design is in progress, which includes concept plan development, survey, and environmental studies only.

To date, the City has appropriated \$1.37 million for Alpha Link design and project management services (including the procurement phase). This is composed of \$1.25 million for design services and \$115,000 for project management services through Atkins (including Federal procurement process oversight). Staff anticipates residual appropriations (after funding of Phase 1 activities) totaling \$800,000 that can be used to offset Phase 2 costs.

In Phase 2, construction plans will be designed and developed. This request involves funding Phase 2 design (\$1.25 million) and project management (\$400,000) services in an amount totaling \$1.65 million. This request is being reduced by the forecasted \$800,000 in residual appropriations, resulting in a net budget request of \$850,000 for FY 2025.

Staff has applied for a Transportation Alternative Program Grant to cover the costs associated with Phase 2 design. If awarded, this request will be reduced accordingly. The grant, however, will not cover project management expenses.

The current project schedule shows that final design plans will be ready in August 2027.

Funding for right-of-way (\$1 million) and construction (\$6 million) of the improvements would be requested in a future capital plan and is currently estimated at \$7 million. It should be noted that the construction funding forecast is based on preliminary estimates and does not reflect actual construction costs. Operating Budget Impact: improvements will impact operational maintenance costs (landscaping, trail maintenance, etc.) but are undeterminable until design progresses.

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Wills Drive Sidewalk Improvements (design/right-of-way)

\$40,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- 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 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 capital plan and is currently estimated at \$150,000. Operating Budget Impact: N/A for the design and right-of-way acquisition phase. Estimated maintenance costs (e.g. landscaping) upon buildout total \$2,000 annually.

Waters Road Sidewalk Improvements (right-of-way)

\$100,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- 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 capital plan and is currently estimated at \$1.1 million. Operating Budget Impact: N/A for the right-of-way acquisition phase.

Providence Road Sidewalk Improvements (right-of-way)

\$200,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- 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.

CAPITAL PROJECT FUND SUMMARIES

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

Guardrail Maintenance

\$55,000

Fiscal Year 2025 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.

Jayne Ellen Curb and Gutter

\$750,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Residents along Jayne Ellen Way and adjacent streets request the removal and replacement of 12,820 linear feet of curb and gutter to match the esthetics of the curb and gutter that was recently replaced. Sections of curb and gutter were recently replaced for 2 reasons; 1st = the curb was failing and 2nd = Public Works knew specific sections of curb and gutter would be damaged when the roads were milled and resurfaced this past fiscal year. Work includes removing the existing curb and gutter, installing new curb and gutter, and backfilling the curb with soil and installing sod in the disturbed areas. Not included in the cost of the work is any work in the driveways of the homes.

Alpharetta Community Center Generator

\$350,000

Fiscal Year 2025 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 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.

CAPITAL PROJECT FUND SUMMARIES

City Hall Generator and Enclosure

\$1,250,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: This request is for the purchase and installation of a generator for City Hall to ensure continued operations to citizens and stakeholders during times of power outages including natural disasters. Specifically, this cost estimate is for a natural gas generator sufficiently sized to allowed for continued operations of City Hall (roughly 55,000 sq. ft.) as well as construction of an enclosure to house the generator that matches the aesthetics of City Hall. The generator is estimated at \$850K and the enclosure is estimated at \$400K.

Operating Budget Impact: Operational costs would total in excess of \$3,000 annually and is composed of general maintenance, natural gas usage, etc.

Public Works Headquarters Renovations

\$50,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

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

FY 2025 funding will be used to remodel men's bathrooms in the front of the building, flooring for offices upstairs, and cove base for associated flooring replacement. Previous funding had 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.

Future funding requests include:

- FY 2026 funding will be used to continue replacing flooring in offices, paint, cleaning duct systems and replacing cove base. Purchase of new gym equipment will be included in any remaining funding.
- FY 2027 funding will be used to continue replacing flooring in offices, replace furniture as needed and seal block exterior siding and windows.
- FY 2028 funding will be used to paint the exterior and repair metal damage to the bay area.

Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

Public Safety Headquarters Parking Expansion

\$280,000

Fiscal Year 2025 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.

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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.

Alpharetta Arts Center Parking Expansion (design)

\$50,000

Fiscal Year 2025 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 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.

Equipment Replacement/Upgrade (Asphalt Paver; Qty: 1)

\$205,000

Fiscal Year 2025 Annual Action Plan:

- N/A – General Capital Maintenance/Investment.

Description: This request is for the replacement/upgrade of a Rubber Tire 2000 CAT 416C backhoe/loader with an Asphalt Paver. The backhoe/loader enables staff to dig holes, haul dirt, move materials, lift heavy objects, clean debris from roads and on job sites, and load materials into dump trucks. That said, Public Works has been utilizing another piece of equipment to complete the types of jobs that this unit handles. Therefore, we are requesting to replace the backhoe/loader with an asphalt paver to assist with the asphalt repair and paving that is needed throughout the City. The asphalt paver would be a more beneficial piece of equipment to assist the department in maintain our infrastructure.

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.

Department Pool Vehicle; Qty: 1 (Fleet Replacement)

\$45,000

Fiscal Year 2025 Annual Action Plan:

- N/A – General Capital Maintenance/Investment.

Description: This request is for the recurring replacement of department pool vehicles within the Public Works fleet. These vehicles are not assigned to an individual but are used by a pool of people in the department; additionally, these vehicles are used as replacement vehicles when others are out of service. These replacements are based on age and/or maintenance/repair costs. These vehicles are expected to last in excess of 10 years.

CAPITAL PROJECT FUND SUMMARIES

Fiscal Year 2025 request is for the replacement of Unit #586; (2008 Model Year Chevy Impala). This unit is in need of replacement due to age and the department could benefit greater from the use of a truck rather than the current sedan. Public Works would like to replace this unit with a truck that could be utilized by professional staff as an everyday driver.

Future year replacements are forecasted as follows:

- FY 2026 = Unit #620 and Unit #623; both 2009 Ford Ranger 4x4 Supercabs.
- FY 2027 = Unit #680; 2010 Colorado Extended Cab.
- FY 2029 = Unit #408; 2003 Model Year Chevy Tahoe.

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.

Operating Initiative - Sr. Engineering Technician - Facilities **\$50,000**
(new position; +1 FTE; \$111,600 operations/\$50,000 capital)

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Senior Engineering Technician position (pay grade 306; assumed 10% above paygrade minimum).

The Senior Engineering Technician position would perform technical work in support of the City's facility repair, maintenance, and renovations. Oversight of procurement, scheduling, and management of City contractors and vendors for the maintenance, repair, alteration, replacement, and upgrades to all city-maintained facilities. Periodic supervision and training of Public Works facility repair and maintenance crews.

The Public Works Department is currently challenged with additional and aging facilities. Public Works took responsibility of Parks facilities in 2017-2018 without the addition of any staff. With the additional facilities responsible for, and aging components, demand for repairs, alterations, remodels, etc. have significantly increased. In 2021 Public Works created a Sr. Engineering Technician position to assist the facilities supervisor/crews with repairs, procuring contractors, overseeing maintenance contracts, ordering supplies, and assisting with other facility needs. Along with more requests for daily maintenance needs, capital request have also increased. This position would be assigned park facilities to aid the facilities supervisor and crews in identifying maintenance needs and working with Parks staff regarding capital requests, maintenance contracts, and prioritization of facility repairs. This will provide a higher level of service to City employees and facility repairs.

Capital costs are estimated at \$50,000 and includes 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 \$104,100 annually and reflect salary and benefit costs only. Operational costs in year one includes technology

CAPITAL PROJECT FUND SUMMARIES

equipment (computer, phone, iPad, etc.), professional development, uniforms, general supplies, and fuel costs totaling \$7,500.

Operating Initiative - Construction Manager - Infrastructure **\$50,000** **(new position; +1 FTE; \$137,500 operations/\$50,000 capital)**

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Construction Manager position (pay grade 309; assumed 10% above paygrade minimum).

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.

Due to the number of incoming projects and programmed projects, the Department is unable to adequately oversee construction oversight of the contractors in the field for the installation of City maintained infrastructure. Public Works is requesting an Infrastructure Construction Manager Position to oversee various field operations regarding stormwater improvements. The position not only requires knowledge of reading construction plans, communication skills with the public and contractors, as well as problem-solving skills when unknown issues arise in the field.

Public Works currently has seven stormwater projects in design or construction soon to be procured, over 1 million dollars a year in pipe lining, and numerous stormwater repairs (catch basin tops, grouting of manholes/pipes, and pipe replacements) throughout the City. Public Works staff is already committed to overseeing construction management of the Park's Bond Projects, TSPLSOT I/II projects, as well as capital projects.

Capital costs are estimated at \$50,000 and includes 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 \$130,000 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.

Winter Weather Equipment Storage/Technology **\$45,000**

Fiscal Year 2025 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.

FY 2025 request is for Winter Weather Equipment. We have purchased (4) F-750s with salt spreader attachments to be utilized in anticipation of winter weather needs. We are

CAPITAL PROJECT FUND SUMMARIES

requesting funds to purchase stands for the spreaders when they are not in use, which will significantly increase the ease of use for the spreaders and the amount of space needed to store the spreader.

Currently the four spreader inserts for the F-750s are stored by means of chains and hooks. The chains are connected to the I-beams of the pole barn located at Public Works. This way of storage was never meant to be permanent and causes several issues.

- Currently, with the chain and hook system, installation and removal of a spreader takes at least three people and a piece of equipment.
- The spreaders have received damage due to dragging the ground and by the use of heavy equipment to hoist them in place, etc. The I-beams for the pole barn were never designed to have the extra weight of four spreaders hanging from them.

The cumbersome and time-consuming problem of removing, hanging, or un-hanging and installing is not the best practical way of storing the spreaders when not being utilized. The proposed stands mount to the spreader and when backing up under the spreader, the legs fold up the same way an ambulance bed would allowing you to drive up under the spreader to load it. Same as unloading, the legs fold out and you drive the truck out from underneath the spreader. With the attachment of these stands, one to two people maximum can load and unload a salt spreader safely. The stands will attach to the spreader and always stay on them. Additionally, this request also includes the annual cost of the Precise software utilized for winter weather activity usage and the tracking of materials utilized and location routes. The estimated cost of these combined purchases total \$45,000.

Operating Budget Impact: This program reduces equipment maintenance costs and increases utilization rates as the attachments are stored more efficiently.

Recreation, Parks & Cultural Services

Webb Bridge Park Master Plan (design)

\$100,000

Fiscal Year 2025 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 2025. Construction costs, while highly dependent upon the design, will likely exceed \$1.5 million and would be requested as part of a future capital program. Operating Budget Impact: N/A for the design phase.

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Wills Park Pool Heater

\$100,800 (multiple sources)

Fiscal Year 2025 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. Potential funding offsets through impact fee funds (\$36,409 or 36.12% is impact fee eligible). Operating Budget Impact: Maintenance and energy costs are estimated at \$6,000 annually. The extended operations are forecasted to create approximately \$20,000 in additional revenues which would offset the additional operational costs (e.g. staffing).

North Park Master Plan (design)

\$100,000

Fiscal Year 2025 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 2025. Construction costs, while highly dependent upon the design, will likely exceed \$1.5 million and would be requested as part of a future capital program. Operating Budget Impact: N/A for the design phase.

Park Trail Maintenance

\$150,000

Fiscal Year 2025 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.

The FY 2024 schedule will replace 12,800 linear feet of trail in Wills Park, 4,860 linear feet in North Park, and additional repairs that may arise during the budget cycle.

CAPITAL PROJECT FUND SUMMARIES

The FY 2025 schedule will encompass the soft surface restoration at Webb Bridge Park plus the Windward Community 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.

Park Security Repairs and Improvements (automatic locks, etc.) **\$80,000**

Fiscal Year 2025 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. This request includes the purchase and installation of automatic locks. These locks have been installed on restrooms at Windward Community Park, Union Hill Park, North Park (5 buildings), Cogburn Road Park, Innovation Academy (2) buildings, City Center Parking Deck, Greenway North Point Park, and (2) buildings in Wills Park. For FY 2025, automatic locks will be installed at Webb Bridge Park (4 buildings), Rock Mill Park (1 building), Equestrian Center (2 buildings), Mid Broadwell (1 restroom) and Waters Road Park. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Park Shade Structure and Awning Replacements **\$80,000**

Fiscal Year 2025 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 esthetics.

FY 2025 funding will replace the existing shade fabric and paint the support post for Wills Park: two (2) at Tennis Courts, five (5) at Fields 1-4, and one (1) at the T-Ball fields.

Operating Budget Impact: Maintenance costs to decrease due to decline in repairs.

Park Amenities Replacement **\$160,000**

Fiscal Year 2025 Annual Action Plan:

- Recreation, Parks, and Culture.

Description: This funding is for amenities within the parks themselves, such as fence replacement and repair, bleacher repair and replacement, new trash cans, new benches, netting replacement, and signage to include wayfinding (such as park rules, dogs on leash, no smoking, etc.) and maintenance of shade structures. Each year we are repairing and/or replacing the amenities, plus adding these same amenities to our new parks and downtown areas.

FY 2025 funding will be targeted towards the following improvements:

CAPITAL PROJECT FUND SUMMARIES

- Replace 12 trash cans (Kings River) for the Downtown (\$17,000).
- Installation of 32 Park Rules Signage (\$48,000).
- Installation of 7 Park Entrance Signs (\$49,000).
- Replace 46 Park Picnic Tables (\$46,000).

Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Recreation and Park Facility Renovations

\$219,000

Fiscal Year 2025 Annual Action Plan:

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

Description: This request is for the renovation and maintenance of recreation and park facilities to improve the functionality and aesthetics.

FY 2025 funding is targeted towards:

- Mansell House (\$12,000) - make any necessary repairs and paint the exterior of the building.
- Annex Administrative Building (\$7,000) - make any necessary repairs, enhance the back porch, and paint the exterior of the building.
- Adult Activity Center (\$25,000) - remove, repair, and replace the lobby flooring.
- Wills Park Recreation Center (\$50,000) - paint the interior, gym ceiling, upstairs multi-purpose room, stairwell, and downstairs common area; and resurface the downstairs flooring.
- Community Center Gym 1 (\$90,000) - replace the ceiling insulation with spray-in; tile the lobby walls; replace hallway flooring; and replace the exterior doors.
- North Point Greenway Restroom (\$10,000) - interior painting and updating of fixtures, toilets, counter tops and exterior doors.
- Union Hill Park Concession building (\$5,000) - replace two exterior closet doors.
- Crabapple gym (\$20,000) - Upgrades to the handicap ramp and front entrance; interior painting of the gym.

Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

Recreation Activity Centers - Interior Improvements

\$450,000

Fiscal Year 2025 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 Rec 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 2025 and ending in FY 2029. The approximate size of the affected area is 5,800 square feet (lobby, hallways, restrooms,

CAPITAL PROJECT FUND SUMMARIES

etc.). Below is what we want to focus on to address any immediate needs that does not fall under the scope of Public Works maintenance program.

FY 2025 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.

Haynes Bridge Road Park Restroom

\$300,000 (multiple sources)

Fiscal Year 2025 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 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. Potential funding offsets through impact fee funds (\$275,730 or 91.91% is impact fee eligible). Operating Budget Impact: Maintenance (including janitorial) and utility costs are estimated at a minimum of \$1,000 annually.

Marconi Drive Park Restroom

\$150,000 (multiple sources)

Fiscal Year 2025 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 \$150,000, including sewer and water connections. Potential funding offsets through impact fee funds (\$137,865 or 91.91% is impact fee eligible – limiting factor is impact fee availability). Operating Budget Impact: Maintenance (including janitorial) and utility costs are estimated at a minimum of \$1,000 annually.

CAPITAL PROJECT FUND SUMMARIES

Alpharetta Arts Center Ceramics Program Expansion

\$47,000

Fiscal Year 2025 Annual Action Plan:

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

Description: This project includes the infrastructure/equipment funding necessary for expansion of the ceramics program at the Alpharetta Arts Center. Looking at ceramic/clay studios across the country, they are in high demand and will continue to grow as a large population of Baby Boomers retire. The more technologically advanced society becomes, the more people will enjoy working with their hands and the community that clay creates.

Total costs for this program are estimated at \$70,000 and will be requested over a 2-year period.

FY 2025 request totals \$47,000 and includes installation of an Exterior Pavilion for the ceramics program. Electrical upgrades to this area will be needed to handle the ceramics program (e.g. kilns). Additional equipment will be needed including tables, storage racks, etc.

FY 2026 request to total \$23,000 and include the purchase of a front-loading kiln to add to the program capacity along with ancillary equipment.

Operating Budget Impact: By creating the outdoor pavilion, it would reduce the heat inside the building during the summer portion of the year, reducing the HVAC costs. The new kiln will require additional energy usage and is estimated to total \$1,200 annually.

Community Development

Milton Avenue Quick Safety and Operational Improvements (design/construction)

\$350,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Downtown Alpharetta.
- Transportation and Traffic.

Description: The Milton Avenue Quick Safety and Operational Improvements project identifies several improvements along the Downtown 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: Maintenance costs are dependent upon the options chosen and coverable through existing appropriations (e.g., milling and resurfacing).

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

North Point District Thresholds (monuments)

\$125,000

Fiscal Year 2025 Annual Action Plan:

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

Description: This request would facilitate the design and installation of two (2) district monuments at North Point Parkway and Haynes Bridge Road as envisioned in the North Point Placemaking Plan.

Operating Budget Impact: Maintenance costs are highly dependent upon the design and are undeterminable at this time.

South Main Street Reclaiming of Right-of-Way Remnants (design)

\$150,000

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Economic Development.

Description: This request is for engineering and design related to reclaiming of right-of-way (ROW) remnants that are in the Georgia Department of Transportation (GDOT) right-of-way but will not be used for roadway or sidewalk improvements. The intent of this effort is to create pocket greenspaces and locations for public art. This was part of the South Main Street LCI Study adopted by City Council in March of 2023. ROW acquisition costs and construction of the park improvements (including art amenities) is tentatively estimated at \$700,000 and would be part of a future capital request.

Operating Budget Impact: Maintenance costs are highly dependent upon the design and are undeterminable at this time.

South Main Street Park Entrances (monuments)

\$100,000

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Transportation and Traffic.

Description: This request is for the design and construction of park entry monuments providing connectivity into Wills Park. The City of Alpharetta can introduce major or minor gateways into Wills Park that fit in well with the overall style of the area, as well as the Wills Park Master Plan. These major and minor gateways are recommended to be visible from South Main Street. This was part of the South Main Street LCI Study adopted by Council in March of 2023. Operating Budget Impact: Maintenance costs are minimal and coverable through existing budget appropriations.

CAPITAL PROJECT FUND SUMMARIES

Summary 5-Year CIP

A summary version of the city's five-year capital improvement plan ("CIP") is included below. The CIP forecasts the city's available funding for capital investment over a five-year period and provides a preliminary project prioritization (subject to adjustment in future years). These figures do not include the city's existing capital initiatives (i.e., initiatives funded prior to FY 2025) and do not represent full funding of departmental capital project requests. Please refer to Appendix A for the detailed 5-Year CIP.

FY 2025-2029 Capital Improvement Plan

May 23, 2024

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Sources						
General Fund (Annual Appropriation)	\$ 4,000,000	\$ 4,000,000	\$ 4,080,000	\$ 4,161,600	\$ 4,244,832	\$ 20,486,432
General Fund (Fund Balance)	9,447,780	3,883,675	8,281,422	9,493,162	9,313,514	40,419,553
	<u>\$ 13,447,780</u>	<u>\$ 7,883,675</u>	<u>\$ 12,361,422</u>	<u>\$ 13,654,762</u>	<u>\$ 13,558,346</u>	<u>\$ 60,905,985</u>
Other Funds (Interest Earnings)	\$ 2,135,000	\$ 380,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,565,000
Other Funds (Fund Balance)	3,734,786	-	-	-	-	3,734,786
Impact Fees	353,820	-	250,000	250,000	-	853,820
TSPLOST 3 (Milling & Resurfacing/Striping & Signage)	-	-	-	6,840,000	7,100,000	13,940,000
	<u>\$ 6,223,606</u>	<u>\$ 380,000</u>	<u>\$ 600,000</u>	<u>\$ 7,440,000</u>	<u>\$ 7,450,000</u>	<u>\$ 22,093,606</u>
Capital Lease						
Fleet Replacement: Fire Apparatus Replacements	\$ -	\$ 4,400,000	\$ 742,000	\$ -	\$ -	\$ 5,142,000
Fire Extrication Equipment Replacements	-	179,000	-	-	-	179,000
Heart Monitor & AEDs Replacements	-	660,000	-	-	-	660,000
Mobile (Vehicle) Radio Replacements	-	600,000	-	-	-	600,000
Portable (Handheld) Radios Replacement	-	-	-	-	1,766,000	1,766,000
Grant/Contribution						
LMIG & LRA (Milling and Resurfacing)	1,513,832	675,000	700,000	730,000	730,000	4,348,832
North Point Pkwy Corridor (STBG Grants)	5,000,000	5,000,000	-	-	-	10,000,000
ACVB (Downtown Wayfinding Signage)	24,000	-	-	-	-	24,000
	<u>\$ 6,537,832</u>	<u>\$ 11,514,000</u>	<u>\$ 1,442,000</u>	<u>\$ 730,000</u>	<u>\$ 2,496,000</u>	<u>\$ 22,719,832</u>
Total Sources	<u>\$ 26,209,218</u>	<u>\$ 19,777,675</u>	<u>\$ 14,403,422</u>	<u>\$ 21,824,762</u>	<u>\$ 23,504,346</u>	<u>\$ 105,719,423</u>

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Uses (by Department)						
Information Technology	\$ 440,000	\$ 747,800	\$ 450,800	\$ 964,000	\$ 722,300	\$ 3,324,900
Public Safety	5,297,200	7,895,400	2,803,400	2,110,000	3,961,000	22,067,000
Public Works	14,556,832	9,989,000	8,957,000	16,318,000	14,156,000	63,976,832
Recreation, Parks & Cultural Services	1,638,200	895,000	2,042,000	2,202,400	2,517,800	9,295,400
Community Development	573,400	248,600	144,900	230,200	153,500	1,350,600
Total Uses	<u>\$ 22,505,632</u>	<u>\$ 19,775,800</u>	<u>\$ 14,398,100</u>	<u>\$ 21,824,600</u>	<u>\$ 21,510,600</u>	<u>\$ 100,014,732</u>
Non-Allocated (Sources-Uses)	<u>\$ 3,703,586</u>	<u>\$ 1,875</u>	<u>\$ 5,322</u>	<u>\$ 162</u>	<u>\$ 1,993,746</u>	<u>\$ 5,704,691</u>
Total Uses + Non-Allocated	<u>\$ 26,209,218</u>	<u>\$ 19,777,675</u>	<u>\$ 14,403,422</u>	<u>\$ 21,824,762</u>	<u>\$ 23,504,346</u>	<u>\$ 105,719,423</u>

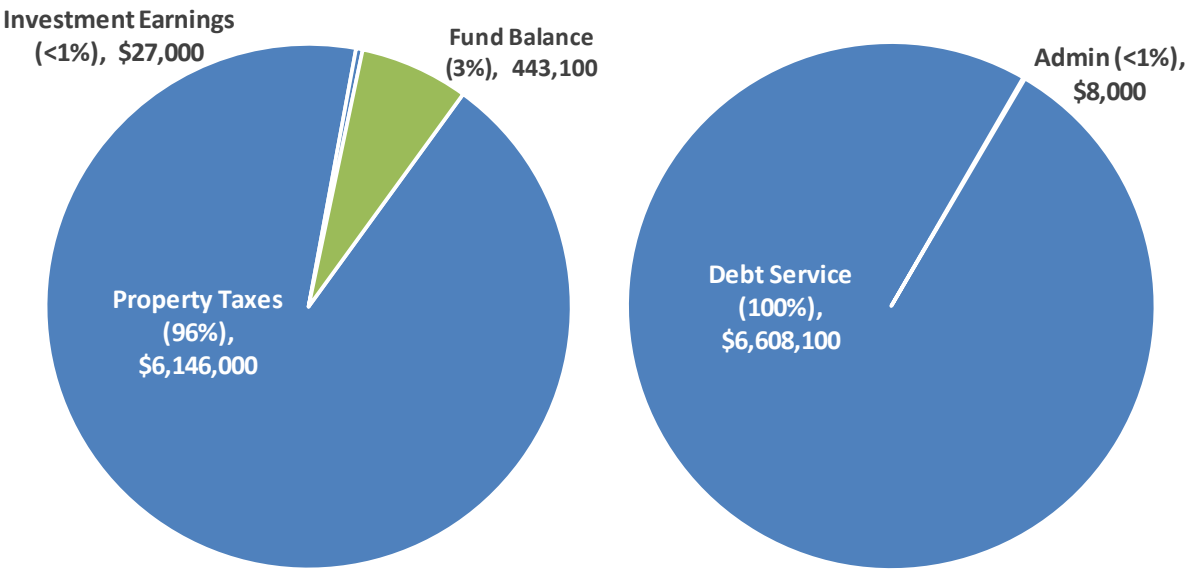
DEBT SERVICE FUND SUMMARY

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 2025 Budget: \$6,616,100



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 2025.

GENERAL OBLIGATION (GO) BONDS		\$
GO Refunding Bonds, Series 2014	\$	3,660,000
GO Bonds, Series 2016		47,270,000
GO Refunding Bonds, Series 2020		16,810,000
GO Bonds, Series 2022		26,075,000
Total GO Debt	\$	93,815,000
DEVELOPMENT AUTHORITY		\$
Revenue Bonds, Series 2013 ¹⁵	\$	2,210,000
Revenue Bonds, Series 2016 ¹⁸		21,825,000
Total Development Authority Debt	\$	24,035,000

¹⁵ 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.
- 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, the 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.



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 2025 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 2025 are budgeted at \$8.3 million with the following forecast: 2026 - 2041¹⁶: \$8.8 million (annual average); 2042-2046¹⁷ totaling \$1.6 million (annual average). These figures include city and Development Authority obligations and span multiple Funds.

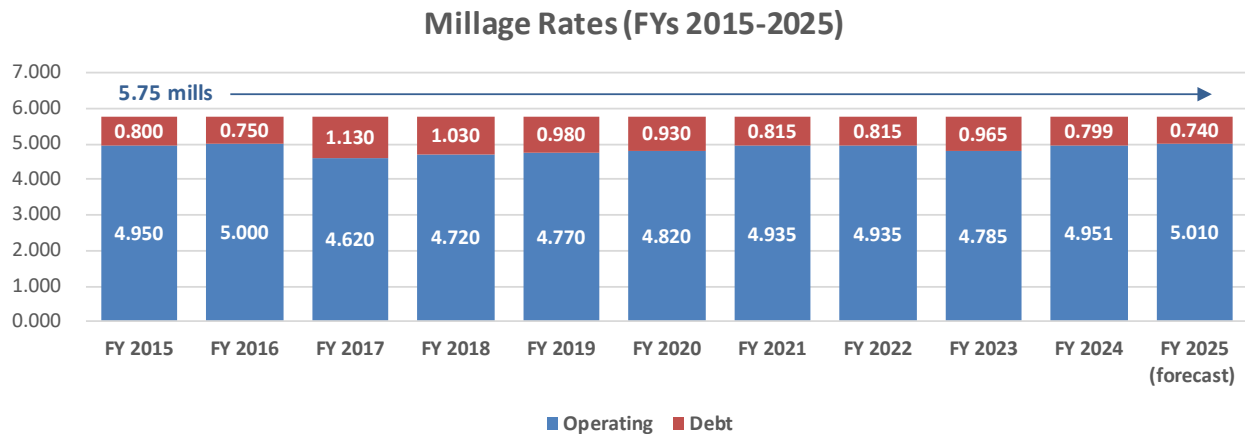
¹⁶ Represents the final maturity of the Series 2016 Alpharetta Parks and Transportation Bonds and the Series 2016 Development Authority Revenue Bonds.

¹⁷ 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 chart below illustrates the annual millage rates levied by the city for the last 10 years including the request for FY 2025.



The FY 2025 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 0.059 mills compared to FY 2024 to a total of 0.740 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 -\$485,000.
- The portion of the millage rate funding operations and capital investment (General Fund) is estimated to increase 0.059 mills compared to FY 2024 to a total of 5.010 mills. The increase in tax revenue associated with the operations millage shift is estimated at +\$395,000 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.

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 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	-	-	\$ -
	\$ 93,815,000.00	\$ 31,798,806.50	\$ 125,613,806.50

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 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	-	-	\$ -
	\$ 24,035,000.00	\$ 6,976,230.00	\$ 31,011,230.00

DEBT SERVICE FUND SUMMARY

Statement of Budgetary Comparisons

Debt Service Fund Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Property Taxes					
Current Year	\$ 5,100,366	\$ 5,214,158	\$ 6,778,913	\$ 6,340,000	\$ 6,120,000
Delinquent	20,319	21,835	114,423	17,000	17,000
Penalties/Interest	10,134	7,100	10,842	3,000	3,000
Motor Vehicle	15,634	13,143	12,664	11,000	6,000
Investment Earnings	582	(60,509)	114,853	28,000	27,000
Other					
Miscellaneous	15	-	-	-	-
Fund Balance	-	-	-	1,529,393	443,100
TOTAL	\$ 5,147,049	\$ 5,195,727	\$ 7,031,694	\$ 7,928,393	\$ 6,616,100
EXPENDITURES					
Maintenance & Operations:					
Professional Services	\$ 6,600	\$ 8,500	\$ 7,700	\$ 8,000	\$ 8,000
<i>subtotal</i>	<i>\$ 6,600</i>	<i>\$ 8,500</i>	<i>\$ 7,700</i>	<i>\$ 8,000</i>	<i>\$ 8,000</i>
Debt Service					
General Obligation Bonds					
Series 2014 (refunding)	\$ 1,927,455	\$ 1,918,143	\$ 1,913,129	\$ 1,907,296	\$ 1,895,644
Series 2016	1,927,188	1,923,988	1,925,188	1,925,588	1,925,188
Series 2020 (refunding)	1,082,497	1,100,750	1,116,750	1,129,250	1,150,500
Series 2022	-	-	1,635,390	1,633,298	1,636,768
<i>subtotal</i>	<i>\$ 4,937,139</i>	<i>\$ 4,942,881</i>	<i>\$ 6,590,457</i>	<i>\$ 6,595,432</i>	<i>\$ 6,608,100</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 1,324,991	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 1,324,991</i>	<i>\$ -</i>
TOTAL	\$ 4,943,739	\$ 4,951,381	\$ 6,598,157	\$ 7,928,423	\$ 6,616,100

DEBT SERVICE FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Fund Balance

Debt Service Fund

Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 648,200	\$ 851,509	\$ 1,095,855	\$ 1,529,393	\$ 1,324,961
REVENUES BY CATEGORY					
Property Taxes (incl. Motor Vehicles)	\$ 5,146,453	\$ 5,256,236	\$ 6,916,841	\$ 6,371,000	\$ 6,146,000
Investment Earnings	582	(60,509)	114,853	28,000	27,000
Other	15	-	-	-	-
TOTAL	\$ 5,147,049	\$ 5,195,727	\$ 7,031,694	\$ 6,399,000	\$ 6,173,000
EXPENDITURES BY FUNCTION					
Professional Services	\$ 6,600	\$ 8,500	\$ 7,700	\$ 8,000	\$ 8,000
Debt Service/Refunding	4,937,139	4,942,881	6,590,457	6,595,432	6,608,100
TOTAL	\$ 4,943,739	\$ 4,951,381	\$ 6,598,157	\$ 6,603,432	\$ 6,616,100
ACFR Rounding Adjustments	\$ (1)	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance: (1)	\$ 851,509	\$ 1,095,855	\$ 1,529,393	\$ 1,324,961	\$ 881,861
Changes in Fund Balance (actual/est.)	\$ 203,309	\$ 244,347	\$ 433,538	\$ (204,432)	\$ (443,100)

Notes:

(1) Fund Balance is utilized to offset 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 2025 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**

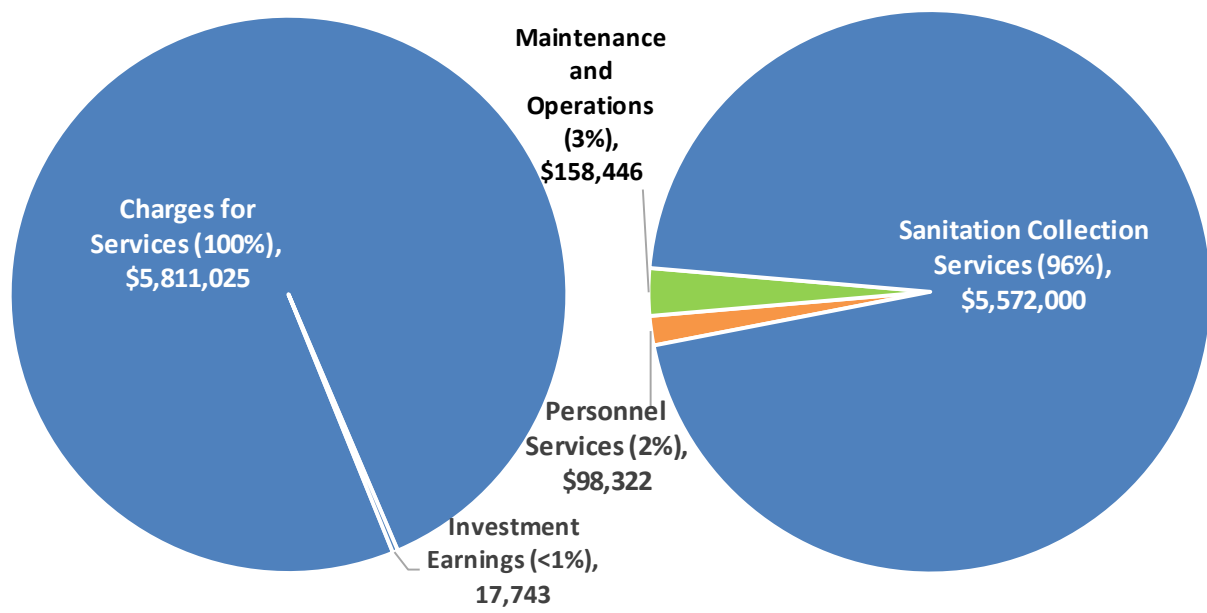
This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. Also included are changes in fund balance.



ENTERPRISE FUND SUMMARY

Solid Waste Fund Summary

FY 2025 Budget: \$5,828,768



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 reflect glass services.

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 2025 Budget for the Solid Waste Fund totals \$5.8 million and represents an increase of 5%, or \$289,184, compared to FY 2024 due primarily to contractual cost growth for our private sanitation hauler of 4% annually.

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

ENTERPRISE FUND SUMMARY

an annual basis than other proposers). Republic Services was awarded the contract with an annual 4% inflation adjustment.

The Personnel Services category increased 4%, or \$3,757, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments.
- Increases in overtime to reflect current usage trends.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc.

Authorized personnel total 1.0 FTE and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	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 increased 5%, or \$289,961, due primarily to contractual cost growth for our private sanitation hauler of 4% annually coupled with a \$40,000 increase in our funding of hazardous waste/recycling collection events (to a total of \$80,000 annually).



ENTERPRISE FUND SUMMARY

Statement of Budgetary Comparisons

Solid Waste Fund Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Licenses and Permits					
Penalties and Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for Services:					
Collection Fees	4,356,517	5,066,935	5,110,565	5,469,200	5,743,000
Commercial Hauler Fees	24,804	27,441	22,731	28,000	26,000
Penalties and Interest	21,718	35,555	35,045	35,000	42,000
Other	100	25	-	25	25
Investment Earnings	1,623	(27,994)	15,066	7,359	17,743
Other					
Miscellaneous			1,405		-
TOTAL	\$ 4,404,761	\$ 5,101,962	\$ 5,184,812	\$ 5,539,584	\$ 5,828,768
EXPENDITURES					
Personnel Services:					
Salaries	\$ 39,203	\$ 44,636	\$ 38,462	\$ 56,839	\$ 58,954
Overtime	135	434	-	750	750
Group Insurance	20,413	23,990	21,363	21,326	22,325
FICA	2,970	3,301	2,681	4,406	4,579
Pension (401A Cont./Match)	3,770	6,029	5,441	8,552	8,866
Miscellaneous	2,170	2,102	2,376	2,692	2,848
<i>subtotal</i>	<i>\$ 68,661</i>	<i>\$ 80,492</i>	<i>\$ 70,322</i>	<i>\$ 94,565</i>	<i>\$ 98,322</i>
Maintenance & Operations:					
Professional Services (e.g. haulers)	\$ 4,599,341	\$ 5,615,708	\$ 5,156,260	\$ 5,375,800	\$ 5,652,450
Miscellaneous	81,992	92,077	63,265	64,685	77,996
<i>subtotal</i>	<i>\$ 4,681,332</i>	<i>\$ 5,707,785</i>	<i>\$ 5,219,526</i>	<i>\$ 5,440,485</i>	<i>\$ 5,730,446</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 4,534	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 4,534</i>	<i>\$ -</i>
TOTAL	\$ 4,749,994	\$ 5,788,277	\$ 5,289,848	\$ 5,539,584	\$ 5,828,768

ENTERPRISE FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Fund Balance

Solid Waste Fund Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 1,147,524	\$ 802,291	\$ 115,975	\$ 10,939	\$ 15,473
REVENUES BY CATEGORY					
Licenses and Permits	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for Services	4,403,138	5,129,956	5,168,342	5,532,225	5,811,025
Investment Earnings	1,623	(27,994)	15,066	7,359	17,743
Other	-	-	1,405	-	-
TOTAL	\$ 4,404,761	\$ 5,101,962	\$ 5,184,812	\$ 5,539,584	\$ 5,828,768
EXPENDITURES BY FUNCTION					
Solid Waste Operations	\$ 4,749,994	\$ 5,788,277	\$ 5,289,848	\$ 5,535,050	\$ 5,828,768
TOTAL	\$ 4,749,994	\$ 5,788,277	\$ 5,289,848	\$ 5,535,050	\$ 5,828,768
ACFR Rounding Adjustments	\$ (1)	\$ -	\$ (1)	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ 802,291	\$ 115,975	\$ 10,939	\$ 15,473	\$ 15,473
Changes in Fund Balance (actual/est.)	\$ (345,233)	\$ (686,315)	\$ (105,036)	\$ 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 2021-2023 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 2025 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.

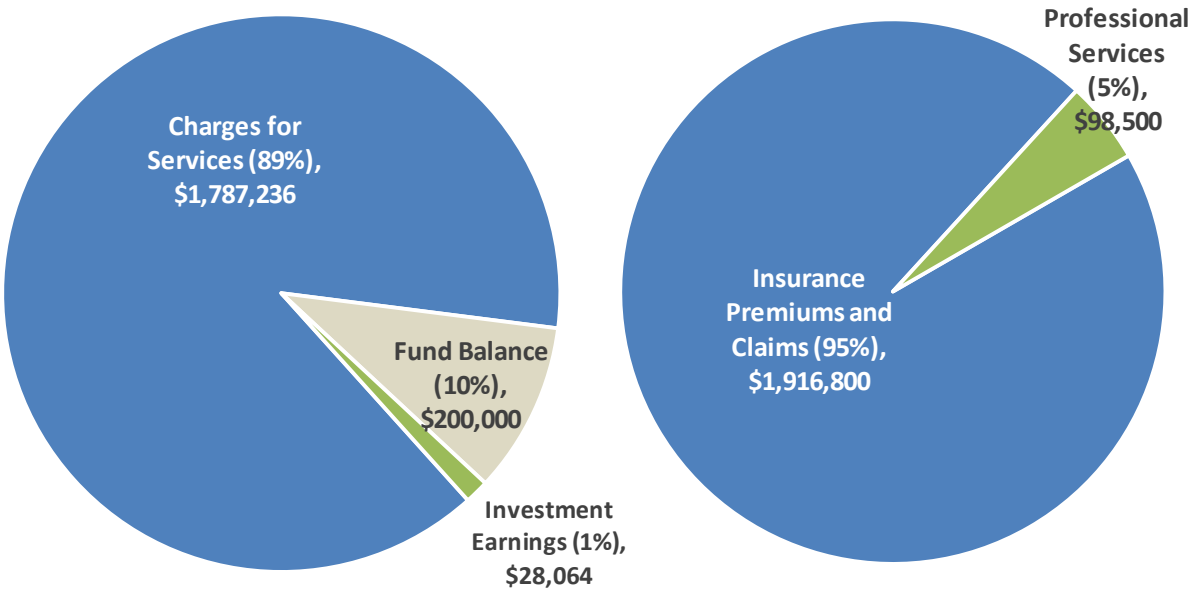
- **Statement of Revenues, Expenditures, and changes in Fund Balances**

This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. Also included are changes in fund balance.

INTERNAL SERVICE FUND SUMMARIES

Risk Management Fund Summary

FY 2025 Budget: \$2,015,300



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 2025 Budget for the Risk Management Fund totals \$2 million and represents a decrease of -47%, or -\$1.8 million, compared to FY 2024. The main driver of this variance is the non-allocated reserve (i.e., available fund balance) budgeted in FY 2024¹⁸. After adjusting for the non-allocated reserve, the true operational budget change is -2% compared with 2024 and reflective of claims funding fluctuations.

¹⁸ 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.

INTERNAL SERVICE FUND SUMMARIES

Statement of Budgetary Comparisons

Risk Management Fund Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Charges for Services:					
Risk Management Allocations	\$ 793,361	\$ 830,149	\$ 855,000	\$ 832,136	\$ 820,436
Insurance Premium Funding	720,250	779,750	823,300	928,885	966,800
Investment Earnings	1,200	(25,605)	54,868	25,279	28,064
Other					
Insurance Proceeds	33,611	45,216	210,549	-	-
Fund Balance	-	-	-	2,030,411	200,000
TOTAL	\$ 1,548,421	\$ 1,629,510	\$ 1,943,717	\$ 3,816,711	\$ 2,015,300
EXPENDITURES					
Maintenance & Operations:					
Professional Services	\$ 82,015	\$ 97,737	\$ 75,694	\$ 100,000	\$ 98,500
Insurance Premiums					
Vehicle	180,432	238,293	245,445	282,037	300,000
Property/Equipment	120,976	106,712	108,596	116,483	123,000
Condo	-	21,711	62,950	44,000	44,000
Fine Art	3,201	3,201	3,201	3,425	3,700
General Liability	65,324	54,719	57,118	63,158	67,100
Law Enforcement Liability	86,256	77,438	81,694	143,466	170,000
Public Entity Liability	73,360	56,736	58,486	93,798	110,000
Workers Comp Excess	110,462	129,467	141,502	158,614	175,000
Criminal Liability	3,386	4,748	4,748	5,000	5,000
Cyber Liability	32,822	46,372	78,156	66,000	70,000
Umbrella Liability	65,677	56,849	69,472	89,758	95,000
Medical Services (PS Custody)	3,437	701	3,594	3,000	4,000
Claims/Judgments	693,981	565,191	264,190	888,555	750,000
<i>subtotal</i>	\$ 1,521,328	\$ 1,459,876	\$ 1,254,846	\$ 2,057,294	\$ 2,015,300
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 1,759,417	\$ -
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 1,759,417	\$ -
TOTAL	\$ 1,521,328	\$ 1,459,876	\$ 1,254,846	\$ 3,816,711	\$ 2,015,300

INTERNAL SERVICE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Risk Management Fund

Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 1,144,814	\$ 1,171,906	\$ 1,341,541	\$ 2,030,413	\$ 1,759,419
REVENUES BY CATEGORY					
Charges for Services	\$ 1,513,611	\$ 1,609,899	\$ 1,678,300	\$ 1,761,021	\$ 1,787,236
Investment Earnings	1,200	(25,605)	54,868	25,279	28,064
Other	33,611	45,216	210,549	-	-
TOTAL	\$ 1,548,421	\$ 1,629,510	\$ 1,943,717	\$ 1,786,300	\$ 1,815,300
EXPENDITURES BY USE					
Insurance Premiums/Claims	\$ 1,439,313	\$ 1,362,138	\$ 1,179,152	\$ 1,957,294	\$ 1,916,800
Professional Services	82,015	97,737	75,694	100,000	98,500
TOTAL	\$ 1,521,328	\$ 1,459,876	\$ 1,254,846	\$ 2,057,294	\$ 2,015,300
ACFR Rounding Adjustments	\$ (1)	\$ 1	\$ 1	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ 1,171,906	\$ 1,341,541	\$ 2,030,413	\$ 1,759,419	\$ 1,559,419
Changes in Fund Balance (actual/est.)	\$ 27,092	\$ 169,636	\$ 688,872	\$ (270,994)	\$ (200,000)

Notes:

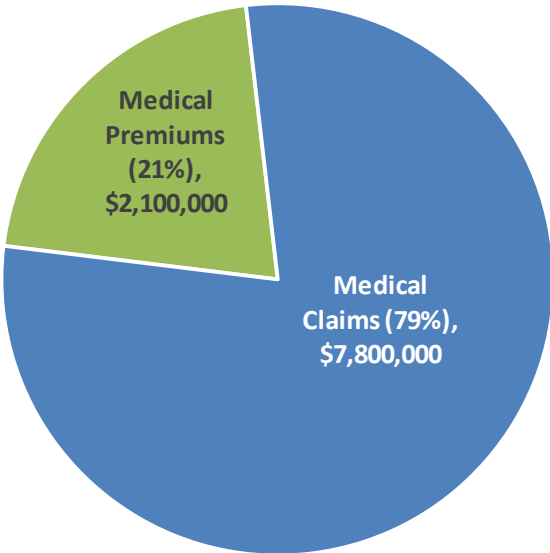
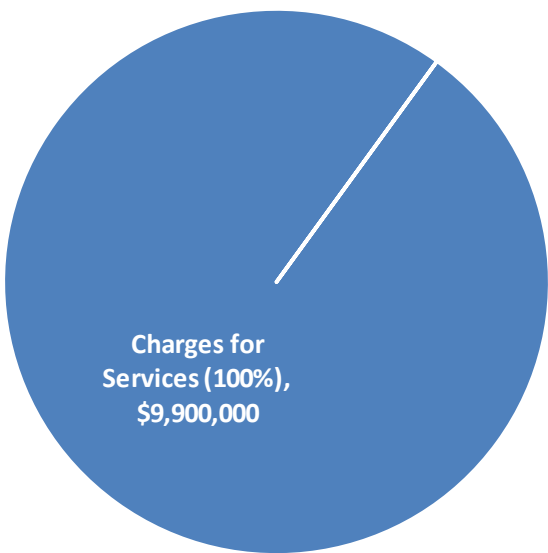
(1) In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/Reserve accounts.

(2) Available Fund Balance was used in FYs 2024-2025 to supplement claims/judgements (e.g. Public Safety Vehicle replacements).

INTERNAL SERVICE FUND SUMMARIES

Medical Insurance Fund Summary

FY 2025 Budget: \$9,900,000



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 2025 Budget totals \$9.9 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 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Charges for Services:					
Medical Insurance Premiums					
Employer Contribution	\$ 7,341,303	\$ 7,062,712	\$ 7,327,558	\$ 8,170,000	\$ 9,000,000
Employee Contribution	567,033	693,478	736,897	830,000	900,000
Investment Earnings	806	-	-	-	-
Other					
Fund Balance	-	-	-	75,608	-
TOTAL	\$ 7,909,143	\$ 7,756,189	\$ 8,064,455	\$ 9,075,608	\$ 9,900,000
EXPENDITURES					
Maintenance & Operations:					
Medical Premiums	\$ 1,825,087	\$ 1,947,173	\$ 1,879,540	\$ 1,900,000	\$ 2,100,000
Medical Claims	6,125,879	5,810,246	6,068,704	7,100,000	7,800,000
<i>subtotal</i>	<i>\$ 7,950,966</i>	<i>\$ 7,757,419</i>	<i>\$ 7,948,244</i>	<i>\$ 9,000,000</i>	<i>\$ 9,900,000</i>
Other					
Transfer to OPEB Fund	\$ -	\$ -	\$ -	\$ -	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 75,608	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 75,608</i>	<i>\$ -</i>
TOTAL	\$ 7,950,966	\$ 7,757,419	\$ 7,948,244	\$ 9,075,608	\$ 9,900,000

INTERNAL SERVICE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Medical Insurance Fund

Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 2,449	\$ (39,373)	\$ (40,603)	\$ 75,608	\$ 75,608
REVENUES BY CATEGORY					
Charges for Services	\$ 7,908,337	\$ 7,756,189	\$ 8,064,455	\$ 9,000,000	\$ 9,900,000
Investment Earnings	806	-	-	-	-
Other	-	-	-	-	-
TOTAL	\$ 7,909,143	\$ 7,756,189	\$ 8,064,455	\$ 9,000,000	\$ 9,900,000
EXPENDITURES BY USE					
Medical Premiums/Claims	\$ 7,950,966	\$ 7,757,419	\$ 7,948,244	\$ 9,000,000	\$ 9,900,000
Transfer to OPEB Fund	-	-	-	-	-
TOTAL	\$ 7,950,966	\$ 7,757,419	\$ 7,948,244	\$ 9,000,000	\$ 9,900,000
ACFR Rounding Adjustments	\$ 1	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ (39,373)	\$ (40,603)	\$ 75,608	\$ 75,608	\$ 75,608
Changes in Fund Balance (actual/est.)	\$ (41,822)	\$ (1,230)	\$ 116,211	\$ -	\$ -

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 2025 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.

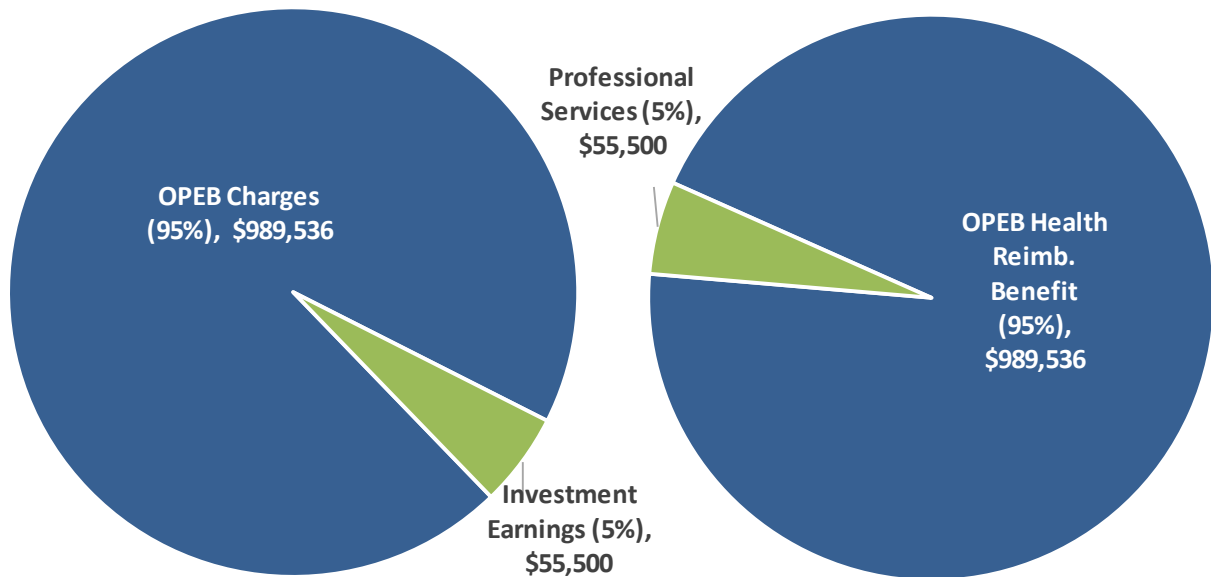
- **Statement of Revenues, Expenditures, and changes in Fund Balances**

This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. Also included are changes in fund balance.

FIDUCIARY FUND SUMMARIES

Other Post Employment Benefit (OPEB) Health Reimbursement Fund Summary

FY 2025 Budget: \$1,045,036



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 (\$989,536 citywide for FY 2025) and requires a minimum 15-year vesting (maximum benefit achieved at 25-years¹⁹) which assists in not only recruitment, but also retention of our most valuable assets, our employees.

¹⁹ 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 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Investment Earnings	\$ 890,436	\$ (578,424)	\$ 704,445	\$ 78,500	\$ 55,500
Other					
OPEB Health Reimbursement Funding					
Employer Contribution	574,502	590,928	686,459	926,297	989,536
Fund Balance	-	-	-	2,518,630	-
TOTAL	\$ 1,464,938	\$ 12,504	\$ 1,390,904	\$ 3,523,427	\$ 1,045,036
EXPENDITURES					
Maintenance & Operations:					
OPEB Reimbursement Benefit	\$ 56,852	\$ 47,676	\$ 118,012	\$ 926,297	\$ 989,536
Miscellaneous	18,903	31,652	76,620	78,600	55,500
<i>subtotal</i>	<i>\$ 75,755</i>	<i>\$ 79,328</i>	<i>\$ 194,632</i>	<i>\$ 1,004,897</i>	<i>\$ 1,045,036</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 2,518,530	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 2,518,530</i>	<i>\$ -</i>
TOTAL	\$ 75,755	\$ 79,328	\$ 194,632	\$ 3,523,427	\$ 1,045,036

FIDUCIARY FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

OPEB Health Reimbursement Fund

Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 2,703,533	\$ 4,092,716	\$ 4,025,890	\$ 5,222,162	\$ 5,222,062
REVENUES BY CATEGORY					
OPEB Health Reimb. Benefit Funding	\$ 574,502	\$ 590,928	\$ 686,459	\$ 926,297	\$ 989,536
Investment Earnings	890,436	(578,424)	704,445	78,500	55,500
TOTAL	\$ 1,464,938	\$ 12,504	\$ 1,390,904	\$ 1,004,797	\$ 1,045,036
EXPENDITURES BY USE					
OPEB Health Reimb. Benefit	\$ 56,852	\$ 47,676	\$ 118,012	\$ 926,297	\$ 989,536
Miscellaneous (Professional Services)	18,903	31,652	76,620	78,600	55,500
TOTAL	\$ 75,755	\$ 79,328	\$ 194,632	\$ 1,004,897	\$ 1,045,036
ACFR Rounding Adjustments	\$ -	\$ (1)	\$ -	\$ -	\$ -
Ending Fund Balance: (1)	\$ 4,092,716	\$ 4,025,890	\$ 5,222,162	\$ 5,222,062	\$ 5,222,062
Changes in Fund Balance (actual/est.)	\$ 1,389,183	\$ (66,826)	\$ 1,196,272	\$ (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 (DETAILED 5-YEAR CIP)

Appendix A (Detailed 5-Year CIP)

Capital Improvement Plan (CIP)

The city's five-year capital improvement plan is included below. The CIP forecasts the city's available funding for capital investment over a five-year period and provides a preliminary project prioritization (subject to adjustment in future years). These figures do not include the city's existing capital initiatives (i.e., initiatives funded prior to FY 2025) and do not represent full funding of departmental capital project requests.

Fiscal Year 2025 capital investment is being appropriated as part of the FY 2025 budget.

Fiscal Years 2026-2029 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.

FY 2025-2029 Capital Improvement Plan

May 23, 2024

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Sources						
General Fund (Annual Appropriation)	\$ 4,000,000	\$ 4,000,000	\$ 4,080,000	\$ 4,161,600	\$ 4,244,832	\$ 20,486,432
General Fund (Fund Balance)	9,447,780	3,883,675	8,281,422	9,493,162	9,313,514	40,419,553
	<u>\$ 13,447,780</u>	<u>\$ 7,883,675</u>	<u>\$ 12,361,422</u>	<u>\$ 13,654,762</u>	<u>\$ 13,558,346</u>	<u>\$ 60,905,985</u>
Other Funds (Interest Earnings)	\$ 2,135,000	\$ 380,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,565,000
Other Funds (Fund Balance)	3,734,786	-	-	-	-	3,734,786
Impact Fees	353,820	-	250,000	250,000	-	853,820
TSPLOST 3 (Milling & Resurfacing/Striping & Signage)	-	-	-	6,840,000	7,100,000	13,940,000
	<u>\$ 6,223,606</u>	<u>\$ 380,000</u>	<u>\$ 600,000</u>	<u>\$ 7,440,000</u>	<u>\$ 7,450,000</u>	<u>\$ 22,093,606</u>
Capital Lease						
Fleet Replacement: Fire Apparatus Replacements	\$ -	\$ 4,400,000	\$ 742,000	\$ -	\$ -	\$ 5,142,000
Fire Extrication Equipment Replacements	-	179,000	-	-	-	179,000
Heart Monitor & AEDs Replacements	-	660,000	-	-	-	660,000
Mobile (Vehicle) Radio Replacements	-	600,000	-	-	-	600,000
Portable (Handheld) Radios Replacement	-	-	-	-	1,766,000	1,766,000
Grant/Contribution						
LMIG & LRA (Milling and Resurfacing)	1,513,832	675,000	700,000	730,000	730,000	4,348,832
North Point Pkwy Corridor	5,000,000	5,000,000	-	-	-	10,000,000
ACVB (Downtown Wayfinding Signage)	24,000	-	-	-	-	24,000
	<u>\$ 6,537,832</u>	<u>\$ 11,514,000</u>	<u>\$ 1,442,000</u>	<u>\$ 730,000</u>	<u>\$ 2,496,000</u>	<u>\$ 22,719,832</u>
Total Sources	<u>\$ 26,209,218</u>	<u>\$ 19,777,675</u>	<u>\$ 14,403,422</u>	<u>\$ 21,824,762</u>	<u>\$ 23,504,346</u>	<u>\$ 105,719,423</u>

APPENDIX A (DETAILED 5-YEAR CIP)

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Uses (by Project)						
Information Technology						
City Council A/V Equipment Replacement	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Data Center Server Replacement	-	350,000	-	-	-	350,000
Technology Replacements for City Departments	390,000	397,800	405,800	414,000	422,300	2,029,900
Telephony VOIP Network Switches Replacement	-	-	-	-	100,000	100,000
Citywide Network Devices Replacement	-	-	-	350,000	200,000	550,000
Wireless Access Points	50,000	-	-	-	-	50,000
Data Center Auxiliary A/C Replacement	-	-	45,000	-	-	45,000
	<u>\$ 440,000</u>	<u>\$ 747,800</u>	<u>\$ 450,800</u>	<u>\$ 964,000</u>	<u>\$ 722,300</u>	<u>\$ 3,324,900</u>
Public Safety						
Fire Station Renovation/Improvements (FS 81)	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000
2972 Webb Bridge Road Renovation (ATC space)	150,000	-	-	-	-	150,000
Alpharetta Real Time Information Center						
Office Furniture	25,000	-	-	-	-	25,000
Fleet Replacement: Fire Apparatus Replacements	-	4,400,000	742,000	-	-	5,142,000
Fleet Replacement (Public Safety)	1,875,000	1,950,000	2,030,000	2,110,000	2,195,000	10,160,000
Operating Initiative - Fire Training Lieutenant (new position; +1 FTE): Vehicle Purchase	50,000	-	-	-	-	50,000
Fire Extrication Equipment Replacements	-	179,000	-	-	-	179,000
Portable (Handheld) Radios (Equipment Replacement)	-	-	-	-	1,766,000	1,766,000
Mobile (Vehicle) Radio Replacements	-	600,000	-	-	-	600,000
Heart Monitor & AEDs Replacements	-	660,000	-	-	-	660,000
All Access Control Card Readers Replacement	72,000	-	-	-	-	72,000
Fire Equipment for New Fire Engines	75,000	75,000	-	-	-	150,000
Drone First Responder Program	18,800	-	-	-	-	18,800
Click2Enter System	31,400	31,400	31,400	-	-	94,200
	<u>\$ 5,297,200</u>	<u>\$ 7,895,400</u>	<u>\$ 2,803,400</u>	<u>\$ 2,110,000</u>	<u>\$ 3,961,000</u>	<u>\$ 22,067,000</u>
Public Works						
(1),(2) Milling and Resurfacing	\$ 4,013,832	\$ 1,000,000	\$ 3,000,000	\$ 6,000,000	\$ 6,250,000	\$ 20,263,832
(1) North Point Pkwy Corridor	5,000,000	5,000,000	-	-	-	10,000,000
Pavement Resurfacing and Preservation for Parks						
(2) Locations	-	-	-	600,000	600,000	1,200,000
(1) Tree Planting and Landscape Improvements	160,000	-	175,000	180,000	185,000	700,000
SR 9 Landscaping from Academy St to Windward Pkwy (yrs. 2-3 of 3)	575,000	740,000	-	-	-	1,315,000
Bridge Maintenance	250,000	250,000	250,000	250,000	250,000	1,250,000
(1),(2) Traffic Striping and Signage	170,000	50,000	120,000	240,000	250,000	830,000
(1) Streetlight Maintenance	85,000	30,000	30,000	35,000	40,000	220,000
Traffic Signal Pole Painting and Maintenance	45,000	45,000	45,000	50,000	50,000	235,000
(1) Traffic Calming Improvements	60,000	60,000	60,000	60,000	60,000	300,000
Traffic Control Equipment	100,000	105,000	110,000	115,000	120,000	550,000
Traffic Signal System Maintenance	100,000	105,000	110,000	115,000	120,000	550,000
Traffic Responsive System Maintenance	-	110,000	115,000	120,000	125,000	470,000
(1) Stormwater	2,000,000	1,000,000	3,000,000	4,500,000	4,650,000	15,150,000
Brick Paver Maintenance and Repair	50,000	50,000	50,000	50,000	50,000	250,000
(2) Sidewalk Maintenance and Repair	140,000	100,000	300,000	500,000	700,000	1,740,000
Downtown Bus Shelters (ROW/const.;Qty: 2)	80,000	-	-	-	-	80,000
(1) Guardrail Maintenance	-	-	60,000	60,000	60,000	180,000

APPENDIX A (DETAILED 5-YEAR CIP)

Uses (by Project)

Public Works *continued*

(1) Design Services (Public Works)	50,000	50,000	52,000	53,000	54,000	259,000
Recreation Facilities (Roof Repairs/Replacements and Wall Restoration)	150,000	-	105,000	800,000	-	1,055,000
Administrative Facilities (Roof Repairs/Replacements and Wall Restoration)	-	-	-	275,000	-	275,000
Public Safety Facilities (Roof Repairs/Replacements and Wall Restoration)	-	-	120,000	160,000	-	280,000
(2) Repairs/Replacements	400,000	-	-	1,200,000	75,000	1,675,000
Parking Garages (Facility Maintenance/Improvements)	150,000	50,000	50,000	125,000	50,000	425,000
City Facility Preventative Maintenance Assessment and Implementation	300,000	150,000	150,000	150,000	150,000	900,000
HVAC Replacements	100,000	100,000	60,000	50,000	60,000	370,000
Public Safety Facilities Upgrades and Improvements	75,000	-	-	-	-	75,000
(1) City Hall (Facility Maintenance/Improvements)	40,000	-	-	-	-	40,000
Generator Replacements (Facility Maintenance/Improvements)	-	100,000	100,000	-	-	200,000
Trailers (Equipment Replacement)	-	30,000	45,000	10,000	15,000	100,000
General Equipment Replacement	60,000	-	145,000	-	-	205,000
Pull-Behind Air Compressor Replacement	-	50,000	-	-	-	50,000
(2) Asphalt Paver (Equipment Replacement/Upgrade)	-	-	205,000	-	-	205,000
(2) Department Pool Vehicles (Fleet Replacement)	-	85,000	95,000	-	40,000	220,000
Tandem Dump Truck (Fleet Replacement)	-	200,000	-	-	-	200,000
F-750 Trucks (Fleet Replacement)	275,000	-	120,000	150,000	-	545,000
F-550 Crew Cab Dump Truck (Fleet Replacement)	-	175,000	200,000	250,000	125,000	750,000
F-450 Crew Cab Dump Truck (Fleet Replacement)	-	90,000	-	-	-	90,000
F-350 Crew Cab Service Bed Truck (Fleet Replacement)	-	65,000	85,000	85,000	-	235,000
F-250 Crew Cab Service Truck (Fleet Replacement)	78,000	80,000	-	-	-	158,000
F-150 Truck (Fleet Replacement)	-	65,000	-	135,000	77,000	277,000
Variable Message Boards (Equipment Replacement)	-	54,000	-	-	-	54,000
Operating Initiative - Sr. Urban Forestry Assistant (new position; +1 FTE): Vehicle Purchase	50,000	-	-	-	-	50,000
	\$ 14,556,832	\$ 9,989,000	\$ 8,957,000	\$ 16,318,000	\$ 14,156,000	\$ 63,976,832
Recreation, Parks & Cultural Services						
Greenway Improvements/Repairs	\$ 275,000	\$ 285,000	\$ 295,000	\$ 305,000	\$ 320,000	\$ 1,480,000
Innovation Academy Soccer Field Fencing Enhancements	40,000	-	-	-	-	40,000
Wood Lightpole/LED Replacement Initiative	300,000	150,000	150,000	100,000	175,000	875,000
Alpharetta Public Arts Initiative - Outdoor On-Loan Sculpture Exhibit	55,000	55,000	55,000	55,000	55,000	275,000
(1) Public Art Fund by Developers - City Property	10,000	-	-	-	-	10,000
(1) Public Art in the Parks	20,000	10,000	10,000	-	-	40,000
(1) Public Art for City Projects	25,000	10,000	10,000	-	-	45,000
(1),(2) Synthetic Turf Field Replacement	-	-	-	500,000	500,000	1,000,000
(1),(2) Park Trail Maintenance	-	-	150,000	125,000	100,000	375,000
(1) Park Security Repairs and Improvements	80,000	75,000	50,000	35,000	35,000	275,000

APPENDIX A (DETAILED 5-YEAR CIP)

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Uses (by Project)						
Recreation, Parks & Cultural Services <i>continued</i>						
Playground Equipment Replacement	50,000	50,000	50,000	75,000	400,000	625,000
(2) Park Shade Structure & Awning Replacements		25,000	40,000	40,000	175,000	280,000
(2) Athletic Court Resurfacing	-	-	330,000	80,000	100,000	510,000
Park Repairs/Improvements	160,000	100,000	170,000	180,000	185,000	795,000
(1),(2) Tree Maintenance, Planting and Removal in Parks	125,000	-	125,000	125,000	225,000	600,000
(1) Design Services (Recreation)	21,200	-	22,000	22,400	22,800	88,400
North Park Fields 1-4 Restroom/Concession Stand						
(2) Replacement	200,000	-	550,000	450,000	-	1,200,000
Recreation Equipment Replacement	177,000	45,000	35,000	110,000	15,000	382,000
Recreation (Fleet Replacement)	100,000	90,000	-	-	210,000	400,000
	<u>\$ 1,638,200</u>	<u>\$ 895,000</u>	<u>\$ 2,042,000</u>	<u>\$ 2,202,400</u>	<u>\$ 2,517,800</u>	<u>\$ 9,295,400</u>
Community Development						
Brookside Park Gateway (construction)	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
South Main District Gateway (construction)	150,000	-	-	-	-	150,000
Downtown Wayfinding Signage (Qty: 3)	36,000	-	-	-	-	36,000
Milton Avenue Lighting Project ⁽²⁾	50,000	-	-	-	-	50,000
Comprehensive Plan Updates	-	100,000	-	-	-	100,000
Design Services (Community Development)	62,400	63,600	64,900	66,200	67,500	324,600
Economic Development Strategic Plan	-	-	-	80,000	-	80,000
Alpharetta Entry Monuments (design)	50,000	-	-	-	-	50,000
Fleet Replacement (Community Development)	-	85,000	80,000	84,000	86,000	335,000
	<u>\$ 573,400</u>	<u>\$ 248,600</u>	<u>\$ 144,900</u>	<u>\$ 230,200</u>	<u>\$ 153,500</u>	<u>\$ 1,350,600</u>
Total Uses	\$ 22,505,632	\$ 19,775,800	\$ 14,398,100	\$ 21,824,600	\$ 21,510,600	\$ 100,014,732
Non-Allocated (Sources-Uses)	\$ 3,703,586	\$ 1,875	\$ 5,322	\$ 162	\$ 1,993,746	\$ 5,704,691
Total Uses + Non-Allocated	\$ 26,209,218	\$ 19,777,675	\$ 14,403,422	\$ 21,824,762	\$ 23,504,346	\$ 105,719,423

(1) Represents capital requests that are not fully funded within the proposed CIP (i.e. included within both the CIP and the Unfunded Project Listing).

(2) Represents capital requests where the anticipated funding years have been adjusted (from Department requests) to reflect forecasted funding availability.

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 tradeshow, association meetings and conferences as well as sales calls and site visits with event organizers.
- 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 2025 Adopted Budget

Occupancy Tax Revenues	\$ 4,046,875
Interest Income/MM	1,600
Accumulated Surplus	500,000
TOTAL REVENUE	\$ 4,548,475
Salary & Benefits	\$ 1,576,165
Accounting & Legal Fees	28,000
Advertising	
<i>Georgia/Metro Atlanta/Local Ads</i>	289,100
<i>National/Regional Ads</i>	639,000
Business License	500
Computer Equipment	18,200
Business Development	
Ameris Bank Amphitheatre	173,000
Conference Center	500,000
Computer Software/Maintenance	78,650
Research	21,500
Contingency Fund	47,370
Insurance	5,500
Meeting Expenses	45,300
Membership Dues	48,686
Subscriptions	650
Office Equipment/Leases	10,000
Office Space (lease, utilities, cleaning, security)	107,454
Office Supplies/Furniture	20,000
Postage/Shipping	18,000
Premiums/Gifts	30,000
Printing/Production	125,750
Taxes/Leased Equipment	1,200
Public Relations	245,000
Sponsorships/Bid Fees	349,150
Telephone/ISP	29,400
Tradeshows/Conference/Professional Development	137,300
Staff Development	3,600
TOTAL EXPENSES	\$ 4,548,475

APPENDIX C (GLOSSARY OF TERMS)

Appendix C (Glossary of Terms)

The Glossary section is included to assist readers with understanding the many terms used in city government (general) as well as the city's budget process (specific). Please refer to the *Acronyms/Abbreviations* section for a complete listing of the acronyms used throughout this document.

Account Number:	A system of numbering used to categorize a "group" of accounting transactions into common areas, such as salaries, utilities, etc. Account numbers are the numerical equivalent of descriptive terms (e.g., 511100 represents the account number for salaries and wages).
Accounting Period:	A period at the end of which financial statements, budgets, and other reports are prepared. Typically, an annual period within governmental finance. The city's fiscal year reporting period begins on July 1 st and ends of June 30 th .
Accounting Procedures:	All processes that identify, record, classify and summarize financial information to produce financial reports.
Accrual Basis of Accounting:	The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time), and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).
ACFR:	The Annual Comprehensive Financial Report summarizes financial data for the previous fiscal year in a standardized format.
Acronyms:	Please see the section entitled <i>Acronyms/Abbreviations</i> for a complete listing of the acronyms used throughout this document.
Adopted Budget:	The funds appropriated by the City Council at the beginning of the year.

APPENDIX C (GLOSSARY OF TERMS)

Ad Valorem Tax:	Property taxes computed as a percentage of the value of real or personal property expressed in mills (1/100 th of a dollar or \$1.00 per \$1,000 of taxable property value).
Amortization:	The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.
Appropriation:	A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.
Assessed Valuation:	The Fulton County Board of Assessor's estimation of the fair market value of real and personal property.
Balanced Budget:	A budget in which planned revenues available equals planned expenditures.
Basis of Accounting:	A system used by an individual government to determine when revenues have been realized and when expenditures have been incurred.
Basis of Budgeting:	A system used by an individual government to determine when budgetary revenues have been realized and when budgetary expenditures have been incurred.
Bond:	A written promise to pay a designated sum of money (i.e., principal) at a specified date in the future, together with periodic interest payments at a specified rate. In the budget, these payments are identified as debt service. Bonds are typically used to obtain long-term financing for major capital improvements.
Bond Rating:	A rating provided by an independent professional credit rating agency indicating the credit worthiness of the entity.
Budget:	A statement of financial position of an entity for a definite period based on estimates of expenditures during the period and proposals for financing them. The financial plan for the operation of a department, program, or project

APPENDIX C (GLOSSARY OF TERMS)

	for the current year or for the duration of the project.
Budget Amendment:	The transfer of funds from one appropriation account to another (within a department within a fund), requiring approval of City Administrator, Finance Director, and Department Director. Amendments between departments and between funds require City Council approval.
Budget Calendar:	The schedule of key dates or milestones which the city follows in the preparation, adoption, and administration of the budget.
Budget Officer:	The local government officials charged with budget preparation and administration for the local government. The official title of the local government budget officer shall be as provided by local law, charter, ordinance, or appropriate resolution of the governing authority.
Budget Ordinance:	“Ordinance” or “Resolution” means that governmental action which appropriates revenues and fund balances for specified purposes, functions, or activities for a budget period.
Budget Period:	Budget period, means the period for which a budget is proposed, or a budget ordinance or resolution is adopted.
Budget Transfer:	A procedure utilized by city departments to revise budget appropriations within the departmental operating budget accounts. They transfer monies from one account to another account and does not increase or decrease the overall budget appropriation for the department.
Budgetary Control:	The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

APPENDIX C (GLOSSARY OF TERMS)

Capital Assets:	Assets of significant value and having a useful life of several years. Capital assets for the City of Alpharetta have a purchase cost of \$5,000 or more, and a useful life of three years or longer.
Capital Budget:	A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays. The capital budget is based in a capital improvement plan ("CIP").
Capital Outlay:	An expenditure for the acquisition of, or addition to, a capital asset. Items acquired for less than \$25,000 are not considered capital outlay.
Capital Projects:	Projects that result in the acquisition or construction of capital assets of a local government which are of a long-term and permanent nature. Such assets include land, buildings, and related improvements, streets and highways, bridges, sewers, and parks.
Capital Projects Fund:	A fund used to account for the financial resources to be used for the acquisition or construction of major capital facilities other than those financed by resources from enterprise fund activities.
Cash Basis of Accounting:	A basis of accounting under which transactions are recognized only when cash is received or disbursed.
Chart of Accounts:	A numbering system that assigns a unique number to each type of transaction and to each budgetary unit in the organization. The City of Alpharetta utilizes the Uniform Chart of Accounts for Local Governments in Georgia as mandated by the Georgia Department of Community Affairs ("DCA").
Consumer Price Index ("CPI")	A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., inflation).

APPENDIX C (GLOSSARY OF TERMS)

Contingency:	A budgetary reserve set aside for emergency, revenue shortfalls, and unanticipated expenditures. The City Council must approve all contingency expenditures.
Debt:	An obligation resulting from the borrowing of money or from the purchase of goods and services over a period of time. Debts of government include bonds, time warrants, notes, and floating debts. Examples include General Obligation Bonds and Revenue Bonds.
Debt Service:	The payment of principal and interest on borrowed funds such as bonds.
Debt Service Fund:	A fund that is used to account for the accumulation of resources for the payment of general long-term debt principal and interest.
Deficit:	The excess of an entity's liabilities over its assets or the excess of expenditure or expenses over revenues during a single accounting period.
Department:	A major administrative division of the city with indicated overall management responsibility for an operation or a group of related operations within a functional area.
Depreciation:	(1) Expiration of the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a capital asset which is charged as an expense during a period. In accounting, the cost of a fixed asset, less any salvage value, is pro-rated over the estimated service life of said asset, and each period charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.
Effectiveness:	Depicts the degree to which performance objectives are being achieved or otherwise reflects the quality of local government performance.

APPENDIX C (GLOSSARY OF TERMS)

Efficiency:	Reflects the relationship between work performed and the resources required performing it. Compares outputs to inputs.
Encumbrance:	A commitment of funds against appropriations in which the expenditure has not actually been made at the time of recording. It may be in the form of a purchase order, purchase requisition, or a contract for goods and services.
Enterprise Fund:	A fund in which the activities are supported wholly or primarily by charges and fees paid by the users of the services.
Expenditures:	The cost of goods delivered, or services rendered including operating expenses, capital outlays and debt service.
Fiduciary Fund:	A fund used to account for assets held by the city in a trustee capacity or as an agent for other governmental units and/or other funds.
Fiscal Year:	The time period designated by the city signifying the beginning and ending period for recording financial transactions. The city has specified July 1 st to June 30 th as its fiscal year.
Fund:	An independent fiscal and accounting entity with a self-balancing set of accounts. These accounts record cash and other assets together with all related liabilities, obligations, reserves and equities. Funds are segregated so that revenues will be used only for the purpose of carrying out specific activities in accordance with special regulations, restrictions, or limitations.
Fund Balance	Fund equity for governmental funds and trust funds which reflects the accumulated excess of revenues and other financing sources over expenditures and other uses for governmental functions.

APPENDIX C (GLOSSARY OF TERMS)

GASB:	Governmental Accounting Standards Board - The body that sets accounting standards, specifically for governmental entities at the state and local levels.
General Fund:	The government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. Revenue is derived primarily from property taxes, state & federal distributions, grants, and other intergovernmental revenue.
GAAP:	Generally Accepted Accounting Principles - Uniform minimum, standards used by state and local governments for financial accounting, recording and reporting, encompassing the conventions, rules and procedures that define accepted accounting principles; established by the Governmental Accounting Standards Board (GASB).
General Obligation ("GO") Bonds:	Upon voter approval at a general referendum, a project will be financed through a millage increase in ad valorem taxes for a specified period. This source of revenue is especially appropriate when the life of project or an improvement is expected to exceed 20 years and is citywide in nature or benefit.
Georgia Municipal Association:	Organization representing municipal governments in Georgia.
GFOA:	Government Finance Officers Association - Professional association of state/ provincial and local finance officers in the United States and Canada, dedicated to the sound management of government financial resources.
Goals:	A measurable statement of desired conditions to be maintained or achieved.
Governing Authority:	Governing authority means that official or group of officials responsible for governance of the unit of local government.

APPENDIX C (GLOSSARY OF TERMS)

Grants:	A financial gifts, donation, or award that is made from a funding source, usually a governmental entity, to the city for the acquisition of goods, services, or land. The grant award agreement defines the city's responsibilities and duties to be exchanged for the grant. Grants are often earmarked for a specific purpose of program.
Infrastructure:	The basic installation and facilities on which the continuance and growth of the city depends, such as roads, schools, and water and sewer systems.
Inter-fund Transfer:	Payments made from one operating fund to another as a contribution to defray a portion of the recipient fund's costs.
Investments:	Securities and real estate held to produce revenue in the form of interest, dividend, rental or lease payments. The term does not include fixed assets used in governmental operations.
Legal Level of Control:	Legal level of control is the lowest level of budgetary detail at which a local government's management or budget officer may not reassign resources without approval of the governing authority. The legal level of control shall be, at a minimum, expenditures for each department for each fund for which a budget is required.
Levy:	(Verb) To impose taxes, special assessments, or service charges for the support of government activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.
Liability:	Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.
Liquidity (of investments):	The ability to convert an investment to cash promptly with a minimum of risk to principal and accrued interest.

APPENDIX C (GLOSSARY OF TERMS)

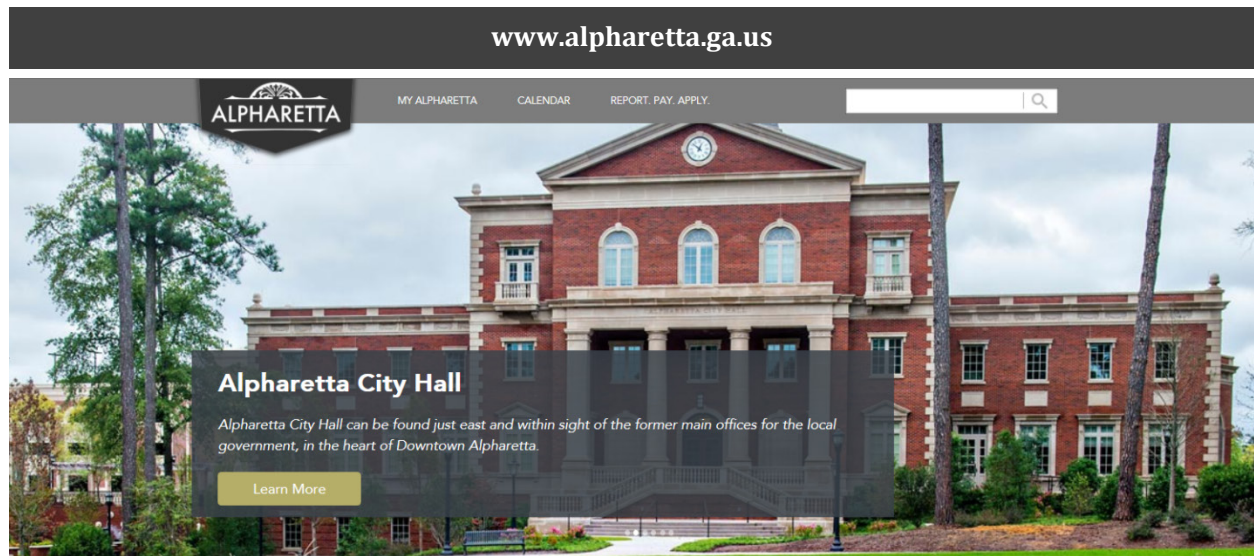
Millage Rate:	The amount of property tax stated in terms of a unit of the tax base; for example, each mill generates \$1.00 of tax for every \$1,000 of taxable assessed valuation on real or personal property. The millage rate is the total number of mills assessed against this value.
Mission:	The reason or purpose for the organizational unit's existence.
Modified Accrual Basis of Accounting:	The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues which should be accrued to reflect properly the taxes levied and revenue earned.
Objectives:	Unambiguous statements of performance intentions expressed in measurable terms.
Operating Budget:	The portion of the budget pertaining to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personal services, fringe benefits, commodities, services and capital outlay.
Proprietary Fund:	These funds are sometimes referred to as "income determination," "non-expendable" or "commercial type" funds and are used to account for a government's on-going organizations and activities which are like those often found in the private sector.
Retained Earnings:	A fund equity account that reflects accumulated net earnings (or losses) in a proprietary fund. As in the case of fund balance, retained earnings may include certain reservations of fund equity.

APPENDIX C (GLOSSARY OF TERMS)

Reserve:	An account to indicate that a portion of funds have been legally restricted for a specific purpose, or not available for appropriation and subsequent spending. A reserve for working capital is a budgetary reserve set aside for cash flow needs, emergencies, or unforeseen expenditure/revenue shortfalls.
Revenue:	Additions to assets which (a) do not increase any liability; (b) do not represent the recovery of an expenditure; (c) do not represent the cancellation of certain liabilities or decrease in assets; and (d) do not represent contributions of fund capital in enterprise and internal service funds.
Rolled-Back Millage Rate:	The millage rate necessary to raise the same amount of Ad Valorem tax revenue as the previous year, excluding taxes for new growth.
Sinking Fund:	A reserve fund accumulated over a period of time for retirement of a debt.
Special Revenue Fund:	A fund in which the revenues are designated for use for specific purposes or activities.
Tax Digest:	Official list of all property owners, the assessed value, and the tax due on their property.
Taxes:	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes levied by the City of Alpharetta are approved by the City Council and are within limits determined by the State.
User Fee:	Charges for specific services rendered only to those people paying such charges as, for example, sewer service charges.

APPENDIX C (GLOSSARY OF TERMS)

To learn more about our great City, please
visit us on the Web



Georgia's Connected City

Alpharetta is attracting the brightest companies, employees and residents to a new, vibrant vision of what work/life looks like. Over the past decade, our investments in infrastructure and technology have laid a foundation that's fostering both business growth as well as individual happiness and satisfaction among our residents and workforce. As a connected city with deep cultural, social, technological and logistic resources, Alpharetta is setting the standard for what city life will look like as we move through the connected decade.

READ MORE ABOUT QUALITY OF LIFE >



2 Park Plaza
Alpharetta, GA 30009



STAFF REPORT

Department: Finance
Submitted By: Shawn Mitchell
Meeting Date: June 3, 2024

AGENDA ITEM:

Fiscal Year 2024 Budget Amendment Ordinance

SECOND READING

The first reading for this item occurred during the May 20, 2024 City Council Meeting & Public Hearing.
Consideration of adoption of the City of Alpharetta's Fiscal Year 2024 Budget Amendment Ordinance.

STAFF RECOMMENDATION:

Adopt an Ordinance of the Mayor and Council of the City of Alpharetta, Georgia to adopt a Fiscal Year 2024 Budget Amendment.

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:

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
----------------------	---------------

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
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ITEM DESCRIPTION:

The purpose of this item is to provide an overview of the Fiscal Year (FY) 2024 Budget Amendment which amends the budget for targeted initiatives planned to occur before year-end.

Initiatives are discussed in detail within the attached FY 2024 Budget Requests (Exhibit A).

ALTERNATIVES:

Do not adopt the Ordinance and associated budget amendments.

ATTACHMENTS:

- 2024 Budget Amendment Ordinance
- Exhibit A (2024 #3 Budget Amendment Ordinance)



AN ORDINANCE BY THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA TO ADOPT A FISCAL 2024 BUDGET AMENDMENT FOR CERTAIN FUNDS OF THE CITY OF ALPHARETTA, GEORGIA APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES, ADOPTING THE ITEM OF REVENUE ANTICIPATION, PROHIBITING EXPENDITURES TO EXCEED APPROPRIATIONS, AND PROHIBITING EXPENDITURES TO EXCEED ACTUAL FUNDING AVAILABLE.

WHEREAS, the Director of Finance has presented a proposed fiscal year 2024 budget amendment to the City Council on certain funds of the City; and

WHEREAS, each of these proposed amendments will adjust expenditures and revenues originally appropriated in the fiscal year 2024 budget; and

WHEREAS, each of these amendments represent a balanced budget, so that anticipated revenues for each fund equal or exceed proposed expenditures.

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

- that this budget amendment, "Exhibit A" attached hereto and by this reference made a part hereof this ordinance shall be the City of Alpharetta's fiscal year 2024 budget amendment for these certain funds for the fiscal year 2024; and
- that this budget amendment be and is hereby approved and the revenue items shown in the budget for each fund in the amount anticipated are adopted and that the several amounts shown in the budget for each fund as proposed expenditures are hereby appropriated to the departments named in each fund; and
- that the expenditures shall not exceed the appropriations authorized by this mid-year budget or amendments thereto provided; and that expenditures shall not exceed actual funding available.

SO ORDAINED, this _____ day of June 2024.

CITY OF ALPHARETTA

By: _____
Jim Gilvin, Mayor

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

[SIGNATURES CONTINUED FROM PRECEDING PAGE]

COUNCIL MEMBERS

Mayor Pro Tem Dan Merkel

Council Member Donald F. Mitchell

Council Member Brian Will

Council Member Douglas J. DeRito

Council Member John Hipes

Council Member Fergal M. Brady

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Lauren Shapiro, City Clerk

Molly Esswein, City Attorney



City of Alpharetta, Georgia
Fiscal Year 2024
Budget Amendment Request

EXHIBIT A
Fiscal Year 2024 Budget Amendment Requests

OPEB Health Benefit Fund

This Fund represents activity associated the other post-employment benefit plan (OPEB). Historically, eligible retirees were offered the same health and prescription drug coverage as active employees. However, recent updates to the Plan, previously approved by City Council, have removed this option for employees ending service with the City on or after July 1, 2023. Available resources above the actuarially determined retiree liability is being transferred to the OPEB Reimbursement Health Benefit Fund to augment this important post-retirement benefit for our employees.

OPEB HEALTH BENEFIT FUND			
LEGAL LEVEL OF CONTROL (Impacted Line-Items)			
	Fiscal Year 2024		
	Current Budget	Budget Amendment	Revised Budget
Revenue by Source:			
Interest Earnings	\$ 5,000	\$ 22,402	\$ 27,402
Realized Gain on Investments	-	32,998	32,998
Carryforward Fund Balance	373,880	1,101,626	1,475,506
Net Budget Adjustments	\$ 378,880	\$ 1,157,026	\$ 1,535,906
Expenditures by Project:			
Non-Allocated/Reserve	\$ 318,480	\$ (318,480)	\$ -
Transfer Out to the OPEB Reimbursement Health Benefit Fund	-	1,475,506	1,475,506
Net Budget Adjustments	\$ 318,480	\$ 1,157,026	\$ 1,475,506

OPEB Reimbursement Health Benefit Fund

This Fund accounts for the post-employment healthcare benefit and is funded through City operations (increased from 2% to 2.5% of payroll in fiscal year 2024). Additionally, as detailed above, available resources above the actuarially determined OPEB Health Benefit Fund retiree liability is being transferred to the OPEB Reimbursement Health Benefit Fund to augment this important post-retirement benefit for our employees. Specifically, this request involves the transfer of actuarially determined resources within the OPEB Health Benefit Fund (\$1,475,506) to the OPEB Reimbursement Health Benefit Fund.

OPEB REIMBURSEMENT HEALTH BENEFIT FUND			
LEGAL LEVEL OF CONTROL (Impacted Line-Items)			
	Fiscal Year 2024		
	Current Budget	Budget Amendment	Revised Budget
Revenue by Source:			
Transfer In from OPEB Health Benefit Fund	\$ -	\$ 1,475,506	\$ 1,475,506
Net Budget Adjustments	\$ -	\$ 1,475,506	\$ 1,475,506
Expenditures by Project:			
Non-Allocated/Reserve	\$ 2,518,530	\$ 1,475,506	\$ 3,994,036
Net Budget Adjustments	\$ 2,518,530	\$ 1,475,506	\$ 3,994,036

EXHIBIT A
Fiscal Year 2024 Budget Amendment Requests

American Rescue Plan (ARP) Activity

When the American Rescue Plan (ARP) legislation was first approved, there was very little guidance on the proper classification of financial activity. Specifically, the legislation allowed for multiple uses including operations and capital. The City elected to focus on capital investment and recorded all activity within a Capital Project Fund. However, after this decision, classification guidance from the State determined that ARP activity should be classified as a Special Revenue Fund. Additionally, the legislation requires all resources be obligated (e.g. encumbered) by December 31, 2024.

The budgetary reallocations below accomplish multiple goals including: (1) establishing a Special Revenue Fund to account for the remaining ARP collections; and (2) identifying eligible uses (e.g. milling & resurfacing) to allow the City to fully claim ARP collections in FY 2024 (meaning identifying eligible uses that will be fully spent by the end of FY 2024).

Please note – these reallocations do not materially alter individual project funding levels. These changes are purely for accounting purposes to ensure the City meets the ARP classification requirements under the State and funding target dates (e.g. requirement that all ARP funds be obligated by December 31, 2024) under the ARP legislation.

- This budget amendment involves the recognition of remaining ARP grant revenues in a Special Revenue Fund in accordance with guidance from the State. Additionally, those resources are being transferred into the ARP Capital Project Fund for eligible uses that will be fully spent by the end of FY 2024 (well in advance of the December 31, 2024, obligation date set forth in the ARP legislation).

AMERICAN RESCUE PLAN (ARP) FUND - SPECIAL REVENUE FUND			
LEGAL LEVEL OF CONTROL (Impacted Line-Items)			
	Fiscal Year 2024		
	Current Budget	Budget Amendment	Revised Budget
Revenue by Source:			
Federal Grant (ARP)	\$ -	\$ 2,738,659	\$ 2,738,659
Net Budget Adjustments	\$ -	\$ 2,738,659	\$ 2,738,659
Expenditures by Project:			
Transfer-Out to ARP Capital Project Fund (ARP Funding)	\$ -	\$ 2,738,659	\$ 2,738,659
Net Budget Adjustments	\$ -	\$ 2,738,659	\$ 2,738,659

Fiscal Year 2024 Budget Amendment Requests

- This budget amendment involves the transfer-in of ARP grant funding from the ARP Special Revenue Fund to cover eligible uses that will be fully spent by the end of FY 2024 (well in advance of the December 31, 2024, obligation date set forth in the ARP legislation).

With the goal of ensuring all ARP funds are spent by the end of FY 2024, appropriations for certain projects are being swapped between the ARP Capital Project Fund and the Capital Project Fund. Specifically, unspent funding within the ARP Capital Project Fund for Sidewalk Maintenance/Repair as well as Greenway Boardwalk Replacement is being appropriated within the Capital Project Fund as those projects are unlikely to be fully spent by June 30, 2024. Conversely, a like amount of Milling & Resurfacing appropriations is being appropriated within the ARP Capital Project Fund from the Capital Project Fund as those monies have been spent.

Please note – overall project appropriations, with the exception of \$39 in Non-Allocated/Reserve funding being appropriated to Milling and Resurfacing, will remain unchanged.

AMERICAN RESCUE PLAN (ARP) FUND - CAPITAL PROJECT FUND			
LEGAL LEVEL OF CONTROL (Impacted Line-Items)			
	Fiscal Year 2024		
	Current Budget	Budget Amendment	Revised Budget
Revenue by Source:			
Federal Grant (ARP)	\$ 2,738,659	\$ (2,738,659)	\$ -
Transfer-In from ARP Special Revenue Fund (ARP Funding)	-	2,738,659	2,738,659
Net Budget Adjustments	\$ 2,738,659	\$ -	\$ 2,738,659
Expenditures by Project:			
Sidewalk Maintenance/Repair	\$ 668,311	\$ (100,000)	\$ 568,311
Greenway Boardwalk Replacement	1,726,015	(75,000)	1,651,015
Milling and Resurfacing	-	175,039	175,039
Non-Allocated/Reserve	39	(39)	-
Net Budget Adjustments	\$ 2,394,365	\$ -	\$ 2,394,365

CAPITAL PROJECT FUND			
LEGAL LEVEL OF CONTROL (Impacted Line-Items)			
	Fiscal Year 2024		
	Current Budget	Budget Amendment	Revised Budget
Expenditures by Project:			
Sidewalk Maintenance/Repair	\$ -	\$ 100,000	\$ 100,000
Greenway Boardwalk Replacement	-	75,000	75,000
Milling & Resurfacing	3,120,000	(175,000)	2,945,000
Net Budget Adjustments	\$ 3,120,000	\$ -	\$ 3,120,000

EXHIBIT A
Fiscal Year 2024 Budget Amendment Requests

OPIOID Settlement Fund

The State of Georgia reached a \$636 million agreement with three distributors and a major manufacturer of opioids. Approximately \$517 million will come from the National Distributors' Settlement over the course of 18-years. An additional \$118 million will come from the Janssen/J&J Settlement over the next 9-years.

- The settlement allocates 25% (\$159 million) of the total funds to local governments.
- The State will receive 75% (\$477 million) of the funding.

Alpharetta's initial funds under the settlement agreements totals \$52,635.

All funds must adhere to approved purposes as described in the settlements including, but not limited to:

- Treatment:
 - ✓ Treatment of Opioid Use Disorder (OUD).
 - ✓ Support people in treatment and recovery.
 - ✓ Connect people who need help to the help they need.
 - ✓ Address the needs of criminal justice-involved persons.
 - ✓ Address the needs of pregnant or parenting women.
- Prevention:
 - ✓ Prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids.
 - ✓ Prevent misuse of opioids.
 - ✓ Prevent overdose deaths and other harms.
- Other Strategies:
 - ✓ First responders.
 - ✓ Leadership planning and coordination.
 - ✓ Training.
 - ✓ Research.

Opioid settlement funds will be reserved pending a determination by the City Council of appropriate uses given the approved purposes laid out in the settlement agreements.

OPIOID SETTLEMENT FUND - SPECIAL REVENUE FUND				
LEGAL LEVEL OF CONTROL (Impacted Line-Items)				
	Fiscal Year 2024			
	Current Budget		Budget Amendment	Revised Budget
Revenue by Source:				
City's share of Opioid Settlement Payments (initial)	\$	-	\$ 52,635	\$ 52,635
Net Budget Adjustments	\$	-	\$ 52,635	\$ 52,635
Expenditures by Project:				
Non-Allocated/Reserved for future uses in accordance with Settlement Agreement(s)	\$	-	\$ 52,635	\$ 52,635
Net Budget Adjustments	\$	-	\$ 52,635	\$ 52,635

EXHIBIT A
Fiscal Year 2024 Budget Amendment Requests

Asset Forfeiture Fund Activity

This budget amendment involves the reallocation of General Fund appropriations within the Public Safety Department to reimburse the Asset Forfeiture Fund for ineligible expenditures totaling \$9,433.

ASSET FORFEITURE FUND - SPECIAL REVENUE FUND			
LEGAL LEVEL OF CONTROL (Impacted Line-Items)			
	Fiscal Year 2024		
	Current Budget	Budget Amendment	Revised Budget
Revenue by Source:			
Transfer-In from General Fund (City)	\$ -	\$ 9,433	\$ 9,433
Net Budget Adjustments	\$ -	\$ 9,433	\$ 9,433
Expenditures by Project:			
Asset Forfeiture Non-Allocated/Reserve	\$ -	\$ 9,433	\$ 9,433
Net Budget Adjustments	\$ -	\$ 9,433	\$ 9,433

GENERAL FUND			
LEGAL LEVEL OF CONTROL			
	Fiscal Year 2024		
	Current Budget	Budget Amendment	Revised Budget
Expenditures by Department:			
Mayor and City Council	\$ 399,354	\$ -	\$ 399,354
City Administration	2,179,423	-	2,179,423
Finance	3,998,838	-	3,998,838
City Attorney	1,200,000	-	1,200,000
Information Technology	2,792,116	-	2,792,116
Human Resources	971,316	-	971,316
Municipal Court	1,222,688	-	1,222,688
Public Safety	40,196,898	(9,433)	40,187,465
Public Works	10,804,932	-	10,804,932
Recreation, Parks and Cultural Services	14,015,107	-	14,015,107
Community and Economic Development	5,010,278	-	5,010,278
subtotal	\$ 82,790,950	\$ (9,433)	\$ 82,781,517
General Government:			
Insurance Premiums	\$ 928,885	\$ -	\$ 928,885
Gwinnett Tech Bond (P&I)	287,490	-	287,490
Transfer to Capital Project Fund	12,392,818	-	12,392,818
Transfer to Stormwater Capital Fund	3,950,000	-	3,950,000
Transfer to TAD #2 Fund	105,670	-	105,670
Transfer to Asset Forfeiture Fund	-	9,433	9,433
Contingency	949,526	-	949,526
subtotal	\$ 18,614,389	\$ 9,433	\$ 18,623,822
Total Expenditures	\$101,405,339	\$ -	\$101,405,339



STAFF REPORT

Department: Finance
Submitted By: Shawn Mitchell
Meeting Date: June 3, 2024

AGENDA ITEM:

Fiscal Year 2025 Budget Ordinance

FIRST READING

Consideration of adoption of the City of Alpharetta's Fiscal Year 2025 Budget Ordinance.

STAFF RECOMMENDATION:

The purpose of this meeting is to provide an update on the Recommended Fiscal Year 2025 Budget and adopt the Fiscal Year 2025 Budget Ordinance (1st reading).

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: \$163,591,669 (SEE ATTACHED FY 2025 OPERATING & CAPITAL BUDGET)

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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EXTERNAL FUNDING SOURCES:

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

The Fiscal Year 2025 Budget was distributed electronically to the City Council on May 3, 2024, 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 2025 budget as well as historical budget/actual revenue/expenditure trend data) and OpenGov (FY 2025 budget line-item detail).

A City Council Budget Workshop was held on May 20, 2024.

Changes since the May 20th Budget Workshop include:

Operations (net increase of +\$48,620)

Recommended Operating Initiative funding was reallocated from the Operating Initiative Reserve Account into departmental operating budgets.

FY 2025 cost for the Utility Body Worn/In-Dash Camera contract (approved May 20, 2024) was programmed into the Public Safety Department budget.

Capital Initiatives

Recommended Capital Initiatives – one project change was made as follows:

Funding request for the Alpharetta Entry Monuments (design) was reduced from \$150,000 to \$50,000. The revised scope will provide design funding for the monuments and conceptual location recommendations. Detailed locational analysis and construction plans would be funded through a future capital plan. The \$100,000 in savings has been added to the non-allocated/reserve account (page 240 of budget document).

Unfunded Capital Initiatives – two projects were added as follows:

Northwinds Mid Broadwell Crosswalk (construction): \$125,000 (page 249 of Budget document).

Jayne Ellen Curb and Gutter (construction): \$750,000 (page 254 of budget document).

Tonight is the first of three public hearings and the first of two votes on the FY 2025 Budget and Millage Rate Levy with the schedule as follows:

June 3, 2024 (6:30pm):

Public Hearing

City Council Meeting

Budget Ordinance (1st Reading)

Millage Ordinance (1st Reading)

June 24, 2024 (11:30am):

Public Hearing

June 24, 2024 (6:30pm):

Public Hearing

City Council Meeting

Budget Ordinance (2nd Reading)

Millage Ordinance (2nd Reading)

The attached Budget Ordinance is substantially similar in structure as in previous years and provides authority for revenue/appropriation levels, carryforward appropriation authority, staffing level authorizations, etc.

ALTERNATIVES:

ATTACHMENTS:

1. Budget Ordinance (FY 2025)
2. Exhibit A - Legal Level of Control (FY 2025 GFOA Budget; 6-3-2024; 1st Reading)
3. Exhibit B - FY 2025 GFOA Budget (6-3-2024; 1st Reading)

ORDINANCE NUMBER:



AN ORDINANCE BY THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA, ADOPTING THE FINAL ESTIMATES OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR COMMENCING JULY 1, 2024, AND ENDING ON JUNE 30, 2025, AS ITS ANNUAL BUDGET, APPROPRIATING THE USE OF FUNDS SHOWN THEREIN AS MAY BE NEEDED OR DEEMED NECESSARY TO DEFRAY ALL EXPENDITURES AND LIABILITIES OF THE CITY FOR SUCH FISCAL YEAR; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Mayor and Council of the City of Alpharetta have held public hearing(s) upon its proposed budget for the 2024-2025 fiscal year;

WHEREAS, the proposed budget represents a balanced budget for each of the City's various Funds, so that anticipated revenues equal proposed expenditures for each Fund; and

WHEREAS, the 2024-2025 fiscal year budget provides a financial plan for the government, establishing appropriations for each operating department in order to extend services.

NOW, THEREFORE BE IT ORDAINED that this budget, "Exhibit A" attached hereto and by this reference made a part hereof this ordinance, shall be the City of Alpharetta's 2024-2025 fiscal year budget; and

BE IT FURTHER ORDAINED that this budget be and is hereby approved and the several items of revenues shown in the budget for each Fund in the amounts anticipated are adopted and that the several amounts shown in the budget for each Fund as proposed expenditures are hereby appropriated to the departments named in each Fund; and

BE IT FURTHER ORDAINED that the expenditures shall not exceed the appropriations authorized by this budget or amendments thereto provided that expenditures for the fiscal year shall not exceed actual funding available; and

BE IT FURTHER ORDAINED that for the following Funds, all project encumbrances and unexpended appropriations outstanding as of fiscal year end 2023-2024 shall carry forward into the 2024-2025 fiscal year for the same purpose. If the project is complete, the unexpended appropriations shall carry forward into the 2024-2025 fiscal year and be appropriated to a non-allocated/reserve account:

Fund 210:	Confiscated Assets Fund (Federal)
Fund 211:	Confiscated Assets Fund (State)
Fund 213:	Opioid Settlement Fund
Fund 215:	Emergency 911 Fund
Fund 220:	Operating Grant Fund
Fund 230:	American Rescue Plan Fund
Fund 270:	Impact Fee Fund
Fund 275:	Hotel/Motel Fund
Fund 301:	Capital Project Fund
Fund 302:	Storm Water Capital Project Fund
Fund 303:	American Rescue Plan Capital Fund
Fund 318:	Series 2022 Capital Improvements Bond Fund

Fund 335:	TSPLOST 1 Capital Fund
Fund 336:	TSPLOST 2 Capital Fund
Fund 340:	Capital Grant Fund
Fund 410:	Debt Service Fund
Fund 540:	Solid Waste Fund
Fund 600:	Risk Management Fund
Fund 605:	Medical Insurance Fund
Fund 790:	OPEB Health Benefit Fund
Fund 791:	OPEB Health Reimbursement Fund

BE IT FURTHER ORDAINED that for the following Funds, fund balance as of fiscal year end 2023-2024, if applicable, shall carry forward into the 2024-2025 fiscal year and be appropriated to a non-allocated/reserve account:

Fund 210:	Confiscated Assets Fund (Federal)
Fund 211:	Confiscated Assets Fund (State)
Fund 213:	Opioid Settlement Fund
Fund 215:	Emergency 911 Fund
Fund 220:	Operating Grant Fund
Fund 230:	American Rescue Plan Fund
Fund 270:	Impact Fee Fund
Fund 275:	Hotel/Motel Fund
Fund 301:	Capital Project Fund
Fund 302:	Storm Water Capital Project Fund
Fund 303:	American Rescue Plan Capital Fund
Fund 318:	Series 2022 Capital Improvements Bond Fund
Fund 335:	TSPLOST 1 Capital Fund
Fund 336:	TSPLOST 2 Capital Fund
Fund 340:	Capital Grant Fund
Fund 410:	Debt Service Fund
Fund 540:	Solid Waste Fund
Fund 600:	Risk Management Fund
Fund 605:	Medical Insurance Fund
Fund 790:	OPEB Health Benefit Fund
Fund 791:	OPEB Health Reimbursement Fund

BE IT FURTHER ORDAINED that the budget detail, "Exhibit B" attached hereto is hereby approved for the purposes of administering the aforementioned adopted budget and authorizing the number of positions for each employee classification; and

BE IT FURTHER ORDAINED that the Director of Finance is authorized to amend the budget to reflect expenditures and appropriations for projects/initiatives as approved by the City Council; and

BE IT FURTHER ORDAINED that the Director of Finance is authorized to amend the budget to reflect grant/contract revenues and expenditures upon receipt of an executed grant award document, intergovernmental agreement, contract, or comparable documentation; and

BE IT FURTHER ORDAINED that the Director of Finance is authorized to amend the budget to reflect actual revenue/expense activity within those Funds statutorily/contractually obligated to distribute all collections to the City and other entities (e.g., Hotel/Motel Fund which distributes

all tax proceeds to the City, Alpharetta Convention & Visitor's Bureau, and the Tourism Product Development); and

BE IT FURTHER ORDAINED that the Director of Finance is authorized to amend the budget to reflect donation and/or contribution revenues and expenditures upon documented approval by the director of the benefitting department and the actual receipt of the donation and/or contribution; and

BE IT FURTHER ORDAINED that this Ordinance shall take effect as provided by law, but the budget adopted hereby shall take effect as of July 1, 2024.

SO ORDAINED, this ____ day of June ____.

CITY OF ALPHARETTA

By: _____
Jim Gilvin, Mayor

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

[SIGNATURES CONTINUED FROM PRECEDING PAGE]

COUNCIL MEMBERS

Mayor Pro Tem Dan Merkel

Council Member Donald F. Mitchell

Council Member Brian Will

Council Member Douglas J. DeRito

Council Member John Hipes

Council Member Fergal M. Brady

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Lauren Shapiro, City Clerk

Molly Esswein, City Attorney

First Reading: _____

Second Reading: _____

CITYWIDE BUDGET SUMMARIES

Consolidated Summary (Revenues by Source/Expenditures by Department)

	Special Revenue Funds					Capital Project Funds		
	General Fund	Asset Forfeiture Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Projects Fund	Stormwater Capital Fund	2022 Parks Bond Fund
REVENUES:								
Property Taxes	\$ 37,437,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Option Sales Taxes/TSPLOST	22,250,000	-	-	-	-	-	-	-
Other Taxes	18,185,300	-	950	-	9,250,000	-	-	-
Licenses and Permits	3,196,500	-	-	-	-	-	-	-
Intergovernmental Revenue	370,926	-	1,250,000	-	-	-	-	-
Charges for Services	5,215,130	-	4,000,000	-	-	-	-	-
Fines and Forfeitures	2,605,000	-	-	-	-	-	-	-
Interest Earnings	1,100,000	-	36,907	-	20,000	325,000	110,000	900,000
Other/Miscellaneous	238,811	-	-	-	-	-	-	-
<i>subtotal</i>	\$ 90,598,667	\$ -	\$ 5,287,857	\$ -	\$ 9,270,000	\$ 325,000	\$ 110,000	\$ 900,000
Other Financing Sources								
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,843,416	\$ 1,604,364	\$ -
Interfund Transfer from Hotel/Motel Fund	3,468,750	-	-	-	-	-	-	-
Budgeted Fund Balance	9,447,780	43,800	442,025	353,820	-	3,405,350	285,636	-
<i>subtotal</i>	\$ 12,916,530	\$ 43,800	\$ 442,025	\$ 353,820	\$ -	\$ 15,248,766	\$ 1,890,000	\$ -
Total Revenues	\$ 103,515,197	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 9,270,000	\$ 15,573,766	\$ 2,000,000	\$ 900,000
EXPENDITURES:								
Mayor and City Council	\$ 394,044	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Administration/City Clerk/Econ. Dev.	3,104,912	-	-	-	-	-	-	-
Finance	4,137,006	-	-	-	-	-	-	-
Legal Services	1,000,000	-	-	-	-	-	-	-
Information Technology	2,543,961	-	-	-	-	440,000	-	-
Human Resources	1,065,277	-	-	-	-	-	-	-
Municipal Court	1,362,008	-	-	-	-	-	-	-
Public Safety	43,729,426	43,800	5,729,882	170,000	-	5,083,400	-	-
Public Works	11,236,659	-	-	-	-	6,043,000	2,000,000	-
Recreation, Parks and Cultural Services	14,569,621	-	-	183,820	-	1,454,380	-	-
Community Development	4,733,725	-	-	-	-	549,400	-	-
Non-Departmental	-	-	-	-	5,500	-	-	-
Insurance Premiums (Risk Fund)	966,800	-	-	-	-	-	-	-
Alpharetta Convention and Visitors Bureau	-	-	-	-	4,046,875	-	-	-
Bond Debt Service (Principal and Interest)*	286,978	-	-	-	1,417,213	-	-	-
Contingency	937,000	-	-	-	331,662	-	-	-
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	2,003,586	-	900,000
<i>subtotal</i>	\$ 90,067,417	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 5,801,250	\$ 15,573,766	\$ 2,000,000	\$ 900,000
Other Financing Uses								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750	\$ -	\$ -	\$ -
Interfund Transfer to Capital Funds	13,447,780	-	-	-	-	-	-	-
<i>subtotal</i>	\$ 13,447,780	\$ -	\$ -	\$ -	\$ 3,468,750	\$ -	\$ -	\$ -
Total Expenditures	\$ 103,515,197	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 9,270,000	\$ 15,573,766	\$ 2,000,000	\$ 900,000

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

CITYWIDE BUDGET SUMMARIES

	Capital Project Funds			Enterprise Fund	Internal Service Funds		Fiduciary Funds	
	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Reimb. Fund	TOTAL
REVENUES:								
Property Taxes	\$ -	\$ -	\$ 6,146,000	\$ -	\$ -	\$ -	\$ -	\$ 43,583,000
Local Option Sales Taxes/TSPLOST	-	-	-	-	-	-	-	22,250,000
Other Taxes	-	-	-	-	-	-	-	27,436,250
Licenses and Permits	-	-	-	-	-	-	-	3,196,500
Intergovernmental Revenue	-	-	-	-	-	-	-	1,620,926
Charges for Services	-	-	-	5,811,025	1,787,236	9,900,000	-	26,713,391
Fines and Forfeitures	-	-	-	-	-	-	-	2,605,000
Interest Earnings	500,000	300,000	27,000	17,743	28,064	-	55,500	3,420,214
Other/Miscellaneous	-	-	-	-	-	-	989,536	1,228,347
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,173,000	\$ 5,828,768	\$ 1,815,300	\$ 9,900,000	\$ 1,045,036	\$ 132,053,628
Other Financing Sources								
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,447,780
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	-	3,468,750
Budgeted Fund Balance	-	-	443,100	-	200,000	-	-	14,621,511
<i>subtotal</i>	\$ -	\$ -	\$ 443,100	\$ -	\$ 200,000	\$ -	\$ -	\$ 31,538,041
Total Revenues	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036	\$ 163,591,669
EXPENDITURES:								
Mayor and City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 394,044
City Administration/City Clerk/Econ. Dev.	-	-	-	-	-	-	-	3,104,912
Finance	-	-	-	5,828,768	2,015,300	9,900,000	55,500	21,936,574
Legal Services	-	-	-	-	-	-	-	1,000,000
Information Technology	-	-	-	-	-	-	-	2,983,961
Human Resources	-	-	-	-	-	-	-	1,065,277
Municipal Court	-	-	-	-	-	-	-	1,362,008
Public Safety	-	-	-	-	-	-	-	54,756,508
Public Works	-	-	-	-	-	-	-	19,279,659
Recreation, Parks and Cultural Services	-	-	-	-	-	-	-	16,207,821
Community Development	-	-	-	-	-	-	-	5,283,125
Non-Departmental	-	-	8,000	-	-	-	989,536	1,003,036
Insurance Premiums (Risk Fund)	-	-	-	-	-	-	-	966,800
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	-	4,046,875
Bond Debt Service (Principal and Interest)*	-	-	6,608,100	-	-	-	-	8,312,291
Contingency	-	-	-	-	-	-	-	1,268,662
Non-Allocated (Reserve); One-Time Usage	500,000	300,000	-	-	-	-	-	3,703,586
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036	\$ 146,675,139
Other Financing Uses								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750
Interfund Transfer to Capital Funds	-	-	-	-	-	-	-	13,447,780
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,916,530
Total Expenditures	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036	\$ 163,591,669

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

CAPITAL PROJECT FUND SUMMARIES

FY 2025 Recommended Capital Project Listing

The following section provides both a (1) summary list of Staff Recommended Capital Initiatives for FY 2025 and is followed by (2) a detailed narrative of each capital initiative.

FY 2025 Capital Source & Use Detail	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Sources										
Available Fund Balance	\$ 3,405,350	\$ 285,636	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 4,088,606	\$ -	\$ 4,088,606
General Fund								-		-
Annual Capital Appropriation	2,395,636	1,604,364	-	-	-	-	-	4,000,000	-	4,000,000
Available Fund Balance	9,447,780	-	-	-	-	-	-	9,447,780	-	9,447,780
Investment Earnings	325,000	110,000	900,000	500,000	300,000	-	-	2,135,000	-	2,135,000
Grants/Contributions										
Local Maintenance Improvement Grant (LMIG); Milling and Resurfacing	-	-	-	-	-	-	-	-	676,317	676,317
Local Roads Assistance Grant (LRA); Milling and Resurfacing	-	-	-	-	-	-	-	-	837,515	837,515
Surface Transportation Block Grant; North Point Parkway Corridor (ROW Phase)	-	-	-	-	-	-	-	-	5,000,000	5,000,000
Alpharetta Convention & Visitors Bureau (ACVB); Downtown Wayfinding Signage	-	-	-	-	-	-	-	-	24,000	24,000
Total Sources	\$ 15,573,766	\$ 2,000,000	\$ 900,000	\$ 500,000	\$ 300,000	\$ 43,800	\$ 353,820	\$ 19,671,386	\$ 6,537,832	\$ 26,209,218
Uses										
Capital/One-Time Initiatives										
Information Technology										
Technology Replacements (all City Departments)	\$ 390,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390,000	\$ -	\$ 390,000
Wireless Access Points (replacements/additions)	50,000	-	-	-	-	-	-	50,000	-	50,000
	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,000	\$ -	\$ 440,000
Public Safety										
Fire Station 81 Renovation/Improvements	\$ 2,830,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ 3,000,000	\$ -	\$ 3,000,000
2972 Webb Bridge Road Renovation (ATC space)	150,000	-	-	-	-	-	-	150,000	-	150,000
Alpharetta Real Time Information Center Office Furniture	-	-	-	-	-	25,000	-	25,000	-	25,000
Fleet Replacement (Qty: 25)	1,875,000	-	-	-	-	-	-	1,875,000	-	1,875,000
Operating Initiative - Fire Training Lieutenant (new position; +1 FTE): Vehicle Purchase	50,000	-	-	-	-	-	-	50,000	-	50,000
All Access Control Card Readers Replacement	72,000	-	-	-	-	-	-	72,000	-	72,000
Fire Equipment for New Fire Engines (year 1 of 2)	75,000	-	-	-	-	-	-	75,000	-	75,000
Drone First Responder Program	-	-	-	-	-	18,800	-	18,800	-	18,800
Click2Enter System (yr 1 of 3)	31,400	-	-	-	-	-	-	31,400	-	31,400
	\$ 5,083,400	\$ -	\$ -	\$ -	\$ -	\$ 43,800	\$ 170,000	\$ 5,297,200	\$ -	\$ 5,297,200

CAPITAL PROJECT FUND SUMMARIES

FY 2025 Capital Source & Use Detail	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Uses										
Capital/One-Time Initiatives										
Public Works										
Milling and Resurfacing	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 1,513,832	\$ 4,013,832
North Point Parkway Corridor (ROW Phase) - Surface Transportation Block Grant	-	-	-	-	-	-	-	-	5,000,000	5,000,000
Tree Planting and Landscape Improvements	160,000	-	-	-	-	-	-	160,000	-	160,000
SR 9 Landscaping from Academy St. to Windward Pkwy (yr. 2 of 3)	575,000	-	-	-	-	-	-	575,000	-	575,000
Bridge Maintenance	250,000	-	-	-	-	-	-	250,000	-	250,000
Traffic Striping and Signage	170,000	-	-	-	-	-	-	170,000	-	170,000
Streetlight Maintenance	85,000	-	-	-	-	-	-	85,000	-	85,000
Traffic Signal Pole Painting and Maintenance	45,000	-	-	-	-	-	-	45,000	-	45,000
Traffic Calming Improvements	60,000	-	-	-	-	-	-	60,000	-	60,000
Traffic Control Equipment	100,000	-	-	-	-	-	-	100,000	-	100,000
Traffic Signal System Maintenance	100,000	-	-	-	-	-	-	100,000	-	100,000
Stormwater	-	2,000,000	-	-	-	-	-	2,000,000	-	2,000,000
Brick Paver Maintenance and Repair	50,000	-	-	-	-	-	-	50,000	-	50,000
Sidewalk Maintenance and Repair	140,000	-	-	-	-	-	-	140,000	-	140,000
Downtown Bus Shelters (ROW/construction; Qty: 2)	80,000	-	-	-	-	-	-	80,000	-	80,000
Design Services	50,000	-	-	-	-	-	-	50,000	-	50,000
Recreation Facilities (Roof Repairs/Replacements and Wall Restoration) - Alpharetta Community Center Wall Restoration	150,000	-	-	-	-	-	-	150,000	-	150,000
Public Works Headquarters Roof Replacement (segment 2 of 3)	400,000	-	-	-	-	-	-	400,000	-	400,000
Parking Garages (Facility Maintenance/Improvements)	150,000	-	-	-	-	-	-	150,000	-	150,000
City Facility Preventative Maintenance Assessment	300,000	-	-	-	-	-	-	300,000	-	300,000
HVAC Replacements (Facility Maintenance/Improvements)	100,000	-	-	-	-	-	-	100,000	-	100,000
Public Safety Facilities Upgrades and Improvements	75,000	-	-	-	-	-	-	75,000	-	75,000
City Hall (Facility Maintenance/Improvements)	40,000	-	-	-	-	-	-	40,000	-	40,000

CAPITAL PROJECT FUND SUMMARIES

FY 2025 Capital Source & Use Detail	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Uses <i>continued</i>										
Capital/One-Time Initiatives										
Public Works <i>continued</i>										
General Equipment Replacement	60,000	-	-	-	-	-	-	60,000	-	60,000
F-750 Trucks; Qty: 2 (Fleet Replacement)	275,000	-	-	-	-	-	-	275,000	-	275,000
F-250 Crew Cab Service Truck; Qty: 1 (Fleet Replacement)	78,000	-	-	-	-	-	-	78,000	-	78,000
Operating Initiative - Sr. Urban Forestry Assistant (new position; +1 FTE): Vehicle Purchase	50,000	-	-	-	-	-	-	50,000	-	50,000
	\$ 6,043,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,043,000	\$ 6,513,832	\$ 14,556,832
Recreation, Parks & Cultural Services										
Greenway Repairs and Improvements	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ 275,000
Innovation Academy Soccer Field Fencing Enhancements	40,000	-	-	-	-	-	-	40,000	-	40,000
Wood Lightpole/LED Replacement Initiative (multi-year)	300,000	-	-	-	-	-	-	300,000	-	300,000
Alpharetta Public Arts (Outdoor On-Loan Sculpture Exhibit)	55,000	-	-	-	-	-	-	55,000	-	55,000
Public Art Fund by Developers - City Property	10,000	-	-	-	-	-	-	10,000	-	10,000
Public Art in the Parks	20,000	-	-	-	-	-	-	20,000	-	20,000
Public Art for City Projects	25,000	-	-	-	-	-	-	25,000	-	25,000
Park Security Repairs and Improvements	80,000	-	-	-	-	-	-	80,000	-	80,000
Playground Equipment Replacement	50,000	-	-	-	-	-	-	50,000	-	50,000
Park Repairs and Improvements	160,000	-	-	-	-	-	-	160,000	-	160,000
Tree Maintenance, Planting, and Removal in Parks	125,000	-	-	-	-	-	-	125,000	-	125,000
Design Services	21,200	-	-	-	-	-	-	21,200	-	21,200
North Park Fields 1-4 Restroom/Concession Stand Replacement (design)	16,180	-	-	-	-	-	183,820	200,000	-	200,000
General Equipment Replacement	177,000	-	-	-	-	-	-	177,000	-	177,000
Fleet Replacement (Qty:1)	100,000	-	-	-	-	-	-	100,000	-	100,000
	\$ 1,454,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,820	\$ 1,638,200	\$ -	\$ 1,638,200

CAPITAL PROJECT FUND SUMMARIES

FY 2025 Capital Source & Use Detail	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Uses continued										
Capital/One-Time Initiatives										
Community Development										
Brookside Park Gateway (construction)	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ 225,000
South Main District Gateway (construction)	150,000	-	-	-	-	-	-	150,000	-	150,000
Downtown Wayfinding Signage (Qty: 3)	12,000	-	-	-	-	-	-	12,000	24,000	36,000
Milton Avenue Lighting Project	50,000	-	-	-	-	-	-	50,000	-	50,000
Design Services	62,400	-	-	-	-	-	-	62,400	-	62,400
Alpharetta Entry Monuments (design)	50,000	-	-	-	-	-	-	50,000	-	50,000
	\$ 549,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 549,400	\$ 24,000	\$ 573,400
Total Uses	\$ 13,570,180	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 15,967,800	\$ 6,537,832	\$ 22,505,632
Non-Allocated (Future Capital/One-Time Initiatives)	\$ 2,003,586	\$ -	\$ 900,000	\$ 500,000	\$ 300,000	\$ -	\$ -	\$ 3,703,586		

Budgeted as part of the FY 2025 Budget.

Budgeted once received.

Fiscal Year 2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 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 *Fiscal Year 2025 Annual Action Plan* with the components set forth below:

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

Operating and Capital Budget for Fiscal Year 2025

July 1, 2024 through June 30, 2025





Prepared by:
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Recommended Annual Operating & Capital Budget

for Fiscal Year 2025

(July 1, 2024 through June 30, 2025)



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MAYOR AND CITY COUNCIL

Mayor and City Council

DONALD MITCHELL
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BRIAN WILL
CITY COUNCIL (POST 2)



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DOUGLAS DERITO
CITY COUNCIL (POST 3)



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JIM GILVIN
MAYOR



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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
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FERGAL BRADY
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VISION

Vision

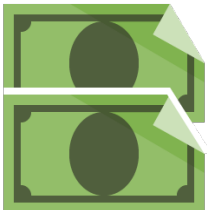
Our Community Vision is to advance Alpharetta as a signature City by:



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



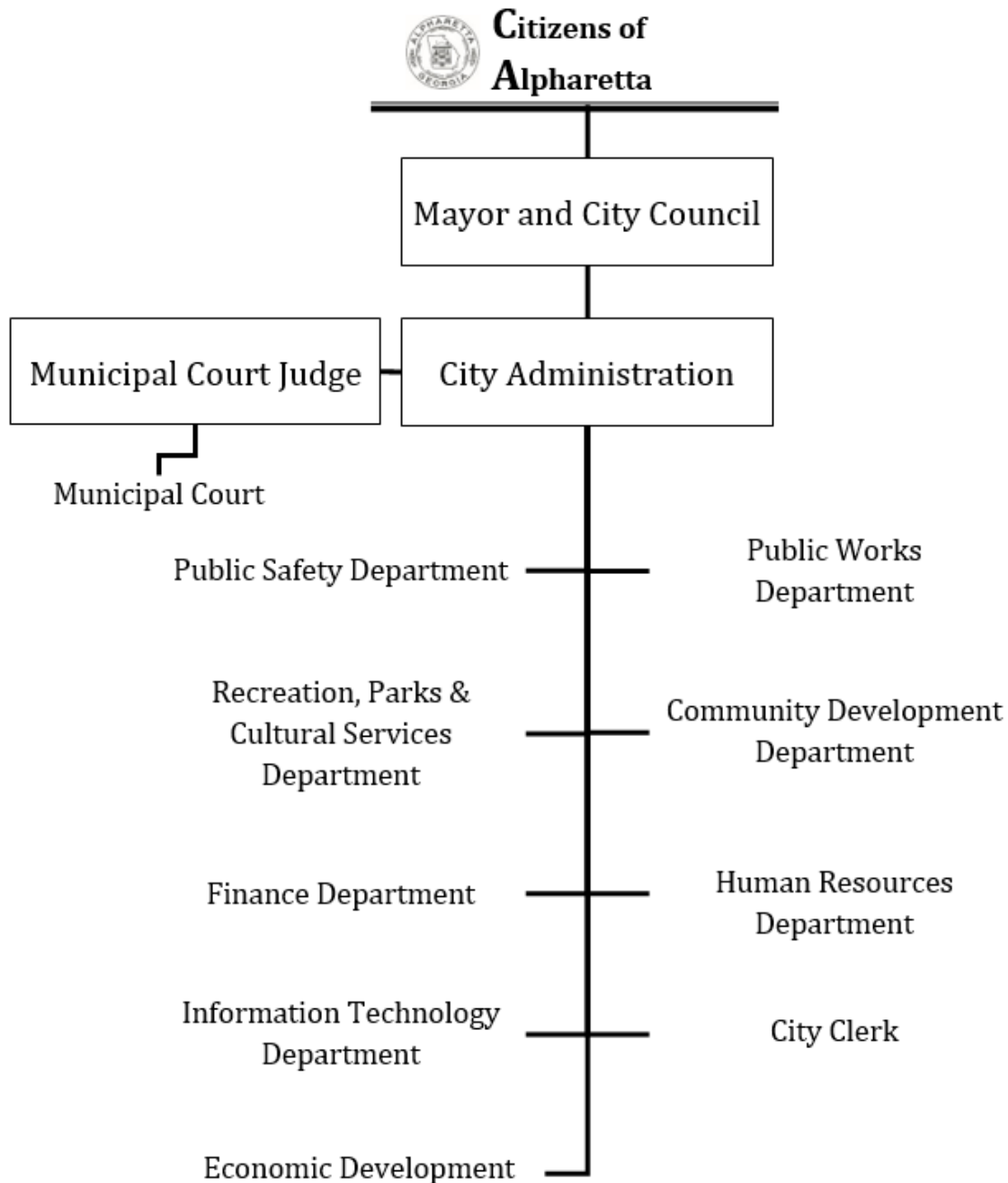
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EXECUTIVE STAFF

James Drinkard	JDrinkard@alpharetta.ga.us	Assistant City Administrator
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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 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



Reader's Guide

The City of Alpharetta Budget is intended to provide information at both the detailed and summary level – information that can be used by both citizens (as an informational tool) and city employees (as an operational tool) alike. Following is a brief description of the information included in each section of this document.

Introduction and Overview

Transmittal Letter

Comprehensive introduction to the City's fiscal year 2025 budget.

2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 budget including operations and capital investment. These priorities were condensed into an Annual Action Plan.

About Alpharetta

Brief history of our City and detail of our governmental structure, Mission, and Vision.

Alpharetta by the Numbers

Demographic, economic, and statistical data of our City.

Financial Structure, Policy, and Process

Financial Accounting Structure

Information on our financial accounting structure including classification (e.g., Governmental vs. Proprietary), descriptions, and a graph of all city funds.

Financial Reporting

Comprehensive listing of our financial reporting products aimed at ensuring the information needs of the government, authorities, regulatory agencies, and citizens/stakeholders are met.

Budget Process

Information on our budget basis and structure, budget process, and performance measurement program.

Financial Summaries

Citywide Budget Summaries

Information on the overall (i.e., all appropriated funds) fiscal year 2025 budget. Included are schedules that provide readers with revenue and expenditure summaries from several different perspectives including fund, revenue source, expenditure category, and expenditures by department. A detailed multi-year personnel listing by department is also provided.

READER'S GUIDE

General Fund Summary

Information on the fiscal year 2025 budget for the General Fund. Included are schedules that provide readers with revenue and expenditure summaries/narratives from several different perspectives including fund summary; statement of budgetary comparisons (i.e., FY 2024 and FY 2025); statement of revenues, expenditures, and changes in fund balance (FY 2021 through FY 2025); and a detailed narrative of revenue and expenditure trends including historical information.

General Fund Department Summaries

Detailed non-financial and financial information about each department's activities (General Fund only) including departmental mission statement; goals and objectives and how they link with the city's vision/strategic priorities; revenue and expenditure summary and fiscal year 2025 budget narrative; changes in personnel; and performance measurement.

Special Revenue/Enterprise/Internal Service Fund Summaries

Information on the fiscal year 2025 budget for the Special Revenue/Enterprise/Internal Service Funds. Included are schedules set forth by Fund that provide readers with revenue and expenditure summaries/narratives from several different perspectives including fund summaries; statements of budgetary comparisons (i.e., FY 2024 and FY 2025); and statements of revenues, expenditures, and changes in fund balance (FY 2021 through FY 2025).

Capital and Debt

Capital Project Fund Summaries

Information on our capital budgeting process and funding methodology as well as a detailed capital listing (Fiscal Year 2025 as well as a summary 5-Year Capital Plan).

Debt Service Fund Summary

Listing and description of the city's outstanding debt obligations (including debt schedules) and the debt service requirements.

Appendix

Capital Improvement Plan (5-Year)

Alpharetta Convention & Visitors Bureau FY 2025 Budget

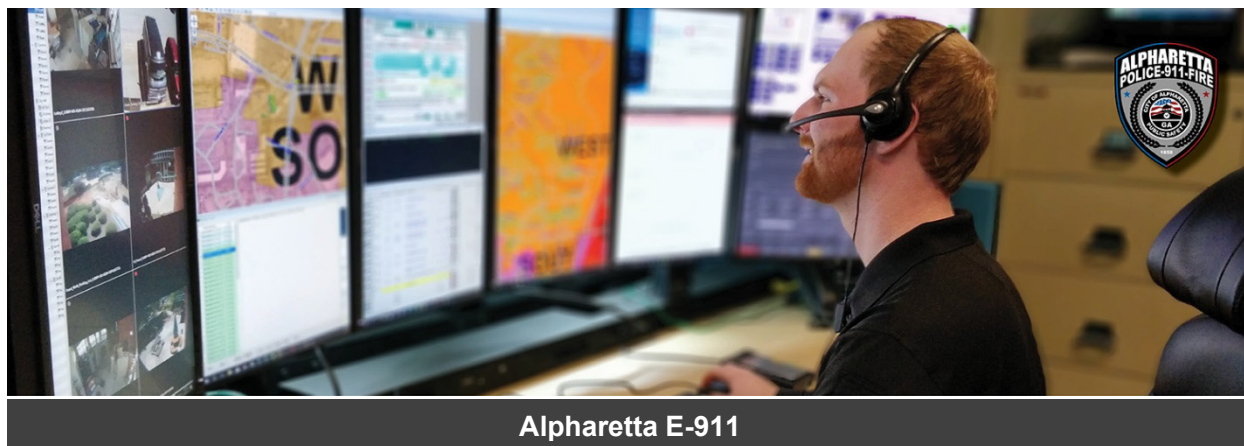
Glossary

Definition of the many terms used in city government/budget process.

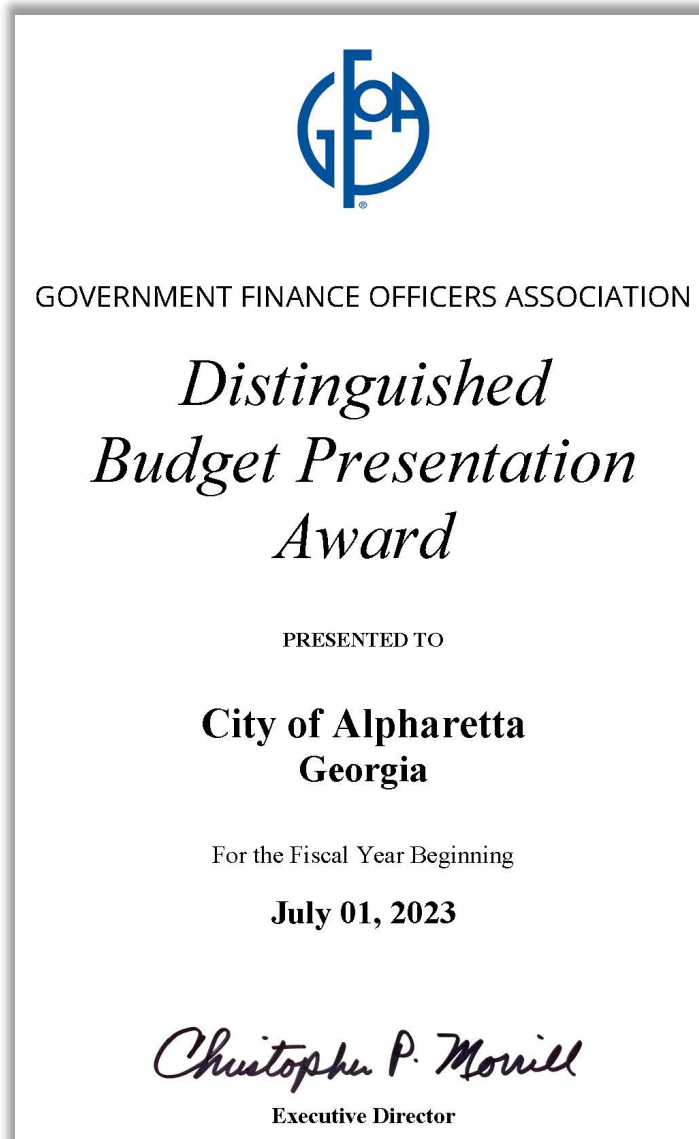
READER'S GUIDE

Acronyms and Abbreviations

ABC	Alpharetta Business Community	GAGAS	Generally Accepted Governmental Auditing Standards
BRC	Budget Review Committee	GASB	Governmental Accounting Standards Board
ACFR	Annual Comprehensive Financial Report	GDOT	Georgia Department of Transportation
CF	Carryforward	GF	General Fund
CIP	Capital Improvement Plan	GFOA	Government Finance Officers Association
CO	Change Order	GO Bonds	General Obligation Bonds
CPI	Consumer Price Index	HX	Homestead Exemption
CY	Current Year	IT	Information Technology Department
DCA	Department of Community Affairs (Georgia)	LOST	Local Option Sales Tax
DEA	Drug Enforcement Administration (Federal)	M&O	Maintenance and Operations
DOR	Department of Revenue (Georgia)	MPP	Minimum Premium Plan
DSF	Debt Service Fund	NTV	Net Taxable Value
E-911	Emergency 911	O.C.G.A.	Official Code of Georgia Annotated
EPD	Georgia Environmental Protection Division	OMB	Office of Management and Budget (Federal)
FT	Full-Time	PAFR	Popular Annual Financial Report
FTE	Full-Time Equivalent	PO	Purchase Order
FY	Fiscal Year	PT	Part-Time
GAO	General Accounting Office (Federal)	PY	Prior-Year
GAAP	Generally Accepted Accounting Principles	SWAT	Special Weapons and Tactics (team)
GAAS	Generally Accepted Auditing Standards	TV	Taxable Value



GFOA Distinguished Budget Presentation Award



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Alpharetta, Georgia for its annual budget for the fiscal year beginning July 1, 2023. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe the FY 2025 budget continues to conform to Distinguished Budget Presentation Award program requirements and are submitting it to GFOA to determine its eligibility.



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

June 3, 2024

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

We are pleased to present our Recommended Annual Operating and Capital Budget for Fiscal Year 2025 (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 revenue and 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 corresponding phase of post-lockdown economic activity coupled with Federal stimulus resulted in a spike of economic growth that is still impacting the labor force through wage growth and staffing availability (both through our staff as well as labor-intensive contracts such as landscape maintenance, janitorial, etc.) and other market-based inflationary cost pressures (e.g., fuel, steel, concrete, wood, etc.).

In an effort to slow inflation, the Federal Reserve’s monetary policy actions have resulted in increased interest rate targets (e.g. mortgage rates, commercial borrowing rates, etc.) that is slowing economic growth. This slowing of economic activity has impacted many of the City’s revenue streams including LOST, building permits, intangibles taxes, etc.

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

Alpharetta’s 2025 budget is focused on City Council priorities (including the 2025 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.

MAYOR
JIM GILVIN

MAYOR PRO TEM
DAN MERKEL

COUNCIL MEMBERS
FERGAL M. BRADY
DOUGLAS J. DERITO
JOHN HIPES
DONALD F. MITCHELL
BRIAN WILL

CITY ADMINISTRATOR
CHRIS LAGERBLOOM

INTRODUCTION AND OVERVIEW

Highlights include:

- Tax-burden reductions for our homeowners in excess of \$8.7 million through our annual homestead exemption offerings (see section entitled *Taxpayer Savings* for more information).
- Maintenance of the city's millage rate at 5.750 mills (flat with FY 2024) including funding \$2 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., milling and resurfacing of City streets).
- As detailed above, the FY 2025 budget includes funding totaling \$2 million for expanded service levels within multiple departments and is described in detail under the *Operating Initiative Requests* section of this document.
- Capital investment focused on maintaining and improving city infrastructure and assets (\$22.5 million when including potential grant sources) while reserving sufficient funds to provide flexibility for future prioritized capital investment (\$3.7 million) and described in detail under the *Capital Project Fund Summaries* section of this document.
- Continuation of the same high service levels our citizenry, business owners, and stakeholders expect from our city.

Fiscal Year 2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 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 *2025 Annual Action Plan* with the components set forth below:

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

INTRODUCTION AND OVERVIEW

Budget Process and Overview

The Fiscal Year 2025 Budget process began with an update of the city's financial condition, which was presented to the Mayor and City Council during the January 2024 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 2025 budget.

The FY 2025 Budget is balanced for all funds and totals \$164 million with the breakdown by fund type as follows:

FUNDS BY TYPE	\$	
General Fund	\$103,515,197	
Special Revenue Funds	15,397,502	(1)
Capital Project Funds	19,273,766	(1)
Debt Service Fund	6,616,100	
Solid Waste Fund	5,828,768	
Internal Service Funds	11,915,300	
OPEB Funds	1,045,036	
Total	\$163,591,669	

(1) Amounts contained herein represent new appropriations for FY 2025. Unexpended FY 2024 appropriations for City Council approved projects are re-appropriated annually pursuant to city policy.

Several of the major points of the FY 2025 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 474.5 full-time equivalents “FTE” (citywide) with the funding breakdown as follows:
 - 473.5 full-time equivalents (funded). This includes the addition of seven new full-time positions for FY 2025 as provided within the *Operating Initiative Requests* section of this document. Four of these positions have a January 1, 2025, effective date and are contingent upon a mid-year review of revenue trends.
 - 1 full-time equivalent (unfunded; budgetary savings of \$120,000); position to remain vacant pending an identified funding source and workload justification.

INTRODUCTION AND OVERVIEW

- 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.
 - July 1, 2023: Continuation of the annual performance-based compensation program (4% on average) in a total estimated cost of \$1.8 million.
 - July 1, 2023: 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

INTRODUCTION AND OVERVIEW

adjustments and those impacted benefit line items (e.g., FICA, pension, etc.).

- Proposed compensation adjustments:
 - July 1, 2024: Continuation of the annual performance-based compensation program (4% on average) in a total estimated cost of \$2.2 million. This figure is included within departmental operating budgets.
 - July 1, 2024 (Operating Initiative): Market-based personnel compensation adjustments scheduled for July 1, 2024, in a total estimated cost of \$913,800 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide) to ensure Alpharetta's compensation competitiveness within the market. This request is detailed within the *Operating Initiative Requests* section of this document and is included within departmental operating budgets.
- Increase (8% or \$1.9 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. Specific cost drivers include:
 - Increase in professional services of \$135,000 (4% growth) due primarily to the following:
 - Increase of \$320,801 due to the AMR North Fulton subsidy (emergency medical response service). Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
 - Public Works: Reduction of -\$34,000 due to one-time funding approved as part of the FY 2024 Mid-Year Budget to host a Spring 2024 Household Hazardous Waste Event. The Spring Event has been added to the Solid Waste Fund budget for FY 2025.
 - Recreation, Parks & Cultural Services: Reduction of -\$161,383 due to a recalibration of anticipated funding for program instructors including athletics (basketball, pickleball, etc.), Senior Center programming (arts, enrichment, etc.), aquatics programs, art center programs, etc.

INTRODUCTION AND OVERVIEW

- Increase in repair/maintenance costs of \$175,485 (8% growth) due primarily to the following:
 - Public Safety: Increase of \$99,500 in vehicle repair/maintenance 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. Additionally, new vehicle availability is still constricted which leads to retaining existing vehicles in excess of the 100,000-mileage target which also impacts maintenance costs.
 - Public Works: Increase of \$25,000 in vehicle repair/maintenance to cover the rising costs of vehicle repairs and preventative maintenance as well as annual Department of Transportation inspections for Public Works vehicles.
 - Recreation, Parks & Cultural Services: Increase of \$44,766 in grounds repair/maintenance due primarily to growth in maintenance needs for the Equestrian Center as well as landscape improvements system-wide (e.g. invasive plant removal, etc.).
- Increase in maintenance contract costs of \$344,900 (10% growth) due primarily to the following:
 - Public Works: Increase of \$118,910 due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping, janitorial, etc. coupled with the residual impact of a renegotiated IGA (2023) with Fulton County for Annual Control (\$68,200 increase over the FY 2024 amended budget) and dedicated funding for inspection/maintenance services (\$30,000) for the City's Fire Suppression systems.
 - Recreation, Parks & Cultural Services: Increase of \$140,063 due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping, janitorial, etc. (+\$47,000) coupled with landscaping and janitorial needs (+\$30,000) for newly opened parks (Waters Road Park and Mid-Broadwell Park). Additional

INTRODUCTION AND OVERVIEW

maintenance contract cost growth is included for pool chemicals, equestrian shavings/manure removal, trash collection/removal, fountain maintenance, etc.

- Increase of \$50,000 due to the AED replacement/expansion initiative. Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
- Increase in IT professional services costs of \$980,834 (26% growth) due primarily to the following:
 - Public Safety: Year 2 support/maintenance costs for Hexagon (Public Safety Records Management/Computer Aided Dispatch) totaling \$625,518. Acquisition, implementation, and year 1 support/maintenance costs for Hexagon were funded through one-time capital funding in FY 2024. An additional \$140,000 has been programmed into FY 2025 for Hexagon support/maintenance for the City of Milton's licensing needs and constitutes a pass-thru within our budget (\$140,000 in revenue from the City of Milton and corresponding \$140,000 in expenditures). In total, \$765,518 in new cost growth in FY 2025 related to the Hexagon software.
 - Funding addition totaling \$33,500 to ensure full compliance with the FBI Criminal Information Services (CJIS) Security Policy as it relates to cell phone usage for City Public Safety staffing. The result of this policy requirement is that public safety staff that access select systems moving forward will be required to have a City issued and managed cell phone (approx. 61 new cell devices).
 - Growth in public safety body camera service capabilities (+\$152,045 for additional units and existing contract cost growth).
- Increase in utility expenses of \$251,600 (8% growth) for 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. Additional growth is related to the new Community Theater - Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
- Increase in uniform expenses of \$65,532 (17% growth) due primarily to a reallocation within the Public Safety Department budget. Specifically, the

INTRODUCTION AND OVERVIEW

reallocation of \$60,000 from machinery & equipment to the uniform account related to turnout gear funding. Specifically, all turnout gear funding is included within the Public Safety uniform account in FY 2025 (whereas \$60,000 was included within machinery & equipment in FY 2024).

- Increase in professional development (travel/training) of \$79,573 due to a renewed focus on maintaining professional knowledge across all departments, funding for new staffing requests (Operating Initiatives), coupled with an additional \$10,000 within Public Works as the APWA Conference (American Public Works Association) is being held in Atlanta in September 2024 and the Department intends to send as many staff as possible due to the conference being local this year which eliminates much of the typical travel expenses (e.g. airfare, hotel, etc.).
- Decrease in legal services of -\$200,000 to match current cost and usage trends.
- Decrease in the departmental operating capital/lease accounts of -\$225,065 due primarily to the following:
 - Public Safety: Decrease of -\$63,496 primarily related to the reallocation of funding for turnout gear discussed above.
 - Public Works: Decrease of -\$131,007 as FY 2024 included funding to replace the City Hall HVAC system. This project is complete and will not carry-forward into FY 2025.
- Funding from the General Fund which is available for immediate capital investment in 2025 includes the following:
 - \$ 9,447,780 Fund Balance for one-time capital.
 - 4,000,000 Capital Contribution from the General Fund.
 - \$13,447,780

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
May 3, 2024	Release Fiscal Year 2025 Budget (pdf, transparency site, etc.)
May 20, 2024	City Council Budget Workshop
	<i>Base Budget</i>
	<i>Operating and Capital Initiatives</i>
June 3, 2024	1 st Public Hearing and Council Meeting (Budget/Millage)
	<i>1st reading of Budget Ordinance</i>
	<i>1st reading of Millage Rate Ordinance</i>
June 24, 2024	2 nd Public Hearing (Budget/Millage; 11:30am)
June 24, 2024	3 rd Public Hearing and Council Meeting (Budget/Millage)
	<i>2nd reading of Budget Ordinance</i>
	<i>2nd reading of Millage Rate Ordinance</i>

Budget Issues and Priorities

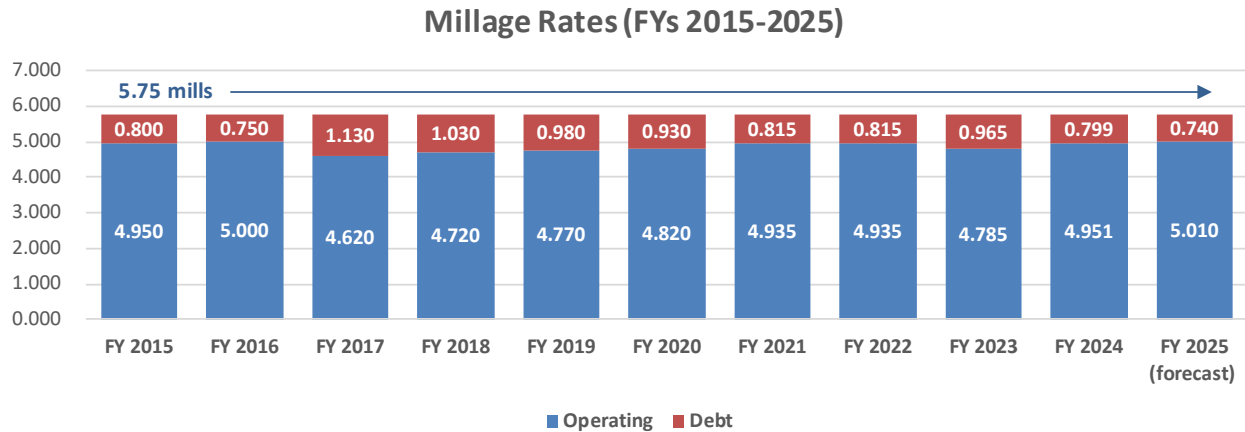
The FY 2025 Budget formalizes numerous key financial factors which have been themes for several years within the government.

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

INTRODUCTION AND OVERVIEW

Cost of Government

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 2025.



The FY 2025 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 0.059 mills compared to FY 2024 to a total of 0.740 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 -\$485,000.
- The portion of the millage rate funding operations and capital investment (General Fund) is estimated to increase 0.059 mills compared to FY 2024 to a total of 5.010 mills. The increase in tax revenue associated with the operations millage shift is estimated at +\$395,000 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.

Taxpayer Savings – City (annual)

The FY 2025 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 \$8.7 million annually and include:

- Floating Homestead exemption that caps the taxable value growth of homesteaded properties to the lesser of 3% or CPI.

INTRODUCTION AND OVERVIEW

- 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.

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 2025 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. 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 2025 are budgeted at \$8.3 million with the following forecast: 2026 - 2041¹: \$8.8 million (annual average); 2042-2046² totaling \$1.6 million (annual average). These figures include city and Development Authority obligations and span multiple Funds.

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.

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Expansion of Departmental Service Levels (Operating Initiatives)

Recommended operating initiatives total \$2 million with an additional capital requirement of \$100,000 that is included within the Capital Initiative requests for 2025. Operating Initiative funding has been programmed into departmental operating budgets. 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, 2023, the city's fund balance totaled \$42.6 million. Of this amount, approximately \$10.5 million was appropriated in the FY 2024 Budget for capital/one-time initiatives/reserve and \$22.6 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 2025 totals \$9.4 million.

Funding Capital Initiatives from Operating Budget

The FY 2025 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 which is available for immediate capital investment in 2025 includes the following:
 - \$ 9,447,780 Fund Balance for one-time capital.
 - 4,000,000 Capital Contribution from the General Fund.
 - \$13,447,780

Maintaining an Effective Capital Improvement Program (Capital Initiatives)

The FY 2025 Capital Plan includes funding of \$26.2 million for capital initiatives (including potential grant funding). Base capital funding totals \$19.7 million and has been appropriated to the identified projects and non-allocated. Other Sources totaling \$6.5 million and consisting of anticipated LMIG (Local Maintenance & Improvement Grant) grant funding, LRA (Local Roads Assistance) grant funding, STBG (Surface Transportation Block Grant) grant funding for the North Point Parkway Corridor, and ACVB (Alpharetta Convention & Visitors Bureau) contribution will be appropriated once received.

Recommended capital investment totals \$22.5 million and is focused on maintaining and improving city infrastructure and assets, delivering on prior-year funded design projects (Brookside Park Gateway, South Main District Gateway, etc.), facility modernization and

INTRODUCTION AND OVERVIEW

improvements (Fire Station 81 Renovations/Improvements), and planning for known obligations (e.g. SR 9 Landscaping from Academy Street to Windward Parkway, Fire Equipment for New Fire Engines, etc.). An additional \$3.7 million is being reserved to provide flexibility for future prioritized capital investment.

FY 2025 Capital Source & Use Summary	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Sources										
Available Fund Balance	\$ 3,405,350	\$ 285,636	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 4,088,606	\$ -	\$ 4,088,606
General Fund								-		-
Annual Capital Appropriation	2,395,636	1,604,364	-	-	-	-	-	4,000,000	-	4,000,000
Available Fund Balance	9,447,780	-	-	-	-	-	-	9,447,780	-	9,447,780
Investment Earnings	325,000	110,000	900,000	500,000	300,000	-	-	2,135,000	-	2,135,000
Grants/Contributions										
Local Maintenance Improvement Grant (LMIG)	-	-	-	-	-	-	-	-	676,317	676,317
Local Roads Assistance Grant (LRA)	-	-	-	-	-	-	-	-	837,515	837,515
Surface Transportation Block Grant	-	-	-	-	-	-	-	-	5,000,000	5,000,000
Alpharetta Convention & Visitors Bureau (ACVB)	-	-	-	-	-	-	-	-	24,000	24,000
Total Sources	\$ 15,573,766	\$ 2,000,000	\$ 900,000	\$ 500,000	\$ 300,000	\$ 43,800	\$ 353,820	\$ 19,671,386	\$ 6,537,832	\$ 26,209,218
Uses										
Capital/One-Time Initiatives										
Information Technology	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,000	\$ -	\$ 440,000
Public Safety	5,083,400	-	-	-	-	43,800	170,000	5,297,200	-	5,297,200
Public Works	6,043,000	2,000,000	-	-	-	-	-	8,043,000	6,513,832	14,556,832
Recreation, Parks & Cultural Services	1,454,380	-	-	-	-	-	183,820	1,638,200	-	1,638,200
Community Development	549,400	-	-	-	-	-	-	549,400	24,000	573,400
Total Uses	\$ 13,570,180	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 15,967,800	\$ 6,537,832	\$ 22,505,632
Non-Allocated (Sources - Uses)	\$ 2,003,586	\$ -	\$ 900,000	\$ 500,000	\$ 300,000	\$ -	\$ -	\$ 3,703,586	\$ -	\$ 3,703,586

Please refer to the *Capital Project Fund Summaries* and *Appendix A (Detailed 5-Year Capital Improvement Plan)* sections of this document for details of the requests.

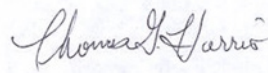
INTRODUCTION AND OVERVIEW

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

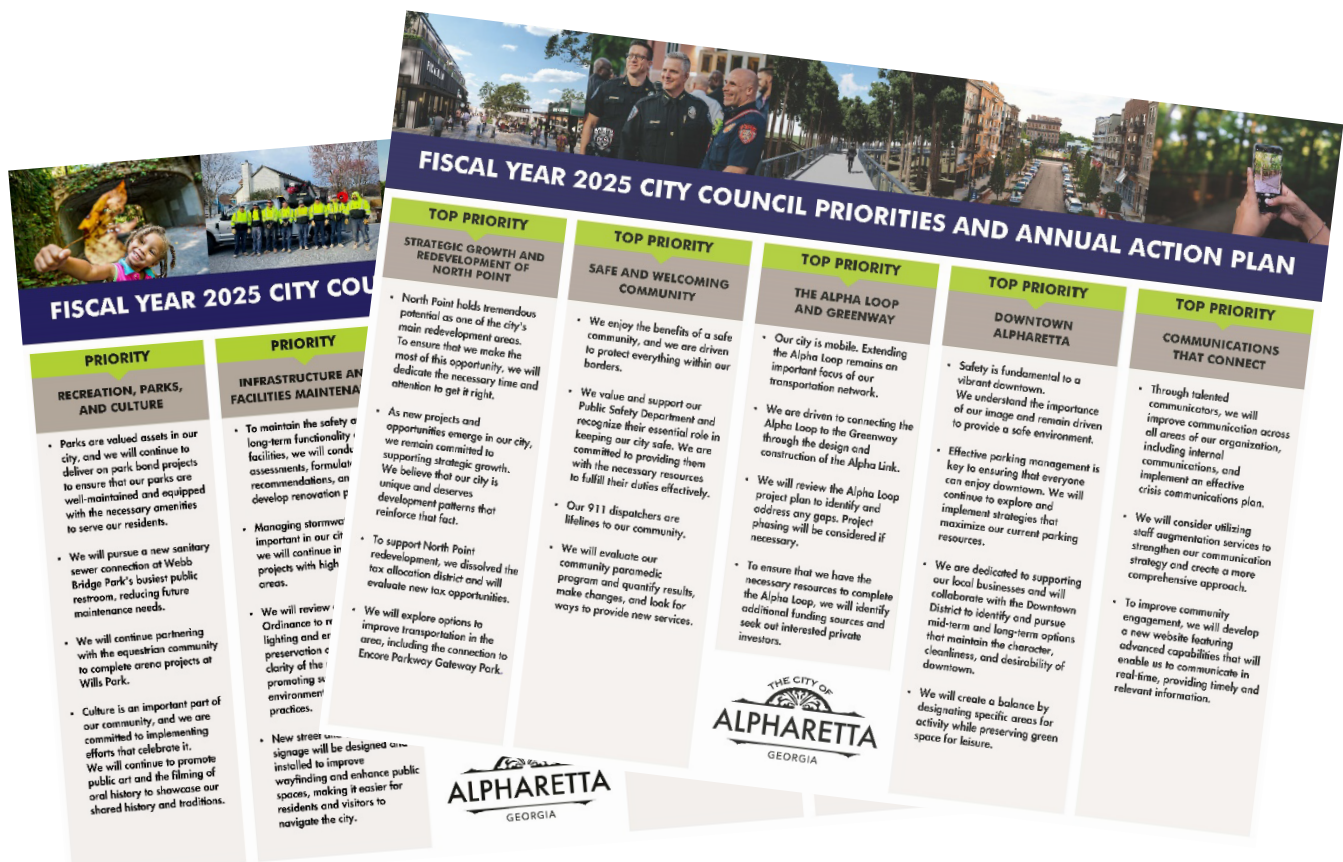


FISCAL YEAR 2025 ANNUAL ACTION PLAN

Fiscal Year 2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 budget including operations and capital investment. These priorities were condensed into an Annual Action Plan with the following components:

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



The 2025 Annual Action Plan builds upon the city's Community Vision and guides construction of the FY 2025 budget including operations and capital investment. Linkages, where applicable, have been provided within the *Operating Initiative Requests* and *Capital Project Fund Summaries* sections of this document.

FISCAL YEAR 2025 ANNUAL ACTION PLAN

Strategic Growth and Redevelopment of North Point

- North Point holds tremendous potential as one of the city's main redevelopment areas. To ensure that we make the most of this opportunity, we will dedicate the necessary time and attention to get it right.
- As new projects and opportunities emerge in our city, we remain committed to supporting strategic growth. We believe that our city is unique and deserves development patterns that reinforce that fact.
- To support North Point redevelopment, we dissolved the tax allocation district and will evaluate new tax opportunities.
- We will explore options to improve transportation in the area, including the connection to Encore Parkway Gateway Park.



Safe and Welcoming Community

- We enjoy the benefits of a safe community, and we are driven to protect everything within our borders.
- We value and support our Public Safety Department and recognize their essential role in keeping our city safe. We are committed to providing them with the necessary resources to fulfill their duties effectively.
- 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

- Our city is mobile. Extending the Alpha Loop remains an important focus of our transportation network.
- We are driven to connecting the Alpha Loop to the Greenway through the design and construction of the Alpha Link.
- We will review the Alpha Loop project plan to identify and address any gaps. Project phasing will be considered if necessary.
- To ensure that we have the necessary resources to complete the Alpha Loop, we will identify additional funding sources and seek out interested private investors.



FISCAL YEAR 2025 ANNUAL ACTION PLAN

Downtown Alpharetta

- Safety is fundamental to a vibrant downtown. We understand the importance of our image and remain driven to provide a safe environment.
- Effective parking management is key to ensuring that everyone can enjoy downtown. We will continue to explore and implement strategies that maximize our current parking resources.
- We are dedicated to supporting our local businesses and will collaborate with the Downtown District to identify and pursue mid-term and long-term options that maintain the character, cleanliness, and desirability of downtown.
- We will create a balance by designating specific areas for activity while preserving green space for leisure.



Communications that Connect

- Through talented communicators, we will improve communication across all areas of our organization, including internal communications, and implement an effective crisis communications plan.
- We will consider utilizing staff augmentation services to strengthen our communication strategy and create a more comprehensive approach.
- To improve community engagement, we will develop a new website featuring advanced capabilities that will enable us to communicate in real-time, providing timely and relevant information.



Recreation, Parks, and Culture

- Parks are valued assets in our city, and we will continue to deliver on park bond projects to ensure that our parks are well-maintained and equipped with the necessary amenities to serve our residents.
- We will pursue a new sanitary sewer connection at Webb Bridge Park's busiest public restroom, reducing future maintenance needs.
- We will continue partnering with the equestrian community to complete arena projects at Wills Park.
- Culture is an important part of our community, and we are committed to implementing efforts that celebrate it. We will continue to promote public art and the filming of oral history to showcase our shared history and traditions.



FISCAL YEAR 2025 ANNUAL ACTION PLAN

Infrastructure and Facilities Maintenance

- To maintain the safety and long-term functionality of our facilities, we will conduct assessments, formulate recommendations, and develop renovation plans.
- Managing stormwater is important in our city, and we will continue investing in projects with high impact areas.
- We will review our Night Sky Ordinance to regulate outdoor lighting and ensure preservation of the beauty and clarity of the night sky, while promoting sustainable and environmentally conscious practices.
- New street and directional signage will be designed and installed to improve wayfinding and enhance public spaces, making it easier for residents and visitors to navigate the city.



Transportation and Traffic

- Our city is on the move, and we recognize the importance of managing traffic and promoting ease of mobility in our city as it continues to grow and evolve.
- We support multi-modal transportation options and will explore both traditional and non-traditional solutions for surface, underground, and aerial transportation to meet the diverse needs of our community.
- Public transit is a crucial component of a well-connected community, and we will continue to support bus rapid transit in the Georgia 400 Corridor.



People Focused Workforce

- Our highly talented staff works tirelessly to serve our community. We're committed to recruiting, retaining, and rewarding our public servants to ensure we continue to attract and retain top talent. By investing in our staff, we can build a stronger, more effective team that provides top-quality services to our community.
- We strive to be an employer of choice that attracts and retains the best talent. Our employees are our greatest asset, and we are devoted to providing them with a rewarding work environment. We will continue to implement a market competitive compensation system that ensures employees are well-compensated and supported.



FISCAL YEAR 2025 ANNUAL ACTION PLAN

Economic Development

- To attract new businesses and industries to our city, we will explore innovative solutions by repurposing underutilized areas that can be transformed into thriving working models creating a vibrant and diverse economy that benefits both our residents and businesses.
- Maintaining a presence in Atlanta and Washington DC is crucial for our city, and we will utilize lobbying services to help us achieve our goals in both locations.
- We will continue to pursue grants to fund projects and initiatives that benefit our city, creating opportunities for growth and development.
- A national search is underway for an Economic Development Director who will lead efforts in promoting business growth and creating new opportunities for our city.



ABOUT ALPHARETTA

About Alpharetta

History³

From the North Georgia Mountains to the Chattahoochee River along a Cherokee Indian trail, a tiny village named *New Prospect Campground* was formed. This village made up of tents, a log school, and an arbor became a trading post where Indians and settlers exchanged their goods. The surrounding countryside provided excellent farmland, especially for cotton. On December 11, 1858, the town was chartered and became the county seat of Milton County. The town was renamed Alpharetta from the Greek words “alpha” meaning first and “retta” meaning town.

Alpharetta and Milton County can trace their history to the time of the Cherokee Indian Nation resettlement in the 1830's. First, drawn by the promise of free Indian lands, a few somewhat itinerant settlers moved into the area. These first pioneers were soon followed by permanent farmers and merchants who were the fortunate winners of the land lotteries of the early 1830's.

The first permanent landmark in the area was the New Prospect Campground, often referred to as the "Methodist Campground". This campground was located next to a natural spring just north of the present "downtown" section of Alpharetta. A "Camp Meeting" in that era was the social and cultural highlight of the year for the families living on isolated farms with few travel options.



On December 11, 1858, Alpharetta was legally chartered. Prior to July of that year, the town was known as the "Town of Milton". The original town charter provided that the city could pass a tax on every grocery store, retailing liquor store, hallway and billiard table of not more than \$25 per year. Another provision of that charter was the right to levy a tax of \$25 on

³ The information contained within this section is based upon original research by Anne Rogers Ferguson and accessed via the City of Alpharetta website.

ABOUT ALPHARETTA

every show that may be exhibited within the city. The first report of the city Trustees showed a balance of \$1,302 for fiscal year 1859.

A courthouse and jail were soon constructed, and with building costs being what they were, the final bill for the completed facility was \$2,400. This building served as a landmark for the city limits because, according to the charter, the limits were to extend in a one-half mile radius from the Courthouse.

By the time of the Civil War, Alpharetta had grown to a fair-sized town with three hotels, several mercantile shops, numerous churches and a school. The farms around the area were for the most part small family farms and most of the farmers were not slave owners.

In 1863, an epidemic of smallpox spread through town. In one instance, 16 cases of the disease were recorded in two families alone. Guards were hired to keep people from leaving their quarantine and thereby spreading the sickness further.

Many of these early records are incomplete because as the left flank of the Union Army passed through Milton County, the original Courthouse was burned. In fairness, it was never established whether it was burned by the Union Troops or by retreating Confederate soldiers. In any case, one enterprising citizen, a Dr. O.P. Skeleton salvaged many of the court documents and carried them to a hiding place in Jackson County and promptly billed the city \$30.00 for "services rendered". Later, the city paid O.P.'s friend, John Webb, \$60.00 to bring them back.

As the Civil War ended, Alpharetta, along with the rest of the South, suffered a period of economic hardship. These "hard times" tended to draw folks together and a sense of community identity began to grow. As hard as these times were, Milton County fared better than many areas. Since the area was populated primarily by small farms and merchants, the collapse of the "Plantation" economy had nowhere near the impact as in other communities.

In the next decades, growth in Milton County was steady, but never spectacular. The area was hampered by the lack of a railroad, around which most growth in those times was centered. The nearest railroad dead-ended at the river in Roswell. It is ironic that in those times a railroad was so important, but today the absence of a noisy and dangerous railroad track is considered desirable for community development.

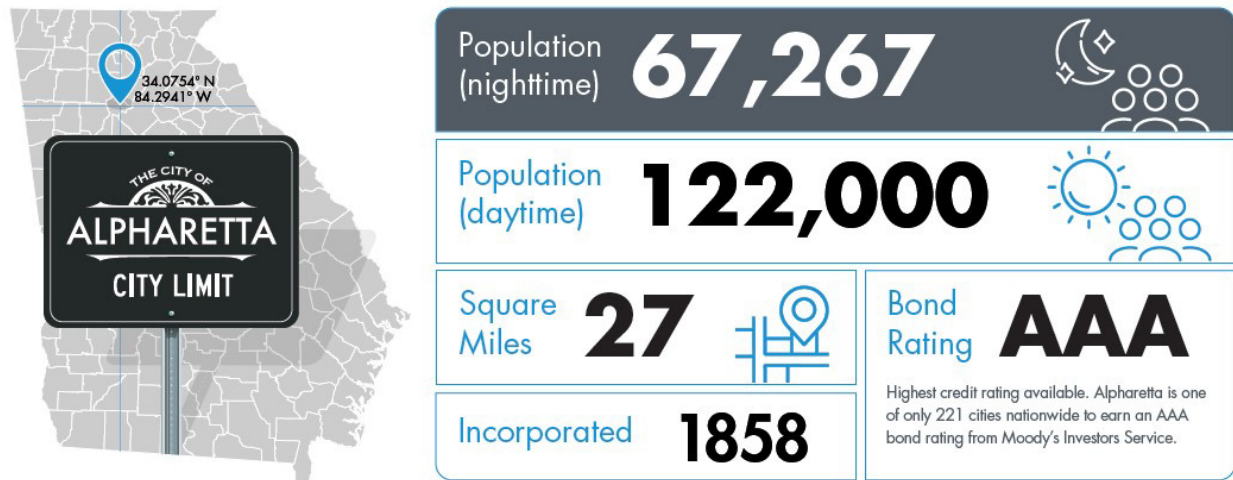
When the depression of the early 1930's devastated the nation's economy, Milton County found itself near bankruptcy. In order to save the area from disaster, it was decided that a merger of Milton County with Fulton County would be to everyone's advantage. It was because of this merger that the first roads began to be paved. Until that time, the only paved roads in the area were State Highway 19 (now Highway 9) and 120 (now Old Milton Parkway).

Today, Alpharetta represents one of fourteen incorporated cities/towns within Fulton County and is one of the fastest growing communities in the South. Its environment is

ABOUT ALPHARETTA

considered ideal for raising families and living a quality lifestyle free from the problems found in so many similar sized cities.

Located approximately 25 miles north of the City of Atlanta, Alpharetta occupies a land area of approximately 27 square miles and serves an estimated population of 122,000 (daytime) and 67,267 (nighttime). Population growth has been fueled in part by the city's strong economic base as well as the annexation of surrounding communities. With the incorporation of the City of Milton and the City of John's Creek, all unincorporated areas within north Fulton County have been absorbed. As such, future growth is through development and redevelopment as opposed to annexation. Please refer to the *Alpharetta by the Numbers* section of this document for detailed economic and demographic information about our great city.



Government

The City of Alpharetta ("city") operates under a strong mayoral form of government, whereby the mayor possesses all the executive and administrative powers granted to the government under the constitution and laws of the State of Georgia and the city charter. Policy making and legislative authority are vested in the governing council, consisting of the mayor and six (6) council members, all elected on a non-partisan basis. The mayor is chosen by popular vote. City Council members run for a specific post, but they are elected by a citywide vote. The city's elected officials serve four (4) year terms which begin on January 2nd immediately following the date of election into office. Council members elected for three (3) consecutive terms are not eligible for the succeeding term. A mayor elected and qualified for two (2) consecutive terms is not eligible for a succeeding term. Elections are held every two (2) years and are conducted by the Fulton County Board of Elections. The Mayor and City Council appoint a City Administrator to carry out the day-to-day operations of the city.

ABOUT ALPHARETTA

The city provides a full range of services, including police and fire protection; the construction and maintenance of highways, streets, and other infrastructure; and recreational activities and cultural events. Sanitation services are provided through relationships with private operators.

The city relies heavily on its dedicated volunteers that provide their expertise and time through serving on our various board and commissions which include.

Board of Ethics

Meeting Day:	As Needed
Meeting Time:	Case-By-Case Based on Member Availability
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	City Clerk

The Board of Ethics is charged with conducting investigations and hearings of complaints of unethical behaviors by City Officials. The City of Alpharetta adopted an Ethics Ordinance to ensure that City Officials will work for the common good of the people of Alpharetta and not for any private or personal interest, they will assure fair and equal treatment of all persons, claims and transactions coming before City Council, Boards, and Commissions.

When a verified complaint is submitted, the Mayor and Council, at the next public meeting, will draw names randomly from a list of fourteen (14) qualified citizens, until five (5) members of the Board have been appointed to investigate said complaint. The five appointed members will serve until the complaint is resolved and then will no longer be eligible to serve in the pool of fourteen qualified citizens. At that time, the Mayor and City Council will then appoint a new citizen to serve on the Board.

Board of Zoning Appeals

Meeting Day:	Third Thursday of the Month
Meeting Time:	5:30 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Board of Zoning Appeals hears and decides appeals of determinations made by the Director of Community Development and may authorize a hardship variance or an exception from the City's Unified Development Code. The Board of Zoning Appeals may hear variance or exceptions that fall between a 20% and 50% variance or exception from the City's stipulated code requirement.

ABOUT ALPHARETTA

Code Enforcement Board

Meeting Day:	Fourth Thursday of the Month
Meeting Time:	3:30 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Code Enforcement Board was created with the intent to promote, protect, and improve the health, safety, and welfare of the citizens of Alpharetta. The Code Enforcement Board has the authority to impose administrative fines and non-criminal penalties as a method of enforcing City codes and ordinances where a pending, or repeated violation continues to exist.

Cultural Arts Commission

Meeting Day:	Fourth Tuesday of the Month
Meeting Time:	6:00 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Recreation, Parks, and Cultural Services

The Cultural Arts Commission was created with the intent to promote, protect, and support the growth of cultural arts in the City of Alpharetta. The Commission reviews and recommends the acquisition of all works of art to be purchased by or gifted to the City, encourages cultural enrichment programs, supports existing local arts and culture organizations, and works to expand public understanding, appreciation, and enjoyment of cultural activities and art forms.

Further, the Commission advises City Council on art acquisition, strategic arts planning, local art groups, sponsoring artistic performances and programs, preservation of city cultural landmarks, and design and location of current or future statutory or art works owned by the City.

Design Review Board

Meeting Day:	Third Friday of the Month
Meeting Time:	8:30 AM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Design Review Board is charged with conducting a public hearing for all design applications for non-single family detached buildings, structures, sites, and property areas that are located within the Downtown Overlay, Corridors of Influence, Interchange Districts, and any other applications forwarded to the Board by the Director of

ABOUT ALPHARETTA

Community Development. Further, the Design Review Board hears and decides appeals of administrative decisions, where the Director of Community Development has denied sign design approval.

The Board reviews design applications for exterior features of new construction or changes to existing structures, exterior modifications, new paint selection, and signage applications for master plans or properties within the Downtown Overlay. The Board grants or denies applications based upon a review of the application's compliance with the City's design standards and preservation of the historical, cultural, and aesthetic heritage of the City.

Development Authority

Meeting Day:	Third Tuesday of the Month
Meeting Time:	5:00 PM
Meeting Location:	Alpharetta City Hall – Executive Conference Room (3 rd Floor)
City Department:	Community Development

The Development Authority of Alpharetta is granted powers and jurisdiction through the Georgia General Assembly and a resolution adopted by the Alpharetta City Council on September 3, 1996, and is regulated under O.C.G.A. Sec. 36-62-1. The function of this Authority is to promote the public good and general welfare, trade, commerce, industry, general tax base and the employment opportunities available in the City of Alpharetta. To accomplish these goals, the Authority may acquire, own, and/or lease real property; issue revenue bonds or other obligations to finance projects and may arrange or provide for property tax abatements or other means of incentivizing projects. The Authority may also engage in a variety of initiative and programs to promote and market the community and/or strengthen the city's position as a location for business investment.

The Development Authority consists of seven members who are appointed by vote of City Council, with each member serving a term of four (4) years. In accordance with Georgia Law, the members of the Authority do not receive compensation for their service but may be reimbursed for out-of-pocket expenses incurred in performing the duties of their appointment.

ABOUT ALPHARETTA

Historic Preservation Commission

Meeting Day:	Second Thursday of the Month
Meeting Time:	3:00 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Historic Preservation Commission updates and maintains an inventory of all properties and buildings within the City that have the potential for designation as a historic property. The Historic Preservation Commission is charged with the responsibility of conducting a public hearing for applications seeking historic property designation. Also, the Commission reviews historic preservation plans and may make recommendations, and further, approve or deny said preservation plans. The Commission makes recommendations to City Council when a historic structure should be listed in or removed from the City's Historic Resources Inventory – Contributing Historic Buildings and may also recommend other historic preservation incentive programs for City Council to review.

Additionally, the Commission promotes programs related to historic properties, may undertake the restoration or preservation of a historic property owned by the City (based on funding and City Council approval), conduct education programs on historic properties, and may retain persons with professional expertise to carry out tasks related to historic preservation.

Natural Resources Commission

Meeting Day:	Third Tuesday of the Month
Meeting Time:	6:30 p.m.
Meeting Location:	Alpharetta City Hall – Executive Conference Room (1 st Floor)
City Department:	Public Works / Community Development

The Natural Resources Commission advises City Council, provides leadership in the development and understanding of the tree program, and assists the Director of Community Development and Director of Public Works in the development and maintenance of technical specifications. Further, the Commission maintains a list of proposed changes to the kinds and species of trees described in the City's Tree Planting List. Any changes are presented before City Council by way of resolution.

ABOUT ALPHARETTA

Planning Commission

Meeting Day:	First Thursday of the Month
Meeting Time:	6:30 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Planning Commission is charged with the responsibility of conducting a public hearing for all applications for zoning changes, Comprehensive Land Use Plan amendments, and amendments to the City's Unified Development Code. During the public hearing, the Commission reviews applications and makes an appropriate recommendation (based on the City's Unified Development Code) to City Council.

Further, the Commission may also initiate proposed changes to the Comprehensive Land Use Plan and the City's Unified Development Code when said changes are necessary or desirable.

Recreation Commission

Business Meeting Day:	Second Tuesday of the Month
Business Meeting Time:	5:30 PM
Business Meeting Location:	Alpharetta City Hall – Council Chambers
Workshop Meeting Day:	Third Wednesday following the Regularly Scheduled Recreation Commission Business Meeting
Workshop Meeting Time:	5:30 p.m.
Workshop Meeting Location:	Alpharetta City Hall–Community Room
City Department:	Recreation, Parks, and Cultural Services

The Recreation Commission has the authority to adopt rules and regulations for the proper conduct of City parks, playgrounds, and recreation activities. The Commission may also initiate any form of recreation or cultural activity for all Alpharetta Citizens to enjoy, whether on public property owned by the City or on private property with approval of the property owner.

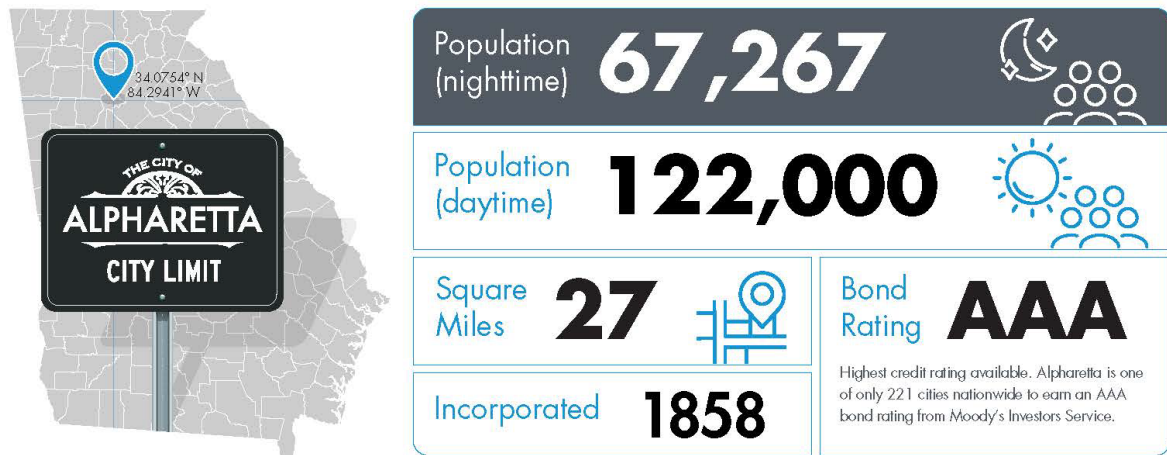
All meetings and hearings are held at Alpharetta City Hall (2 Park Plaza, Alpharetta, GA 30009) and are open to the public. City residents and stakeholders are encouraged to attend.

All meetings are subject to change. Please confirm the dates/times on the city's website: <https://www.alpharetta.ga.us/government/meeting-manager-portal>.

ALPHARETTA BY THE NUMBERS

Alpharetta by the Numbers

OUR COMMUNITY



INFRASTRUCTURE

ADVANTAGES

Our story goes like this: During the late-90s dot-com boom, the City of Alpharetta started to grow from the ground up—literally. Hundreds of miles of fiber optic cables were buried throughout the city, and the state's largest electricity provider, Georgia Power, took it a step further by establishing a series of redundant electric networks throughout the city.



ACCESSIBILITY

Because Alpharetta is just a quick drive from Atlanta, businesses are conveniently positioned right by the world's busiest airport. And if that's not enticing enough, there are plenty of other ways to get around whether you prefer to drive by car or ride public transit, Alpharetta makes sure businesses and their workers get to where they need to go.



ALPHARETTA BY THE NUMBERS

BUSINESS CLIMATE

LOCAL COMPANIES

There's a reason why more than 700 technology-based businesses have made their home in Alpharetta, and it's not just the nice houses and great weather. Our fiber-optic network is the most extensive and redundant in the Southeast, and we work closely with state and local economic development agencies to provide tax credits and incentives to complement any brand of business. Some of the biggest and most recognized names in the tech industry are thriving here in Alpharetta.

We could talk about Alpharetta's exceptional business climate all day long, but nothing speaks to our success quite like our track record. Here are just a few names we're proud to work with.

TOP 10 EMPLOYERS

Providing a strong economic foundation for our community, the City of Alpharetta is pleased to recognize the top 10 employers – based on the number of employees.



<i>Employer</i>	<i>No. of Employees</i>
ADP, INC.	2,231
FISERV, INC.	2,088
EQUIFAX INFORMATION SERVICES	1,734
LEXIS NEXIS RISK SOLUTIONS	1,384
VERIZON	1,095
UPS SUPPLY CHAIN SOLUTIONS	1,051
E*TRADE FINANCIAL	878
JACKSON HEALTHCARE	870
ERNST & YOUNG U. S. LLP	806
HEWLETT PACKARD ENTERPRISE COMPANY	738

Source: City of Alpharetta Finance Department

ALPHARETTA BY THE NUMBERS

WORKFORCE

COMPETITIVE EDGE

Every business on the planet, from Mom & Pop stores to Fortune 500 companies, is only as good as its employees. And in Alpharetta, we're proud to be home to some of the smartest minds in the world of tech.

65.0 percent of Alpharetta's residents own a bachelor's degree or higher, which is nearly double the national average for young adults. And there are plenty of them, too. With a **daytime population over 122,000**, Alpharetta boasts close to 3,000 workers per square mile; that's more than major metropolitan areas like Charlotte, Dallas, Austin, or Phoenix.

EDUCATION

When it comes to college degrees, our workforce has credentials that are hard to compete with. No matter what heights our businesses desire to reach, our workers come equipped with the invaluable knowledge it takes to get there.

26.4%
Graduate or
Professional Degree



64.6%
Bachelor's
Degree



6.6%
Associate's
Degree

PROFESSIONS

Need more proof that Alpharetta is a rising hub in the business world? Consider that 82% of Alpharetta residents are employed in professional, managerial, technical, sales and administrative positions. Our citizens don't just have degrees—they've got the experience and working knowledge needed to take any business to the next level.

20%
Individuals Earn
\$100K or More



82%
Employed in Professional/
Technical Sector

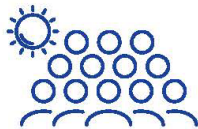


67K
Total City
Population

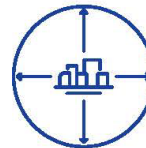
PERSONNEL

Alpharetta's consistent population nearly doubles during the day. That means that employees are coming from throughout the region to work for Alpharetta's rising tech companies. With great accessibility and a superior quality of life, it's no wonder we're one of the fastest-growing cities in the nation, and it's getting better every day.

122K
Daytime
Population



1M+
People With
30-Minute Drive Time



2,923
Workers Per
Square Mile

**Top City in the Nation
For Health IT**

**Healthcare
Informatics**
Barometer of Connectivity, Value & Strategy

**The Best Small Cities to
Start a Small Business**

verizon✓

ALPHARETTA BY THE NUMBERS

RECOGNITION

 Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2022 from the Government Finance Officers Association (GFOA)	 Distinguished Budget Presentation Award for fiscal year 2023 from GFOA.	 Tree City USA from the National Arbor Day Foundation for the 33rd consecutive year.
 Insurance Services Office (ISO) Class 1 Rating This certification, representing superior property fire protection capabilities, is based primarily on an evaluation of the city's water supply and distribution, fire department equipment, manpower, etc. Alpharetta is one of only 25 agencies in Georgia and 498 agencies nationwide, to receive an ISO Class 1 rating, the highest available.	 Special Needs Certified Community from the Special Needs Certified Organization Recognizing communities that are better able to understand, engage, and serve people with special needs.	

RANKINGS

“With a newly redesigned downtown filled with indoor-outdoor restaurants, greenspaces for picnicking, and sidewalks for meandering with the family, Alpharetta has become a must-experience place.”

Southern Living

Best Places to Live in Georgia 2023 TRAVEL+LEISURE	#1 Place to Live in Georgia 2023 The Miami Herald	Best Places to Raise a Family in Georgia 2023 NICHE
Best Places to Live on the East Coast 2021 Newsweek	The South's Best Cities 2023 Southern Living	5 of Georgia's Top 15 High Schools  Governor's Office of Student Achievement

Source: <https://www.awesomealpharetta.com/about/>

ALPHARETTA BY THE NUMBERS

CITY DEPARTMENTS BY THE NUMBERS



** Data set forth above is based on prior-year values and not reflective of FY 2025 changes.*

ALPHARETTA BY THE NUMBERS

Mission⁴

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.



Vision⁵

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.

In summary, our vision for the future guides the city's decision-making process. As you read this document, you will notice that direct linkages are identified between the city's vision/strategic priorities and departmental goals & objectives as well as the projects set forth in the Capital Improvement Plan.

When funding initiatives (e.g., annual departmental budgets) are brought before the City Council for consideration, discussion is centered on how the initiatives link with the city's vision for the future.



⁴ The Mission Statement details our City's reason for existence and embodies our philosophies, goals, ambitions, and character.

⁵ The Vision Statement represents what we want our City to become and details how the City's future will look if we continue to achieve our Mission.

FINANCIAL ACCOUNTING STRUCTURE

Financial Accounting Structure

The accounting policies of the city shall conform to the generally accepted accounting principles (“GAAP”) as applicable to local governments.

The diverse nature of governmental operations and the necessity of assuring legal compliance preclude recording and summarizing all governmental financial transactions and balances in a single entity. From an accounting and financial management viewpoint, a governmental unit is a combination of several distinctly different fiscal and accounting entities, each having a separate set of accounts and functioning independently of each other.

Each accounting entity is accounted for in a separate “fund”. A fund is defined as a fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resources together with related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The city’s accounting records for governmental funds are maintained on a modified accrual basis with the revenues being recorded when available and measurable and expenditures being recorded when the services or goods are received, and the liabilities are incurred. Accounting records for the city’s proprietary and fiduciary funds are maintained on an accrual basis.

Fund Classification

The city’s accounting system is organized and operated on a “fund” basis and each fund is classified in one of three categories:

CLASSIFICATION	FUND TYPE
Governmental Funds	General Fund
	Special Revenue Funds
	Debt Service Fund
	Capital Project Funds
Proprietary Funds	Enterprise Fund
	Internal Service Funds
Fiduciary Funds	Pension Trust Fund
	Other Post Employment Benefit (OPEB) Trust Fund

FINANCIAL ACCOUNTING STRUCTURE

Governmental Funds

These funds are accounting segregations of financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used; current liabilities are assigned to the fund from which they are to be paid; and the differences between governmental fund assets and liabilities is referred to as “Fund Balance”. The primary measurement focus is “flow of current financial resources”. In other words, are there more or less resources than can be spent soon as a result of transactions of the period? Increases in resources are reported in the operating statement as revenues or other financing sources, and decreases are reported as expenditures or other financing uses.

Proprietary Funds

These funds are sometimes referred to as “income determination,” “non-expendable”, or “commercial type” funds and are used to account for a government’s on-going organizations and activities which are like those often found in the private sector. All assets, liabilities, equities, revenues, expenses, and transfers relating to the government’s business and quasi-business activities, where net income and capital maintenance are measured, are accounted for through proprietary funds. The generally accepted accounting principles are those applicable to similar businesses in the private sector, and the measurement focus is the economic condition of the fund as a result of the events and transactions of the period. Events and transactions that improve the economic position of a proprietary fund are reported as revenues or gains in the operating statement. Those events and transactions that diminish the economic position are reported as expenses or losses.

Fiduciary Funds

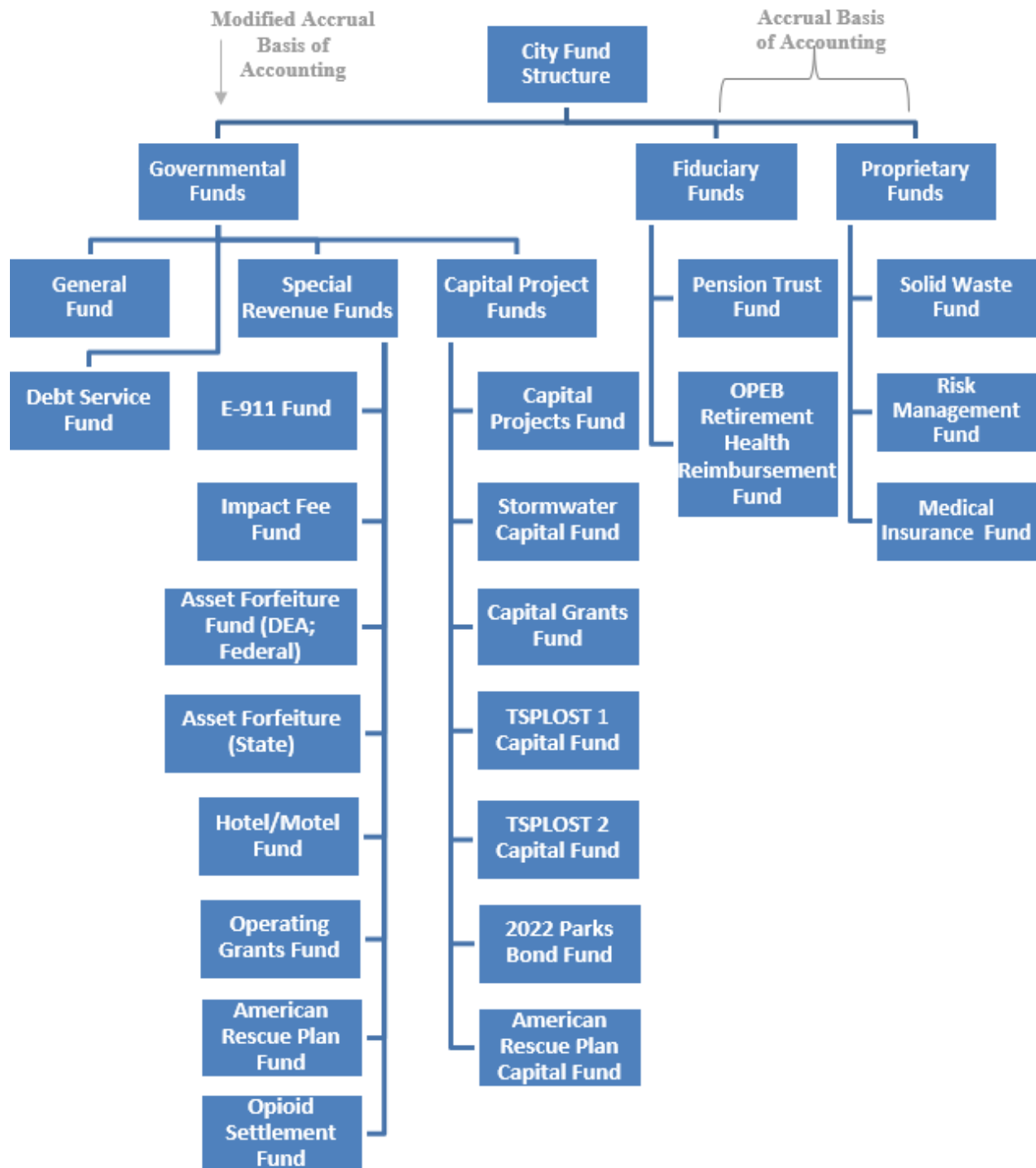
These funds are used to account for assets held by the city in a trustee capacity or as an agent for other governmental units and for other funds.



FINANCIAL ACCOUNTING STRUCTURE

Fund Structure

The city uses 17 governmental funds, 2 fiduciary funds and 3 proprietary funds as detailed below.



FINANCIAL ACCOUNTING STRUCTURE

Fund Descriptions

The following section provides a narrative on each of the city's 22 funds:

General Fund (Governmental Fund)

The General Fund is the principal operating fund of the city and includes governmental activities such as police, fire, recreation, transportation, and other general 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.

The General Fund utilizes the modified accrual basis of budgeting and accounting. Under the modified accrual basis, revenues are recorded when both available and measurable. Expenditures are recognized when the liability is incurred, except for: (1) principal and interest on general long-term debt which are recognized when due; and (2) annual employee leave and claims/judgments for litigation and self-insurance which are recorded in the period due and payable.

While debt service on voter-approved debt is funded through the Debt Service Fund, debt service on other obligations (i.e., Alpharetta Development Authority revenue bonds that are backed by the City through Intergovernmental Agreement) resides in each applicable Fund based on the identified funding source. As an example, the General Fund includes debt service for the Series 2013 Alpharetta Development Authority revenue bonds which were issued to fund a portion of the costs associated with the new Alpharetta campus of Gwinnett Technical College. The Hotel/Motel Fund also includes debt service associated with Alpharetta Development Authority revenue bonds (discussed in the following section).

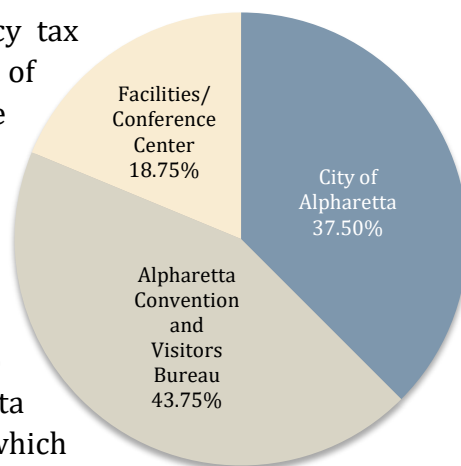
Special Revenue Funds (Governmental Funds)

Special revenue funds are used to account for specific revenues that are legally restricted to expenditures for specific purposes. All special revenue funds utilize the modified accrual basis of budgeting and accounting.

- **E-911 Fund:** This 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 directly from wired, wireless (including prepaid cards), and voice-over-internet-protocol telecommunication providers, with expenditures occurring to maintain and run the system within the government. The city also provides emergency dispatch services to the City of Milton through an Intergovernmental Agreement. Funding under this agreement is based on remittance of Milton's E-911 service fees and is accounted for within the E-911 Fund. The Public Safety Department manages the E-911 Program.

FINANCIAL ACCOUNTING STRUCTURE

- **Impact Fee Fund:** This fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the city's impact fee ordinance. The Community Development Department manages the Impact Fee Program.
- **Asset Forfeiture Funds (Federal/State):** These funds account for revenues received from the enforcement of drug laws and the confiscation of property from drug offenders' arrests that can be used by public safety to aid in drug enforcement activity. Funds cannot be used to supplant the Public Safety Department's normal operational budget. The Public Safety Department manages the asset forfeiture programs.
- **Hotel/Motel Fund:** 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. Currently, the city levies a hotel/motel occupancy tax of 8% on total rental charges. The chart to the right details the resulting revenue distribution. The Conference Center portion of the hotel/motel occupancy tax remains in the Fund to pay debt service costs associated with the Alpharetta Development Authority's Series 2016 Revenue Bonds⁶ which were issued in 2016 to fund construction of a state-of-the-art conference center at the Avalon Development.
- **Operating Grants Fund:** This fund accounts for resources received from federal, state, and local grants awarded to the city. Matching funds, which represents the city's financial investment, are also recorded within this fund. This fund accounts for operational grants only. Capital grant proceeds are recorded within the Capital Grants Fund. All operating grant funds follow the life-to-date budgeting process whereby budget is carried forward annually to cover Council approved projects. As such, only new appropriations are reflected in the annual budget document. Existing appropriations are reflected in the city's monthly financial management reports and can be accessed at www.alpharetta.ga.us.
- **American Rescue Plan (ARP) 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. In accordance with accounting guidelines, claimed ARP revenue is reflected within a Special Revenue Fund and, as the City utilizes the proceeds for capital investment, is



⁶ The City is obligated via Interlocal Agreement to fund the debt service on this obligation.

FINANCIAL ACCOUNTING STRUCTURE

then transferred to capital project funds (e.g. ARP Capital Fund) to account for the capital investment activity.

- **Opioid Settlement Fund:** This fund accounts for Opioid Settlement proceeds. Specifically, the State of Georgia reached a \$636 million agreement with three distributors and a major manufacturer of opioids. Approximately \$517 million will come from the National Distributors' Settlement over the course of 18-years. An additional \$118 million will come from the Janssen/J&J Settlement over the next 9-years.
 - The settlement allocates 25% (\$159 million) of the total funds to local governments.
 - The State will receive 75% (\$477 million) of the funding.

All funds must adhere to approved purposes as described in the settlements.

Debt Service Fund (Governmental Fund)

This fund accumulates financial resources for the repayment of the city's voter-approved debt obligations including.

- **General Obligation Refunding Bonds, Series 2014** (advanced refunded the callable portion of the Series 2006 GO Bonds);
- **General Obligation Bonds, Series 2016;**
- **General Obligation Refunding Bonds, Series 2020** (refunding of the Series 2012 GO Bonds); and
- **General Obligation Bonds, Series 2022.**

The Debt Service Fund utilizes the modified accrual basis of budgeting and accounting.

Capital Project Funds (Governmental Fund)

These 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 has seven (7) capital project funds which are detailed below. All capital project funds follow the life-to-date budgeting process whereby budget is carried forward annually to cover Council approved projects. As such, only new appropriations are reflected in the annual budget document. Existing appropriations are reflected in the city's 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.

- **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 in excess of \$25,000. Funding for these capital improvements typically come primarily from a transfer of available fund balance within the General

FINANCIAL ACCOUNTING STRUCTURE

Fund. 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 in excess of \$25,000. Funding for these capital improvements typically come primarily from a transfer of available fund balance within the General Fund. 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 represents 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.
- **TSPLOST 1 Capital Fund:** This fund accounts for the collection of TSPLOST 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.
- **TSPLOST 2 Capital Fund:** This fund accounts for the collection of TSPLOST 2 (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.
- **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.
- **American Rescue Plan (ARP) Capital Fund:** This fund primarily accounts for capital investment funded by claimed ARP proceeds (see the ARP Fund under the *Special Revenue Funds* section herein). Fund appropriations will be perpetual with only new appropriations recognized in the annual budget.

Fiduciary Funds

These funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds utilize the accrual basis of accounting and are appropriated in the annual budget (excluding the Pension Trust Fund) and reflected in the city's monthly financial management reports which can be accessed at www.alpharetta.ga.us.

FINANCIAL ACCOUNTING STRUCTURE

- **Pension Trust Fund:** This fund accounts for assets of the city's defined benefit pension plan. The assets in this fund cannot be used to support government programs or activities.
- **Other Post Employment Benefit (OPEB) Retirement Health Reimbursement Fund:** The OPEB Retirement Health Reimbursement Fund accounts for the post-employment healthcare benefit and is funded through City operations (increased from 2% to 2.5% of payroll in fiscal year 2024).

Proprietary Funds

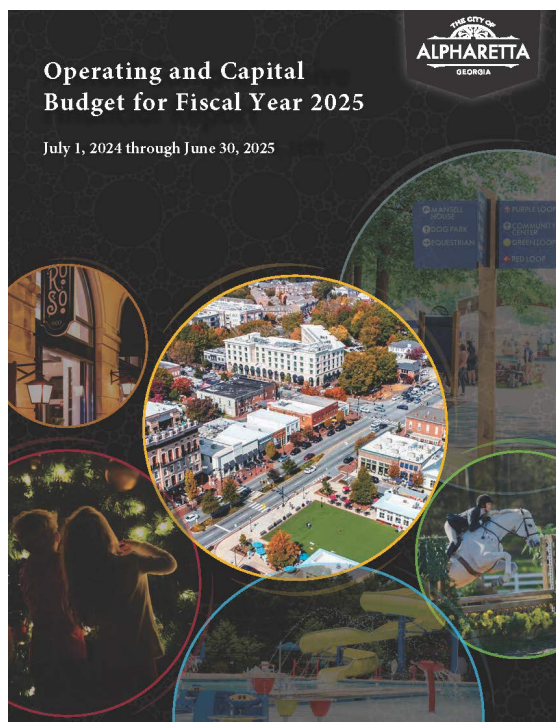
The city maintains two different proprietary fund types. Enterprise Funds are used to account for business-type activities whose operations are primarily funded by customer fees. Internal Service Funds are used to accumulate and allocate costs internally among the city's various functions. Proprietary Funds utilize the accrual basis of budgeting and accounting.

- **Solid Waste Fund (Enterprise Fund):** This fund accounts for fees received from users of the city's solid waste program (i.e., garbage and trash collection). 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.
- **Risk Management Fund (Internal Service Fund):** This fund is used to account for expenses related to providing and administering the general liability, automotive liability, workers' compensation, and property insurance coverage for the city.
- **Medical Insurance Fund (Internal Service Fund):** This 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 is able to reduce premium taxes while maintaining coverage benefits. The MPP is still a fully insured medical plan.

FINANCIAL REPORTING

Financial Reporting



The Finance Department provides detailed financial reporting to meet the information needs of the government, authorities, regulatory agencies, and citizens/ stakeholders. In addition, the City Administrator, Mayor, Council, Department Heads, and the public shall have access to reports to allow them to monitor, regulate, and to use as a basis for future financial decisions.

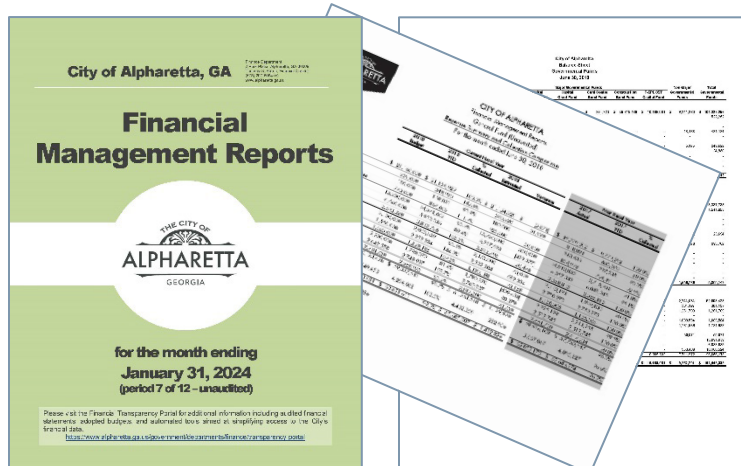
Operating and Capital Budget⁷ (June-August)

The city annually prepares and publishes a comprehensive budget document that aids in the financial administration of the city while providing our elected officials, citizenry, and stakeholders with a complete, clear, and understandable budget document that facilitates

the transparency of our budgeting and financial processes.

Financial Reporting to the City Council⁸ (monthly)

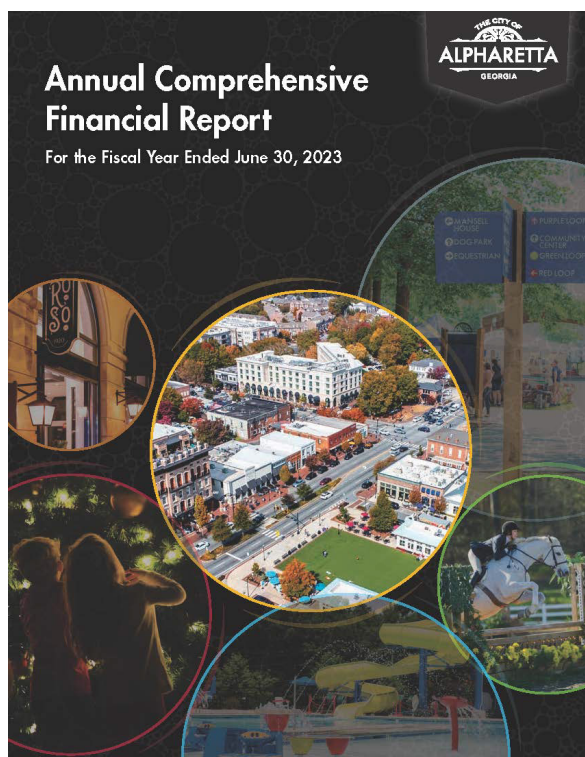
On a monthly basis, the Finance Department prepares and presents detailed revenue and expenditure statements for all city operating funds (including prior year comparisons for the General Fund). In addition, this report shall include: (1) a detailed capital project report including prior-year activity; (2) all checks issued in dollar amounts over \$5,000; (3) all purchase orders with an estimated cost of over \$5,000 but less than \$50,000; etc.



⁷ Available for download from the City's website: www.alpharetta.ga.us.

⁸ Available for download from the City's website: www.alpharetta.ga.us.

FINANCIAL REPORTING

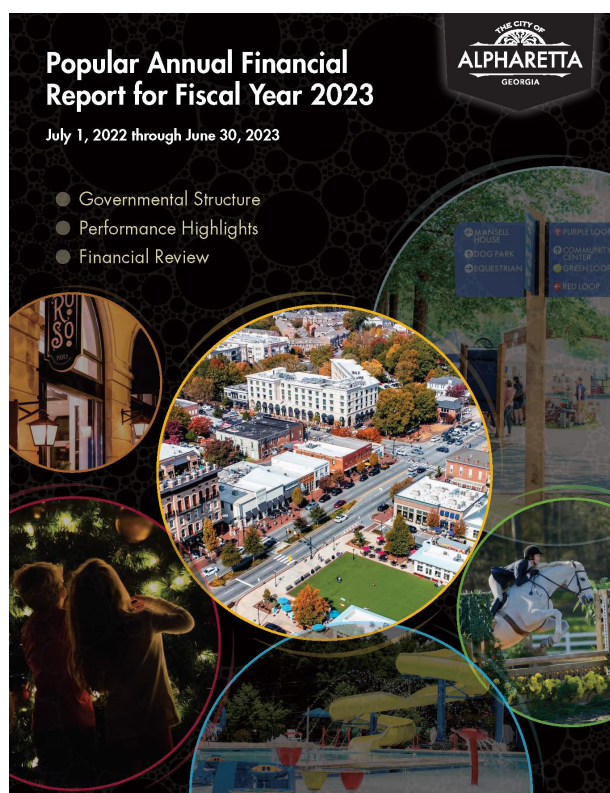


Annual Comprehensive Financial Report⁹ (November-December)

In conjunction with the annual independent audit, the city prepares and publishes an Annual Comprehensive Financial Report (ACFR) that effectively communicates the complete financial affairs of the city to all interested readers.

Annual Citizens Report¹⁰ (November-December)

The Finance Department also prepares and publishes an annual report to citizens, businesses, and stakeholders with descriptive information about our organizational structure, city departments, service delivery, and financial condition. The focus is on providing information that is readily accessible and easily understandable to the public and other interested parties.



⁹ Available for download from the City's website: www.alpharetta.ga.us.

¹⁰ Available for download from the City's website: www.alpharetta.ga.us.

BUDGET PROCESS

Budget Process

The annual budget serves as the foundation for the city's financial plan and assists in control of the financial stability and health of the government. The Mayor and Council are legally required to adopt a balanced budget (i.e., revenues = expenditures) no later than the close of the fiscal year. The city's fiscal year runs from July 1st through June 30th, with the official fiscal year taken from the year ending date. For example, the FY 2025 Budget is prepared for the fiscal year commencing July 1, 2024, and ending June 30, 2025.

Annual Budget Process

Responsibility for funding recommendations contained within the annual budget rests with the Budget Review Committee ("BRC"), comprised of the City Administrator and Finance Director. The BRC maintains the primary responsibility of ensuring that funding requests are in alignment with the city's strategic priorities (set by Mayor and City Council) and by extension, the strategic vision for the future, as well as the annual action plan. Additionally, the BRC performs a detailed review of revenues and expenditures that culminates in the recommended budget which is presented annually to the City Council for discussion and adoption during April-June.

Budget Methodology

The city's budget is created under a hybrid performance-based budgeting system. This type of budgeting system blends the traditional historical financial trend model with the performance-based model of identifying a particular level of performance for each type of service/program and the resources necessary to operate it, as well as describes the structure of the departments and the programs into which they are divided.

Beginning with each department's mission statement, which sets the direction for the department's activities, goals and objectives are developed that support the department's mission and, by extension, the city's strategic priorities. Goals and objectives should be SMART – Specific, Measurable, Achievable, Relevant, and Timed. Ultimately, the goals and objectives should result in departmental efficiency/effectiveness improvements which are then reflected in the appropriations process.

Departments, in partnership with the Finance Department, then develop a projected budget based on the previous year's budget/actual expenditure trend and amend for any new initiatives or discontinued/non-recurring initiatives.

The departmental budget is separated 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.

BUDGET PROCESS

- *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. Direct linkages are identified between the city’s strategic priorities and departmental goals & objectives.
- *Program/Expenditure Summary* – the budget for the department presented on both a department-wide and individual program basis and 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 and other capital investment expenditures.
- *New Initiatives* – new services and/or capital investment.
- *Statement of Service and Performance Measures* – multi-year summary of departmental performance measurements.

Performance Measurement

The city views its performance measurement system as a priority and is continuing to develop and refine performance data and benchmarks. The city’s performance measurement team utilizes a software application to assist in the tracking, analysis and reporting of performance measurement data and the comparison of core measures from identified benchmark cities. As you review the departmental sections of this document, you will notice refined measures for our Public Safety and Information Technology Departments that follow the city’s updated model.

Council Retreat (January-February)

The budget preparation process commences annually in January/February with the City Council Retreat, including City Administration and key department personnel. The Retreat provides the dedicated time necessary for the City Council and executive staff to discuss the strategic issues facing the city and the associated effects on the upcoming budget. Discussion topics include all strengths, weaknesses, opportunities, threats, etc., facing the city and typically are categorized as follows: millage rates and property taxation; revenue generation/diversification; capital renewal/replacement and improvement; base-level service and operations; personnel compensation; service and operation improvements; bond issues in connection with capital improvement initiatives; etc. The Retreat provides the strategic framework and guiding priorities for the upcoming budget process.

BUDGET PROCESS

Budget Preparation and Analysis (February-April)

In February, the Finance Department distributes a budget calendar and target budgets to departments for the coming year which is based on revenue forecasts and projections of current year expenditures, as well as the two prior year's actual expenditures. Included in the target budget are line-items for salaries and benefits (e.g., pension, health insurance, etc.); the department's current year's goals and objectives; and Capital Improvement Program worksheets (i.e., current year updates to the city's capital improvement plan).

Budget information is collected in three phases. The first two phases are collected simultaneously. Phase one requests are related to employee expenses. During this phase, finance staff forecasts the personnel services funding requirements (e.g., salary and benefits) for the upcoming budget. Departments are requested to submit a forecast of personnel-driven operational expenses such as uniforms, professional development, travel, communications, etc.

The second phase includes budget requests that relate to departmental operations. During phase two, city departments are directed to review their operations and provide a forecast of appropriations required to maintain current service levels.

Phase three, the final phase of data collection, includes funding requests for improvements to current service levels as well as new programs or services and capital improvement projects.

As departments formulate their expenditure requests, the Finance Department is preparing the corresponding revenue analysis and forecast. Revenue sources across all funds are analyzed using the expert judgment of department directors and staff, trend analysis, and economic forecasts to compile revenue estimates that are both accurate and conservative. The city maintains a conservative revenue forecasting philosophy aimed at mitigating the over-appropriation of expenditures based on inflated revenue estimates. Additionally, the city's aggressive pay-as-you-go capital program is supported by the conservative revenue philosophy through a level supply of excess fund balance (i.e., fund balance in excess of the city's 25% fund balance reserve) available for one-time capital investment.

Budget requests are completed by every department and submitted to the Finance Department where the data is assembled into the ClearGov budget preparation/reporting software.

Both expenditure requests and revenue projections are calculated and formatted for presentation to the City Administrator for initial review. During these meetings, discussion is focused on appropriations necessary to maintain current service levels. Appropriation growth in excess of a reasonable CPI figure will be thoroughly analyzed to determine the primary growth factors (e.g., fuel, utilities, and other items subject to volatile price fluctuations) and brainstorm ways to mitigate the increased costs. Additionally, new

BUDGET PROCESS

programs, services, improvements to current services, and capital improvement projects are discussed in terms of how the initiatives link with departmental goals and objectives and by extension, the city's strategic priorities and vision for the future.

Upon completion of the departmental meetings, the BRC reviews base budgets within the context of the conservative revenue forecast and makes the necessary adjustments to balance the budget. Funding for new programs, services, or improvements to current services is prioritized based on a needs assessment and balanced against the goal of reducing the tax burden on our citizenry and stakeholders (e.g., millage rates). Funding for capital improvement projects is contained both within the general operational budget (annual capital contribution which is transferred from the General Fund into the Capital Projects Fund or Stormwater Capital Fund) as well as the companion capital project budget (one-time funding from excess fund balance). The consolidated balanced budget (i.e., operations and capital) is then prepared for presentation to the City Council.

City Council Budget Workshops (May-June)

City Council budget workshops are held in May-June. The workshops typically commence with distribution of the proposed budget which includes the following:

- Transmittal letter that summarizes the budget including current service levels, new initiatives, strengths/weaknesses/opportunities/threats facing the organization, and how the budget addresses those issues identified during the City Council Retreat;
- Departmental performance measurement listing; and
- Departmental budget detail; project summary listing; and budget detail comparison that provides specific line-item allocations for the current and proposed budget years.

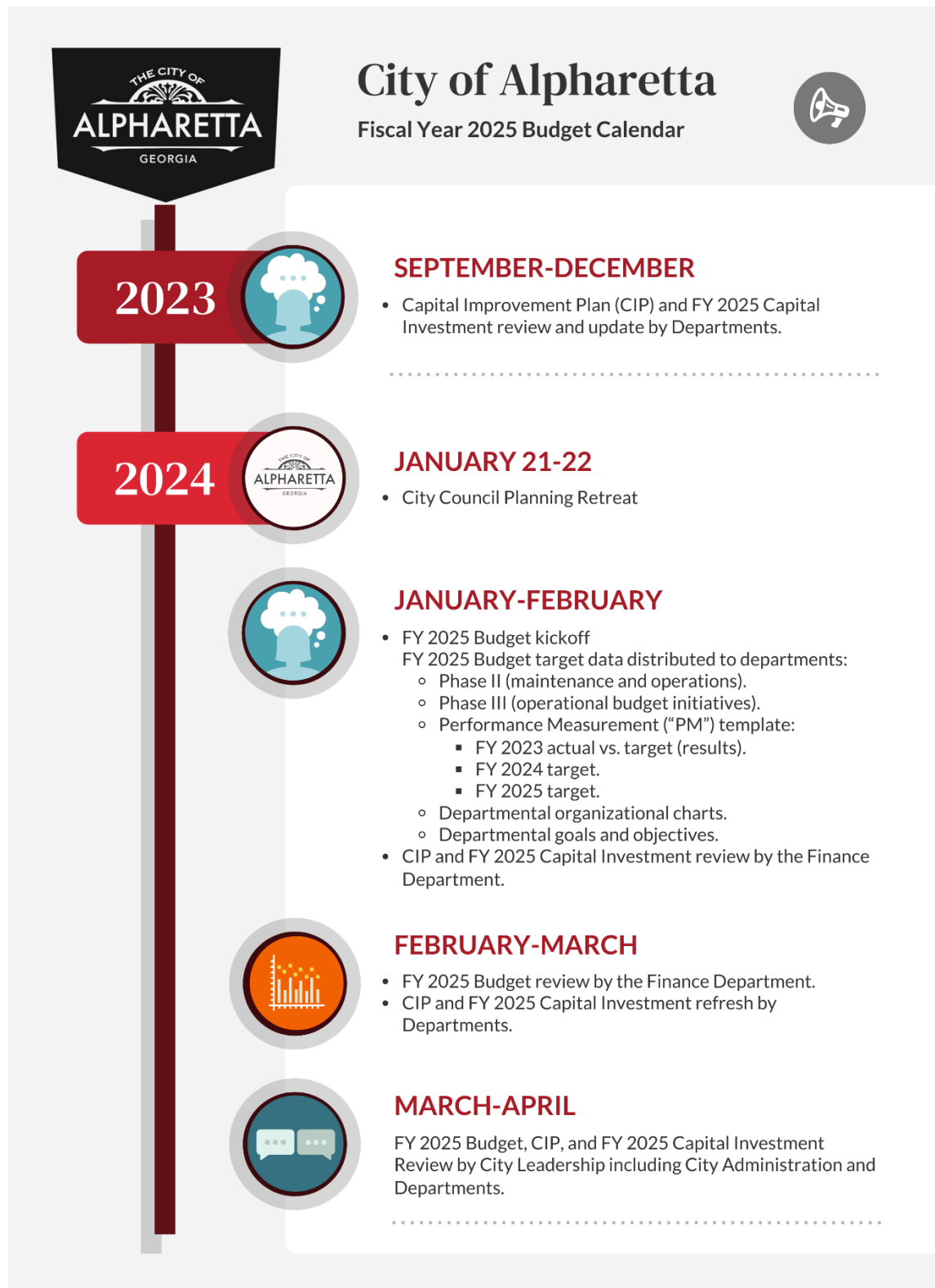
The Finance Director conducts public presentations, as needed, to summarize the budget and discuss the underlying economic growth trends. Discussion will focus on the strategic issues facing the organization for the upcoming budget year and the next several years and how this budget positions the city to respond in a prudent and proactive manner (e.g., periods of slowing economic growth, etc.). The City Council takes a lead role in analyzing the budget within the context of the city's strategic vision for the future.

Budget Adoption (June)

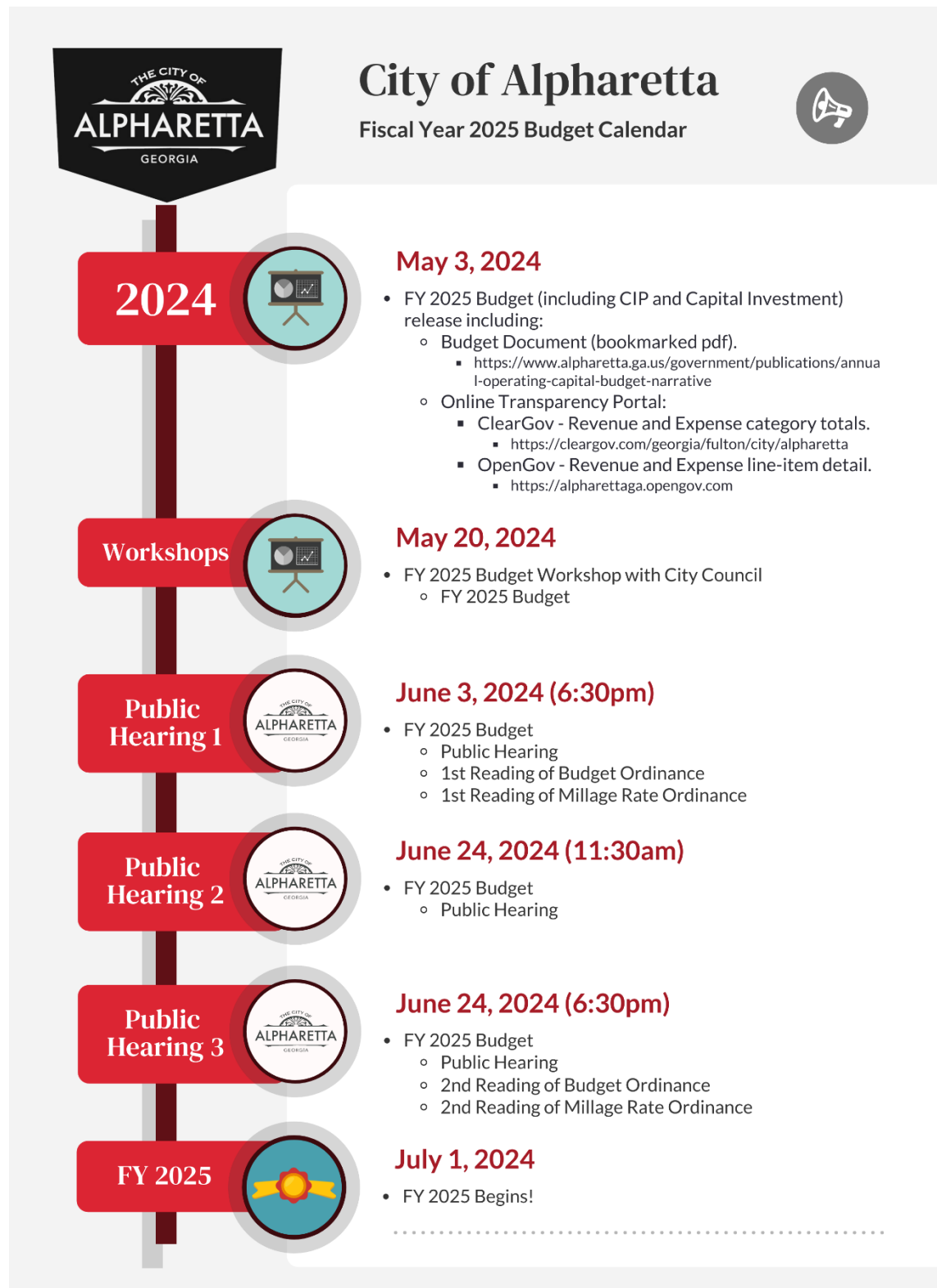
The budget and millage rate(s) are adopted via Ordinance through a public hearing process as provided under State law.

BUDGET PROCESS

Budget Calendar



BUDGET PROCESS



BUDGET PROCESS

Budget Basis and Structure

The city's budget is developed on a modified accrual basis. State law requires that the city's budget be balanced – revenues equal expenditures.

Under the modified accrual basis, revenues are recorded when both available and measurable. Certain fines and forfeitures, however, are recorded when received, as they are not susceptible to accrual. Expenditures are recognized when the liability is incurred, except for: (1) principal and interest on general long-term debt which are recognized when due; and (2) annual employee leave and claims/judgments for litigation and self-insurance which are recorded in the period due and payable.

The legal level-of-control resides at the department level within a given fund. As such, reallocation of appropriations between line-items is acceptable within a given department with the following exceptions:

- Salary and benefit savings due to vacancies are restricted from reallocation to cover operating expenditures except in the case of funding temporary labor assistance; and
- Capital appropriations are restricted to the specific purpose set forth in the budget and cannot be reallocated except through approval by City Administration and/or the City Council.

Budget amendments that cross departments must be approved in advance by the City Council. As such, these amendments are typically brought for consideration by City Council during the mid-year budget review process.



OPERATING INITIATIVE REQUESTS

Operating Initiative Requests

Executive Summary

General Fund	Revenue	Expense	Net Cost	Capital Component
Funding Available for Operating Initiatives:			\$ 2,035,930	
Recommended Initiatives:				
<u>Citywide</u>				
Wage Adjustments (+2.0%)	\$ -	\$ 913,800	\$ 913,800	\$ -
AMR North Fulton Subsidy	-	380,000	380,000	-
<u>City Administration (incl. City Clerk and Economic Dev.)</u>				
Economic Development Director (+1 FTE)	-	245,000	245,000	-
Administrative Assistant I (+1 FTE)	-	79,800	79,800	-
<u>Finance</u>				
Reorganization of the Budget & Procurement Division (+1 FTE)				
January 1, 2025 Hire Date	-	70,500	70,500	-
<u>Municipal Court</u>				
Administrative Assistant I (new position; +1 FTE; Milton cost sharing)	33,620	86,050	52,430	-
<u>Public Safety</u>				
Fire Training Lieutenant (new position; +1 FTE)				
January 1, 2025 Hire Date	-	65,100	65,100	50,000
<u>Public Works</u>				
Sr. Urban Forestry Assistant (new position +1 FTE)				
January 1, 2025 Hire Date	-	59,550	59,550	50,000
<u>Recreation, Parks, and Cultural Services</u>				
AED Replacement and Expansion	-	50,000	50,000	-
Parks Supervisor II – Greenway (new position; +1 FTE)				
January 1, 2025 Hire Date	-	55,050	55,050	-
The Spotlight Community Theater Alpharetta - North Point Mall	15,000	79,700	64,700	-
	\$48,620	\$2,084,550	\$ 2,035,930	\$ 100,000

Recommended operating initiatives total \$2 million with an additional capital requirement of \$100,000 that is included within the Capital Initiative requests for 2025 and have been programmed into the departmental operating budgets. Operating Initiatives not recommended for funding at this time total \$1.2 million and include capital investment requirements of \$210,000.

Please Note: The new personnel recommendations included above with a January 1, 2025, hire date are contingent upon a mid-year review of revenue trends and corresponding approval by the City Administrator before the hiring and recruitment process can commence.

OPERATING INITIATIVE REQUESTS

Fiscal Year 2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 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 *Fiscal Year 2025 Annual Action Plan* with the components set forth below:

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

Detail(Recommended Operating Initiatives)

Citywide

Wage Adjustments (2% on average; General Fund)

\$913,800

2025 City Council Priorities and Annual Action Plan:

- People Focused Workforce.

Description: The current budget proposal programs wage growth of 4% on July 1, 2024.

The HR team is focused on maintaining Alpharetta's compensation competitiveness within the market and is reviewing the base budget proposal relative to competing jurisdictions 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.

Preliminary HR analysis highlights additional market-based personnel compensation adjustments are warranted in the range of 2%, on average, with the General Fund impact approximating \$913,800. Should adjustments be warranted within the 911 Fund and/or Sanitation Fund, current budgetary allocations can absorb the related impacts. The forecasted cost reflects salary adjustments and those impacted benefit line items (e.g., FICA, pension, etc.).

AMR North Fulton Subsidy

\$380,000

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: AMR provides emergency medical response service to the cities of North Fulton County. AMR has provided the cities of North Fulton with a subsidy request (\$2.1 million) based on their operational needs. Alpharetta's portion is based on relative calls for service and totals 18% or \$380,000 annually and growing at a market inflation rate thereafter.

OPERATING INITIATIVE REQUESTS

General Fund

City Administration (incl. City Clerk and Economic Dev.)

Economic Development Director (new position; +1 FTE) \$245,000

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: As set forth in the Fiscal Year 2025 City Council Priorities and Annual Action Plan, an Economic Development Director is essential to lead efforts in promoting business growth and creating new opportunities for our City.

This position will focus on:

- Developing/implementing a strategic economic development plan.
- Attracting and retaining businesses of all sizes.
- Building relationships with business leaders, investors, and community stakeholders.
- Overseeing economic development programs and initiatives.
- Securing funding and resources to support economic development activities.
- Advocating for policies that promote business growth and job creation.

Personnel costs are estimated at \$215,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, travel, general office supplies and technology equipment/software (e.g., computer, desk phone, etc.) totaling \$30,000.

Administrative Assistant I (new position; +1 FTE) \$79,800

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: City Administration is requesting the addition of an Administrative Assistant I position (pay grade 303).

This request is for the addition of an Administrative Assistant I that would provide a variety of administrative support services for City Administration, assist with citywide records management, 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 \$77,300 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 \$2,500.

OPERATING INITIATIVE REQUESTS

Finance

Reorganization of the Budget & Procurement Division

\$70,500

January 1, 2025, Effective Date

(1 new position; reclassify 2 existing positions)

2025 City Council Priorities and Annual Action Plan:

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

Description: The Finance Department is proposing a reorganization of the Budget & Procurement Division to better serve the City of Alpharetta and its current and forecasted needs.

The Finance Department has had no growth in personnel in over 20-years despite significant growth in its service population (both in terms of citizens as well as City staff). More specifically, Finance Department staffing has declined over that period. Most recently, Finance is the only department that still has not recovered staffing removed during the COVID budget reductions.

The Finance Team has adapted to demand growth over the last two decades through automation and efficiency measures in lieu of staffing growth. The most impactful measures being the implementation of technology that has removed the vast majority of paper-based processes for the department which greatly improved the efficiency of our existing staff. That said, there are still other initiatives that the Department would like to improve upon but is not possible given staffing constraints (e.g. user-department training, vendor outreach, etc.).

Current Status

The Budget & Procurement Division staff totals 4 full time positions, and their operational responsibilities include:

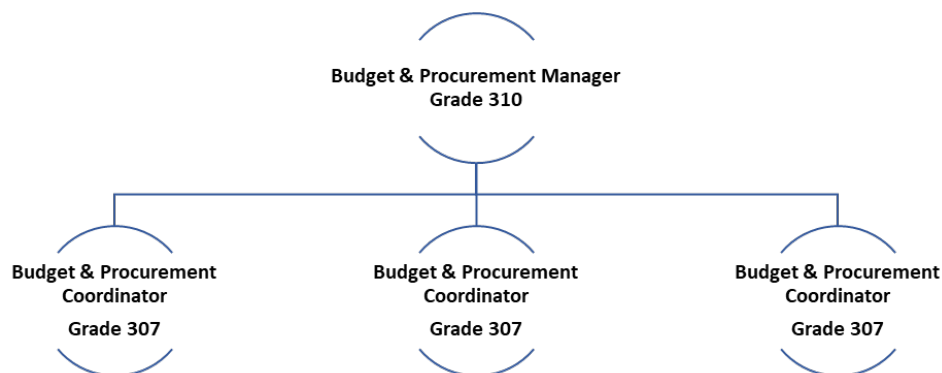
- Managing and facilitating the financial transaction lifecycle (liaison to our departments)
 - *budget planning, preparation, and management.*
 - *purchasing (including quotes, bids, RFP, etc.).*
 - *invoice/payment verification and processing.*
- Managing and facilitating the city's financial reporting
 - *annual budget documents.*
 - *monthly financial management reports.*

OPERATING INITIATIVE REQUESTS

- *annual citizens report (PAFR).*
- *immigration reporting to State.*
- Administering city contracts.
- Developing revenue/expenditure forecasting models, financial Impact of proposed city activities, and long-range financial planning.
- Administering the financial transparency program (OpenGov, Socrata capital project dashboard, etc.).

The Division is structured to provide a liaison approach to service delivery for our departments. Specifically, one team member is assigned to each of our customer departments and assists with the entire lifecycle needs (budgeting, procurement, invoice review, receipt review, compliance, etc.).

The Division includes 4 full time positions with the organizational structure as follows:



Staffing has declined from 5 full time positions over the referenced 20-year period to the staffing level of 4 positions.

On an annual basis, the Division reviews over 800 purchase order requests, over 13,000 invoices, over 8,800 procurement card transactions, 40 formal procurement solicitations (varies), in addition to the general budget (preparation, review, amendments), procurement, and reporting obligations (e.g. monthly financial management reporting, State immigration reporting (E-Verify), TSPLIST capital reporting, etc.

Issues

The growth in existing service demand coupled with potential avenues for improvement has resulted in this proposed reorganization.

- Existing Service Demand – existing service demand has necessitated that staff focus on core functions to ensure delivery of the vital services needed to run City operations. Specifically, transaction-level review (invoices, procurement-card transactions, requisitions, budget amendments) and formal procurement solicitation review, issuance, and management. Just maintaining existing service

OPERATING INITIATIVE REQUESTS

demand often requires staff to work in excess of the normal work week including the occasional weekends.

- **Dedicated Procurement Team** – while the current Budget & Procurement liaison structure provides benefits for our user departments (e.g. one-stop-shop for questions, contacts, etc.), it has the added effect of limiting the specialization needed for those highly technical professions such as procurement. The desire is to have a team dedicated, trained, and certified for procurement activities.
- **Vendor Outreach** – the Division desires to engage in a more active vendor outreach program that educates vendors on the government procurement process with the ultimate goal of increasing vendor participation on City contracts. Current staffing constraints limit vendor outreach capabilities.
- **Employee Recruitment** – the Division has benefited from low turnover. This has masked a weakness in the current organizational structure. Namely, procurement and budget are two separate professions and rarely do employees have experience in both (unless they are coming from smaller organizations that do not allow for specialization or have operated as finance department managers/directors). The result is that it limits the attractiveness of position openings to professionals. Effectively, you end up having to hire one specialization and train for the other. This limits employee effectiveness in the short-term.
- **employees trained in procurement remains a weak point from an employee recruitment perspective.**
- **City training** – the Division desires to engage in a more structured training program for City staff that includes (a) on demand recorded training sessions along with (b) in person training held throughout the year. Current staffing constraints limit City training to one-on-one questions/answers with those department team members directly responsible for the purchasing/budget functions. An expanded training presence would allow for the education of team members throughout the organization that may benefit from the knowledge.

Reorganization

The Division is proposed to reorganize and separate the budget and procurement functions so that each team will have dedicated professionals focused on those distinct specialties while also allowing the staffing capacity to improve on the issues identified above.

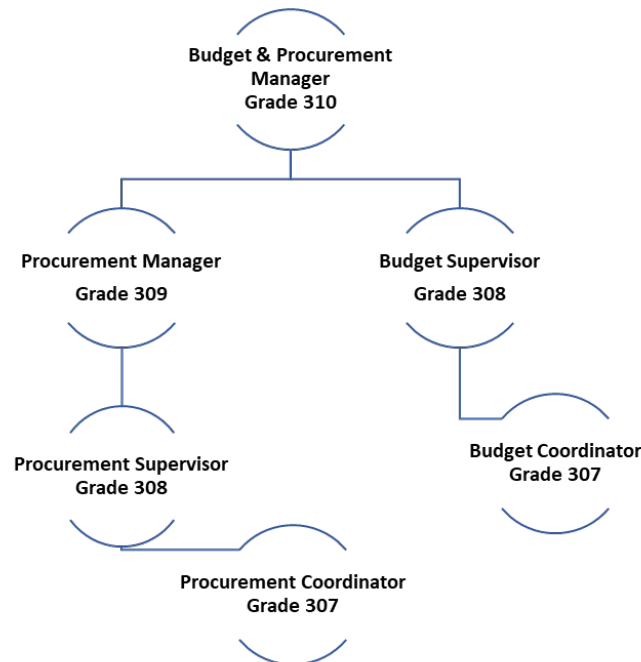
Inherent in this reorganization is the following:

- **Addition of 2 positions:**
 - Procurement Manager (pay grade 309) – requested in FY 2025.
 - Procurement Coordinator (pay grade 307) – requested in FY 2026.

OPERATING INITIATIVE REQUESTS

- Reclassifying of 2 positions:
 - Procurement Supervisor (pay grade 308; reclassify a current Budget & Procurement Coordinator position) – requested in FY 2025.
 - Budget Supervisor (pay grade 308; reclassify a current Budget & Procurement Coordinator position) – requested in FY 2025.

The reorganized Division would include 6 full time positions with the organizational structure as follows:



FY 2025: Annualized personnel costs associated with the new Procurement Manager position and two reclassifications are estimated at \$135,000 annually and reflect salary and benefit costs only. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$67,500. Operational costs include \$3,000 for professional development and small equipment costs (e.g. cell phone). No additional investment is needed in computer costs or equipment.

Municipal Court

Administrative Assistant I (new position; +1 FTE) \$52,430 (Alpharetta's portion)
2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: The Municipal Court is requesting the addition of an Administrative Assistant I position (pay grade 303; assumed 10% above paygrade minimum).

This position will be located at the clerk window and will assist citizens in closing cases, processing open records requests, scheduling of court dates, and processing incoming

OPERATING INITIATIVE REQUESTS

mail. The volume of calls and emails has grown along with the total number of cases processed by the court. When court is in session, a clerk is pulled from their desk and placed at the counter to process payments. An additional employee will allow the clerks to remain at their workstations and focus on their assigned duties. The Municipal Court is currently researching the benefits of bringing probation-related services in-house which may save costs overall but will also increase the number of payments processed at the clerk window.

Personnel costs are estimated at \$84,050 annually and reflect salary and benefit costs only. If approved, the personnel costs would be shared with the City of Milton based on existing operational cost sharing percentages of 60% City of Alpharetta (\$50,430) and 40% City of Milton (\$33,620). Annual operational costs include professional development totaling \$2,000. No additional investment is needed for technology devices (will utilize existing computer, etc.).

Public Safety

Fire Training Lieutenant (new position; +1 FTE)

\$65,100 (net)

January 1, 2025, Effective Date

(\$65,100 operations [net]/\$50,000 capital)

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of a Fire Training Lieutenant position (pay grade 1219-P) to the Fire Training Division to address the challenge of providing the required annual training hours for each Fire Department employee efficiently.

The Training Division currently consists of two full-time positions. The goal is to provide approximately 106 certified members with the required 228 annual training hours and seven (7) medical certifications, totaling approximately 24,168 hours.

The current staff size is insufficient to meet the training needs, leading to the utilization of off-shift employees. The use of off-shift employees for training maintenance is incurring overtime costs.

This additional position is intended to facilitate and instruct each member's required annual training hours, ensuring compliance with certification requirements. A Fire Training Captain position has also been requested to assist with these needs.

The Training Division aims to fulfill the annual training requirements and provides instruction for specialty and innovative training classes at the training center for both Department members and surrounding agencies.

Personnel costs are estimated at \$130,000 annually and reflect salary and benefit costs only. There is an anticipated savings in overtime (off-shift employees) associated with both training positions requests (Captain + Lieutenant) that is estimated at \$48,000 annually. For the purposes of this narrative, each training position request is estimated

OPERATING INITIATIVE REQUESTS

to result in overtime savings of \$24,000 annually. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$53,000. Operational costs include uniforms, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$12,100. There is a companion one-time capital request for \$50,000 that includes funding for a vehicle purchase (and upfitting).

Public Works

Sr. Urban Forestry Assistant (new position +1 FTE)

\$59,550

January 1, 2025, Effective Date

(\$59,550 operations/\$50,000 capital)

2025 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Senior Urban Forestry Assistant position (pay grade 306; assumed 10% above paygrade minimum).

This position would assist the Urban Forestry Program Manager (UFPM) with tasks related to the City-wide Landscape Maintenance of Right-of-Way and Facilities contract, the On-Call Landscape Installation and Construction contract and the Arboricultural On-Call contract. Also assists with urban forest management, general right-of-way maintenance, landscape-related traffic safety, data collection and analysis related to the urban forest and public landscapes.

Over the last decade, the City has invested in large-scale landscape improvements that have added more than 20 acres of high-quality landscape within its rights-of-way. These projects have been implemented in conjunction with roadway reconstruction projects such as Rucker Road and Kimball Bridge Road, and within existing roadways not associated with larger improvement projects including segments of Old Milton Parkway and Westside Parkway. In the near future, a large amount of similar landscape will be installed as part of the Webb Bridge Road and Highway 9 roadway improvements.

The UFPM plays an extensive role in the design, contracting, and construction management of these new landscapes. Once the projects are completed, the UFPM then oversees maintenance of these areas as part of the overall Citywide Landscape Maintenance of Right-of-Way and Facilities contract, which includes 150+ acres spread throughout the city limits. As the quality and quantity of these public assets have grown, so has the time required to effectively manage them. In addition to the responsibilities described above, the UFPM oversees landscape maintenance in the SR 400 interchanges (in partnership with True North 400, formally North Fulton CID), manages the On-Call Arboricultural Services contract for Public Works, manages annual landscape maintenance for Resthaven Cemetery, acts as Supervisor to a three-person Public Works crew, and assists other groups at Public Works with tree and landscape related issues on an ongoing basis. The proposed Urban Forestry Assistant position is intended to remove some of the less complicated tasks from the UFPM. This will allow the UFPM more time to focus on design, contract procurement and management, and improving the City's

OPERATING INITIATIVE REQUESTS

urban forestry program, particularly in the areas of emergency planning and liability reduction.

Personnel costs are estimated at \$104,100 annually and reflect salary and benefit costs only. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$52,050. 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).

Recreation, Parks, and Cultural Services

AED Replacements and Expansion

\$50,000

- Safe and Welcoming Community.
- Communications that Connect.
- Recreation, Parks, and Culture.

Description: This request is the result of a wholistic review of our AED (automated external defibrillator) infrastructure within our parks and recreation facilities. The Recreation, Parks & Cultural Services team worked with the Public Safety team to review the AED infrastructure and produce these findings.

This request involves the purchase of 69 AED devices. Of this total, 26 devices are replacements and 43 are new devices.

Background

The AED devices currently installed throughout the park system (parks and facilities) are reaching end of life and in need of replacement. Additionally, many of the devices throughout the parks system have limited access due to their location within concession stands or other areas limited to employee-access only, who may not be present as they tend to their duties within the parks. Many of these locations have signs marking an AED that may not be accessible. Additionally, many locations are without an AED, including the Greenway, Alpha-loop, parks maintenance sheds, and around City Center.

Another problem encountered is multiple different device brands found at facilities. Currently, four different models of AED may be found: though similar, each model functions differently. By replacing all devices at once, we ensure continuity and ease of use in the event of an emergency.

Purchase Request

Location for the 26 replacement devices include:

- 15 replacement devices throughout our park system (e.g. Wills Park, North Park, Webb Bridge Park, Rock Mill Park).
- 11 replacement devices throughout all our park facilities (excluding the log-cabin which will receive a new unit).

OPERATING INITIATIVE REQUESTS

Location for the 43 new devices include:

- 23 new devices throughout our park system (e.g. Mid-Broadwell Park, Old Rucker Park, Brooke Street Park, Water Road Park, Town Green, etc.).
- 6 new devices along our Greenway system.
- 3 new devices along our Alpha Loop system.
- 1 new device for the Log Cabin.
- 4 new devices for City Hall.
- 1 new device for Public Works Headquarters.
- 5 new devices for special events, reserve.

Historically, AEDs are purchased outright and owned by the City. The plan herein is to purchase the units under an operating lease that will allow the units to be replaced at the end of their lease term (typically 5-years) with a minimal budget impact (as the lease payment is built into the budget).

Costs for FY 2025 are estimated at \$50,000 and include the following:

- Annual AED lease costs (\$24,500).
- Annual AED inspection/training costs (\$10,000).
- One-time AED installation costs (\$15,500) – includes charging cabinets, spare pads, etc.

Annual costs for FY 2026 and beyond are estimated at \$35,000.

Parks Supervisor II – Greenway (new position; +1 FTE)

\$55,050

January 1, 2025, Effective Date

2025 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Safe and Welcoming Community.
- The Alpha Loop and Greenway.
- Recreation, Parks, and Culture.
- Infrastructure and Facilities Maintenance.

Description: Recreation, Parks, and Cultural Services is requesting the addition of a Parks Supervisor II position (pay grade 306; assumed 10% above paygrade minimum).

This position will oversee the maintenance and operations of 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 to extend the Greenway to Union Hill Park. The additional demand on this division requires the addition of a supervisor to achieve the high service demands of this area.

This Supervisor would also be responsible for all parks in the Southern District: Beaver Creek Park, Big Creek Greenway, Brookside Park, Haynes Bridge Park, Marconi Park, Memorial Park, Mt. Adams Bike Park, North Point Park, Preston Ridge Park, Preston

OPERATING INITIATIVE REQUESTS

Ridge Community Center, Rock Mill Park, Waters Road Park, Maxwell Park and providing Program/Event support.

Personnel costs are estimated at \$104,100 annually and reflect salary and benefit costs only. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$52,050. Operational costs in year one includes technology equipment (computer and/or phone, etc.), uniforms, general supplies, etc. totaling \$3,000. No additional vehicle is needed with this request.

The Spotlight Community Theater Alpharetta - North Point Mall \$64,700 (net) (\$79,700 expenses/\$15,000 revenue)

2025 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Safe and Welcoming Community.
- Communications that Connect.
- Recreation, Parks, and Culture.
- Economic Development.

Background: The City has a real need for a performance space that can seat up to 150 attendees. The Department has been looking for an indoor location to set up a flexible performance space for cultural events. The City approached North Point Mall about the possibility of utilizing existing, empty retail space. The leadership of the Mall was excited about the possibility. They felt that it would be an ideal usage of the space for a Community Theater with a seating capacity of up to 150 attendees. Alpharetta does not currently have a similar indoor space for cultural events.

The Theater: Usage of the stage would include but not be limited to City Programs (i.e.- Improv Classes or Movie Star Camp), Art Leader Groups (i.e. - ACT 1 Theater Performances or Alpharetta Symphony Orchestra - Quartet), and 3rd party applications (Cultural Events – Diwali). As mentioned, the theater, consisting of 5,700 square feet, will have a capacity of up to 150 attendees. The proposed location is near the food court of the mall to allow easy accessibility to restrooms, parking, and refreshments. While North Point Mall will not charge for rental of the space, the City would be financially responsible for the cost of utilities and trash service. The equipment, lighting, and staging equipment purchased by the City for the proposed performance space is entirely modular to allow the items to be relocated to another location or repurposed if North Point Mall or the City of Alpharetta should decide the partnership is no longer beneficial.

The Memorandum of Understanding (MOU): The MOU formalizes the agreement between North Point Mall and the City of Alpharetta regarding the use of space at North Point Mall for a community stage. In summary, the City agrees to refurbish the space for use as a community stage (tenant space # 2208, more commonly known as the Old Foot Locker location), only permit live performances within the space, and cover the cost for utilities and trash service. In exchange, North Point Mall will lease the space free of charge, cover routine maintenance and repairs, and permit the City to retain any revenues and fees generated from facility usage. Further details pertaining to stage hours

OPERATING INITIATIVE REQUESTS

of operation, cross-promotion responsibilities, termination, etc. may be found in the MOU. The MOU would be valid for a period of three years from the date of commencement, after which the City and North Point Mall may explore the possibility of extension.

Recommendation: Currently, a void exists for indoor performance space with lighting and stage equipment for the groups referenced herein. Often, the spaces available for productions are too grand to capture the intimacy and ambiance perfect for smaller, bespoke performances or are too small to be adaptable to the ideal number of ticketholders for maximum profit. The space proposed by North Point Mall and City staff provides flexibility to capture the balance of a larger gathering while preserving the essence of an intimate stage setting. Additionally, the City has minimal overhead cost and most investment is in modular equipment that can be repurposed upon the end of the agreement and North Point Mall benefits from the increased foot traffic (as the mall awaits the impending redevelopment).

Operations: Personnel costs are estimated at \$45,200 annually and reflect seasonal salary and benefit costs only. Operational costs in year one includes professional services, equipment repair & maintenance, advertising, printing, supplies, utilities, and equipment totaling \$34,500. Total estimated costs for year 1 equal \$79,700 and are forecasted to grow to \$112,000 by year 5.

The Community Theater will generate program revenue to partially offset operational costs. Specifically, revenue generation in year 1 is estimated at \$15,000 and is forecasted to grow to \$50,000 by year 5.



OPERATING INITIATIVE REQUESTS

Detail (Unfunded Operating Initiatives)

Human Resources

Employee Training & Development software (NEOGOV module) \$19,900 (net)

2025 City Council Priorities and Annual Action Plan:

- People Focused Workforce.

Description: NEOGOV LEARN is a training management software that increases productivity, safety, and retention of workforce with engaging training. NEOGOV's learning management system eliminates the administrative burden of managing multiple employee training programs by providing a centralized online platform designed for the specific needs of the public sector.

LEARN also reduces risk and liability claims with consistent, trackable courses, and license/certification renewal reminders. It stores results, completions, and generates the reports needed to show compliance. It can also provide quick visual indicators of progress across or within departments and displays status of course enrollment, completion, and overdue courses. The LEARN module will be utilized not only for compliance training but also to cultivate employee growth and promote excellence.

LEARN will serve as a versatile tool across various departments for the facilitation and documentation of employee training. Specifically, the Finance Department will leverage LEARN for essential worker's compensation and drug-free workplace mandated trainings. Similarly, the Public Safety Department can efficiently utilize the software to record and monitor mandatory training sessions and certifications.

This supplementary NEOGOV module represents a positive advancement for our existing HRIS system, offering a notable upgrade from the outdated NAVEX Global platform, which the City has relied on for several years. The replacement of NAVEX Global's annual subscription (\$10,000) with this innovative NEOGOV module not only signifies a cost-effective solution but also addresses the shortcomings of NAVEX.

Unlike NAVEX, which has lagged in technological advancements, the NEOGOV module is designed to align seamlessly with the City's current requirements. NAVEX's inadequacies in keeping pace with evolving technology render it unsuitable for meeting the City's present needs. Moreover, NAVEX necessitates continuous maintenance efforts from both HR and IT staff to ensure proper functionality, placing an additional burden on resources.

By transitioning to the NEOGOV module, we not only eliminate the financial commitment associated with NAVEX Global but also embrace a more sophisticated and user-friendly solution that aligns with modern technological standards. This strategic move will enhance efficiency and effectiveness in managing workforce development, ultimately contributing to the City's overall operational excellence.

FY 2025 costs for LEARN include \$24,900 (on-going) for licensing/support and \$5,000 (one-time) for implementation (\$29,900 total). Annualized costs for future budget years would approximate \$25,000 for licensing/support.

OPERATING INITIATIVE REQUESTS

However, implementation of LEARN will result the discontinuation of the NAVEX service (costs savings of \$10,000 annually). As such, the net request for FY 2025 totals \$19,900 with future budget years totaling \$15,000 (net).

Public Safety

Emergency Management Coordinator (new position; +1 FTE) \$156,500
(\$156,500 operations/\$60,000 capital)

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.
- Communications that Connect.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of an Emergency Management Coordinator position (pay grade 310; assumed 10% above paygrade minimum). There is a recognized need to elevate the role of Emergency Management Coordinator to a full-time position due to the increasing complexity and frequency of significant incidents in the City. Historically, this role has been an additional responsibility for individuals holding other positions, such as Fire Logistics and Police Accreditation. However, with the City's growth and the rise in natural and manmade incidents, there is a call for dedicated attention to emergency management.

Elevating the Emergency Management Coordinator role to a full-time position has several potential benefits:

- **Increased Focus and Dedication:** Having a dedicated Emergency Management Coordinator allows for a more focused and dedicated approach to addressing emergency preparedness, response, and recovery. This is crucial in managing the growing challenges associated with significant incidents.
- **Enhanced Coordination:** A full-time coordinator can better facilitate coordination and collaboration among various departments and agencies involved in emergency response. This can lead to more efficient and effective emergency management efforts.
- **Community Resilience:** A dedicated coordinator can work on community engagement and resilience-building initiatives. This proactive approach can help the community better prepare for emergencies and recover more swiftly when incidents occur.
- **Alignment with Best Practices:** Bringing the City in line with other local jurisdictions suggests a commitment to aligning with best practices in emergency management. This can enhance interoperability and coordination during regional responses.
- **Resource Allocation:** A full-time position enables the allocation of human and financial resources, specifically for emergency management. This ensures that

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

the tools, personnel, and technology are in place to address emergencies effectively.

- **Adaptability to Changing Threats:** With a dedicated Emergency Management Coordinator, the city can adapt more quickly to evolving threats, whether natural disasters, public health crises, or other emergencies.

Personnel costs are estimated at \$141,000 annually and reflect salary and benefit costs only. Operational costs include professional services, professional development, uniforms, general supplies, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$15,500. There is a companion one-time capital request for \$60,000 that includes funding for a vehicle purchase (and upfitting).

**Fire Training Captain (new position; +1 FTE)
(\$128,100 operations [net]/\$50,000 capital)**

\$128,100 (net)

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of a Fire Training Captain position (pay grade 1202-P) to the Fire Training Division to address the challenge of providing the required annual training hours for each Fire Department employee efficiently.

The Training Division currently consists of two full-time positions. The goal is to provide approximately 106 certified members with the required 228 annual training hours and seven (7) medical certifications, totaling approximately 24,168 hours.

The current staff size is insufficient to meet the training needs, leading to the utilization of off-shift employees. The use of off-shift employees for training maintenance is incurring overtime costs.

This additional position is intended to facilitate and instruct each member's required annual training hours, ensuring compliance with certification requirements. A Fire Training Lieutenant position has also been requested to assist with these needs.

The Training Division not only aims to fulfill the annual training requirement but also provides instruction for specialty and innovative training classes at the training center for both Department members and surrounding agencies.

Personnel costs are estimated at \$140,000 annually and reflect salary and benefit costs only. There is an anticipated savings in overtime (off-shift employees) associated with both training positions requests (Captain + Lieutenant) that is estimated at \$48,000 annually. For the purposes of this narrative, each training position request is estimated to result in overtime savings of \$24,000 annually. Operational costs include uniforms, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$12,100. There is a companion one-time capital request for \$50,000 that includes funding for a vehicle purchase (and upfitting).

OPERATING INITIATIVE REQUESTS

Administrative Assistant I position (from PT to FT; +0.5 FTE) \$50,500 (net)

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: The Public Safety Department is requesting the reclassification and upgrade of the part-time Records Clerk to a full-time Administrative Assistant I position (maintain existing pay grade of 303).

A full-time Administrative Assistant will further improve the overall functioning of the Police 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. The Training Division has continued to experience an increase in the overall workload due to the hiring of new sworn officers (both lateral and non-certified candidates), the operations of the Crabapple Training Center, and the overall increase in the amount of training. Hiring new officers requires this position to complete P.O.S.T P2 forms. This process could take a few days to a week to get approved per new officer who must attend the police academy, and the current part-time position coordinates with regional academies to enroll the new officers in the class. The overwhelming majority of recent hires have been new officers who are non-certified and must attend a police academy.

Another task that has increased the workload of current part-time position is when out-of-state new officers are required to complete Equivalency of Training (EOT). In the last two (2) years, our department has sought qualified candidates nationwide, which has caused an increase in EOT processes. This process is similar to the P2 process, which could take a few days to a week to get approved per application. Once the P2 process is completed, the current part-time position coordinates with various academies for scheduling and progress reports, as well as handling any issues with the officers while they're attending the academy. After completion of the academy, the current part-time position must schedule various training for the new officers prior to them starting Field Training and complete data entry for all the training they attend (P.O.S.T.).

The current part-time position 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. The current part-time 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 classes/training hours conducted at the Crabapple Training Center.

In 2024, annual in-service training increased to 70 hours per officer, and career advancement classes will be taught monthly. This is an increase of 75% in annual training the officers will receive. This will cause the current part-time position's data entry requirement 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. The current part-time position tracks all budget

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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.

Personnel costs for the full-time position are estimated at \$78,500 annually and reflect salary and benefit costs. Personnel costs for the existing part-time position total \$28,000 annually leaving a net operational impact of \$50,500 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.

Public Safety Inventory Software

\$24,000

2025 City Council Priorities and Annual Action Plan:

- People Focused Workforce.

Description: Currently the Department tracks tangible property in individual spreadsheets and numerous software applications with no high-level oversight to see property that is approaching expiration or need for reorder. This initiative expands the use of the current city Collective Data contract, from tracking of vehicles to all tangible property for the Department - first aid kits to radar units to AEDs to fire extinguishers. Annual operating costs are estimated at \$24,000.

Alpharetta Real Time Information Center Software/Cameras

\$105,000

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: The Alpharetta Real Time Information Center (ARTIC) brings together a wide range of technologies and capabilities to enhance law enforcement response and reduce the criminal activity felt by our community. Building off last year, we are furthering our sensor and software platforms. We have substantially added to our License Plate Reader (LPR) camera capability, inherited primary ownership of the City camera infrastructure, as well as added business and community partners to increase our access to private camera systems. This request is for analytical/investigative software (\$65,000 annual licensing/support costs). Also, to buildout the City camera infrastructure, the Department requests \$40,000 to add and improve the Avigilon camera system, primarily focusing on the downtown area. This is to improve public safety and increase crime prevention.

OPERATING INITIATIVE REQUESTS

Public Works

Construction Manager - Infrastructure (new position; +1 FTE) \$137,500
(\$137,500 operations/\$50,000 capital)

2025 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Construction Manager position (pay grade 309; assumed 10% above paygrade minimum).

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.

Due to the number of incoming projects and programmed projects, the Department is unable to adequately oversee construction oversight of the contractors in the field for the installation of City maintained infrastructure. Public Works is requesting an Infrastructure Construction Manager Position to oversee various field operations regarding stormwater improvements. The position not only requires knowledge of reading construction plans, communication skills with the public and contractors, as well as problem-solving skills when unknown issues arise in the field.

Public Works currently has seven stormwater projects in design or construction soon to be procured, over 1 million dollars a year in pipe lining, and numerous stormwater repairs (catch basin tops, grouting of manholes/pipes, and pipe replacements) throughout the City. Public Works staff is already committed to overseeing construction management of the Park's Bond Projects, TSPLSOT I/II projects, as well as capital projects.

Personnel costs are estimated at \$130,000 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).

Sr. Engineering Technician - Facilities (new position; +1 FTE) \$111,600
(\$111,600 operations/\$50,000 capital)

2025 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Senior Engineering Technician position (pay grade 306; assumed 10% above paygrade minimum).

The Senior Engineering Technician position would perform technical work in support of the City's facility repair, maintenance, and renovations. Oversight of procurement, scheduling, and management of City contractors and vendors for the maintenance, repair, alteration, replacement, and upgrades to all city-maintained facilities. Periodic supervision and training of Public Works facility repair and maintenance crews.

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

The Public Works Department is currently challenged with additional and aging facilities. Public Works took responsibility of Parks facilities in 2017-2018 without the addition of any staff. With the additional facilities responsible for, and aging components, demand for repairs, alterations, remodels, etc. have significantly increased. In 2021 Public Works created a Sr. Engineering Technician position to assist the facilities supervisor/crews with repairs, procuring contractors, overseeing maintenance contracts, ordering supplies, and assisting with other facility needs. Along with more requests for daily maintenance needs, capital request have also increased. This position would be assigned park facilities to aid the facilities supervisor and crews in identifying maintenance needs and working with Parks staff regarding capital requests, maintenance contracts, and prioritization of facility repairs. This will provide a higher level of service to City employees and facility repairs.

Personnel costs are estimated at \$104,100 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).

Sidewalk/Brick Paver Maintenance Crew (new positions; +3 FTE) \$272,000

2025 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of the following new positions:

- Public Works Crew Leader position (pay grade 305; assumed 10% above paygrade minimum).
- Public Works Technician II position (pay grade 303; assumed 10% above paygrade minimum).
- Public Works Technician I position (pay grade 302; assumed 10% above paygrade minimum).

Over the last 10 years, the City has seen tremendous growth adding additional publicly maintained assets such as sidewalk, roads, and storm infrastructure. This, along with aging assets throughout the City, has increased demand for repairs and maintenance associated with publicly maintained assets. Currently the Department has over 16,000 linear feet of poor/very poor rated sidewalk segments, over 1,700 work orders for ADA ramp repairs, over 300 storm structure repair work orders, and miles of pipe repairs (lining/replacement). Downtown brick pavers have become an issue regarding maintenance and there has become a constant need for repairs associated with loose or broken brick pavers. The Crew Leader position would supervise a crew consisting of a Tech I and Tech II under the supervision and direction of the Infrastructure Supervisor. The Crew Leader and his crew, if approved, would focus on sidewalk and brick paver repairs throughout the City. This will allow the Department, along with the utilization of contractors, to provide a higher level of service to the citizens and maintain public assets at a higher level.

OPERATING INITIATIVE REQUESTS

Personnel costs for the three new positions are estimated at \$259,000 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 \$10,000. A one-time cost of \$3,000 would outfit an existing F-350 vehicle with tools and other equipment needed to complete the assigned tasks.

Recreation, Parks, and Cultural Services

Administrative Assistant II – Operations (new position; +1 FTE) \$91,950

2025 City Council Priorities and Annual Action Plan:

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

Description: Recreation, Parks, and Cultural Services is requesting the addition of an Administrative Assistant II position (pay grade 304; assumed 10% above paygrade minimum).

Additional Parks have been developed and brought online: Alpha Loop, Innovation Academy Park, Mid Broadwell Park, Waters Road Park, and The Farm on Old Rucker Road. With these coming online there has been additional program development. Wills Park and the Wills Park Equestrian Center are undergoing a massive redevelopment. This position would relieve the Western Division Manager of the Administrative functions of the Equestrian Center. It would also support the department's Scholarship Program, Outreach and Public Relations, procurement and budgeting process, GIS development, and perform department administrative projects as directed.

Personnel costs are estimated at \$89,700 annually and reflect salary and benefit costs only. Annual operational costs include professional development and technology equipment (e.g., computer, etc.) totaling \$2,250.

OPERATING INITIATIVE REQUESTS

Administrative Assistant II – Arts & Culture (new position; +1 FTE) \$91,950

2025 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Safe and Welcoming Community.
- The Alpha Loop and Greenway.
- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- People Focused Workforce.

Description: Recreation, Parks, and Cultural Services is requesting the addition of an Administrative Assistant II position (pay grade 304; assumed 10% above paygrade minimum).

During 2020 covid, Cultural Services Division had an Administrative Assistant retire and city staff were unable to replace retired staff positions during this time frame. Until 2022, the Cultural Services Division was able to sustain daily operations with part-time staff as we were in a post-covid rebuilding programs period, but from 2022-2023, Cultural Services has doubled in programs, projects and events that run citywide. We now have almost three facilities: Arts Center, Log Cabin, and a potential third location with the Community Stage at North Point Mall MOU. City Staff also rent and manage two of these facilities to outside groups. The Division is open to the public in three gallery spaces, classes/camps, and event rentals for all three facilities. These hours range most weekdays from 8am-9pm, open Saturdays, and some Sundays. In addition, the Division offer our local cultural non-profit groups usage of all city facilities as performance and rehearsal locations, plus help manage this process with Recreation & Events Staff (example- Preston Ridge Facility, Brooke Street Park, etc.).

If the Cultural Services Manager & Supervisors could have administrative support, we could allocate needed time to support city departments initiatives. This would provide cohesiveness with citywide projects that connect in Arts & Culture initiatives (Alpha Loop, Community Development with Developer Requirements for Public Art, Public Works - Cemetery Wall Repair, Crosswalk Murals, Music, Dog Park in Webb Bridge Park, and so on). This could be through locating artists, curating art, performance space assistance, supporting developers with public art process, identifying public art locations, working with potential partners, and so on. To align and maintain expectations with growth in Cultural Services-Arts & Culture in Alpharetta, we are requesting an Administrative Assistant II that will allow the current staff to focus efforts on initiatives, partnerships, funding opportunities, planning and implementation of projects.

Personnel costs are estimated at \$89,700 annually and reflect salary and benefit costs only. Annual operational costs include professional development and technology equipment (e.g., computer, etc.) totaling \$2,250.

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 2025 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 2025 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 2025 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 2025 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.

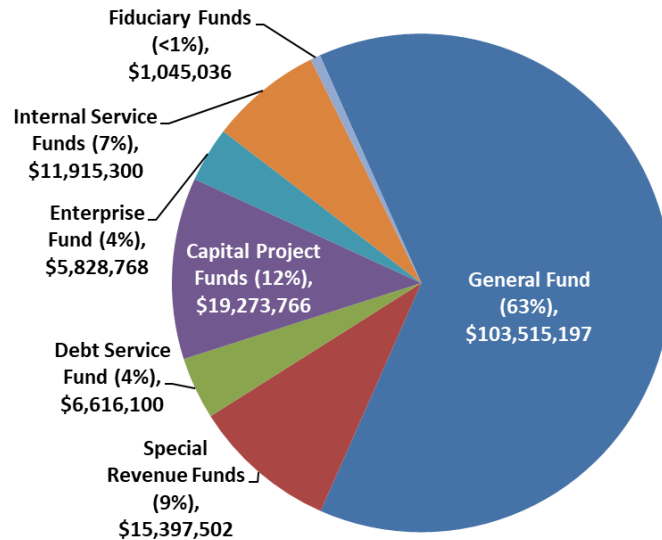
- **Citywide Budget Summary by Expenditure Category**

This section provides a summary/narrative of FY 2025 budget data by expenditure category (e.g., Personnel Services, Maintenance & Operations, etc.).

CITYWIDE BUDGET SUMMARIES

Summary by Fund Type

**FY 2025 Citywide Budget
totals \$164 Million**



The Fiscal Year 2025 budget for all funds totals \$164 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 Asset Forfeiture Fund, E-911 Fund, Impact Fee Fund, and the Hotel/Motel Fund.

Capital Project Funds: These Funds are used for various citywide capital projects. Projected funding for FY 2025 is from interest earnings, fund balance, and transfers from other funds. The adopting budget ordinance will authorize unspent appropriations from fiscal year 2024 to be re-appropriated to continue previously

approved projects. As such, these appropriations are not reflected herein.

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

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 Fund types are used to account for resources held for the benefit of parties outside the government and include the OPEB Reimbursement Benefit Fund.

CITYWIDE BUDGET SUMMARIES

Summary by Fund

FY 2025 Budget

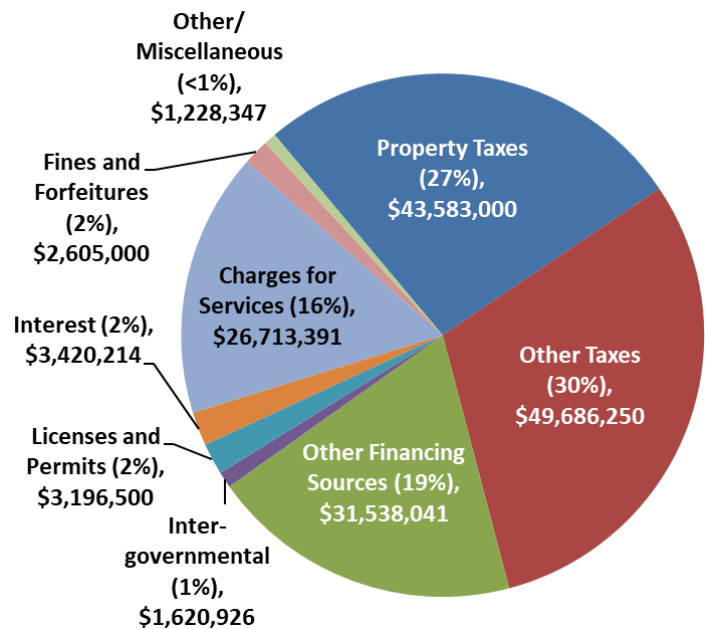
	Revenues*	Expenditures	Balanced Budget
General Fund	\$ 103,515,197	\$ 103,515,197	✓
Special Revenue Funds:			
Asset Forfeiture Fund	\$ 43,800	\$ 43,800	✓
E-911 Fund	5,729,882	5,729,882	✓
Impact Fee Fund	353,820	353,820	✓
Hotel/Motel Fund	9,270,000	9,270,000	✓
	\$ 15,397,502	\$ 15,397,502	✓
Capital/Grant Funds:			
Capital Projects Fund	\$ 15,573,766	\$ 15,573,766	✓
Stormwater Capital Fund	2,000,000	2,000,000	✓
2022 Parks Bond Fund	900,000	900,000	✓
TSPLOST 1 Capital Fund	500,000	500,000	✓
TSPLOST 2 Capital Fund	300,000	300,000	✓
	\$ 19,273,766	\$ 19,273,766	✓
Debt Service Fund	\$ 6,616,100	\$ 6,616,100	✓
Enterprise Fund:			
Solid Waste Fund	\$ 5,828,768	\$ 5,828,768	✓
Internal Service Funds:			
Risk Management Fund	\$ 2,015,300	\$ 2,015,300	✓
Medical Insurance Fund	9,900,000	9,900,000	✓
	\$ 11,915,300	\$ 11,915,300	✓
Fiduciary Funds:			
OPEB Reimbursement Benefit Fund	\$ 1,045,036	\$ 1,045,036	✓
	\$ 1,045,036	\$ 1,045,036	✓
Total	\$ 163,591,669	\$ 163,591,669	✓

* Includes Operating Revenues of \$119 million along with Non-Operating Revenues of \$44 million. Non-Operating Revenues represent sources such as fund balance, inter-fund transfers, inter-fund allocations, etc.

CITYWIDE BUDGET SUMMARIES

Summary by Revenue Source

**FY 2025 Citywide Budget
totals \$164 Million**



The chart above segments the FY 2025 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 2025 is flat with the prior year at 5.750 mills and is composed of the following: Operating Millage Rate of 5.010 mills (used to fund general city operations and the recurring capital program); and a Debt Service Millage Rate of 0.740 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.

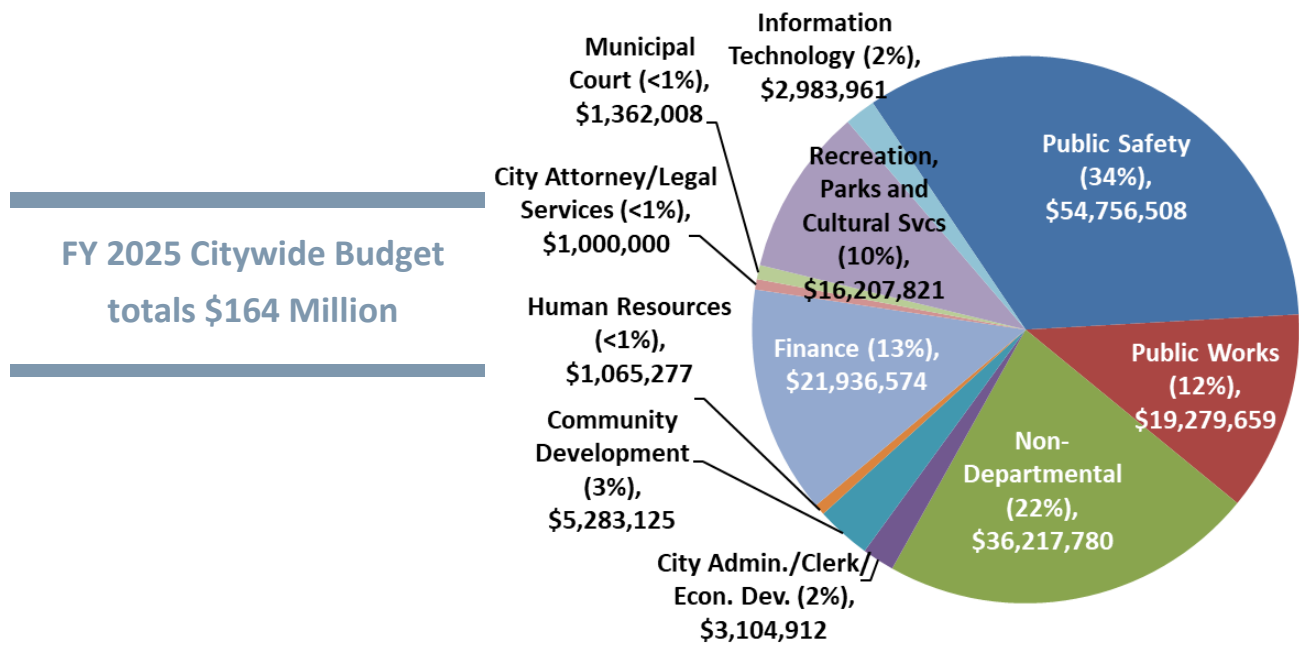
Interest: Includes investment earnings on city funds.

Other/Miscellaneous: Includes the sale of surplus assets, donations, internal funding allocations for OPEB Reimbursement benefits, and other miscellaneous revenues.

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

CITYWIDE BUDGET SUMMARIES

Summary by Department Expenditures



The chart above segments the FY 2025 budget by department/functional unit and includes the following:

Mayor and City Council

City Administration (incl. City Clerk and Economic Dev.)

Community Development

Public Works

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

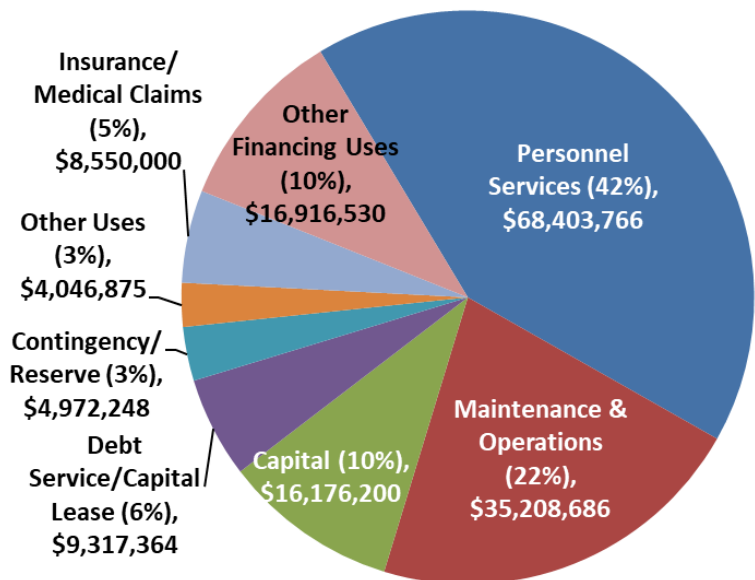
Non-Departmental (interfund transfers, contingency/reserves, Hotel/Motel Fund distributions, debt service, activities within the OPEB Reimbursement Benefit Fund, etc.)

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 2025 Citywide Budget
totals \$164 Million



The chart above segments the FY 2025 budget by expenditure category and includes:

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. There is a grossing-up effect with the OPEB Reimbursement Benefit Fund as the benefit related expenses are also reflected in the Operating Funds (e.g., General Fund, E911 Fund, 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	Asset Forfeiture Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Projects Fund	Stormwater Capital Fund	2022 Parks Bond Fund
REVENUES:								
Property Taxes	\$ 37,437,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Option Sales Taxes/TSPLOST	22,250,000	-	-	-	-	-	-	-
Other Taxes	18,185,300	-	950	-	9,250,000	-	-	-
Licenses and Permits	3,196,500	-	-	-	-	-	-	-
Intergovernmental Revenue	370,926	-	1,250,000	-	-	-	-	-
Charges for Services	5,215,130	-	4,000,000	-	-	-	-	-
Fines and Forfeitures	2,605,000	-	-	-	-	-	-	-
Interest Earnings	1,100,000	-	36,907	-	20,000	325,000	110,000	900,000
Other/Miscellaneous	238,811	-	-	-	-	-	-	-
<i>subtotal</i>	\$ 90,598,667	\$ -	\$ 5,287,857	\$ -	\$ 9,270,000	\$ 325,000	\$ 110,000	\$ 900,000
Other Financing Sources								
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,843,416	\$ 1,604,364	\$ -
Interfund Transfer from Hotel/Motel Fund	3,468,750	-	-	-	-	-	-	-
Budgeted Fund Balance	9,447,780	43,800	442,025	353,820	-	3,405,350	285,636	-
<i>subtotal</i>	\$ 12,916,530	\$ 43,800	\$ 442,025	\$ 353,820	\$ -	\$ 15,248,766	\$ 1,890,000	\$ -
Total Revenues	\$ 103,515,197	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 9,270,000	\$ 15,573,766	\$ 2,000,000	\$ 900,000
EXPENDITURES:								
Mayor and City Council	\$ 394,044	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Administration/City Clerk/Econ. Dev.	3,104,912	-	-	-	-	-	-	-
Finance	4,137,006	-	-	-	-	-	-	-
Legal Services	1,000,000	-	-	-	-	-	-	-
Information Technology	2,543,961	-	-	-	-	440,000	-	-
Human Resources	1,065,277	-	-	-	-	-	-	-
Municipal Court	1,362,008	-	-	-	-	-	-	-
Public Safety	43,729,426	43,800	5,729,882	170,000	-	5,083,400	-	-
Public Works	11,236,659	-	-	-	-	6,043,000	2,000,000	-
Recreation, Parks and Cultural Services	14,569,621	-	-	183,820	-	1,454,380	-	-
Community Development	4,733,725	-	-	-	-	549,400	-	-
Non-Departmental	-	-	-	-	5,500	-	-	-
Insurance Premiums (Risk Fund)	966,800	-	-	-	-	-	-	-
Alpharetta Convention and Visitors Bureau	-	-	-	-	4,046,875	-	-	-
Bond Debt Service (Principal and Interest)*	286,978	-	-	-	1,417,213	-	-	-
Contingency	937,000	-	-	-	331,662	-	-	-
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	2,003,586	-	900,000
<i>subtotal</i>	\$ 90,067,417	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 5,801,250	\$ 15,573,766	\$ 2,000,000	\$ 900,000
Other Financing Uses								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750	\$ -	\$ -	\$ -
Interfund Transfer to Capital Funds	13,447,780	-	-	-	-	-	-	-
<i>subtotal</i>	\$ 13,447,780	\$ -	\$ -	\$ -	\$ 3,468,750	\$ -	\$ -	\$ -
Total Expenditures	\$ 103,515,197	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 9,270,000	\$ 15,573,766	\$ 2,000,000	\$ 900,000

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

CITYWIDE BUDGET SUMMARIES

	Capital Project Funds			Enterprise Fund	Internal Service Funds		Fiduciary Funds	
	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Reimb. Fund	TOTAL
REVENUES:								
Property Taxes	\$ -	\$ -	\$ 6,146,000	\$ -	\$ -	\$ -	\$ -	\$ 43,583,000
Local Option Sales Taxes/TSPLOST	-	-	-	-	-	-	-	22,250,000
Other Taxes	-	-	-	-	-	-	-	27,436,250
Licenses and Permits	-	-	-	-	-	-	-	3,196,500
Intergovernmental Revenue	-	-	-	-	-	-	-	1,620,926
Charges for Services	-	-	-	5,811,025	1,787,236	9,900,000	-	26,713,391
Fines and Forfeitures	-	-	-	-	-	-	-	2,605,000
Interest Earnings	500,000	300,000	27,000	17,743	28,064	-	55,500	3,420,214
Other/Miscellaneous	-	-	-	-	-	-	989,536	1,228,347
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,173,000	\$ 5,828,768	\$ 1,815,300	\$ 9,900,000	\$ 1,045,036	\$ 132,053,628
Other Financing Sources								
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,447,780
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	-	3,468,750
Budgeted Fund Balance	-	-	443,100	-	200,000	-	-	14,621,511
<i>subtotal</i>	\$ -	\$ -	\$ 443,100	\$ -	\$ 200,000	\$ -	\$ -	\$ 31,538,041
Total Revenues	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036	\$ 163,591,669
EXPENDITURES:								
Mayor and City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 394,044
City Administration/City Clerk/Econ. Dev.	-	-	-	-	-	-	-	3,104,912
Finance	-	-	-	5,828,768	2,015,300	9,900,000	55,500	21,936,574
Legal Services	-	-	-	-	-	-	-	1,000,000
Information Technology	-	-	-	-	-	-	-	2,983,961
Human Resources	-	-	-	-	-	-	-	1,065,277
Municipal Court	-	-	-	-	-	-	-	1,362,008
Public Safety	-	-	-	-	-	-	-	54,756,508
Public Works	-	-	-	-	-	-	-	19,279,659
Recreation, Parks and Cultural Services	-	-	-	-	-	-	-	16,207,821
Community Development	-	-	-	-	-	-	-	5,283,125
Non-Departmental	-	-	8,000	-	-	-	989,536	1,003,036
Insurance Premiums (Risk Fund)	-	-	-	-	-	-	-	966,800
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	-	4,046,875
Bond Debt Service (Principal and Interest)*	-	-	6,608,100	-	-	-	-	8,312,291
Contingency	-	-	-	-	-	-	-	1,268,662
Non-Allocated (Reserve); One-Time Usage	500,000	300,000	-	-	-	-	-	3,703,586
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036	\$ 146,675,139
Other Financing Uses								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750
Interfund Transfer to Capital Funds	-	-	-	-	-	-	-	13,447,780
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,916,530
Total Expenditures	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036	\$ 163,591,669

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

CITYWIDE BUDGET SUMMARIES

Consolidated Summary (Revenues by Source/Expenditures by Category)

	General Fund	Special Revenue Funds				Capital Project Funds		
		Asset Forfeiture Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund
REVENUES:								
Property Taxes	\$ 37,437,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Option Sales Taxes/TSPLOST	22,250,000	-	-	-	-	-	-	-
Other Taxes	18,185,300	-	950	-	9,250,000	-	-	-
Licenses and Permits	3,196,500	-	-	-	-	-	-	-
Intergovernmental Revenue	370,926	-	1,250,000	-	-	-	-	-
Charges for Services	5,215,130	-	4,000,000	-	-	-	-	-
Fines and Forfeitures	2,605,000	-	-	-	-	-	-	-
Interest Earnings	1,100,000	-	36,907	-	20,000	325,000	110,000	900,000
Other/Miscellaneous	238,811	-	-	-	-	-	-	-
subtotal	\$ 90,598,667	\$ -	\$ 5,287,857	\$ -	\$ 9,270,000	\$ 325,000	\$ 110,000	\$ 900,000
Other Financing Sources								
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,843,416	\$ 1,604,364	\$ -
Interfund Transfer from Hotel/Motel Fund	3,468,750	-	-	-	-	-	-	-
Budgeted Fund Balance	9,447,780	43,800	442,025	353,820	-	3,405,350	285,636	-
subtotal	\$ 12,916,530	\$ 43,800	\$ 442,025	\$ 353,820	\$ -	\$ 15,248,766	\$ 1,890,000	\$ -
Total Revenues	\$ 103,515,197	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 9,270,000	\$ 15,573,766	\$ 2,000,000	\$ 900,000
EXPENDITURES:								
Personnel Services	\$ 63,601,855	\$ -	\$ 3,714,053	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	24,254,118	-	1,789,822	-	5,500	-	-	-
Capital/Interest	208,400	43,800	-	353,820	-	13,570,180	2,000,000	-
Bond/Capital Lease Debt Service*	1,066,044	-	226,007	-	1,417,213	-	-	-
Other								
Insurance/Medical Claims	-	-	-	-	-	-	-	-
Alpharetta Convention and Visitors Bureau	-	-	-	-	4,046,875	-	-	-
Contingency	937,000	-	-	-	331,662	-	-	-
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	2,003,586	-	900,000
subtotal	\$ 90,067,417	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 5,801,250	\$ 15,573,766	\$ 2,000,000	\$ 900,000
Other Financing Uses								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750	\$ -	\$ -	\$ -
Interfund Transfer to Capital Funds	13,447,780	-	-	-	-	-	-	-
subtotal	\$ 13,447,780	\$ -	\$ -	\$ -	\$ 3,468,750	\$ -	\$ -	\$ -
Total Expenditures	\$ 103,515,197	\$ 43,800	\$ 5,729,882	\$ 353,820	\$ 9,270,000	\$ 15,573,766	\$ 2,000,000	\$ 900,000

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

CITYWIDE BUDGET SUMMARIES

	Capital Project Funds			Enterprise Fund	Internal Service Funds			Fiduciary Fund	
	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Reimb. Fund		TOTAL
REVENUES:									
Property Taxes	\$ -	\$ -	\$ 6,146,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,583,000
Local Option Sales Taxes/TSPLOST	-	-	-	-	-	-	-	-	22,250,000
Other Taxes	-	-	-	-	-	-	-	-	27,436,250
Licenses and Permits	-	-	-	-	-	-	-	-	3,196,500
Intergovernmental Revenue	-	-	-	-	-	-	-	-	1,620,926
Charges for Services	-	-	-	5,811,025	1,787,236	9,900,000	-	-	26,713,391
Fines and Forfeitures	-	-	-	-	-	-	-	-	2,605,000
Interest Earnings	500,000	300,000	27,000	17,743	28,064	-	55,500	-	3,420,214
Other/Miscellaneous	-	-	-	-	-	-	989,536	-	1,228,347
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,173,000	\$ 5,828,768	\$ 1,815,300	\$ 9,900,000	\$ 1,045,036	-	\$ 132,053,628
Other Financing Sources									
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,447,780
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	-	-	3,468,750
Budgeted Fund Balance	-	-	443,100	-	200,000	-	-	-	14,621,511
<i>subtotal</i>	\$ -	\$ -	\$ 443,100	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 31,538,041
Total Revenues	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036	\$ -	\$ 163,591,669
EXPENDITURES:									
Personnel Services	\$ -	\$ -	\$ -	\$ 98,322	\$ -	\$ -	\$ 989,536	\$ -	\$ 68,403,766
Maintenance and Operations	-	-	8,000	5,730,446	1,265,300	2,100,000	55,500	-	35,208,686
Capital/Interest	-	-	-	-	-	-	-	-	16,176,200
Bond/Capital Lease Debt Service*	-	-	6,608,100	-	-	-	-	-	9,317,364
Other									
Insurance/Medical Claims	-	-	-	-	750,000	7,800,000	-	-	8,550,000
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	-	-	4,046,875
Contingency	-	-	-	-	-	-	-	-	1,268,662
Non-Allocated (Reserve); One-Time Usage	500,000	300,000	-	-	-	-	-	-	3,703,586
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036	-	\$ 146,675,139
Other Financing Uses									
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750
Interfund Transfer to Capital Funds	-	-	-	-	-	-	-	-	13,447,780
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,916,530
Total Expenditures	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,045,036	\$ -	\$ 163,591,669

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

CITYWIDE BUDGET SUMMARIES

Personnel Listing by Department

	Actual FY 2021	Actual FY 2022	Actual FY 2023	Actual FY 2024	Recommended FY 2025**	Variance
Detail by Department:						
General Fund						
Mayor & City Council	3.5	3.5	3.5	3.5	3.5	-
City Administration, City Clerk,						
*** Economic Development	6.0	6.0	6.0	9.0	12.0	3.0
* Finance	21.5	21.5	21.5	21.5	22.5	1.0
Information Technology	12.0	13.0	13.0	13.0	13.0	-
Human Resources	3.0	3.0	4.0	4.0	5.0	1.0
Municipal Court	7.5	7.0	6.5	6.5	7.5	1.0
Public Safety	226.5	232.5	238.5	243.5	244.5	1.0
Public Works	52.0	51.0	51.0	50.0	51.0	1.0
Recreation, Parks & Cultural						
Services	51.0	48.0	49.0	49.5	50.5	1.0
*** Community Development	32.0	32.0	32.0	33.0	31.0	(2.0)
subtotal	415.0	417.5	425.0	433.5	440.5	7.0
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	-
Solid Waste Fund (Enterprise Fund)						
Finance	1.0	1.0	1.0	1.0	1.0	-
Full-Time Equivalent (FTE)						
Positions	449.0	451.5	459.0	467.5	474.5	7.0

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 2025 includes the addition of seven new full-time equivalent positions. Please refer to the *Operating Initiative Requests* section of this document for detailed information on titles and responsibilities.
- *** The Economic Development function is reflected within the Community Development Department through FY 2024 and is now included within City Administration for FY 2025.

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 2025 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 2024 and 2025. Revenues are presented by source, and expenditures are presented by category (i.e., Personnel Services, Maintenance & Operations, Capital, etc.).

- **Statement of Revenues, Expenditures, and changes in Fund Balance**

This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. 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.

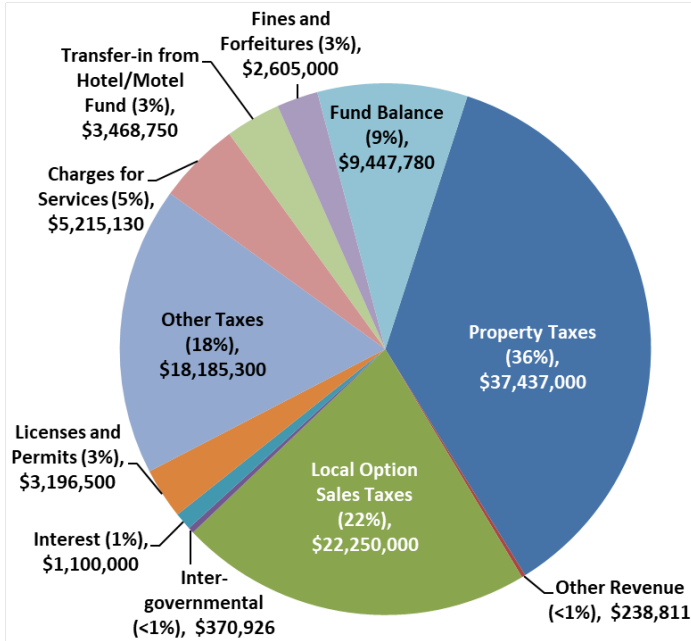
- **Budget Narrative**

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

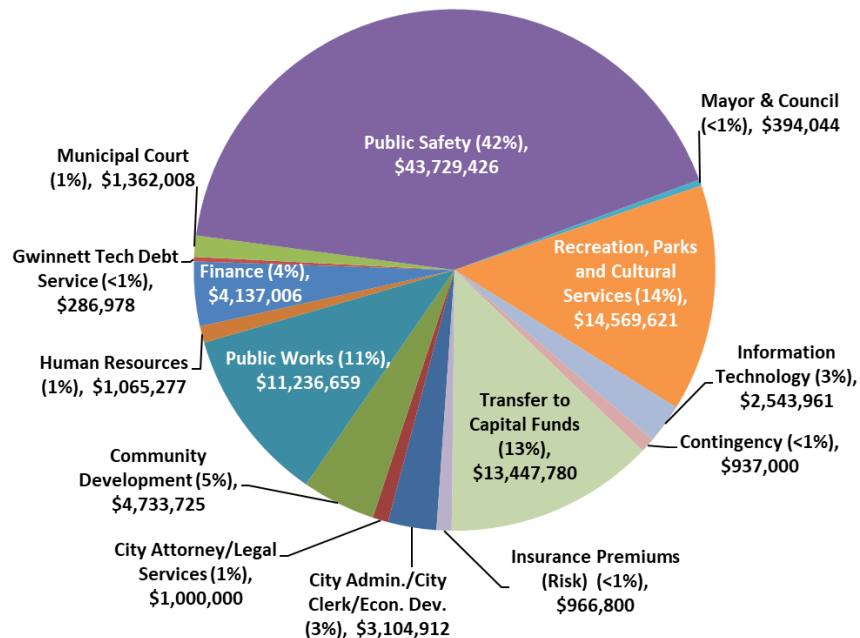
GENERAL FUND SUMMARY

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



Summary by Department Expenditures



FY 2025 General Fund Budget

totals \$104 Million

GENERAL FUND SUMMARY

Statement of Budgetary Comparisons

	FY 2024 AMENDED BUDGET	FY 2025 RECOMMENDED BUDGET	\$ Variance	% Variance
Revenues:				
Property Taxes:				
Current Year	\$ 30,645,000	\$ 33,180,000	\$ 2,535,000	8.3%
Motor Vehicle Title Tax Fee	3,500,000	3,950,000	450,000	12.9%
Prior Year/Delinquent/MV	257,000	307,000	50,000	19.5%
Local Option Sales Tax	22,100,000	22,250,000	150,000	0.7%
Other Taxes	18,137,720	18,185,300	47,580	0.3%
Licenses & Permits	3,394,500	3,196,500	(198,000)	-5.8%
Intergovernmental	165,548	370,926	205,378	124.1%
Charges for Services	4,969,187	5,215,130	245,943	4.9%
Fines & Forfeitures	3,143,250	2,605,000	(538,250)	-17.1%
Interest	650,000	1,100,000	450,000	69.2%
Other Revenues	312,357	238,811	(73,546)	-23.5%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	3,581,250	3,468,750	(112,500)	-3.1%
Total Operating Revenues	\$ 90,855,812	\$ 94,067,417	\$ 3,211,605	3.5%
Fund Balance Carryforward	10,547,818	9,447,780		
Total Revenues	\$ 101,403,630	\$ 103,515,197		
Expenditures (by Category):				
Personnel Services:				
Salaries/Overtime/Seasonal	\$ 38,707,474	\$ 40,917,188	\$ 2,209,714	5.7%
Group Insurance	9,940,392	10,145,555	205,163	2.1%
Pension (Defined Benefit)	3,187,015	3,537,725	350,710	11.0%
Pension (401A)	3,531,072	4,012,803	481,731	13.6%
OPEB Health Reimbursement Benefit	872,010	927,375	55,365	6.3%
Miscellaneous Benefits	3,897,411	4,061,209	163,798	4.2%
subtotal	\$ 60,135,374	\$ 63,601,855	\$ 3,466,481	5.8%
Maintenance and Operations:				
Professional Services	\$ 3,863,039	\$ 3,998,039	\$ 135,000	3.5%
Repair/Maintenance	2,152,215	2,327,700	175,485	8.2%
Maintenance Contracts	3,486,041	3,830,941	344,900	9.9%
Professional Services (IT)	3,710,133	4,690,967	980,834	26.4%
General Supplies	1,197,537	1,295,935	98,398	8.2%
Utilities	3,026,225	3,277,825	251,600	8.3%
Fuel	666,000	673,250	7,250	1.1%
Uniforms	384,068	449,600	65,532	17.1%
Travel/Training	651,460	731,033	79,573	12.2%
Legal Services	1,200,000	1,000,000	(200,000)	-16.7%
Insurance Premiums (Risk Fund)	928,885	966,800	37,915	4.1%
Miscellaneous	1,104,618	1,012,028	(92,590)	-8.4%
subtotal	\$ 22,370,221	\$ 24,254,118	\$ 1,883,897	8.4%
Capital/Lease:	\$ 1,212,531	\$ 987,466	\$ (225,065)	-18.6%
Other Uses:				
Contingency	\$ 949,526	\$ 937,000	\$ (12,526)	-1.3%
Gwinnett Tech Contribution (Debt Svc)	287,490	286,978	(512)	-0.2%
subtotal	\$ 1,237,016	\$ 1,223,978	\$ (13,038)	-1.1%
Total Operating Expenditures	\$ 84,955,142	\$ 90,067,417	\$ 5,112,275	6.0%
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	10,547,818	9,447,780		
Capital Program	5,795,000	4,000,000		
TAD2 Fund	105,670	-		
Total Expenditures	\$ 101,403,630	\$ 103,515,197		

GENERAL FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Fund Balance

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 26,626,051	\$ 35,676,599	\$ 42,887,619	\$ 42,565,605	\$ 32,017,787
Revenues:					
Property Taxes	\$ 29,314,431	\$ 30,128,446	\$ 31,815,004	\$ 34,402,000	\$ 37,437,000
Local Option Sales Taxes	16,984,903	20,552,835	21,516,647	22,100,000	22,250,000
Other Taxes	16,958,303	17,098,363	17,716,007	18,137,720	18,185,300
Licenses and Permits	3,080,442	3,253,437	3,750,861	3,394,500	3,196,500
Intergovernmental	338,694	433,160	186,554	165,548	370,926
Charges for Services	3,374,786	4,028,980	4,475,005	4,969,187	5,215,130
Fines and Forfeitures	2,531,031	2,974,013	3,294,775	3,143,250	2,605,000
Interest	104,382	(604,350)	1,119,677	650,000	1,100,000
Other Revenue	214,698	202,198	222,867	237,357	188,811
	<u>\$ 72,901,670</u>	<u>\$ 78,067,082</u>	<u>\$ 84,097,398</u>	<u>\$ 87,199,562</u>	<u>\$ 90,548,667</u>
Expenditures:					
Mayor and City Council	\$ 368,717	\$ 350,347	\$ 325,804	\$ 399,354	\$ 394,044
* City Admin./City Clerk/Economic Dev.	1,267,117	1,440,308	1,431,114	2,179,423	3,104,912
Finance	3,363,629	3,451,127	3,644,561	3,998,838	4,137,006
Legal Services	762,682	1,062,905	789,935	1,200,000	1,000,000
Information Technology	2,029,606	1,894,045	2,078,939	2,792,116	2,543,961
Human Resources	521,820	606,075	765,239	971,316	1,065,277
Municipal Court	905,796	1,080,027	1,114,535	1,222,688	1,362,008
Public Safety	29,352,576	32,217,831	35,338,050	40,195,439	43,729,426
Public Works	8,536,228	8,853,638	9,455,806	10,804,932	11,236,659
Recreation, Parks & Cultural Services	8,866,601	10,281,112	11,925,670	14,014,857	14,569,621
* Community Development	3,868,757	4,081,289	4,305,559	5,010,278	4,733,725
Non-Departmental:					
Contingency	37,426	60,167	19,916	949,526	937,000
(1) Insurance Premiums (Risk Fund)	720,250	779,750	823,300	928,885	966,800
Gwinnett Tech Debt Service	290,490	289,640	288,640	287,490	286,978
	<u>\$ 60,891,695</u>	<u>\$ 66,448,261</u>	<u>\$ 72,307,068</u>	<u>\$ 84,955,142</u>	<u>\$ 90,067,417</u>
Other Financing Sources (Uses):					
Proceeds from the sale of Capital Assets	\$ 123,658	\$ 103,210	\$ 46,548	\$ 75,000	\$ 50,000
Interfund Transfer:					
Hotel/Motel Fund	1,458,781	2,975,786	3,480,902	3,581,250	3,468,750
Capital Project Fund	(3,156,862)	(5,966,799)	(11,439,800)	(12,392,818)	(11,843,416)
Stormwater Capital Fund	(1,385,000)	(1,520,000)	(4,200,000)	(3,950,000)	(1,604,364)
TAD2 Fund	-	-	-	(105,670)	-
	<u>\$ (2,959,423)</u>	<u>\$ (4,407,802)</u>	<u>\$ (12,112,350)</u>	<u>\$ (12,792,238)</u>	<u>\$ (9,929,030)</u>
Rounding (ACFR Reconciliation)	(4)	2	6	-	-
Ending Fund Balance: (2)	<u>\$ 35,676,599</u>	<u>\$ 42,887,619</u>	<u>\$ 42,565,605</u>	<u>\$ 32,017,787</u>	<u>\$ 22,570,007</u>
<i>Changes in Fund Balance (actual/est.)</i>	\$ 9,050,548	\$ 7,211,020	\$ (322,014)	\$ (10,547,818)	\$ (9,447,780)
<i>Personnel (full-time-equivalent)</i>	415.0	417.5	425.0	433.5	440.5

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.

* Economic Development function was reorganized from the Community Development Department to City Administration starting in FY 2025.

GENERAL FUND SUMMARY

Budget Narrative

As detailed later in this section through the 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 corresponding phase of post-lockdown economic activity coupled with Federal stimulus resulted in a spike of economic growth that is still impacting the labor force through wage growth and staffing availability (both through our staff as well as labor-intensive contracts such as landscape maintenance, janitorial, etc.) and other market-based inflationary cost pressures (e.g., fuel, steel, concrete, wood, etc.). In an effort to slow inflation, the Federal Reserve's monetary policy actions have resulted in increased interest rate targets (e.g. mortgage rates, commercial borrowing rates, etc.) that is slowing economic growth. This slowing of economic activity has impacted many of the City's revenue streams including LOST, building permits, intangibles taxes, etc.

Revenues

FY 2025 General Fund operating revenues are forecasted to grow by 3.5%, or \$3.2 million, compared to Amended FY 2024. The following table compares major revenue categories within the General Fund:

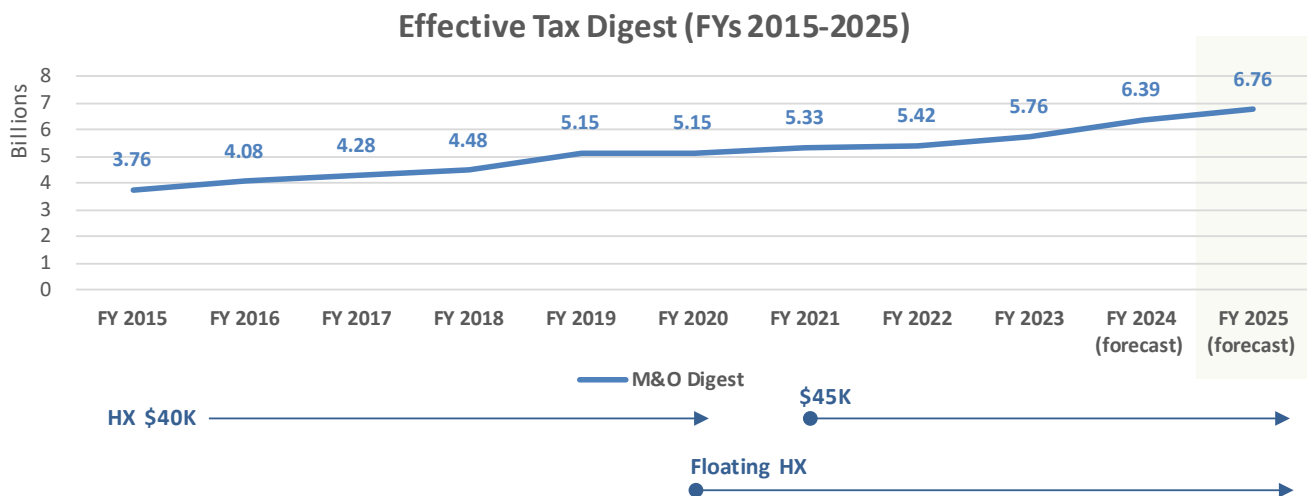
Revenues:	FY 2024 AMENDED BUDGET	FY 2025 RECOMMENDED BUDGET	\$ Variance	% Variance
Property Taxes:				
Current Year	\$ 30,645,000	\$ 33,180,000	\$ 2,535,000	8.3%
Motor Vehicle Title Tax Fee	3,500,000	3,950,000	450,000	12.9%
Prior Year/Delinquent/MV	257,000	307,000	50,000	19.5%
Local Option Sales Tax	22,100,000	22,250,000	150,000	0.7%
Other Taxes:				
Franchise Fees	6,825,000	6,785,000	(40,000)	-0.6%
Insurance Premium Tax	5,837,570	6,075,000	237,430	4.1%
Alcohol Beverage Excise Tax	3,150,000	2,900,000	(250,000)	-7.9%
Other Taxes	2,325,150	2,425,300	100,150	4.3%
Licenses & Permits	3,394,500	3,196,500	(198,000)	-5.8%
Intergovernmental	165,548	370,926	205,378	124.1%
Charges for Services	4,969,187	5,215,130	245,943	4.9%
Fines & Forfeitures	3,143,250	2,605,000	(538,250)	-17.1%
Interest	650,000	1,100,000	450,000	69.2%
Other Revenues	312,357	238,811	(73,546)	-23.5%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	3,581,250	3,468,750	(112,500)	-3.1%
Total Operating Revenues	\$ 90,855,812	\$ 94,067,417	\$ 3,211,605	3.5%
Fund Balance Carryforward	10,547,818	9,447,780		
Total Revenues	\$ 101,403,630	\$ 103,515,197		

GENERAL FUND SUMMARY

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.

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 2024 and 2025. These figures are net of all exemptions (e.g., basic homestead and floating homestead exemptions) and reflect the valuations that account for current year property tax collections.



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.
- General tax digest appeal valuation adjustments.

The tax digest is subject to tax appeal adjustments which reduce overall valuations. As such, staff forecasts a FY 2024 tax digest (calendar/taxroll year 2023) that adjusts for actual/estimated valuation reductions (e.g., tax appeals) which results in a revised valuation approximating \$6.39 billion.

GENERAL FUND SUMMARY

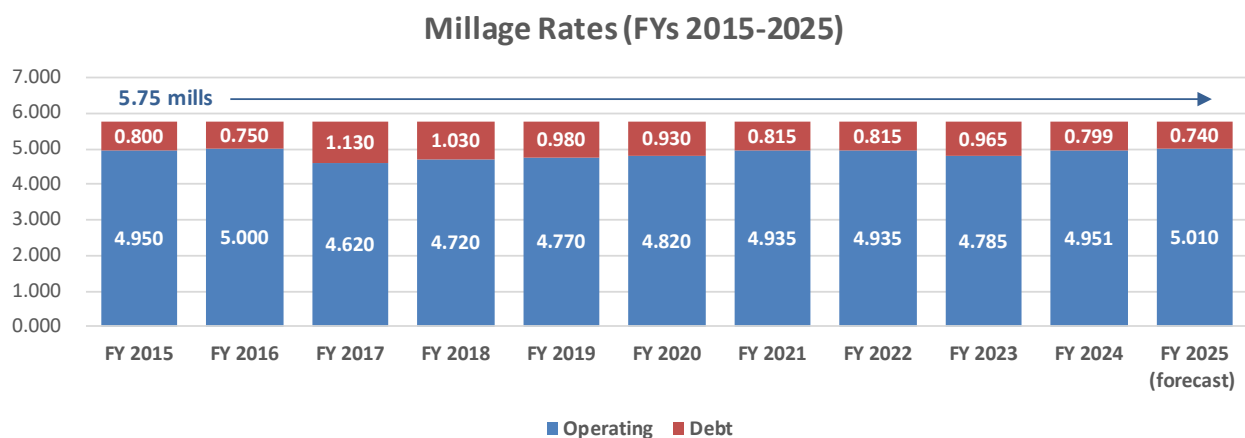
The forecast for FY 2025 builds upon the FY 2024 estimate with the following growth factors coupled with a collection rate of 98% which approximates the historical average:

- 6% 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). By way of recent comparisons, the FYs 2024 and 2023 tax digest growth for residential properties approximated 12%.
- 4% 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. By way of recent comparisons, the FYs 2024 and 2023 tax digest growth for commercial properties approximated 10% and 2% respectively.
- \$55 million in new construction taxable-value-added. By way of recent comparisons, the FYs 2024 and 2023 tax digest growth for new construction taxable-value-added totaled \$155 million and \$113 million respectively.

The net result is a forecasted growth in the FY 2025 tax digest of 6% over 2024 estimates.

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 2025.



The FY 2025 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 0.059 mills compared to FY 2024 to a total of 0.740 mills. As our annual

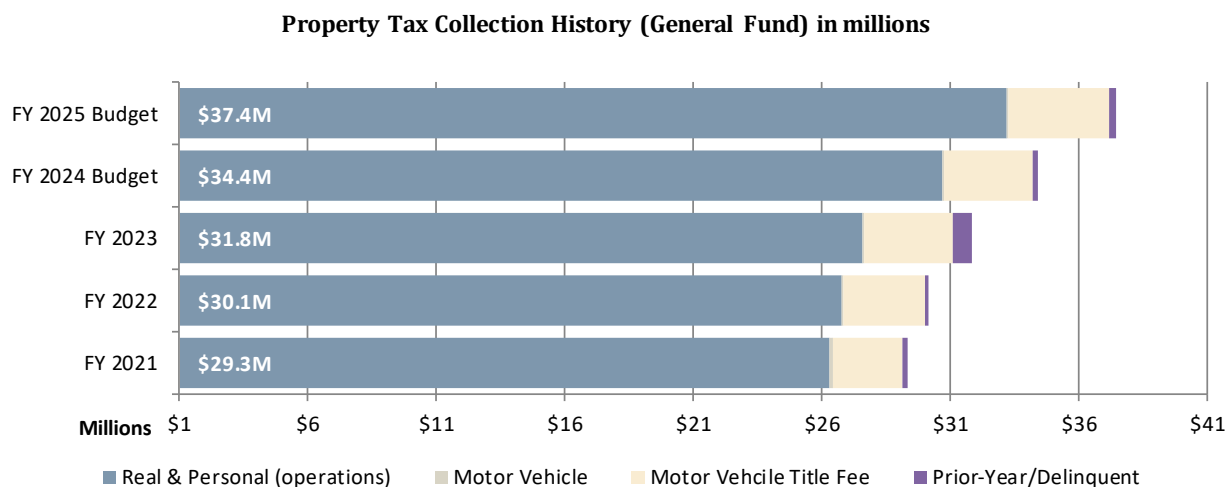
GENERAL FUND SUMMARY

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 -\$485,000.

- The portion of the millage rate funding operations and capital investment (General Fund) is estimated to increase 0.059 mills compared to FY 2024 to a total of 5.010 mills. The increase in tax revenue associated with the operations millage shift is estimated at +\$395,000 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 \$8.7 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. The city's homestead exemptions go great lengths in keeping Alpharetta an affordable place to live and retire.

General Fund property taxes are budgeted at \$37.4 million in FY 2025 and represent approximately 36% of General Fund revenues. The chart below depicts a 5-year history of General Fund property tax collections by type.



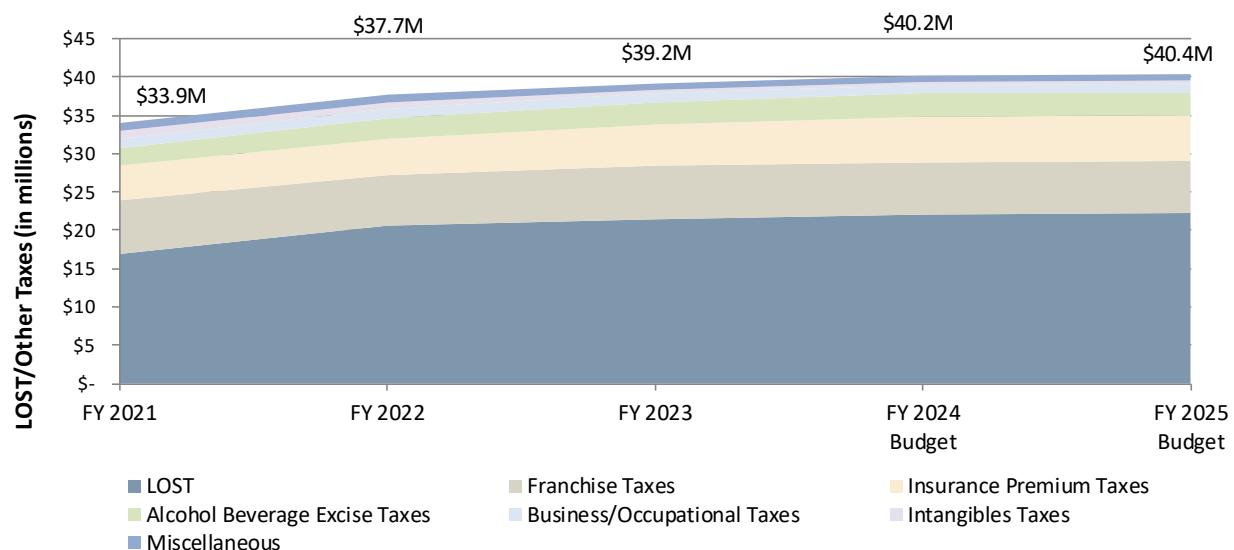
Motor vehicle tax is experiencing declines due to House Bill 386 which phased out motor vehicle taxes on all vehicles titled on or after March 1, 2013. The city is still receiving motor vehicle taxes on vehicles titled before March 1, 2013, until the vehicle is sold/transferred. Accordingly, the city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

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HB 386 created a Motor Vehicle Title Fee to partially offset the reduction in motor vehicle taxes. The Title Fee is 7%¹¹ and is shared between the State and local governments (county, city, and school boards; local share approaches 65% of collections). An increase of 13% is forecasted in FY 2025 for motor vehicle title fees from a budget-to-budget standpoint. However, actual collection trends during fiscal year 2024 indicate revenue collections approximating \$3.8 million resulting in a revised growth trend of 5%. This trend, while high, is reflective of year-to-date collection patterns. That said, limited vehicle availability may suppress growth in the short-term.

Other Taxes (including LOST)

Other taxes account for 40%, or \$40 million, of total General Fund revenue for FY 2025. 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 \$22.3 million for FY 2025. 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 of TSPLOST 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 2024 (calendar year) is 5.7788%.

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

¹¹ OCGA 48-5C-1.

GENERAL FUND SUMMARY

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 <1% is forecasted for FY 2025 from a budget-to-budget standpoint (will not meet budget target for FY 2024). However, actual collections are estimated at \$21.9 million in FY 2024 which equates to a revised growth rate of 2%. Growth in LOST collections has cooled over the last several years and is conservatively forecasted to continue the minor growth trend through FY 2025 (fiscal year-over-year growth trends: FY 2021 = 6%; FY 2022 = 21%; FY 2023 = 5%; 1st 7 months of FY 2024 = 2%).

- **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 <1% is forecasted for FY 2025 from a budget-to-budget standpoint. However, actual collections are estimated at \$6.6 million in FY 2024 which equates to a revised growth rate of 3%.

Collections from GA Power and Sawnee EMC, the largest contributors of this revenue source (77% of total franchise fees), is forecasted at \$5.3 million for FY 2025 and represents a \$135,810 increase over the prior year (\$5.1 million was collected in FY 2024). Collections are likely to exceed the budgetary forecast due to approved rate increases by GA Power (e.g. 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 \$675,000 in FY 2024. The budget forecast for FY 2025 totals \$660,000 and reflects moderate growth of 2% compared to the FY 2024 Budget (\$650,000) and -2% reduction compared to the FY 2024 revenue estimate. This revenue source has been declining annually since FY 2020 which represented the 1st

GENERAL FUND SUMMARY

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 \$240,000 in FY 2024. The budget forecast for FY 2025 totals \$280,000 and reflects declines approximating -7% compared to the FY 2024 Budget (\$300,000) and 17% growth compared to the FY 2024 revenue estimate. This revenue source experienced material reductions between 2021-current due to an audit of Franchise Fee remittances based on multiple factors including revisions related to classification of customers as “exempt” under the fee parameters.

- **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 \$6.1 million in FY 2025 which equates to an increase of 4% over FY 2024 collections (\$5.8 million).

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 \$2.9 million in FY 2025. A decrease of -8% is forecasted for FY 2025 from a budget-to-budget standpoint. Actual collections are estimated at \$2.85 million in FY 2024 which equates to a revised growth rate of 2%.

Licenses & Permits

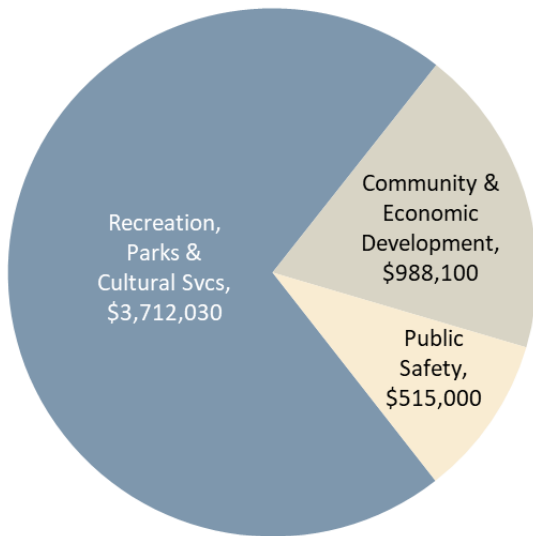
Licenses & permits account for 3%, or \$3.2 million, of total General Fund revenue for FY 2025. Licenses and permit revenues include alcoholic beverage permit fees, development permit and related fees, building permit fees, occupancy permit fees, sign permit fees, etc. A reduction of -4% is forecasted for FY 2025 based on 2024 collection patterns with portions of the revenue source (e.g. building permits) experiencing the effects of the Federal Reserve’s monetary policy of reducing inflation by increasing interest rate targets (e.g. mortgage rates, commercial borrowing rates, etc.).

The largest revenue source is Building Permit Fees (\$1.8 million forecasted for FY 2025; \$2 million estimated for FY 2024). 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. That said, collections for building permit revenues have experienced periodic month-over-month declines since March 2023 with the year-to-date collections for FY 2024 down -21% compared to FY 2023. As mentioned above, the construction market has slowed in part due to the increased market interest rate environment.

GENERAL FUND SUMMARY

Intergovernmental

Intergovernmental sources account for <1%, or \$370,926, 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 and public safety software (Hexagon) as well as overtime reimbursement through the Federal/State HIDTA (High Intensity Drug Trafficking Area) program.



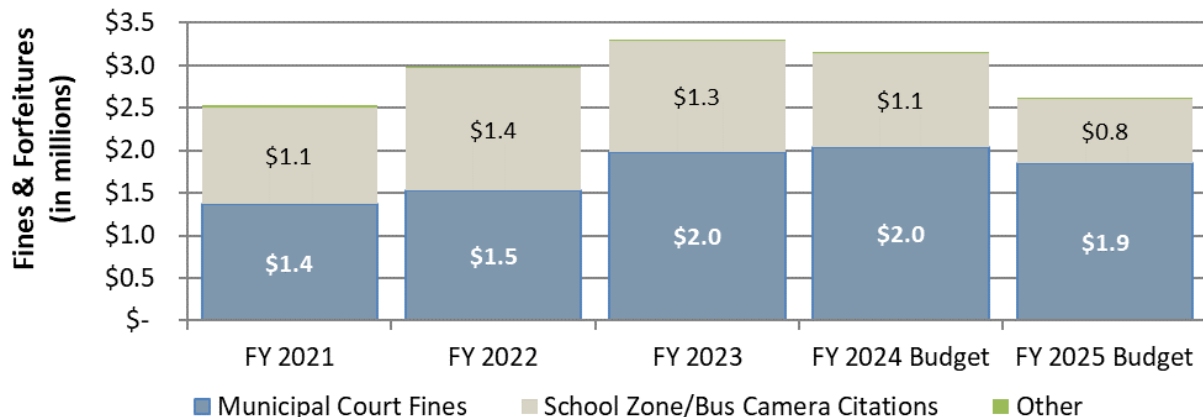
Charges for Services

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 \$5.2 million, of total General Fund revenue. An increase of 5% is forecasted for FY 2025 from a budget-to-budget standpoint. Growth is forecast for FY 2025 due to market-based fee adjustments within the Recreation, Parks & Cultural Services program fees as well as new fees for Fire Lift-Assist services.

Fines & Forfeitures

Fines & Forfeitures include municipal court fines, code enforcement, school zone citations, etc.



Fines & forfeitures account for 3%, or \$2.6 million, of total General Fund revenue for FY 2025. A decrease of -17% is forecasted for FY 2025 from a budget-to-budget standpoint. However, actual collections are estimated at \$2.8 million in FY 2024 which equates to a revised

GENERAL FUND SUMMARY

reduction of -7% that reflects a forecast of continued declines in the school zone citation revenue source as enforcement changes driving behavior. This forecast also assumes reduced court fine trends continue in the short-term (reflective of downward trend in #'s of public safety citations).

Interest

Interest earnings account for 1%, or \$1.1 million, of total General Fund revenue for FY 2025. Increases are forecasted to more accurately reflect the earnings the city is currently receiving from its investments in the market.

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

Other Financing Sources account for 3%, or \$3.5 million, of total General Fund revenue for FY 2025 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 9%, or \$9.4 million, of total General Fund appropriations for FY 2025. 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.



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Expenditures

As previously discussed under the revenue section, 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 corresponding phase of post-lockdown economic activity coupled with Federal stimulus resulted in a spike of economic growth that is still impacting the labor force through wage growth and staffing availability (both through our staff as well as labor-intensive contracts such as landscape maintenance, janitorial, etc.) and other market-based inflationary cost pressures (e.g., fuel, steel, concrete, wood, etc.).

Operating expenditures of the General Fund are forecasted to grow by 6% over FY 2024. This figure includes the operating initiative funding for FY 2025 ¹². After adjusting for the operating initiative funding, the base operational growth totals 4%. The following table compares departmental appropriations within the General Fund:

Expenditures (by Department):	FY 2024 AMENDED BUDGET	FY 2025 RECOMMENDED BUDGET	\$ Variance	% Variance
Mayor and Council	\$ 399,354	\$ 394,044	\$ (5,310)	-1.3%
* City Admin./City Clerk/Economic Dev.	2,179,423	3,104,912	925,489	42.5%
Finance	3,998,838	4,137,006	138,168	3.5%
Legal Services	1,200,000	1,000,000	(200,000)	-16.7%
Information Technology	2,792,116	2,543,961	(248,155)	-8.9%
Human Resources	971,316	1,065,277	93,961	9.7%
Municipal Court	1,222,688	1,362,008	139,320	11.4%
Public Safety	40,195,439	43,729,426	3,533,987	8.8%
Public Works	10,804,932	11,236,659	431,727	4.0%
Recreation, Parks & Cultural Services	14,014,857	14,569,621	554,764	4.0%
* Community Development	5,010,278	4,733,725	(276,553)	-5.5%
Non-Departmental:				
Contingency	949,526	937,000	(12,526)	-1.3%
Insurance Premiums (Risk Fund)	928,885	966,800	37,915	4.1%
Gwinnett Tech Contribution (Debt Svc)	287,490	286,978	(512)	-0.2%
Total Operating Expenditures	\$ 84,955,142	\$ 90,067,417	\$ 5,112,275	6.0%
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	10,547,818	9,793,416		
Capital Program	5,795,000	3,654,364		
TAD2 Fund	105,670	-		
Total Expenditures	\$ 101,403,630	\$ 103,515,197		

Notes:

* Economic Development function was funded within the Community Development Department in FY 2024.

¹² 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 2024 AMENDED BUDGET	FY 2025 RECOMMENDED BUDGET	\$ Variance	% Variance
Expenditures (by Category):				
Personnel Services:				
Salaries/Overtime/Seasonal	\$ 38,707,474	\$ 40,917,188	\$ 2,209,714	5.7%
Group Insurance	9,940,392	10,145,555	205,163	2.1%
Pension (Defined Benefit)	3,187,015	3,537,725	350,710	11.0%
Pension (401A)	3,531,072	4,012,803	481,731	13.6%
OPEB Health Reimbursement Benefit	872,010	927,375	55,365	6.3%
Miscellaneous Benefits	3,897,411	4,061,209	163,798	4.2%
<i>sub total</i>	\$ 60,135,374	\$ 63,601,855	\$ 3,466,481	5.8%
Maintenance and Operations:				
Professional Services	\$ 3,863,039	\$ 3,998,039	\$ 135,000	3.5%
Repair/Maintenance	2,152,215	2,327,700	175,485	8.2%
Maintenance Contracts	3,486,041	3,830,941	344,900	9.9%
Professional Services (IT)	3,710,133	4,690,967	980,834	26.4%
General Supplies	1,197,537	1,295,935	98,398	8.2%
Utilities	3,026,225	3,277,825	251,600	8.3%
Fuel	666,000	673,250	7,250	1.1%
Uniforms	384,068	449,600	65,532	17.1%
Travel/Training	651,460	731,033	79,573	12.2%
Legal Services	1,200,000	1,000,000	(200,000)	-16.7%
Insurance Premiums (Risk Fund)	928,885	966,800	37,915	4.1%
Miscellaneous	1,104,618	1,012,028	(92,590)	-8.4%
<i>sub total</i>	\$ 22,370,221	\$ 24,254,118	\$ 1,883,897	8.4%
Capital/Lease:	\$ 1,212,531	\$ 987,466	\$ (225,065)	-18.6%
Other Uses:				
Contingency	\$ 949,526	\$ 937,000	\$ (12,526)	-1.3%
Gwinnett Tech Contribution (Debt Svc)	287,490	286,978	(512)	-0.2%
<i>sub total</i>	\$ 1,237,016	\$ 1,223,978	\$ (13,038)	-1.1%
Total Operating Expenditures	\$ 84,955,142	\$ 90,067,417	\$ 5,112,275	6.0%
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	10,547,818	9,447,780		
Capital Program	5,795,000	4,000,000		
TAD2 Fund	105,670	-		
Total Expenditures	\$ 101,403,630	\$ 103,515,197		

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Meeting the Internal Needs of Operating Departments

Several of the major points of the FY 2025 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 474.5 full-time equivalents “FTE” (citywide) with the funding breakdown as follows:
 - 473.5 full-time equivalents (funded). This includes the addition of seven new full-time positions for FY 2025 as provided within the *Operating Initiative Requests* section of this document. Four of these positions have a January 1, 2025, effective date and are contingent upon a mid-year review of revenue trends.
 - 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

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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.

- July 1, 2023: Continuation of the annual performance-based compensation program (4% on average) in a total estimated cost of \$1.8 million.
- July 1, 2023: 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.).
- Proposed compensation adjustments:
 - July 1, 2024: Continuation of the annual performance-based compensation program (4% on average) in a total estimated cost of \$2.2 million. This figure is included within departmental operating budgets.
 - July 1, 2024 (Operating Initiative): Market-based personnel compensation adjustments scheduled for July 1, 2024, in a total estimated cost of \$913,800 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide) to ensure Alpharetta's compensation competitiveness within the market. This request is detailed within the *Operating Initiative Requests* section of this document and is included within departmental operating budgets.
- Increase (8% or \$1.9 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. Specific cost drivers include:

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- Increase in professional services of \$135,000 (4% growth) due primarily to the following:
 - Increase of \$320,801 due to the AMR North Fulton subsidy (emergency medical response service). Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
 - Public Works: Reduction of -\$34,000 due to one-time funding approved as part of the FY 2024 Mid-Year Budget to host a Spring 2024 Household Hazardous Waste Event. The Spring Event has been added to the Solid Waste Fund budget for FY 2025.
 - Recreation, Parks & Cultural Services: Reduction of -\$161,383 due to a recalibration of anticipated funding for program instructors including athletics (basketball, pickleball, etc.), Senior Center programming (arts, enrichment, etc.), aquatics programs, art center programs, etc.
- Increase in repair/maintenance costs of \$175,485 (8% growth) due primarily to the following:
 - Public Safety: Increase of \$99,500 in vehicle repair/maintenance 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. Additionally, new vehicle availability is still constricted which leads to retaining existing vehicles in excess of the 100,000-mileage target which also impacts maintenance costs.
 - Public Works: Increase of \$25,000 in vehicle repair/maintenance to cover the rising costs of vehicle repairs and preventative maintenance as well as annual Department of Transportation inspections for Public Works vehicles.
 - Recreation, Parks & Cultural Services: Increase of \$44,766 in grounds repair/maintenance due primarily to growth in maintenance needs for the Equestrian Center as well as landscape improvements system-wide (e.g. invasive plant removal, etc.).

GENERAL FUND SUMMARY

- Increase in maintenance contract costs of \$344,900 (10% growth) due primarily to the following:
 - Public Works: Increase of \$118,910 due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping, janitorial, etc. coupled with the residual impact of a renegotiated IGA (2023) with Fulton County for Annual Control (\$68,200 increase over the FY 2024 amended budget) and dedicated funding for inspection/maintenance services (\$30,000) for the City's Fire Suppression systems.
 - Recreation, Parks & Cultural Services: Increase of \$140,063 due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping, janitorial, etc. (+\$47,000) coupled with landscaping and janitorial needs (+\$30,000) for newly opened parks (Waters Road Park and Mid-Broadwell Park). Additional maintenance contract cost growth is included for pool chemicals, equestrian shavings/manure removal, trash collection/removal, fountain maintenance, etc.
 - Increase of \$50,000 due to the AED replacement/expansion initiative. Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
- Increase in IT professional services costs of \$980,834 (26% growth) due primarily to the following:
 - Public Safety: Year 2 support/maintenance costs for Hexagon (Public Safety Records Management/Computer Aided Dispatch) totaling \$625,518. Acquisition, implementation, and year 1 support/maintenance costs for Hexagon were funded through one-time capital funding in FY 2024. An additional \$140,000 has been programmed into FY 2025 for Hexagon support/maintenance for the City of Milton's licensing needs and constitutes a pass-thru within our budget (\$140,000 in revenue from the City of Milton and corresponding \$140,000 in expenditures). In total, \$765,518 in new cost growth in FY 2025 related to the Hexagon software.
 - Funding addition totaling \$33,500 to ensure full compliance with the FBI Criminal Information Services (CJIS) Security Policy as it relates to cell phone usage for City Public Safety staffing. The result of this policy

GENERAL FUND SUMMARY

requirement is that public safety staff that access select systems moving forward will be required to have a City issued and managed cell phone (approx. 61 new cell devices).

- Growth in public safety body camera service capabilities (+\$152,045 for additional units and existing contract cost growth).
 - Increase in utility expenses of \$251,600 (8% growth) for 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. Additional growth is related to the new Community Theater - Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
 - Increase in uniform expenses of \$65,532 (17% growth) due primarily to a reallocation within the Public Safety Department budget. Specifically, the reallocation of \$60,000 from machinery & equipment to the uniform account related to turnout gear funding. Specifically, all turnout gear funding is included within the Public Safety uniform account in FY 2025 (whereas \$60,000 was included within machinery & equipment in FY 2024).
 - Increase in professional development (travel/training) of \$79,573 due to a renewed focus on maintaining professional knowledge across all departments, funding for new staffing requests (Operating Initiatives), coupled with an additional \$10,000 within Public Works as the APWA Conference (American Public Works Association) is being held in Atlanta in September 2024 and the Department intends to send as many staff as possible due to the conference being local this year which eliminates much of the typical travel expenses (e.g. airfare, hotel, etc.).
 - Decrease in legal services of -\$200,000 to match current cost and usage trends.
-
- Decrease in the departmental operating capital/lease accounts of -\$225,065 due primarily to the following:
 - Public Safety: Decrease of -\$63,496 primarily related to the reallocation of funding for turnout gear discussed above.

GENERAL FUND SUMMARY

- Public Works: Decrease of -\$131,007 as FY 2024 included funding to replace the City Hall HVAC system. This project is complete and will not carry-forward into FY 2025.
- Funding from the General Fund which is available for immediate capital investment in 2025 includes the following:
 - \$ 9,447,780 Fund Balance for one-time capital.
 - 4,000,000 Capital Contribution from the General Fund.
 - \$13,447,780



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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BRIAN WILL
CITY COUNCIL (POST 2)



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DOUGLAS DERITO
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JIM GILVIN
MAYOR



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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.

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FERGAL BRADY
CITY COUNCIL (POST 5)



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DAN MERKEL
CITY COUNCIL (POST 6)



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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 and Expenditures

Mayor and City Council General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 120,000	\$ 120,050	\$ 120,000	\$ 120,000	\$ 120,000
Group Insurance	183,279	161,751	143,131	169,821	161,119
FICA	6,763	7,213	6,763	9,455	9,455
Pension (401A Cont./Match)	16,390	18,625	14,500	16,800	18,000
Workers Compensation	3,384	3,363	3,153	2,724	2,520
OPEB Contribution	2,856	2,459	2,520	3,000	3,000
Miscellaneous	3,755	3,705	3,755	3,600	3,600
<i>subtotal</i>	\$ 336,426	\$ 317,166	\$ 293,822	\$ 325,400	\$ 317,694
Maintenance & Operations:					
* Mayor	\$ 7,200	\$ 4,860	\$ 6,909	\$ 9,200	\$ 9,200
* City Council Post 1	4,000	4,000	183	8,000	8,000
* City Council Post 2	3,977	8,781	242	8,000	8,000
* City Council Post 3	4,000	1,226	568	8,000	8,000
* City Council Post 4	1,567	1,154	2,748	8,000	8,000
* City Council Post 5	4,000	3,328	271	8,000	8,000
* City Council Post 6	2,106	1,367	1,013	8,000	8,000
Miscellaneous	5,440	8,464	20,047	16,754	19,150
<i>subtotal</i>	\$ 32,290	\$ 33,181	\$ 31,982	\$ 73,954	\$ 76,350
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 368,717	\$ 350,347	\$ 325,804	\$ 399,354	\$ 394,044

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

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The Fiscal Year 2025 Budget for the Mayor and City Council totals \$394,044 and is essentially flat compared to the FY 2024 budget. The Personnel Services category decreased -2%, or -\$7,706, due primarily to changes in group insurance benefit elections. Authorized personnel totals 3.5 full-time-equivalents (“FTE”) and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	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 3%, or \$2,396, solely related to growth in IT Professional Services allocations which represent an allocation of software based on various methodologies (e.g. # of personnel, primary users, etc.).



The City of Alpharetta has been recertified as a Gold Level Green Community by the Atlanta Regional Commission (ARC). The ARC Green Communities Program helps local governments implement measures that will reduce their environmental impact and recognizes their commitment to environmental stewardship and sustainability practices.

To be certified at the Gold Level, the City of Alpharetta had to earn at least 230 points for its sustainability measures. Among the measures evaluated, the ARC called out as being especially beneficial:

- Paving the way for rooftop solar by offering expedited plan review, plan processing, and inspections for the installation of new solar systems that are a minimum of 1kWh.
- Using rainwater captured in retention basins to irrigate government facilities at Rock Mill Park and Webb Bridge Park instead of using potable water.
- Adopting a no net loss of trees policy for government property. The most recent example of this policy in action is along the Haynes Bridge Road median.
- Supporting the Alpharetta Community Farm, which follows the principles of regenerative organic farming, and promotes care of the soil and plant management in accordance with natural systems.
- Redesigning the North Point PARKway Streetscape to incorporate native plant species, multi-use trail, green infrastructure, improved transit stops, enhanced pedestrian crossings, energy-efficient lighting, and use of natural materials as creative architectural elements.

GENERAL FUND DEPARTMENTAL SUMMARIES

City Administration (including City Clerk and Economic Development)

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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.



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 (including City Clerk and Economic Development)

Administration, City Attorney, City Clerk, Public Information, and Economic Development

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 while also furthering the prosperity of our business 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.
-  ✓ To increase the public/government interaction through the City's website.
-  ✓ Focus on Economic Development to fulfill the vision of the City of Alpharetta as the preeminent place to live, work, learn, and play.

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

GENERAL FUND DEPARTMENTAL SUMMARIES

through enhanced public awareness and public education programs.

- ✓ 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.
- ✓ Continue efforts toward enhancing the compensation and benefits package to attract and retain the very best employees.

Statement of Revenues and Expenditures

City Administration (incl. City Clerk, and Economic Dev.) General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget*
REVENUES					
Licenses and Permits:					
Alcohol Beverage Permits	\$ 1,700	\$ 2,000	\$ 2,300	\$ -	\$ 1,000
Charges for Services:					
Other	274	1,651	3,818	250	1,500
Other Revenue:	2,178	2,178	-	-	-
TOTAL	\$ 4,152	\$ 5,829	\$ 6,118	\$ 250	\$ 2,500
EXPENDITURES					
Personnel Services:					
Salaries (incl. Temp. Svcs)	\$ 713,685	\$ 727,620	\$ 755,789	\$ 1,048,634	\$ 1,406,586
Overtime	36	-	-	-	-
Group Insurance	125,388	119,329	108,947	179,169	256,122
FICA	44,954	46,446	56,010	80,955	108,344
Pension (Defined Benefit)	102,738	112,581	99,998	64,009	64,727
Pension (401A Cont./Match)	38,893	47,896	95,587	142,109	197,493
Workers Compensation	18,347	18,817	18,610	23,259	28,973
OPEB Contribution	15,483	13,682	16,089	26,215	35,165
Miscellaneous	12,134	12,386	50,444	15,600	21,678
<i>subtotal</i>	<i>\$ 1,071,658</i>	<i>\$ 1,098,756</i>	<i>\$ 1,201,474</i>	<i>\$ 1,579,950</i>	<i>\$ 2,119,088</i>
Maintenance & Operations:					
Professional Services	\$ 80,677	\$ 210,843	\$ 70,534	\$ 176,250	\$ 295,850
Advertising	10,298	17,411	12,786	17,545	171,100
Employee Training	4,904	3,517	9,053	19,500	42,750
Employee Travel	328	2,526	5,300	13,000	36,500
General Supplies	27,659	25,682	45,843	48,224	101,650
Maint. Contracts/IT Services	71,593	80,974	81,187	297,424	328,474
Miscellaneous		600	4,938	27,530	9,500
<i>subtotal</i>	<i>\$ 195,459</i>	<i>\$ 341,552</i>	<i>\$ 229,641</i>	<i>\$ 599,473</i>	<i>\$ 985,824</i>
TOTAL	\$ 1,267,117	\$ 1,440,308	\$ 1,431,114	\$ 2,179,423	\$ 3,104,912

Notes:

* Economic Development function was reorganized from the Community Development Department to City Administration starting in FY 2025.

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for City Administration totals \$3.1 million and represents an increase of 42%, or \$925,489 compared to FY 2024. This increase is primarily related to 2025 Operating Initiatives (see below) and the reorganization of the Economic Development function from the Community Development Department in FY 2025 (+\$576,103). The Personnel Services category increased 34%, or \$539,138, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide), and the addition of two new full-time equivalent positions: Economic Development Director (\$215,000 annual impact) and Administrative Assistant I (\$77,300 annual impact). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new staffing responsibilities.
- Reorganization of the Economic Development function (2 positions totaling \$259,841) from the Community Development Department in FY 2025.
- Market growth in group insurance costs (e.g. health, dental, vision).
- All of which is partially offset through the transfer of one full-time Administrative Assistant II position to the Human Resources Department.

Authorized personnel total 12 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Administrative Assistant I*	-	-	-	-	1.0	1.0
Administrative Assistant II**	-	-	-	1.0	-	(1.0)
Administrative Office Coordinator	-	-	-	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 Director*	-	-	-	-	1.0	1.0
Economic Development Manager***	-	-	-	-	1.0	1.0
Economic Development Coordinator (Marketing)***	-	-	-	-	1.0	1.0
Executive Office Coordinator	1.0	1.0	1.0	-	-	-
Municipal Project Manager	-	-	-	1.0	1.0	-
Public Comm. & Engagement Coordinator	-	-	-	1.0	1.0	-
Web Administrator	1.0	1.0	1.0	1.0	1.0	-
	6.0	6.0	6.0	9.0	12.0	3.0

* FY 2025 includes the addition of two new full-time equivalent positions (Economic Development Director and Administrative Assistant I). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities.

** Position transferred to the Human Resources Department during FY 2024.

*** Economic Development function was reorganized from the Community Development Department to City Administration starting in FY 2025.

GENERAL FUND DEPARTMENTAL SUMMARIES

The Maintenance and Operations category increased 64%, or \$386,351, due primarily to the reorganization of the Economic Development function (\$316,262) from the Community Development Department in FY 2025. Additional variances include:

- Increase in professional services and advertising of \$23,655 (12% growth) due primarily to funding for website improvements (\$10,000), additional marketing/promotional materials/advertising (\$6,500), additional funding for alcohol licensing notices (\$2,000), etc.
- Increase in general supplies of \$41,426 (73% growth) due to growth in funding for the Strategic Planning Retreat materials (\$7,360), State of the City materials (\$5,000), general events/sponsorships (\$2,500), support funding for new staff members (\$6,000; Economic Development Director and Administrative Assistant I), and transfer of funding (\$20,000) for the Employee Appreciation Holiday Luncheon(s) from Human Resources (City Clerk team will now manage), etc.
- Which is partially offset through non-recurring one-time items in FY 2024 that will not continue into FY 2025 including small equipment purchases (computer equipment, table, etc. totaling \$7,383), reimbursement to the City Administrator for contract-specified moving expenses (\$17,146), etc.

Statement of Revenues and Expenditures

Legal Services General Fund

		FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES						
N/A		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES						
Maintenance & Operations:						
	Professional Fees	\$ 762,682	\$ 1,062,905	\$ 789,935	\$ 1,200,000	\$ 1,000,000
	TOTAL	\$ 762,682	\$ 1,062,905	\$ 789,935	\$ 1,200,000	\$ 1,000,000

* 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.

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
City Administration Department annual turnover percentage	16.7%	0.0%	0.0%	0.0%	0.0%
Number of website hits	588,658	720,326	802,384	642,000	840,000
Website Page Views	1,186,045	1,433,130	1,472,814	1,300,000	1,400,000
Website Unique Page Views	970,836	1,164,077	1,279,902	1,068,000	1,300,000
Bounce Rate	61.87%	62.55%	61.72%	60.00%	60.00%
Exit Rate	N/A ⁽¹⁾	N/A ⁽¹⁾	54.18%	50.00%	50.00%
Newsletter Subscribers	N/A ⁽¹⁾	N/A ⁽¹⁾	7,212	7,500	7,800
Average Newsletter Opens	N/A ⁽¹⁾	N/A ⁽¹⁾	58.80%	60.00%	60.00%
Facebook Followers	15,061	16,973	19,913	19,000	21,383
Twitter Followers	10,808	11,272	11,909	12,393	12,546

⁽¹⁾ This is a new metric for FY 2023.

- **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.

City Administration - Economic Development					
Performance Measurements	Actual FY 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Existing business contacts	418	418	421	418	425
# of New projects	16	13	11	13	15
# of Major business prospects recruited	2	2	2	3	5

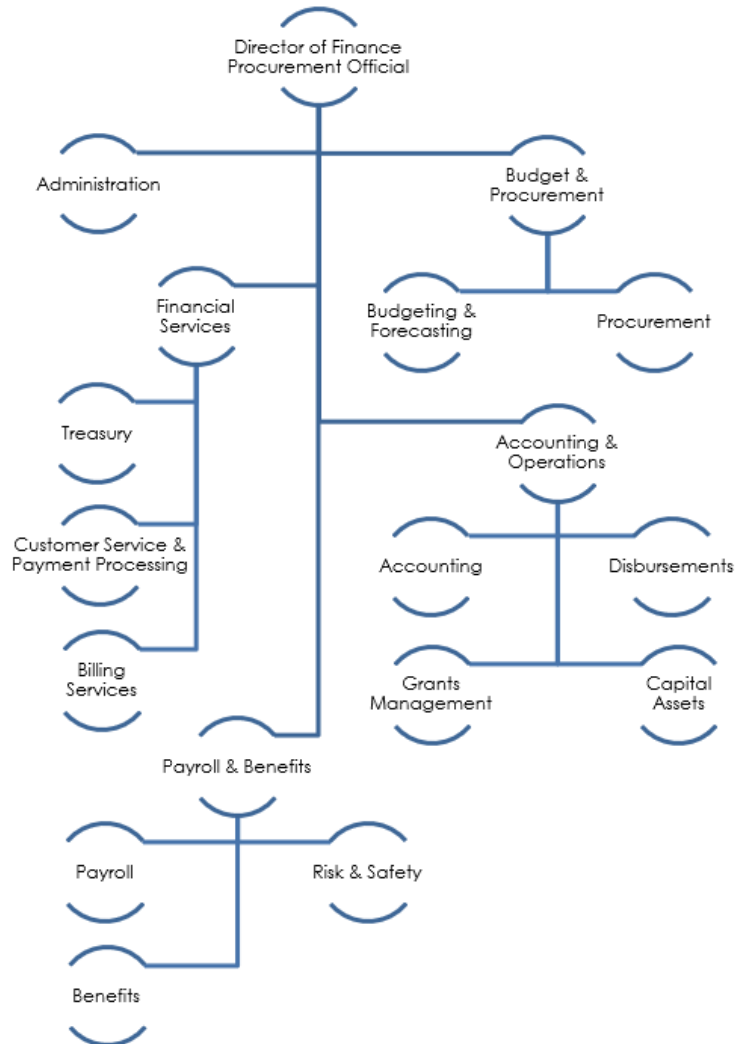
GENERAL FUND DEPARTMENTAL SUMMARIES

Finance

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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 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 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).



- ✓ 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 and Expenditures

Finance General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
EXPENDITURES					
Personnel Services:					
Salaries (incl. Temp Svcs)	\$ 1,568,519	\$ 1,673,138	\$ 1,766,970	\$ 1,936,687	\$ 2,039,310
Overtime	495	900	-	-	-
Group Insurance	422,875	401,786	412,756	444,605	494,235
FICA	110,056	118,683	122,721	148,215	156,031
Pension (Defined Benefit)	199,706	186,526	197,829	205,437	234,619
Pension (401A Cont./Match)	104,995	132,774	142,328	166,422	187,747
Workers Compensation	46,539	47,149	48,145	43,390	42,279
OPEB Contribution	39,279	34,273	38,438	48,418	50,982
Miscellaneous	542	774	1,161	776	312
<i>subtotal</i>	<i>\$ 2,493,005</i>	<i>\$ 2,596,003</i>	<i>\$ 2,730,349</i>	<i>\$ 2,993,950</i>	<i>\$ 3,205,515</i>
Maintenance & Operations:					
Professional Services	\$ 336,007	\$ 388,465	\$ 398,723	\$ 435,802	\$ 437,184
Printing	23,125	19,077	25,535	25,722	25,600
Employee Travel	593	2,712	6,302	3,750	7,200
Employee Training	9,290	5,822	9,250	9,318	11,400
Maint. Contracts/IT Services	328,845	277,010	305,407	324,564	333,827
General Supplies	37,873	39,418	43,135	43,224	51,780
Wellness Programs	113,032	112,904	113,949	119,942	50,000
Miscellaneous	21,859	9,545	6,988	35,066	7,000
<i>subtotal</i>	<i>\$ 870,624</i>	<i>\$ 854,953</i>	<i>\$ 909,288</i>	<i>\$ 997,388</i>	<i>\$ 923,991</i>
Capital/Lease/Other:					
Int. on Property Tax Refunds		\$ 171	\$ 4,924	\$ 7,500	\$ 7,500
<i>subtotal</i>	<i>\$ -</i>	<i>\$ 171</i>	<i>\$ 4,924</i>	<i>\$ 7,500</i>	<i>\$ 7,500</i>
TOTAL	\$ 3,363,629	\$ 3,451,127	\$ 3,644,561	\$ 3,998,838	\$ 4,137,006

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 2025 Budget for Finance totals \$4.1 million and represents an increase of 3%, or \$138,168 compared to FY 2024.

The Personnel Services category increased 7%, or \$211,565, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide), the addition of one new full-time equivalent position: Procurement Manager (\$135,000 annual impact with a partial year impact of \$67,500 for FY 2025), and the reclassification of two existing positions. These staffing requests include a January 1, 2025, effective date and are contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new staffing responsibilities.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).

Authorized personnel total 22.5 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Accountant	2.5	2.5	3.5	3.5	3.0	(0.5)
Accounting & Operations Manager	1.0	1.0	1.0	1.0	1.0	-
Accounting Coordinator	-	1.0	1.0	1.0	1.0	-
Accounts Payable Technician	1.0	1.0	-	-	0.5	0.5
Benefits Analyst	1.0	-	-	-	-	-
Benefits, Payroll, Safety & Risk Manager**	-	-	-	-	1.0	1.0
Benefits Specialist	1.0	1.0	1.0	1.0	1.0	-
Billing Coordinator	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	1.0	(2.0)
Budget & Procurement Manager	1.0	1.0	1.0	1.0	1.0	-
Budget Supervisor	-	-	-	-	1.0	1.0
Procurement Manager	-	-	-	-	1.0	1.0
Procurement Supervisor	-	-	-	-	1.0	1.0
Cash Management Coordinator	1.0	1.0	1.0	-	-	-
Chief Accountant	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	-

GENERAL FUND DEPARTMENTAL SUMMARIES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Office Manager	1.0	1.0	1.0	1.0	1.0	-
Payroll Coordinator	1.0	-	-	-	-	-
Payroll & Benefits Coordinator	-	1.0	1.0	1.0	1.0	-
Payroll & Benefits Manager**	-	1.0	1.0	1.0	-	(1.0)
Payroll Specialist	1.0	1.0	1.0	1.0	1.0	-
Revenue & Customer Service Manager	-	-	-	1.0	1.0	-
Safety & Risk Administrator**	1.0	1.0	1.0	1.0	-	(1.0)
Safety & Risk Coordinator**	-	-	-	-	1.0	1.0
Senior Budget & Procurement Analyst	3.0	-	-	-	-	-
Tax & Billing Manager	-	-	-	1.0	1.0	-
Treasury Services Manager*	1.0	1.0	1.0	1.0	1.0	-
	21.5	21.5	21.5	21.5	22.5	1.0

* FY 2025 includes the addition of one new full-time equivalent position (Procurement Manager) and the reclassification of two existing positions. These requests include a January 1, 2025 effective date and are contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities.

* FY 2025 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.

** Position adjustments occurred during FY 2024.

The Maintenance & Operations category totals \$923,991 and represents a reduction of -7%, or -\$73,397 compared to FY 2024 due primarily to the following:

- Reduction in Wellness Program contract funding of -\$69,942 (-58%) as these program activities will now be provided through our health insurance carrier and supplemented by City staff.
- Increase in employee travel/training of \$5,532 (42% growth) due to a focus on continued development of professional staff.
- Increase in maintenance contracts/IT professional services of \$9,263 (3% growth) due to coverage of general software inflationary cost growth, allocations of new initiatives approved in FY 2024 (eXtended Detection and Response software, Asset Management and Vulnerability Mitigation System software, etc.) that were fully budgeted within the IT Department in FY 2024 (pending implementation) and have now been allocated to user departments, anticipated software licensing costs for new staffing request (Procurement Manager), etc.
- Increase in general supplies costs of \$8,556 (20% growth) due to additional funding for postage/mailing costs, general office supplies, etc.
- All of which is partially offset through one-time costs (\$28,150) in FY 2024 related to the implementation of Kronos (timekeeping software transition) that will not continue in FY 2025.

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of New GAAP/GASB financial requirements implemented	3	4	2	3	2
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)	\$1,488,738	(\$1,655,742)	\$5,758,356	\$5,161,318	\$3,825,597

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
% of bills generated on time	99%	99%	99%	99%	99%
% of bills collected on time	92%	92%	92%	92%	92%
# of Real estate tax bills generated	21,197	21,617	21,689	22,189	22,500
# of Personal property tax bills	3,096	3,047	3,190	3,270	3,350
# of Liens processed	164	151	129	250	150
# of Sanitation customers	17,593	16,706	17,488	17,735	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 budget.
- *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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Audited CAFR to be published within 180 days of fiscal year end	12/27/2021	12/2/2022	12/20/2023	11/27/2024	11/27/2025
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%	100%	100%	100%
% of Budgeted employees participating in direct deposit	99%	100%	100%	100%	100%
Average # of vendor responses to Bids/Requests for Proposals	5	4	4	4	4

* Legal Services is the only department that has gone over its appropriations. Legal services represents expenses to a private legal firm.



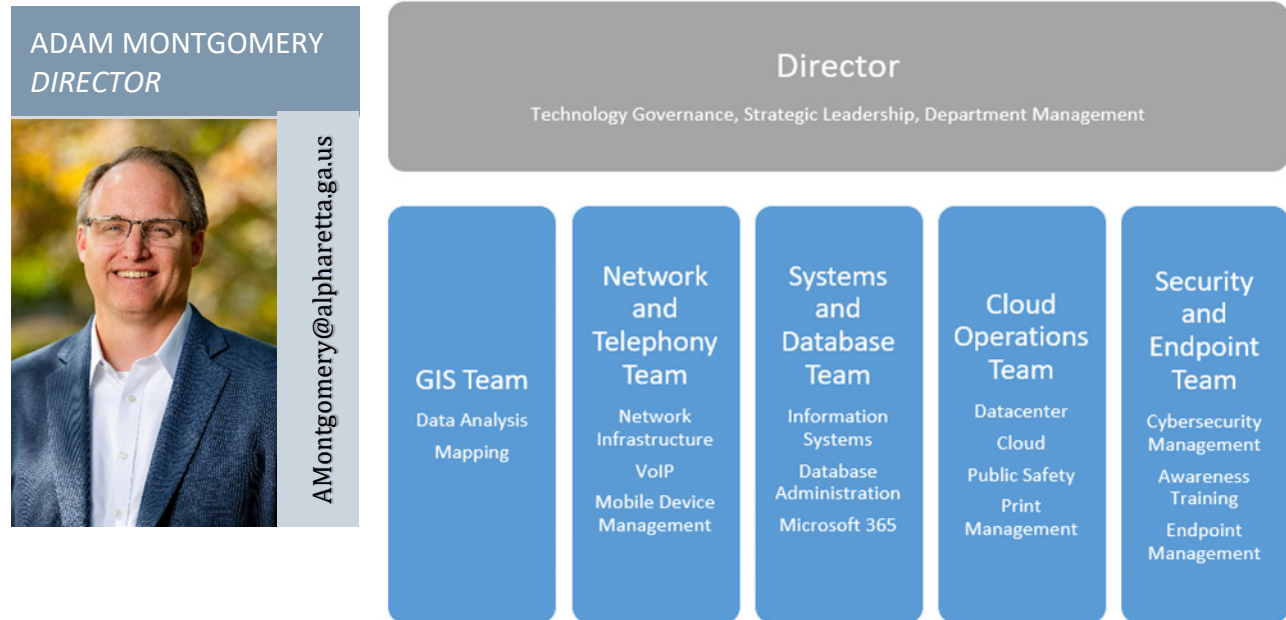
Southern Living magazine ranked Alpharetta among its top 10 best cities on the rise in the South for 2024.

Alpharetta was the only Metro Atlanta city on the list, ranking 9th out of 25.

The magazine's "South's Best" lists are selected from nominations and votes from readers.

GENERAL FUND DEPARTMENTAL SUMMARIES

Information Technology



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 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

Information Technology

Security, Cloud, Network, Systems, and GIS

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 Department of Information Technology 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 Department of Information Technology 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.



- ✓ 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 and Expenditures

Information Technology General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
EXPENDITURES					
Personnel Services:					
Salaries (incl. intern svcs.)	\$ 1,123,438	\$ 1,161,795	\$ 1,273,133	\$ 1,509,504	\$ 1,483,688
Group Insurance	255,783	237,272	246,383	296,748	294,507
FICA	82,160	85,919	93,595	115,530	112,943
Pension (Defined Benefit)	121,870	131,986	116,670	134,952	141,793
Pension (401A Cont./Match)	83,283	95,898	106,121	143,292	147,772
Workers Compensation	33,441	33,810	33,173	33,859	30,629
OPEB Contribution	28,223	24,579	26,369	37,738	36,892
Miscellaneous	-	310	232	697	698
<i>subtotal</i>	<i>\$ 1,728,197</i>	<i>\$ 1,771,569</i>	<i>\$ 1,895,677</i>	<i>\$ 2,272,320</i>	<i>\$ 2,248,922</i>
Maintenance & Operations:					
Professional Services	\$ 8,580	\$ -	\$ 1,950	\$ 2,500	\$ 2,500
Employee Travel	-	1,383	12,665	22,000	22,000
Employee Training	12,195	17,290	9,967	48,120	22,500
Maint. Contracts/IT Svcs.	276,554	98,928	139,151	421,976	221,039
General Supplies	3,362	3,707	5,687	8,500	9,000
Small Equipment	342	1,167	12,295	15,000	15,000
Miscellaneous	375	-	1,548	1,700	3,000
<i>subtotal</i>	<i>\$ 301,409</i>	<i>\$ 122,476</i>	<i>\$ 183,263</i>	<i>\$ 519,796</i>	<i>\$ 295,039</i>
TOTAL	\$ 2,029,606	\$ 1,894,045	\$ 2,078,939	\$ 2,792,116	\$ 2,543,961

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Information Technology totals \$2.5 million and represents a decrease of -9%, or -\$248,155, compared to FY 2024.

The Personnel Services category decreased -1%, or -\$23,398, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments.
- Market growth in group insurance costs (e.g. health, dental, vision).
- Funding for an intern to assist with GIS needs citywide (\$8,000).
- All of which is fully offset through staff turnover and associated changes in compensation/benefit elections.

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

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Cloud Operations Analyst*	-	-	-	-	1.0	1.0
Cloud Operations Manager*	-	-	-	-	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	-
GIS Administrator*	-	-	-	-	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 CityWorks Administrator*	1.0	1.0	1.0	1.0	-	(1.0)
IT Manager*	4.0	4.0	4.0	4.0	1.0	(3.0)
IT Security Manager*	-	-	-	-	1.0	1.0
IT Technician	-	1.0	1.0	1.0	1.0	-
Network Manager*	-	-	-	-	1.0	1.0
Network Administrator*	-	-	-	-	1.0	1.0
Systems Administrator*	-	-	-	-	3.0	3.0
	12.0	13.0	13.0	13.0	13.0	-

* Position adjustments occurred during FY 2024.

The Maintenance & Operations category decreased -43%, or -\$224,757, due primarily to the following:

- Decrease in IT professional services of -\$200,937 (-53% reduction) due primarily to new initiatives approved in FY 2024 (eXtended Detection and Response software, Asset Management and Vulnerability Mitigation System software, etc.) that were fully budgeted within the IT Department pending implementation and have now been allocated to user departments in FY 2025. As these technology costs have now been

GENERAL FUND DEPARTMENTAL SUMMARIES

allocated citywide for FY 2025, it's only a savings within IT as the increased costs will be reflected in other departmental budgets.

- Decrease in employee training (professional development) of -\$25,620 (-53% reduction) due to one-time training approved as part of the FY 2024 Mid-Year Budget for ESRI ArcGIS Pro Mitigation Training Class that will not continue into FY 2025.

Performance Measurement

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

- **Information Technology**

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

Information Technology Department

Performance Measures for Calendar Year 2023

(Calendar Year Stats)

	2023	Department Target	Results	%
IT Operations				
Number total cases	11,986		11,986	
Number resolved in a day	6,879		6,879	
% resolved in a day	57%	70%	B	82%
Number resolved in 10 days	10,907		10,907	
% resolved in 10 days	91%	90%	A+	101%
GIS				
Number total cases	163		163	
Number resolved in a day	72		72	
% resolved w/in in a day	44%	33%	A+	134%
Number resolved in 10 days	130		130	
% resolved in 10 days	80%	75%	A+	106%
OTHER MEASURES				
Emails				
Number of Inbound	3,627,961	N/A	3,627,961	
Number of Outbound	755,756	N/A	755,756	
Number of Internal	3,012,699	N/A	3,012,699	
Number of Rejected Emails	1,662,429	N/A	1,662,429	
% of Rejected Emails	46%	N/A	46%	
Servers				
Avg. number			0	
% availability (including maint.)	99.97%	99.90%	A+	100%

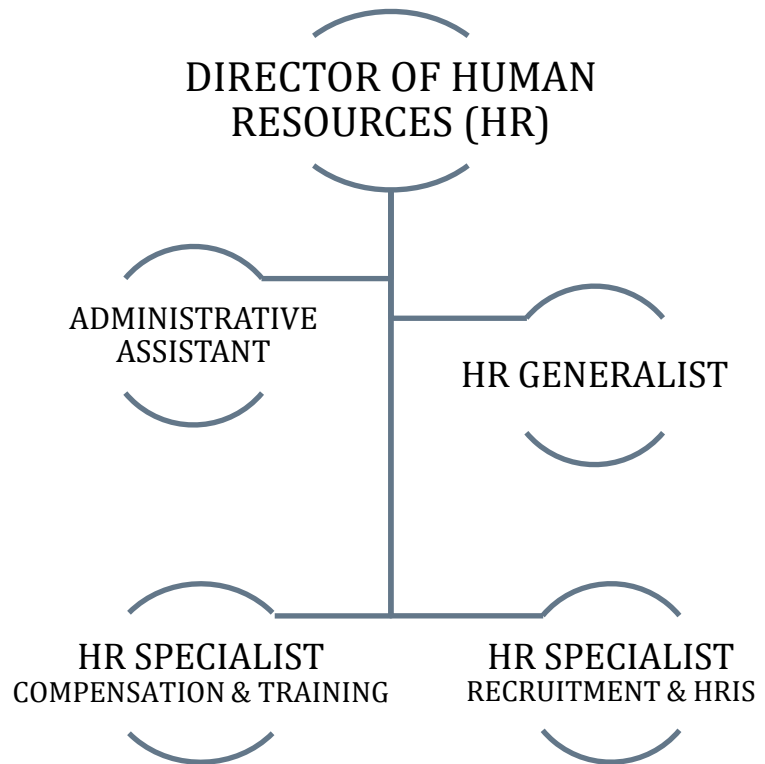
GENERAL FUND DEPARTMENTAL SUMMARIES

Human Resources

CRIS RANDALL
HUMAN RESOURCES
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.



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

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.

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.
- ✓ 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.
-   ✓ 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 and Expenditures

Human Resources General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Public Records Requests	\$ -	\$ -	\$ 85	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ 85	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 274,267	\$ 290,925	\$ 373,097	\$ 403,652	\$ 478,771
Overtime	-	62	-	-	-
Group Insurance	26,318	26,124	35,628	86,267	98,407
FICA	23,594	24,892	31,132	30,885	36,626
Pension (Defined Benefit)	26,117	28,666	29,529	21,942	15,105
Pension (401A Cont./Match)	22,457	26,671	33,690	45,158	61,557
Workers Compensation	7,633	7,857	7,897	9,073	9,966
OPEB Contribution	6,438	5,701	7,982	7,969	11,969
Tuition Reimbursement	15,389	20,726	11,621	55,000	55,000
Miscellaneous	-	387	232	78	-
<i>subtotal</i>	\$ 402,212	\$ 432,011	\$ 530,807	\$ 660,024	\$ 767,401
Maintenance & Operations:					
Professional Services	\$ 38,938	\$ 54,697	\$ 90,066	\$ 77,000	\$ 82,000
Employee Travel	-	723	5,397	4,000	5,000
Employee Training	6,022	2,541	10,405	10,000	11,000
Maint. Contracts/IT Svcs.	32,964	66,730	48,965	134,792	130,376
General Supplies	1,546	6,314	5,643	12,000	12,000
Employee Recognition	37,968	39,230	62,128	71,500	55,500
Miscellaneous	2,169	3,829	11,828	2,000	2,000
<i>subtotal</i>	\$ 119,608	\$ 174,064	\$ 234,432	\$ 311,292	\$ 297,876
TOTAL	\$ 521,820	\$ 606,075	\$ 765,239	\$ 971,316	\$ 1,065,277

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Human Resources totals \$1.1 million and represents an increase of 10%, or \$93,961, compared to FY 2024.

The Personnel Services category increased 16%, or \$107,377, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments.
- Market growth in group insurance costs (e.g. health, dental, vision).
- The transfer of one full-time Administrative Assistant II position from City Administration.

Authorized personnel total 5 full-time-equivalents (“FTE”) and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Administrative Assistant II*	1.0	1.0	1.0	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Human Resources Generalist*	-	-	-	-	1.0	1.0
Human Resources Manager*	1.0	1.0	1.0	1.0	-	(1.0)
Human Resources Specialist*	-	-	1.0	1.0	2.0	1.0
	3.0	3.0	4.0	4.0	5.0	1.0

* Position adjustments occurred during FY 2024.

The Maintenance and Operations category decreased -4%, or -\$13,416, due primarily to the following activity:

- Increase in professional services of \$5,000 (6% growth) due primarily to additional funding for occupational medicine related assessments/activity.
- Decrease in IT professional services of -\$4,416 (-3% reduction) due primarily to one-time implementation costs for the GovInvest Live Compensation software approved as part of the Mid-Year 2024 Budget amendment that will not continue into FY 2025.
- Decrease in employee recognition funding of -\$16,000 (-22% reduction) due primarily to the transfer of funding (\$20,000) for the Employee Appreciation Holiday Luncheon(s) to City Administration (City Clerk team will now manage) which is partially offset through new funding for Public Service Recognition Week (\$12,000).

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Human Resources Dept. annual turnover percentage	0%	0%	50%	25%	0%
City-wide turnover percentage	10.85%	11.98%	10.27%	13.00%	12%
Total # full-time equivalents (full-time, part-time, seasonal, and elected)	583	590	584	590	590
Total # VETERANS full-time equivalents (full-time, part-time, seasonal, and elected)	44	53	48	49	50
HR staff to total full-time equivalent employee ratio	0.515	0.508	0.685	0.678	0.678



WELCOME! We are always looking for enthusiastic candidates passionate for their work and great sense of pride for serving our wonderful community!

Our current vacancies can be found via the hyperlink below. If interested in a position that is not currently open, fill out a Job Interest Card to be notified via e-mail when the position is open.

<https://www.governmentjobs.com/careers/alpharetta>

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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Employment & Retention					
Average cost per hire - Regular positions	\$6,000	\$6,000	\$6,100	\$6,500	\$6,500
Average cost per hire - Seasonal positions	\$750	\$750	\$750	\$900	\$900
# of Online job postings hits	106,673	119,229	125,725	160,000	145,000
# of Job interest cards received	1,239	1,216	1,544	2,000	1,850
# of Applications reviewed	1,084	1,414	1,610	2,800	2,100
# of Qualified applications processed	652	721	859	850	900
# of New hires - Regular positions	34	53	55	65	73
# of New hires - Seasonal positions	87	89	83	110	110
# of Internal promotions	19	32	57	35	45
# of Separations (not including retirement)	124	59	33	100	40
# of Retirements	9	8	16	25	31
# New hire orientation sessions	24	22	12	12	12
Workforce Management					
% of Employees rated "Exceeds" on performance review	37.2%	43.5%	46.3%	39.0%	45.0%
% of Employees rated "Meets" on performance review	62.8%	56.3%	53.7%	61.0%	55.0%
% of Employees underperforming on annual review	0.0%	0.2%	0.0%	0.0%	0.0%
% of Employees on "Performance Improvement Plan"	1.4%	0.2%	0.1%	0.5%	0.3%
# Employee Relation Cases	38	42	52	55	60
# Job Descriptions Revised	42	54	110	60	75
Education Incentive - Professional Development					
# enrollments by program*					
Doctorate Degree	0	0	0	0	0
Master's Degree	1	3	2	7	8
Bachelor's Degree	7	6	4	9	9
Associate's Degree	1	1	2	3	4
Certificate Programs	2	2	1	2	2
Total # of employees receiving education incentive	11	12	9	21	23
Other Metrics					
# Payroll action forms processed	1,412	1,823	1,578	1,650	1,700

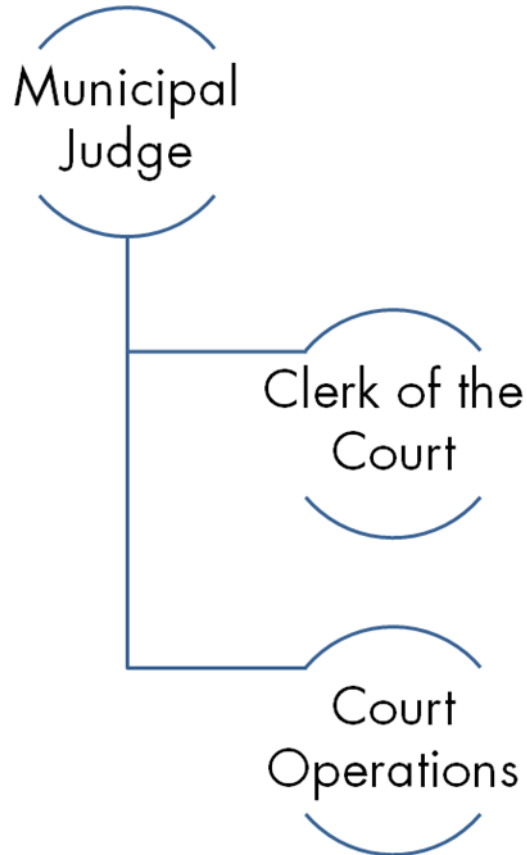
GENERAL FUND DEPARTMENTAL SUMMARIES

Municipal Court

BROOKE LAPPIN
DIRECTOR



BLappin@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.



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

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.
-   ✓ Continue to cross-train employees.

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues and Expenditures

Municipal Court General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Milton IGA	\$ 37,665	\$ 75,637	\$ 142,065	\$ 133,748	\$ 178,626
TOTAL	\$ 37,665	\$ 75,637	\$ 142,065	\$ 133,748	\$ 178,626
EXPENDITURES					
Personnel Services:					
Salaries	\$ 371,878	\$ 428,443	\$ 476,608	\$ 568,403	\$ 636,896
Overtime	4,678	25,728	107,924	110,000	105,000
Group Insurance	70,526	109,172	119,785	107,904	154,599
FICA	27,896	32,291	43,019	51,898	56,636
Pension (Defined Benefit)	31,311	18,145	19,584	11,417	14,171
Pension (401A Cont./Match)	30,613	39,847	55,201	71,831	84,691
Workers Compensation	10,778	11,655	8,655	10,145	10,780
OPEB Contribution	9,105	8,470	6,891	11,271	12,944
Miscellaneous	542	-	77	-	-
<i>subtotal</i>	\$ 557,326	\$ 673,750	\$ 837,745	\$ 942,869	\$ 1,075,717
Maintenance & Operations:					
Professional Services	\$ 227,434	\$ 230,791	\$ 80,430	\$ 67,500	\$ 47,100
Land/Building Rental	-	74,525	81,300	81,300	81,300
Printing	10,269	7,386	5,338	7,191	9,800
Employee Training	880	3,941	4,253	15,000	15,500
Employee Travel	1,502	1,849	1,005	13,000	16,500
Maint. Contracts/IT Svcs.	67,103	53,466	91,524	83,078	98,501
General Supplies	13,108	11,701	8,053	10,250	14,890
Utilities	21,250	4,860	-	-	-
Miscellaneous	6,925	17,757	4,885	2,500	2,700
<i>subtotal</i>	\$ 348,470	\$ 406,276	\$ 276,790	\$ 279,819	\$ 286,291
TOTAL	\$ 905,796	\$ 1,080,027	\$ 1,114,535	\$ 1,222,688	\$ 1,362,008

Budget Narrative

The FY 2025 Budget for Municipal Court totals \$1.4 million and represents an increase of 11%, or \$139,320, compared to FY 2024.

The Personnel Services category increased 14%, or \$132,848, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.

GENERAL FUND DEPARTMENTAL SUMMARIES

- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide), and the addition of one new full-time equivalent position: Administrative Assistant I (\$84,050 annual impact and included in the cost-sharing agreement with the City of Milton; Alpharetta's net cost is 60% or \$50,430). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new staffing responsibilities.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).

Authorized personnel total 7.5 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Administrative Assistant I*, **	1.0	-	-	-	2.0	2.0
Director	1.0	1.0	1.0	1.0	1.0	-
Chief Court Clerk	-	-	1.0	1.0	1.0	-
Deputy Court Clerk**	-	-	2.0	2.0	1.0	(1.0)
GCIC Coordinator	-	-	1.0	1.0	1.0	-
Deputy Clerk II	4.0	4.0	-	-	-	-
Deputy Clerk III	1.0	1.0	-	-	-	-
City Solicitor	-	1.0	1.0	1.0	1.0	-
Judge	0.5	-	0.5	0.5	0.5	-
	7.5	7.0	6.5	6.5	7.5	1.0

* FY 2025 includes the addition of one new full-time equivalent position (Administrative Assistant I) which will be included in the cost-sharing agreement with the City of Milton. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities.

** Position adjustments occurred during FY 2024.

The Maintenance and Operations category increased 2%, or \$6,472, due primarily to the following activity:

- Decrease in professional fees of -\$20,400 (-30% reduction) due primarily to a reduction in funding needed for court appointed attorneys.
- Increase in maintenance contracts of \$10,000 (85% growth) related to the inclusion of cash management box/transport services.
- Increase in IT professional services of \$5,423 (11% growth) due primarily to year 2 support/maintenance costs for Hexagon (Public Safety Records Management /Computer Aided Dispatch). Acquisition, implementation, and year 1 support/maintenance costs for Hexagon were funded through one-time capital funding in FY 2024.

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

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

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Citations received to process	8,765	10,861	11,478	12,000	13,000
Total # of cases disposed	7,745	9,376	11,349	12,000	13,000
# of Court sessions	216	216	192	192	192
Annual deposits (Court Fines)	\$1,361,323	\$1,670,333	\$2,018,838	\$2,250,000	\$2,500,000

Looking for a safe meetup spot to

BUY & SELL ONLINE?

Use our **E-COMMERCE**
SAFE TRADE ZONE

LOCATION: 2565 OLD MILTON PKWY
ALPHARETTA, 30009

Buying or selling something online? Use our E-Commerce Safe Trade Zone!

Towards the front of the Public Safety Department parking lot (located at 2565 Old Milton Parkway), there are two spaces reserved specifically for a safe trade zone.

These spaces are clearly marked and are under constant video surveillance, so they're always available for use!

GENERAL FUND DEPARTMENTAL SUMMARIES

Public Safety

JOHN ROBISON
DIRECTOR



JRobison@alpharetta.ga.us



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Providing a business climate that attracts the top echelon companies.

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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.



- ✓ 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.
- 
 ✓ Conduct a fire safety inspection and/or design a pre-fire plan for every non-residential occupancy annually.



As emerging changes in healthcare affect our community on an almost daily basis, the Alpharetta Department of Public Safety is expanding our response to these needs with the launch of our community paramedicine program – My Watch Alpharetta.

The concept of community paramedicine represents one of the most progressive and historically based evolutions available to community-based healthcare and to the Emergency Medical Services arena. By utilizing Emergency Medical Service (EMS) providers in an expanded role, community paramedicine increases patient access to primary and preventative care, provides wellness interventions within the medical home model, decreases emergency department utilization, saves healthcare dollars, and improves patient outcomes.

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues and Expenditures

Public Safety General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Licenses and Permits	\$ (1,041)	\$ 1,325	\$ 7,051	\$ 500	\$ 20,000
Intergovernmental:					
City of Milton	15,968	1,648	-	-	140,000
Fulton County/COVID-19 Testing Site	234,735	97,485	-	-	-
1st Responders Grant	-	222,359	-	-	-
Alpharetta Jail IGA (utilities)	-	-	4,633	14,300	20,300
Charges for Services:					
Reports	20,627	18,774	24,547	20,000	25,000
Services	150,310	201,990	209,650	200,000	200,000
False Alarms	35,191	61,987	51,902	58,000	56,500
Plan Review	138,229	137,995	208,020	225,000	175,000
Fire Lift Assist Fee	-	-	-	-	50,000
Other	150	-	2,025	-	8,500
Fines & Forfeitures:					
Municipal Court Fines	1,367,813	1,529,553	1,987,587	2,040,000	1,850,000
School Zone/Bus Camera Citations	1,139,043	1,441,210	1,300,188	1,100,250	750,000
Other Revenue	10,405	9,358	200	-	-
TOTAL	\$ 3,111,429	\$ 3,723,684	\$ 3,795,804	\$ 3,658,050	\$ 3,295,300
EXPENDITURES					
Personnel Services:					
Salaries	\$ 14,638,844	\$ 15,870,401	\$ 17,430,569	\$ 19,687,372	\$ 20,690,382
Overtime	1,736,876	2,196,476	2,661,952	2,288,000	2,513,000
Group Insurance	4,877,695	4,721,024	4,934,803	5,841,425	5,802,362
FICA	1,188,219	1,314,104	1,468,436	1,684,583	1,775,745
Pension (Defined Benefit)	1,529,222	1,631,525	1,725,035	1,971,259	2,208,593
Pension (401A Cont./Match)	1,135,079	1,470,121	1,628,790	1,944,957	2,229,938
Miscellaneous	730,361	747,257	850,178	1,007,382	1,032,927
<i>subtotal</i>	\$ 25,836,297	\$ 27,950,908	\$ 30,699,763	\$ 34,424,978	\$ 36,252,947
Maintenance & Operations:					
Professional Services	\$ 86,065	\$ 86,779	\$ 114,089	\$ 261,189	\$ 581,990
Fuel/Repair & Maint. (Vehicles)	659,673	984,450	1,058,162	937,500	1,042,500
Employee Travel	32,565	83,128	130,864	181,656	192,971
Employee Training	83,766	112,824	110,995	177,697	219,062
Maint. Contracts/IT Services	1,295,782	1,558,416	1,666,817	2,123,528	3,249,715
General Supplies	219,962	290,324	298,799	384,791	406,200
Uniforms	176,718	179,589	259,827	327,884	393,550
Miscellaneous	375,883	295,519	338,883	366,754	444,525
<i>subtotal</i>	\$ 2,930,414	\$ 3,591,030	\$ 3,978,436	\$ 4,760,999	\$ 6,530,513
Capital/Leases:					
Capital/Other	\$ 2,902	\$ -	\$ -	\$ 230,395	\$ 166,900
Fleet/Equipment Lease(s)	582,963	675,893	659,852	779,067	779,066
<i>subtotal</i>	\$ 585,866	\$ 675,893	\$ 659,852	\$ 1,009,462	\$ 945,966
TOTAL	\$ 29,352,576	\$ 32,217,831	\$ 35,338,050	\$ 40,195,439	\$ 43,729,426

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Public Safety totals \$43.7 million and represents an increase of 9%, or \$3.5 million, compared to FY 2024.

The Personnel Services category increased 5%, or \$1.8 million, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide), and the addition of one new full-time equivalent position: Fire Training Lieutenant (\$130,000 annual impact with a partial year impact of \$53,000 for FY 2025 after adjusting for forecasted overtime savings). This request includes a January 1, 2025, effective date and is contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new staffing responsibilities.
- Increases in overtime to reflect current usage trends.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).

Authorized personnel total 244.5 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Sworn Police Officers						
Captain*	4.0	4.0	4.0	5.0	4.0	(1.0)
Crime Scene Detective	-	-	1.0	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Field Training Officer*	4.0	5.0	5.0	5.0	4.0	(1.0)
Lieutenant	7.0	7.0	7.0	7.0	7.0	-
Officer*	73.0	72.0	76.0	75.0	76.0	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	16.0	16.0	16.0	17.0	17.0	-
	108.0	108.0	113.0	114.0	113.0	(1.0)

GENERAL FUND DEPARTMENTAL SUMMARIES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Certified Firefighters						
Accreditation/Emer. Mgmt. Coord. (Captain)	1.0	-	-	-	-	-
Assistant Fire Marshal*	5.0	5.0	4.0	5.0	4.0	(1.0)
Battalion Chief	4.0	4.0	3.0	3.0	3.0	-
Captain	18.0	17.0	18.0	18.0	18.0	-
Community Paramedic	-	-	1.0	1.0	1.0	-
Deputy Fire Marshal*	1.0	1.0	2.0	1.0	2.0	1.0
EMS Division Chief	1.0	1.0	1.0	1.0	1.0	-
EMS Training Officer	1.0	1.0	1.0	1.0	1.0	-
Fire Administration Chief	-	-	-	1.0	1.0	-
Fire Administrative Captain	-	-	-	1.0	1.0	-
Fire Apparatus Engineer	24.0	27.0	27.0	27.0	27.0	-
Fire Division Chief Training	-	-	1.0	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	18.0	18.0	-
Firefighter/Paramedic	20.0	20.0	20.0	20.0	20.0	-
Lieutenant**	3.0	7.0	6.0	6.0	7.0	1.0
Public Affairs Coordinator	1.0	-	-	-	-	-
Public Safety Logistics/Emer. Mgmt Coord.	1.0	1.0	1.0	1.0	1.0	-
	101.0	105.0	106.0	107.0	108.0	1.0
Civilian Positions						
Administrative Assistant II	2.0	2.0	1.0	1.0	1.0	-
Administrative Generalist	-	-	1.0	1.0	1.0	-
Accreditation Manager*	-	1.0	1.0	1.0	-	(1.0)
Budget/Finance Coordinator	1.0	1.0	1.0	1.0	1.0	-
Criminal Information Systems Technician	-	-	-	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	0.5	0.5	0.5	-	-	-
Parking Ambassador (2PT to 1FT in FY 2023)	1.0	1.0	1.0	1.0	1.0	-
Public Safety Technology Manager*	-	-	-	-	1.0	1.0
Records Clerk	5.0	5.0	5.0	4.5	4.5	-
Records Manager	-	1.0	1.0	1.0	1.0	-
Records Supervisor	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	-
Special Projects and Data Analyst	-	1.0	1.0	1.0	1.0	-
Strategic Comm. & Media Relations Mgr*	-	-	-	-	1.0	1.0
	17.5	19.5	19.5	22.5	23.5	1.0
	226.5	232.5	238.5	243.5	244.5	1.0

* Position adjustments occurred during FY 2024.

** FY 2025 includes the addition of one new full-time equivalent position (Fire Training Lt.). This request includes a January 1, 2025 effective date and is contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities.

GENERAL FUND DEPARTMENTAL SUMMARIES

The Maintenance and Operations category increased 37%, or \$1.8 million, due primarily to the following activity:

- Increase in professional services of \$320,801 (123% growth) due to the AMR North Fulton subsidy (emergency medical response service). Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.
- Increase in vehicle repair/maintenance of \$99,500 (24% growth) 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. Additionally, new vehicle availability is still constricted which leads to retaining existing vehicles in excess of the 100,000-mileage target which also impacts maintenance costs.
- Increase in employee travel/training (professional development) of \$52,680 (15% growth) to ensure our staff maintains industry knowledge and best practices in the law enforcement and fire safety fields.
- Increase in maintenance contracts/IT professional services of \$1.1 million (53% growth) due to multiple initiatives:
 - Year 2 support/maintenance costs for Hexagon (Public Safety Records Management/Computer Aided Dispatch) totaling \$625,518. Acquisition, implementation, and year 1 support/maintenance costs for Hexagon were funded through one-time capital funding in FY 2024. An additional \$140,000 has been programmed into FY 2025 for Hexagon support/maintenance for the City of Milton's licensing needs and constitutes a pass-thru within our budget (\$140,000 in revenue from the City of Milton and corresponding \$140,000 in expenditures). In total, \$765,518 in new cost growth in FY 2025 related to the Hexagon software.
 - Support/maintenance costs for the Temple Traffic Preemption software (\$50,000). The original implementation traffic preemption project included a 5-year prepay for this software that has ended and will now be funded on an annual basis.
 - Growth in public safety body camera service capabilities (+\$152,045 for additional units and existing contract cost growth).
 - Funding addition totaling \$33,500 to ensure full compliance with the FBI

GENERAL FUND DEPARTMENTAL SUMMARIES

Criminal Information Services (CJIS) Security Policy as it relates to cell phone usage for City Public Safety staffing. The result of this policy requirement is that public safety staff that access select systems moving forward will be required to have a City issued and managed cell phone (approx. 61 new cell devices).

- Allocations of new initiatives approved in FY 2024 (eXtended Detection and Response software, Asset Management and Vulnerability Mitigation System software, etc.) that were fully budgeted within the IT Department in FY 2024 (pending implementation) and have now been allocated to user departments, etc.
- Increase in general supplies of \$21,409 (6% growth) primarily attributable to increased funding levels for ammunition.
- Increase in uniform funding of \$65,666 (20% growth) and a corresponding decrease in machinery & equipment of -\$63,495 (-28% reduction) related to the reallocation of \$60,000 in turnout gear funding. Specifically, all turnout gear funding is included within the uniform account in FY 2025 (whereas \$60,000 was included within machinery & equipment in FY 2024).
- Increase in electricity utility costs of \$24,500 (13% growth) due to approved GA Power rate increases.

The Capital/Lease category decreased -6%, or -\$63,496, primarily related to the reallocation of funding for turnout gear discussed above.



Aerial view of
Downtown
Alpharetta.

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Public Safety programs including performance measures.

- **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

	FY 2020	FY 2021	FY 2022	FY 2023
Offenses				
Group A Offenses	1,850.00	1,564.00	1,732.00	1,055.00
Group B Offenses	663.00	297.00	580.00	N/A
Total	2,513.00	1,861.00	2,312.00	1,055.00
Per 1000 Population	36.35	26.92	34.70	15.68
Arrest				
Group A Offenses	372.00	330.00	370.00	424.00
Group B Offenses	248.00	280.00	419.00	382.00
Non-Criminal Offenses	563.00	401.00	479.00	N/A
Total	1,183.00	1,011.00	1,268.00	806.00
Per 1000 Population	17.11	14.63	19.03	11.98

Criminal Investigations Division

Assigned for Investigation	944.00	1,374.00	816.00	716.00
Closed by Arrest	87.00	91.00	96.00	51.00
Closed by Exception	38.00	29.00	30.00	22.00
Unfounded	112.00	166.00	88.00	73.00
Active Cases	707.00	1,088.00	602.00	570.00

Traffic Division

Accidents	2,538.00	1,800.00	2,263.00	2,171.00
Fatalities	1.00	3.00	0.00	0.00

911 Communications

Calls For Service	33,997.00	35,866.00	40,657.00	42,097.00
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GENERAL FUND DEPARTMENTAL SUMMARIES

- **Fire Services**

Statement of Service: Alpharetta's Fire Services include fire prevention, fire inspection, and fire suppression.

Public Safety Department
Performance Measures
Fire

	2020 Total Incidents	2021 Total Incidents	2022 Total Incidents	2023 Total Incidents
FIRES				
Structure Fires	41	61	54	55
Vehicle Fires	25	22	24	22
Other Fires	30	35	44	23
Total Fires	96	118	122	125
Pressure Ruptures, Explosion, Overheat	0	4	3	1
RESCUE CALLS				
Emergency Medical Treatment	3442	3510	3946	4365
All Others	54	145	528	567
Total Rescue Calls	3496	3655	4474	0
Hazardous Condition Calls	147	124	177	182
Service Calls	598	574	744	1316
Good Intent Calls	1123	1466	1411	1524
Severe Weather or Natural Disaster	2	0	1	0
Special Incident Calls	2	0	2	0
Unknown Incident Type	0	0	0	0
FALSE CALLS				
Malicious Calls	19	13	7	19
Other False Calls	768	847	1174	850
Total False Calls	787	860	1181	869
TOTAL CALLS	6251	6801	8115	9068

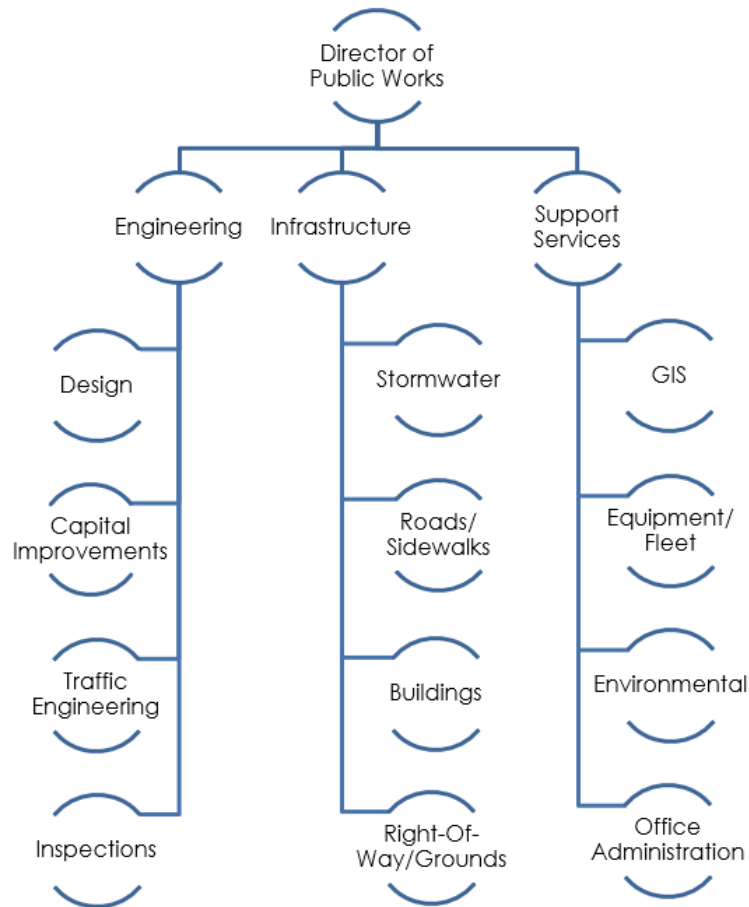
GENERAL FUND DEPARTMENTAL SUMMARIES

Public Works

PETE SEWCZWICZ
DIRECTOR



PSewczwicz@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.



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.
-  ✓ 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 and Expenditures

Public Works General Fund

	FY2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Other Revenue:					
CID (GA400 Interchange Maint.)	\$ 106,679	\$ 71,642	\$ 97,928	\$ 91,073	\$ 93,806
Miscellaneous	24,300	13,529	5,841	1,000	3,000
TOTAL	\$ 130,979	\$ 85,171	\$ 103,769	\$ 92,073	\$ 96,806
EXPENDITURES					
Personnel Services:					
Salaries	\$ 2,924,482	\$ 3,090,806	\$ 3,358,554	\$ 3,720,865	\$ 3,921,719
Overtime	20,406	41,865	52,018	45,000	55,000
Group Insurance	895,540	893,505	875,935	1,037,971	1,034,693
FICA	216,601	230,220	251,367	285,618	304,385
Pension (Defined Benefit)	306,128	323,670	296,195	333,160	380,255
Pension (401A Cont./Match)	203,358	259,486	281,588	353,316	392,657
Workers Compensation	88,360	91,966	91,661	83,243	81,252
OPEB Contribution	74,549	66,877	73,455	92,962	98,043
Miscellaneous	1,161	3,251	1,625	1,628	2,171
<i>subtotal</i>	\$ 4,730,585	\$ 5,001,646	\$ 5,282,398	\$ 5,953,763	\$ 6,270,175
Maintenance & Operations:					
Professional Services	\$ 5,383	\$ 9,673	\$ -	\$ 50,000	\$ 16,000
Fuel/Repair & Maint. (Vehicles)	117,014	150,818	170,762	170,000	190,750
Repair & Maint. (Facilities)	366,097	314,309	454,356	507,500	501,000
Maint. Contracts/IT Services	1,138,897	1,297,073	1,448,843	1,645,962	1,773,934
General Supplies	103,166	106,595	105,228	166,950	155,750
Utilities	1,976,712	1,892,247	1,883,930	2,029,250	2,176,300
Miscellaneous	98,374	81,277	110,290	150,500	152,750
<i>subtotal</i>	\$ 3,805,644	\$ 3,851,992	\$ 4,173,408	\$ 4,720,162	\$ 4,966,484
Capital/Lease/Other					
City Hall HVAC	\$ -	\$ -	\$ -	\$ 131,007	\$ -
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 131,007	\$ -
TOTAL	\$ 8,536,228	\$ 8,853,638	\$ 9,455,806	\$ 10,804,932	\$ 11,236,659

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Public Works totals \$11.2 million and represents an increase of 4%, or \$431,727, compared to FY 2024.

The Personnel Services category increased 5%, or \$316,412, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide), and the addition of one new full-time equivalent position: Senior Urban Forestry Assistant (\$104,100 annual impact with a partial year impact of \$52,050 for FY 2025). This request includes a January 1, 2025, effective date and is contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new staffing responsibilities.
- Increases in overtime to reflect current usage trends.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).

Authorized personnel total 51 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Assistant Construction Manager	1.0	1.0	1.0	1.0	1.0	-
Civil Engineer	2.0	1.0	1.0	1.0	1.0	-
Construction Manager	1.0	1.0	1.0	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Engineering Technician*	5.0	4.0	6.0	6.0	4.0	(2.0)
Environmental Program Coordinator	1.0	1.0	1.0	1.0	1.0	-
Fleet & Logistics Equipment Coordinator	1.0	1.0	1.0	1.0	1.0	-
GIS Specialist/Planner	-	1.0	-	-	-	-
GIS Coordinator	-	-	1.0	1.0	1.0	-
Infrastructure Operations Manager	-	-	1.0	1.0	1.0	-
Intelligent Transportation System Prog. Mgr.*	-	-	-	-	1.0	1.0
Office Manager	1.0	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	7.0	7.0	7.0	-
Public Works Supervisor	4.0	4.0	3.0	3.0	3.0	-
Public Works Technician I	6.0	6.0	6.0	5.0	5.0	-
Public Works Technician II	10.0	10.0	9.0	9.0	9.0	-
Right of Way Coordinator	1.0	1.0	1.0	1.0	1.0	-

GENERAL FUND DEPARTMENTAL SUMMARIES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Senior Engineer	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	1.0	-
Senior Urban Forestry Assistant**	-	-	-	-	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 Safety Specialist*	-	-	-	-	1.0	1.0
Transportation Engineering Manager	1.0	1.0	1.0	1.0	1.0	-
Urban Forestry Program Manager	1.0	1.0	1.0	1.0	1.0	-
	52.0	51.0	51.0	50.0	51.0	1.0

* Position adjustments occurred during FY 2024.

** FY 2025 includes the addition of one new full-time equivalent position (Sr. Urban Forestry Assistant). This request includes a January 1, 2025 effective date and is contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities.

The Maintenance and Operations category increased 5%, or \$246,322, due primarily to the following activity:

- Increase in funding for vehicle repair/maintenance needs (+\$25,000). 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.
- Increase in maintenance contracts and IT professional services of \$127,972 (8% growth) due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping, janitorial, etc. coupled with the residual impact of a renegotiated IGA (2023) with Fulton County for Annual Control (\$68,200 increase over the FY 2024 amended budget) and dedicated funding for inspection/maintenance services (\$30,000) for the City's Fire Suppression systems.
- Increase in utility expenses of \$147,050 (7% 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.
- Increase in employee training (professional development) of \$10,000 (50% growth) as the APWA Conference (American Public Works Association) is being held in Atlanta in September 2024. The Department intends to send as many staff as possible due to the conference being local this year which eliminates much of the typical travel expenses (e.g. airfare, hotel, etc.).

GENERAL FUND DEPARTMENTAL SUMMARIES

- Decrease in professional services of -\$34,000 (-68% reduction) due to one-time funding approved as part of the FY 2024 Mid-Year Budget to host a Spring 2024 Household Hazardous Waste Event. The Spring Event has been added to the Solid Waste Fund budget for FY 2025.

The Capital/Lease category decreased -100%, or -\$131,007, as FY 2024 included funding to replace the City Hall HVAC system. This project is complete and will not carry-forward into FY 2025.

Performance Measurement

The following section provides detailed information on Public Works programs including performance measures.

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Average # of days to complete sidewalk work order	12.2	12.5	7.4	10.0	10.0
Average # of days to complete pothole work order	1.0	1.0	1.1	1.0	1.0
Average # of days to complete curb and gutter work order	2.0	8.5	23.0	5.0	5.0
Average # of days to complete ROW, mowing, limb work order	1.0	2.5	1.0	2.0	2.0
Average # of days to complete sink hole work order	3.4	7.6	4.7	3.0	4.0
Average # of days to complete sign replacement/upgrade work order	1.7	1.8	1.3	2.0	1.5
Average # of days to complete signal light maintenance work order	3.6	6.5	5.5	3.0	5.0
Average # of days to complete striping work order	3.7	2.0	6.3	4.0	4.0
Average # of days to complete catch basin work order	2.5	1.9	1.5	5.0	2.5
Average # of days to complete storm drain work order	10.3	13.5	12.7	10.0	10.0
Average # of days to complete facilities work order	4.0	4.4	3.8	4.0	4.0

GENERAL FUND DEPARTMENTAL SUMMARIES

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Water quality samples analyzed	448	440	252	150	200

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Events coordinated	24	28	18	24	20
# of Students reached	18	285	354	275	275
# of Volunteers	244	215	269	250	250



Alpharetta residents can recycle their glass at the drop-off center located in the parking lot of the Department of Public Works (1790 Hembree Road).

Glass left at the new drop-off site will be transported to the Strategic Materials recycling plant located in College Park. The facility recycles most types of glass and sells their product to Georgia companies that manufacture consumer products like fiberglass insulation and flooring.

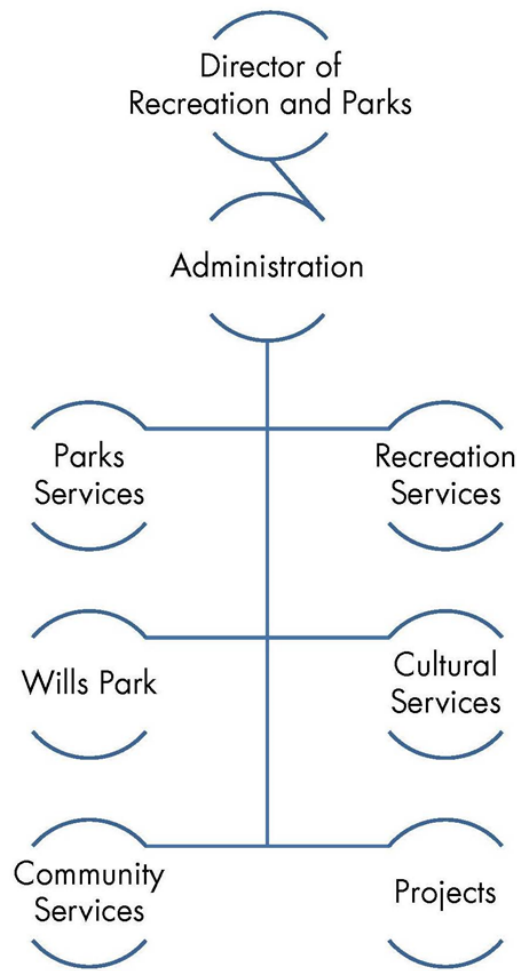
GENERAL FUND DEPARTMENTAL SUMMARIES

Recreation, Parks & Cultural Services

MORGAN RODGERS
DIRECTOR



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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, Parks & Cultural Services Department strives to provide the highest quality recreation activities, cultural programs, and park facilities to our citizens, consistent with our core values of Excellence, Stewardship, Integrity, Service, and Loyalty.

Goals and Objectives

-   ✓ Continue to work towards completion of the nine (9) Park improvement/Development projects prioritized by the 2021 Parks Bond Referendum.
-   ✓ Connect with residents and seek out ideas for new programs and services and implement when possible; and
-   ✓ Increase revenues through increased participation, sponsorships, and donations.
-   ✓ Actively engage in improving access and usability of all parks and facilities through ongoing maintenance, beautification, and facility enhancement; and
-   ✓ Expand existing and seek out new partnerships with adjoining cities, Fulton County, Fulton County Schools, and businesses throughout the City.



GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues and Expenditures

Recreation, Parks & Cultural Services General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Intergovernmental	\$ 2,486	\$ 3,390	\$ 2,260	\$ 3,000	\$ 2,000
Charges for Services:					
Aquatics Activity Fees	114,299	201,502	168,968	216,000	236,500
Athletics Activity Fees	342,519	282,234	254,103	230,000	261,000
Arts Services	96,622	183,402	206,466	253,800	266,500
Community Center Activity Fees	567,756	814,956	977,584	1,047,000	1,283,750
Community Theater	-	-	-	-	15,000
Preston Ridge Community Center Activity Fees	725	19,099	12,035	104,000	75,000
Senior Center Activity Fees	30,376	111,819	143,660	150,250	170,480
Equestrian Center Activity Fees	318,494	296,202	223,756	310,000	357,500
Wills Park Rec. Ctr Activity Fees	198,119	272,018	286,457	318,338	193,300
Community Garden Fees	-	-	-	45,000	45,000
Non-Resident Fees	209,891	309,390	454,528	350,000	440,000
Taste of Alpharetta	-	-	-	300,000	300,000
Other	153,992	72,036	75,184	73,749	68,000
Other Revenue	13,508	31,994	21,105	36,296	25,000
TOTAL	\$ 2,048,787	\$ 2,598,041	\$ 2,826,105	\$ 3,437,433	\$ 3,739,030
EXPENDITURES					
Personnel Services:					
Salaries	\$ 2,504,452	\$ 2,577,076	\$ 2,901,771	\$ 3,360,243	\$ 3,487,164
Seasonal/Temp. Svcs	532,875	725,346	859,192	974,000	1,031,000
Overtime	74,527	181,458	203,086	207,000	220,500
Group Insurance	811,101	770,471	857,163	1,009,749	1,098,620
FICA	229,058	259,164	295,173	344,408	362,596
Pension (Defined Benefit)	210,321	223,610	206,704	253,603	263,691
Pension (401A Cont./Match)	215,485	258,212	276,714	364,550	403,342
Miscellaneous	155,799	132,043	136,794	160,472	160,829
<i>subtotal</i>	<i>\$ 4,733,618</i>	<i>\$ 5,127,379</i>	<i>\$ 5,736,597</i>	<i>\$ 6,674,025</i>	<i>\$ 7,027,742</i>
Maintenance & Operations:					
Professional Services	\$ 1,088,980	\$ 1,688,903	\$ 1,919,243	\$ 2,655,098	\$ 2,495,715
Fuel/Repair & Maint. (Vehicles)	65,678	78,931	91,746	84,922	101,500
Repair & Maintenance (Grounds)	570,351	689,964	763,188	785,484	830,250
Repair & Maintenance (Facilities)	41,557	22,276	37,341	72,813	62,600
Equipment Rental	57,714	114,233	136,201	221,055	211,393
Maintenance Contracts/IT Svcs.	1,096,678	1,330,711	1,761,847	1,886,942	2,133,271
General Supplies	358,631	368,560	420,637	483,098	512,165
Uniforms	15,934	12,880	21,096	23,970	26,050
Utilities	654,217	649,033	728,330	739,050	820,300
Miscellaneous	170,649	196,742	294,258	323,838	314,635
<i>subtotal</i>	<i>\$ 4,120,389</i>	<i>\$ 5,152,233</i>	<i>\$ 6,173,885</i>	<i>\$ 7,276,270</i>	<i>\$ 7,507,879</i>
Capital/Other	\$ 12,594	\$ 1,500	\$ 15,188	\$ 64,562	\$ 34,000
TOTAL	\$ 8,866,601	\$ 10,281,112	\$ 11,925,670	\$ 14,014,857	\$ 14,569,621

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Recreation, Parks & Cultural Services totals \$14.6 million and represents an increase of 4%, or \$554,764, compared to FY 2024.

The Personnel Services category increased 5%, or \$353,717, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide), and the addition of one new full-time equivalent position: Parks Supervisor II (\$104,100 annual impact with a partial year impact of \$52,050 for FY 2025). This request includes a January 1, 2025, effective date and is contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new staffing responsibilities.
- Increases in overtime to reflect current usage trends.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).
- Increase in funding for seasonal staffing needs totaling \$45,200 for the new Community Theater initiative. Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.

Authorized personnel total 50.5 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Administrative Assistant I	4.0	3.0	3.0	3.0	3.0	-
Administrative Assistant II	2.0	1.0	1.0	1.0	1.0	-
Administrative Office Coordinator	1.0	1.0	1.0	1.0	1.0	-
Community Agricultural Coordinator	0.5	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	1.0	-
Cultural Arts Supervisor	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	2.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Equestrian Center Supervisor II*	-	-	-	-	1.0	1.0
Facility Technician	4.0	2.0	-	-	-	-
Marketing Coordinator	0.5	0.5	0.5	-	-	-
Operations Manager*	-	-	-	-	1.0	1.0

GENERAL FUND DEPARTMENTAL SUMMARIES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Parks Maintenance Crew Leader*	1.0	1.0	5.0	5.0	4.0	(1.0)
Parks Maintenance Technician I	12.0	12.0	-	-	-	-
Parks Maintenance Technician II	4.0	4.0	-	-	-	-
Parks Maintenance Worker	-	-	13.0	13.0	13.0	-
Parks Services Manager	1.0	1.0	1.0	1.0	1.0	-
Parks Supervisor II**	3.0	3.0	3.0	4.0	5.0	1.0
Project Manager*	1.0	1.0	1.0	1.0	-	(1.0)
Recreation Coordinator	4.0	4.0	5.0	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	2.0	2.0	1.0	1.0	1.0	-
Special Events Supervisor	-	-	1.0	1.0	1.0	-
Wills Park Manager	1.0	1.0	1.0	1.0	1.0	-
	51.0	48.0	49.0	49.5	50.5	1.0

* Position adjustments occurred during FY 2024.

** FY 2025 includes the addition of one new full-time equivalent position (Parks Supervisor II). This request includes a January 1, 2025 effective date and is contingent upon a mid-year review of revenue trends. Please refer to the *Operating Initiative Requests* section of this document for detailed information on the duties and responsibilities.

The Maintenance and Operations category increased 3%, or \$231,609, due primarily to the following activity:

- Decrease in professional services of -\$159,383 (-6% reduction) due to a recalibration of anticipated funding for program instructors including athletics (basketball, pickleball, etc.), Senior Center programming (arts, enrichment, etc.), aquatics programs, art center programs, etc.
- Increase in fuel and vehicle repair/maintenance expenses of \$16,578 (20% growth) due primarily to fuel (+\$8,000) and vehicle repair needs (+\$10,578) based on current usage trends.
- Increase in grounds repair/maintenance expenses of \$44,766 (6% growth) due primarily to growth in maintenance needs for the Equestrian Center as well as landscape improvements system-wide (e.g. invasive plant removal, etc.).
- Decrease in facility repair/maintenance expenses of -\$10,213 (-14% reduction) due primarily to one-time needs in FY 2024 that will not carryforward into FY 2025 (e.g. FY 2024 included one-time funding for a movable partition-wall replacement).
- Increase in maintenance contracts of \$186,439 (13% growth) due primarily to inflationary cost increases in many of the city's labor-intensive contracts such as landscaping, janitorial, etc. (+\$47,000) coupled with landscaping and janitorial needs (+\$30,000) for newly opened parks (Waters Road Park and Mid-Broadwell Park). Additional maintenance contract cost growth is included for pool chemicals

GENERAL FUND DEPARTMENTAL SUMMARIES

(+\$6,000), equestrian shavings/manure removal (+\$25,000), trash collection/removal (+\$31,000), fountain maintenance (+\$15,000), etc. as well as \$50,000 for the AED replacement/expansion initiative (please refer to the *Operating Initiative Requests* section of this document for detailed information on this safety enhancement initiative).

- Increase in IT professional services of \$58,890 (15% growth) due to additional funding for the RecWare Park Program Registration software (+\$20,000 as it is funded on a per customer basis and grows along with program participation), and the allocations of new initiatives approved in FY 2024 (eXtended Detection and Response software, Asset Management and Vulnerability Mitigation System software, etc.) that were fully budgeted within the IT Department in FY 2024 (pending implementation) and have now been allocated to user departments.
- Increase in utility expenses of \$72,250 (10% 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.
- Increase in funding across multiple accounts totaling \$34,500 for operational needs of the new Community Theater initiative. Please refer to the *Operating Initiative Requests* section of this document for detailed information on this service enhancement initiative.

The Capital/Other category includes funding for general repair/replacement capital and equipment needs.



Equestrian Center

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Recreation and Parks programs including performance measures.

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Recreation & Parks turnover percentage	17%	12%	4%	8%	8%
Annual Activity Enrollments as in ActiveNet	16,944	22,755	24,609	25,000	27,500

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Total # of Participants per year* (Res / Non-Res)	6,033 1,870/4,163	21,301 6,851/14,480	27,314 8,735/18,579	30,000 9,500/20,500	30,000 9,500/20,500
Total # of Building rentals	8	9	8	10	10
Total # of Day trips taken	0	70	100	100	100
Total # of Overnight trips taken using City buses	0	2	3	3	3

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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
% of Days pool facilities were open during pool season (93 days)	90%	100%	100%	100%	
Average daily attendance at City pool	150	400	340	375	375
Hours of lifeguard training per person	40	40	40	40	40
# of Swim lessons held	0	98	N/A	N/A*	N/A
# of Swim lessons participants	0	542	N/A	N/A*	N/A
(resident / non-resident)	0	339/203	N/A	N/A*	N/A
Swim teams participants	121	188	223	250	250
(resident / non-resident)	76/45	121/67	149/74	175/75	175/75
C.O.A.S.T. participants	0	46	19	25	25
(resident / non-resident)	0	18/28	13/6	20/5	20/5
# of Pool passes sold	0	544	598	550	550
(resident / non-resident)	0	233/311	257/341	250/300	250/300

* Swim lessons contracted to YMCA Summer 2022

- 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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Participants in youth art classes	196	210	345	250	380
(resident/Milton/non-resident)	96/100	110/100	225/120	140/110	266/114
# of Participants in adult art classes	265	296	661	325	727
(resident/Milton/non-resident)	199/66	210/86	430/181	230/95	508/219
# of Participants in summer camp	193	232	651	250	716
(resident/Milton/non-resident)	130/63	155/77	423/219	165/85	501/215

GENERAL FUND DEPARTMENTAL SUMMARIES

- 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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Participants in aerobics	1049	228	N/A	N/A	N/A
(resident / non-resident)	-----	165/63	N/A	N/A	N/A
# of Participants in Yoga (Adults &	132	N/A	N/A	N/A	N/A
(resident / non-resident)	59/73	N/A	N/A	N/A	N/A
# of Participants in tennis	285	474	420	500	500
(resident / non-resident)	227/58	375/99	355/65	400/100	400/100
# of Participants in Walking/ Running Programs	5	68	204	400	450
(resident / non-resident)	5/0	41/27	91/113	250/150	300/150
# Participants in Babysitter Bootcamp Classes and Camps	60	63	23	50	50
(resident / non-resident)	27/33	26/37	18/5	30/20	30/20
# of Participants in Cooking Classes(remove "and Camps")	0	41	N/A	N/A	N/A
(resident / non-resident)	0	23/18	N/A	N/A	N/A
# of HW Pop-Up Participants	3,200	3,850	3500	3,500	3500
# of Participants in Pickleball	333	453	534	650	650
(resident / non-resident)	107/226	232/221	295/239	300/350	300/350

*Aerobics is no longer a contracted service- has moved into a Health & Wellness Partner offering free classes- Spring 2022

- 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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Participants - Adult Basketball	0	631- 3 seasons; 60 teams	468- 3 seasons; 60 teams	450	450
(resident / non-resident)	0	178/516	156/312	150/300	150/300
# of Participants - Adult Softball	1,182/171 teams	1,609- 3 seasons; 126 teams	1,419- 3 seasons; 133 teams	1,500/138	1,500/138
(resident / non-resident)	640/542	626/983	436/983	800/900	800/900
# of Participants - Teen Basketball	56/7 teams	117- 2 seasons; 16 teams	N/A	N/A	100
(resident / non-resident)	44/12 Summer only	67/50	N/A	N/A	60/40
# of Participants - Youth Basketball	0	328- 37 teams	358- 45 teams	400	400
(resident / non-resident)	0	252/76	287/71	300/100	300/100
# of Participants - Youth Soccer	1,395	1,352	N/A	N/A	N/A
(resident / non-resident)	868/527	957/395	N/A	N/A	N/A
# of Participants - Youth Travel Soccer	N/A	656	N/A	N/A	N/A
(resident / non-resident)		334/322	N/A	N/A	N/A

* Ambush Soccer Club is no longer a contracted program- they are now a Youth Athletic Association- Fall 2021

Teen Basketball has had little to no enrollment since Spring of 2022

GENERAL FUND DEPARTMENTAL SUMMARIES

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Participants in summer day camps (resident / non-resident)	1,427 878/549	1,745 1,203/542	1753 1,227/527	1,750 1,250/500	1,750 1,250/500
# of Participants in dance, including camps (resident / non-resident)	30 186/115	861 512/349	979 703/276	1,000 725/275	1,000 725/275
# of Participants in gymnastics, including camps and AGA (resident / non-resident)	2602 1,538/1,064	2920 1,880/1,040	5447 3,377/2,070	5,500 3,500/2,000	5,500 3,500/2,000
# of Participants in Specialty Camps	54	406	1,564	1,500	1,500

Recreation, Parks & Cultural Services - Preston Ridge					
Performance Measurements	Actual FY 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Total # of Active Adult Participants per year* (resident / non-resident)	125* 59/66	3,364 717/2,650	5,326 1,241/4,085	6,000 1,750/4,250	6,250 2,000/4,250
# of Facility Rentals	8	22	25	35	35

* CENTER OPENED JUNE 2021

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Total # of Equestrian event dates	92	87	82	95	95
Total # dog show events	14	11	12	10	12
Total # other event dates hosted at equestrian center	13	10	13	15	15
Total attendance at events	100,000	100,000	100,000	135,000	135,000
# of Arenas/rings maintained	5	5	6	6	6
# of Part-time hours used	0	0	0	900	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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Number of Workshops/Classes Offered			61 (CY2023)	66	72
Number of local schools in partnership*			5	6	7
Number of individual volunteers participating in program	668 (CY2021)	760 (CY2022)	616 (CY2023)	775	775
Number of volunteer hours dedicated from community volunteers to program			4,680 (CY2023)	4,750	4,750

* Cambridge High School, Alpharetta High School, Milton High School, Innovation Academy, Fulton Science Academy

Recreation, Parks & Cultural Services - Community Services Performance Measurements	Actual FY 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Total Approved Events:					
Exclusive City Events	2	15	11	12	12
City Partnered Events	32	75	90	85	85
Outside Event Applications Processed	19	20	21	20	20
Approved / Denied	19/0	19 approved/1 denied	19 approved/2 cancelled		
Film Permit Requests Processed	0	11	14	12	20
Approved / Denied	0	6 approved/2 denied/3 cancelled	13 approved/ 1 cancelled		
Estimated Attendance for:					
Taste of Alpharetta	0	0	40,000	50,000	50,000
Mayor's Challenge	0	0	1,500	2,000	2,000
Old Soldier's Day Parade	0 - cancelled	0 - cancelled	0	0	0
Season of Celebration	0	800	3,000	5,000	5,000
Alpharetta Arts StreetFest	0	0	10,000	10,000	10,000
Scarecrow Harvest	0 - cancelled	0 - cancelled	0	0	0
Wire & Wood	0	15,000	15,000	20,000	20,000
Food Trucks	0	3,500	5,000	7,000	7,000
Restless In Resthaven	0 - cancelled	0 - cancelled	0	0	0
Grilling & Gridiron	0	800	800	1,000	1,000
Volunteer Recruitment:					
Taste of Alpharetta (Non-City Staff)	0	0	0	0	0
Season of Celebration	0	0	8	0	0
Scarecrow Harvest	0	0	0	0	0
Wire & Wood	0	6	0	0	0
Community Agriculture	668 (CY2021)	760 (CY2022)		775	
TOTAL	668	766	8	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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Athletic fields maintained*	35	35	35	35	35
# of Park acres maintained	355	360	360	360	360
# of Greenway acres maintained	254	254	254	254	254
# of Playground inspections	108	120	120	120	132
# of Park/playground injuries	2	1	1	0	0
# of Athletic field preparations	4,200	5,520	5,500	5,520	5,500
# of Park mowings	40	40	40	40	40
# of Athletic field mowings	80	80	80	80	80
# of Buildings maintained	37	37	37	39	39
# of Restrooms maintained	56	57	57	59	59
# of Pavilions maintained	17	17	17	17	16
# of Hours utilized for trash	10,950	10,950	10,950	9,850	9,850
# of Part-time hours used	4,211	5,119	7,709	8,000	9,000
# of Vehicles maintained	22	25	29	30	29
# of Vehicle-related accidents	1	0	0	1	0



Alpharetta Greenway construction began in 1995 and we have over 8 miles completed.

The Alpha Loop, a multi-use path looping through Alpharetta, was introduced in 2016 as a long-term project to "Connect People to the Stuff" like our neighborhoods to activity centers, improve mobility, and enhance the quality of life of everyone who lives, works, and spends time in our awesome community.

In 2020, the first full segment of the Alpha Loop was completed, connecting Downtown Alpharetta to Avalon with several other sections under construction. Additional AlphaLoop segments are nearing completion.

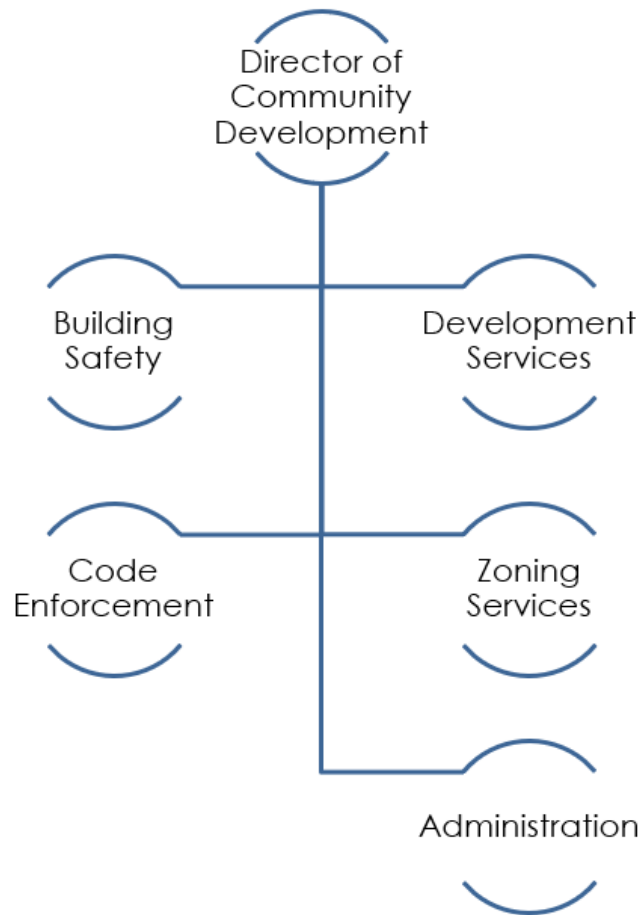
GENERAL FUND DEPARTMENTAL SUMMARIES

Community Development

KATHI COOK
DIRECTOR



KCook@alpharetta.ga.us



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



Offering the highest quality 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 Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

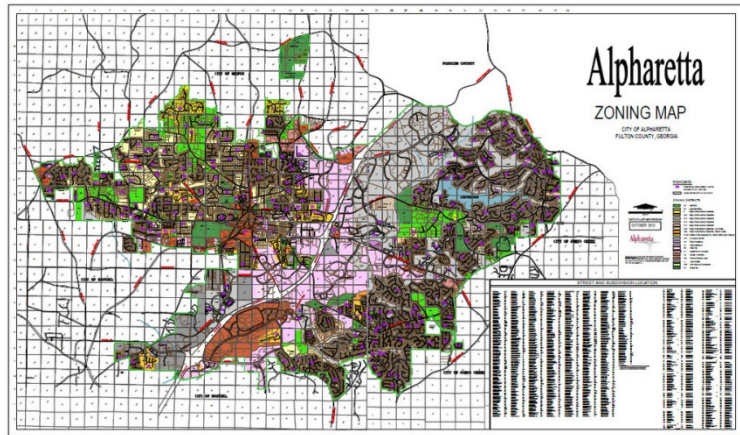
GENERAL FUND DEPARTMENTAL SUMMARIES

Community Development

Administration, Building Safety, Development Services, Zoning, and Code Enforcement

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.

GENERAL FUND DEPARTMENTAL SUMMARIES

Statement of Revenues and Expenditures

Community Development General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Business Taxes:					
Occupational License Fees	\$ 1,171,692	\$ 1,083,893	\$ 1,178,045	\$ 1,165,000	\$ 1,230,000
Licenses & Permits:					
Development Permits/Fees	137,046	182,176	321,956	254,800	165,000
Building Permit Fees	1,971,207	1,987,196	2,335,606	2,000,000	1,825,000
Occupancy Permit Fees	168,602	168,158	162,252	160,000	125,000
Tree Removal Permit	3,236	5,238	4,033	3,500	3,500
Soil Erosion Permit	13,354	36,140	31,744	72,200	72,000
Alcoholic Beverage Permit	692,255	780,132	813,172	850,000	912,000
Other	69,783	79,042	66,907	52,500	70,000
Charges for Services:					
Planning and Development Fees	93,590	129,968	104,126	115,000	120,000
Plan Review Fees	837,651	852,097	1,051,404	925,000	840,000
Other	65,982	61,861	16,688	27,800	26,600
Fines & Forfeitures					
	18,175	3,250	7,000	3,000	5,000
TOTAL	\$ 5,242,572	\$ 5,369,151	\$ 6,092,932	\$ 5,628,800	\$ 5,394,100
EXPENDITURES					
Personnel Services:					
Salaries (incl. Temp. Svcs)	\$ 2,040,849	\$ 2,168,038	\$ 2,377,330	\$ 2,721,457	\$ 2,723,172
Overtime	132	6,377	1,777	6,657	5,000
Group Insurance	709,983	645,344	673,881	766,733	750,891
FICA	147,651	158,447	173,841	208,813	208,765
Pension (Defined Benefit)	144,877	161,951	178,168	191,236	214,771
Pension (401A Contribution/Matc)	171,879	198,734	209,585	282,637	289,606
Miscellaneous	106,757	110,738	113,779	130,562	124,449
<i>subtotal</i>	<i>\$ 3,322,128</i>	<i>\$ 3,449,628</i>	<i>\$ 3,728,361</i>	<i>\$ 4,308,095</i>	<i>\$ 4,316,654</i>
Maintenance & Operations:					
Professional Services	\$ 176,702	\$ 178,025	\$ 118,155	\$ 137,700	\$ 39,700
Board Member Fees	9,050	10,500	9,100	11,000	11,000
Fuel/Repair & Maintenance	13,098	23,461	21,541	24,000	25,000
Advertising	130,859	90,530	86,676	152,500	23,000
Employee Training	8,799	26,247	34,124	29,129	17,000
Employee Travel	3,039	27,760	28,655	27,686	20,750
Printing	10,778	7,174	7,868	12,000	5,000
Maintenance Contracts/IT Svcs.	162,434	200,312	207,214	265,154	237,621
General Supplies	27,905	37,669	47,429	36,500	28,500
Miscellaneous	3,964	29,983	16,436	6,514	9,500
<i>subtotal</i>	<i>\$ 546,629</i>	<i>\$ 631,661</i>	<i>\$ 577,198</i>	<i>\$ 702,183</i>	<i>\$ 417,071</i>
Capital/Other					
	\$ -				\$ -
TOTAL	\$ 3,868,757	\$ 4,081,289	\$ 4,305,559	\$ 5,010,278	\$ 4,733,725

Notes:

* Economic Development function was reorganized from the Community Development Department to City Administration starting in FY 2025.

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Community Development totals \$4.7 million and represents a decrease of -6%, or -\$276,553, compared to FY 2024. This decrease is primarily related to the reorganization of the Economic Development function from the Community Development Department to City Administration in FY 2025 (-\$576,103).

The Personnel Services category is flat due primarily to the following:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).
- Transition of the Director position to a contract-employee status during FY 2024 which included increased compensation.
- All of which is offset through reorganization of the Economic Development function (2 positions totaling \$259,841) from the Community Development Department to City Administration in FY 2025.

Authorized personnel total 31 full-time-equivalents ("FTE") and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
Administrative Assistant II	1.0	1.0	1.0	-	-	-
Administrative Office Coordinator	-	-	1.0	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	4.0	4.0	4.0	-
Code Enforcement Supervisor	-	-	1.0	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
Development & Planning Manager*	-	-	-	-	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	-	(1.0)
Economic Development Coordinator (Mktng)**	-	1.0	1.0	1.0	-	(1.0)

GENERAL FUND DEPARTMENTAL SUMMARIES

<i>continued</i>	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
GIS Specialist/Special Project Planner	1.0	1.0	1.0	1.0	1.0	-
Inspectors	3.0	3.0	-	-	-	-
Land Development Inspector	-	-	3.0	3.0	3.0	-
Land Development Supervisor	-	-	-	1.0	1.0	-
Office Manager	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	1.0	-
Permit Technician	2.0	2.0	2.0	3.0	3.0	-
Project Administrator	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	-	-	-	-
Support Services Manager	-	-	-	1.0	1.0	-
Transportation Engineer*	-	-	-	-	1.0	1.0
Zoning Administrator*	1.0	1.0	1.0	1.0	-	(1.0)
	32.0	32.0	32.0	33.0	31.0	(2.0)

* Position adjustments occurred during FY 2024.

** Economic Development function was reorganized from the Community Development Department to City Administration starting in FY 2025.

The Maintenance and Operations category decreased -41%, or -\$285,112, primarily to the reorganization of the Economic Development function (-\$316,262) from the Community Development Department to City Administration in FY 2025.

Additional variances include:

- Increase in advertising costs of \$15,000 in accordance with current cost trends (e.g. advertisement-placement cost growth from newspaper vendors.
- Increase in employee travel/training of \$4,185 (7% growth) due to a focus on continued development of professional staff.
- Increase in maintenance contracts/IT professional services of \$6,145 (2% growth) due to contract cost growth for Co-Star, coverage of general software inflationary cost growth, allocations of new initiatives approved in FY 2024 (eXtended Detection and Response software, Asset Management and Vulnerability Mitigation System software, etc.) that were fully budgeted within the IT Department in FY 2024 (pending implementation) and have now been allocated to user departments, etc.
- Increase in general supplies costs of \$4,000 (11% growth) due to additional funding for boards & commission support costs, postage/ mailing costs, and general office supplies.

GENERAL FUND DEPARTMENTAL SUMMARIES

Performance Measurement

The following section provides detailed information on Community Development programs including performance measures.

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Special projects managed	20	20	22	16	16

- **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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of New public hearings filed	120	117	95	115	115
Total # of public hearings processed	91	93	77	115	115
# of parcels annexed	0	0	0	0	0

Community Development - Development Services					
Performance Measurements	Actual FY 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Private development plans reviewed	121	108	151	125	128
Tree permits issued	1,177	1,171	787	780	780

Community Development - Building Safety					
Performance Measurements	Actual FY 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of New building permits issued	5,024	5,243	4,400	5,000	5,400
# of Building inspections completed	23,213	25,896	21,730	25,000	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 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
# of Code enforcement inspections completed	1,284	2,047	2,009	1,700	1,500

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 2025 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**

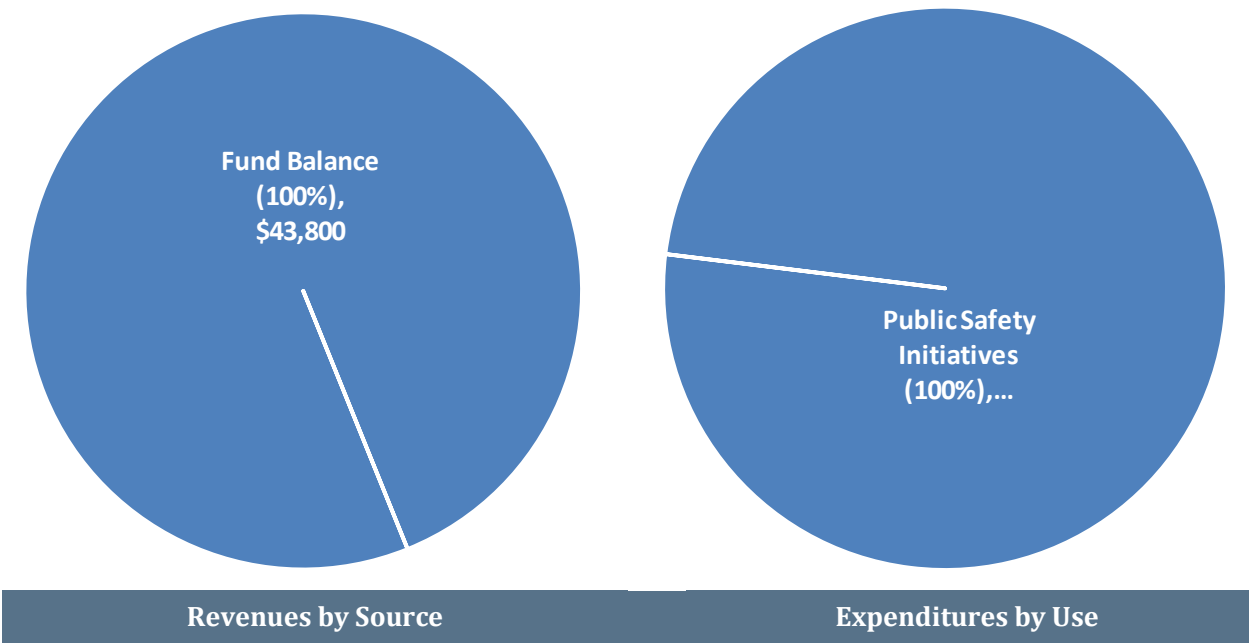
This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. Also included are changes in fund balance.

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

Asset Forfeiture Fund Summary

FY 2025 Budget: \$43,800



The Asset Forfeiture Fund accounts for revenues received from the enforcement of drug laws and the confiscation of property from drug offender’s arrests that can be used by public safety to aid in drug enforcement activity. Funds cannot be used to supplant the Public Safety Department’s operational budget. The Public Safety Department manages the Asset Forfeiture Program.

Trends

The FY 2025 Budget for the Asset Forfeiture Fund totals \$43,800 and represents a decrease of -86%, or -\$275,102, compared to FY 2024. The main driver of this variance is the non-allocated reserve (i.e. available fund balance) and maintenance & operations investment budgeted in FY 2024¹³.

Asset forfeiture funds are being allocated to the following capital initiatives which are discussed in depth within the *Capital Project Fund Summaries* section of this document.

- Drone First Responder Program.
- Alpharetta Real Time Information Center (ARTIC) Office Furniture.

¹³ 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 2025 will occur subsequent to adoption of the budget.

SPECIAL REVENUE FUND SUMMARIES

Statement of Budgetary Comparisons

Asset Forfeiture Fund Public Safety Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Fines & Forfeitures					
Asset Forfeiture Distributions	\$ 68,793	\$ 236,585	\$ 59,719	\$ 40,379	\$ -
Investment Earnings	1,091	1	-	-	-
Other					
Sale of Capital Assets	7,825	-	-	-	-
Miscellaneous Earnings	-	-	-	-	-
Fund Balance	-	-	-	278,523	43,800
TOTAL	\$ 77,709	\$ 236,586	\$ 59,719	\$ 318,902	\$ 43,800
EXPENDITURES					
Personnel Services:					
Salaries	\$ 94,520	\$ -	\$ -	\$ -	\$ -
Overtime	14,484	-	-	-	-
Group Insurance	29,844	-	-	-	-
FICA	8,232	-	-	-	-
Pension (401A Cont./Match)	15,582	-	-	-	-
Miscellaneous	7,835	-	-	-	-
<i>subtotal</i>	\$ 170,498	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations:					
Employee Travel	\$ -	\$ -	\$ 6,226	\$ 22,994	\$ -
Employee Training	-	-	15,500	2,500	-
General Supplies	-	-	35,945	91,952	-
Small Equipment	-	-	24,484	-	-
Miscellaneous	-	-	1,950	-	-
<i>subtotal</i>	\$ -	\$ -	\$ 84,105	\$ 117,446	\$ -
Capital					
Body Camera Program	\$ 50,724	\$ -	\$ -	\$ -	\$ -
Drone First Responder Program	-	-	-	-	18,800
Alpharetta Real Time Information Center (ARTIC) Office Furniture	-	-	-	-	25,000
Miscellaneous	-	7,708	-	-	-
<i>subtotal</i>	\$ 50,724	\$ 7,708	\$ -	\$ -	\$ 43,800
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 201,456	\$ -
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 201,456	\$ -
TOTAL	\$ 221,222	\$ 7,708	\$ 84,105	\$ 318,902	\$ 43,800

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Asset Forfeiture Fund Public Safety Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 217,543	\$ 74,031	\$ 302,910	\$ 278,523	\$ 201,456
REVENUES BY CATEGORY					
Fines and Forfeitures	\$ 68,793	\$ 236,585	\$ 59,719	\$ 40,379	\$ -
Investment Earnings	1,091	1	-	-	-
Other	7,825	-	-	-	-
TOTAL	\$ 77,709	\$ 236,586	\$ 59,719	\$ 40,379	\$ -
EXPENDITURES BY FUNCTION					
Public Safety	\$ 221,222	\$ 7,708	\$ 84,105	\$ 117,446	\$ 43,800
TOTAL	\$ 221,222	\$ 7,708	\$ 84,105	\$ 117,446	\$ 43,800
ACFR Rounding Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ 74,031	\$ 302,910	\$ 278,523	\$ 201,456	\$ 157,656
Changes in Fund Balance (actual/est.)	\$ (143,512)	\$ 228,879	\$ (24,387)	\$ (77,067)	\$ (43,800)

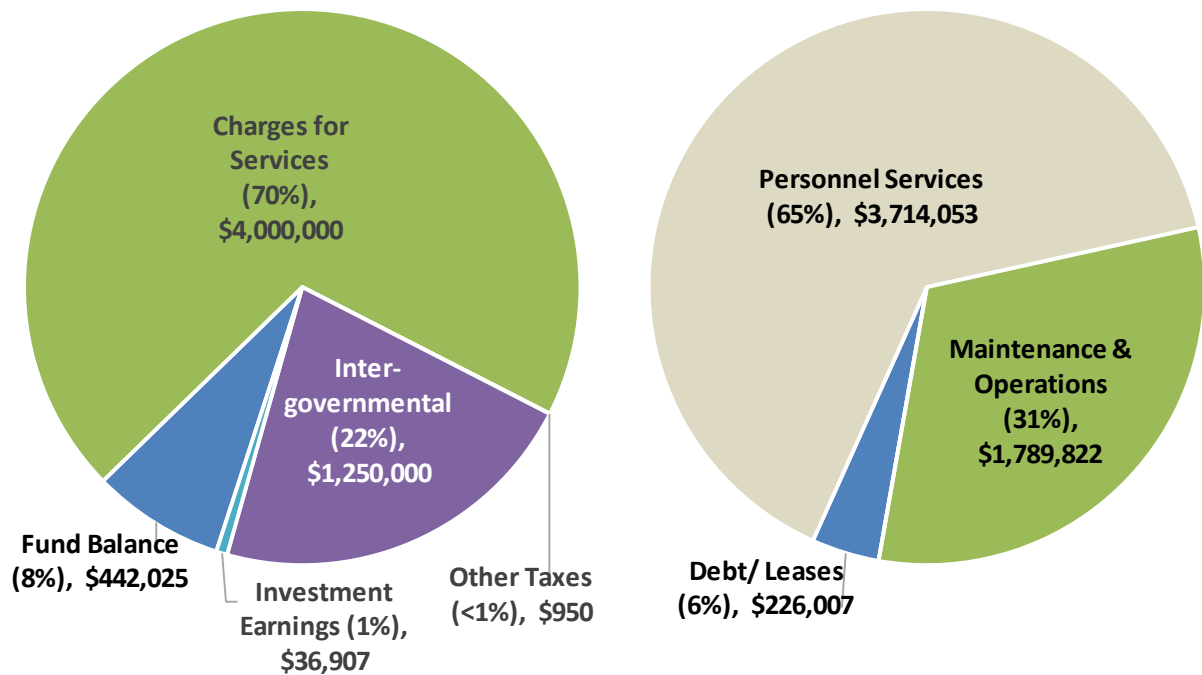
Notes:

- (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 in 2021, 2023-2025 to fund allowable Public Safety initiatives.

SPECIAL REVENUE FUND SUMMARIES

Emergency 911 Fund Summary

FY 2025 Budget: \$5,729,882



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 2025 Budget for the E-911 Fund totals \$5.7 million and represents a -14% decrease, or -\$919,967, compared to FY 2024. The main drivers of this variance include (1) the non-allocated reserve (i.e., available fund balance) budgeted in FY 2024¹⁴ and (2) carryforward of fund balance in FY 2024 to cover existing capital initiatives (e.g. Fire Station Alerting System, CAD/Records Management software implementation, etc. After adjusting for these items, the true operational budget request is approximately 6% compared to FY 2024.

¹⁴ 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 2025 will occur subsequent to adoption of the budget.

SPECIAL REVENUE FUND SUMMARIES

The Personnel Services category increased 9%, or \$303,165, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments.
- Increases in overtime to reflect current usage trends.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc. including staff turnover and associated changes in benefit elections (e.g. employee-only vs family coverage, etc.).
- Residual impact of prior-year staffing compensation adjustments aimed at maintaining competitiveness in an inflationary labor market.

Authorized personnel total 33 full-time-equivalents (“FTE”) and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
911 Communications Officer*	20.0	20.0	20.0	19.0	18.0	(1.0)
911 Communications Shift Supervisor	4.0	4.0	4.0	4.0	4.0	-
911 Comm. Quality Assurance Officer	1.0	1.0	-	-	-	-
911 Division Chief	1.0	1.0	1.0	1.0	1.0	-
911 Division Deputy Chief*	-	-	-	-	1.0	1.0
911 GIS Analyst	-	-	-	1.0	1.0	-
911 Section Chief - Communications Training	1.0	1.0	1.0	-	-	-
911 Senior 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	1.0	-
911 Technical Services Manager	-	-	-	1.0	1.0	-
911 IT Analyst (IT Security Administrator)	1.0	1.0	1.0	1.0	1.0	-
	33.0	33.0	33.0	33.0	33.0	-

* Position adjustments occurred during FY 2024.

The Maintenance and Operations category increased 7%, or \$115,515, due primarily to the following activity:

- Increase in communications costs of \$129,000 (34% growth) due primarily to support and maintenance fees for Motorola APXNext portable radios.
- Increase in maintenance contract costs of \$36,546 (5% 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.
- Decrease in IT professional services of -\$74,781 (-21% reduction) due primarily to a reduction in the legacy CAD/RMS software (OSSI/Central Square) funding as it is being replaced by Hexagon which is fully funded within the General Fund. Specifically, the

SPECIAL REVENUE FUND SUMMARIES

current Hexagon implementation timeline indicates that access to the legacy OSSI software is only needed for 6-months within FY 2025.

Statement of Budgetary Comparisons

Emergency 911 Fund Public Safety Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Charges for Services:					
E-911 Service Fees	\$ 2,956,734	\$ 3,228,656	\$ 3,545,761	\$ 3,650,000	\$ 3,700,000
E-911 Prepaid Service Fees	283,184	272,745	262,676	300,000	300,000
Other Taxes:					
Excise Tax	-	808	932	800	950
Intergovernmental:	1,157,905	965,885	1,107,857	1,250,000	1,250,000
Investment Earnings	342	(26,247)	35,567	32,180	36,907
Other					
Miscellaneous	8,520	-	-	-	-
Mobile Radio Lease Financing		1,565,705	-	-	-
Fund Balance	-	-	-	1,416,869	442,025
TOTAL	\$ 4,406,685	\$ 6,007,552	\$ 4,952,794	\$ 6,649,849	\$ 5,729,882
EXPENDITURES					
Personnel Services:					
Salaries	\$ 1,558,457	\$ 1,690,679	\$ 1,763,516	\$ 1,867,639	\$ 2,027,496
Overtime	232,851	265,688	379,745	275,000	300,000
Group Insurance	420,166	421,234	427,351	591,622	623,579
FICA	132,230	144,564	158,468	182,871	178,077
Pension (Defined Benefit)	103,689	115,365	130,289	137,370	180,215
Pension (401A Cont./Match)	143,586	183,299	195,281	245,954	284,014
Miscellaneous	92,575	87,264	98,973	110,432	120,672
<i>subtotal</i>	\$ 2,683,553	\$ 2,908,092	\$ 3,153,623	\$ 3,410,888	\$ 3,714,053
Maintenance & Operations:					
Communications	\$ 346,952	\$ 333,692	\$ 351,769	\$ 383,750	\$ 512,750
Maintenance Contracts	414,756	421,715	466,017	747,229	783,775
IT Professional Services	266,601	291,794	303,213	353,231	278,450
Miscellaneous	190,966	159,768	137,081	190,097	214,847
<i>subtotal</i>	\$ 1,219,274	\$ 1,206,969	\$ 1,258,080	\$ 1,674,307	\$ 1,789,822
Capital/Leases:					
Capital	\$ -	\$ 28,041	\$ 8,098	\$ 13,863	\$ -
Fire Station Alerting System	-	-	115,004	214,997	-
Portable/Mobile Radio Repl.	-	1,574,504	-	-	-
E911 Telephone Hardware	-	-	192,850	-	-
CAD/Records Mgmt. Software	-	-	-	203,869	-
Radio Leases	76,777	302,783	76,777	302,785	226,007
<i>subtotal</i>	\$ 76,777	\$ 1,905,328	\$ 392,728	\$ 735,514	\$ 226,007
Non-Allocated					
Reserve	\$ 39,934	\$ -	\$ -	\$ 829,140	\$ -
<i>subtotal</i>	\$ 39,934	\$ -	\$ -	\$ 829,140	\$ -
TOTAL	\$ 4,019,538	\$ 6,020,389	\$ 4,804,431	\$ 6,649,849	\$ 5,729,882

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Emergency 911 Fund Public Safety Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance	\$ 2,242,426	\$ 2,629,573	\$ 2,616,736	\$ 2,765,099	\$ 2,177,370
REVENUES BY CATEGORY					
Charges for Services	\$ 3,239,918	\$ 3,501,401	\$ 3,808,437	\$ 3,950,000	\$ 4,000,000
Other Taxes	-	808	932	800	950
Intergovernmental	1,157,905	965,885	1,107,857	1,250,000	1,250,000
Investment Earnings	342	(26,247)	35,567	32,180	36,907
Other	8,520	1,565,705	-	-	-
TOTAL	\$ 4,406,685	\$ 6,007,552	\$ 4,952,794	\$ 5,232,980	\$ 5,287,857
EXPENDITURES BY FUNCTION					
Public Safety	\$ 4,019,538	\$ 6,020,389	\$ 4,804,431	\$ 5,820,709	\$ 5,729,882
TOTAL	\$ 4,019,538	\$ 6,020,389	\$ 4,804,431	\$ 5,820,709	\$ 5,729,882
ACFR Rounding Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ 2,629,573	\$ 2,616,736	\$ 2,765,099	\$ 2,177,370	\$ 1,735,345
Changes in Fund Balance (actual/est.)	\$ 387,148	\$ (12,837)	\$ 148,363	\$ (587,729)	\$ (442,025)

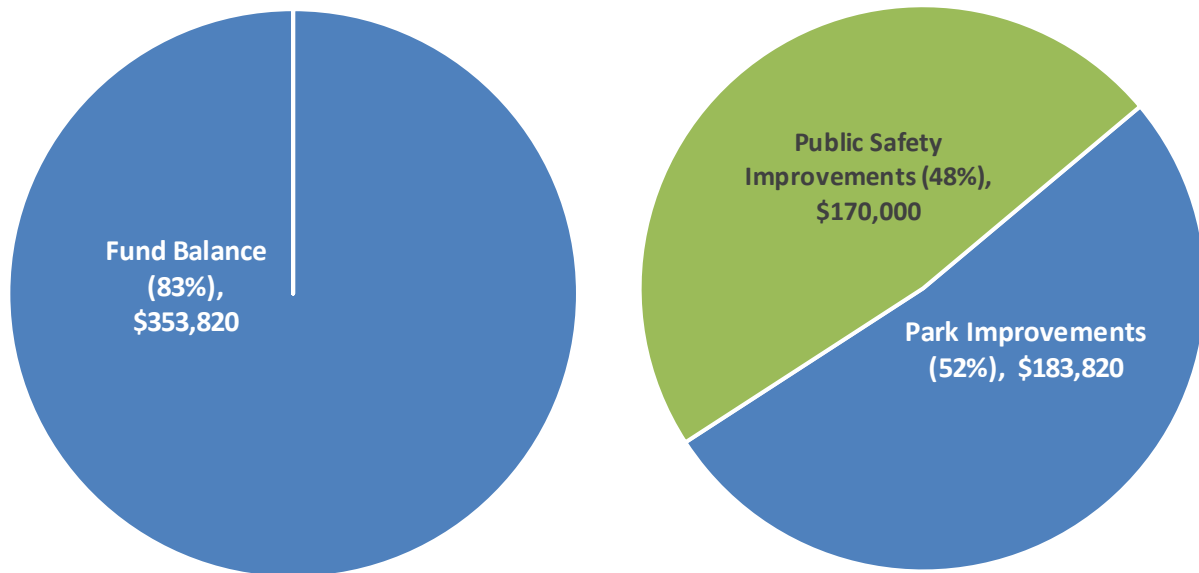
Notes:

- (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

Impact Fee Fund Summary

FY 2025 Budget: \$353,820



Revenues by Source

Expenditures by Use

The Impact Fee Fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the city's impact fee ordinance. The Community Development Department manages the Impact Fee Program.

Trends

The FY 2025 Budget totals \$353,820. This fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the city's impact fee ordinance.

Impact Fee revenues are variable and dependent upon multiple factors such as the local and national economy. Due to the variability, the annual budget typically appropriates fund balance as the primary funding tool. That is to say, appropriations are made with funds already collected (i.e. fund balance) as opposed to a forecast of collections that may not materialize due to their inherent variability.

Impact Fees are being allocated to the following capital initiatives which are discussed in depth within the *Capital Project Fund Summaries* section of this document.

- North Park Fields 1-4 Restroom Replacement (design).
- Fire Station 81 Renovations/Improvements.

SPECIAL REVENUE FUND SUMMARIES

Statement of Budgetary Comparisons

Impact Fee Fund Multiple Departments

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Charges for Services:					
Impact Fees (Roads)	\$ 533,645	\$ 447,378	\$ 157,917	\$ 151,000	\$ -
Impact Fees (Parks)	1,489,506	1,421,993	279,934	280,057	-
Impact Fees (Public Safety)	75,595	69,816	27,425	16,000	-
Investment Earnings	2,496	(64,245)	108,181	-	-
Other					
Fund Balance	-	-	-	3,712,044	353,820
TOTAL	\$ 2,101,242	\$ 1,874,942	\$ 573,457	\$ 4,159,101	\$ 353,820
EXPENDITURES					
Capital/Leases:					
Impact Fee Study Update	\$ -	\$ 2,780	\$ 29,195	\$ 37,525	\$ -
Roads					
Rucker Rd Corridor Imp.	218,014	58,321	134,044	11,506	-
Hopewell/Vaughan Roundabout	-	11,623	-	-	-
AlphaLoop	-	-	1,533,350	6,650	-
North Point Corridor (grant match)	-	-	-	1,250,000	-
Parks					
Greenway Ext. to Forsyth	1,130,190	120,880	-	-	-
Equestrian Center Improvements	-	463,678	-	-	-
Town Green Artificial Turf	33,177	-	-	-	-
Park Development	12,700	-	-	-	-
Wills Park Master Plan	-	-	21,930	306,704	-
Encore Parkway Greenway Connection/Park	-	-	27,480	1,972,520	-
North Park Fields 1-4 Restroom Replacement (design)	-	-	-	-	183,820
Public Safety					
HAZMAT Truck & Trailer	155,750	-	-	-	-
Fire Rescue-Rapid Resp. Truck	-	124,100	-	500	-
All-Terrain Vehicles (Qty: 2)	-	-	18,690	-	-
Fire Station 81 Improvements	-	-	-	-	170,000
<i>subtotal</i>	<i>\$ 1,549,831</i>	<i>\$ 781,381</i>	<i>\$ 1,764,689</i>	<i>\$ 3,585,405</i>	<i>\$ 353,820</i>
Non-Allocated					
Roads	\$ -	\$ -	\$ -	\$ 178,367	\$ -
Parks	-	-	-	231,000	-
Public Safety	-	-	-	164,329	-
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 573,696</i>	<i>\$ -</i>
TOTAL	\$ 1,549,831	\$ 781,381	\$ 1,764,689	\$ 4,159,101	\$ 353,820

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Impact Fee Fund Multiple Departments

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 3,258,305	\$ 3,809,716	\$ 4,903,276	\$ 3,712,045	\$ 573,697
REVENUES BY CATEGORY					
Charges for Services	\$ 2,098,746	\$ 1,939,187	\$ 465,276	\$ 447,057	\$ -
Investment Earnings	2,496	(64,245)	108,181	-	-
Other	-	-	-	-	-
TOTAL	\$ 2,101,242	\$ 1,874,942	\$ 573,457	\$ 447,057	\$ -
EXPENDITURES BY FUNCTION					
Impact Fee Study Update	\$ -	\$ 2,780	\$ 29,195	\$ 37,525	\$ -
Capital (Roads)	218,014	69,943	1,667,394	1,268,156	-
Capital (Parks)	1,176,067	584,558	49,410	2,279,224	183,820
Capital (Public Safety)	155,750	124,100	18,690	500	170,000
TOTAL	\$ 1,549,831	\$ 781,381	\$ 1,764,689	\$ 3,585,405	\$ 353,820
ACFR Rounding Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ 3,809,716	\$ 4,903,276	\$ 3,712,045	\$ 573,697	\$ 219,877
Changes in Fund Balance (actual/est.)	\$ 551,411	\$ 1,093,561	\$ (1,191,232)	\$ (3,138,348)	\$ (353,820)

Notes:

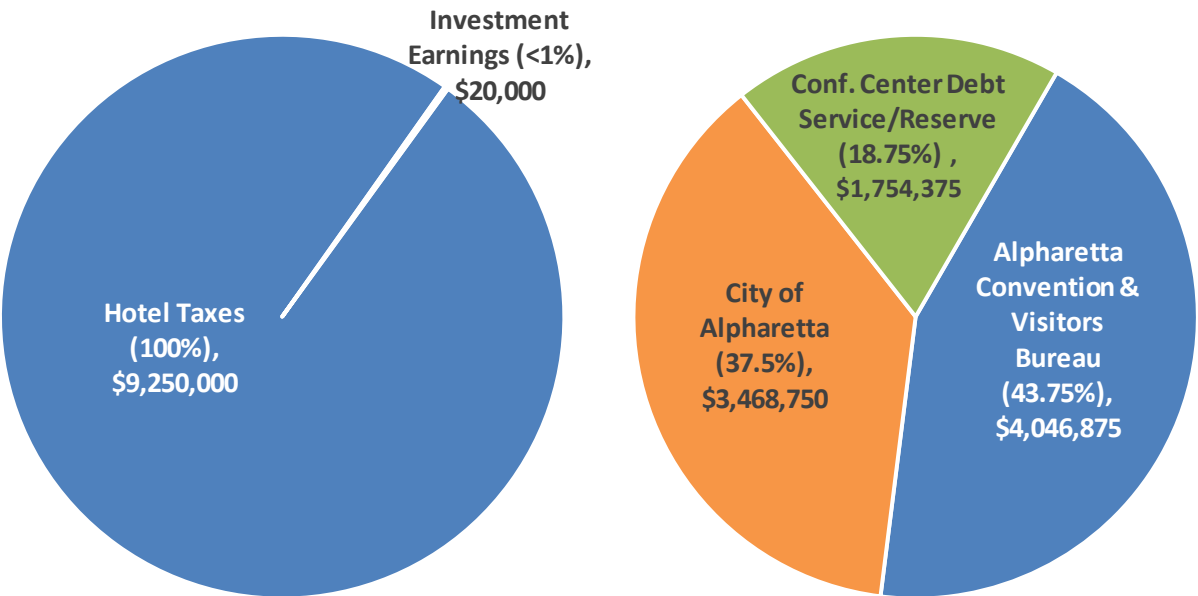
In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/Reserve (1) accounts. Please note, the city does not materially base Impact Fee investment on forecasted revenues. Instead, opting to utilize actual collections. Hence, a forecast of impact fee collections is not programmed into the FY 2025 Recommended Budget.

(2) Impact Fee fund balance usage is targeted towards eligible capital projects that offset the costs associated with growth (e.g. population, business, etc.).

SPECIAL REVENUE FUND SUMMARIES

Hotel/Motel Fund Summary

FY 2025 Budget: \$9,270,000



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 2025 Budget totals \$9.3 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 \$3.5 million); Alpharetta Convention & Visitor's Bureau (43.75% or \$4 million); and Tourism Product Development (18.75% or \$1.8 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

SPECIAL REVENUE FUND SUMMARIES

tax is anticipated to grow by a minimum of \$331,662 during FY 2025 (forecasted balance based on budgeted FYs 2024-2025 revenue totals \$1.7 million but will likely be less as actual collections are trailing budget for 2024). 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 2025 totals \$9.3 million and represents a reduction of -3% compared to the FY 2024 budget. However, actual collections for FY 2024 are trending -2% lower than FY 2023 (thru February 2024) and current estimates for FY 2024 total \$9.3 million. Due to the current trends, the FY 2025 forecast for this revenue source is essentially flat compared to the FY 2024 estimate.

Statement of Budgetary Comparisons

Hotel/Motel Fund Multiple Departments

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Other Taxes					
Hotel/Motel Taxes	\$ 3,875,217	\$ 7,927,504	\$ 9,277,072	\$ 9,550,000	\$ 9,250,000
Interest/Penalties	14,876	13,260	30,167	-	-
Investment Earnings	1,582	(25,697)	-	-	20,000
Other					
Fund Balance	-	-	-	962,046	-
TOTAL	\$ 3,891,676	\$ 7,915,067	\$ 9,307,239	\$ 10,512,046	\$ 9,270,000
EXPENDITURES					
ACVB/City					
Alpharetta Convention & Visitors Bureau	\$ 1,701,911	\$ 3,474,084	\$ 4,058,719	\$ 4,178,125	\$ 4,046,875
City of Alpharetta (transfer-out)	1,458,781	2,975,786	3,480,902	3,581,250	3,468,750
<i>subtotal</i>	<i>\$ 3,160,691</i>	<i>\$ 6,449,871</i>	<i>\$ 7,539,621</i>	<i>\$ 7,759,375</i>	<i>\$ 7,515,625</i>
Facility					
Professional Svcs (Bond Admin)	\$ 4,125	\$ 7,040	\$ 5,915	\$ 5,500	\$ 5,500
Series 2016 Bonds (debt service)	1,311,963	1,339,963	1,365,213	1,392,713	1,417,213
Debt Service Reserve	-	-	-	1,339,388	331,662
Equestrian Center Improvements	34,625	929	-	-	-
Wills Park Maint. Facility	-	-	309,369	-	-
Wills Park Master Plan Imp.	35,592	285,405	268,248	15,070	-
<i>subtotal</i>	<i>\$ 1,386,305</i>	<i>\$ 1,633,337</i>	<i>\$ 1,948,744</i>	<i>\$ 2,752,671</i>	<i>\$ 1,754,375</i>
TOTAL	\$ 4,546,996	\$ 8,083,208	\$ 9,488,366	\$ 10,512,046	\$ 9,270,000

SPECIAL REVENUE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Hotel/Motel Fund Multiple Departments

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 1,966,633	\$ 1,311,312	\$ 1,143,171	\$ 962,046	\$ 1,339,388
REVENUES BY CATEGORY					
Hotel Taxes	\$ 3,890,094	\$ 7,940,764	\$ 9,307,239	\$ 9,550,000	\$ 9,250,000
Investment Earnings	1,582	(25,697)	-	-	20,000
Other	-	-	-	-	-
TOTAL	\$ 3,891,676	\$ 7,915,067	\$ 9,307,239	\$ 9,550,000	\$ 9,270,000
EXPENDITURES BY FUNCTION					
Alpharetta Convention & Visitors Bureau	\$ 1,701,911	\$ 3,474,084	\$ 4,058,719	\$ 4,178,125	\$ 4,046,875
City of Alpharetta (transfer-out)	1,458,781	2,975,786	3,480,902	3,581,250	3,468,750
Tourism Product Development portion of the Hotel Tax:					
Debt Service	1,316,088	1,347,003	1,371,128	1,398,213	1,422,713
Eligible System Improvements	70,217	286,334	577,617	15,070	-
TOTAL	\$ 4,546,996	\$ 8,083,208	\$ 9,488,366	\$ 9,172,658	\$ 8,938,338
ACFR/Rounding Adjustments	\$ (1)	\$ -	\$ 1	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ 1,311,312	\$ 1,143,171	\$ 962,046	\$ 1,339,388	\$ 1,671,050
Changes in Fund Balance (actual/est.)	\$ (655,321)	\$ (168,141)	\$ (181,125)	\$ 377,342	\$ 331,662

Notes:

- (1) In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/R
- (2) Revenue is to be distributed to the participating entities based on their relative share. Funding for Tourism Product Development is used 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).

CAPITAL PROJECT FUND SUMMARIES

Capital Project Fund Summaries

Overview

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.



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, Asset Forfeiture, E911 Fees, etc.).

The city has seven (7) 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 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

CAPITAL PROJECT FUND SUMMARIES

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.
- **TSPLOST 1 Capital Fund:** This fund accounts for the collection of TSPLOST 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 (e.g. investment earnings) recognized in the annual budget. This tax was imposed for the period of April 1, 2017, through March 31, 2022.
- **TSPLOST 2 Capital Fund:** This fund accounts for the collection of TSPLOST 2 (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 (e.g. investment earnings) recognized in the annual budget. This tax is imposed for the period of April 1, 2022, through March 31, 2027.
- **American Rescue Plan Capital 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 (e.g. investment earnings) recognized in the annual budget.

For the purposes of this budget document, only the Capital Projects Fund, Stormwater Capital Fund, 2022 Parks Bond Fund, TSPLOST 1 Capital Fund, and TSPLOST 2 Capital fund are presented as new appropriation activity is recommended for FY 2025.

CAPITAL PROJECT FUND SUMMARIES

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, 2023, the city's fund balance totaled \$42.6 million. Of this amount, approximately \$10.5 million was appropriated in the FY 2024 Budget for capital/one-time initiatives/reserve and \$22.6 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 2025 totals \$9.4 million.

- **Funding Capital from Operating Budget**

The FY 2025 budget includes funding totaling \$4 million from General Fund operations for capital investment (e.g., milling and resurfacing, maintenance of our stormwater infrastructure, etc.). 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 which is available for immediate capital investment in 2025 includes the following:

▪ \$ 9,447,780	Fund Balance for one-time capital.
▪ <u>4,000,000</u>	Capital Contribution from the General Fund.
\$13,447,780	

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

FY 2025 Capital Funding

The FY 2025 Capital Plan includes funding of \$26.2 million for capital initiatives (including potential grant funding). Base capital funding totals \$19.7 million and has been appropriated to the identified projects and non-allocated. Other Sources totaling \$6.5 million and consisting of anticipated LMIG (Local Maintenance & Improvement Grant) grant funding,

CAPITAL PROJECT FUND SUMMARIES

LRA (Local Roads Assistance) grant funding, STBG (Surface Transportation Block Grant) grant funding for the North Point Parkway Corridor, and ACVB (Alpharetta Convention & Visitors Bureau) contribution will be appropriated once received.

Recommended capital investment totals \$22.5 million and is focused on maintaining and improving city infrastructure and assets, delivering on prior-year funded design projects (Brookside Park Gateway, South Main District Gateway, etc.), facility modernization and improvements (Fire Station 81 Renovations/Improvements), and planning for known obligations (e.g. SR 9 Landscaping from Academy Street to Windward Parkway, Fire Equipment for New Fire Engines, etc.). An additional \$3.7 million is being reserved to provide flexibility for future prioritized capital investment.

Capital Initiatives not recommended for funding total \$10.5 million. Detailed narratives for the Staff Recommended and Unfunded Capital Initiatives are included herein.

FY 2025 Capital Source & Use Summary	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Sources										
Available Fund Balance	\$ 3,405,350	\$ 285,636	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 4,088,606	\$ -	\$ 4,088,606
General Fund								-	-	-
Annual Capital Appropriation	2,395,636	1,604,364	-	-	-	-	-	4,000,000	-	4,000,000
Available Fund Balance	9,447,780	-	-	-	-	-	-	9,447,780	-	9,447,780
Investment Earnings	325,000	110,000	900,000	500,000	300,000	-	-	2,135,000	-	2,135,000
Grants/Contributions										
Local Maintenance Improvement Grant (LMIG)	-	-	-	-	-	-	-	-	676,317	676,317
Local Roads Assistance Grant (LRA)	-	-	-	-	-	-	-	-	837,515	837,515
Surface Transportation Block Grant	-	-	-	-	-	-	-	-	5,000,000	5,000,000
Alpharetta Convention & Visitors Bureau (ACVB)	-	-	-	-	-	-	-	-	24,000	24,000
Total Sources	\$ 15,573,766	\$ 2,000,000	\$ 900,000	\$ 500,000	\$ 300,000	\$ 43,800	\$ 353,820	\$ 19,671,386	\$ 6,537,832	\$ 26,209,218
Uses										
Capital/One-Time Initiatives										
Information Technology	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,000	\$ -	\$ 440,000
Public Safety	5,083,400	-	-	-	-	43,800	170,000	5,297,200	-	5,297,200
Public Works	6,043,000	2,000,000	-	-	-	-	-	8,043,000	6,513,832	14,556,832
Recreation, Parks & Cultural Services	1,454,380	-	-	-	-	-	183,820	1,638,200	-	1,638,200
Community Development	549,400	-	-	-	-	-	-	549,400	24,000	573,400
Total Uses	\$ 13,570,180	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 15,967,800	\$ 6,537,832	\$ 22,505,632
Non-Allocated (Sources - Uses)	\$ 2,003,586	\$ -	\$ 900,000	\$ 500,000	\$ 300,000	\$ -	\$ -	\$ 3,703,586	\$ -	\$ 3,703,586

CAPITAL PROJECT FUND SUMMARIES

FY 2025 Recommended Capital Project Listing

The following section provides both a (1) summary list of Staff Recommended Capital Initiatives for FY 2025 and is followed by (2) a detailed narrative of each capital initiative.

FY 2025 Capital Source & Use Detail	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Sources										
Available Fund Balance	\$ 3,405,350	\$ 285,636	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 4,088,606	\$ -	\$ 4,088,606
General Fund								-		-
Annual Capital Appropriation	2,395,636	1,604,364	-	-	-	-	-	4,000,000	-	4,000,000
Available Fund Balance	9,447,780	-	-	-	-	-	-	9,447,780	-	9,447,780
Investment Earnings	325,000	110,000	900,000	500,000	300,000	-	-	2,135,000	-	2,135,000
Grants/Contributions										
Local Maintenance Improvement Grant (LMIG); Milling and Resurfacing	-	-	-	-	-	-	-	-	676,317	676,317
Local Roads Assistance Grant (LRA); Milling and Resurfacing	-	-	-	-	-	-	-	-	837,515	837,515
Surface Transportation Block Grant; North Point Parkway Corridor (ROW Phase)	-	-	-	-	-	-	-	-	5,000,000	5,000,000
Alpharetta Convention & Visitors Bureau (ACVB); Downtown Wayfinding Signage	-	-	-	-	-	-	-	-	24,000	24,000
Total Sources	\$ 15,573,766	\$ 2,000,000	\$ 900,000	\$ 500,000	\$ 300,000	\$ 43,800	\$ 353,820	\$ 19,671,386	\$ 6,537,832	\$ 26,209,218
Uses										
Capital/One-Time Initiatives										
Information Technology										
Technology Replacements (all City Departments)	\$ 390,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390,000	\$ -	\$ 390,000
Wireless Access Points (replacements/additions)	50,000	-	-	-	-	-	-	50,000	-	50,000
	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,000	\$ -	\$ 440,000
Public Safety										
Fire Station 81 Renovation/Improvements	\$ 2,830,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ 3,000,000	\$ -	\$ 3,000,000
2972 Webb Bridge Road Renovation (ATC space)	150,000	-	-	-	-	-	-	150,000	-	150,000
Alpharetta Real Time Information Center Office Furniture	-	-	-	-	-	25,000	-	25,000	-	25,000
Fleet Replacement (Qty: 25)	1,875,000	-	-	-	-	-	-	1,875,000	-	1,875,000
Operating Initiative - Fire Training Lieutenant (new position; +1 FTE): Vehicle Purchase	50,000	-	-	-	-	-	-	50,000	-	50,000
All Access Control Card Readers Replacement	72,000	-	-	-	-	-	-	72,000	-	72,000
Fire Equipment for New Fire Engines (year 1 of 2)	75,000	-	-	-	-	-	-	75,000	-	75,000
Drone First Responder Program	-	-	-	-	-	18,800	-	18,800	-	18,800
Click2Enter System (yr 1 of 3)	31,400	-	-	-	-	-	-	31,400	-	31,400
	\$ 5,083,400	\$ -	\$ -	\$ -	\$ -	\$ 43,800	\$ 170,000	\$ 5,297,200	\$ -	\$ 5,297,200

CAPITAL PROJECT FUND SUMMARIES

FY 2025 Capital Source & Use Detail	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Uses										
Capital/One-Time Initiatives										
Public Works										
Milling and Resurfacing	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 1,513,832	\$ 4,013,832
North Point Parkway Corridor (ROW Phase) - Surface Transportation Block Grant	-	-	-	-	-	-	-	-	5,000,000	5,000,000
Tree Planting and Landscape Improvements	160,000	-	-	-	-	-	-	160,000	-	160,000
SR 9 Landscaping from Academy St. to Windward Pkw (yr. 2 of 3)	575,000	-	-	-	-	-	-	575,000	-	575,000
Bridge Maintenance	250,000	-	-	-	-	-	-	250,000	-	250,000
Traffic Striping and Signage	170,000	-	-	-	-	-	-	170,000	-	170,000
Streetlight Maintenance	85,000	-	-	-	-	-	-	85,000	-	85,000
Traffic Signal Pole Painting and Maintenance	45,000	-	-	-	-	-	-	45,000	-	45,000
Traffic Calming Improvements	60,000	-	-	-	-	-	-	60,000	-	60,000
Traffic Control Equipment	100,000	-	-	-	-	-	-	100,000	-	100,000
Traffic Signal System Maintenance	100,000	-	-	-	-	-	-	100,000	-	100,000
Stormwater	-	2,000,000	-	-	-	-	-	2,000,000	-	2,000,000
Brick Paver Maintenance and Repair	50,000	-	-	-	-	-	-	50,000	-	50,000
Sidewalk Maintenance and Repair	140,000	-	-	-	-	-	-	140,000	-	140,000
Downtown Bus Shelters (ROW/construction; Qty: 2)	80,000	-	-	-	-	-	-	80,000	-	80,000
Design Services	50,000	-	-	-	-	-	-	50,000	-	50,000
Recreation Facilities (Roof Repairs/Replacements and Wall Restoration) - Alpharetta Community Center Wall Restoration	150,000	-	-	-	-	-	-	150,000	-	150,000
Public Works Headquarters Roof Replacement (segment 2 of 3)	400,000	-	-	-	-	-	-	400,000	-	400,000
Parking Garages (Facility Maintenance/Improvements)	150,000	-	-	-	-	-	-	150,000	-	150,000
City Facility Preventative Maintenance Assessment	300,000	-	-	-	-	-	-	300,000	-	300,000
HVAC Replacements (Facility Maintenance/Improvements)	100,000	-	-	-	-	-	-	100,000	-	100,000
Public Safety Facilities Upgrades and Improvements	75,000	-	-	-	-	-	-	75,000	-	75,000
City Hall (Facility Maintenance/Improvements)	40,000	-	-	-	-	-	-	40,000	-	40,000

CAPITAL PROJECT FUND SUMMARIES

FY 2025 Capital Source & Use Detail	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Uses continued										
Capital/One-Time Initiatives										
Public Works <i>continued</i>										
General Equipment Replacement	60,000	-	-	-	-	-	-	60,000	-	60,000
F-750 Trucks; Qty: 2 (Fleet Replacement)	275,000	-	-	-	-	-	-	275,000	-	275,000
F-250 Crew Cab Service Truck; Qty: 1 (Fleet Replacement)	78,000	-	-	-	-	-	-	78,000	-	78,000
Operating Initiative - Sr. Urban Forestry Assistant (new position; +1 FTE): Vehicle Purchase	50,000	-	-	-	-	-	-	50,000	-	50,000
	\$ 6,043,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,043,000	\$ 6,513,832	\$ 14,556,832
Recreation, Parks & Cultural Services										
Greenway Repairs and Improvements	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ 275,000
Innovation Academy Soccer Field Fencing Enhancements	40,000	-	-	-	-	-	-	40,000	-	40,000
Wood Lightpole/LED Replacement Initiative (multi-year)	300,000	-	-	-	-	-	-	300,000	-	300,000
Alpharetta Public Arts (Outdoor On-Loan Sculpture Exhibit)	55,000	-	-	-	-	-	-	55,000	-	55,000
Public Art Fund by Developers - City Property	10,000	-	-	-	-	-	-	10,000	-	10,000
Public Art in the Parks	20,000	-	-	-	-	-	-	20,000	-	20,000
Public Art for City Projects	25,000	-	-	-	-	-	-	25,000	-	25,000
Park Security Repairs and Improvements	80,000	-	-	-	-	-	-	80,000	-	80,000
Playground Equipment Replacement	50,000	-	-	-	-	-	-	50,000	-	50,000
Park Repairs and Improvements	160,000	-	-	-	-	-	-	160,000	-	160,000
Tree Maintenance, Planting, and Removal in Parks	125,000	-	-	-	-	-	-	125,000	-	125,000
Design Services	21,200	-	-	-	-	-	-	21,200	-	21,200
North Park Fields 1-4 Restroom/Concession Stand Replacement (design)	16,180	-	-	-	-	-	183,820	200,000	-	200,000
General Equipment Replacement	177,000	-	-	-	-	-	-	177,000	-	177,000
Fleet Replacement (Qty:1)	100,000	-	-	-	-	-	-	100,000	-	100,000
	\$ 1,454,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,820	\$ 1,638,200	\$ -	\$ 1,638,200

CAPITAL PROJECT FUND SUMMARIES

FY 2025 Capital Source & Use Detail	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Asset Forfeiture Fund	Impact Fee Fund	Subtotal	Other Sources (grants, etc.)	Total
Uses continued										
Capital/One-Time Initiatives										
Community Development										
Brookside Park Gateway (construction)	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ 225,000
South Main District Gateway (construction)	150,000	-	-	-	-	-	-	150,000	-	150,000
Downtown Wayfinding Signage (Qty: 3)	12,000	-	-	-	-	-	-	12,000	24,000	36,000
Milton Avenue Lighting Project	50,000	-	-	-	-	-	-	50,000	-	50,000
Design Services	62,400	-	-	-	-	-	-	62,400	-	62,400
Alpharetta Entry Monuments (design)	50,000	-	-	-	-	-	-	50,000	-	50,000
	\$ 549,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 549,400	\$ 24,000	\$ 573,400
Total Uses	\$ 13,570,180	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 43,800	\$ 353,820	\$ 15,967,800	\$ 6,537,832	\$ 22,505,632
Non-Allocated (Future Capital/One-Time Initiatives)	\$ 2,003,586	\$ -	\$ 900,000	\$ 500,000	\$ 300,000	\$ -	\$ -	\$ 3,703,586		

Budgeted as part of the FY 2025 Budget.

Budgeted once received.

Fiscal Year 2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 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 *Fiscal Year 2025 Annual Action Plan* with the components set forth below:

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

CAPITAL PROJECT FUND SUMMARIES

Detail (Recommended Capital Initiatives)

Information Technology

Technology Replacement (all city departments)

\$390,000

Fiscal Year 2025 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 over 450 computers in operation (desktops/laptops). The main component of the FY 2025 request includes funding for the replacement of approximately 143 PCs, 65 iPhones, 28 iPads, and printers (as needed).

The current city standards for technology replacement (based on funding availability) are as follows: servers (5 years); SANS – Storage (5 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); monitors (8 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 (replacements/additions)

\$50,000

Fiscal Year 2025 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) for use by city employees, vendors, and guests. This initiative is needed to supplement both the current rate of use and the expected growth in the numbers and bandwidth use.

This request is the second half of the request funded in FY 2024 for the complete replacement of the existing wireless access infrastructure.

This project's infrastructure is anticipated to cover a five-year period before scheduled replacement in FY 2030, with annual operating requests to cover support and maintenance.

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 PROJECT FUND SUMMARIES

Public Safety

Fire Station 81 Renovation/Improvements

\$3,000,000 (multiple sources)

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.
- People Focused Workforce.

Description: This request is for full design, construction, and project management funding for Fire Station 81 and delivers on a portion of the Fire Station facility assessment/conceptual design work approved by the City Council in 2023.

- **Background (Fire Station Assessment/Design)**

In January of 2023, at the City Council retreat, the direction was provided to conduct a facilities assessment of the city's fire stations.

In April of 2023, a complete list of requirements was created in preparation for an RFP process in May and June of 2023. The expectation was to have the consultant identify improvement potential to update and modernize our fire stations within the current footprint, where possible, for each fire station in order to comply with the Clean Station Concept. Facility expansion may be a consideration where cost and lot space allow. Assessments and recommendations may include architectural and engineering design services to improve the living and working environments; workflow and open floorplan; and building features, including public spaces, officer / non-officer areas, storage and maintenance areas, exterior improvements, etc. The RFP was awarded to Jericho Design Ground in August 2023.

- **Current Status**

Staff has worked with the Jericho design team to identify improvements to our fire stations that meet the intent of the assessment process and our strategic goals as identified above. Preliminary cost estimates total \$2.9 million for design, construction, and furniture/fixtures/equipment. The remaining funds are programmed for project management services.

Funding is provided through general capital appropriations (\$2.8 million) and impact fee funds (\$170,000 or 100% of expansion cost is impact fee eligible – limiting factor is impact fee availability). Operating Budget Impact: Facility maintenance costs are anticipated to be substantially similar to current operations or decline due to the renovations (e.g. energy efficiency improvements).

2972 Webb Bridge Road Renovation (ATC space)

\$150,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Infrastructure and Facilities Maintenance.

Description: This request is for renovations to 2972 Webb Bridge Road (Alpharetta Technology Commission space) including technology (e.g. fiber), equipment (e.g. desks, cubicles, etc.), and facility renovations (e.g. restrooms, carpet, paint, etc.). These upgrades

CAPITAL PROJECT FUND SUMMARIES

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

Alpharetta Real Time Information Center Office Furniture **\$25,000** **(asset forfeiture funding)**

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: The Alpharetta Real Time Information Center (ARTIC) brings together a wide range of technologies and capabilities to enhance law enforcement response and reduce the criminal activity felt by our community. Building off last year, we are furthering our censor and software platforms. We have substantially added to our License Plate Reader (LPR) camera capability, inherited primary ownership of the City camera infrastructure, as well as added business and community partners to increase our access to private camera systems. This request is for operational consoles and office furniture similar to a 911 center. Funding is proposed through the Asset Forfeiture Fund.

Fleet Replacement (Qty: 25) - Public Safety **\$1,875,000**

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: This request is for the forecasted annual replacement of Police and Fire SUVs and pickup trucks. The model year, mileage, engine hours, and mechanical condition of the vehicles drive the replacement need. 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, 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, manufacturers are still struggling to keep up with demand and the backlog of orders. Currently, the lead time is roughly 18 months from order to receipt of 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 and the new model year pricing, our numbers reflect a projection of: Base vehicle \$50K + Upfit \$25K = \$75K x 25 = \$1.9 million.

Replacement vehicles to be purchased in FY 2025 include: (16) SUVs for Patrol; (2) SUVs for CID; (2) SUVs for Admin; (2) SUVs for K-9; (1) PPV (Pursuit Pkg) Truck for Fire; and (2) Small Trucks 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.

CAPITAL PROJECT FUND SUMMARIES

Fire Training Lieutenant (new position; +1 FTE)

\$50,000

January 1, 2025, Effective Date

(\$65,100 operations [net]/\$50,000 capital)

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of a Fire Training Lieutenant position (pay grade 1219-P) to the Fire Training Division to address the challenge of providing the required annual training hours for each Fire Department employee efficiently.

The Training Division currently consists of two full-time positions. The goal is to provide approximately 106 certified members with the required 228 annual training hours and seven (7) medical certifications, totaling approximately 24,168 hours.

The current staff size is insufficient to meet the training needs, leading to the utilization of off-shift employees. The use of off-shift employees for training maintenance is incurring overtime costs. This additional position is intended to facilitate and instruct each member's required annual training hours, ensuring compliance with certification requirements. A Fire Training Captain position has also been requested to assist with these needs. The Training Division aims to fulfill the annual training requirements and provides instruction for specialty and innovative training classes at the training center for both Department members and surrounding agencies.

Capital costs are estimated at \$50,000 and includes 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 \$130,000 annually and reflect salary and benefit costs only. There is an anticipated savings in overtime (off-shift employees) associated with both training positions requests (Captain + Lieutenant) that is estimated at \$48,000 annually. For the purposes of this narrative, each training position request is estimated to result in overtime savings of \$24,000 annually. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$53,000. Operational costs include uniforms, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$12,100.

Access Control Card Readers Replacement

\$72,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Infrastructure and Facilities Maintenance.
- People Focused Workforce.

Description: Current City buildings utilizing access control card readers are equipped with five different manufacturers and associated configurations for operation. This request is proposed to standardize the hardware used throughout the city. The current access control capital project hoped to upgrade the access cards to this increased level of security. However, the existing readers are not technologically capable. This capital item represents

CAPITAL PROJECT FUND SUMMARIES

the cost of removing and replacing all access control card readers (approx. 108 readers) used by the City. This replacement provides an upgrade to the highest level of access control token technology provided by card key access. The upgrade utilizes 48-bit encryption access control cards specifically produced with reserved encoding for the City of Alpharetta.

Operating Budget Impact: This request decreases building maintenance costs through repairs.

Fire Equipment for New Fire Engines (year 1 of 2)

\$75,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: The Fire team will take delivery of three (3) new fire engines in late summer/early fall of 2025. We will need to purchase the proper equipment to outfit these new engines including four (4) SCBAs (Self-Contained Breathing Apparatus), 1,000 feet of five-inch supply hose, various lengths of 2.5-inch handlines, and various lengths of 1.75-inch handlines. We will also need to purchase electronics such as radios, TICs (Thermal Imaging Cameras), gas monitors, radio amplifiers, various EMS equipment as well as hand tools and extrication equipment. The current capital plan proposes to fund this equipment across two fiscal years: \$150,000 total (\$75,000 in FY 2025 and FY 2026). Operating Budget Impact: Maintenance/replacement funding is included within this initiative.

Drone First Responder Program

\$18,800 (asset forfeiture funding)

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: For the FY 2025, Public Safety staff would like to lay the foundation for further drone use and the beginnings of a Drone as A First Responder (DFR) program. The DFR program provides direct feeds back to the Alpharetta Real Time Information Center (ARTIC) and can rapidly identify the severity and nature of specific calls that can result in a lower or no response by emergency units, resulting in less resources required. To do this, we need to purchase one (1) drone that has a night/low light capability, add the additional drone to our Dronesense software account, conduct 2 full FAA part 107 pilot training classes, and purchase transponder units for our existing drones per FAA regulations. Funding is proposed through the Asset Forfeiture Fund.

Operating Budget Impact: Software licensing and periodic training approximates \$3,000 annually.

Click2Enter System (year 1 of 3)

\$31,400

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: Georgia's rules and regulations and the City's code require all roads with a security gate to have an emergency override system for emergency responders. The Click2Enter system addresses the shortcomings of the products currently on the market,

CAPITAL PROJECT FUND SUMMARIES

increasing law enforcement officer safety, reducing response time, providing mutual-aid compatibility, protecting valuable gates, and increasing property-owner value.

This technology allows an authorized individual to control any electronically operated gate with their existing unmodified two-way radio communications device. For example, consider a 911 emergency call to a gated residence. The ambulance arrives and opens the gate by simply clicking/transmitting from their mobile or portable radio. No keys to find, codes to remember, or calls to dispatch are required. Response times are reduced using this system, and it allows mutual aid agencies to access the system for quicker response. Click-2-Enter utilizes the latest technology to ensure full encryption and protection from hacking or unauthorized use. This increases security in areas served by the system. These systems are programmable, allowing Public Safety personnel to automate the closing of gates to restore security upon completion of calls.

This initiative will be opened for an RFP. The cost associated is the estimated equipment plus installation per unit. Approximately 60 gates in the City of Alpharetta will be upgraded with this technology. A vendor that installs these products will be requested to handle all ordering and installation for each gate. Measurements will be gauged upon the successful completion of the contractual agreement. Total costs are estimated at \$94,200 and will be funded over a three-year period (\$31,400 annually).

There will be no negative fiscal impact on these devices upon completion of the project. Per code, the owner will be responsible for maintaining the equipment. There will be a positive impact because these systems have a lower failure rate than the current systems installed. This will lower the costs of utilizing city resources for follow-up.

Notes: John's Creek has this in operation, Milton is in implementation phase, and Roswell and Sandy springs are in exploration phase. More information on this system may be found at <http://click2enter.net/>.

This is an initiative applicable to all of Public Safety, not just the Fire Division.

Public Works

Milling and Resurfacing

\$4,013,832 (multiple sources)

Fiscal Year 2025 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.

CAPITAL PROJECT FUND SUMMARIES

In FY 2025, 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. FY 2025 Funding will include another third-party pavement assessment to accurately prioritize and provide the most up to date current conditions of our roads.

Escalation in pricing due to recent inflation has raised the cost significantly over the last two years. In prior fiscal years, we paid approximately \$92/ton for asphalt. In FY 2024, the cost rose to \$140/ton. Along with increases in asphalt cost, mobilization, milling, traffic control, etc. have all increased.

- City has about 570 lane miles.
- Cost to mill and resurface a lane mile is \$207k.
- $\$207k * 570 \text{ lane miles} = \118 million .
- Resurface every 15 year - \$7.9 million per year needed.
- Resurface every 20 years - \$5.9 million per year needed.
- Resurface every 25 years - \$4.7 million per year needed.

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

Are we going to maintain the goal of roads rated above 70 for the upcoming years if the price of asphalt remains the same? – No.

Staff estimates that the City will start to see a dip below 70 in the several years. All depends how fast the roads start to degrade. Staff is looking into preservation techniques to preserve the life expectancy of the roads and is not stating that the City needs to increase funding in FY 2025; Rather, staff is noting that the City may not be able to maintain a road rating above 70 in the coming years due to the fact we are accomplishing much less work with similar dollars.

Funding requested herein is comprised of Fund Balance (estimated at \$2.5 million), Local Maintenance Improvement Grant (LMIG) funds of \$676,317, and Local Roads Assistance Grant (LRA) funds of \$837,515. Operating Budget Impact: This program decreases roadway maintenance costs as the surface is less susceptible to potholes and road surface deterioration.

CAPITAL PROJECT FUND SUMMARIES

North Point Parkway Corridor (ROW Phase; STBG Grant)

\$5,000,000

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Safe and Welcoming Community.
- Transportation and Traffic.
- People Focused Workforce.
- Economic Development.

Description: This request is to improve safety, accessibility, and walkability of pedestrians along North Point Parkway corridor from Mansell Road to Haynes Bridge Road. Some of the major elements that are considered in this project include reducing number of travel lanes from 6 to 4 (both sides), 10' curb planter median bioswales, 12' multi-use trail, and 10' planting strip on both sides of the roadway. Also, energy efficient lighting, roadway condition monitoring, and green infrastructure monitoring systems are considered for this project. Design and Cost Scoping is underway.

The City is committed to successfully completing this much needed project to ensure the economic viability of this area does not continue to deteriorate.

Currently appropriated funding (design/construction), includes the following:

- Transportation Improvement Program Grant: \$1,600,000
- Transportation Improvement Program Grant Match: \$400,000
- TSPLOST 2: \$10,000,000
- Impact Fees: \$1,250,000

The forecasted grant funding included herein is \$5 million from Surface Transportation Block Grant (STBG) monies in 2025 which is targeted to fund Right-of-Way (ROW) acquisition. There will be the recognition of an additional STBG grant in 2026. These grants will be appropriated once grant agreements are approved and executed. The City's matching portion totals \$1.25 million for each grant and is currently appropriated (\$1.25 million in Impact Fees and \$1.25 million of the TSPLOST 2 allocation).

Tree Planting and Landscape Improvements

\$160,000

Fiscal Year 2025 Annual Action Plan:

- N/A – General Capital Maintenance/Investment.

Description: This request is for tree maintenance within the City not associated with the right of way maintenance contract and plantings of new trees and shrubs in the City to increase beautification and or the replacement of landscape damaged by weather or other means. Operating Budget Impact: Maintenance funding is included within this initiative.

CAPITAL PROJECT FUND SUMMARIES

SR 9 Landscaping from Academy St to Windward Pkwy (yr. 2 of 3) \$575,000

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.

Description: This request will include the design and installation of landscaping within 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 2 funding for a 3-year project. Total projected costs are \$1.7 million. FY 2024 included funding totaling \$350,000. The request for FY 2025 totals \$575,000 with the remaining \$740,000 forecast for FY 2026.

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 previous landscape maintenance requirements, 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 (\$21,800 incremental annual cost growth).

Bridge Maintenance

\$250,000

Fiscal Year 2025 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. The most recent inspection report was received from GDOT in November 2023. Using available funding from previous years, ITB# 24-008 was recently awarded to a contractor for repair and maintenance of six major bridges in the City. Bridge maintenance items 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 problems can lead to further deterioration of bridge conditions. FY 2025 funding will be used for repair and maintenance of various bridges citywide in accordance with the findings of the GDOT inspection report. Operating Budget Impact: This program decreases bridge maintenance costs as it is less susceptible to surface and structure deterioration.

Traffic Striping and Signage

\$170,000

Fiscal Year 2025 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

CAPITAL PROJECT FUND SUMMARIES

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.

Streetlight Maintenance

\$85,000

Fiscal Year 2025 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: This program reduces equipment maintenance costs and increases utilization rates as the equipment is less susceptible to breaking down and/or requiring service.

Traffic Signal Pole Painting and Maintenance

\$45,000

Fiscal Year 2025 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. Operating Budget Impact: Maintenance funding is included within this initiative.

Traffic Calming Improvements

\$60,000

Fiscal Year 2025 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 PROJECT FUND SUMMARIES

Traffic Control Equipment

\$100,000

Fiscal Year 2025 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 smooth traffic flow. Traffic signal monitoring includes equipment such as traffic cameras. Temporary traffic control equipment includes devices used to detour or delineate traffic flow, such as cones, delineators and barricades, and variable message boards. Operating Budget Impact: Maintenance funding is included within this initiative.

Traffic Signal System Maintenance

\$100,000

Fiscal Year 2025 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, signal communication systems, and traffic light timing optimization. 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.

Stormwater

\$2,000,000

Fiscal Year 2025 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.

CAPITAL PROJECT FUND SUMMARIES

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 on 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 is 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 Foe Killer Flood Mitigation at Log Cabin Park, Canton Street Drainage Improvements, Mid Broadwell Culvert Replacement Design and Construction, Drainage improvements along Morrison Parkway, Drainage Improvements in Clairmonte subdivision, and Windward Pkwy Drainage Improvements. The contractual pipe un-clogging and structure repair will be throughout the city based on inspection results. Annual funding requests approximate \$4 million based on forecasted needs over a 10-year project horizon. That said, current funding levels within the Stormwater account approximate \$3.5 million (as of March 2024) and the request for FY 2025 was adjusted to \$2 million.

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

CAPITAL PROJECT FUND SUMMARIES

Brick Paver Maintenance and Repair

\$50,000

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.

Description: This request is for the maintenance and repair of brick paver sidewalks located in the downtown area. Maintenance and repairs included in this request would be re-setting, leveling, replacing, re-sanding, sealing, concrete base repair, soldier course/repair, and installation of concrete header curb as needed. Operating Budget Impact: Maintenance funding is included within this initiative.

Sidewalk Maintenance and Repair (in-house maint./repair)

\$140,000

Fiscal Year 2025 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 more than \$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 2025 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 standardizes the evaluation process, provides a clear prioritized list of sidewalks needing repair, and ties 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.) help determine the repair priority.

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 23,247 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. Work will occur in various locations throughout the city pursuant to the Dynatest findings.

The FY 2025 funding level will be primarily utilized for supplies associated with in-house maintenance and repair work. There is a companion capital request (unfunded) that covers the cost of sidewalk repairs completed by outside contractors.

Operating Budget Impact: This program decreases sidewalk maintenance costs as it is less susceptible to surface and structure deterioration.

CAPITAL PROJECT FUND SUMMARIES

Downtown Bus Shelters (ROW/construction; Qty: 2)

\$80,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Downtown Alpharetta.
- Transportation and Traffic.
- People Focused Workforce.
- Economic Development.

Description: This request is for right-of-way acquisition and associated construction funding to build two (2) Marta Bus stops in the downtown area. Design and site preparation will be done in-house. Right-of-way acquisition and shelter purchase/installation costs are estimated at \$80,000.

Design Services (Public Works)

\$50,000

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of Nort Point.
- 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.

Recreation Facilities (Roof Repairs/Replacements and Wall Restoration) \$150,000 Alpharetta Community Center Wall Restoration

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

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

FY 2025, this request is for wall restoration at the Alpharetta Community Center (\$150,000). This facility is actively experiencing leaks and the cause has been determined to be the walls including failing expansion joints. This work will include but not limited to pressure washing, removing all old sealants and caulking at expansion joints and windows, replacing sealants and new greenlock structural sealant and applying 2 coats of tuff coat wall coating to exterior CMU walls.

Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

CAPITAL PROJECT FUND SUMMARIES

Public Works Headquarters Roof Replacement (segment 2 of 3) \$400,000

Fiscal Year 2025 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 like 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.

Replacement of segment 1 was funded in fiscal year 2024. This request is for the replacement of segment 2 (\$350,000 for 5,300 sq. ft.) and additional funding to complete the replacement of segment 1 (additional HVAC mechanical equipment removal and reinstallation is needed).

The remaining segment will be requested in FY 2026 (\$1,200,000 for 15,350 sq. ft.).
Operating Budget Impact: This program decreases facility maintenance and utilities costs (increased energy efficiency).

Parking Garages (Facility Maintenance/Improvements) \$150,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: This request is for general maintenance of the two parking garages, 92 Milton Avenue and City Center. Garage maintenance work generally consists of painting (e.g. stairway handrails), washing windows, pressure washing, inspection of structural components and repair as needed, etc.

FY 2025 funding will cover repairs identified in the recent inspection reports for both garages and includes, but is not limited to, the following:

- City Center Garage
 - Exterior Stairs - rout and seal random cracks in floor slab; clean existing riser pipe to remove oxidation and apply two (2) coats rust inhibiting coating; replace traffic coating at exterior area.

CAPITAL PROJECT FUND SUMMARIES

- Top Level Parapet Barrier Wall - clean wall to remove surface contaminants and apply two (2) coats acrylic elastomeric coating to prevent water absorption into grout pockets and surface cracking on vertical face.
- Speed Hump - remove adhesive at speed hump and install new speed humps. Level 2 - 2 each and Level 3 - 2 each.
- Deck Drains - clear deck drains on a quarterly schedule.
- Transition Joint Level 2 - replace sealant at transition joint between slab on grade concrete and double tee panel.
- 92 Milton Avenue Garage
 - Steel Panel Connectors - clean exposed steel panel connectors to remove oxidation and apply two (2) coats rust inhibiting coating.
 - Panel Grout Pockets - clean grout to remove loose materials, repair damaged grout pockets with non-shrink grout, and apply acrylic elastomeric coating over grout pocket to prevent water intrusion.
 - Concrete Spall Repair - remove failed concrete to expose sound concrete, install polymer modified cementitious repair mortar, and replace sealant at repair area.
 - Corbel Crack - epoxy inject corbel crack to bond surfaces.
 - Stair Handrail Posts - clean exposed handrail post at embed pocket to remove oxidation, apply two (2) coats rust inhibiting coating, and install sealant cove bead to cover embed grout.
 - Miscellaneous Sealant - replace damaged sealant at miscellaneous locations.

Other repairs dependent on funding are waterproofing the elevator pits in the City Center parking garage and adding a louvered cover on the exterior wall at the 2nd level to help prevent water intrusion into the existing elevator pits. Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

City Facility Preventative Maintenance Assessment

\$300,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: This funding request is for a facilities condition assessment to measure the condition of a building and its infrastructure. 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.

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.

CAPITAL PROJECT FUND SUMMARIES

- 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 modernization of infrastructure/equipment projects.

Tentative scope includes:

- Physical Condition Assessment (or Life-Cycle Modeling, or both): Physical condition of the building and infrastructure system.
- Develop a Capital Facilities Project Plan.

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

HVAC Replacements (Facility Maintenance/Improvements)

\$100,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: This request is for the replacement of HVAC units for all City-maintained facilities. The 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 2025 replacements include units at the Alpharetta Community Center (1 unit that is over 28 years old) and Crabapple Gym (1 unit that is also over 28 years old).

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

Public Safety Facilities Upgrades and Improvements

\$75,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: This request is for the maintenance and upgrades at Public Safety facilities.

The FY 2025 request would be for repairs and upgrades at Public Safety Headquarters and the Crabapple Training Facility.

Public Safety Headquarters improvements would include interior painting throughout the entirety of the facility.

The Crabapple Training Facility has extensive wood rot on the existing exterior fascia, window trim, soffits and railings. Funding would include replacing all rotted fascia, soffits, trim, railings and sanding/painting all metal railings and facility exterior. A total of

CAPITAL PROJECT FUND SUMMARIES

approximately 50 rotten trim, fascia, railing, and soffit pieces need to be replaced. Additional improvements include replacing all carpet inside the training facility with luxury vinyl tile due to its durability, longevity, and ease of cleaning and maintenance, as well as painting of the interior of the facility.

Operating Budget Impact: This request decreases building maintenance costs through repairs.

City Hall Maintenance

\$40,000

Fiscal Year 2025 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 FY 2025 funding will go towards pressure washing the exterior, door and trim painting/staining, lighting upgrades and cabinetry repairs/replacements, painting the walls/trim in the Community Room, etc. Operating Budget Impact: This program decreases facility maintenance costs.

General Equipment Replacement (Public Works)

\$60,000

Fiscal Year 2025 Annual Action Plan:

- N/A – General Capital Maintenance/Investment.

Description: This request is for the recurring replacement of equipment that is utilized by Public Works Crews. The equipment enables staff to dig holes, haul dirt, move materials, lift heavy objects, clean debris from roads and on job sites, and load materials into dump trucks.

FY 2025 request is for replacement of Unit 388: 2004 New Holland Skid Steer LS190. This unit is in need of replacement, as it's not currently utilized frequently by our crews and there is a greater need for equipment to repair asphalt throughout the City; therefore, we are seeking to replace this unit with an asphalt roller.

Future year replacement is forecasted as follows:

- FY 2027 (Unit 659 - 2009 New Holland B95B TC Backhoe).

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.

CAPITAL PROJECT FUND SUMMARIES

F-750 Trucks; Qty: 2 (Fleet Replacement)

\$275,000

Fiscal Year 2025 Annual Action Plan:

- N/A – General Capital Maintenance/Investment.

Description: This request is for the replacement of F-750 Trucks based on age and/or maintenance/repair costs. Our fleet consists of four (4) usable F-750s and two (2) asphalt trucks that are used for emergency operations, construction debris removal, chip removal and to transport aggregate.

Fiscal Year 2025 includes the replacement of the following unit:

- Unit #84 (1997 F-800 Asphalt Truck). Public Works is requesting funds to replace this vehicle with a concrete truck. This will be used to by our infrastructure crews for sidewalk and stormwater repairs. As previously mentioned, this is one of the Department's two existing asphalt trucks. While this one is utilized when the newer Asphalt Truck is undergoing maintenance, the Department feels a concrete truck would be much more beneficial to serving the public need. The Department does not currently have a concrete truck.
- Unit #262 (2002 Sterling M- 7500 Box Dump). Public Works is requesting funds to replace this unit with a 5500 Crew Cab with a stainless-steel dump bed.

These vehicles meet the replacement criteria based on age and relative wear.

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.

F-250 Crew Cab Service Truck; Qty: 1 (Fleet Replacement)

\$78,000

Fiscal Year 2025 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 2025 replacement includes Unit #689 (2011 F-250 4x2 Crew Cab) with roughly 125,000 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.

CAPITAL PROJECT FUND SUMMARIES

Sr. Urban Forestry Assistant (new position +1 FTE)

\$50,000

January 1, 2025, Effective Date

(\$59,550 operations/\$50,000 capital)

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Senior Urban Forestry Assistant position (pay grade 306; assumed 10% above paygrade minimum).

This position would assist the Urban Forestry Program Manager (UFPM) with tasks related to the City-wide Landscape Maintenance of Right-of-Way and Facilities contract, the On-Call Landscape Installation and Construction contract and the Arboricultural On-Call contract. Also assists with urban forest management, general right-of-way maintenance, landscape-related traffic safety, data collection and analysis related to the urban forest and public landscapes.

Over the last decade, the City has invested in large-scale landscape improvements that have added more than 20 acres of high-quality landscape within its rights-of-way. These projects have been implemented in conjunction with roadway reconstruction projects such as Rucker Road and Kimball Bridge Road, and within existing roadways not associated with larger improvement projects including segments of Old Milton Parkway and Westside Parkway. In the near future, a large amount of similar landscape will be installed as part of the Webb Bridge Road and Highway 9 roadway improvements.

The UFPM plays an extensive role in the design, contracting, and construction management of these new landscapes. Once the projects are completed, the UFPM then oversees maintenance of these areas as part of the overall Citywide Landscape Maintenance of Right-of-Way and Facilities contract, which includes 150+ acres spread throughout the city limits. As the quality and quantity of these public assets have grown, so has the time required to effectively manage them. In addition to the responsibilities described above, the UFPM oversees landscape maintenance in the SR 400 interchanges (in partnership with True North 400, formally North Fulton CID), manages the On-Call Arboricultural Services contract for Public Works, manages annual landscape maintenance for Resthaven Cemetery, acts as Supervisor to a three-person Public Works crew, and assists other groups at Public Works with tree and landscape related issues on an ongoing basis. The proposed Urban Forestry Assistant position is intended to remove some of the less complicated tasks from the UFPM. This will allow the UFPM more time to focus on design, contract procurement and management, and improving the City's urban forestry program, particularly in the areas of emergency planning and liability reduction.

Capital costs are estimated at \$50,000 and includes 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 \$104,100 annually and reflect salary and benefit costs only. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$52,050. Operational costs in year one includes technology equipment (computer, phone, iPad, etc.), professional development, uniforms, general supplies, and fuel costs totaling \$7,500.

CAPITAL PROJECT FUND SUMMARIES

Recreation, Parks & Cultural Services

Greenway Improvements/Repairs

\$275,000

Fiscal Year 2025 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 FY 2025, after the completion of the access trail connection, the focus will be to design/rebuild (6) bridges at Beaver Creek Park and the connection to the Mansell access trail. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to a decline in repairs other than the replenishment of mulch.

Innovation Academy Soccer Field Fencing Enhancements

\$40,000

Fiscal Year 2025 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 (multi-year) \$300,000 (grant match)

Fiscal Year 2025 Annual Action Plan:

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

Description: Currently, the City's athletic lighting primarily consists of 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. The City is averaging \$140,000 in operational costs for its outdoor athletic lighting each year (bulb replacement and energy charges).

Additionally, the majority of the City's athletic fields still have wooden light poles (55 poles). These poles are near or have exceeded their life expectancy and should be replaced with concrete/metal poles.

The capital request for FY 2025 includes the following:

- North Park
 - Replace all wood athletic field light poles (31 poles) with metal/concrete and replace all athletic field lighting fixtures (67 fixtures on wooden poles and concrete/metal poles). This scope totals approximately \$1 million and is

CAPITAL PROJECT FUND SUMMARIES

proposed to be funded through a combination of grant and city match funding.

- Specifically, the City is in the final review stage for a LWCF (Land & Water Conservation Fund) grant that, if awarded, would provide \$1 million (\$500,000 grant + \$500,000 match from the City) towards replacing the poles/fixtures at North Park's athletic fields as well as the fixtures at the remaining fields (e.g. pickleball/tennis courts, Miracle League field, Multipurpose Field 1). The City currently has \$200,000 appropriated to serve as its partial match. The request for FY 2025 is \$300,000 to fully fund the match requirement (for a total of \$500,000).

Future capital requests will include funding for replacing the remaining wood athletic field light poles (all in Wills Park) and the fixtures that reside on those poles (fields 1-4; 24 poles and lighting fixtures). Fixtures on the athletics fields that have existing concrete/metal poles (106) will be upgraded to LED through the operating funds allocated each year for athletic lighting maintenance.

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

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Downtown Alpharetta.
- 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.

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 PROJECT FUND SUMMARIES

Public Art Fund by Developers (City Property)

\$10,000

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Downtown Alpharetta.
- Communications that Connect.
- Recreation, Parks, and Culture.

Description: As development continues throughout the City of Alpharetta, the developers are required to set aside funds for public art that is on city property (right-of-way or easements). The issue is that the amount of the funds set aside is not enough to purchase and install large statement pieces. This fund would provide additional funds for larger pieces of artwork at key locations and intersections. Example, Alpharetta Off-Lease was required to give the City \$15,000 for art work to go at the corner of Old Milton Parkway and Main Street. For a piece of artwork of appropriate size and stature, \$25,000 is estimated. We anticipate this happening in additional developments throughout the City.

The benefit of public art is contagious. To remain a vibrant and exciting community, we must invest in public art, public murals and cultural pieces. This request will match development dollars for more impactful and meaningful pieces of public art, murals and cultural pieces.

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.).

Public Art in the Parks

\$20,000

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Downtown Alpharetta.
- Recreation, Parks, and Culture.

Description: The City of Alpharetta has invested a great deal of money into the Parks System. With the two last bond referendums, the City has been able to purchase additional parkland for new parks and greatly enhance the existing parks. To remain a vibrant and exciting park system, the need for art throughout the parks has been identified. Several pieces have been installed (Wills Park, Encore Park, Brooke Street Park).

This request will allow for the strategic placement of public art in locations that are frequently visited and enjoyed by Alpharetta citizens. Our first priority would be Wills Park and the new spine walkway being developed. Next would be Webb Bridge Park and the Alpharetta Greenway. Future opportunities include crosswalks murals, sculptures, retaining wall murals, dog park entrances, or other art installations that might enhance, provide access such as a park gateway entrance.

The benefit of public art is contagious. To remain a vibrant and exciting community, we must invest in public art, public murals and cultural pieces. This request would place artwork in locations that can be enjoyed by our citizens up close and personally. We are

CAPITAL PROJECT FUND SUMMARIES

seeing a growing number of citizens using our parks and additional public art would add greatly to their experience.

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.).

Public Art for City Projects

\$25,000

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Downtown Alpharetta.
- Communications that Connect.
- Recreation, Parks, and Culture.

Description: Working closely with the Economic Development Team and Community Development Department, this request will allow for the purchase and placement of public art, murals, and other cultural pieces throughout the City of Alpharetta. Currently there are several locations along the existing Alpha Loop that have poured bases for pieces of art, but no funds exist for the placement of actual art. Other locations in the City that would benefit from public art would be North Main Street Park and the new Alpha Loop section from Old Milton Parkway to North Winds.

The benefit of public art is contagious. To remain a vibrant and exciting community, we must invest in public art, public murals and cultural pieces. We require developers to put artwork in their developments because of the value the artwork brings to the community. This request will allow us to begin backfilling artwork to keep Alpharetta on the cutting edge.

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.).

Park Security Repairs and Improvements (security cameras, etc.)

\$80,000

Fiscal Year 2025 Annual Action Plan:

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

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

This request includes the purchase and installation of security cameras. Public Safety has been working with Recreation, Parks & Cultural Services Department to develop a surveillance camera solution for our park system. Union Hill, Webb Bridge, Innovation Academy, and Wills Park have been identified as the highest priority. The cameras would be able to tie into existing camera infrastructure currently managed by public safety. The camera equipment would total \$56,250, leaving \$5,000 for electrical services to connect the cameras to a power source.

CAPITAL PROJECT FUND SUMMARIES

This request also includes funding for the purchase/maintenance of our call boxes, which 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.

This request also includes, subject to funding availability, the purchase and installation of automatic locks. However, the full scope of the automatic locks initiative approximates \$80,000 annually and is included as a companion capital request (unfunded).

Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Playground Equipment Replacement

\$50,000

Fiscal Year 2025 Annual Action Plan:

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

Description: One of our park system's favorite amenities is our playgrounds. This initiative is planned around the premise of keeping the City's playgrounds in compliance with industry safety standards. Even though materials last longer, the recommended replacement schedule for a playground is 25-30 years. This is mainly due to the ability to order replacement parts. In addition, as the warranty expires on equipment, funds need to be available to replace if repairs are not possible. Finally, infrastructure repairs and enhancements for drainage and fall impact must be addressed every five to ten years. This replacement program is designed around the above factors to keep all the playgrounds in the City's inventory in compliance with industry safety standards.

FY 2025 funding will be used for to complete the playground the final phase of the Webb Zone Playground replacement at Webb Bridge Park. Once a natural turf area, it is currently a sand pit. After decades of heavy use and area being more shaded, it is no longer feasible to maintain the natural grass area. Funding will to convert the 500 sq ft area into an artificial turf making this a multi-purpose green space once more. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Park Repairs/Improvements

\$160,000

Fiscal Year 2025 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. 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 the 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.

CAPITAL PROJECT FUND SUMMARIES

FY 2025 funding will be targeted towards the following improvements:

- North Main Street Park (\$40,000) - paver removal/replacement and concrete edging.
- Miracle League Field (\$50,000) - concrete repairs at the Miracle League common areas; fence repair/replacement at the Miracle League field.
- North Park Fields 5 & 6 fencing replacement (\$50,000).
- Other projects as deemed necessary throughout the year.

Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Tree Maintenance, Planting, and Removal in Parks

\$125,000

Fiscal Year 2025 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. Additionally, staff has added to the scope the purchase/planting of replacement trees. Due to funding availability, the request for FY 2025 was adjusted from \$225,000 to \$100,000. Should additional needs arise, the annual operating budget will supplement the funding requirements. 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.

Design Services (Recreation, Parks & Cultural Services)

\$21,200

Fiscal Year 2025 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.

North Park: Fields 1-4 Restroom/Concession Stand Replacement (design) \$200,000 (multiple sources)

Fiscal Year 2025 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

CAPITAL PROJECT FUND SUMMARIES

the number of users. The Department previously funded a concept several years ago for a new restroom/concession building (3,100 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. This funding request is for a formal design including surveying, civil engineering, geotechnical, and architectural services. Construction costs will be requested in future capital plans and, while highly determinable by the approved design, is currently estimated at \$700,000.

Funding is provided through general capital appropriations (\$16,180) and impact fee funds (\$183,820 or 91.91% is impact fee eligible – limiting factor is impact fee availability). 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).

General Equipment Replacement (Recreation)

\$177,000

Fiscal Year 2025 Annual Action Plan:

- N/A – General Capital Maintenance/Investment.

Description: This request is for the replacement of three (3) 2013 John Deer Gators, one (1) 2015 New Holland Skid Steer, one (1) Toro Turbine Blower, one (1) 2015 Mill Creek Spreader, one (1) Kubota Tractor for the downtown district and one (1) SMG Turf Groomer. 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.

Fleet Replacement (Qty: 1)

\$100,000

Fiscal Year 2025 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 2025 includes replacement of (1) 2009 Ford F250 Truck (Unit RP1872 with 86,252 miles) with a Ford F350 unit with a dump bed. The 2009 F250 needs approximately \$8,000 in repairs.

Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

CAPITAL PROJECT FUND SUMMARIES

Community Development

Brookside Park Gateway (construction)

\$225,000

Fiscal Year 2025 Annual Action Plan:

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

Description: The Brookside Master Plan (adopted in 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. Design was funded in FY 2024. This request is for construction of the gateway improvements. Operating Budget Impact: Maintenance costs are highly dependent upon the design and are undeterminable at this time.

South Main District Gateway (construction)

\$150,000

Fiscal Year 2025 Annual Action Plan:

- 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 Park. Design was funded in FY 2024. This request is for construction of the gateway improvements. Operating Budget Impact: Maintenance costs are highly dependent upon the design and are undeterminable at this time.

CAPITAL PROJECT FUND SUMMARIES

Downtown Wayfinding Signage (Qty: 3)

\$36,000 (multiple sources)

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Downtown Alpharetta.
- Economic Development.

Description: This request is for the development, acquisition, and installation of three (3) wayfinding/directory signs downtown. Wayfinding signage is used to help people navigate complex environments. It provides visual cues that help users understand their location, the direction they need to go, and the distance to their destination. Each sign is estimated at \$12,000 with the funding breakdown as follows:

- Alpharetta Convention & Visitors Bureau is funding 2 signs (\$24,000).
- City of Alpharetta is funding 1 sign (\$12,000).

Operating Budget Impact: Maintenance costs are minimal and coverable through existing budget appropriations.

Milton Avenue Lighting Project

\$50,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Downtown Alpharetta.
- Economic Development.

Description: Addition of string lighting across Milton Avenue (west of Main Street). Project Goals include:

- Further activate Milton Avenue.
- Balance the west side of Main to stimulate further commerce after dark.
- Enhance safety along Milton Avenue.
- Further delineate Milton Avenue as a main downtown artery/connection.
- Provide an enhanced sense of place for events like Wire & Wood and Taste of Alpharetta.

Funding requested herein is for the design, acquisition, and installation of the lighting. Operating Budget Impact: Maintenance costs are minimal (e.g. electricity, repairs, etc.) and coverable through existing budget appropriations.

CAPITAL PROJECT FUND SUMMARIES

Design Services (Community Development)

\$62,400

Fiscal Year 2025 Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- 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. Operating Budget Impact: N/A for design work.

Alpharetta Entry Monuments (design)

\$50,000

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Economic Development.

Description: Design a gateway identifying the city that will be placed in locations that will identify city boundaries. Funding includes design charrettes and stakeholder meetings as well as limited assistance in determining the best 8 locations for initial construction/installation. This request is for design funding only. Construction plans and construction/installation of the entry monuments will be requested as part of a future capital plan with the cost dependent upon design and undeterminable at this time. Operating Budget Impact: Maintenance costs are highly dependent upon the design and are undeterminable at this time.



CAPITAL PROJECT FUND SUMMARIES

Detail (Unfunded Capital Initiatives)

Human Resources

HR Office Improvements

\$55,000

Fiscal Year 2025 Annual Action Plan:

- People Focused Workforce.

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.

Public Safety

Public Safety Evidence Building Repairs & Plan for Expansion

\$110,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Infrastructure and Facilities Maintenance.
- People Focused Workforce.

Description: The Public Safety Department, specifically the Police Property and Evidence Building, needs essential repairs to prevent further deterioration of this structure. This structure houses evidence during investigations, emergency vehicles, department property, and arrestee's property when arrested due to an investigation.

The repairs consist of cracking in the structural walls and at least two visible cracks in the walls of this building. Of the two visible cracks, one over an entry door is longer than 10 feet, and the other near a roll-up door is about five feet long. There may be more cracking that is not visible since there is paint on the walls. Water leaks into the evidence areas, causing mold and ceiling tiles to fall; this has been reported to public works for repair. However, it is likely an issue in other areas of the building because the paint in other regions has visible damage. The lighting in the open areas containing the vehicles has been a consistent problem. The fixtures have been retrofitted for LED lighting but continue to malfunction. The fixtures should be replaced with a unit made for LED area lights, and the wiring should be investigated to see if it is malfunctioning. Several windows have hazed or clouded over. All the glass should be replaced for a uniform appearance. The window frames are likely in very poor condition due to the condition of the glass; the seal for the

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

glass on the windows has broken and may be leaking. The paint on the interior of the building is flaking and bubbling from what is believed to be water damage. There are more than a dozen areas where this is obvious. One area of paint blistering is more than fourteen feet high by over three feet wide. Some of this damage is located near windows, indicating the window frame seal to the cinder block walls has failed.

During a contractor's appraisal to get a ballpark figure on what these repairs may cost, they indicated there needed to be some preventative maintenance completed on the roofing. It is beginning to show signs of deterioration that, if not addressed, will require a new roof in the near future. The anticipated cost for this project is \$80,000 without knowing if the structural cracking has caused any other damage.

Also, in FY 2025, we would like to do an RFP for design services to obtain a plan and cost estimate to expand the current building to add storage and workspace. We are unsure what this might cost, but we are adding another \$30,000 for the expansion design scope. Operating Budget Impact: This request decreases building maintenance costs through repairs. Operating budget impact associated with expansion is highly dependent upon design and undeterminable at this time.

Public Safety Headquarters Bathroom Renovations

\$163,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.
- People Focused Workforce.

Description: Public Safety Headquarters' first and second-floor restrooms and locker rooms require updating and repairs. The restrooms of the Department of Public Safety Headquarters Building (not including the 911 center) have not been updated in years. Since the bathrooms were built, the Public Safety Department has seen growth in the number of employees and the square footage the bathrooms serve. It is needed to redesign, remodel, and renovate the bathrooms to repair and update the aging fixtures, to meet and exceed the Americans with Disabilities Act (ADA) requirements, and to provide our employees with an adequate sanitization station.

On both the first and second floors, the men's and women's restroom countertops and partitions are sagging, delaminating, and showing their age. Due to the growth in employees in the building, more sinks and toilets must also be added to the areas to serve the current building capacity. The second-story locker rooms were reorientated a few years ago; the sinks, tiles, and showers are original to the building, outdated, and showing signs of deterioration.

Completing a remodel of the Public Safety Headquarters restrooms and locker rooms, we will ensure we are compliant with ADA requirements, improve sanitation and cleanliness, make our facility a more efficient facility to use, and save money with updated lighting and the installation of water-saving fixtures.

The anticipated cost of this project is \$78,000 for the first-floor bathrooms and \$85,000 for the second-floor restrooms, showers, and locker rooms. The cost of this project could

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

increase if an architect or consultant is required, or extra repairs are needed behind the walls or ceiling.

Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

Transport Capable Unit (new fleet)

\$284,000 (multiple sources)

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: Over the past few years, there has been a decrease in the availability of ambulances in our 911 system due to staffing, an increase in hospital wait times, and a lack of a service level agreement with the City's zone provider. This has resulted in extended scene times, where fire crews often wait over 20 minutes for an ambulance to transport a patient to the hospital. Other municipalities have adapted to this issue by purchasing transport-capable units to transport patients to the hospital if there is a delay.

Alpharetta does not currently have the necessary equipment to perform this service; sometimes, Alpharetta staff has had to request a transport unit from another municipality when an ambulance is unavailable or delayed. Having our own unit would alleviate this issue while allowing us to care for and transport customers as emergencies dictate. Additionally, having a transport-capable unit to run specific low-acuity calls would allow us to reduce the wear and tear on our fire engines, which would increase the life of our apparatus.

From a performance metric standpoint, benefits from the Transport Capable Unit could be measured through multiple metrics including:

- Staff will track calls where our ambulance provider could not provide a unit for a citizen, and our transport-capable unit allowed us to get the patient to definitive care.
- Staff can track the mileage/hours on our fire engines/trucks and show how the new unit has decreased the workload of those apparatus by responding to low acuity calls instead of those apparatus. This will certainly prolong the life of these apparatus, saving taxpayers hundreds of thousands of dollars.

Potential funding offsets through impact fee funds (\$171,325 or 62.3% of equipment cost is impact fee eligible). Please note: There is an Operating Initiative request to fund a subsidy for the City's emergency medical response transport provider (AMR). This request includes a provision for housing an emergency response transport vehicle at a targeted City fire station. The AMR operating initiative is currently recommended for funding which reduces the urgency of this capital request. Operating Budget Impact: Operating costs include fuel, maintenance, etc. and are estimated at \$9,000 annually.

CAPITAL PROJECT FUND SUMMARIES

Operating Initiative - Emergency Management Coordinator (new position; +1 FTE; \$156,500 operations/\$60,000 capital)

\$60,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Communications that Connect.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of an Emergency Management Coordinator position (pay grade 310; assumed 10% above paygrade minimum). There is a recognized need to elevate the role of Emergency Management Coordinator to a full-time position due to the increasing complexity and frequency of significant incidents in the City. Historically, this role has been an additional responsibility for individuals holding other positions, such as Fire Logistics and Police Accreditation. However, with the City's growth and the rise in natural and manmade incidents, there is a call for dedicated attention to emergency management.

Elevating the Emergency Management Coordinator role to a full-time position has several potential benefits:

- **Increased Focus and Dedication:** Having a dedicated Emergency Management Coordinator allows for a more focused and dedicated approach to addressing emergency preparedness, response, and recovery. This is crucial in managing the growing challenges associated with significant incidents.
- **Enhanced Coordination:** A full-time coordinator can better facilitate coordination and collaboration among various departments and agencies involved in emergency response. This can lead to more efficient and effective emergency management efforts.
- **Community Resilience:** A dedicated coordinator can work on community engagement and resilience-building initiatives. This proactive approach can help the community better prepare for emergencies and recover more swiftly when incidents occur.
- **Alignment with Best Practices:** Bringing the City in line with other local jurisdictions suggests a commitment to aligning with best practices in emergency management. This can enhance interoperability and coordination during regional responses.
- **Resource Allocation:** A full-time position enables the allocation of human and financial resources, specifically for emergency management. This ensures that the tools, personnel, and technology are in place to address emergencies effectively.
- **Adaptability to Changing Threats:** With a dedicated Emergency Management Coordinator, the city can adapt more quickly to evolving threats, whether natural disasters, public health crises, or other emergencies.

Capital costs are estimated at \$60,000 and includes funding for a vehicle purchase (and upfitting). There is a companion operating initiative request to fund the

CAPITAL PROJECT FUND SUMMARIES

personnel/operational costs. Personnel costs are estimated at \$141,000 annually and reflect salary and benefit costs only. Operational costs include professional services, professional development, uniforms, general supplies, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$15,500.

Operating Initiative - Fire Training Captain (new position; +1 FTE) \$50,000
(\$128,100 operations [net]/\$50,000 capital)

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of a Fire Training Captain position (pay grade 1202-P) to the Fire Training Division to address the challenge of providing the required annual training hours for each Fire Department employee efficiently.

The Training Division currently consists of two full-time positions. The goal is to provide approximately 106 certified members with the required 228 annual training hours and seven (7) medical certifications, totaling approximately 24,168 hours.

The current staff size is insufficient to meet the training needs, leading to the utilization of off-shift employees. The use of off-shift employees for training maintenance is incurring overtime costs.

This additional position is intended to facilitate and instruct each member's required annual training hours, ensuring compliance with certification requirements. A Fire Training Lieutenant position has also been requested to assist with these needs.

The Training Division not only aims to fulfill the annual training requirement but also provides instruction for specialty and innovative training classes at the training center for both Department members and surrounding agencies.

Capital costs are estimated at \$50,000 and includes funding for a vehicle purchase (and unfitting). There is a companion operating initiative request to fund the personnel/operational costs. Personnel costs are estimated at \$140,000 annually and reflect salary and benefit costs only. There is an anticipated savings in overtime (off-shift employees) associated with both training positions requests (Captain + Lieutenant) that is estimated at \$48,000 annually. For the purposes of this narrative, each training position request is estimated to result in overtime savings of \$24,000 annually. Operational costs include uniforms, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$12,100.

CAPITAL PROJECT FUND SUMMARIES

Public Works

Pavement Resurfacing/Preservation for Parks

\$575,000

Fiscal Year 2025 Annual Action Plan:

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

Description: This request is for the ongoing 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 2025: 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.

Canton Street Sidewalk (design)

\$250,000

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.
- Communications that Connect.
- Transportation and Traffic.

Description: This request is for design funding for Canton Street sidewalk improvements. The sidewalk along the east side of Canton Street between Mayfield Road and Canton Street Extension varies in width from 4' to 5' to 6' with little to no buffer between the travel lane and pedestrians. The overall goal is to maximize the width of sidewalk along this portion of Canton Street to create more space between vehicular traffic and pedestrian traffic. This will help provide a safer pedestrian connectivity into the downtown area for residents. Due to existing specimen trees on the east side of the road, the concept is to hold the western edge of pavement, reduce lane widths to 10.5 feet and repurpose the remaining asphalt into a planting strip and widen the sidewalk as wide as possible.

A portion of the corridor does not have any curb and gutter, or storm drainage catch basins. Design of the corridor will include curb and gutter and subsequent drainage infrastructure. The design will provide Stormwater Best Management Practices (BMP's) to capture and infiltrate stormwater runoff from Canton Street before entering stormwater pipes. Also included in the design is looking for creative ways to add additional lighting along the corridor to improve pedestrian safety.

Funding for right-of-way and construction of the improvements would be requested in future capital plans and is currently estimated at \$2.6 million.

Operating Budget Impact: This program decreases asphalt maintenance costs as the surface is less susceptible to potholes and road surface deterioration.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL PROJECT FUND SUMMARIES

Charlotte Drive Mini-Roundabout (design/temporary install)

\$25,000

Fiscal Year 2025 Annual Action Plan:

- Transportation and Traffic.

Description: Citizens along Charlotte Drive have voiced concerns of excessive vehicular speeds along Charlotte Drive. Speed studies have been accomplished and vehicles are traveling greater than 10 mph over the posted speed limit. 'Your Speed' signs have been installed along the corridor and have had mixed results.

One option to pursue is the installation of a mini roundabout at the intersection of Charlotte Drive and Makra Lane/Lillian Drive. This intersection is the only 4-way intersection along Charlotte and is nearly in the middle between Mid-Broadwell and Rucker Road. The roundabout will be smaller than those along Buice Road, if the improvements are within the existing curb and gutter.

The request is to install a temporary roundabout utilizing plastic curbing. Upon completion, speed studies will be accomplished to determine the effect of the roundabout along the entire corridor. The current request is only for the installation of a temporary mini roundabout. If data reflects success, then a future capital request will be submitted as part of the budget process to install materials more in line with a permanent roundabout.

Streetlight Expansion

\$70,000

Fiscal Year 2025 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 is solely determinable by the type and number of lights installed. For planning purposes, the assumption is an additional \$3,000 annually.

CAPITAL PROJECT FUND SUMMARIES

Haynes Bridge Road Lane Diet and Linear Park (design)

\$250,000

Fiscal Year 2025 Annual Action Plan:

- 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 2025 funding request is to prepare multiple concept designs and construction cost estimates.

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

Henderson Parkway Traffic Calming (design)

\$50,000

Fiscal Year 2025 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.

Mid Broadwell Crosswalk at Fire Station Light (construction)

\$180,000

Fiscal Year 2025 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 (\$250 annually).

CAPITAL PROJECT FUND SUMMARIES

Northwinds Mid Broadwell Crosswalk (construction)

\$125,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: The Bradenton Subdivision is built on both sides of Northwinds Parkway. All the amenities of the subdivision are on one side and residents on the other side request a safe and convenient means to cross the street to access the amenities. Public Works has been working on various concepts over the last couple of years to improve pedestrian safety. Recently, the community and Public Works finalized the preferred option of installing a mid-block crosswalk with multiple rectangular rapid flashing beacons. This approach is the least expensive, provides the greatest line of sight for pedestrian safety, and is the least impactful to the community. Public Works staff will design the improvements in-house and requested funds is for the installation of the improvements. Operating Budget Impact: Increase in utility costs for the additional electricity and minor maintenance costs (\$250 annually).

Kimball Bridge Rd Improvements (design)

\$250,000

Fiscal Year 2025 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 of 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 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 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.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Douglas Rd Traffic Calming (design)

\$200,000

Fiscal Year 2025 Annual Action Plan:

- Transportation and Traffic.

Description: This request is for design of traffic calming improvements along Douglas Road. The City has received numerous complaints from citizens living along Douglas Road regarding the volume of traffic and speed of vehicles. Several options and locations were evaluated along Douglas Road. Intersection improvements at Douglas Road/Clubhouse Drive and Douglas Road/Newport Bay Passage are being considered. A roundabout is being proposed at Douglas Road/Clubhouse Drive to address the intersection volume as well as traffic calming. Traffic calming measures for the Newport Bay Passage intersection would include a lane diet and sight distance improvements. The Douglas Road corridor will be studied further to evaluate different options at multiple intersections before designing a roundabout for the intersection of Douglas Road and Clubhouse Drive. Right-of-way acquisition and construction costs are estimated at \$1.6 million and would be part of future funding requests. 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.

City Center Decorative Signposts

\$140,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Transportation and Traffic.

Description: This request is to upgrade the signposts at City Center to the approved decorative black Wadsworth design post. This project will include all signposts located in and around City Center, including Academy Street (SR 9 to Haynes Bridge Road) and Haynes Bridge Road (Academy Street to Old Milton Parkway). As a part of this project, sign clutter will be taken into consideration to reduce the overall number of signs. Estimated number of decorative signposts and signs are 150 and 220, respectively. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Encore Parkway 2-Way Bike Lane (design)

\$250,000

Fiscal Year 2025 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 route for cyclists to and from the Greenway.

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Benefit to the Community: Separating the bicyclist from the walkers and providing a barrier separation between bicyclist and vehicles provides a safer and more pleasant experience for the users.

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.

Sidewalk Maintenance and Repair (outside contractors)

\$175,000

Fiscal Year 2025 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 more than \$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 2025 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 standardizes the evaluation process, provides a clear prioritized list of sidewalks needing repair, and ties 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.) help determine the repair priority.

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 23,247 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. Work will occur in various locations throughout the city pursuant to the Dynatest findings.

This request primarily covers the cost of sidewalk repairs completed by outside contractors. There is a companion capital request that covers the cost of in-house sidewalk repairs.

Operating Budget Impact: This program decreases sidewalk maintenance costs as it is less susceptible to surface and structure deterioration.

Mid Broadwell Sidewalk Improvements (right-of-way)

\$200,000

Fiscal Year 2025 Annual Action Plan:

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

Description: This funding request is for the purchase of right-of-way for the construction of approximately 1,700 linear feet of sidewalk to fill in multiple gaps along the south side

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

of Mid Broadwell Road between Bethany Road and Fire Station 85. Providing this sidewalk would create a safer route to and from Mid Broadwell Park. Design of these sidewalk segments has been completed by in-house staff. Right-of-way is estimated at \$200,000. Construction is estimated at \$1.5 million and would be requested as part of a future capital plan.

Operating Budget Impact: N/A for the right-of-way phase. Upon completion, maintenance such as landscaping will be required and is currently estimated at \$3,100 annually.

Alpha Link Phase 2 (design/project management)

\$850,000 (net)

Fiscal Year 2025 Annual Action Plan:

- Recreation, Parks, and Culture.
- Economic Development.

Description: The Alpha Link is a 12' wide lighted multi-use trail connection from Haynes Bridge Road to Encore Parkway, approximately 1.2 miles. More specifically, this segment connects the Big Creek Greenway (via Encore Parkway) to the Alpha Loop at Haynes Bridge Road. The City was awarded a \$1 million grant from the Atlanta Regional Commission (ARC) with a required \$250,000 match to go towards the design of the Alpha Link. The dollars from the ARC are from the Federal Government; as such, the project design and Right-of-Way (ROW) acquisition must follow the Federal Plan Development Process.

Currently, Phase 1 of the project design is in progress, which includes concept plan development, survey, and environmental studies only.

To date, the City has appropriated \$1.37 million for Alpha Link design and project management services (including the procurement phase). This is composed of \$1.25 million for design services and \$115,000 for project management services through Atkins (including Federal procurement process oversight). Staff anticipates residual appropriations (after funding of Phase 1 activities) totaling \$800,000 that can be used to offset Phase 2 costs.

In Phase 2, construction plans will be designed and developed. This request involves funding Phase 2 design (\$1.25 million) and project management (\$400,000) services in an amount totaling \$1.65 million. This request is being reduced by the forecasted \$800,000 in residual appropriations, resulting in a net budget request of \$850,000 for FY 2025.

Staff has applied for a Transportation Alternative Program Grant to cover the costs associated with Phase 2 design. If awarded, this request will be reduced accordingly. The grant, however, will not cover project management expenses.

The current project schedule shows that final design plans will be ready in August 2027.

Funding for right-of-way (\$1 million) and construction (\$6 million) of the improvements would be requested in a future capital plan and is currently estimated at \$7 million. It should be noted that the construction funding forecast is based on preliminary estimates and does not reflect actual construction costs. Operating Budget Impact: improvements will impact operational maintenance costs (landscaping, trail maintenance, etc.) but are undeterminable until design progresses.

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Wills Drive Sidewalk Improvements (design/right-of-way)

\$40,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- 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 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 capital plan and is currently estimated at \$150,000. Operating Budget Impact: N/A for the design and right-of-way acquisition phase. Estimated maintenance costs (e.g. landscaping) upon buildout total \$2,000 annually.

Waters Road Sidewalk Improvements (right-of-way)

\$100,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- 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 capital plan and is currently estimated at \$1.1 million. Operating Budget Impact: N/A for the right-of-way acquisition phase.

Providence Road Sidewalk Improvements (right-of-way)

\$200,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- 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.

CAPITAL PROJECT FUND SUMMARIES

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

Guardrail Maintenance

\$55,000

Fiscal Year 2025 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.

Jayne Ellen Curb and Gutter

\$750,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Residents along Jayne Ellen Way and adjacent streets request the removal and replacement of 12,820 linear feet of curb and gutter to match the esthetics of the curb and gutter that was recently replaced. Sections of curb and gutter were recently replaced for 2 reasons; 1st = the curb was failing and 2nd = Public Works knew specific sections of curb and gutter would be damaged when the roads were milled and resurfaced this past fiscal year. Work includes removing the existing curb and gutter, installing new curb and gutter, and backfilling the curb with soil and installing sod in the disturbed areas. Not included in the cost of the work is any work in the driveways of the homes.

Alpharetta Community Center Generator

\$350,000

Fiscal Year 2025 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 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.

CAPITAL PROJECT FUND SUMMARIES

City Hall Generator and Enclosure

\$1,250,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.

Description: This request is for the purchase and installation of a generator for City Hall to ensure continued operations to citizens and stakeholders during times of power outages including natural disasters. Specifically, this cost estimate is for a natural gas generator sufficiently sized to allowed for continued operations of City Hall (roughly 55,000 sq. ft.) as well as construction of an enclosure to house the generator that matches the aesthetics of City Hall. The generator is estimated at \$850K and the enclosure is estimated at \$400K.

Operating Budget Impact: Operational costs would total in excess of \$3,000 annually and is composed of general maintenance, natural gas usage, etc.

Public Works Headquarters Renovations

\$50,000

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

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

FY 2025 funding will be used to remodel men's bathrooms in the front of the building, flooring for offices upstairs, and cove base for associated flooring replacement. Previous funding had 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.

Future funding requests include:

- FY 2026 funding will be used to continue replacing flooring in offices, paint, cleaning duct systems and replacing cove base. Purchase of new gym equipment will be included in any remaining funding.
- FY 2027 funding will be used to continue replacing flooring in offices, replace furniture as needed and seal block exterior siding and windows.
- FY 2028 funding will be used to paint the exterior and repair metal damage to the bay area.

Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

Public Safety Headquarters Parking Expansion

\$280,000

Fiscal Year 2025 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.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL PROJECT FUND SUMMARIES

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.

Alpharetta Arts Center Parking Expansion (design)

\$50,000

Fiscal Year 2025 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 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.

Equipment Replacement/Upgrade (Asphalt Paver; Qty: 1)

\$205,000

Fiscal Year 2025 Annual Action Plan:

- N/A – General Capital Maintenance/Investment.

Description: This request is for the replacement/upgrade of a Rubber Tire 2000 CAT 416C backhoe/loader with an Asphalt Paver. The backhoe/loader enables staff to dig holes, haul dirt, move materials, lift heavy objects, clean debris from roads and on job sites, and load materials into dump trucks. That said, Public Works has been utilizing another piece of equipment to complete the types of jobs that this unit handles. Therefore, we are requesting to replace the backhoe/loader with an asphalt paver to assist with the asphalt repair and paving that is needed throughout the City. The asphalt paver would be a more beneficial piece of equipment to assist the department in maintain our infrastructure.

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.

Department Pool Vehicle; Qty: 1 (Fleet Replacement)

\$45,000

Fiscal Year 2025 Annual Action Plan:

- N/A – General Capital Maintenance/Investment.

Description: This request is for the recurring replacement of department pool vehicles within the Public Works fleet. These vehicles are not assigned to an individual but are used by a pool of people in the department; additionally, these vehicles are used as replacement vehicles when others are out of service. These replacements are based on age and/or maintenance/repair costs. These vehicles are expected to last in excess of 10 years.

CAPITAL PROJECT FUND SUMMARIES

Fiscal Year 2025 request is for the replacement of Unit #586; (2008 Model Year Chevy Impala). This unit is in need of replacement due to age and the department could benefit greater from the use of a truck rather than the current sedan. Public Works would like to replace this unit with a truck that could be utilized by professional staff as an everyday driver.

Future year replacements are forecasted as follows:

- FY 2026 = Unit #620 and Unit #623; both 2009 Ford Ranger 4x4 Supercabs.
- FY 2027 = Unit #680; 2010 Colorado Extended Cab.
- FY 2029 = Unit #408; 2003 Model Year Chevy Tahoe.

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.

Operating Initiative - Sr. Engineering Technician - Facilities **\$50,000**
(new position; +1 FTE; \$111,600 operations/\$50,000 capital)

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Senior Engineering Technician position (pay grade 306; assumed 10% above paygrade minimum).

The Senior Engineering Technician position would perform technical work in support of the City's facility repair, maintenance, and renovations. Oversight of procurement, scheduling, and management of City contractors and vendors for the maintenance, repair, alteration, replacement, and upgrades to all city-maintained facilities. Periodic supervision and training of Public Works facility repair and maintenance crews.

The Public Works Department is currently challenged with additional and aging facilities. Public Works took responsibility of Parks facilities in 2017-2018 without the addition of any staff. With the additional facilities responsible for, and aging components, demand for repairs, alterations, remodels, etc. have significantly increased. In 2021 Public Works created a Sr. Engineering Technician position to assist the facilities supervisor/crews with repairs, procuring contractors, overseeing maintenance contracts, ordering supplies, and assisting with other facility needs. Along with more requests for daily maintenance needs, capital request have also increased. This position would be assigned park facilities to aid the facilities supervisor and crews in identifying maintenance needs and working with Parks staff regarding capital requests, maintenance contracts, and prioritization of facility repairs. This will provide a higher level of service to City employees and facility repairs.

Capital costs are estimated at \$50,000 and includes 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 \$104,100 annually and reflect salary and benefit costs only. Operational costs in year one includes technology

CAPITAL PROJECT FUND SUMMARIES

equipment (computer, phone, iPad, etc.), professional development, uniforms, general supplies, and fuel costs totaling \$7,500.

Operating Initiative - Construction Manager - Infrastructure **\$50,000** **(new position; +1 FTE; \$137,500 operations/\$50,000 capital)**

Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Construction Manager position (pay grade 309; assumed 10% above paygrade minimum).

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.

Due to the number of incoming projects and programmed projects, the Department is unable to adequately oversee construction oversight of the contractors in the field for the installation of City maintained infrastructure. Public Works is requesting an Infrastructure Construction Manager Position to oversee various field operations regarding stormwater improvements. The position not only requires knowledge of reading construction plans, communication skills with the public and contractors, as well as problem-solving skills when unknown issues arise in the field.

Public Works currently has seven stormwater projects in design or construction soon to be procured, over 1 million dollars a year in pipe lining, and numerous stormwater repairs (catch basin tops, grouting of manholes/pipes, and pipe replacements) throughout the City. Public Works staff is already committed to overseeing construction management of the Park's Bond Projects, TSPLSOT I/II projects, as well as capital projects.

Capital costs are estimated at \$50,000 and includes 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 \$130,000 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.

Winter Weather Equipment Storage/Technology **\$45,000**

Fiscal Year 2025 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.

FY 2025 request is for Winter Weather Equipment. We have purchased (4) F-750s with salt spreader attachments to be utilized in anticipation of winter weather needs. We are

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL PROJECT FUND SUMMARIES

requesting funds to purchase stands for the spreaders when they are not in use, which will significantly increase the ease of use for the spreaders and the amount of space needed to store the spreader.

Currently the four spreader inserts for the F-750s are stored by means of chains and hooks. The chains are connected to the I-beams of the pole barn located at Public Works. This way of storage was never meant to be permanent and causes several issues.

- Currently, with the chain and hook system, installation and removal of a spreader takes at least three people and a piece of equipment.
- The spreaders have received damage due to dragging the ground and by the use of heavy equipment to hoist them in place, etc. The I-beams for the pole barn were never designed to have the extra weight of four spreaders hanging from them.

The cumbersome and time-consuming problem of removing, hanging, or un-hanging and installing is not the best practical way of storing the spreaders when not being utilized. The proposed stands mount to the spreader and when backing up under the spreader, the legs fold up the same way an ambulance bed would allowing you to drive up under the spreader to load it. Same as unloading, the legs fold out and you drive the truck out from underneath the spreader. With the attachment of these stands, one to two people maximum can load and unload a salt spreader safely. The stands will attach to the spreader and always stay on them. Additionally, this request also includes the annual cost of the Precise software utilized for winter weather activity usage and the tracking of materials utilized and location routes. The estimated cost of these combined purchases total \$45,000.

Operating Budget Impact: This program reduces equipment maintenance costs and increases utilization rates as the attachments are stored more efficiently.

Recreation, Parks & Cultural Services

Webb Bridge Park Master Plan (design)

\$100,000

Fiscal Year 2025 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 2025. Construction costs, while highly dependent upon the design, will likely exceed \$1.5 million and would be requested as part of a future capital program. Operating Budget Impact: N/A for the design phase.

CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Wills Park Pool Heater

\$100,800 (multiple sources)

Fiscal Year 2025 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. Potential funding offsets through impact fee funds (\$36,409 or 36.12% is impact fee eligible). Operating Budget Impact: Maintenance and energy costs are estimated at \$6,000 annually. The extended operations are forecasted to create approximately \$20,000 in additional revenues which would offset the additional operational costs (e.g. staffing).

North Park Master Plan (design)

\$100,000

Fiscal Year 2025 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 2025. Construction costs, while highly dependent upon the design, will likely exceed \$1.5 million and would be requested as part of a future capital program. Operating Budget Impact: N/A for the design phase.

Park Trail Maintenance

\$150,000

Fiscal Year 2025 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.

The FY 2024 schedule will replace 12,800 linear feet of trail in Wills Park, 4,860 linear feet in North Park, and additional repairs that may arise during the budget cycle.

CAPITAL PROJECT FUND SUMMARIES

The FY 2025 schedule will encompass the soft surface restoration at Webb Bridge Park plus the Windward Community 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.

Park Security Repairs and Improvements (automatic locks, etc.) **\$80,000**

Fiscal Year 2025 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. This request includes the purchase and installation of automatic locks. These locks have been installed on restrooms at Windward Community Park, Union Hill Park, North Park (5 buildings), Cogburn Road Park, Innovation Academy (2) buildings, City Center Parking Deck, Greenway North Point Park, and (2) buildings in Wills Park. For FY 2025, automatic locks will be installed at Webb Bridge Park (4 buildings), Rock Mill Park (1 building), Equestrian Center (2 buildings), Mid Broadwell (1 restroom) and Waters Road Park. Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Park Shade Structure and Awning Replacements **\$80,000**

Fiscal Year 2025 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 esthetics.

FY 2025 funding will replace the existing shade fabric and paint the support post for Wills Park: two (2) at Tennis Courts, five (5) at Fields 1-4, and one (1) at the T-Ball fields.

Operating Budget Impact: Maintenance costs to decrease due to decline in repairs.

Park Amenities Replacement **\$160,000**

Fiscal Year 2025 Annual Action Plan:

- Recreation, Parks, and Culture.

Description: This funding is for amenities within the parks themselves, such as fence replacement and repair, bleacher repair and replacement, new trash cans, new benches, netting replacement, and signage to include wayfinding (such as park rules, dogs on leash, no smoking, etc.) and maintenance of shade structures. Each year we are repairing and/or replacing the amenities, plus adding these same amenities to our new parks and downtown areas.

FY 2025 funding will be targeted towards the following improvements:

CAPITAL PROJECT FUND SUMMARIES

- Replace 12 trash cans (Kings River) for the Downtown (\$17,000).
- Installation of 32 Park Rules Signage (\$48,000).
- Installation of 7 Park Entrance Signs (\$49,000).
- Replace 46 Park Picnic Tables (\$46,000).

Operating Budget Impact: Routine replacement capital - operating costs to decrease due to decline in repairs.

Recreation and Park Facility Renovations

\$219,000

Fiscal Year 2025 Annual Action Plan:

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

Description: This request is for the renovation and maintenance of recreation and park facilities to improve the functionality and aesthetics.

FY 2025 funding is targeted towards:

- Mansell House (\$12,000) - make any necessary repairs and paint the exterior of the building.
- Annex Administrative Building (\$7,000) - make any necessary repairs, enhance the back porch, and paint the exterior of the building.
- Adult Activity Center (\$25,000) - remove, repair, and replace the lobby flooring.
- Wills Park Recreation Center (\$50,000) - paint the interior, gym ceiling, upstairs multi-purpose room, stairwell, and downstairs common area; and resurface the downstairs flooring.
- Community Center Gym 1 (\$90,000) - replace the ceiling insulation with spray-in; tile the lobby walls; replace hallway flooring; and replace the exterior doors.
- North Point Greenway Restroom (\$10,000) - interior painting and updating of fixtures, toilets, counter tops and exterior doors.
- Union Hill Park Concession building (\$5,000) - replace two exterior closet doors.
- Crabapple gym (\$20,000) - Upgrades to the handicap ramp and front entrance; interior painting of the gym.

Operating Budget Impact: Facility maintenance costs to decrease due to decline in repairs.

Recreation Activity Centers - Interior Improvements

\$450,000

Fiscal Year 2025 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 Rec 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 2025 and ending in FY 2029. The approximate size of the affected area is 5,800 square feet (lobby, hallways, restrooms,

CAPITAL PROJECT FUND SUMMARIES

etc.). Below is what we want to focus on to address any immediate needs that does not fall under the scope of Public Works maintenance program.

FY 2025 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.

Haynes Bridge Road Park Restroom

\$300,000 (multiple sources)

Fiscal Year 2025 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 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. Potential funding offsets through impact fee funds (\$275,730 or 91.91% is impact fee eligible). Operating Budget Impact: Maintenance (including janitorial) and utility costs are estimated at a minimum of \$1,000 annually.

Marconi Drive Park Restroom

\$150,000 (multiple sources)

Fiscal Year 2025 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 \$150,000, including sewer and water connections. Potential funding offsets through impact fee funds (\$137,865 or 91.91% is impact fee eligible – limiting factor is impact fee availability). Operating Budget Impact: Maintenance (including janitorial) and utility costs are estimated at a minimum of \$1,000 annually.

CAPITAL PROJECT FUND SUMMARIES

Alpharetta Arts Center Ceramics Program Expansion

\$47,000

Fiscal Year 2025 Annual Action Plan:

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

Description: This project includes the infrastructure/equipment funding necessary for expansion of the ceramics program at the Alpharetta Arts Center. Looking at ceramic/clay studios across the country, they are in high demand and will continue to grow as a large population of Baby Boomers retire. The more technologically advanced society becomes, the more people will enjoy working with their hands and the community that clay creates.

Total costs for this program are estimated at \$70,000 and will be requested over a 2-year period.

FY 2025 request totals \$47,000 and includes installation of an Exterior Pavilion for the ceramics program. Electrical upgrades to this area will be needed to handle the ceramics program (e.g. kilns). Additional equipment will be needed including tables, storage racks, etc.

FY 2026 request to total \$23,000 and include the purchase of a front-loading kiln to add to the program capacity along with ancillary equipment.

Operating Budget Impact: By creating the outdoor pavilion, it would reduce the heat inside the building during the summer portion of the year, reducing the HVAC costs. The new kiln will require additional energy usage and is estimated to total \$1,200 annually.

Community Development

Milton Avenue Quick Safety and Operational Improvements (design/construction)

\$350,000

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Downtown Alpharetta.
- Transportation and Traffic.

Description: The Milton Avenue Quick Safety and Operational Improvements project identifies several improvements along the Downtown 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: Maintenance costs are dependent upon the options chosen and coverable through existing appropriations (e.g., milling and resurfacing).

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL PROJECT FUND SUMMARIES

North Point District Thresholds (monuments)

\$125,000

Fiscal Year 2025 Annual Action Plan:

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

Description: This request would facilitate the design and installation of two (2) district monuments at North Point Parkway and Haynes Bridge Road as envisioned in the North Point Placemaking Plan.

Operating Budget Impact: Maintenance costs are highly dependent upon the design and are undeterminable at this time.

South Main Street Reclaiming of Right-of-Way Remnants (design)

\$150,000

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Economic Development.

Description: This request is for engineering and design related to reclaiming of right-of-way (ROW) remnants that are in the Georgia Department of Transportation (GDOT) right-of-way but will not be used for roadway or sidewalk improvements. The intent of this effort is to create pocket greenspaces and locations for public art. This was part of the South Main Street LCI Study adopted by City Council in March of 2023. ROW acquisition costs and construction of the park improvements (including art amenities) is tentatively estimated at \$700,000 and would be part of a future capital request.

Operating Budget Impact: Maintenance costs are highly dependent upon the design and are undeterminable at this time.

South Main Street Park Entrances (monuments)

\$100,000

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Transportation and Traffic.

Description: This request is for the design and construction of park entry monuments providing connectivity into Wills Park. The City of Alpharetta can introduce major or minor gateways into Wills Park that fit in well with the overall style of the area, as well as the Wills Park Master Plan. These major and minor gateways are recommended to be visible from South Main Street. This was part of the South Main Street LCI Study adopted by Council in March of 2023. Operating Budget Impact: Maintenance costs are minimal and coverable through existing budget appropriations.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL PROJECT FUND SUMMARIES

Summary 5-Year CIP

A summary version of the city's five-year capital improvement plan ("CIP") is included below. The CIP forecasts the city's available funding for capital investment over a five-year period and provides a preliminary project prioritization (subject to adjustment in future years). These figures do not include the city's existing capital initiatives (i.e., initiatives funded prior to FY 2025) and do not represent full funding of departmental capital project requests. Please refer to Appendix A for the detailed 5-Year CIP.

FY 2025-2029 Capital Improvement Plan

May 23, 2024

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Sources						
General Fund (Annual Appropriation)	\$ 4,000,000	\$ 4,000,000	\$ 4,080,000	\$ 4,161,600	\$ 4,244,832	\$ 20,486,432
General Fund (Fund Balance)	9,447,780	3,883,675	8,281,422	9,493,162	9,313,514	40,419,553
	<u>\$ 13,447,780</u>	<u>\$ 7,883,675</u>	<u>\$ 12,361,422</u>	<u>\$ 13,654,762</u>	<u>\$ 13,558,346</u>	<u>\$ 60,905,985</u>
Other Funds (Interest Earnings)	\$ 2,135,000	\$ 380,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,565,000
Other Funds (Fund Balance)	3,734,786	-	-	-	-	3,734,786
Impact Fees	353,820	-	250,000	250,000	-	853,820
TSPLOST 3 (Milling & Resurfacing/Striping & Signage)	-	-	-	6,840,000	7,100,000	13,940,000
	<u>\$ 6,223,606</u>	<u>\$ 380,000</u>	<u>\$ 600,000</u>	<u>\$ 7,440,000</u>	<u>\$ 7,450,000</u>	<u>\$ 22,093,606</u>
Capital Lease						
Fleet Replacement: Fire Apparatus Replacements	\$ -	\$ 4,400,000	\$ 742,000	\$ -	\$ -	\$ 5,142,000
Fire Extrication Equipment Replacements	-	179,000	-	-	-	179,000
Heart Monitor & AEDs Replacements	-	660,000	-	-	-	660,000
Mobile (Vehicle) Radio Replacements	-	600,000	-	-	-	600,000
Portable (Handheld) Radios Replacement	-	-	-	-	1,766,000	1,766,000
Grant/Contribution						
LMIG & LRA (Milling and Resurfacing)	1,513,832	675,000	700,000	730,000	730,000	4,348,832
North Point Pkwy Corridor (STBG Grants)	5,000,000	5,000,000	-	-	-	10,000,000
ACVB (Downtown Wayfinding Signage)	24,000	-	-	-	-	24,000
	<u>\$ 6,537,832</u>	<u>\$ 11,514,000</u>	<u>\$ 1,442,000</u>	<u>\$ 730,000</u>	<u>\$ 2,496,000</u>	<u>\$ 22,719,832</u>
Total Sources	<u>\$ 26,209,218</u>	<u>\$ 19,777,675</u>	<u>\$ 14,403,422</u>	<u>\$ 21,824,762</u>	<u>\$ 23,504,346</u>	<u>\$ 105,719,423</u>

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Uses (by Department)						
Information Technology	\$ 440,000	\$ 747,800	\$ 450,800	\$ 964,000	\$ 722,300	\$ 3,324,900
Public Safety	5,297,200	7,895,400	2,803,400	2,110,000	3,961,000	22,067,000
Public Works	14,556,832	9,989,000	8,957,000	16,318,000	14,156,000	63,976,832
Recreation, Parks & Cultural Services	1,638,200	895,000	2,042,000	2,202,400	2,517,800	9,295,400
Community Development	573,400	248,600	144,900	230,200	153,500	1,350,600
Total Uses	<u>\$ 22,505,632</u>	<u>\$ 19,775,800</u>	<u>\$ 14,398,100</u>	<u>\$ 21,824,600</u>	<u>\$ 21,510,600</u>	<u>\$ 100,014,732</u>
Non-Allocated (Sources-Uses)	<u>\$ 3,703,586</u>	<u>\$ 1,875</u>	<u>\$ 5,322</u>	<u>\$ 162</u>	<u>\$ 1,993,746</u>	<u>\$ 5,704,691</u>
Total Uses + Non-Allocated	<u>\$ 26,209,218</u>	<u>\$ 19,777,675</u>	<u>\$ 14,403,422</u>	<u>\$ 21,824,762</u>	<u>\$ 23,504,346</u>	<u>\$ 105,719,423</u>

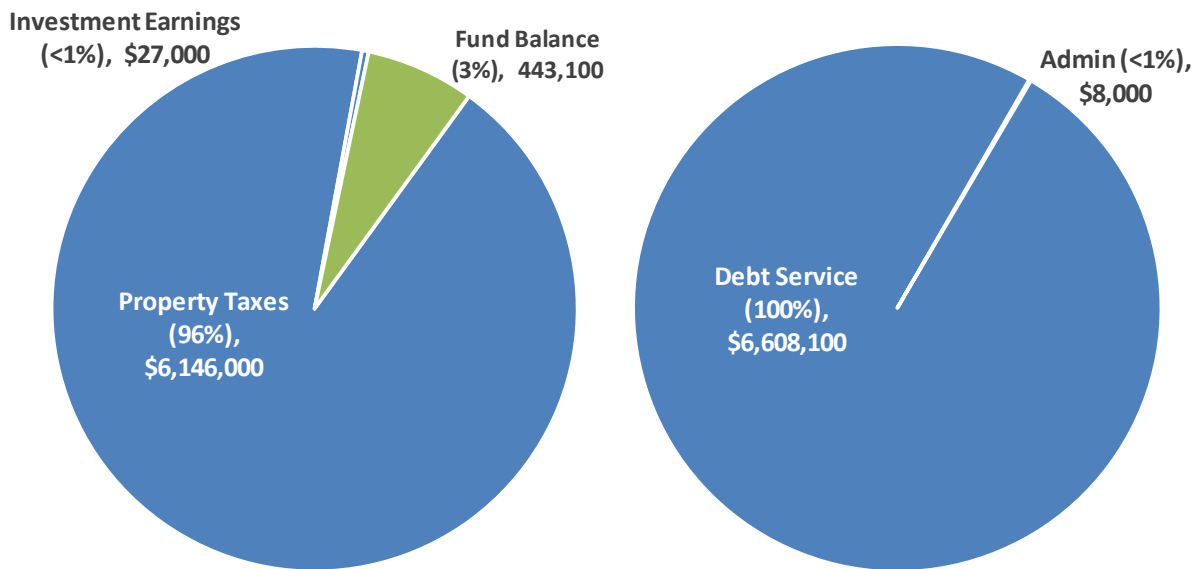
DEBT SERVICE FUND SUMMARY

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 2025 Budget: \$6,616,100



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 2025.

GENERAL OBLIGATION (GO) BONDS		\$
GO Refunding Bonds, Series 2014	\$	3,660,000
GO Bonds, Series 2016		47,270,000
GO Refunding Bonds, Series 2020		16,810,000
GO Bonds, Series 2022		26,075,000
Total GO Debt	\$	93,815,000
DEVELOPMENT AUTHORITY		\$
Revenue Bonds, Series 2013 ¹⁵	\$	2,210,000
Revenue Bonds, Series 2016 ¹⁸		21,825,000
Total Development Authority Debt	\$	24,035,000

¹⁵ 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.
- 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, the 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 2025 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 2025 are budgeted at \$8.3 million with the following forecast: 2026 - 2041¹⁶: \$8.8 million (annual average); 2042-2046¹⁷ totaling \$1.6 million (annual average). These figures include city and Development Authority obligations and span multiple Funds.

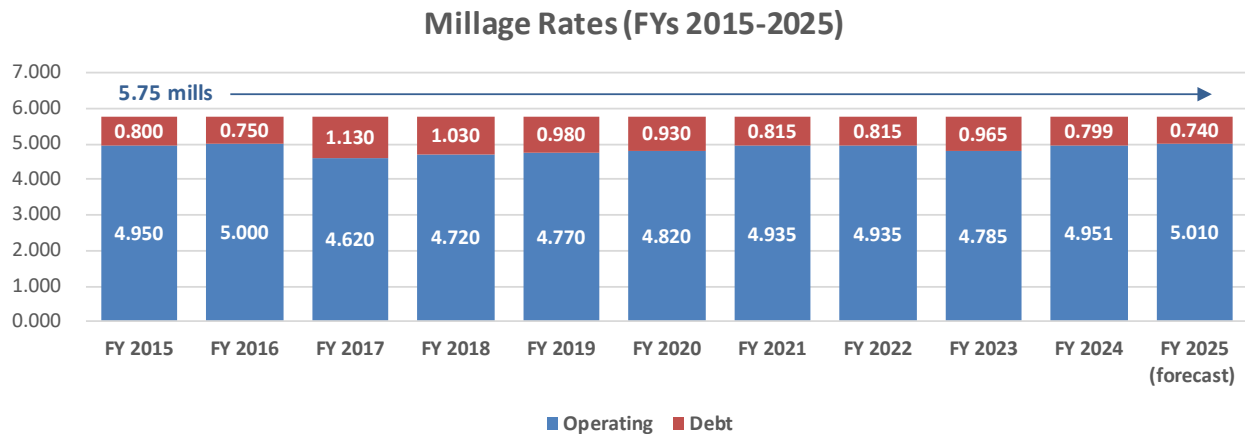
¹⁶ Represents the final maturity of the Series 2016 Alpharetta Parks and Transportation Bonds and the Series 2016 Development Authority Revenue Bonds.

¹⁷ 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 chart below illustrates the annual millage rates levied by the city for the last 10 years including the request for FY 2025.



The FY 2025 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 0.059 mills compared to FY 2024 to a total of 0.740 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 -\$485,000.
- The portion of the millage rate funding operations and capital investment (General Fund) is estimated to increase 0.059 mills compared to FY 2024 to a total of 5.010 mills. The increase in tax revenue associated with the operations millage shift is estimated at +\$395,000 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.

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 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	-	-	\$ -
	\$ 93,815,000.00	\$ 31,798,806.50	\$ 125,613,806.50

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 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	-	-	\$ -
	\$ 24,035,000.00	\$ 6,976,230.00	\$ 31,011,230.00

DEBT SERVICE FUND SUMMARY

Statement of Budgetary Comparisons

Debt Service Fund Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Property Taxes					
Current Year	\$ 5,100,366	\$ 5,214,158	\$ 6,778,913	\$ 6,340,000	\$ 6,120,000
Delinquent	20,319	21,835	114,423	17,000	17,000
Penalties/Interest	10,134	7,100	10,842	3,000	3,000
Motor Vehicle	15,634	13,143	12,664	11,000	6,000
Investment Earnings	582	(60,509)	114,853	28,000	27,000
Other					
Miscellaneous	15	-	-	-	-
Fund Balance	-	-	-	1,529,393	443,100
TOTAL	\$ 5,147,049	\$ 5,195,727	\$ 7,031,694	\$ 7,928,393	\$ 6,616,100
EXPENDITURES					
Maintenance & Operations:					
Professional Services	\$ 6,600	\$ 8,500	\$ 7,700	\$ 8,000	\$ 8,000
<i>subtotal</i>	<i>\$ 6,600</i>	<i>\$ 8,500</i>	<i>\$ 7,700</i>	<i>\$ 8,000</i>	<i>\$ 8,000</i>
Debt Service					
General Obligation Bonds					
Series 2014 (refunding)	\$ 1,927,455	\$ 1,918,143	\$ 1,913,129	\$ 1,907,296	\$ 1,895,644
Series 2016	1,927,188	1,923,988	1,925,188	1,925,588	1,925,188
Series 2020 (refunding)	1,082,497	1,100,750	1,116,750	1,129,250	1,150,500
Series 2022	-	-	1,635,390	1,633,298	1,636,768
<i>subtotal</i>	<i>\$ 4,937,139</i>	<i>\$ 4,942,881</i>	<i>\$ 6,590,457</i>	<i>\$ 6,595,432</i>	<i>\$ 6,608,100</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 1,324,991	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 1,324,991</i>	<i>\$ -</i>
TOTAL	\$ 4,943,739	\$ 4,951,381	\$ 6,598,157	\$ 7,928,423	\$ 6,616,100

DEBT SERVICE FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Fund Balance

Debt Service Fund

Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 648,200	\$ 851,509	\$ 1,095,855	\$ 1,529,393	\$ 1,324,961
REVENUES BY CATEGORY					
Property Taxes (incl. Motor Vehicles)	\$ 5,146,453	\$ 5,256,236	\$ 6,916,841	\$ 6,371,000	\$ 6,146,000
Investment Earnings	582	(60,509)	114,853	28,000	27,000
Other	15	-	-	-	-
TOTAL	\$ 5,147,049	\$ 5,195,727	\$ 7,031,694	\$ 6,399,000	\$ 6,173,000
EXPENDITURES BY FUNCTION					
Professional Services	\$ 6,600	\$ 8,500	\$ 7,700	\$ 8,000	\$ 8,000
Debt Service/Refunding	4,937,139	4,942,881	6,590,457	6,595,432	6,608,100
TOTAL	\$ 4,943,739	\$ 4,951,381	\$ 6,598,157	\$ 6,603,432	\$ 6,616,100
ACFR Rounding Adjustments	\$ (1)	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance: (1)	\$ 851,509	\$ 1,095,855	\$ 1,529,393	\$ 1,324,961	\$ 881,861
Changes in Fund Balance (actual/est.)	\$ 203,309	\$ 244,347	\$ 433,538	\$ (204,432)	\$ (443,100)

Notes:

(1) Fund Balance is utilized to offset 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 2025 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**

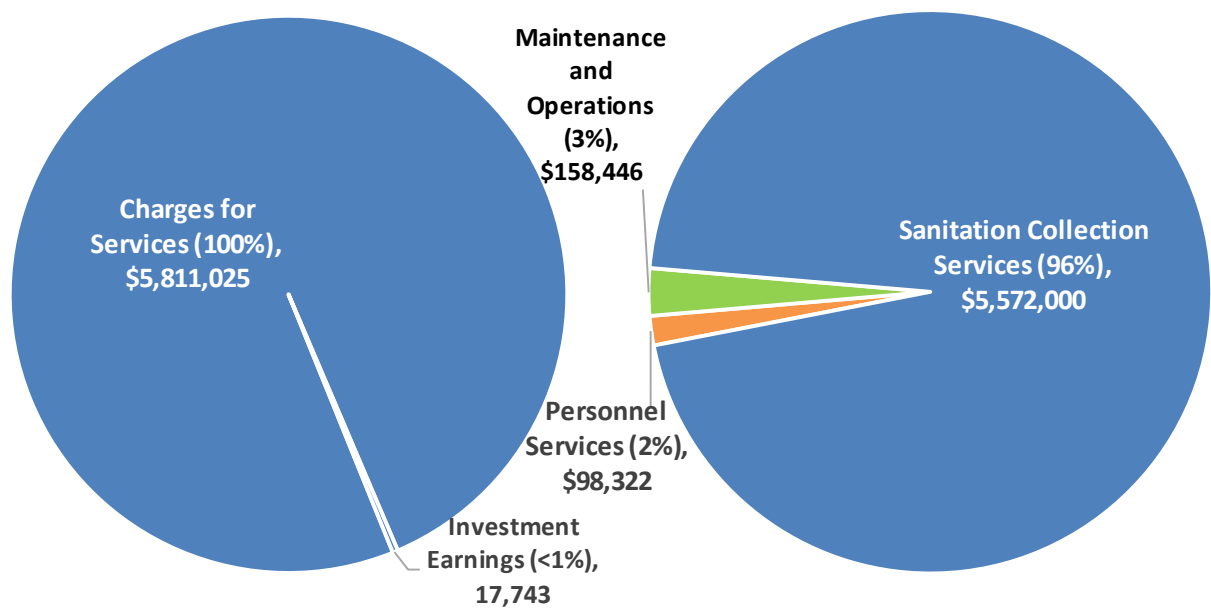
This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. Also included are changes in fund balance.



ENTERPRISE FUND SUMMARY

Solid Waste Fund Summary

FY 2025 Budget: \$5,828,768



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 reflect glass services.

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 2025 Budget for the Solid Waste Fund totals \$5.8 million and represents an increase of 5%, or \$289,184, compared to FY 2024 due primarily to contractual cost growth for our private sanitation hauler of 4% annually.

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

ENTERPRISE FUND SUMMARY

an annual basis than other proposers). Republic Services was awarded the contract with an annual 4% inflation adjustment.

The Personnel Services category increased 4%, or \$3,757, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- Market-based personnel compensation adjustments scheduled for July 1, 2024 (targeted to specific positions but representing average costs equivalent to 2% of payroll citywide). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments.
- Increases in overtime to reflect current usage trends.
- Market growth in group insurance costs (e.g. health, dental, vision), pension costs, etc.

Authorized personnel total 1.0 FTE and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	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 increased 5%, or \$289,961, due primarily to contractual cost growth for our private sanitation hauler of 4% annually coupled with a \$40,000 increase in our funding of hazardous waste/recycling collection events (to a total of \$80,000 annually).



ENTERPRISE FUND SUMMARY

Statement of Budgetary Comparisons

Solid Waste Fund Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Licenses and Permits					
Penalties and Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for Services:					
Collection Fees	4,356,517	5,066,935	5,110,565	5,469,200	5,743,000
Commercial Hauler Fees	24,804	27,441	22,731	28,000	26,000
Penalties and Interest	21,718	35,555	35,045	35,000	42,000
Other	100	25	-	25	25
Investment Earnings	1,623	(27,994)	15,066	7,359	17,743
Other					
Miscellaneous			1,405		-
TOTAL	\$ 4,404,761	\$ 5,101,962	\$ 5,184,812	\$ 5,539,584	\$ 5,828,768
EXPENDITURES					
Personnel Services:					
Salaries	\$ 39,203	\$ 44,636	\$ 38,462	\$ 56,839	\$ 58,954
Overtime	135	434	-	750	750
Group Insurance	20,413	23,990	21,363	21,326	22,325
FICA	2,970	3,301	2,681	4,406	4,579
Pension (401A Cont./Match)	3,770	6,029	5,441	8,552	8,866
Miscellaneous	2,170	2,102	2,376	2,692	2,848
<i>subtotal</i>	<i>\$ 68,661</i>	<i>\$ 80,492</i>	<i>\$ 70,322</i>	<i>\$ 94,565</i>	<i>\$ 98,322</i>
Maintenance & Operations:					
Professional Services (e.g. haulers)	\$ 4,599,341	\$ 5,615,708	\$ 5,156,260	\$ 5,375,800	\$ 5,652,450
Miscellaneous	81,992	92,077	63,265	64,685	77,996
<i>subtotal</i>	<i>\$ 4,681,332</i>	<i>\$ 5,707,785</i>	<i>\$ 5,219,526</i>	<i>\$ 5,440,485</i>	<i>\$ 5,730,446</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 4,534	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 4,534</i>	<i>\$ -</i>
TOTAL	\$ 4,749,994	\$ 5,788,277	\$ 5,289,848	\$ 5,539,584	\$ 5,828,768

ENTERPRISE FUND SUMMARY

Statement of Revenues, Expenditures, and changes in Fund Balance

Solid Waste Fund Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 1,147,524	\$ 802,291	\$ 115,975	\$ 10,939	\$ 15,473
REVENUES BY CATEGORY					
Licenses and Permits	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for Services	4,403,138	5,129,956	5,168,342	5,532,225	5,811,025
Investment Earnings	1,623	(27,994)	15,066	7,359	17,743
Other	-	-	1,405	-	-
TOTAL	\$ 4,404,761	\$ 5,101,962	\$ 5,184,812	\$ 5,539,584	\$ 5,828,768
EXPENDITURES BY FUNCTION					
Solid Waste Operations	\$ 4,749,994	\$ 5,788,277	\$ 5,289,848	\$ 5,535,050	\$ 5,828,768
TOTAL	\$ 4,749,994	\$ 5,788,277	\$ 5,289,848	\$ 5,535,050	\$ 5,828,768
ACFR Rounding Adjustments	\$ (1)	\$ -	\$ (1)	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ 802,291	\$ 115,975	\$ 10,939	\$ 15,473	\$ 15,473
Changes in Fund Balance (actual/est.)	\$ (345,233)	\$ (686,315)	\$ (105,036)	\$ 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 2021-2023 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 2025 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.

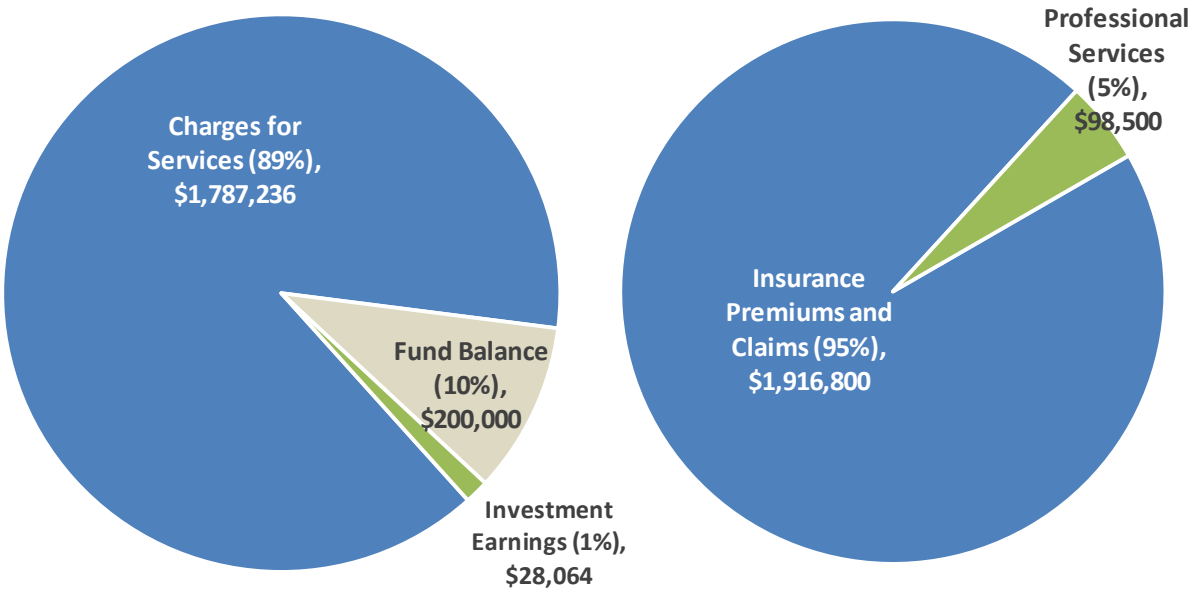
- **Statement of Revenues, Expenditures, and changes in Fund Balances**

This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. Also included are changes in fund balance.

INTERNAL SERVICE FUND SUMMARIES

Risk Management Fund Summary

FY 2025 Budget: \$2,015,300



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 2025 Budget for the Risk Management Fund totals \$2 million and represents a decrease of -47%, or -\$1.8 million, compared to FY 2024. The main driver of this variance is the non-allocated reserve (i.e., available fund balance) budgeted in FY 2024¹⁸. After adjusting for the non-allocated reserve, the true operational budget change is -2% compared with 2024 and reflective of claims funding fluctuations.

¹⁸ 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.

INTERNAL SERVICE FUND SUMMARIES

Statement of Budgetary Comparisons

Risk Management Fund

Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Charges for Services:					
Risk Management Allocations	\$ 793,361	\$ 830,149	\$ 855,000	\$ 832,136	\$ 820,436
Insurance Premium Funding	720,250	779,750	823,300	928,885	966,800
Investment Earnings	1,200	(25,605)	54,868	25,279	28,064
Other					
Insurance Proceeds	33,611	45,216	210,549	-	-
Fund Balance	-	-	-	2,030,411	200,000
TOTAL	\$ 1,548,421	\$ 1,629,510	\$ 1,943,717	\$ 3,816,711	\$ 2,015,300
EXPENDITURES					
Maintenance & Operations:					
Professional Services	\$ 82,015	\$ 97,737	\$ 75,694	\$ 100,000	\$ 98,500
Insurance Premiums					
Vehicle	180,432	238,293	245,445	282,037	300,000
Property/Equipment	120,976	106,712	108,596	116,483	123,000
Condo	-	21,711	62,950	44,000	44,000
Fine Art	3,201	3,201	3,201	3,425	3,700
General Liability	65,324	54,719	57,118	63,158	67,100
Law Enforcement Liability	86,256	77,438	81,694	143,466	170,000
Public Entity Liability	73,360	56,736	58,486	93,798	110,000
Workers Comp Excess	110,462	129,467	141,502	158,614	175,000
Criminal Liability	3,386	4,748	4,748	5,000	5,000
Cyber Liability	32,822	46,372	78,156	66,000	70,000
Umbrella Liability	65,677	56,849	69,472	89,758	95,000
Medical Services (PS Custody)	3,437	701	3,594	3,000	4,000
Claims/Judgments	693,981	565,191	264,190	888,555	750,000
<i>subtotal</i>	\$ 1,521,328	\$ 1,459,876	\$ 1,254,846	\$ 2,057,294	\$ 2,015,300
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 1,759,417	\$ -
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 1,759,417	\$ -
TOTAL	\$ 1,521,328	\$ 1,459,876	\$ 1,254,846	\$ 3,816,711	\$ 2,015,300

INTERNAL SERVICE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Risk Management Fund

Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 1,144,814	\$ 1,171,906	\$ 1,341,541	\$ 2,030,413	\$ 1,759,419
REVENUES BY CATEGORY					
Charges for Services	\$ 1,513,611	\$ 1,609,899	\$ 1,678,300	\$ 1,761,021	\$ 1,787,236
Investment Earnings	1,200	(25,605)	54,868	25,279	28,064
Other	33,611	45,216	210,549	-	-
TOTAL	\$ 1,548,421	\$ 1,629,510	\$ 1,943,717	\$ 1,786,300	\$ 1,815,300
EXPENDITURES BY USE					
Insurance Premiums/Claims	\$ 1,439,313	\$ 1,362,138	\$ 1,179,152	\$ 1,957,294	\$ 1,916,800
Professional Services	82,015	97,737	75,694	100,000	98,500
TOTAL	\$ 1,521,328	\$ 1,459,876	\$ 1,254,846	\$ 2,057,294	\$ 2,015,300
ACFR Rounding Adjustments	\$ (1)	\$ 1	\$ 1	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ 1,171,906	\$ 1,341,541	\$ 2,030,413	\$ 1,759,419	\$ 1,559,419
Changes in Fund Balance (actual/est.)	\$ 27,092	\$ 169,636	\$ 688,872	\$ (270,994)	\$ (200,000)

Notes:

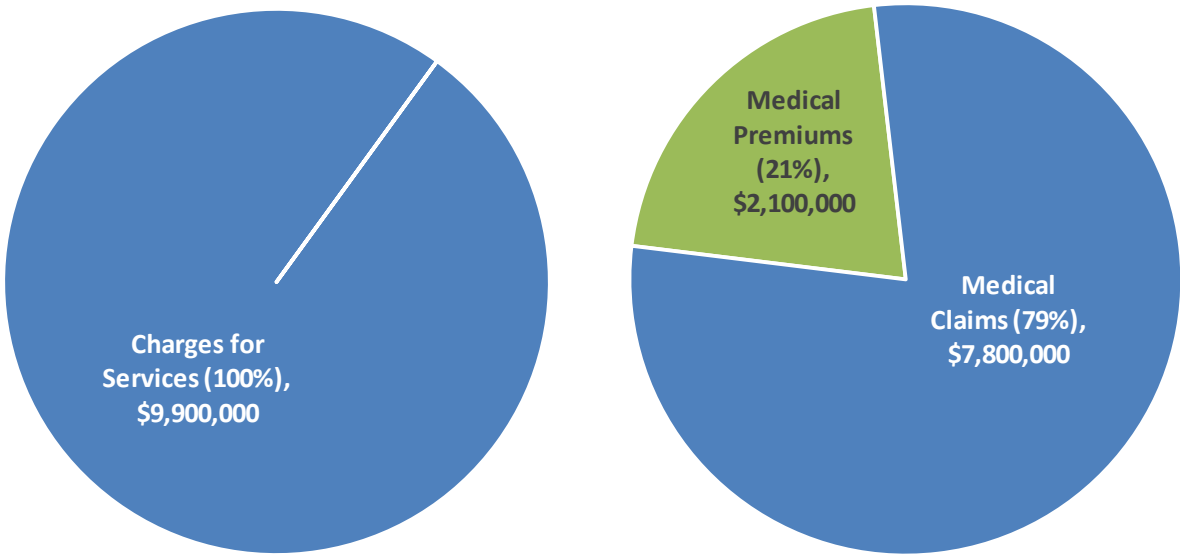
(1) In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/Reserve accounts.

(2) Available Fund Balance was used in FYs 2024-2025 to supplement claims/judgements (e.g. Public Safety Vehicle replacements).

INTERNAL SERVICE FUND SUMMARIES

Medical Insurance Fund Summary

FY 2025 Budget: \$9,900,000



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 2025 Budget totals \$9.9 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 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Charges for Services:					
Medical Insurance Premiums					
Employer Contribution	\$ 7,341,303	\$ 7,062,712	\$ 7,327,558	\$ 8,170,000	\$ 9,000,000
Employee Contribution	567,033	693,478	736,897	830,000	900,000
Investment Earnings	806	-	-	-	-
Other					
Fund Balance	-	-	-	75,608	-
TOTAL	\$ 7,909,143	\$ 7,756,189	\$ 8,064,455	\$ 9,075,608	\$ 9,900,000
EXPENDITURES					
Maintenance & Operations:					
Medical Premiums	\$ 1,825,087	\$ 1,947,173	\$ 1,879,540	\$ 1,900,000	\$ 2,100,000
Medical Claims	6,125,879	5,810,246	6,068,704	7,100,000	7,800,000
<i>subtotal</i>	<i>\$ 7,950,966</i>	<i>\$ 7,757,419</i>	<i>\$ 7,948,244</i>	<i>\$ 9,000,000</i>	<i>\$ 9,900,000</i>
Other					
Transfer to OPEB Fund	\$ -	\$ -	\$ -	\$ -	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 75,608	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 75,608</i>	<i>\$ -</i>
TOTAL	\$ 7,950,966	\$ 7,757,419	\$ 7,948,244	\$ 9,075,608	\$ 9,900,000

INTERNAL SERVICE FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

Medical Insurance Fund

Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 2,449	\$ (39,373)	\$ (40,603)	\$ 75,608	\$ 75,608
REVENUES BY CATEGORY					
Charges for Services	\$ 7,908,337	\$ 7,756,189	\$ 8,064,455	\$ 9,000,000	\$ 9,900,000
Investment Earnings	806	-	-	-	-
Other	-	-	-	-	-
TOTAL	\$ 7,909,143	\$ 7,756,189	\$ 8,064,455	\$ 9,000,000	\$ 9,900,000
EXPENDITURES BY USE					
Medical Premiums/Claims	\$ 7,950,966	\$ 7,757,419	\$ 7,948,244	\$ 9,000,000	\$ 9,900,000
Transfer to OPEB Fund	-	-	-	-	-
TOTAL	\$ 7,950,966	\$ 7,757,419	\$ 7,948,244	\$ 9,000,000	\$ 9,900,000
ACFR Rounding Adjustments	\$ 1	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance: (1),(2)	\$ (39,373)	\$ (40,603)	\$ 75,608	\$ 75,608	\$ 75,608
Changes in Fund Balance (actual/est.)	\$ (41,822)	\$ (1,230)	\$ 116,211	\$ -	\$ -

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 2025 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.

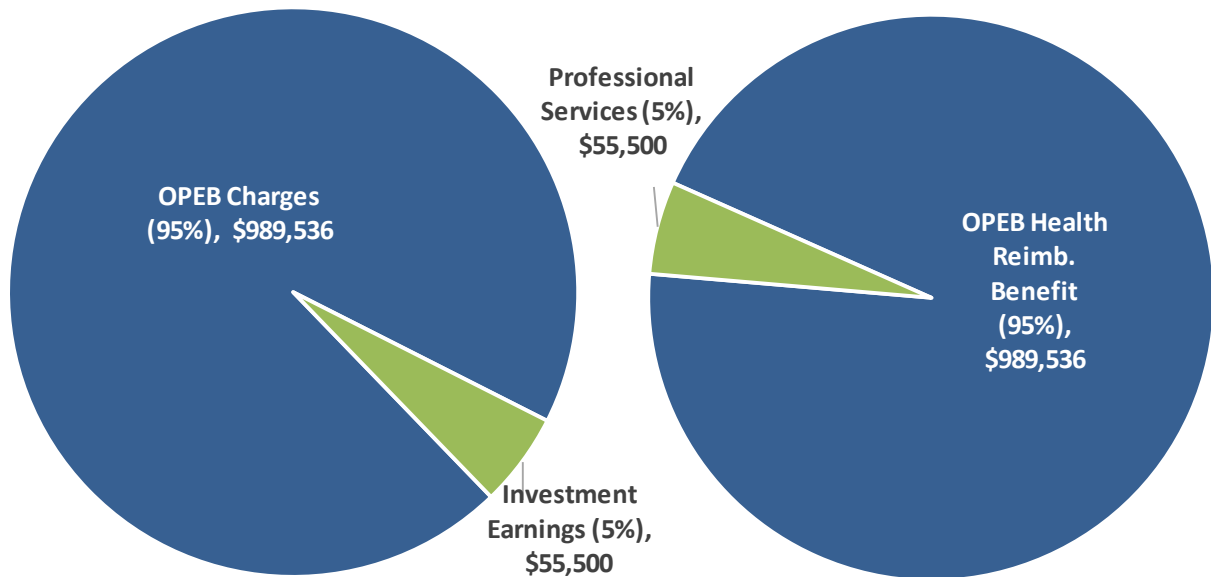
- **Statement of Revenues, Expenditures, and changes in Fund Balances**

This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. Also included are changes in fund balance.

FIDUCIARY FUND SUMMARIES

Other Post Employment Benefit (OPEB) Health Reimbursement Fund Summary

FY 2025 Budget: \$1,045,036



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 (\$989,536 citywide for FY 2025) and requires a minimum 15-year vesting (maximum benefit achieved at 25-years¹⁹) which assists in not only recruitment, but also retention of our most valuable assets, our employees.

¹⁹ 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 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
REVENUES					
Investment Earnings	\$ 890,436	\$ (578,424)	\$ 704,445	\$ 78,500	\$ 55,500
Other					
OPEB Health Reimbursement Funding					
Employer Contribution	574,502	590,928	686,459	926,297	989,536
Fund Balance	-	-	-	2,518,630	-
TOTAL	\$ 1,464,938	\$ 12,504	\$ 1,390,904	\$ 3,523,427	\$ 1,045,036
EXPENDITURES					
Maintenance & Operations:					
OPEB Reimbursement Benefit	\$ 56,852	\$ 47,676	\$ 118,012	\$ 926,297	\$ 989,536
Miscellaneous	18,903	31,652	76,620	78,600	55,500
<i>subtotal</i>	<i>\$ 75,755</i>	<i>\$ 79,328</i>	<i>\$ 194,632</i>	<i>\$ 1,004,897</i>	<i>\$ 1,045,036</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 2,518,530	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 2,518,530</i>	<i>\$ -</i>
TOTAL	\$ 75,755	\$ 79,328	\$ 194,632	\$ 3,523,427	\$ 1,045,036

FIDUCIARY FUND SUMMARIES

Statement of Revenues, Expenditures, and changes in Fund Balance

OPEB Health Reimbursement Fund

Finance Department

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
Beginning Fund Balance:	\$ 2,703,533	\$ 4,092,716	\$ 4,025,890	\$ 5,222,162	\$ 5,222,062
REVENUES BY CATEGORY					
OPEB Health Reimb. Benefit Funding	\$ 574,502	\$ 590,928	\$ 686,459	\$ 926,297	\$ 989,536
Investment Earnings	890,436	(578,424)	704,445	78,500	55,500
TOTAL	\$ 1,464,938	\$ 12,504	\$ 1,390,904	\$ 1,004,797	\$ 1,045,036
EXPENDITURES BY USE					
OPEB Health Reimb. Benefit	\$ 56,852	\$ 47,676	\$ 118,012	\$ 926,297	\$ 989,536
Miscellaneous (Professional Services)	18,903	31,652	76,620	78,600	55,500
TOTAL	\$ 75,755	\$ 79,328	\$ 194,632	\$ 1,004,897	\$ 1,045,036
ACFR Rounding Adjustments	\$ -	\$ (1)	\$ -	\$ -	\$ -
Ending Fund Balance: (1)	\$ 4,092,716	\$ 4,025,890	\$ 5,222,162	\$ 5,222,062	\$ 5,222,062
Changes in Fund Balance (actual/est.)	\$ 1,389,183	\$ (66,826)	\$ 1,196,272	\$ (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 (DETAILED 5-YEAR CIP)

Appendix A (Detailed 5-Year CIP)

Capital Improvement Plan (CIP)

The city's five-year capital improvement plan is included below. The CIP forecasts the city's available funding for capital investment over a five-year period and provides a preliminary project prioritization (subject to adjustment in future years). These figures do not include the city's existing capital initiatives (i.e., initiatives funded prior to FY 2025) and do not represent full funding of departmental capital project requests.

Fiscal Year 2025 capital investment is being appropriated as part of the FY 2025 budget.

Fiscal Years 2026-2029 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.

FY 2025-2029 Capital Improvement Plan

May 23, 2024

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Sources						
General Fund (Annual Appropriation)	\$ 4,000,000	\$ 4,000,000	\$ 4,080,000	\$ 4,161,600	\$ 4,244,832	\$ 20,486,432
General Fund (Fund Balance)	9,447,780	3,883,675	8,281,422	9,493,162	9,313,514	40,419,553
	\$ 13,447,780	\$ 7,883,675	\$ 12,361,422	\$ 13,654,762	\$ 13,558,346	\$ 60,905,985
Other Funds (Interest Earnings)	\$ 2,135,000	\$ 380,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,565,000
Other Funds (Fund Balance)	3,734,786	-	-	-	-	3,734,786
Impact Fees	353,820	-	250,000	250,000	-	853,820
TSPLOST 3 (Milling & Resurfacing/Striping & Signage)	-	-	-	6,840,000	7,100,000	13,940,000
	\$ 6,223,606	\$ 380,000	\$ 600,000	\$ 7,440,000	\$ 7,450,000	\$ 22,093,606
Capital Lease						
Fleet Replacement: Fire Apparatus Replacements	\$ -	\$ 4,400,000	\$ 742,000	\$ -	\$ -	\$ 5,142,000
Fire Extrication Equipment Replacements	-	179,000	-	-	-	179,000
Heart Monitor & AEDs Replacements	-	660,000	-	-	-	660,000
Mobile (Vehicle) Radio Replacements	-	600,000	-	-	-	600,000
Portable (Handheld) Radios Replacement	-	-	-	-	1,766,000	1,766,000
Grant/Contribution						
LMIG & LRA (Milling and Resurfacing)	1,513,832	675,000	700,000	730,000	730,000	4,348,832
North Point Pkwy Corridor	5,000,000	5,000,000	-	-	-	10,000,000
ACVB (Downtown Wayfinding Signage)	24,000	-	-	-	-	24,000
	\$ 6,537,832	\$ 11,514,000	\$ 1,442,000	\$ 730,000	\$ 2,496,000	\$ 22,719,832
Total Sources	\$ 26,209,218	\$ 19,777,675	\$ 14,403,422	\$ 21,824,762	\$ 23,504,346	\$ 105,719,423

APPENDIX A (DETAILED 5-YEAR CIP)

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Uses (by Project)						
Information Technology						
City Council A/V Equipment Replacement	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Data Center Server Replacement	-	350,000	-	-	-	350,000
Technology Replacements for City Departments	390,000	397,800	405,800	414,000	422,300	2,029,900
Telephony VOIP Network Switches Replacement	-	-	-	-	100,000	100,000
Citywide Network Devices Replacement	-	-	-	350,000	200,000	550,000
Wireless Access Points	50,000	-	-	-	-	50,000
Data Center Auxiliary A/C Replacement	-	-	45,000	-	-	45,000
	<u>\$ 440,000</u>	<u>\$ 747,800</u>	<u>\$ 450,800</u>	<u>\$ 964,000</u>	<u>\$ 722,300</u>	<u>\$ 3,324,900</u>
Public Safety						
Fire Station Renovation/Improvements (FS 81)	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000
2972 Webb Bridge Road Renovation (ATC space)	150,000	-	-	-	-	150,000
Alpharetta Real Time Information Center						
Office Furniture	25,000	-	-	-	-	25,000
Fleet Replacement: Fire Apparatus Replacements	-	4,400,000	742,000	-	-	5,142,000
Fleet Replacement (Public Safety)	1,875,000	1,950,000	2,030,000	2,110,000	2,195,000	10,160,000
Operating Initiative - Fire Training Lieutenant (new position; +1 FTE): Vehicle Purchase	50,000	-	-	-	-	50,000
Fire Extrication Equipment Replacements	-	179,000	-	-	-	179,000
Portable (Handheld) Radios (Equipment Replacement)	-	-	-	-	1,766,000	1,766,000
Mobile (Vehicle) Radio Replacements	-	600,000	-	-	-	600,000
Heart Monitor & AEDs Replacements	-	660,000	-	-	-	660,000
All Access Control Card Readers Replacement	72,000	-	-	-	-	72,000
Fire Equipment for New Fire Engines	75,000	75,000	-	-	-	150,000
Drone First Responder Program	18,800	-	-	-	-	18,800
Click2Enter System	31,400	31,400	31,400	-	-	94,200
	<u>\$ 5,297,200</u>	<u>\$ 7,895,400</u>	<u>\$ 2,803,400</u>	<u>\$ 2,110,000</u>	<u>\$ 3,961,000</u>	<u>\$ 22,067,000</u>
Public Works						
(1),(2) Milling and Resurfacing	\$ 4,013,832	\$ 1,000,000	\$ 3,000,000	\$ 6,000,000	\$ 6,250,000	\$ 20,263,832
(1) North Point Pkwy Corridor	5,000,000	5,000,000	-	-	-	10,000,000
Pavement Resurfacing and Preservation for Parks						
(2) Locations	-	-	-	600,000	600,000	1,200,000
(1) Tree Planting and Landscape Improvements	160,000	-	175,000	180,000	185,000	700,000
SR 9 Landscaping from Academy St to Windward Pkwy (yrs. 2-3 of 3)	575,000	740,000	-	-	-	1,315,000
Bridge Maintenance	250,000	250,000	250,000	250,000	250,000	1,250,000
(1),(2) Traffic Striping and Signage	170,000	50,000	120,000	240,000	250,000	830,000
(1) Streetlight Maintenance	85,000	30,000	30,000	35,000	40,000	220,000
Traffic Signal Pole Painting and Maintenance	45,000	45,000	45,000	50,000	50,000	235,000
(1) Traffic Calming Improvements	60,000	60,000	60,000	60,000	60,000	300,000
Traffic Control Equipment	100,000	105,000	110,000	115,000	120,000	550,000
Traffic Signal System Maintenance	100,000	105,000	110,000	115,000	120,000	550,000
Traffic Responsive System Maintenance	-	110,000	115,000	120,000	125,000	470,000
(1) Stormwater	2,000,000	1,000,000	3,000,000	4,500,000	4,650,000	15,150,000
Brick Paver Maintenance and Repair	50,000	50,000	50,000	50,000	50,000	250,000
(2) Sidewalk Maintenance and Repair	140,000	100,000	300,000	500,000	700,000	1,740,000
Downtown Bus Shelters (ROW/const.;Qty: 2)	80,000	-	-	-	-	80,000
(1) Guardrail Maintenance	-	-	60,000	60,000	60,000	180,000

APPENDIX A (DETAILED 5-YEAR CIP)

Uses (by Project)

Public Works *continued*

(1) Design Services (Public Works)	50,000	50,000	52,000	53,000	54,000	259,000
Recreation Facilities (Roof Repairs/Replacements and Wall Restoration)	150,000	-	105,000	800,000	-	1,055,000
Administrative Facilities (Roof Repairs/Replacements and Wall Restoration)	-	-	-	275,000	-	275,000
Public Safety Facilities (Roof Repairs/Replacements and Wall Restoration)	-	-	120,000	160,000	-	280,000
(2) Repairs/Replacements	400,000	-	-	1,200,000	75,000	1,675,000
Parking Garages (Facility Maintenance/Improvements)	150,000	50,000	50,000	125,000	50,000	425,000
City Facility Preventative Maintenance Assessment and Implementation	300,000	150,000	150,000	150,000	150,000	900,000
HVAC Replacements	100,000	100,000	60,000	50,000	60,000	370,000
Public Safety Facilities Upgrades and Improvements	75,000	-	-	-	-	75,000
(1) City Hall (Facility Maintenance/Improvements)	40,000	-	-	-	-	40,000
Generator Replacements (Facility Maintenance/Improvements)	-	100,000	100,000	-	-	200,000
Trailers (Equipment Replacement)	-	30,000	45,000	10,000	15,000	100,000
General Equipment Replacement	60,000	-	145,000	-	-	205,000
Pull-Behind Air Compressor Replacement	-	50,000	-	-	-	50,000
(2) Asphalt Paver (Equipment Replacement/Upgrade)	-	-	205,000	-	-	205,000
(2) Department Pool Vehicles (Fleet Replacement)	-	85,000	95,000	-	40,000	220,000
Tandem Dump Truck (Fleet Replacement)	-	200,000	-	-	-	200,000
F-750 Trucks (Fleet Replacement)	275,000	-	120,000	150,000	-	545,000
F-550 Crew Cab Dump Truck (Fleet Replacement)	-	175,000	200,000	250,000	125,000	750,000
F-450 Crew Cab Dump Truck (Fleet Replacement)	-	90,000	-	-	-	90,000
F-350 Crew Cab Service Bed Truck (Fleet Replacement)	-	65,000	85,000	85,000	-	235,000
F-250 Crew Cab Service Truck (Fleet Replacement)	78,000	80,000	-	-	-	158,000
F-150 Truck (Fleet Replacement)	-	65,000	-	135,000	77,000	277,000
Variable Message Boards (Equipment Replacement)	-	54,000	-	-	-	54,000
Operating Initiative - Sr. Urban Forestry Assistant (new position; +1 FTE): Vehicle Purchase	50,000	-	-	-	-	50,000
	\$ 14,556,832	\$ 9,989,000	\$ 8,957,000	\$ 16,318,000	\$ 14,156,000	\$ 63,976,832
Recreation, Parks & Cultural Services						
Greenway Improvements/Repairs	\$ 275,000	\$ 285,000	\$ 295,000	\$ 305,000	\$ 320,000	\$ 1,480,000
Innovation Academy Soccer Field Fencing Enhancements	40,000	-	-	-	-	40,000
Wood Lightpole/LED Replacement Initiative	300,000	150,000	150,000	100,000	175,000	875,000
Alpharetta Public Arts Initiative - Outdoor On-Loan Sculpture Exhibit	55,000	55,000	55,000	55,000	55,000	275,000
(1) Public Art Fund by Developers - City Property	10,000	-	-	-	-	10,000
(1) Public Art in the Parks	20,000	10,000	10,000	-	-	40,000
(1) Public Art for City Projects	25,000	10,000	10,000	-	-	45,000
(1),(2) Synthetic Turf Field Replacement	-	-	-	500,000	500,000	1,000,000
(1),(2) Park Trail Maintenance	-	-	150,000	125,000	100,000	375,000
(1) Park Security Repairs and Improvements	80,000	75,000	50,000	35,000	35,000	275,000

APPENDIX A (DETAILED 5-YEAR CIP)

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Uses (by Project)						
Recreation, Parks & Cultural Services <i>continued</i>						
Playground Equipment Replacement	50,000	50,000	50,000	75,000	400,000	625,000
(2) Park Shade Structure & Awning Replacements		25,000	40,000	40,000	175,000	280,000
(2) Athletic Court Resurfacing	-	-	330,000	80,000	100,000	510,000
Park Repairs/Improvements	160,000	100,000	170,000	180,000	185,000	795,000
(1),(2) Tree Maintenance, Planting and Removal in Parks	125,000	-	125,000	125,000	225,000	600,000
(1) Design Services (Recreation)	21,200	-	22,000	22,400	22,800	88,400
North Park Fields 1-4 Restroom/Concession Stand						
(2) Replacement	200,000	-	550,000	450,000	-	1,200,000
Recreation Equipment Replacement	177,000	45,000	35,000	110,000	15,000	382,000
Recreation (Fleet Replacement)	100,000	90,000	-	-	210,000	400,000
	<u>\$ 1,638,200</u>	<u>\$ 895,000</u>	<u>\$ 2,042,000</u>	<u>\$ 2,202,400</u>	<u>\$ 2,517,800</u>	<u>\$ 9,295,400</u>
Community Development						
Brookside Park Gateway (construction)	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
South Main District Gateway (construction)	150,000	-	-	-	-	150,000
Downtown Wayfinding Signage (Qty: 3)	36,000	-	-	-	-	36,000
Milton Avenue Lighting Project ⁽²⁾	50,000	-	-	-	-	50,000
Comprehensive Plan Updates	-	100,000	-	-	-	100,000
Design Services (Community Development)	62,400	63,600	64,900	66,200	67,500	324,600
Economic Development Strategic Plan	-	-	-	80,000	-	80,000
Alpharetta Entry Monuments (design)	50,000	-	-	-	-	50,000
Fleet Replacement (Community Development)	-	85,000	80,000	84,000	86,000	335,000
	<u>\$ 573,400</u>	<u>\$ 248,600</u>	<u>\$ 144,900</u>	<u>\$ 230,200</u>	<u>\$ 153,500</u>	<u>\$ 1,350,600</u>
Total Uses	\$ 22,505,632	\$ 19,775,800	\$ 14,398,100	\$ 21,824,600	\$ 21,510,600	\$ 100,014,732
Non-Allocated (Sources-Uses)	\$ 3,703,586	\$ 1,875	\$ 5,322	\$ 162	\$ 1,993,746	\$ 5,704,691
Total Uses + Non-Allocated	\$ 26,209,218	\$ 19,777,675	\$ 14,403,422	\$ 21,824,762	\$ 23,504,346	\$ 105,719,423

(1) Represents capital requests that are not fully funded within the proposed CIP (i.e. included within both the CIP and the Unfunded Project Listing).

(2) Represents capital requests where the anticipated funding years have been adjusted (from Department requests) to reflect forecasted funding availability.

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 tradeshow, association meetings and conferences as well as sales calls and site visits with event organizers.
- 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 2025 Adopted Budget

Occupancy Tax Revenues	\$ 4,046,875
Interest Income/MM	1,600
Accumulated Surplus	500,000
TOTAL REVENUE	\$ 4,548,475
Salary & Benefits	\$ 1,576,165
Accounting & Legal Fees	28,000
Advertising	
<i>Georgia/Metro Atlanta/Local Ads</i>	289,100
<i>National/Regional Ads</i>	639,000
Business License	500
Computer Equipment	18,200
Business Development	
Ameris Bank Amphitheatre	173,000
Conference Center	500,000
Computer Software/Maintenance	78,650
Research	21,500
Contingency Fund	47,370
Insurance	5,500
Meeting Expenses	45,300
Membership Dues	48,686
Subscriptions	650
Office Equipment/Leases	10,000
Office Space (lease, utilities, cleaning, security)	107,454
Office Supplies/Furniture	20,000
Postage/Shipping	18,000
Premiums/Gifts	30,000
Printing/Production	125,750
Taxes/Leased Equipment	1,200
Public Relations	245,000
Sponsorships/Bid Fees	349,150
Telephone/ISP	29,400
Tradeshows/Conference/Professional Development	137,300
Staff Development	3,600
TOTAL EXPENSES	\$ 4,548,475

APPENDIX C (GLOSSARY OF TERMS)

Appendix C (Glossary of Terms)

The Glossary section is included to assist readers with understanding the many terms used in city government (general) as well as the city's budget process (specific). Please refer to the *Acronyms/Abbreviations* section for a complete listing of the acronyms used throughout this document.

Account Number:	A system of numbering used to categorize a "group" of accounting transactions into common areas, such as salaries, utilities, etc. Account numbers are the numerical equivalent of descriptive terms (e.g., 511100 represents the account number for salaries and wages).
Accounting Period:	A period at the end of which financial statements, budgets, and other reports are prepared. Typically, an annual period within governmental finance. The city's fiscal year reporting period begins on July 1 st and ends of June 30 th .
Accounting Procedures:	All processes that identify, record, classify and summarize financial information to produce financial reports.
Accrual Basis of Accounting:	The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time), and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).
ACFR:	The Annual Comprehensive Financial Report summarizes financial data for the previous fiscal year in a standardized format.
Acronyms:	Please see the section entitled <i>Acronyms/Abbreviations</i> for a complete listing of the acronyms used throughout this document.
Adopted Budget:	The funds appropriated by the City Council at the beginning of the year.

APPENDIX C (GLOSSARY OF TERMS)

Ad Valorem Tax:	Property taxes computed as a percentage of the value of real or personal property expressed in mills (1/100 th of a dollar or \$1.00 per \$1,000 of taxable property value).
Amortization:	The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.
Appropriation:	A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.
Assessed Valuation:	The Fulton County Board of Assessor's estimation of the fair market value of real and personal property.
Balanced Budget:	A budget in which planned revenues available equals planned expenditures.
Basis of Accounting:	A system used by an individual government to determine when revenues have been realized and when expenditures have been incurred.
Basis of Budgeting:	A system used by an individual government to determine when budgetary revenues have been realized and when budgetary expenditures have been incurred.
Bond:	A written promise to pay a designated sum of money (i.e., principal) at a specified date in the future, together with periodic interest payments at a specified rate. In the budget, these payments are identified as debt service. Bonds are typically used to obtain long-term financing for major capital improvements.
Bond Rating:	A rating provided by an independent professional credit rating agency indicating the credit worthiness of the entity.
Budget:	A statement of financial position of an entity for a definite period based on estimates of expenditures during the period and proposals for financing them. The financial plan for the operation of a department, program, or project

APPENDIX C (GLOSSARY OF TERMS)

	for the current year or for the duration of the project.
Budget Amendment:	The transfer of funds from one appropriation account to another (within a department within a fund), requiring approval of City Administrator, Finance Director, and Department Director. Amendments between departments and between funds require City Council approval.
Budget Calendar:	The schedule of key dates or milestones which the city follows in the preparation, adoption, and administration of the budget.
Budget Officer:	The local government officials charged with budget preparation and administration for the local government. The official title of the local government budget officer shall be as provided by local law, charter, ordinance, or appropriate resolution of the governing authority.
Budget Ordinance:	“Ordinance” or “Resolution” means that governmental action which appropriates revenues and fund balances for specified purposes, functions, or activities for a budget period.
Budget Period:	Budget period, means the period for which a budget is proposed, or a budget ordinance or resolution is adopted.
Budget Transfer:	A procedure utilized by city departments to revise budget appropriations within the departmental operating budget accounts. They transfer monies from one account to another account and does not increase or decrease the overall budget appropriation for the department.
Budgetary Control:	The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

APPENDIX C (GLOSSARY OF TERMS)

Capital Assets:	Assets of significant value and having a useful life of several years. Capital assets for the City of Alpharetta have a purchase cost of \$5,000 or more, and a useful life of three years or longer.
Capital Budget:	A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays. The capital budget is based in a capital improvement plan ("CIP").
Capital Outlay:	An expenditure for the acquisition of, or addition to, a capital asset. Items acquired for less than \$25,000 are not considered capital outlay.
Capital Projects:	Projects that result in the acquisition or construction of capital assets of a local government which are of a long-term and permanent nature. Such assets include land, buildings, and related improvements, streets and highways, bridges, sewers, and parks.
Capital Projects Fund:	A fund used to account for the financial resources to be used for the acquisition or construction of major capital facilities other than those financed by resources from enterprise fund activities.
Cash Basis of Accounting:	A basis of accounting under which transactions are recognized only when cash is received or disbursed.
Chart of Accounts:	A numbering system that assigns a unique number to each type of transaction and to each budgetary unit in the organization. The City of Alpharetta utilizes the Uniform Chart of Accounts for Local Governments in Georgia as mandated by the Georgia Department of Community Affairs ("DCA").
Consumer Price Index ("CPI")	A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., inflation).

APPENDIX C (GLOSSARY OF TERMS)

Contingency:	A budgetary reserve set aside for emergency, revenue shortfalls, and unanticipated expenditures. The City Council must approve all contingency expenditures.
Debt:	An obligation resulting from the borrowing of money or from the purchase of goods and services over a period of time. Debts of government include bonds, time warrants, notes, and floating debts. Examples include General Obligation Bonds and Revenue Bonds.
Debt Service:	The payment of principal and interest on borrowed funds such as bonds.
Debt Service Fund:	A fund that is used to account for the accumulation of resources for the payment of general long-term debt principal and interest.
Deficit:	The excess of an entity's liabilities over its assets or the excess of expenditure or expenses over revenues during a single accounting period.
Department:	A major administrative division of the city with indicated overall management responsibility for an operation or a group of related operations within a functional area.
Depreciation:	(1) Expiration of the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a capital asset which is charged as an expense during a period. In accounting, the cost of a fixed asset, less any salvage value, is pro-rated over the estimated service life of said asset, and each period charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.
Effectiveness:	Depicts the degree to which performance objectives are being achieved or otherwise reflects the quality of local government performance.

APPENDIX C (GLOSSARY OF TERMS)

Efficiency:	Reflects the relationship between work performed and the resources required performing it. Compares outputs to inputs.
Encumbrance:	A commitment of funds against appropriations in which the expenditure has not actually been made at the time of recording. It may be in the form of a purchase order, purchase requisition, or a contract for goods and services.
Enterprise Fund:	A fund in which the activities are supported wholly or primarily by charges and fees paid by the users of the services.
Expenditures:	The cost of goods delivered, or services rendered including operating expenses, capital outlays and debt service.
Fiduciary Fund:	A fund used to account for assets held by the city in a trustee capacity or as an agent for other governmental units and/or other funds.
Fiscal Year:	The time period designated by the city signifying the beginning and ending period for recording financial transactions. The city has specified July 1 st to June 30 th as its fiscal year.
Fund:	An independent fiscal and accounting entity with a self-balancing set of accounts. These accounts record cash and other assets together with all related liabilities, obligations, reserves and equities. Funds are segregated so that revenues will be used only for the purpose of carrying out specific activities in accordance with special regulations, restrictions, or limitations.
Fund Balance	Fund equity for governmental funds and trust funds which reflects the accumulated excess of revenues and other financing sources over expenditures and other uses for governmental functions.

APPENDIX C (GLOSSARY OF TERMS)

GASB:	Governmental Accounting Standards Board - The body that sets accounting standards, specifically for governmental entities at the state and local levels.
General Fund:	The government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. Revenue is derived primarily from property taxes, state & federal distributions, grants, and other intergovernmental revenue.
GAAP:	Generally Accepted Accounting Principles - Uniform minimum, standards used by state and local governments for financial accounting, recording and reporting, encompassing the conventions, rules and procedures that define accepted accounting principles; established by the Governmental Accounting Standards Board (GASB).
General Obligation ("GO") Bonds:	Upon voter approval at a general referendum, a project will be financed through a millage increase in ad valorem taxes for a specified period. This source of revenue is especially appropriate when the life of project or an improvement is expected to exceed 20 years and is citywide in nature or benefit.
Georgia Municipal Association:	Organization representing municipal governments in Georgia.
GFOA:	Government Finance Officers Association - Professional association of state/ provincial and local finance officers in the United States and Canada, dedicated to the sound management of government financial resources.
Goals:	A measurable statement of desired conditions to be maintained or achieved.
Governing Authority:	Governing authority means that official or group of officials responsible for governance of the unit of local government.

APPENDIX C (GLOSSARY OF TERMS)

Grants:	A financial gifts, donation, or award that is made from a funding source, usually a governmental entity, to the city for the acquisition of goods, services, or land. The grant award agreement defines the city's responsibilities and duties to be exchanged for the grant. Grants are often earmarked for a specific purpose of program.
Infrastructure:	The basic installation and facilities on which the continuance and growth of the city depends, such as roads, schools, and water and sewer systems.
Inter-fund Transfer:	Payments made from one operating fund to another as a contribution to defray a portion of the recipient fund's costs.
Investments:	Securities and real estate held to produce revenue in the form of interest, dividend, rental or lease payments. The term does not include fixed assets used in governmental operations.
Legal Level of Control:	Legal level of control is the lowest level of budgetary detail at which a local government's management or budget officer may not reassign resources without approval of the governing authority. The legal level of control shall be, at a minimum, expenditures for each department for each fund for which a budget is required.
Levy:	(Verb) To impose taxes, special assessments, or service charges for the support of government activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.
Liability:	Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.
Liquidity (of investments):	The ability to convert an investment to cash promptly with a minimum of risk to principal and accrued interest.

APPENDIX C (GLOSSARY OF TERMS)

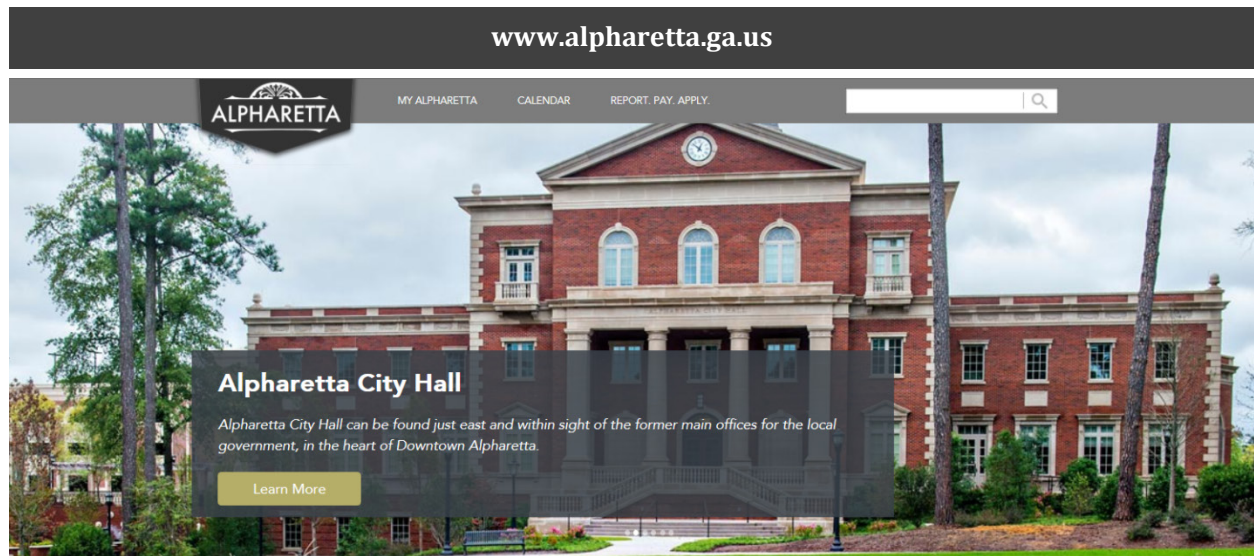
Millage Rate:	The amount of property tax stated in terms of a unit of the tax base; for example, each mill generates \$1.00 of tax for every \$1,000 of taxable assessed valuation on real or personal property. The millage rate is the total number of mills assessed against this value.
Mission:	The reason or purpose for the organizational unit's existence.
Modified Accrual Basis of Accounting:	The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues which should be accrued to reflect properly the taxes levied and revenue earned.
Objectives:	Unambiguous statements of performance intentions expressed in measurable terms.
Operating Budget:	The portion of the budget pertaining to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personal services, fringe benefits, commodities, services and capital outlay.
Proprietary Fund:	These funds are sometimes referred to as "income determination," "non-expendable" or "commercial type" funds and are used to account for a government's on-going organizations and activities which are like those often found in the private sector.
Retained Earnings:	A fund equity account that reflects accumulated net earnings (or losses) in a proprietary fund. As in the case of fund balance, retained earnings may include certain reservations of fund equity.

APPENDIX C (GLOSSARY OF TERMS)

Reserve:	An account to indicate that a portion of funds have been legally restricted for a specific purpose, or not available for appropriation and subsequent spending. A reserve for working capital is a budgetary reserve set aside for cash flow needs, emergencies, or unforeseen expenditure/revenue shortfalls.
Revenue:	Additions to assets which (a) do not increase any liability; (b) do not represent the recovery of an expenditure; (c) do not represent the cancellation of certain liabilities or decrease in assets; and (d) do not represent contributions of fund capital in enterprise and internal service funds.
Rolled-Back Millage Rate:	The millage rate necessary to raise the same amount of Ad Valorem tax revenue as the previous year, excluding taxes for new growth.
Sinking Fund:	A reserve fund accumulated over a period of time for retirement of a debt.
Special Revenue Fund:	A fund in which the revenues are designated for use for specific purposes or activities.
Tax Digest:	Official list of all property owners, the assessed value, and the tax due on their property.
Taxes:	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes levied by the City of Alpharetta are approved by the City Council and are within limits determined by the State.
User Fee:	Charges for specific services rendered only to those people paying such charges as, for example, sewer service charges.

APPENDIX C (GLOSSARY OF TERMS)

To learn more about our great City, please
visit us on the Web



Georgia's Connected City

AlphaRetta is attracting the brightest companies, employees and residents to a new, vibrant vision of what work/life looks like. Over the past decade, our investments in infrastructure and technology have laid a foundation that's fostering both business growth as well as individual happiness and satisfaction among our residents and workforce. As a connected city with deep cultural, social, technological and logistic resources, AlphaRetta is setting the standard for what city life will look like as we move through the connected decade.

[READ MORE ABOUT QUALITY OF LIFE >](#)



2 Park Plaza
Alpharetta, GA 30009



STAFF REPORT

Department: Finance
Submitted By: Shawn Mitchell
Meeting Date: June 3, 2024

AGENDA ITEM:

Fiscal Year 2025 Millage Rate Ordinance

FIRST READING

Consideration of adoption of the City of Alpharetta's Fiscal Year 2025 Millage Rate Ordinance.

STAFF RECOMMENDATION:

The purpose of this meeting is to provide an update on the Recommended Fiscal Year 2025 Budget and adopt the Fiscal Year 2025 Millage Rate Ordinance (1st reading).

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:

APPROPRIATIONS:

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

EXTERNAL FUNDING SOURCES:

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

The Fiscal Year 2025 Budget was distributed electronically to the City Council on May 3, 2024, 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 2025 budget as well as historical budget/actual revenue/expenditure trend data) and OpenGov (FY 2025 budget line-item detail).

A City Council Budget Workshop was held on May 20, 2024.

Tonight is the first of three public hearings and the first of two votes on the FY 2025 Budget and Millage Rate Levy with the schedule as follows:

June 3, 2024 (6:30pm):

Public Hearing

City Council Meeting

Budget Ordinance (1st Reading)

Millage Ordinance (1st Reading)

June 24, 2024 (11:30am):

Public Hearing

June 24, 2024 (6:30pm):

Public Hearing

City Council Meeting

Budget Ordinance (2nd Reading)

Millage Ordinance (2nd Reading)

ALTERNATIVES:

ATTACHMENTS:

1. Millage Rate Ordinance (FY 2025)

ORDINANCE NUMBER:



AN ORDINANCE BY THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA, TO FIX THE AD VALOREM TAX RATE OF THE CITY OF ALPHARETTA, GEORGIA, FOR THE FISCAL YEAR COMMENCING JULY 1, 2024, AND ENDING JUNE 30, 2025; AND FOR OTHER PURPOSES.

WHEREAS, the Mayor and Council of the City of Alpharetta have held public hearing(s) upon its proposed budget for the 2024-2025 fiscal year and proposed ad valorem tax rate;

NOW, THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Alpharetta, Georgia as follows:

SECTION I: The ad valorem tax rate for the City of Alpharetta, Georgia for the 2024 calendar year, on property subject to ad valorem taxation by the City is hereby fixed at \$5.750 on forty percent (40%) of each \$1,000.00 of property subject to ad valorem tax by the City; and

SECTION II: Said rate of \$5.750 on forty percent (40%) of each \$1,000.00 of taxable property is hereby levied as follows:

(a) For General Government purposes \$5.010 on forty percent (40%) of each \$1,000.00 of taxable property.

(b) For the purpose of retiring outstanding General Obligation bonds, \$0.740 on forty percent (40%) of each \$1,000.00 of taxable property.

SECTION III: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

SO ORDAINED, this ____ day of June ____.

CITY OF ALPHARETTA

By: _____
Jim Gilvin, Mayor

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

[SIGNATURES CONTINUED FROM PRECEDING PAGE]

COUNCIL MEMBERS

Mayor Pro Tem Dan Merkel

Council Member Donald F. Mitchell

Council Member Brian Will

Council Member Douglas J. DeRito

Council Member John Hipes

Council Member Fergal M. Brady

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Lauren Shapiro, City Clerk

Molly Esswein, City Attorney

First Reading: _____

Second Reading: _____



STAFF REPORT

Department: Administration
Submitted By: Chris Lagerbloom
Meeting Date: June 3, 2024

AGENDA ITEM:

Service Level Agreement between the Cities of Alpharetta, Johns Creek, Milton, Roswell, Sandy Springs, and EMS Ventures, Inc. D/B/A American Medical Response

Consideration of the adoption of a Service Level Agreement Between Cities of Alpharetta, Johns Creek, Milton, Roswell, Sandy Springs and EMS Ventures, Inc. D/B/A American Medical Response

STAFF RECOMMENDATION:

Adopt a Service Level Agreement between Cities of Alpharetta, Johns Creek, Milton, Roswell, Sandy Springs and EMS Ventures Inc. D/B/A American Medical Response.

BUDGET & PROCUREMENT:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: \$375,816 **ANNUAL COST**

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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EXTERNAL FUNDING SOURCES:

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

Effective December 1, 2022, we received a Notice of Non-Renewal of Contract Between Cities of Alpharetta, Johns Creek, Milton, Mountain Park and Roswell and EMS Ventures, Inc. d/b/a American Medical Response (AMR) dated July 1, 2013. The letter is provided as an attachment. Since 2013, an agreement with AMR existed that defined the service level for emergency medical service (EMS) transport in north Fulton County. The notice of non-renewal triggered the cities to come together and re-negotiate an agreement that would serve our needs moving forward. During the time of re-negotiation, AMR has continuously provided service without any lapse.

The Georgia Department of Health has approved a Regional Ambulance Zoning Plan which designates AMR as the Designated 911 Zone Provider for north Fulton County. The term of the Agreement is one year, effective July 1, 2024, and will automatically renew for four successive one-year terms, subject to appropriation.

The negotiated terms of the agreement are as follows:

- AMR will provide a system-wide twelve (12) minute response time for emergency medical dispatch (EMD) bravo, charlie, delta and echo level (increasing in severity) calls with advanced life support (ALS) or basic life support (BLS) resources. AMR will provide system-wide twenty (20) minute response time for all EMD alpha and omega level (less severe) calls with the same level of resources. The system-wide benchmark will be measured by a ninety percent (90%) response time for EMD bravo, charlie, delta and echo level calls and eighty-five percent 85% for EMD alpha and omega level calls.
- For purposes of measuring response time, it shall be measured as the elapsed time between the time AMR is notified of the call for service with a valid address and the time an AMR ambulance arrives on scene with the wheels stopped.

- The agreement calls for a priority posting plan supported by data analytics that maximizes efficiencies.
- It calls for a minimum and maximum deployment level and clarifies that ALS means an ambulance staffed with a minimum of one paramedic.
- All vehicles used in responding to 911 calls shall carry equipment, supplies and medications that meet all State of Georgia requirements. All ambulance units shall at all times meet such minimum in-service equipment requirements.
- FirstWatch and/or FirstPass will be the Cities recognized third-party system data monitoring tool. AMR will own the software, and is responsible for costs associated with maintaining these systems, and ensure the Cities have administrator level access for reporting purposes.

The agreement also calls for the implementation of a Medical Response Unit (MRU) Program. In an attempt to collaborate and provide the very best in service to the citizens and visitors of the Cities, during extenuating circumstances, the use of an MRU is made available. This consists of AMR providing an ambulance to the Cities (if desired) to be maintained and housed in a city facility and used by city firefighters/paramedics in exceptional circumstances when a system-wide ambulance may not be available.

The agreement specifies costs associated with special event standby and supplemental coverage. It provides a list of approved exemptions from the response time requirement and provides for liquidated damages in event performance targets are not met.

Finally, it specifies the annual subsidy requirements for each city. The Cities will pay a total of \$2,057,011 during year 1. The subsidy payment is allocated between the Cities based on a 50/50 split based on the blended three (3) year average of calls for service and population. The initial division of the subsidy, using the described split results in a monthly payment of \$31,317.99 for Alpharetta. The annual subsidy of \$375,815.88 is included in the proposed Fiscal Year 2025 budget that is being presented as a Public Heading on the same agenda. There is no current year fiscal impact.

ALTERNATIVES:

Do not adopt the service level agreement and continue receiving emergency medical response/transport without a minimum response time requirement.

ATTACHMENTS:

1. 2024 AMR-North Fulton Cities MOU_FINAL(cjl05312024)
2. 12.1.22 AMR Notice of Nonrenewal to North Fulton

**SERVICE LEVEL AGREEMENT
BETWEEN
CITIES OF ALPHARETTA, JOHNS CREEK, MILTON, ROSWELL, SANDY SPRINGS AND
EMS VENTURES, INC. D/B/A AMERICAN MEDICAL RESPONSE**

This Service Level Agreement (“Agreement”) is made, entered into and effective as of the date this Agreement has been executed by all parties hereto (the “Effective Date”), by and between E.M.S. VENTURES, INC., a Georgia corporation, d/b/a AMERICAN MEDICAL RESPONSE (“AMR”), and the cities of Alpharetta, Johns Creek, Milton, Roswell and Sandy Springs (hereinafter referred to individually as the “City” and/or collectively as the “Cities”), each a Georgia municipal corporation, and each acting by and through its duly elected City Council Members. This Agreement supersedes and replaces all prior memorandums of understanding, agreements or contracts between the parties and there are no Agreements or obligations owed between the parties as of the Effective Date related to this subject matter.

RECITALS:

WHEREAS, the Georgia Department of Public Health (“GDPH”) has approved a Regional Ambulance Zoning Plan which designates AMR as the Designated 911 Zone Provider for North Fulton County (which includes the cities of Alpharetta, Johns Creek, Milton, Roswell and Sandy Springs);

WHEREAS, AMR is the owner and operator of certain emergency medical care vehicles and equipment designed to respond to requests for and provide emergency medical care and transportation to patients and AMR has in its employ trained personnel whose duties are related to the use of such vehicles and equipment and to the provision of emergency medical services;

WHEREAS, the Cities and AMR desire to enter into an Agreement for the provision of enhancing and sustaining EMS service levels within the City limits of each City.

NOW THEREFORE, in consideration of the mutual understandings and promises hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Provision of Services. AMR will perform services in accordance with the Georgia Regional Ambulance Zoning Plan. AMR shall satisfy the performance standards contained in Exhibit A – Operational Standards.
2. Medical Response Unit Program. If the Cities choose to operate a Medical Response Unit the responsibilities of the Cities and AMR are outlined in Exhibit B – Medical Response Unit Program.
3. Compensation for Services. The Cities shall pay a subsidy in accordance with Exhibit C – Annual Subsidy Requirements to compensate AMR for satisfying the performance contained in Exhibit A – Operational Standards.
4. Special Event Standby or Supplemental Coverage. The Cities shall have the option to purchase Special Event Standby or Supplemental Coverage from AMR in accordance with Exhibit D – Special Event Standby Fee Schedule.
5. Liquidated Damages. Liquidated damages shall be assessed in accordance with Exhibit E – Liquidated Damages if AMR does not meet response time outlined in Exhibit A – Operational Standards.

6. Certifications and Licenses. Each party shall maintain all certifications and licenses as required by all applicable laws to perform its services.
7. Qualifications to Participate in Federal and State Healthcare Programs. All parties represent and warrant that (i) neither it nor any employee, agent, or independent contractor provided under this Agreement is excluded from participation under any Federal Health Care Program for the provision of items or services for which payment may be made under a Federal Health Care Program; (ii) neither it nor any employee, agent or independent contractor provided under this Agreement has been convicted of a felony relating to health care fraud as defined under 42 U.S.C. §1320a-7(a)(3); and (iii) no final adverse action, as such term is defined under 42 U.S.C. §1320(a)-7(c) has occurred or is pending or threatened against either party or to its knowledge against any employee, agent or independent contractor engaged to provide items or services under this Agreement (collectively "Exclusions/Adverse Actions"). During the term of this Agreement, each party agrees to notify the other parties in writing of any Exclusions/Adverse Actions within ten (10) days of learning of any such Exclusions/Adverse Actions and provide the basis of the Exclusions/Adverse Actions. Each party acknowledges that the exclusion of any employee, agent or independent contractor from participation in the Federal Health Care Programs shall result in his or her immediate removal from the performance of duties and responsibilities for the other party under the terms of this Agreement without penalty. Notwithstanding the foregoing, nothing set forth in this Section 7 shall relieve a party from its indemnification obligations set forth in Section 10 hereof. Each party acknowledges and agrees that any Exclusions/Adverse Actions of or against it or any employee, agent or independent contractor utilized, directly or indirectly, in the performance of this Agreement serve as the basis of an immediate termination of this Agreement by the other party without penalty. For purposes of this Agreement, a "Federal Health Care Program" shall mean any plan or program providing healthcare benefits, whether directly through insurance or otherwise, that is funded directly, in whole or part, by the United States Government (other than the Federal Employees Health Benefits Program), or any State health care program and shall include, by way of example, the Medicare and Medicaid programs.
8. Insurance. Not later than ten (10) days prior to the Effective Date, AMR shall provide to the Cities certificates meeting or exceeding the requirements of this section. Policies must be written by a licensed Georgia agent in a company licensed to write insurance in the State of Georgia and acceptable to the Cities. Notwithstanding the foregoing, AMR may satisfy the requirements of this paragraph by providing documentation of self- insurance at the required levels.
- a. AMR shall obtain insurance in the following amounts and types:
 - i. Worker's Compensation – Statutory
 - ii. Bodily injury by accident - each accident: \$500,000
 - iii. Bodily injury by disease - total limit: \$500,000
 - iv. Bodily injury by disease - each employee: \$500,000
 - b. Commercial General Liability Insurance, Bodily Injury, and Property Damage Liability
Each Occurrence:
 - i. General Aggregate: \$1,000,000
 - ii. Products - Completed Operations \$2,000,000
 - iii. Aggregate Limit: \$1,000,000
 - iv. Personal and Advertising Injury limit: \$1,000,000
 - v. Business Automobile Liability,
Bodily Injury and Property Damage: \$3,000,000
 - vi. Liability, including operation of owned,
non-owned and hired automobiles.
Umbrella Excess Liability: \$2,000,000
 - c. AMR shall provide professional liability insurance coverage in the amount of \$2,000,000

for all AMR employees servicing in the Cities' 9-1-1 operations. AMR shall ensure any subcontractors or agents of AMR performing services shall meet the insurance requirements hereunder.

AMR will provide the Cities with a copy of an Acord Certificate of Liability Insurance ("Acord Certificate") naming each of the Cities as an additional insured and providing for thirty (30) days' prior notice of cancellation or non-renewal (naming the Cities as an additional insured is not required for Workers' Compensation or professional liability coverage). AMR shall furnish an original Acord Certificate to the Cities within ten (10) days prior to the Effective Date. The Acord Certificate shall be in effect for the duration of then applicable Agreement term.

9. Record Retention and Confidentiality. The parties will retain books and records regarding services rendered to patients for the time periods required under all applicable laws {including the requirements of the Secretary of Health and Human Services ("HHS")} and allow access to such books and records by duly authorized agents of the Secretary of HHS, the Comptroller General and others to the extent required by law. All information with respect to the operations and business of a party and any other information considered to be and treated as confidential by that party gained during the negotiation or Term of this Agreement will be held in confidence by the other party and will not be divulged to any unauthorized person without prior written consent of the other party, except for access required by law, regulation and third-party reimbursement Agreements.
10. Indemnification. Each party, its officers, directors, and employees ("Indemnitor") shall to the extent allowed by law indemnify and hold harmless the other party or parties, its officers, directors, and employees, ("Indemnitee") for, from and against all costs, claims, losses, liabilities, penalties, fines, citations, expenses, forfeitures or other damages, including but not limited to settlements, defense costs, judgments, court costs, expert(s) fees and reasonable fees of attorneys, incident to, and which it may incur, become responsible for, or pay out as a result of death or bodily injury to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation of Applicable Law, to the extent that such damage was caused by, in whole or in part, incident to or arose out of this Agreement and the Indemnitor's: (i) default of this Agreement; or (ii) negligent or willful act(s) or omission(s); or (iii) violation of Applicable Law; or (iv) any employment, workers' compensation or other related claim by Indemnitor's employees, agents or subcontractors. Nothing in this section shall limit any right to contribution or other allocation of fault between the parties as determined by a court of competent jurisdiction and as permitted by all Applicable Law. Nothing contained herein shall be construed to be a waiver of any City's sovereign immunity or any individual's qualified, good faith or official immunities and the Cities shall not be required to purchase any additional or specific insurance for any obligations hereunder, with the limited exception of the automobile insurance requirements related to a City's use of an MRU as stated in Exhibit B below and subject to the limits stated in O.C.G.A. § 36-92-2(a), as applicable.
11. Billing. AMR will bill and collect for services at its usual and customary rates in accordance with applicable law.
12. Term of Agreement and Renewal Provisions. The term of this Agreement ("Initial Term") shall commence as of the Effective Date with an initial term of one (1) year. Unless any of the Cities provide at least one-hundred and twenty (120) days' written notice of non-renewal prior to the end of the Term, this Agreement shall be renewed automatically at the end of the Initial Term and under like terms for four (4) successive one (1) year terms, subject to (a) the continuing or renewed assignment of AMR as the Designated 911 Zone Provider for North Fulton County by GDPH; (b) agreement by the parties on a subsidy and a schedule of fees and charges (provided that for all renewal terms, the subsidy shall be as set forth on Exhibit C). If funds are not allocated for a renewal term for any or all the Cities, this Agreement will terminate upon the

expiration of the then-existing term; provided that any Agreement term may be extended by agreement of the parties in writing signed by the parties for up to ninety (90) days. In the event of such an extension, a subsequent renewal term will be shortened by the time of the extension.

The Parties agree that this Agreement, as required by O.C.G.A. § 36-60-13, shall terminate absolutely and without further obligation on the part of Cities on the last day of each Cities' fiscal year of the Term, and further, that this Agreement shall automatically renew on the first day of each subsequent fiscal year absent any City's provision of written notice of non-renewal to AMR at least five (5) days prior to the end of the then current fiscal year. To the extent this applies to the Agreement, title to any supplies, materials, equipment, or other personal property shall remain in AMR until fully paid for by the applicable City or Cities.

13. Liquidated Damages. In accordance with Exhibit E, AMR shall pay the Cities liquidated damages in each monthly period AMR does not meet ninety percent (90%) zone response time reliability for Bravo, Charlie, Delta, Echo, or eighty-five percent (85%) zone response for Alpha and Omega for the overall system. Any sums due and payable hereunder by AMR shall be payable, not as a penalty, but as liquidated damages representing an estimate of probable loss by the performance deficiency. The Cities shall be entitled, but not required, to withhold from any amounts otherwise due AMR, the amount then believed by the Cities to be adequate to recover applicable liquidated damages. If and when AMR achieves the performance standards, for any month which any City has withheld payment, such City shall promptly release to AMR those funds withheld, but no longer applicable, as liquidated damages.
14. Notice of Default and Opportunity to Cure. Except as otherwise provided in Section 17 of this Agreement, the Cities shall have the right to terminate or cancel this Agreement or to pursue any appropriate legal remedy in the event AMR materially defaults on this Agreement and fails to correct or cure such default within thirty (30) days following the service on it of a written notice by the City or Cities specifying the default or defaults complained of and the date of intended termination. Likewise, AMR shall have the right to terminate or cancel this Agreement or to pursue any appropriate legal remedy in the event that the Cities materially default on this Agreement and fail to correct or cure such default within thirty (30) days following the service on it of a written notice by AMR specifying the default or defaults complained of and the date of intended termination. If the Agreement is terminated pursuant to this paragraph, AMR shall be entitled to compensation for services provided up to and including the date of termination stated in the termination notice.
 - a. Definitions of Material Default: Conditions and circumstances that shall constitute a material default by AMR shall include but not be limited to the following:
 - i. Failure of AMR to conduct its City 9-1-1 response operation in substantial compliance with the requirements of the applicable Federal, State, and Local laws, rules, and regulations. Minor infractions of such requirements shall not constitute a major default but willful and repeated defaults shall constitute a material default;
 - ii. Falsification of data supplied to the Cities by AMR in the course of its City 9-1-1 operations, including by way of example but not by way of exclusion: dispatch data, patient report data, response time data, financial data, or any other data required under this Agreement;
 - iii. As defined by the Cities, repeated failure to maintain equipment in accordance with good maintenance practices;
 - iv. Deliberate, excessive, and unauthorized scaling down of operations to the detriment of performance without consultation with the Cities including, but not limited to, recurring, intentional, or routine failures to meet the requirements of the Operational

Standards;

- v. Chronic and persistent failure of AMR's employees to conduct themselves in a professional and courteous manner or to present a professional appearance;
- vi. Failure to comply with approved rate setting, billing and collection procedures, to the extent allowed by law;
- vii. Repeated failure to meet response time requirements after receiving notice of non-compliance from the City or Cities;
- viii. Repeated failure to comply with any of the Operational Standards set forth in Exhibit A; and/or
- ix. Failure of AMR to provide and maintain the minimum levels of insurance required herein.

15. Termination. A party may terminate this Agreement: (a) at any time without cause and at its sole discretion upon one hundred twenty (120) days written notice to the other party; or (b) upon the material default of this Agreement by another party if such default is not cured within the time period described herein; or (c) as otherwise provided herein. A termination of this Agreement by any party terminates the Agreement for all parties. If this Agreement is terminated for any reason, AMR will revert to Zone management as required by the Zone designation by Georgia Department of Health. In the event that AMR voluntarily relinquishes its designation as the ambulance provider for the North Fulton Zone, a designation granted by the State of Georgia's Department of Public Health, AMR shall provide no less than one hundred twenty (120) days' notice to the parties.

16. Regulatory Changes. Except as otherwise provided by Section 23 (Merger Clause), all parties reserve the right to modify this Agreement with written consent of all parties, upon thirty (30) days' notice to the other parties in the event any Applicable Law, government policy or program change is passed or adopted imposing mandates directly affecting AMR's rates, provision of services and/or obligations.

17. Compliance with Applicable Law. All parties agree to be in material compliance with all Applicable Law, which is hereby defined to include all federal, state and municipal rules, regulations and ordinances relating to the performance of their obligations hereunder or in any manner affecting this Agreement. One or more of the parties hereto shall immediately notify the defaulting party in the event it has failed to comply with this Section. In such an event, any of the non-defaulting parties may immediately terminate this Agreement.

18. No Conflict. AMR represents and warrants that it presently has no interest, direct or indirect, and covenants and agrees that it will not, during the term of this Agreement, acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its duties and obligations hereunder. AMR further covenants and agrees for itself, its agents, employees, directors, and officers to comply fully with the provisions of the Georgia law and the provisions of each City's Code of Ethics governing conflicts of interest of persons doing business with a City, as such provisions now exist or may be amended hereafter. AMR represents and warrants that such provisions are not and will not be violated by this Agreement or AMR's performance hereunder.

19. Personnel/Management.

- a. Safety Equipment: AMR shall evaluate and provide safety equipment for field personnel consistent with Occupational Safety and Health Administration ("OSHA") requirements and guidelines.
- b. Organizational Chart: AMR shall provide the Cities with a current organizational chart for its North Fulton Zone operation.

20. Governing Law; Jurisdiction and Venue. This Agreement shall in all respects be governed by, and construed

in accordance with, the laws of the State of Georgia without regard to conflicts of law principles that would result in the application of the laws of any other jurisdiction. The parties agree that any action, proceeding, claim or dispute arising out of, or relating in any way to, this Agreement shall be brought and adjudicated solely in the Superior Court of Fulton County or the Atlanta Division of the USDC for the Northern District of Georgia.

21. Force Majeure. Neither the City nor AMR shall be deemed in violation of this Contract if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to, acts of God, acts of civil or military authority, acts of public enemies, war, accidents, fires, explosions, pandemics, earthquakes, floods, or catastrophic failure of public transportation, provided however, that nothing herein shall relieve or be construed to relieve AMR from performing its obligations hereunder in the event of riots, rebellions, or legal strikes.
22. Notices. Any notice required or permitted to be given pursuant to any provisions of this Agreement shall be given in writing, and deposited with the United States Postal Service, postage pre-paid, registered, or certified mail, return receipt requested, or by a nationally recognized overnight courier service, addressed as follows:

Notice to City of Alpharetta shall be sent to:

Mayor
City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009

Notice to City of Johns Creek shall be sent to:

Mayor
City of Johns Creek
11360 Lakefield Drive
Johns Creek, GA 30097

Notice to City of Milton shall be sent to:

Mayor
City of Milton
2006 Heritage Walk
Milton, GA 30004

Notice to City of Roswell shall be sent to:

Mayor
City of Roswell
38 Hill Street
Roswell, GA 30075

Notice to City of Sandy Springs shall be sent to:

Mayor
City of Sandy Springs

1 Galambos Way
Sandy Springs, GA 30328

Notice to AMR shall be sent to:

EMS Ventures, Inc., d/b/a American Medical Response
250 Hembree Park Drive, Suite 112
Roswell, Georgia 30076
Attn: Division Regional Director

Law Department
c/o Global Medical Response, Inc.
4400 State Highway 121, Suite 700
Lewisville, TX 75056

Either party may change the notification addresses listed above with proper written notice to all other parties.

23. Merger Clause. This Agreement, together with Exhibits A through F, constitutes the entire agreement of the parties with respect to the subject matter hereof, supersedes and replaces all oral and written statements, conversations and correspondence, and is intended by the Parties to be the final expression of their agreement on all terms and conditions set forth herein. No modification or amendment to this Agreement shall be binding upon the Parties unless the same is in writing, signed by all the Cities' and AMR's duly authorized representatives, and entered upon the minutes of each Cities' City Council; provided however, that the Operational Standards (Exhibit A) and Medical Response Unit Program (Exhibit B) shall be considered a working document that is subject to revision and refinement as circumstances dictate and may be modified by written and signed agreement of the Cities' respective authorized City Manager or City Administrator, subject to the approval of respective Mayor and Council of the Cities, and AMR's Division General Manager, or such other person as AMR may designate.
24. Severability. If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect and be enforceable in accordance with its terms.
25. Records. AMR shall maintain accurate books, documents and records reflecting the Services provided and all bills or claims submitted to patients or third party payers. All such records should be prepared and maintained in accordance with applicable law, including but not limited to the Health Insurance Portability and Accountability Act of 1996 and applicable regulations promulgated thereunder ("HIPAA").
26. Fair Market Value. It is not the intent of either party to this Agreement that any remuneration, benefit or privilege provided for under this Agreement shall influence or in any way be based on the referral or recommended referral by either party of patients to the other party or its affiliated providers, if any, or the purchasing, leasing, or ordering of any services other than specific services described in this Agreement. Any payments or other consideration specified in this Agreement are consistent with what the parties reasonably believe to be the fair market value for the services provided.
27. Independent Contractor. In the performance of this Agreement, each party hereto shall be, as to the other, an independent contractor and neither party shall have the right or authority, express or implied, to bind or otherwise legally obligate the other. Nothing contained in this Agreement shall be construed to constitute either party assuming or undertaking control or direction of the operations, activities or medical care

rendered by the other.

28. HIPAA Compliance. All parties shall comply with the privacy and security provisions of the Health Insurance Portability and Accountability Act of 1996 and the regulations thereunder ("HIPAA"). All Patient medical records shall be treated as confidential so as to comply with all state and federal laws.
29. Execution by Email and or Facsimile; Delivery of Original Signed Agreement. This Agreement may be executed by email and or facsimile or other electronic means (e.g., DocuSign), and shall be deemed effectively executed upon the receipt by all parties of the last page of this Agreement duly executed by the other parties.
30. Dispute Resolution. The parties shall first attempt to resolve any dispute arising from this Agreement between themselves prior to notifying the State of Georgia or the Cities of any dispute or disagreement. A party shall send notice of a dispute or disagreement to the Cities ("Dispute Notice"). The Dispute Notice shall contain all facts and circumstances regarding the dispute with specificity. All parties shall meet and confer in good faith within thirty (30) days of the Dispute Notice. If the parties are unsuccessful at resolving the Dispute Notice, any party may take any lawful action regarding the dispute.
31. Authority; Counterparts. Each individual executing this Agreement on behalf of any entity which is a party to this Agreement represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of said entity. This Agreement may be signed in counterparts in accordance with Section 29.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized representatives on the day and year first above written.

E.M.S. VENTURES, INC. D/B/A/ AMERICAN MEDICAL RESPONSE, INC.

By: _____
Steven Dralle, Region President
Date: _____

Attest: _____
Thomas A.A. Cook, Corporate Secretary

CITY OF ALPHARETTA, GEORGIA

By: _____
Jim Gilvin, Mayor
Date: _____

CITY OF JOHNS CREEK, GEORGIA

By: _____
John Bradberry, Mayor
Date: _____

CITY OF MILTON, GEORGIA

By: _____

Peyton Jamison, Mayor

Date: _____

CITY OF ROSWELL, GEORGIA

By: _____

Kurt Wilson, Mayor

Date: _____

CITY OF SANDY SPRINGS, GEORGIA

By: _____

Russell K. Paul, Mayor

Date: _____

EXHIBIT A

Operational Standards

1. **Response Time:** AMR will provide a system-wide twelve (12) minute response time for Bravo, Charlie, Delta, and Echo level calls with ALS or BLS resources, however, should an ALS resource capable of providing patient care, arrive on scene prior to the transport unit, for Bravo and Charlie calls, the transport unit will be measured on a 15-minute response standard. AMR will provide a system-wide twenty (20) minute response time, in aggregate, for all Alpha and Omega level calls with ALS or BLS resources. The system wide benchmark will be measured by a system-wide ninety percent (90%) response time for Bravo, Charlie, Delta, and Echo level calls (in aggregate) and eighty-five percent (85%) for Alpha and Omega level calls (in aggregate). The response time starts when AMR is notified of the call for service with a valid address and the response time stops when the ambulance arrives on-scene with wheels stopped.

The Cities and AMR agree that response times are not the sole measure of EMS performance and will consider incorporating additional patient clinical outcome data into the overall system performance evaluations within the first six (6) months of the Effective Date. Consistent with the Georgia Regional Zone requirements, the parties agree to evaluate and implement system enhancements that will enhance services delivery, public safety, and patient outcomes. The Cities will create the forum for evaluation, and the costs of such systems will be evaluated and shared as needed for the betterment of the system.

2. **Response Time Measurement:** For purposes of measuring response time, response time shall be measured as the elapsed time between the time AMR is notified of the call for service with a valid address and the time an AMR ambulance arrives on the scene with wheels stopped. AMR shall provide response time measurement reports to the Cities monthly for review and accountability no later than the tenth day of the month.
 - a. In case of a multiple response incident, (i.e., where more than one (1) ambulance is requested to the same incident), only the response time of the first arriving ambulance shall be counted.
 - b. In situations when the ambulance has responded to a location other than the scene (i.e., staging area), the on-scene time shall be the time when the ambulance arrives at the designated staging location.
 - c. Upon first arrival of a City ALS first response unit or the AMR ambulance, the crew on scene may immediately downgrade the next responding unit unless the patient's clinical condition requires subsequent responders to continue with an emergency response. If a run priority is upgraded to a higher response while the ambulance is responding, the applicable priority for tracking purposes shall be the upgraded priority. However, the response time shall be measured from the time of the upgrade, but in no circumstance shall the response time be longer than twenty (20) minutes.
 - d. If a run priority is downgraded to a lower priority while the ambulance is enroute, the applicable priority for tracking purposes shall be the downgraded priority. However, the response time shall be measured from the original dispatch time, not the time of the downgraded response.
 - e. In situations where an ambulance has responded to an incident and a closer unit picks up and or is dispatched to the incident in place of the original unit for efficiency, the initial (original) dispatch time shall not change.
 - f. Clinical and response time performance will be reliable, with equipment failure and human error

held to a minimum through attention to performance, protocol, procedure, performance auditing, and prompt and corrective action. This may be achieved by the most innovative technology for not only EMS response time, but also clinical performance measurements.

3. **Calls Exempt from Response Time Calculation.** For purposes of measuring response time, a response time for a 911 call shall be automatically excluded when good cause is shown to grant such exclusion. Exhibit F lists the predefined exemptions allowed under this Agreement. The Cities have the ability to consider exemptions beyond what is contained in Exhibit F.
4. **Priority Posting Plan.** AMR shall implement a system-wide Priority Posting Plan Model supported by data analytics. The Priority Posting Plan will safeguard the 911 Emergency Medical Response System while allowing each ambulance to respond to 911, thus providing an increase in the number of available ambulances and maximizing efficiencies.
5. **Minimum/Maximum Deployment Level.** For the purposes of this agreement, “ALS-level units” means an ambulance staffed with a minimum of one paramedic. AMR’s ambulance deployment should not intentionally schedule less than ninety percent (90%) ALS-level units with a goal to provide one hundred percent (100%) ALS-level units. AMR shall also deploy, as part of its deployment strategy, one (1) paramedic EMS Battalion Chief with vehicle and provide appropriate ambulance Unit Hours per day of coverage within the combined service area of the Cities. The AMR EMS Battalion Chief shall not be included as minimum unit staffing. This will be distributed between day and night shifts as called for using demand analysis. This demand analysis will be evaluated on a quarterly basis. AMR will bring change recommendations to the Cities for discussion. AMR’s deployment plan should account for no less than 85,983 Unit Hours (UH) per year.
6. **Initial System Review Period:** To allow for an appropriate evaluation and adjustment period of the new system, for 120 days following the Effective Date of this Agreement, any liquidated damages associated with performance will not be applicable or assessed. The Cities will review performance after the first 120 days of service. Any additional deployment hours requested, shall be approved by all parties, and reimbursed in accordance with the supplemental rate per unit hour as more described in Exhibit D.
7. **Common Radio Frequency:** AMR shall maintain a radio system compatible with the North Fulton Regional Radio System and the Fulton County Radio System. AMR shall maintain voice and data communications on the Cities' public safety radio system’s primary and secondary channels. All AMR ambulances shall maintain two (2) radios: one (1) mobile and one (1) portable radio for communication continuity. Each City shall provide AMR with access to all emergency operating and tactical frequencies (including FCC frequencies) used for emergency service responses.
8. **Dispatch Consolidation/CAD Interface:** AMR’s North Fulton Dispatch Operations will base the operations at the AMR Roswell headquarters facility. AMR reserves its right to move its dispatch center temporarily or permanently and/or functions to any location within the State provided that communication is uninterrupted and there would be no impact to the emergency response system. AMR shall and will participate in the CAD Interface necessary to accommodate in data sharing with Unify Hub Solution. AMR will be responsible for CAD integration costs up to \$50,000.00.
9. **Equipment/Vehicles:** All vehicles used in responding to 911 calls shall carry equipment, supplies, and medications that meet all State of Georgia requirements. All ambulance units shall at all times meet such minimum in-service equipment requirements and any additional requirements that may be established herein. Units not meeting these requirements must be removed from service until the deficiency is

corrected. Ambulance units shall have appropriate traffic preemption transponders. AMR shall bear the cost of outfitting ambulance units with the appropriate traffic preemption transponders. Vehicles, equipment, and supplies shall be maintained in a clean, sanitary, and safe mechanical condition at all times. AMR commits to exploring implementation of advanced safety technologies for future investment.

10. **Public Safety Answering Point (PSAP) Records:** The Cities shall provide AMR reasonable access within a reasonable period of time to computer records, audiotapes, document/tape retention and destruction policies, and any other documents pertaining to the PSAP's dispatching of AMR. The Cities shall designate a representative to facilitate AMR's request for access and information. AMR shall also provide the Cities with the same information as listed above.
11. **Participation in Emergency Medical Response Oversight Committee (EMROC):** The Cities intend to establish an Emergency Medical Response Oversight Committee. When created, AMR and the Cities agree to actively participate in a professional and objective manner in all meetings as established by EMROC. The Cities and AMR to participate and assist in the development of system changes subject to negotiated costs, if any. Each party shall attend no less than ninety percent (90%) of the EMROC meetings.
 - a. AMR, subject to availability, shall participate in studies to determine the efficacy and financial viability of implementing preventative services and alternative solutions that match individual healthcare needs with efficacious and fiscally responsible service for aging, at-risk and mental health patient populations. Any costs impact on AMR shall be negotiated and determined before AMR participates in any studies.
 - b. Preventative services and alternative solutions include but are not limited to communications center nurse triage program, clinical computerized decision support systems, community paramedic programs, alternative destination procedures, treat no transport protocols, field telehealth use. All services, solutions and programs shall be medically guided, approved by the Cities and shall have a comprehensive evaluation process to assess patient outcomes to ensure employee and patient safety. Any solution requiring having a financial impact on AMR shall be negotiated and determined before implementation, including an amendment to the Agreement.
12. **Response Area Exclusivity:** Pursuant to the State of Georgia Regional Zoning Plan, no City shall provide ambulance services themselves, nor shall any City enter into an Agreement or contract with any other provider for ground ambulance response to 911 requests for ambulance and emergency medical services within the City's jurisdiction.
13. **Mutual-Aid Plan:** AMR will have an executed mutual-aid contract from local area state certified ambulance service or services to handle overload emergency medical services calls. AMR will provide copies of all executed mutual aid agreements to the Cities within thirty (30) days of execution of this agreement.
14. **Staffing Requirements:** Each ALS ambulance used for response to 911 requests shall be staffed by at least one (1) Georgia certified paramedic and one (1) Georgia certified EMT. BLS units will be staffed with two (2) Georgia Certified EMTs. However, in certain non-routine circumstances, AMR may alter its staffing of ALS/BLS ambulances so long as such staffing remains within compliance with Georgia law, and notification is made to the Cities.
15. **Medical Supervision:** AMR will have a Georgia based Medical Director who shall comply with all Georgia Department of Public Health requirements for Medical Directors of ambulance services. All parties shall follow and perform services in accordance with the medical protocols, guidelines, and

directives of the Cities.

16. **External Communications:** The Cities and AMR agree to reasonably notify each other regarding public statements, press releases, and press inquiries regarding matters covered by this Agreement.
17. **Mutual Training:** The Cities and AMR agree to collaborate in mutual training exercises focused on improvement of agency relations and teamwork related to enhancement of patient care. The topics of this training shall be centered on disaster training, active shooter, pit crew CPR, Advanced Cardiac Resuscitation, etc. Training topics will be agreed upon by the Cities.
18. **Bi-Annual Patient Survey:** The Cities or AMR may conduct a bi-annual patient satisfaction survey, to be designed and approved by the Cities, within each respective jurisdiction. The survey shall address patient service perceptions of both the City's first responders and AMR's personnel. The survey results shall be provided to the Cities and to AMR and shall be used to determine opportunities for continuous quality improvement.
19. **Progressive and Clinical Quality Improvement and Continued Education:** Cities require that AMR shall develop and implement a comprehensive quality management program that incorporates compliance assurance, process measurement and control, and process improvement that is integrated with the entire EMS system, including first responder agencies, medical communication center operations, and Public Health. The clinical indicators measured by all system participants will be developed through collaborative efforts of the first responder agencies, AMR, and the Cities based on current EMS research and call demand. The AMR Medical Director, in cooperation with each City's Medical Director, will ultimately approve and implement the quality monitoring and improvement plan to be used by the Cities and AMR.
20. **Clinical Performance measurement:** To maintain routine high-quality EMS Services, the clinical performance of the quality of care provided to the patients will be routinely measured. AMR shall work with the Cities to develop an electronic reporting method for clinical metrics. The Clinical Scorecard should outline both Core and Revolving Clinical KPIs. The parties and the AMR Medical Director shall collaborate and jointly develop the Clinical Scorecard.
21. **FirstWatch Online Compliance Utility and FirstPass Tools:** FirstWatch and/or FirstPass will be the Cities' recognized third-party system data monitoring tool. Nationally recognized alternatives will be considered. AMR will own the software, and is responsible for costs associated with maintaining these systems, as well as ensuring the Cities have "administrator level" access for reporting purposes.
22. **Medical Review/Audits:** The goal of the medical audit process is to inspect and assure compliance of the care delivered with the system's established clinical care guidelines. Evaluation of a statistically significant random sampling of patient contacts provides a snapshot of the clinical care provision and enables Cities to identify the need for a more targeted or detailed audit. The process also assists to validate the effectiveness of ongoing process measures to monitor and improve the performance of care. If the audit process is to be positive, it must be just one component of a quality management program that places the majority of attention and activity on measuring system process performance and routinely engaging in improvement efforts that result in reduction of common causes of process variation and/or improvement in process performance over time.
23. **Semi-Annual Administrative Review:** Both parties agree to meet every six (6) months to review operational and financial performance, community strategies, and organizational service alignment. Review meeting should be attended by each City Manager or City Administrator and AMR Regional leadership.

EXHIBIT B

Medical Response Unit Program

In an attempt to collaborate and provide the very best in service to the citizens and visitors of the Cities, during extenuating circumstances, AMR and the Cities desire to implement a medical response unit (“MRU”) supplemental transport program. The use of such program is outlined in the Georgia Health Code 31-11-1(a)(6) Findings; Declaration of Policy.

Responsibilities of the Cities:

1. The Cities agree that if they choose to operate an MRU it will be operated in accordance with Georgia Health Code 31-11-1(a)(6) and Georgia Rules and Regulations 511-9-2-.09.

If a City’s Georgia certified paramedic on-scene determines it necessary to operate an MRU, the City will notify AMR.

Responsibilities of AMR:

1. AMR and the appropriate City will review every transport that is completed by the appropriate City following the transport to determine appropriateness of utilization and eligibility for reimbursement.
2. AMR will reimburse for required completed transports by the MRU provided by the Cities that are completed in accordance with Georgia Health Code 31-11-1(a)(6) and Georgia Rules and Regulations 511-9-2-.09. Should it be determined that the above requirements were not met for the MRU to transport, AMR will not be responsible for any reimbursement. Reimbursement will be set using AMR’s average net collections per transport for transport within the Cities. This charge will be evaluated and adjusted on an annual basis.
3. AMR shall provide to each of the Cities, as part of the subsidy consideration, if desired, an MRU as prescribed by each member City. Said MRU shall be housed by the individual Cities at their individual expense in a secure location of their choosing. Each City who receives an MRU shall be required, at its cost and expense, to provide any additional equipment, medical supplies and fuel for the MRU. Each City utilizing an MRU will obtain and maintain, at all times while such MRU is in the City’s possession and control, comprehensive automotive insurance subject to the limitations of O.C.G.A. § 36-92-2(a), and specifically related to, and only applicable during, the City’s possession, control and operation of such MRU. Each City utilizing an MRU shall ensure such insurance policies are primary over AMR and shall add AMR as an additional insured to its automotive liability policies. All policies shall include a waiver of subrogation in AMR’s benefit. Each City utilizing an MRU will provide AMR with certificates of insurance documenting such coverage. Each City utilizing an MRU shall procure sufficient insurance to cover the replacement value of the MRU in the event of total destruction or loss of such MRU and to cover damage and repairs to the MRU. Each City utilizing an MRU shall notify AMR within twenty-four (24) hours of any accident, destruction or damage to the MRU. Each City utilizing an MRU shall be responsible for all maintenance, including but not limited to: (i) scheduled and unscheduled maintenance (pursuant to AMR recommendations), (ii) and road call and breakdown.

Billing for MRU Services:

Neither AMR or the Cities will bill or collect fees for emergency medical services and patient transport provided by the Cities through an MRU.

Response Time Compliance for MRU Services:

For purposes of calculating response time compliance, MRU transports shall be excluded from such calculation.

EXHIBIT C
ANNUAL SUBSIDY REQUIREMENTS

1. The Cities shall pay a total subsidy of \$2,057,011.00 during Year 1 of the Agreement. The subsidy payment shall be allocated between the Cities based on a 50/50 split based on a blended three (3) year average of calls for service and population. The initial division of the subsidy, using the described split, is detailed in the table below:

<u>Year</u>	<u>System Annual</u>	<u>System Monthly</u>	<u>Alpharetta Monthly</u>	<u>Milton Monthly</u>	<u>Sandy Springs Monthly</u>	<u>Johns Creek Monthly</u>	<u>Roswell Monthly</u>
1	\$2,057,011.00	\$171,417.58	\$31,317.99	\$13,936.25	\$55,864.99	\$28,403.89	\$41,877.32

2. The annual subsidies shall be paid in twelve (12) equal monthly installments, within thirty (30) days of receipt of the invoice from AMR.
3. The subsidy will increase by no more than three percent (3%) per year, year over year over the term of the Agreement. An amount of annual increase shall be negotiated annually. The Parties shall negotiate in good faith resulting in mutual agreement as any reasonable adjustment to the cost of services. In the event the parties fail to agree, the cost of services shall be an amount as determined by the following formula: $((\text{Consumer Price Index} * (25\% * \text{current total})) + (\text{Employment Cost Index} * (75\% * \text{current total})))$. Both the Consumer Price Index (for all urban consumers) and the Employment Cost Index (Compensation for Civilians Workers, Not Seasonally Adjusted) are published by the United States Department of Labor Bureau of Labor Statistics. The Consumer Price Index is published monthly. The Employment Cost Index is published quarterly. Any upward adjustment to the cost of services will not exceed a 3% as compared to the prior year cost of services.

EXHIBIT D

Special Event Standby and Supplemental Coverage Fee Schedule

Individual Cities have an option to purchase Special Event Standby or Supplemental coverage from AMR that will be provided on a dedicated basis to the specific City (“Special Event Ambulance Unit Hours”). The Cities may purchase Special Event Ambulance Unit Hours Ambulance Hours in four (4) hour minimum blocks scheduled forty-eight (48) hours in advance. The Cities recognize that Special Event Ambulance Hours may not always be available given the needs of the overall and combined system for the Cities.

<u>Description</u>	<u>Unit Hour Cost</u>
Year 1 - Ambulance Services ALS	\$150.00
Year 2 - Ambulance Services ALS	\$154.50
Year 3 - Ambulance Services ALS	\$159.13
Year 4 - Ambulance Services ALS	\$163.90
Year 5 - Ambulance Services ALS	\$168.82

<u>Description</u>	<u>Unit Hour Cost</u>
Year 1 - Ambulance Services BLS	\$135.00
Year 2 - Ambulance Services BLS	\$139.05
Year 3 - Ambulance Services BLS	\$143.22
Year 4 - Ambulance Services BLS	\$147.52
Year 5 - Ambulance Services BLS	\$151.94

EXHIBIT E

Liquidated Damages

Response times will be monitored by the Cities, or through EMROC, based on criteria outlined in this Agreement and will be utilized for purposes of Agreement performance and outlined damages. AMR Response time performance compliance shall be measured monthly for the overall system in two measurements: (i) ninety percent (90%) zone response time reliability for Bravo, Charlie, Delta, Echo; and (ii) eighty-five percent (85%) zone response for Alpha and Omega.

In each monthly period if AMR does not meet ninety percent (90%) zone response time reliability for Bravo, Charlie, Delta, Echo, or eighty-five percent (85%) zone response for Alpha and Omega for the overall system., damages will be assessed according to the following, and will be split between the Cities based upon the formula used to calculate the subsidy in Exhibit C:

Bravo, Charlie, Delta, Echo Zone Response

<u>Compliance</u>	<u>Amount per Month</u>
87.00% - 89.99%	\$5,000
84.00% - 86.99%	\$10,000
81.00% - 83.99%	\$20,000
< 80.99%	\$30,000

Alpha and Omega Zone Response

<u>Compliance</u>	<u>Amount per Month</u>
83.00% - 84.99%	\$5,000
81.00% - 82.99%	\$10,000
80.00% - 81.99%	\$20,000
< 79.99%	\$30,000

The Parties agree that any assessed, mutually agreed upon, undisputed and unpaid liquidated damages aging longer than thirty (30) days, may be deducted by the Cities from the next due monthly payment.

EXHIBIT F
Approved Exemptions

- Address Change
 - Anytime the location of the call changes after dispatch
- Incorrect/Unavailable Information
 - PSAP provides incorrect Address
 - PSAP does not provide Gate Code or Click to Enter
 - PSAP does not provide or provides incorrect Suite, Apartment Number, or Building Number
 - PSAP provides incomplete address (ex: Greenway, River, Limited Access Highways or other areas with vague locations)
- Caller Requests Non-Emergent Response
- Mass Casualty
 - An event that overwhelms the local healthcare system, where the number of casualties vastly exceeds the local resources and capabilities in a short period of time.
- Multi-Unit Response
 - Every Unit arriving at a multiple unit response after the primary unit arrives on scene.
- Outlier Calls
 - Calls during excessive demand based on historical call volume for the day of the week/time for the previous 90 days
- Weather
 - Anytime units are responding to a call when severe weather is present.
 - Anytime the weather would significantly alter the speed at which the vehicle can travel.
- Hospital Delays
 - With a documented attempt to resolve, delays of greater than 30 minutes that are the result of a prolonged patient drop-off (e.g. bed delay).
- Physical Barriers
 - Down Power lines
 - Construction or severe traffic on the most efficient route
 - Restricted access roads
- Other delays as approved by the Cities.

December 1, 2022

Mayor Jim Gilvin
City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009
jgilvin@alpharetta.ga.us
Via Email and Overnight Courier

Mayor Kurt Wilson
City of Roswell
38 Hill Street
Roswell, GA 30075
mayorwilson@roswellgov.com
Via Email and Overnight Courier

Mayor John Bradberry
City of Johns Creek
10700 Abbots Bridge, Suite 190
Johns Creek, GA 30097
john.bradberry@johnscreekga.gov
Via Email and Overnight Courier

JARRARD & DAVIS, LLP,
City Attorneys for the City of Milton
222 Webb Street
Cumming, Georgia 30040
KTAYLOR@JARRARD-DAVIS.COM
Via Email and Overnight Courier

Mayor Peyton Jamison
City of Milton
2006 Heritage Walk
Milton, GA 30004
peyton.jamison@miltonga.gov
Via Email and Overnight Courier

Re: Notice of Non-Renewal of Contract Between Cities of Alpharetta, Johns Creek, Milton, Mountain Park and Roswell and EMS Ventures, Inc. d/b/a American Medical Response dated July 1, 2013 (“Agreement”)

Honorable Mayors and Counsel:

EMS Ventures, Inc. d/b/a American Medical Response (“AMR”), and its predecessor companies have been proudly serving the citizens of North Fulton for years. We currently provide this service without any cost to the cities (the “Cities”) or its taxpayers. Working together with the Cities and its other public safety entities, we have positively impacted thousands of lives with exceptional emergency medical care whenever it has been needed.

It goes without saying that the past few years have presented unprecedented and extraordinary challenges to AMR and other EMS providers across the board. The COVID-19 pandemic, in particular, has exacerbated the situation where patients are misusing the 9-1-1 system. In addition to the impact of the COVID-19 pandemic, Georgia’s State of Emergency, widespread EMS workforce shortages, wage compression, rising costs, caregiver fatigue, general industry flight, changes in reimbursement and the exacerbation of other pre-existing system stressors, have combined to present very real and measurable challenges to EMS operations in North Fulton County. We are aware that the Cities and Counties have had little to no control to anticipate, mitigate or avoid these issues.

Please let this letter serve as AMR's notice of non-renewal of our Agreement, originally executed in 2013 and has renewed without subsequent amendments, and notice that our Agreement will end December 31, 2022, at 11:59 p.m. ("End Date").

We want to be clear that our intent, following the termination of this agreement, is to continue to provide our services to the Cities under the current service level, operational requirements, and monthly reporting, while we continue to work with the Cities on a new agreement. As the State of Georgia's designated provider of EMS services for the Cities of North Fulton, this is a necessary step to keep pace with a rapidly evolving healthcare landscape, expand options for patients to receive care and advance the delivery of emergency medical services to your citizens and the patients we serve.

Our overall goal is to continue to serve patients in the most efficient and cost-effective manner without sacrificing their need for appropriate emergency care. We need our City partners to work with us moving forward as we:

- work to expand service options and triage protocols to better serve the citizen e.g., Nurse Navigation, ET3, telemedicine, tiered response system, integration of dispatch/communication personnel and technology, as well as opportunities to support further integration of fire department personnel into transport/EMS delivery.
- support statewide industry efforts to improve reimbursement rates by private insurance providers to meet current standards of response and care, inclusive of the new normal cost structures.

Again, we have been honored to serve the Cities and its citizens throughout these many years and look forward to serving the Cities for many years to come under a new and enduring agreement. AMR will continue to exert good faith efforts to reach a reasonable agreement that fits within the post-pandemic current healthcare environment. We look forward to meeting with you at your soonest availability.

We greatly appreciate our continued partnership and dialogue. Please do not hesitate to contact me directly if you have questions or seek additional information by phone at 205.949.2040 or by email at Brett.Jovanovich@gmr.net.

Sincerely,

AMERICAN MEDICAL RESPONSE



Brett Jovanovich
Regional Vice President
Southeast Region

Cc: AMR Contract Administration



STAFF REPORT

Department: Administration
Submitted By: James Drinkard
Meeting Date: June 3, 2024

AGENDA ITEM:

Request for Proposal 24-116: City Website Design, Development, and Hosting

Consideration of approval of the award of a contract for RFP 24-116: City of Alpharetta Website Design, Development and Hosting to CivicPlus, LLC in an amount not to exceed \$113,372.55 and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve the award of a contract for RFP 24-116: City of Alpharetta Website Design, Development and Hosting to CivicPlus, LLC in an amount not to exceed \$113,372.55 and authorize the Mayor to execute all necessary documents.

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: \$113,372.55

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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EXTERNAL FUNDING SOURCES:

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

This agenda item is for the consideration to award a contract for RFP 24-116: City Website Development. Following a formal advertised RFP process, City Staff is recommending that the contract be awarded to CivicPlus, LLC at a total cost of \$113,372.55.

BACKGROUND:

In an era of ever-evolving technology, websites have become the digital face of organizations, but the average website lifespan has become remarkably short. Rapid advancements in design trends, technological innovations, security enhancements, and user expectations render older websites obsolete, demanding constant adaptation to stay relevant and effective. In fact, as of March 2023, the average lifespan of a commercial website is 2 years and 4 months. The general consensus within the digital communications and marketing industry is that an organization's website can last 2 to 5 years before it needs to be rebuilt.

The current City of Alpharetta website was developed 11 years ago.

While it was based on the latest technology and web design trends at that time and included features that were largely unseen outside of the websites of leading-edge marketing and technology companies, technological innovations have advanced beyond those our current website can offer. Features that users now view as common or expected on modern sites cannot be made available on ours.

Critically, the content management system (CMS) on which our current website is built has been retired and replaced with a completely new version, meaning that our current site will cease to be functional in the near

future. This means that developing a new City website is not a "want." A new website must be built in order for the City of Alpharetta to maintain a web presence and effectively serve residents who have come to expect online services.

PROJECT OVERVIEW:

As defined in the capital budget initiative approved by the Mayor and City Council, the project consists of:

"The design, development, hosting, and maintenance of a new City of Alpharetta website and suite of public communications tools including an integrated mobile application, mass notification system, and other features. The core platform will be based on a complete Headless Content Management System (HCMS) with an enhanced design that will organize, structure, and label content in a way that will help website users find information and complete tasks in an efficient, user-friendly way. The solution proposed should be based on the latest technologies to be implemented in a constantly growing organization with a need for scalability, security, and the capability necessary to seamlessly integrate with other systems used within the organization."

"The mass notification system should include the ability to create geo-fencing and send alert notifications to all mobile devices within the designated geographic area without the need for recipients to be subscribed to the notification service."

"All applications must comply with accepted accessibility standards in keeping with the WCAG 2.0 A&AA accessibility guidelines. CaaS, create once and share content between multiple sites and subsites (calendars, documents, pictures, FAQs, etc.) is essential."

"The project should include hosting of the website and applications in a secure data center with 99.9% uptime and full business continuity capability and the provision of 24/7/365 technical support and services."

The project as recommended fulfills these parameters and is more thoroughly outlined in the attached documents.

PROCUREMENT PROCESS:

The City issued RFP 24-116: City Website Development on February 09, 2024, with a response deadline of March 8. A total of thirteen proposals were received and evaluated based on five criteria:

Criteria	Maximum Points
Experience/Qualifications	39
Features And Functionality	29
Timeline	10
Cost Proposal	19
Local Vendor Preference	3

Based upon the evaluation criteria, committee members independently evaluated and scored each proposal for all criteria above excluding cost. The independent scores were totaled and then the score for cost was added to identify the three vendors with the highest cumulative scores. The total scores for the top three vendors are reflected in the following table.

Proposing Vendor	Total Evaluation Points (100 Maximum)
CivicPlus, LLC	83.74
Revize Government Websites	69.34
Exemplifi, LLC	66.95

CivicPlus has been focused exclusively on the local government technology space for 25 years and currently has over 2,000 local government website customers. Additionally, the company provides other government software solutions, including the SeeClickFix, CivicClerk, and Municode platforms currently being used by the City of Alpharetta. This allows for a more seamless integration of these tools into the City website.

Of the three highest scoring vendors, CivicPlus is the only one who offers all the features and functionality defined in the City's request for proposals.

Staff has spoken with several comparable local governments currently using the CivicPlus website and communications products included in the proposed contract. Those conversations confirmed that CivicPlus is

capable and has a proven track record of delivering similar projects and providing quality service and support.

BUDGET AND COST:

Capital funding in the amount of \$145,000 was allocated for this project as part of the FY 2023 budget process. This cost was forecast based on the design, development, launch, and first-year hosting of the site.

Base Website Cost: The first-year cost for the base website as proposed by CivicPlus is \$63,182.70. This cost does not include enhancements such as a chatbot, mass notification system, and other features that were outlined in the City's RFP.

Additional Enhancements Recommended by Staff: The City's RFP envisioned a website that featured enhancements designed to improve the City's communication with the public and deliver a web experience more in keeping with what consumers have come to expect in modern websites. This includes a chatbot to make it easier for users to find information and answers, improved online forms and process automations to improve efficiency and ease of use, tools to improve the user experience for those with special needs, and a mass notification system. The mass notification system enables users to subscribe to receive information via text or email but also enables the City to force public safety information out to all mobile devices within a geographic area in the event of unexpected road closures or emergencies.

Per the RFP instructions, CivicPlus proposed these as optional features at a cost of \$52,556.25. This brought the total first-year cost for the solution as outlined in the original proposal submitted by CivicPlus to \$115,738.95. During the final negotiations with the company, however, an error was found in the proposal that, once corrected, reduced the total first-year cost to \$113,372.55.

ANTICIPATED PROJECT TIMELINE:

It is estimated that the new website will be launched within 32 weeks following notice to proceed being issued to the vendor.

ALTERNATIVES:

The content management system (CMS) on which our current website is built has been retired and replaced with a completely new version. As a result, the City must build a new website in order to maintain an online presence and services. This leaves only two options to the recommended action:

1. Award a contract with a reduced scope of services for the project; or
2. Direct staff to rebid the project with a reduced scope of services.

ATTACHMENTS:

1. CivicPlus Contract With Master Services Agreement
2. CivicPlus Proposal To RFP 24-116
3. RFP 24-116 And Related Documents

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-40515-1

3/23/2023 4:18 PM

6/30/2024

Client:

City of Alpharetta, GA

Bill To:

Alpharetta GA - CivicEngage

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
David May	(785)-370-7821	may@civicplus.com		Net 30

Accessibility

QTY	PRODUCT NAME	DESCRIPTION
1.00	AudioEye Managed	AudioEye Managed: https://www.alpharetta.ga.us

Mass Notification

QTY	PRODUCT NAME	DESCRIPTION
1.00	Communicator Unlimited SMS + Unlimited Emergency Voice	Emergency and Mass Notification platform with multi-channel alerting, geo-targeting, polling, mobile apps. Unlimited SMS for all communications. Voice minutes for emergencies. Includes NOAA integration, IPAWS, and white/yellow page data for emergencies.
1.00	Mass Notification Standard Implementation	CivicReady Standard Implementation
1.00	Mass Notification Implementation Marketing Tools	Access to client branded marketing tools, including Social Media Graphics, Marketing Flyer, Customized Graphic Button and News Flash Graphic.

Chatbot

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicPlus Chatbot Subscription	Powered by AI technology, the Frase Answer Engine for Local Government uses website content to answer citizen questions. This solution includes dashboard analytics and language translation.

Process Automation

QTY	PRODUCT NAME	DESCRIPTION
1.00	Process Automation Ultimate Package	Process Automation Ultimate Package
1.00	Forms & Apps	Forms & Apps
1.00	Data Manager Module	Data Manager Module
1.00	OB Connectors, PA	OB Connectors, PA
1.00	Workflow & Approvals Module	Workflow & Approvals Module
1.00	Annual Professional Services - 5 Hours	Annual Professional Services - 5 Hours
1.00	Process Automation Pay - Global Payments Integrated	Process Automation Pay - Global Payments Integrated
1.00	Process Automation Pay Annual Fee - Global Payments Integrated	Pay Annual maintenance and support fee
1.00	Process Automation Pay Implementation - Global Payments Integrated	Includes setting CivicPlus Pay configuration, configuring CivicPlus products for accepting payments, advanced troubleshooting with our partner's support.
1.00	Scheduling Module	Scheduling Module
1.00	Integration Hub : 1 Integration	Single third party integration for Integration Hub.
1.00	SDK & Developer Tool Module	SDK & Developer Tool Module
1.00	Process Automation Implementation & Setup	The CivicPlus team will document your process workflow, and will work with your team to build, configure, and style your solution.

Evolve

QTY	PRODUCT NAME	DESCRIPTION
1.00	System Annual - CivicEngage Evolve	System Annual - CivicEngage Evolve
1.00	Ultimate Implementation - CivicEngage Evolve	Ultimate Implementation - CivicEngage Evolve
1.00	Platinum Hosting & Security - CivicEngage	Platinum Hosting & Security per domain (must be purchased for each)
1.00	48 Month Redesign Ultimate Annual - CivicEngage Central	48 Month Redesign Ultimate Annual - CivicEngage Central
300.00	Content Development - 1 Page - CivicEngage	Content Development - 1 Page - CivicEngage
1.00	Recurring Virtual Consulting (3h, virtual) - Web Central	Recurring Virtual Consulting Annual Fee (Up to 3 Hours) - CivicEngage.

QTY	PRODUCT NAME	DESCRIPTION
1.00	Design Center Pro Annual - CivicEngage Evolve	Design Center Pro Annual - CivicEngage Evolve
1.00	Design Center Pro Implementation - CivicEngage Evolve	Design Center Pro Implementation - CivicEngage Evolve
1.00	Design Center Pro Training (3h, virtual) - Web Central	Up to 3 hours virtual instruction with live instructor. (Pricing per two seats)
1.00	SSL Management – CP Provided Only	SSL Management – CP Provided Only 1 per domain (Annually Renews): https://www.alpharetta.ga.us
1.00	DNS and Domain Hosting Annual Fee (http://URL)	DNS and Domain Hosting Annual Fee: https://www.alpharetta.ga.us
1.00	CivicEngage Custom IdP Integration (Secondary)	Secondary set up of Custom IdP
10.00	New Customer System Training (3h, virtual) - Web Central	CivicEngage System Training - Virtual, Up to 3 Hours, up to 12 Attendees
4.00	New Customer Virtual Consulting (3h, virtual) - Web Central	Consulting - Virtual, Up to 3 Hour
1.00	Alignment Virtual Consulting	Up to 2 days virtual consult. Recommended group 8 or less.

List Price - Initial Term Total	USD 145,073.33
Total Investment - Initial Term	USD 113,372.55
Annual Recurring Services (Subject to Uplift)	USD 70,810.20

Initial Term	12 Months
Initial Term Invoice Schedule	70% invoiced at signing and 30% invoiced 6 months from signing or completion of implementation of Services if earlier

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 3

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

**MASTER SERVICES AGREEMENT BETWEEN CIVICPLUS, LLC AND THE CITY
OF ALPHARETTA**

ADDENDUM NO. 1

This Addendum supplements that certain Master Services Agreement (the “Agreement”) between **CIVICPLUS, LLC**, a foreign limited liability company with principal office located at 302 S. 4th Street, Suite 500, Manhattan, Kansas 66502 (“Service Provider”) and the **CITY OF ALPHARETTA**, a municipal corporation of the State of Georgia, located at 2 Park Plaza, Alpharetta, Georgia 30009 (“Customer”), of even date herewith, to add the following provisions thereto:

1. Conflicting Provisions.

This Addendum is attached to and is a part of the Agreement described above. The provisions of this Addendum control over any contrary provisions found in the Agreement. No provision of the Agreement shall operate to override the provisions of this Addendum.

2. Contract Term and Completion Date

The term of this Agreement (“Term”) shall commence as of July 1, 2023, and the Term shall expire on June 30, 2024, unless sooner terminated (provided that certain obligations will survive termination/expiration of this Agreement). If the Term of this Agreement spans more than one calendar year, the Parties agree that this Agreement, as required by O.C.G.A. § 36-60-13, shall terminate absolutely and without further obligation on the part of Customer on June 30th of each fiscal year of the Term, and further, that this Agreement shall automatically renew on July 1st of each subsequent fiscal year absent Customer’s provision of written notice of non-renewal to Service Provider at least sixty (60) days prior to the end of the then current fiscal year. Title to any supplies, materials, equipment, or other personal property shall remain in Service Provider until fully paid for by Customer.

3. Termination

Either party may terminate this Agreement for convenience at any time upon providing written notice thereof at least sixty (60) days in advance of the termination date.

4. Sovereign Immunity; Indemnification.

Nothing contained in the Agreement shall be construed to be a waiver of Customer’s sovereign immunity or any individual’s qualified, good faith or official immunities. Any provision of the Agreement requiring the Customer to indemnify the Service Provider is only valid to the extent allowed by Georgia law. The parties hereto agree and acknowledge that the Customer is under no obligation to procure additional insurance related to the Agreement, including this Addendum.

5. Nondiscrimination.

In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and all other provisions of Federal law, Service Provider agrees that, during performance of this Agreement, Service Provider, for itself, its assignees and successors in interest, will not discriminate against any employee or applicant for employment, any subcontractor, or any supplier because of race, color, creed, national origin, gender, age or disability. In addition, Service Provider agrees to comply with all applicable implementing regulations and shall include the provisions of this Section in every subcontract for services contemplated under this Agreement.

6. Confidentiality.

Service Provider acknowledges that Customer's disclosure of documentation is governed by Georgia's Open Records Act, and Service Provider further acknowledges that if Service Provider submits records containing trade secret information, and if Service Provider wishes to keep such records confidential, Service Provider must submit and attach to such records an affidavit affirmatively declaring that specific information in the records constitutes trade secrets pursuant to Article 27 of Chapter 1 of Title 10, and the Parties shall follow the requirements of O.C.G.A. § 50-18-72(a)(34) related thereto.

7. Governing Law.

This Contract is governed by the laws of the State of Georgia to the extent that such laws apply to the County as a political subdivision of the State of Georgia and as a party to this Contract.

8. Employment of Unauthorized Aliens Prohibited – E-Verify Affidavit.

Pursuant to O.C.G.A. § 13-10-91, Customer shall not enter into a contract for the physical performance of services unless Service Provider shall provide evidence on the forms attached hereto as Addendum Exhibits "A" and "B" (affidavits regarding compliance with the E-Verify program to be sworn under oath under criminal penalty of false swearing pursuant to O.C.G.A. § 16-10-71), that it and its subcontractors have registered with, are authorized to use and use the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91, and that they will continue to use the federal work authorization program throughout the contract period. Service Provider hereby verifies that it has, prior to executing this Agreement, executed a notarized affidavit, the form of which is provided in Addendum Exhibit "A", and submitted such affidavit to Customer. Further, Service Provider hereby agrees to comply with the requirements of the federal Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.

In the event Service Provider employs or contracts with any subcontractor(s) to perform services for Customer, Service Provider agrees to secure from such subcontractor(s) attestation of

the subcontractor's compliance with O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit, the form of which is attached hereto as Addendum Exhibit "B", which subcontractor affidavit shall become part of the contractor/subcontractor agreement. Service Provider agrees that the employee-number category designated below is applicable to it:

<u> x </u>	500 or more employees
<u> </u>	100 or more employees
<u> </u>	Fewer than 100 employees

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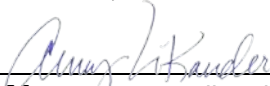
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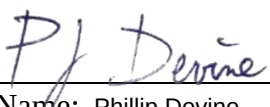
IN WITNESS WHEREOF, Customer and Service Provider have executed the Agreement, including this Addendum, effective as of 7/3/2023.

SERVICE PROVIDER:

CIVICPLUS, LLC

By: 
Print Name: Amy Vikander
Title: Senior VP of Customer Success

ATTEST:

By: 
Print Name: Phillip Devine
Title: Associate In-House Legal Counsel

CITY OF ALPHARETTA, GEORGIA

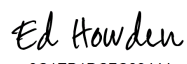
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By: 2DC5226B6FD44FB...
Jim Gilvin, Mayor
Date: 7/3/2023

Approved as to substance:

DocuSigned by:

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Chris Lagerbloom, City Administrator

Approved as to form:
JARRARD & DAVIS, LLP

DocuSigned by:

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Edward Howden, City Attorney

**MASTER SERVICES AGREEMENT BETWEEN CIVICPLUS, LLC AND THE CITY
OF ALPHARETTA**

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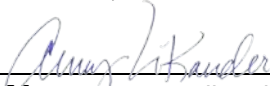
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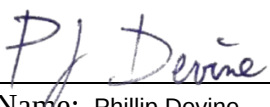
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CIVICPLUS, LLC

By: 
Print Name: Amy Vikander
Title: Senior VP of Customer Success

ATTEST:

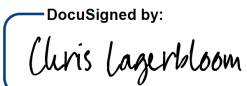
By: 
Print Name: Phillip Devine
Title: Associate In-House Legal Counsel

CITY OF ALPHARETTA, GEORGIA

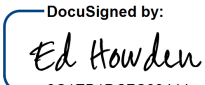
By:  2DC5226B6FD44FB...
Jim Gilvin, Mayor

Date: 7/3/2023

Approved as to substance:

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Chris Lagerbloom, City Administrator

Approved as to form:
JARRARD & DAVIS, LLP

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Edward Howden, City Attorney

A. Cover Page

RFP Number 24-116
City of Alpharetta Website
Design, Development, Hosting

City of Alpharetta, Georgia

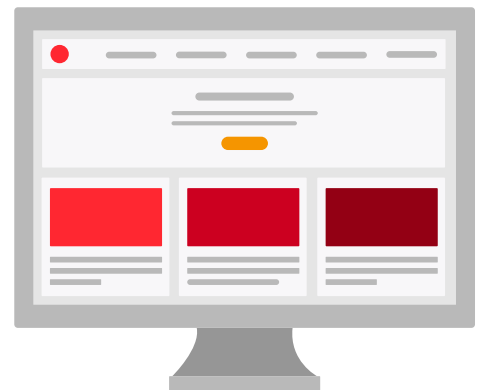
CIVICPLUS, LLC

David May, Account Executive

785.370.7821 | may@civicplus.com

302 S. 4th St, Ste 500, Manhattan, KS 66502

March 8, 2024





March 8, 2024

Debora Westbrook, Procurement Agent
Proposal Submitted via portal to bonfirehub

RE: RFP No. 24-116 | City of Alpharetta Website Design, Development, Hosting

Dear Ms. Westbrook and Selection Committee:

Every interaction between a member of your community and your local government is an opportunity to create a positive civic experience. At CivicPlus, LLC (CivicPlus), our mission is to help make local governments work better. To do that, we build technology solutions to empower you and your staff to create digital interactions that are personal, one-stop and frictionless.

CivicPlus' Municipal Websites Evolve (Web Evolve) offers top-of-the-line websites that are managed through a fully customizable Content as a Solution (CaaS) content management system (CMS). Content can be saved once and reused anywhere, even in other systems, saving you time, increasing content accuracy, and simplifying content editing. This advancement means Web Evolve is easy for non-technical users to make page updates, yet functional and flexible enough for technical teams to take advantage of its full capabilities and API-first architecture. Web Evolve's APIs have instant API documentation for endless integration options, allowing your organization to connect disparate systems, automate processes, and be more efficient and accurate. And, of course, you won't get a cookie-cutter website. Your customizable solution will be tailored to meet your specific needs. By partnering with CivicPlus, you'll receive:

- One-of-a-kind design that captures your community's unique qualities
- Built-in flexibility to easily create, manage, and apply content of any type to any delivery channel
- Hands-on migration of existing content by our team of experts
- 24/7/365 emergency support with secure hosting and maintenance

Your new website will be developed on the most advanced and modern web technology available. Web Evolve integrates with an easy-to-use suite of cloud-based solutions built specifically for local government. You'll be able to inform and empower your residents and staff in more efficient ways.

I welcome the opportunity to discuss our proposed solution for Alpharetta and answer any questions you may have about partnering with CivicPlus and Web Evolve.

Sincerely,



DAVID MAY
Account Executive
may@civicplus.com
785.370.7821

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B. Company Information

i. Executive Summary

HEADLESS CMS & ENGAGEMENT PLATFORM

Streamline your processes with innovative functionality and extensive flexibility within an engagement platform built specifically for local government.

Access your website from any device, screen size, and orientation with Web Evolve's mobile responsive and optimized design.

Ensure your residents can access information with built-in features to automate tagging and adding alt text to files, images, and videos—all highly compliant with the accessibility standards outlined within Section 508 and WCAG Level A & AA.

IMPLEMENTATION

Rely on a dedicated team of industry experts as they guide you through implementation.

Lean on your consultant as they evaluate your specific needs and make recommendations for solutions to meet your goals.

Collaborate with your art director to develop a design that captures your unique community and takes advantage Web Evolve's tools.

Enhance your content for usability and accessibility with intuitive navigation as our Content Development Team performs a hands-on migration of content, documents, and images to your new website.

Participate in personalized, one-on-one education led by a CivicPlus trainer so you can confidently update your website long after launch.

HOSTING, SECURITY, & SUPPORT

Maintain peace of mind with an enterprise-level hosting environment monitored 24/7/365 and backed by a guaranteed 99.9% uptime (excluding maintenance).

Reach out to our award-winning, in-house support available via chat, phone, and email with your questions or access self-service tutorials and user guides on the CivicPlus Help Center 24/7/365.

Receive continuous system updates to keep your system running at the optimal capacity.

Partner with your customer success manager who will help you use the tools and products CivicPlus offers to create an ongoing strategy to better engage your residents.



ii. Company Profile

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and

EXPERIENCE

25+ Years
10,000+ Customers
850+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2024 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.



Contact

David May
Account Executive
may@civicplus.com
785.370.7821

Primary Office

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



C. Experience & Qualifications

i. Project Team

From project management to design and development to training and support, a professional and experienced project team will assist you throughout the development process to ensure your project's success and your complete satisfaction. Based on our years of experience administering projects, it has become our policy to assign individual team members at the project start that connect with your style and municipality's needs. As such, we do not provide names or resumes of team members during the RFP process. Rest assured that your project team, once assigned, will deliver the attention and effort you need and deserve to create a website that achieves your vision of success.

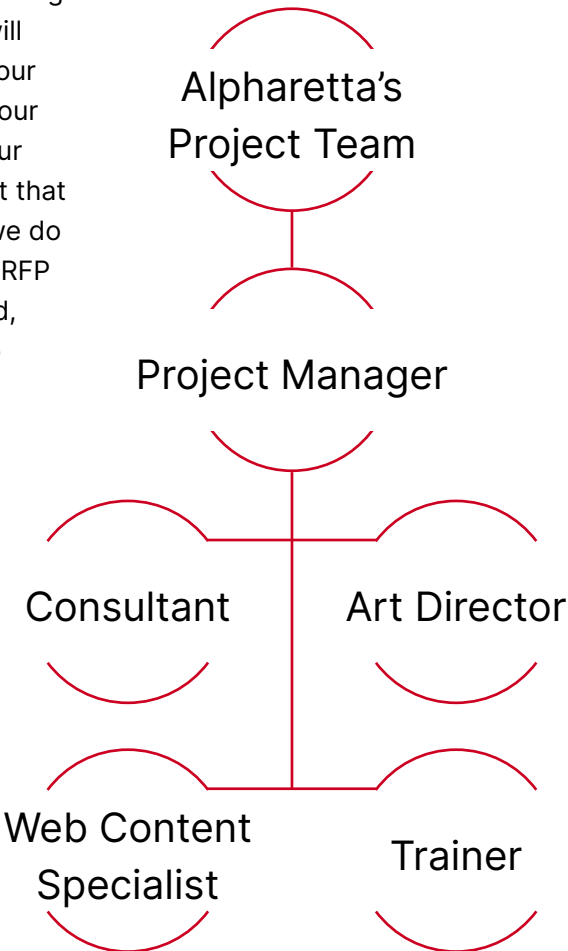
Project Manager – Provides communication, establishes project plan, schedules project resources, facilitates project tasks, ensures requirements are met according to scope

Consultant – Examines current state, recommends solutions to challenges, provides actionable steps for implementation

Art Director – Establishes vision for website design, collaborates with graphic design and web development team to create website design to meet your needs, coordinates design application to functioning website

Web Content Specialist – Guides content development process, ensuring application of best practices for usability and accessibility

Trainer – Educates your team to use the Web Evolve system and demonstrates effective use of tools and functionality



Communication & Tracking Progress

Communication between you and your Web Evolve team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Team Leaders

Please review our Team Leader resumes in the attached confidential document.

One-Source Vendor

Because all services required for a successful project are performed in-house, no aspect of the development or implementation of your project will be outsourced or subcontracted.

ii. Experience & References

References

Please review our references in the attached confidential document.



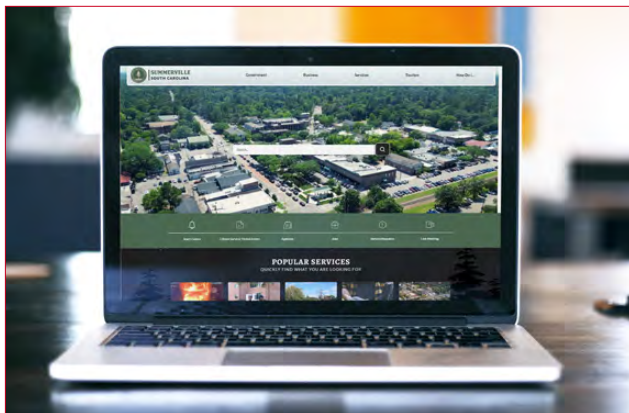
Example Sites



HALL COUNTY, GEORGIA

Show Case: Functionality

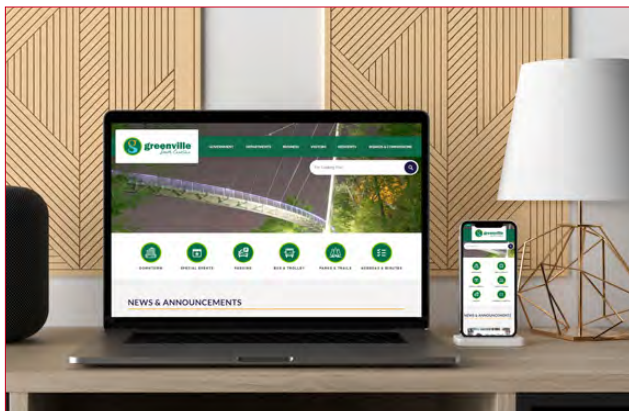
hallcounty.org



SUMMERVILLE SOUTH CAROLINA

Show Case: User Experience

summervillesc.gov



GREENVILLE, SOUTH CAROLINA

Show Case: Design

greenvillesc.gov

D. Features & Functionality

i. Features, Functionality, & Design

At CivicPlus, we have been revolutionizing the ways local governments deliver information and solutions to their residents for over 20 years. Our product innovators are never satisfied with the status quo, and understand as technology evolves, the ways residents interact with their local governments evolve, and it's our job to offer solutions on the forefront of resident content delivery. That's why we are changing the game with CivicPlus' Municipal Websites Evolve (Web Evolve).

Web Evolve allows local governments to create unique and tailored digital experiences for their residents that are cross-platform and more personal than ever before, with a fully customizable system. And editing your website has never been easier with Web Evolve's easy-to-use drag-and-drop functionality and real-time, live preview.

Web Evolve is powered by a headless content management system (HCMS) that is no longer restricted to delivering content to a single channel such as a website. Instead, the HCMS treats content in a flexible manner that allows delivery to any channel accessible via its built-in APIs including sharing it across your organization, saving content once and using it on multiple website kiosks, mobile apps, outdoor digital signage, Internet of Things (IoT) connected devices, wearables, and websites.

This API-first architecture, combined with the introduction of Content as a Service (CaaS) through an HCMS, provides technical staff unlimited flexibility to design, configure, manage, and apply content across the entire digital spectrum, while also enabling process automation and system-to-system integration across the current application landscape.

Web Evolve provides an easy-to-use WYSIWYG drag-and-drop design canvas that allows local governments to create unique and tailored digital experiences for their residents that are cross-platform and more personal than ever before.

WEBSITE FEATURES

Any Device, Anywhere, Any Time – Utilizing our powerful HCMS and APIs, content can be displayed anywhere on any device such as kiosks, mobile apps, outdoor digital signage, IoT connected devices, wearables and websites

Browser Based – No installation of software needed. Update the site from an internet connection and any platform (Mac or PC)

Stunning Design – Your dedicated art director will learn your style and lead a team of designers and developers to create a stunning design for your site to showcase your community and strengthen your trust with your residents.

Mobile Responsive Design – Responsive design allows your website to adjust to any screen size regardless of what device is being used, including mobile devices, tablets, and wide screen monitors.

Fully Customizable – You're no longer locked into specific functionality and fields. With Web Evolve, you can fully customize your content types and fields, to work for all your department's requirements and to grow with your organization's ever-changing needs.

Drag and Drop Editing – Web Evolve is technologically advanced and offers drag-and-drop editing for the simplest way to update your site.



Real-time Live Preview While Editing – Preview your changes in real-time while you're editing your site so you can see exactly what your changes will look like if published.

Share Data – With the power of an HCMS, data can be shared across your organization and with other systems, eliminating extra work and streamlining duplicate content.

Easy to Navigate – Between an intuitive design, mega menu options, drop downs, key links and buttons, and dynamic breadcrumbs throughout your site, residents will find it easy to navigate and find what they're looking for.

Multi-Tier Permission Levels – Use multiple levels of permissions allowing different workflows and approvals to manage website pages and content.

Versioning – Give the ability to create multiple versions of a page to display different times of the year for customizable resident engagement.

Document/Asset Storage – Easily manage and maintain documents/assets utilizing the power and flexibility of the HCMS.

Event Calendar – House all of your events and organize them via categories and/or tags and use permission sets within the system to create calendars for different viewers such as public, internal, or limited audience calendars.

Forms – Create custom, online forms via simple drag-and-drop functionality; receive submittals via email to as many people as you wish or store the data in our HCMS for use with other integrated CivicPlus solutions or even third-party solutions you're already using.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non- public resources and information.

News – Set up subscription lists based on a category/categories for news releases as well as viewable with default or manual sorting options. News content can be published or unpublished to a schedule.

Notifications – Allow your residents to subscribe to various notification lists to receive email and/or SMS message updates (50,000 messages per year included).

Approvals – Administrators have access to a queue of pending pages to be published or reviewed upon login. Users, dependent on workflows setup in the HCMS, will have the ability to approve or deny content created and ready for review.

Rich Text Editor – Edit your content with familiar word processing tools that allow you to style your text, create lists, insert images and videos, create responsive tables, and more.

Translation – Integration with Google Translate translates web pages into over 100 languages.

INTUITIVE USER INTERFACE

Our user interface has been vetted through rigorous end-user testing to ensure it reflects the easiest-to-use functionality available on the market. With Web Evolve, we are cutting down on duplication of efforts by infusing the system with intelligence to manage routine tasks, such as creating alt text or content descriptions for ADA compliance or updating content in multiple places. We believe systems should take care of these routine tasks, so your team is freed up for more enjoyable and higher-value tasks. The result is an easy-to-use interface that provides intuitive navigation for even the least technical user, while empowering your super-users to be as creative as they choose to be.



CONTENT CREATION

Create Any Custom Content Types

Flexibility is endless with the ability to create any content types needed for your departments and processes. A content type defines the structure of your content. By using a content type, you can quickly add information to a page while keeping the desired format consistent. With an unlimited number of custom content types, you are no longer strapped down to hard-coded functionality and fields—Web Evolve can be fully customized to meet all your unique needs.

You can utilize content types to build out containers to create content elements. These store frequently needed content which is displayed in a common format to be used multiple times in multiple instances throughout the website.

Commonly Used Content Types

Find a list of commonly used content types below. To save you time, we do provide some default content types that are commonly used by local governments, but all can be fully edited to meet your specific needs, and custom content types are unlimited.

Article – Use the Article Content Type to display any of your important text throughout pages.

Department – Separate your employee information by department, division, etc.

Employee – Create a listing and add biographies, pictures, and contact information of staff found within your organization.

Event – Create multiple calendars for your site and add single or recurring events and provide detailed information for each event by associating a photo and/or location with each event.

FAQ – Provide necessary information, links, and documents to reduce phone calls and foot traffic; organize by category; set to auto-publish/unpublish; and place FAQs on as many pages as needed.

Link – Provide links to important information, documents, or related websites, cutting down on phone calls and foot traffic; organize links by category and set to auto-publish/unpublish; and place links on as many pages as needed.

Job – Provide important information, related documents, or additional job details, all with the ability to auto-publish/unpublish Interested applicants can sign up for notifications.

News – Inform residents and users of what is happening in and around your county.

Resource Directory – Displays contact information and applicable details for businesses and community resources that are not run by your municipality.

Facilities – Display facility details within your municipality, including, but not limited to a map interface, contact information, features, and hours of operation.

Content Element

Create content elements by filling in the fields of your pre-defined content types. Specific questions and answers for FAQs, your employees' contact information, and articles with title and text. Completed content elements can be set to have approval review. Administrators can also set certain content elements to auto-publish and unpublish, depending on permission levels.



Assets

Assets are files, such as documents, images, and videos, inside your site. All of your assets will be stored in your HCMS and can be published or unpublished to your site. Once an asset has been added, it can be placed in any content type or on any page of your site.

Widgets

Widgets can help you bring visual appeal to your pages. Each widget is easy to use with drag-and-drop functionality and configurable with their individual widget options.

Tabbed – Add tabs to separate content in one central location.

Custom HTML – Embed videos, add custom script, or insert an iframe.

ESRI – Display page responsive maps.

Related content – Showcase other items that may also interest the resident, using a query of tags and categories.

Calendar and Events – Showcase your events in a grid calendar with multiple event categories through day, week, or month views.

Link List – Build and present a dynamic list of hyperlinks for assets stored in the HCMS.

Single Image – A single image can be added to your page to draw attention to specific areas of the page. This also allows for the properties such as header, alt text, and background styles to be modified.

Slideshow – Display a slideshow of assets (images) on a page with customizable slideshow options like transition, timing, randomize, etc.

Stacked – Group one or more content elements on the page so they will adopt the same format.

ADDITIONAL MANAGEMENT TOOLS

Pages – Manage the pages of your site, including adding pages, scheduling pages to publish and unpublish, as well as viewing drafts and previous versions.

Preset Styling Standards and Ongoing Styling

Flexibility – Website changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Redirects – Create a shortcut from one URL to another to send users to a simple URL if the address is long, or to a new page if the old one has been deleted.

Analytics – Access to robust site statistics to enable you to learn how the public engage with your website.

Site Map – A dynamically generated view of page hierarchy allows users to easily see page, category, and section structures and quickly move with drag-and-drop ease.

Site Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the HCMS, including content types and pages.

Site Properties – Provide access to customizable community profile Privacy Policy and Terms and Conditions statements used on your website.



FORMS AND APPS (INCLUDED WITH WEB EVOLVE)

Included with Web Evolve is the core functionality of the CivicPlus Process Automation and Digital Services solution (Process Automation) to offer further functionality and additional customizations for your processes. This core functionality includes custom online forms and instantly-built progressive web apps, which allow your residents to complete forms more efficiently and send to your team in a digital format.

Enhance workflows with additional Process Automation features at additional cost:

- Data Manager Module – View your submissions in a details tabular format to see real-time data.
- Workflow and Approval Module – Increase resident trust by utilizing a robust process to ensure the resident is kept up to date on the approval of their submission.
- Power Automate Connector – Allow for seamless data flow from the Process Automation solution to an Office365 product to automate staff routines and functions.
- CivicPlus Pay – Take digital payments while giving residents more ways to pay at any time, from anywhere.

ACCESSIBILITY COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. We provide highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. This maximizes accessibility for all users while providing freedom to create a visually rich and appealing website. Our approach for each website includes the following steps to provide you a compliant and accessible website:

- We will deliver you a website that meet ADA (Section 508) and WCAG 2.0 A and AA levels.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards.
- Any new regulations that require code changes are done automatically, at least quarterly, with no additional effort required from you.
- In addition to updating the code, our product team also updates our best practices and provides regular updates to customers via our CivicPlus website, blog articles, webinars, and other publications.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our customers. Additional details and a quote can be provided upon request.

MONSIDO

Additional Website Optimization & Compliance

Tools – Monsido is an easy-to-use web governance platform available to purchase and add to your project. Monsido's tools help you identify, prioritize and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards. Additional details and a quote can be provided upon request.



Technical Specifications

Web Evolve is technologically advanced and is built API first, with the end goal in mind of allowing municipalities to connect disparate systems, share content, and create endless integrations.

Integrations

- Bi-directional REST APIs
- Open API Endpoints
- Webhooks
- Fully Published API Documentation

Content as a Service (CaaS)

- Powered by a Headless Content Management System (HCMS)
- Permissions and CRUD Operations
- Preset Styling Controls
- Custom Code Options

Product Security

- Customizable Content Security Policy
- Multi-tier permission levels
- Encryption
- Security Protocols and 24/7/365 System Monitoring
- Single Sign On (SSO)
- Active Directory Integration
- Cloud-based on Azure
- Asynchronous Deployments

Content as a Service (CaaS)

CaaS is the future of how entities that rely upon a multi-channel communication strategy, such as local governments, will reach their audiences in the age of the IoT. It refers to any form of digital content created and developed independently from its digital output method. CaaS allows content creators to craft one message, in one system, that can be viewed on any device or form factor from smartphones to desktop computers, to wearables, to outdoor digital signage. Use cases for CaaS include, but are not limited to:

Multi-Channel Publishing – CaaS is highly rewarding when content needs to be reused across different platforms (e.g., website and mobile apps)

Rich Web Apps – Modern front-end frameworks (e.g., AngularJS, React, Ember) pair well with structured content via APIs

Integrating with Existing Services and Software Stacks – The HCMS provides CaaS and is built API-first so that it is integration-friendly to help simplify workflows

Highly Custom UX – With a CaaS, content can be pushed wherever and whenever

Programmatic Content Creation – Uploading content into one unified repository is ideally supported by creating content via APIs

Application Programming Interfaces (APIs) & Webhooks

The Web Evolve HCMS was built API-first and provides built-in and open-source APIs for ultimate flexibility in creating end-user experiences that specifically meet the needs of your community. APIs are provided as both REST- based and GraphQL options. The available APIs can be utilized for integration with any existing system or app, but can also be utilized by solutions such as Zapier. In addition to standard integration approaches, the HCMS also offers webhooks, user-defined HTTP callbacks, to automate standard tasks, such as sending notifications to a web admin that new content was added, or existing content was updated. Both custom and out-of-the-box integrations allow for easy data sharing between popular software tools and the HCMS, empowering municipalities to create custom experiences and interfaces depending on their use-cases.



Custom Identity Provider (IdP) Integration

More often, local government IT teams are looking to implement single sign-on (SSO) functionality to simplify user access to all web and cloud-based applications without requiring individual authentication. CivicPlus' Custom IdP Integration capabilities provide local governments with the following conveniences:

- Faster and easier access to vital third-party solutions that integrate with your CivicPlus unified applications, such as CivicPlus' Municipal Websites, Recreation Management, and Agenda and Meeting Management Select
- Reduced password and account maintenance
- The ability to log into your CivicPlus software accounts from any device with an Active Directory username and password
- Auto-account generation
- Group syncing
- Customization of the design of your active directory login page

We offer integration with Okta, Microsoft's Entra ID (formerly Azure AD), and Microsoft's Active Directory Federation Services (AD FS) versions 4.0 and 5.0.

The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

The CivicPlus Portal is the ideal addition to your website to create personalized, one-stop access for your residents to obtain information, resources, and interact with your municipality. By allowing residents to build a customizable dashboard with quick links to the pages and services on your website that they use most frequently, they'll be more likely to conduct regular revenue-generating business with your municipality, and your staff will benefit from reduced phone calls, walk-ins, and emails.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and set up complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub. Examples of such integrations include agenda and minute automation from our CivicPlus Agenda and Meeting Management Select solution to Web Evolve webpages and an ICS integration to pull content between your third-party calendars and your CivicPlus website.



Design Process

You'll meet with your art director to discuss your website vision and build your custom layout. We will then collaborate with you to create a custom design that represents your community. We will focus on including the functionality to meet your website needs, including an option for up to three advanced design components—layout or design elements that require significant time to style and implement. Working with your art director, you will identify the appropriate components to achieve or enhance the usability goals for your website.

MOOD BOARD & LAYOUT PROPOSAL

Your project team will present a custom mood board reflecting the logo and colors that will be expected to be utilized within the overall website design and will help to align the visual direction of the project.

This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application. Aligning project goals and design through the layout proposal ensures a timely and efficient implementation of your Web Evolve website. Once approved, the mood board and layout proposal will be used to guide the design concept for your website.

Design Center Pro

Experience the flexibility to update your website design. When it comes to updating your website design, Web Evolve is the most flexible solution. Whether you want to replace a banner, adjust theme colors, or modify your layout, we make it easy with no HTML or CSS coding needed.

Build: Create Impactful Web Pages with Tools Anyone on Your Team Can Use

- Design custom landing pages for specific departments to engage residents
- Develop unique graphic icons for municipal services and support
- Create unique global navigation for custom landing pages

Modify: Refresh Your CivicPlus Website with Personalized Themes

- Change your website borders and backgrounds quickly and easily
- Adjust fonts and colors throughout your website from one easy-to-use location
- Update personalized banners to promote important news and events

Manage: Provide Specific Staff Access to Your Website Design Tools

- Maintain consistent website design and best practices across your entire site
- Provide custom design access for specific departments and staff
- Oversee theme and widget modifications with front-end preview



ii. Ongoing Services

Continuing Services & Support

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of your Web Evolve website.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

AWARD-WINNING

CivicPlus' Technical Support Team has been honored with the following Stevie® Awards: two Gold, three Silver, and seven Bronze, which are the world's top honors for customer service, sales professionals, and more.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to engage your residents most effectively.

RECURRING CONSULTING

Included in your project is up to three hours of recurring virtual consulting.

MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches



Platinum Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customer sites seriously. Our Platinum package solution comes with enterprise-level Cloudflare software and adds the peace of mind of comprehensive and continuous DDoS protection. From Azure's geographically distributed regions and Cloudflare's Content Delivery Network (CDN) to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance), we've got you covered.

Hosting & Security	• Azure hosting • Web application firewall • OWASP ModSecurity core rule set • FedRAMP, PCI, DSS, NIST, and FIPS compliant Virtual Machines and Databases • Reverse Proxy Server • Wildcard SSL (TLS) • Server management • Software updates & security patches • Antivirus management & updates • System monitoring – 24/7/365
Disaster Recovery	• Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 4-hour guaranteed recovery TIME objective (RTO) • 4-hour guaranteed recovery POINT objective (RPO) • Pre-emptive monitoring for disaster situations • Multiple, geographically diverse data centers
Performance & Bandwidth	• Server-side Caching • Regional Content Delivery Network • Unlimited bandwidth • Burst bandwidth – Azure (variable)
DDoS Mitigation	• Defined DDoS Attack Process • Identify attack source and type • Monitor attack for threshold engagement
DDoS Advanced Security Coverage	• Continuous DDoS mitigation coverage • Content Distribution Network support • Proxy server support • Live User Detection service



iii. Additional Products Offered

Our Civic Experience Platform provides a bridge between residents and governments for positive interactions. We offer the following solutions and services for our customers:

- Municipal Websites
- Meetings and Agenda Management
- Codification
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and CRM
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management

Visit our [website](#) or reach out to your Account Executive for additional information, to schedule a demo, or to obtain a quote.

iv. Functionality Table

The functionality table has been uploaded as a separate document as requested.



E. Timeline

i. Implementation Plan

Proposed Timeline

Design creation, content development, professional consulting, configuration for usability and accessibility, dedicated training – CivicPlus delivers all of this and more during the development of your new website.

A typical project timeline averages 28 weeks. Alpharetta's exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors.

Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

PHASE 1: INITIATE	2-4 Weeks	• Project Kickoff Meeting • Planning & Scheduling
PHASE 2: ANALYZE	4-6 Weeks	• Customer Deliverable Submission • System Configuration • Consulting Engagement • Design Discovery Meeting • Content Process Meeting • Mood Board & Layout Proposal
PHASE 3: DESIGN & CONFIGURE	6-10 Weeks	• Design Concept Development • Design Concept Meeting • Content Development • Website Completion
PHASE 4: OPTIMIZE	1-2 Weeks	• Website Finalization
PHASE 5: EDUCATE	1-2 Weeks	• Training Engagement
PHASE 6: LAUNCH	2-4 Weeks	• Website Launch Confirmation Meeting • Website Launch

Detailed Explanation Project Implementation Phases

PHASE 1: INITIATE

Project Kickoff – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

PHASE 2: ANALYZE

Customer Deliverables – Alpharetta will be responsible for submitting deliverables as outlined.

System Configuration – During System Configuration, you'll establish initial system organization, permissions, and content integrations. During this time, you'll build custom content types, determined by engagement length and complexity of content. If additional custom content types are desired to be completed during implementation, additional professional services time can be purchased. Custom content types can be added/modified anytime by the customer after site launch.

Consulting Engagement – During your consulting sessions, your consultant will meet with you to evaluate needs and make recommendations for implementation solutions. This consulting will help your organization facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. Further, we will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

Content Consulting – Content Consulting is essential for creating a visually appealing website that effectively communicates with your community and engages with constituents. Our expert web consultants will help you perfect your website content to meet current usability and accessibility standards, saving time and reducing team effort. We will establish goals, map the approval process, explain content migration, outline website architecture, and create an action plan to address value-added content, gaps, best practices, and usability and accessibility concerns.

Align Consulting – Align Consulting involves establishing goals for a project, addressing stakeholder needs, and establishing collective goals. This process helps stakeholders understand the project's scope, resources, and tasks required for implementation. By fostering meaningful conversations, stakeholders can achieve a shared vision and a successful website project.

Design Discovery Meeting – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.

Content Process Meeting – Meet with your project manager and web content specialist to detail our process to migrate your content.

Mood Board & Layout Proposal – A custom layout in greyscale format and recommended color palette will be created by your art director, to which you'll have the ability to review and provide feedback and approval.



PHASE 3: DESIGN & CONFIGURE

Design Concept Development – You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your project team on any feedback and then final approval.

Content Development – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Evolve website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Website Completion – Alpharetta will receive a completed production website featuring your approved design combined with the finished content.

PHASE 4: OPTIMIZE

Website Finalization – Both the Web Evolve project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

PHASE 5: EDUCATE

Training Engagement – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration and you can obtain hands-on experience.

PHASE 6: LAUNCH

Website Launch Confirmation Meeting – Your Web Evolve project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.



Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)

48-Month Redesign

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after every 48 months of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.



Proposed Project Investment/Cost



Project Breakdown

Per the RFP, the pricing has been included in the Excel Cost Proposal Worksheet. Below is a summary of what is included in your proposal.

Features & Functionality

- Web Evolve HCMS Tools, Widgets, & Features
- DNS Setup for URL alpharetta.ga.us
- Custom IdP Integration
- 4 Blocks of Virtual Content Consulting (up to 3 hours/block)
- Up to 2 Days of Virtual Alignment Consulting

Implementation

- 1 Custom Website Layout Proposal
- 1 Custom Design Built Using Approved Custom Layout & up to 3 Advanced Design Components
- System Configuration
- 300 Pages Content Development From URL alpharetta.ga.us
- Up to 100 Meetings Worth of Agendas & Minutes PDF/DOC Migration
- 10 Blocks of Virtual System Training (up to 3 hours/block)

Annual Recurring Services

- Platinum Hosting & Security
- 1 SSL Certificate
- DNS Hosting for URL alpharetta.ga.us
- Software Maintenance Including Service Patches & System Enhancements
- 24/7 Technical Support & Access to the Civicplus Help Center
- Dedicated Customer Success Manager
- Up to 3 hours Recurring Virtual Consulting
- 48-Month Ultimate Website Redesign

CIVICPLUS OFFERS:

Standard Invoicing

- 100% of Year 1 fees are due at contract signing
- First-year Annual Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a five percent technology fee uplift each year starting Year 2 of your contract

Customized Billing/Invoicing

- Other billing options can be discussed before contract signing and, if feasible, a plan developed that works for all parties
- Not available with all CivicPlus products—please reach out for more details



Optional Features

Optional Feature 1: CivicPlus Mass Notification System

EMERGENCY AND ROUTINE COMMUNICATIONS MADE EASY

When an emergency or event occurs that has the potential to impact your residents, you need a communication solution that is easy to use, immediate, and effective. CivicPlus offers a multi-channel communication solution that allows you to reach your residents and visitors, no matter where they are in the community. Whether communicating routine or emergency news, our Mass Notification software allows you to alert residents within seconds, with actionable information using a single interface – saving you time and amplifying your reach.

Easy to Use – Consistent workflow process for all communications, from emergency notifications to day-to-day alerts

Expert Insights – Emergency communication experts with over 20 years of experience serving 12,000+ customers

Responsive Service and Support – The highest quality live and accessible 24/7/365 support team

Most Ways to Send Messages – Generate a message by text, email, call, or mobile app

Superior and API-first Integrations and Features – Two-way internal communications, convenient mobile apps for the public and administrators, and geofencing capability

Reliable – Optimized message speeds, security, and uptime

Our robust platform ensures the greatest number of residents receive alerts, and that emergency responders and critical team members can communicate and coordinate response efforts.

- The Integrated Public Alert and Warning System (IPAWS)
- Geo-targeted notifications via Environmental Systems Research Institute (ESRI)
- Two-way internal communications
- Automated notifications
- Multilingual capabilities
- One-click quick launch templates
- Mobile apps for public and administrators



Optional Feature 2: CivicPlus Chatbot

AI-POWERED CUSTOMER SERVICE TO DELIGHT YOUR RESIDENTS

You want to give your residents the highest quality, most responsive, and personalized customer service experiences. However, with less staff, fewer resources than ever before, and building pressure to enable contactless government, how can you continue to delight your community members? With smart customer service automation.

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI), to deliver exceptional customer experiences to people using your CivicPlus website.

Our Chatbot crawls your website and other linked databases to create a continually, automatically updated AI-powered knowledgebase. The result is less time spent on common, transactional inquiries and happier residents who know they can quickly and effortlessly receive what they need from their municipality.

Automated Customer Service

Chatbot simulates the quality service experiences your staff has with residents; saving you time from answering common questions by email, phone, and walk-in.

Answers from Multiple Sources

Chatbot crawls your website and other linked databases to create a continually updated AI-powered knowledgebase.

An Experience Designed for the Public Sector

Unlike chatbots intended to facilitate retail sales, the CivicPlus Chatbot is designed to simulate government-resident interactions.

Insightful Analytics

Use Chatbot's reports to identify content gaps on your website and add the information, tools, and resources that people are searching for most frequently.

No Content Silos

Our smart Chatbot scans your content and routinely refines its responses for improved results.



Optional Feature 3: AudioEye Managed

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye is the Digital Accessibility Platform (DAP). This powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure through the use of an innovative and easy-to-use interface. Conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

AudioEye

- AudioEye Managed
- Proprietary automated testing suite
- Detect Section 508 and WCAG 2.2 Success Criteria violations
- AudioEye engineers remediate accessibility issues
- Compliance monitoring
- Manual technical analysis and usability testing
- Support, training, and consulting from subject matter experts
- AudioEye Toolbar with Web Personalization Tools

AudioEye Managed

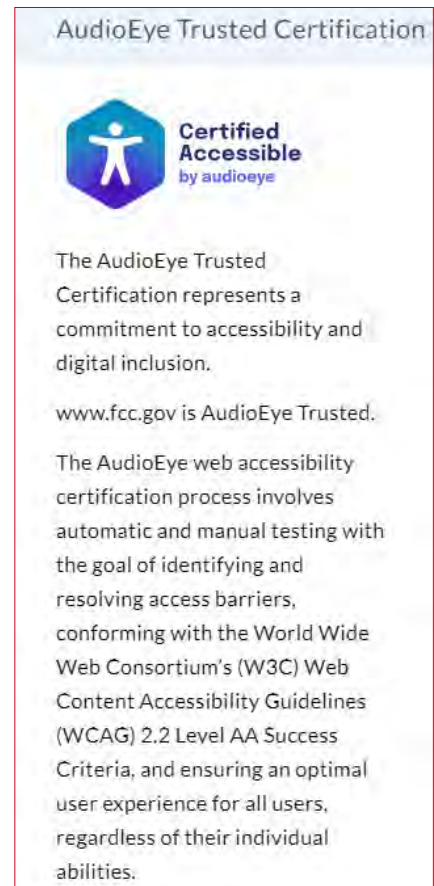
- Provides complete digital accessibility compliance auditing and resolution
- End-to-end digital accessibility compliance testing, resolution, validation, and monitoring
- Combines subject matter experts with technology—a team of engineers and manual testers to ensure issues of accessibility are fixed and stay fixed

AudioEye Toolbar

- Fully customizable user experience
- Tailored to individual needs regardless of device type, language preference, or preferred method of access
- Users can customize the visual display of the website, listen to the content read aloud, and command the browser using voice controls

Digital Accessibility Platform

- Software as a Services (SaaS), API-first technology
- Offers end-to-end compliance auditing
- Ability to spider, scan, and diagnose entire websites, single blocks of code, and content delivered via API
- Offers flexible resources for proper identification and remediation of the detected issues



Optional Feature 4: CivicPlus Process Automation and Digital Services

CivicPlus' Process Automation and Digital Services solution lets you automate tasks and daily processes to free up more time to govern, serve, and operate your administration. It also allows you to provide resident-facing digital services, increasing revenue and reducing time spent by both staff and residents.

Forms & Apps– We offer 150+ form templates pre-built and ready to implement, customize, and deploy instantly. Our solution's simple app tools allow users to group forms in one downloadable app and accessible online or off-line.

Data Manager Module – Review comprehensive data reporting on form submissions, with two key features: a console view for administrative users and an Applet for non-administrative users, allowing tabular layout, sorting, filtering, and exporting to .csv.

Power Automate Connector – Enhances the system's data movement functionality, enabling direct data feed to Office 365 products, automating daily routines and functions for staff.

Workflow & Approvals Module – The Workflow & Approvals Module simplifies transactions for residents and staff by automatically routing requests and applications to stakeholders across the municipality. It allows residents to review, accept, access applications, provide electronic signatures, approve, deny, comment, or request clarification.

Scheduling – Allow residents to book appointments with government entities 24/7, eliminating the need for walk-ins and rescheduling. It automatically syncs calendars with employees and collects and validates data and payment before scheduling. The service offers a branded, local experience, empowers residents, is ready-to-go, and is optimized for mobile use. It also ensures efficiency and transparency in appointment scheduling.

SDK & Developer Tool Module – Enable your more tech-savvy staff to perform their own technical modification to the system, forms, and data flow. It provides developers with access to source code and API documentation for product development using our software as the foundation for their desired solution.

Credit Card Processing with CivicPlus Pay – With CivicPlus Pay (Pay), you can integrate with an approved payment gateway to accept payments on your website (separate agreement must be made directly between you and the chosen approved gateway provider).



Contract Exceptions



Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal (including all supporting, technical, or specification documents required for submittal with the current RFP) is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements as provided in the RFP before a final agreement is reached. For reference, CivicPlus' standard Master Services Agreement and Solutions and Services Terms and Conditions can be found online at civicplus.help/hc/en-us/p/legal-stuff. We look forward to developing a mutually beneficial contract with Alpharetta.

CivicPlus would like to make the following changes to Information and Contract Terms & Conditions

General Terms and Conditions

1. Disclosure

Any Consultant as defined in O.C.G.A. §36-80-28 that is engaged to develop or draft specifications/requirements or serve in a consultative role during the procurement process for any City procurement method, by entering into such an arrangement or executing a contract that the consultant agrees to: (1) Avoid any appearance of impropriety and must follow all policies and procedures of the City; (2) disclose to the City any material transaction or relationship pursuant to §36-80-28, considered a conflict of interest, any involvement in litigation or other dispute, relationship or financial interest not disclosed in the Disclosure form; and (3) ~~Acknowledge that any violation or threatened violation of the agreement may cause irreparable injury to the City, entitling the City, to seek injunctive relief in addition to all other legal remedies.~~ This requirement does not apply to confidential economic development activities pursuant to §50-18-72 or to any development authority for the purpose of promoting the development of trade, commerce, industry, and employment opportunities or for other purposes and, without limiting the generality of the foregoing, must specifically include all authorities created pursuant to Title 36 Chapter 62; However, per provisions of subparagraph (e)(1)(B) of Code Section 36-62-5 reporting of potential conflicts of interest by development authority board members is required.

4. General Insurance Requirements

...

Insurance; Indemnification. The awarded Consultant must keep the types and amounts of insurance set forth as from time to time will be requested by the City. The awarded Consultant must supply proof of such insurance to the City at the same time as the execution of any resulting Contract and/or purchase order, and as and when requested by the City during the term hereof. Acceptance of a certificate or proof of insurance does not constitute approval or agreement by the City that the insurance requirements have been satisfied. ~~The awarded Consultant will indemnify and hold the City harmless from all claims, demands, losses, attorneys' fees and liabilities of any type or nature arising out of or related to the Consultant's, or Consultant's agents, employees' or subconsultants, negligent performance or non-~~



~~performance of any resulting Contract and/or purchase order, including, but not limited to, claims for injury to person or property; provided, however, that this indemnification obligation will not apply to claims arising from the sole negligence of the City or its employees. Nothing in this paragraph or any resulting Contract and/or purchase order will be considered to constitute a waiver of the City's sovereign immunity, create rights in any third party, or create any third-party beneficiaries.~~

Indemnification

CivicPlus will defend at its expense or settle any third-party claim against Customer alleging that the Services provided under this Agreement infringe intellectual property rights. CivicPlus will pay infringement claim defense costs, CivicPlus-negotiated settlement amounts, and damages finally awarded by a court. CivicPlus has no obligation for any claim of infringement arising from Customer's use of the Services for purposes not contemplated by this Agreement. CivicPlus' indemnification obligations under this Section 15 are conditioned upon the Customer:

A. promptly notifying CivicPlus of any claim in writing;

B. cooperating with CivicPlus in the defense of the claim; and

C. granting CivicPlus sole control of the defense or settlement of the claim.

The indemnification obligations of CivicPlus herein shall not apply to any claims of intellectual property infringement related to Client Content.

8. Subconsultants

~~The highest-scoring responsive and responsible Consultant will be the prime consultant if a contract is awarded and executed and will be responsible, in total, for all work of any subconsultants. All subconsultants, if any, must be listed in the Consultant's response to this procurement. The City reserves the right to approve all subconsultants. The Consultant will be responsible to the City for the negligent acts and negligent omissions of all subconsultants or agents and of persons directly or indirectly employed by such subconsultants, and for the acts and omissions of persons employed directly by the Consultant. Further, nothing contained within the procurement, or otherwise in the Contract Documents created because of any contract award derived from the procurement, will create any contractual relationships between any subconsultant of the Consultant and the City.~~

10. Compliance with Illegal Immigration Reform and Enforcement Act

Consultant, Subconsultant, and Sub-subconsultant Evidence of Compliance:

- 1) The Consultant, if entering a contract with the City supplying the physical performance of services, will follow the requirements of O.C.G.A. § 13-10-91.
- 2) — Per O.C.G.A. §13-10-91, in the event the Consultant employs or contracts with a subconsultant in connection with a covered contract, Consultant will secure from such subconsultant attestation of the subconsultant's compliance with O.C.G.A. § 13-10-91 by the subconsultant's execution of the subconsultant affidavit, the form of which is provided in Appendix B hereof and keep records of such attestation for inspection by the City at any time. Such subconsultant affidavit will become a part of the consultant/subconsultant agreement. It will be the duty of the Awarded Consultant to submit copies of all affidavits, drivers' licenses, and/or identification cards required pursuant to this Section, as applicable, to the City within five (5) business days of receipt.
- 3) — Pursuant to O.C.G.A. §13-10-91, in the event the Consultant employs or contracts with a subconsultant that employs or contracts with any sub-subconsultant, the subconsultant will secure from



~~such sub-subconsultant attestation of the sub-subconsultant's compliance with O.C.G.A. § 13-10-91 by the sub-subconsultant's execution of the sub-subconsultant affidavit, the form of which is also provided in Appendix A hereof, and maintain records of such attestation for inspection by the City at any time. Such sub-subconsultant affidavit will become a part of the subconsultant/sub-subconsultant agreement.~~

12. Termination

This Contract may be ended prior to the term ending by either party in case of substantial failure or default of the other party to fulfill its obligations under this Contract. Prior to such termination, the non-defaulting party will give notice to the defaulting party of the failure or default. Such party will have ~~fifteen (15)~~ **thirty (30)** days from the date of the notice to cure the default or failure if such default or failure is capable of being cured. Upon failure to cure the default or failure within ~~fifteen (15)~~ **thirty (30)** days, or if such failure or default is not capable of being cured, the non-defaulting party may terminate the

Contract effective at once upon the provision of written notice as provided in Section 15 (Notices). The Contract may also be ended prior to expiration of the term by the City for City's convenience upon the provision of not less than ~~fourteen (14)~~ **thirty (30)** days written notice to the Consultant. In case of such termination, the Consultant will be compensated for services performed prior to termination. Such amount will be paid by the City upon the Consultant's delivering or otherwise making available to the City, all data, drawings, specifications, reports, estimates, summaries and other information and materials as may have been accumulated by the Consultant in performing the services included in this Contract, whether completed or in progress. All unperformed obligations incurred by Consultant prior to such date will survive termination of this Contract.

13. Annual Appropriation and Renewal

Notwithstanding any other provision or provisions of this Contract, per O.C.G.A. § 36-60-13, this Contract will end at once and absolutely if the City finds that adequate funds are not appropriated or granted or funds are de-appropriated such that the City cannot fulfill its obligations under the Contract, which determination is at the City's sole discretion and will be conclusive. **Insert Notwithstanding the foregoing, in the event of termination due to non-funding, Client is still responsible for any invoices covering the initial Project Development fees and all such amounts owed shall become due immediately.**

14. Ownership of Work Product

Strike entire section.

Intellectual Property in the software or other original works created by or licensed to CivicPlus, including all software source code, documents, and materials used in performing the Services ("CivicPlus Property") will remain the property of CivicPlus. CivicPlus Property specifically excludes Customer Content. Customer shall not:

A. license, sublicense, sell, resell, reproduce, transfer, assign, distribute or otherwise commercially exploit or make available to any third party any CivicPlus Property in any way, except as specifically provided in the applicable SOW;

B. adapt, alter, modify, or make derivative works based upon any CivicPlus Property;

C. create internet "links" to the CivicPlus Property software or "frame" or "mirror" any CivicPlus Property administrative access on any other server or wireless or internet-based device that may allow



third-party entities, other than Customer, to use the Services;

D. reverse engineer, decompile, disassemble, or otherwise attempt to obtain the software source code to all or any portion of the Services;

E. make any attempt to gain unauthorized access to the Services and/or any of CivicPlus' systems or networks; or

F. access any CivicPlus Property in order to:

1. build a competitive product or service,

2. build a product using similar ideas, features, functions or graphics of any CivicPlus Property,

or

3. copy any ideas, features, functions or graphics of any CivicPlus Property.

The CivicPlus name, the CivicPlus logo, and the product and module names associated with any CivicPlus Property are trademarks of CivicPlus, and no right or license is granted to use them outside of the licenses set forth in this Agreement.





AFFIDAVIT VERIFYING CONTRACTOR PARTICIPATION IN FEDERAL WORK AUTHORIZATION PROGRAM (E-Verify)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- The Contractor will notify the City of Alpharetta in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- The Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the City of Alpharetta within five business days of receipt.

1336645

Federal Work Authorization User Identification Number

CivicPlus, LLC

Name of Contractor

08/28/2018

Date of Authorization

City of Alpharetta Website Design, Development,
Hosting

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed date **03/08/2024** in **Manhattan** (city), **KS** (state).

Amy Vikander

Signature of Authorized Officer or Agent

Amy Vikander, Sr VP of Customer Success

Printed Name and Title of Authorized Officer or Agent

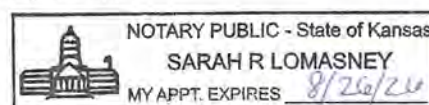
SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE **8th** DAY OF **March**, 20 **24**

Sarah Lomasney
NOTARY PUBLIC

My Commission Expires: **8/26/26**

(Notary Stamp)



BIDDER'S DISCLOSURES AND CERTIFICATIONS

PROCUREMENT NUMBER & TITLE: RFP 24-116, City of Alpharetta Website Design, Development, Hosting

DISCLOSURE FORM AND CERTIFICATION OF NON-COLLUSION

Bidder must disclose any possible conflict of interest and/or any relationship that exists between any principal or employee of your corporation/firm/team/organization and with any City elected official and/or employee. Relationship may be financial, personal, or family or may be in the form of campaign contributions to elected officials. State whether Relationship DOES or DOES NOT exist. Failure to disclose or to submit this completed form may result in response being declared non-responsive and will not be considered further.

Check applicable box. Use additional forms if needed:	No known relationship exists ☒	Yes, Relationship does exist ☐	If this box checked, include the name and position of the City Official to whom a campaign contribution was made or official/employee relationship. Use a separate form for each official to whom a contribution has been made within the past two (2) years or for additional official/employee relationships.
---	--	---	---

City Elected Official and/or Employee Name and position	N/A
---	-----

Contribution Amount/Value (if any)		Contribution Date and Description	
------------------------------------	--	-----------------------------------	--

List other Relationship if not contribution

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS

The Contractor certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. are presently debarred, suspended, proposed for debarment, or declared ineligible from submitting bids or proposals by any federal, state or local entity, department or agency;
2. have within a three-year period preceding this bid/offer, been convicted or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performance of a public (Federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, tax evasion, or receiving stolen property;
3. are presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 2 of this certification;
4. have within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal, state or local public agency.

By signing this form, I certify that:

- As an officer of this firm, or per the attached letter of authorization, I am duly authorized to certify the information provided herein is accurate and true; and my firm shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.
- That the firm's response is made without prior understanding, agreement, or connection with any corporation, firm, team, organization, or person submitting a response for the same materials, supplies, equipment, opportunity, or services and is in all respects fair and without collusion or fraud. My firm understands and agrees that bid/proposal collusion is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards;
- Employees of this company or employees of any company supplying material or subcontracting to do work on this Contract will not engage in business ventures with employees of the CITY or Consulting Engineers nor shall they provide gifts, gratuities, favors, entertainment, loans or other items of value to employees of this Department, and
- That the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect. O.C.G.A. 45-10-20 through 45-10-28 provide that it is unlawful for a City elected official or employee to transact business with the City by which that person is employed for himself, on behalf of a business in which the employee or his/her spouse or dependents has a substantial interest, or on behalf of anyone as agent, broker, dealer, or representative.

CivicPlus, LLC

Company Name

Signature of Authorized Officer or Agent

03/04/2024

Date

Cole Cheever, Senior VP of Operations

Printed Name & Title of Authorized Officer or Agent

302 S. 4th Street, Suite 500, Manhattan, KS 66502

Company Address

Subscribed and sworn before me on this the

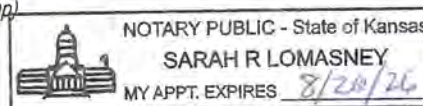
4th day of March, 2024

Notary Public

8/26/2020

My Commission Expires

(Notary Stamp)



RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNCTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
Even though the worksheet is locked, it should allow you to expand row height if more room needed for comment entry.							
1. Core Functionality							
1.1	Remote access to all user functions through a secure web interface that supports two-factor authentication.	Yes					Access to your website is controlled by group and user permissions. Login requirements include the enforcement of strong passwords stored in encrypted format, restricted access to specific users or user accounts as necessary, blocking of user access after multiple unsuccessful attempts to gain access, and/or 2-factor authentication using an authentication application or mobile device. This proposal is also scoped to include an integration for Active Directory with our Custom IdP Integration.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

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Enter Company's Name Here:							
1.2	Provide and/or support through development, full standards compliance for ADA WCAG 2.0 AA (https://www.w3.org/TR/WCAG20/)	Yes					CivicPlus provides highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. Our approach for each website includes the following steps to provide you a compliant and accessible website: • We will deliver you a site that meet ADA (Section 508) and WCAG 2.0 A and AA levels. • Engage Evolve has automated features built in, including automated tagging and adding alt text to files, images, and videos. • Any new regulations that require code changes are done automatically for you and we perform code changes quarterly with no additional effort required from you. • Our product team closely follows changes in regulations and updates our best practices as well as provides regular updates to customers via our CivicPlus website, blog articles, webinars, and other publications. • Our trainers will use CivicPlus to teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards. AudioEye is an optional enhancement for ongoing website monitoring and remediation.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNCTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
1.3	W3C to ensure browser interoperability across multiple browsers (the most current version and at least 1 prior version), including Chrome, Safari, Firefox, and Edge.	Yes					CivicPlus will ensure that our software works properly with the current plus one official versions back for all major browsers. These browsers include Apple Safari, Firefox, Internet Explorer, Edge, and Google Chrome. This support is contingent on the original software manufacturer's active support of the product, such that if they end support for a product or version, CivicPlus can no longer support that solution in our development or testing.
1.4	Responsive framework and previews	Yes					Responsive design is included with your Web Evolve site, which allows your site to adjust to any screen size of any device seamlessly. In addition, with the power of the HCMS and Web Evolve, our customers are no longer restricted to delivering content to a single channel such as a website. Instead, the HCMS treats content in a flexible manner that allows delivery to any channel accessible via its built-in APIs including kiosks, mobile apps, outdoor digital signage, IoT connected devices, wearables, and websites.
1.5	Social media Integration	Yes					A custom HTML widget is included to embed your social media feeds on any page.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

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Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
1.6	Software provides fully documented Application Programming Interfaces (APIs) supporting Content as a Service (CaaS)	Yes					Web Evolve includes full API documentation within the HCMS. The HCMS is built API first, which allows you to build and create your own custom content types while the APIs are built simultaneously with documentation.
1.7	Functionality for extended/custom menu and taxonomy development	Yes					The Evolve CMS is entirely customizable. Menu structures and custom taxonomies are configured as part of the implementation process and can be managed through the HCMS or with our easy to use drag-and-drop tools for front-end editing. Evolve includes a dynamic sitemap that will automatically update as any menu changes are made.
1.8	Uploaded images automatically responsive	Yes					The system will optimize the image for performance when uploaded.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
1.9	Notification and/or subscription services functionality	Yes					Web Evolve includes the ability to set up custom subscriber lists and subscription options for your citizens to receive notifications via email and or SMS text. These can be generic (based on a category of content) or custom based on any criteria you wish. The lists would be tied to an auto-notification system built into the CMS. Additionally, you can create custom lists (like Alerts) that can be sent out to subscribers and published to page(s) in an Alert view (noticeable and clearly an alert notification). Content may also be published to social media through the use of webhooks. Webhooks may also trigger other actions as content is added, updated, or deleted from the site.
1.1	Able to develop, add new, and modify existing content types	Yes					This can be managed through the custom content types in Evolve.
1.11	Dynamically created and updated import templates for all content types	Yes					This can be managed through the custom content types in Evolve.
1.12	System dynamically creates/updates API endpoint for corresponding content types	Yes					Evolve is built API first, we allow you to build and create your own custom content types while the APIs are built simultaneously with documentation. Our Process Automation and Digital Services (PADS) software also integrates with Power BI and other third-party systems.
1.13	Supports Google Analytics	Yes					Google Analytics is included with Web Evolve.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

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Enter Company's Name Here:							
1.14	Able to write custom code and use it within the CMS. For instance, custom modules, web parts, features, functionality, etc.	Yes					Page level HTML access is not permitted. However, through a custom HTML widget you can iframe other content, use jsript, javascript, and other scripting codes at the page level. Additionally, you can manipulate on-page CSS using this module and create custom content types and or modules within the HCMS.
1.15	Flexible page layouts	Yes					During the implementation process wireframe layouts are locked in. You will, during this time, get to determine how much of your layout is wireframe bound and how much can be manipulated by widgets and elements. You will have 3 wireframe layouts at go live. One for Home, one for Internal and a second internal layout called a Simple Layout that removes the lefthand navigation for internal pages. Within those layouts you have as much freedom as you need to move things around at any time. If you ever need to update/change a wireframe it can be done with a call to your Customer Success Manager. They can provide you with your options. Additionally, you will have a redesign built in every four years that provides the ability to completely redesign your wireframe layouts.
1.16	Ability to use or apply different templates or design themes to different pages within the site	Yes					This proposal is scoped to include Design Center Pro, which will provide your staff the ability to create and update themes for use on any page within the site.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

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Enter Company's Name Here:							
1.17	Ability to create, manage, and support micro-sites	Yes					Web Evolve offers flexible options for "micro-sites". Using CivicPlus language, a sub-site could have a completely different layout and color scheme from the main site. Alternatively, Department Headers follow the same layout as the main site but could have different color schemes and graphics. These are fully customizable and with Design Center Pro you can make updates as needed. The redirects module will also allow for the creation of vanity URLs as needed.
1.18	Supports the use of meta data or other techniques/technologies necessary to power tools such as voice assistants and AI technologies	Yes					The CivicPlus Chatbot is available as an optional enhancement. It uses AI technology to learn from common questions and automatically improve its responses. It identifies gaps in the content on your website to help you improve your overall citizen service and communication strategy. Other third-party tools such as voice assistants or other AI can also be deployed on the website.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
1.19	Can support a large enterprise-wide environment	Yes					Evolve provides simple-to-use tools for your entire staff to contribute to your web presence. With our drag-and-drop WYSIWYG live editing, you will have the flexibility to easily layout any page as needed or create copies of pages with different content. Page editing uses widgets that you drag and drop onto a page, place the proper content within them, and modify the look and feel without the need to understand HTML coding. The solution is also built to dynamically respond to your organization's unique needs. Custom content types will be developed around your needs, which provides flexibility for your organization's future growth and needs.
1.2	Can be upgraded without causing downtime	Yes					Our maintenance window is from 10 p.m. CST Saturday nights to 6 a.m. CST Sunday mornings. Any maintenance on servers are regularly scheduled to occur during this time unless an out-of-band maintenance is warranted. All critical updates are applied after testing unless they are a very high security risk in which they will be applied out of band. All others are evaluated and installed if needed. Solutions are normally available during this window period. If you have an event that requires no risk of any downtime, it can be communicated through support or your account manager that you do not wish to receive the pushes, and it can be scheduled for a later date.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNCTIONALITY TABLE - Completed table required with each proposal.

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1.21	Can integrate with software such as MS Office Suite, Google, etc.			Yes			Our Process Automation and Digital Services Solution is an optional enhancement that can also assist with this. This powerful tool can connect with thousands of programs through API or a Power Automate Connector.
1.22	Ability for forms submissions to interact with web content where necessary	Yes					Included with Web Evolve is Productivity Forms, a modern and flexible form solution powered by our Process Automation Solution. Through the Productivity Forms solution, you can create and edit forms, which can be linked or embedded directly on your Web Evolve website. Staff members will have the ability to log into the dashboard and interact with a custom employee environment.
2. CMS Editor							
2.1	Dynamically updated site map and breadcrumbs when moving pages	Yes					A main sitemap and breadcrumbs are automatically generated by our system. Both the sitemap and breadcrumbs are also updated dynamically when administrators move pages within the site to avoid any broken links.
2.2	Unlimited Redirects (friendly URLs)	Yes					The Evolve platform has a tool that supports redirects. This includes the ability to create a short URL for a page/destination and point custom domains to pages within your site.
2.3	Ability to easily add unlimited pages to the site	Yes					There is no limit to the number of pages you can build with the Evolve CMS.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNCTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
2.4	Allows tagging and categorization of content for use in auto-populating content on webpages.	Yes					Custom tags can be created for any piece of content within the CMS. The CMS also includes a tool that will filter content based on content type and tags to auto-populate relevant content on a page.
2.5	History of all edits (version control)	Yes					There is commenting and versioning functionality for content. Pages are locked until the editor of the page saves. Other editors are able to copy the page to make/compare changes until the page is unlocked.
2.6	Rich text editor	Yes					The system includes a rich text editor that can be used with various custom content types.
2.7	Content management functions to add, update, archive and delete content.	Yes					Every piece of content in Evolve has a button that allows for editing, unpublishing, archiving, or deletion.
3. Management of Assets							
3.1	Ease of access and use for embedded video	Yes					The use of our custom HTML widget would allow you to embed using iframe or other custom HTML.
3.2	Drag and drop interface for uploading assets	Yes					Evolve provides simple-to-use tools for your entire staff to contribute to your web presence. With our drag-and-drop WYSIWYG live editing, you will have the flexibility to easily layout any page as needed or create copies of pages with different content. Page editing uses widgets that you drag and drop onto a page, with custom configuration tools that allow for editing without the need to understand HTML coding.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
3.3	Ease of access and use for managing assets including tags and categories	Yes					The system includes an easy-to-use asset library for your documents. This will allow all content editors to upload, bulk upload, modify, delete, overwrite, search, tag, and organize documents across all departments and sub-departments as needed. Documents can be saved to pages based on the categories and or tags of the departments they are associated to.
3.4	Forces attributes and rules on uploading and attaching PDFs, Word documents and other similar files	Yes					Forms can be configured to allow certain file type uploads and content types can be configured in a similar way.
3.5	Automatic image scaling	Yes					The system will optimize the image for performance when uploaded.
3.6	Can add, delete, create or remove files	Yes					Content creators with the proper permissions will have the ability to easily add, edit, delete, or move files.
4. Search Functionality							
4.1	Search engine indexes the site as content is changed. (No lag)	Yes					Our solution has a powerful site search that automatically indexes all content and OCR or machine-readable documents that are uploaded, making it easy for all visitors to find information. Only published viewable content will be returned in the search results. Once archived or expired, content is automatically removed from the site index.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
4.2	Indexes the entire content of each page. (For example, attached files such as PDFs, Word documents, Excel and PowerPoint)	Yes					Our solution has a powerful site search that automatically indexes all content and OCR or machine-readable documents that are uploaded, making it easy for all visitors to find information. Only published viewable content will be returned in the search results. Once archived or expired, content is automatically removed from the site index.
4.3	Metatag management and integration	Yes					Content creators will be able to manage metatags on content and assets throughout the system.
4.4	Enhanced search capability detailing pages, content and files in results	Yes					The powerful site search will scan all content on the website and provide a preview of the content and content type in the results for easy filtering.
4.5	Basic SEO functionality to add, update and delete keywords and website descriptions	Yes					Options to add a description and keywords to each page are available to be used by the internal search engine as well as search engines crawling your site. Content like images and documents also have a description field you can change within the CMS.
4.6	Can the system provide the ability to perform text and text phrase searching across the entire site, including but not limited to pages, documents, and internally linked information?	Yes					The integrated site search will scan all website content and any associated databases to return related search results.
4.7	Can the system provide the ability to perform full-text searches of all documents including the document file name and file content for: text documents, PDF document content when it is not stored as an image-only, documents that have been scanned with Optical Character Recognition (OCR)?	Yes					The integrated site search will automatically index all content and OCR or machine-readable documents that are uploaded, making it easy for all visitors to find information.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
4.8	Accurate and relevant search results	Yes					Only published viewable content will be returned in the search results. Once archived or expired, content is automatically removed from the site index. Advanced search features assist with filtering search results.
4.9	"Auto complete" when typing search term			Yes			The CivicPlus Chatbot provides this functionality.
4.1	"Auto suggest" when typing search term			Yes			The CivicPlus Chatbot provides this functionality.
4.11	Supports bigram matching	Yes					The only two things that get a weighted factor (or a "boost") in search results are Titles and Keywords . The rest of the results are based on the frequency of the search term. The search tool looks at everything in a long string and calculates how many times a term is referenced in content areas, descriptions, widgets, etc. If a term is also in a title or keywords, then it shows higher in the results.
4.12	Supports faceted search	Yes					The most common filters are Pages, Content and Files. When a user completes a search, the results will contain the following information: • Icons to indicate the type of result • Name of the page or module item • Breadcrumbs to show where the source is located
4.13	Supports voice search	Yes					This is included functionality.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
4.14	Allows users to save searches					X	Our proprietary search functionality is dynamically updated to ensure that only the most up to date published viewable content will be returned in the search results. Because of this, users cannot save searches, however, end-users will be able to personalize their experience on the site with other built-in tools such as favorite forms, preferred news categories and more.
4.15	Shows the number of search results	Yes					When a user completes a search, the results will contain the following information: • Icons to indicate the type of result • Name of the page or module item • Breadcrumbs to show where the source is located
4.16	Displays “no results” if nothing is found	Yes					Yes, this is standard functionality.
5. User Interaction							
5.1	Allows third party plugins	Yes					Yes, various third-party plugins like chatbots or other technology can be installed on the Evolve Platform.
5.2	Communicate with end users through the CMS by using a news feed or subscription service	Yes					Evolve includes the ability to set up custom subscriber lists and subscription options for your citizens to receive notifications via email and or SMS text. These can be generic (based on a category of content) or custom based on any criteria you wish. The lists would be tied to an auto-notification system built into the CivicPlus Portal. Additionally, you can create custom lists (like Alerts) that can be sent out to subscribers and published on to page(s) in an Alert view (noticeable and clearly an alert notification).

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNCTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
5.3	Supports the use of AI bots to assist users			Yes			Our AI Chatbot is an optional enhancement that can assist with ease of use on the website.
5.3	Ability to accept online payments			Yes			The website platform and fillable forms can accept online payments seamlessly with CivicPlus Pay. This is an optional enhancement and not included in the scope of this proposal.
6. Roles and Permissions							
6.1	System can create unique user roles and assign permissions	Yes					Our solution is permissions based, meaning workflow and approvals are handled through Group and User Administration. Permission groups for your staff can be set as Author (Save and Submit), Publisher (Save and Publish), Owner (system administrator access for a controlled area), as well as the Full System Administrator. Multiple permission levels can be set for all content on the website. These permission levels include removing guest rights to any pages, documents, or modules allowing it to only be viewed by those in your organization.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
6.2	Ability to create custom user roles and assign permissions	Yes					The system does allow for granular group and user permissions for approvals and access to content and pages within your website. Users can be set as Author (Create and Modify), Publisher (Publishing and Approval Rights), and Owner (system administrator access). Proxies or other users can be designated or set up at any time by yourself at no extra cost. Access is provided/restricted by user names and passwords. Users are assigned to a group. Groups are assigned roles and permissions within the system that control what they can see, what they can edit, and what they can publish. This can be set up with a custom IdP integration with ADFS 4.0, ADFS 5.0, Okta, and Entra ID (formerly Azure AD). Additionally, if you wish to have an instance of the system restricted by IP address for employees within your network, we can set that up as well.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
6.3	Customizable workflow for content approval and publishing	Yes					Our solution is permissions-based, meaning workflow and approvals are handled through Group and User Administration. Permission groups for your staff can be set as Author (Save and Submit), Publisher (Save and Publish), Owner (system administrator access for a controlled area), as well as the Full System Administrator. Multiple permission levels can be set for all content on the website. Permissions can be set up to restrict an Author from Publishing content. This approval process would prevent any changes without a publisher's approval.
6.4	Granular user access controls	Yes					The system does allow for granular group and user permissions for approvals and access to content and pages within your website. Users can be set as Author (Create and Modify), Publisher (Publishing and Approval Rights), and Owner (system administrator access). Proxies or other users can be designated or setup at any time by yourself at no extra cost.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
6.5	Owner, Reader, Author, No Access to content	Yes					Access to the system is controlled via group permissions. Access levels are View, Author and Publisher access. View you can see the content/page. Author means you can edit or create content, but cannot publish it. A publisher can edit, create and publish content or pages. When an author creates or edits something it requires a publisher's approval to be published. Guest permissions can also be removed to protect content and require authentication for access.
6.6	Create multiple, customizable roles to assign permission controls over who can edit specific pages or entire sections of the site	Yes					Pages and content are controlled by permissions at the group level. A user is part of a group, and a group has certain access. A user can be part of multiple groups to control their complete access to the content and site. If a member is part of multiple groups, they will have the highest available access for all groups. Access is also controlled. Access levels are View, Author and Publisher access. View you can see the content/page. Author means you can edit or create content, but cannot publish it. A publisher can edit, create, and publish content or pages. When an author creates or edits something it requires a publisher's approval to be published.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
6.7	Process for resetting passwords or setting user permissions, as well as the ability to export user information into other systems	Yes					Access is provided/restricted by user names and passwords. Users are assigned to a group. Groups are assigned roles and permissions within the system that control what they can see, what they can edit, and what they can publish. This proposal includes custom IdP integration which will allow you to leverage ADFS 3.0 or 4.0, Okta or Azure AD to authenticate any back-end users.
7. Content as a Service Support							
7.1	Multisite/microsite development	Yes					Web Evolve offers flexible options for "sub-sites". Using CivicPlus language, a Sub-site could have a completely different layout and color scheme from the main site. Alternatively, Department Headers follow the same layout as the main site, but could have different color schemes and graphics. These are fully customizable and with Design Center Pro you can make updates as needed. The redirects module will also allow for the creation of vanity URLs as needed.
7.2	Multi-channel publishing that easily allows content to be repurposed to multiple media formats	Yes					The system will allow for a content editor to create content that can be published to external sources. These workflows could be accomplished through the use of webhooks or APIs.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
7.3	Ability to use a different theme, but inherit CMS feature functionality	Yes					Engage Evolve offers flexible options for applying various themes to landing pages while also sharing the same backend content creation tools. This proposal includes the development of one Department Header page and Design Center Pro, which will allow your content editors to create new themes and apply those themes to any webpage as needed.
7.4	CaaS - Create once and share content between multiple sites, subsites, digital signage, kiosks, etc. (calendars, documents, pictures, FAQs, etc.)	Yes					The HCMS can provide content to any front-end display layer that can interface with it. Often this is through the use of APIs.
7.5	Update the shared content in one place and have it automatically update all locations it resides.	Yes					All content in Evolve is stored in the HCMS and pulled directly from there, which means there is one version of the content and whenever updates are made to that content those changes will be reflected everywhere the piece of content is referenced on the site.
7.6	Subsite or Department calendars must be able to roll up to main calendar automatically	Yes					The event calendar will house all your events and organize them via categories and/or tags. Using the permission sets within the system, you may create calendars for different viewers such as public, internal, or limited audience calendars and various departments.
8. Hosted Solution							

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
8.1	Scalable, reliable and can handle certificate issues	Yes					We will aid in the setup of your current domain for your new website. Also included is one SSL Certificates to protect your new website and information through encryption of sensitive data and identity verification.
8.2	Monitor up time for server, website and backend applications with a notification system that sends an alert if they are down	Yes					We guarantee a 99.9% website uptime, excluding maintenance periods. Your Customer Success Manager or a member of the CivicPlus team will notify you in the event that the uptime for your website, server or associated applications is ever affected.
8.3	Will vendor provide notification prior to the implementation of software changes/upgrades to avoid disruption in system performance/security?	Yes					Our maintenance window is from 10 p.m. CST Saturday nights to 6 a.m. CST Sunday mornings. Any maintenance on servers are regularly scheduled to occur during this time unless an out-of-band maintenance is warranted. All critical updates are applied after testing unless they are a very high security risk in which they will be applied out of band. All others are evaluated and installed if needed. Solutions are normally available during this window period. If you have an event that requires no risk of any downtime, it can be communicated through support or your account manager that you do not wish to receive the pushes, and it can be scheduled for a later date.
9. Multilingual Support							

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNCTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
9.1	Multi-lingual support	Yes					Evolve includes a Google Translate widget that provides this functionality. Browser-based translation can also be enabled and will work with any Evolve site.
9.2	If yes, how many languages are supported?						Integration with Google Translate instantly translates web pages between English and over 100 other languages.
9.3	If not, what solution is available?						N/A - This functionality is included.
10. Licensing							
10.1	Unlimited license use	Yes					There is no limit to the number of back-end users that can be added within the Evolve platform.
10.2	Extended license use to content providers that are not employees. (For instance, teachers, child care licensing groups and other non-city employees that update content.)	Yes					There is no limit to the number of back-end users who can be granted access to your system. Authorized users will need to be provided proper permissions within the system to receive credentials and access.
11. Documentation and Training							

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
11.1	Hands on training to provide experience and the opportunity to ask questions	Yes					A CivicPlus trainer will deliver virtual training to all web administrators and departmental users within your organization and equip them with the necessary knowledge and tools they need in order to maintain the new website. Your staff will leave training proficient in best practices and module usage, as well as how to use widgets and edit their web pages. Training is interactive and will take place on your new website prior to launch. Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will utilize your production website, so users are familiar with your specific configuration, and you get real, hands-on learning opportunities. After the launch of your website a dedicated Account Manager will remain your primary point of contact for any questions or issues that may arise and the CivicPlus Help Center, an online knowledge with step-by-step guides and tutorials, will be available as a resource for your staff.
11.2	Complete API documentation for developers	Yes					Web Evolve includes full API documentation within the HCMS. The HCMS is built API first which allows you to build and create your own custom content types while the APIs are built simultaneously with documentation.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
11.3	Training documents for content contributors	Yes					CivicPlus will present a fully functional website and access to ongoing training and support resources. CivicPlus does not print documentation or training materials. However, we do maintain an online Help Center that customers can search, browse, or print from as they wish. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your website.
11.4	Video walkthroughs and tutorials of the CMS	Yes					All CivicPlus customers have access to self-serve training resources via a comprehensive, online Help Center with articles and walk-through tutorials and embedded in application guides. Each customer is also assigned a dedicated Customer Success Manager who will provide you with continued service to ensure your long-term success and growth.
12. Support and Maintenance							
12.1	Do you have live Technical Support based in the United States. If so, please describe days and time available.	Yes					Technical Support is based in the United States with the primary offices out of our headquarters in Manhattan, KS. Weekday business hours for non-emergency support are from 7am - 7pm CST. Support can be reached via phone, email, and live chat during these hours. Expected email ticket first response times for business hours are within 4-hours.
12.2	Is Technical Support provided in-house or provided by a 3rd party?						Our Technical Support Team is provided in-house and based out of our headquarters in Manhattan, Kansas.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
12.3	Is your Technical Support available via phone?	Yes					You can contact live support via chat, phone, and email or utilize our self-service Help Center for tutorials and user guides.
12.4	Is your Technical Support available via email?	Yes					You can contact live support via chat, phone, and email or utilize our self-service Help Center for tutorials and user guides.
12.5	Is your Technical Support available via live chat?	Yes					You can contact live support via chat, phone, and email or utilize our self-service Help Center for tutorials and user guides.
12.6	Do you offer 24/7 Emergency Support?	Yes					Our helpful in-house Technical Support Team is available to ensure your complete and ongoing satisfaction with our products and services. You can contact live support via chat, phone, and email or utilize our self-service Help Center for tutorials and user guides. You will also receive 24/7/365 emergency support assistance.
12.7	What are your response times?						CivicPlus has a 4-hour response time during both business hours and non-business hours (excluding holidays). Holidays include New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve (or day after Christmas), and Christmas.
12.8	Are your response times backed by a Service Level Agreement?	Yes					Response times are outlined in the SLA.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
12.9	Has your Technical Support been recognized by any regional, national, or global organizations? If so, please name the organization and recognition received.	Yes					CivicPlus has been recognized as one of the top 100 leading companies “making a difference in the state and local government market” by the respected industry publication GovTech every year since its inception. In addition, CivicPlus has been on the Inc. 5000 list since 2011. We are a trusted, long-term partner for our local government customers. CivicPlus Technical Support has been recognized by the globally respected Stevie® Awards for Sales and Customer Service. CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1000 Employees, and Most Valuable Response by a Customer Service Team (COVID-19).
12.1	Do you have an online, self-serve community forum?	Yes					The Help Center includes videos, and step-by-step tutorials. You do not have the ability to directly customize Help Content. Suggestions and comments can be submitted via the Help Center
12.10	Will you offer a non-technical point of contact?	Yes					If you choose to partner with CivicPlus, you will be assigned a dedicated Customer Success Manager who will be your primary point of contact for any questions.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
12.11	Do you offer a web page dedicated to transparency on the operational status of the system?	Yes					Our status page at https://www.status.civicplus.help provides access to current and past outage issues along with information on remediation efforts. We also offer Monsido as an optional enhancement product that supports customer reporting on website availability.
12.12	Do you offer a dedicated time for maintenance that is off peak hours? If so, what are those hours?	Yes					Our maintenance window is from 10 p.m. CST Saturday nights to 6 a.m. CST Sunday mornings. Any maintenance on servers are regularly scheduled to occur during this time unless an out-of-band maintenance is warranted. All critical updates are applied after testing unless they are a very high security risk in which they will be applied out of band. All others are evaluated and installed if needed. Solutions are normally available during this window period. If you have an event that requires no risk of any downtime, it can be communicated through support or your account manager that you do not wish to receive the pushes, and it can be scheduled for a later date.
12.13	Will maintenance include regular OS patches and updates to ensure the system is up to date?	Yes					Virtually all security maintenance actions are the responsibility of us or cloud vendors that we utilize. The customer is always the data owner and responsible of content as it pertains to things like updating and accuracy remain the responsibility of the customer.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting

FUNCTIONALITY TABLE - Completed table required with each proposal.

Item #	Requirement Description	Included	Work Around	Additional Cost	Future Release	Not Available	Vendor Comments
Enter Company's Name Here:							
12.14	Do you have employees dedicated to testing and QA of all projects, enhancements, and issue fixes?	Yes					CivicPlus has a Quality Control Team that checks for errors in 3 categories: Usability, Consistency, and Editing and Grammar. The Quality Analysts ensure that our sites are consistently usable and adhere to our content development best practices. The Usability Review focuses on the overall usability of the site, focusing on intuitive naming, alt text, and descriptions. A final review will be conducted focusing on fixing typos and broken links.

RFP 24-116, City of Alpharetta Website Design, Development, Hosting			
Cost and Fees Proposal - Completion required with each proposal.			
Enter Company's Name Here:		CivicPlus, LLC	
Reference RFP 24-116 Scope of Work-Submittal Info document,pages 7 & 8, Proposed Project Investment / Cost.			
#	Description	Proposed Cost	Vendor Comments
1.	Lump sum price inclusive of all products and services	\$ 63,182.70	Total cost for Year 1
Description of items included in Lump Sum Price with itemized Pricing			
2.	Development and implementation including:		
2A	HCMS Software	\$ 27,304.50	Includes Web Evolve HCMS Tools, Widgets, & Features, Implementation, and Consulting.
2B	Number of pages for content migration & enhancement	\$ 9,000.00	300 Pages Content Development from URL alpharetta.ga.us
2C	Number of days/hours of training - Specify if virtual or on-site.	\$ 6,562.50	10 Blocks of Virtual System Training (up to 3 hours/block) and Design Center Pro Training (up to 3 hours)
2D	If training is on-site, specity if travel is included or is a separate cost.	\$ -	
2E	Additional included products and /or functionality	\$ -	
2E	Additional included products and /or functionality	\$ -	
2E	Additional included products and /or functionality	\$ -	
2E	Additional included products and /or functionality	\$ -	
2E	Additional included products and /or functionality	\$ -	
2E	Additional included products and /or functionality	\$ -	

RFP 24-116, City of Alpharetta Website Design, Development, Hosting			
Cost and Fees Proposal - Completion required with each proposal.			
Enter Company's Name Here:		CivicPlus, LLC	
2E	Additional included products and /or functionality	\$ -	
2E	Additional included products and /or functionality	\$ -	
2E	Additional included products and /or functionality	\$ -	
2E	Additional included products and /or functionality	\$ -	
2E	Additional included products and /or functionality	\$ -	
3.	Redesign		
3A	Redesign of the site four(4) years following launch	\$ 16,936.21	The redesign cost will be broken up over the 4 years.
4.	Annual services; including:		
4A	Hosting and Security	\$ 16,386.30	Includes Platinum Hosting & Security, Maintenance, Support, Design Center Pro Annual Fee and Recurring Consulting
4B	Maintenance and Upgrades	\$ -	Included in Hosting cost
4C	Technical Support	\$ -	Included in Hosting cost
Fees			
5A	Total first-year cost itemizing one-time fees and first -year annual fees	\$ 63,182.70	Total Cost for Year 1
5A	Total first-year cost itemizing one-time fees and first -year annual fees	\$ 8,409.00	OPTIONAL: Chatbot

RFP 24-116, City of Alpharetta Website Design, Development, Hosting			
Cost and Fees Proposal - Completion required with each proposal.			
Enter Company's Name Here:		CivicPlus, LLC	
5A	Total first-year cost itemizing one-time fees and first -year annual fees	\$ 5,355.00	OPTIONAL: AudioEye
5A	Total first-year cost itemizing one-time fees and first -year annual fees	\$ 22,916.25	OPTIONAL: Mass Notification
5A	Total first-year cost itemizing one-time fees and first -year annual fees	\$ 15,876.00	OPTIONAL: Process Automation
5A	Total first-year cost itemizing one-time fees and first -year annual fees	\$ -	
5B	Annual fees beginning year 2	\$ 20,315.70	
5B	Annual fees beginning year 2	\$ 8,829.45	OPTIONAL: Chatbot
5B	Annual fees beginning year 2	\$ 5,622.75	OPTIONAL: AudioEye
5B	Annual fees beginning year 2	\$ 23,152.50	OPTIONAL: Mass Notification
5B	Annual fees beginning year 2	\$ 12,889.80	OPTIONAL: Process Automation
5B	Annual fees beginning year 2	\$ -	
5B	Annual fees beginning year 2	\$ -	
By completing and submitting this cost proposal form in response to the City of Alpharetta's RFP 24-116, City of Alpharetta Website Design, Development, Hosting, Respondent certifies that:			
A. Respondent has carefully read and understands Request for Proposal Documents;			

RFP 24-116, City of Alpharetta Website Design, Development, Hosting	
Cost and Fees Proposal - Completion required with each proposal.	
Enter Company's Name Here:	CivicPlus, LLC
B. Respondent understands that Proposal may not be withdrawn within one hundred twenty (120) days after response due date, and Respondent guarantees that the City has the right to waive informalities and irregularities in Propsals received and to accept Proposal which, in City's judgment, is in City's own best interests.	
Company Name:	CivicPlus, LLC
Address:	302 South 4th Street, Suite 500, Manhattan, KS 66502
Name and Title Authorized Signer:	Cole Cheever, Senior VP of Operations
Contact Info - Phone Number:	888.228.2233
Contact Info - Email Address:	bids@civicplus.com

From: [David May](#)
To: [Westbrook, Debora](#)
Subject: RE: CivicPlus Contract Follow Up
Date: Monday, May 6, 2024 10:37:37 AM
Attachments: [image001.png](#)
[image002.png](#)

Debora,

Good news. We will accept your terms on this. It does not need to be struck. Are you still looking to get this on an agenda in May?

Thanks!

David May

Account Executive • **CivicPlus**

P: 785.370.7821

civicplus.com

Schedule a meeting directly on my calendar: [Click Here](#)



Technology to Build a Better Community

From: Westbrook, Debora <DWestbrook@alpharetta.ga.us>
Sent: Monday, May 6, 2024 7:19 AM
To: David May <May@civicplus.com>
Subject: RE: CivicPlus Contract Follow Up

Good morning, David, I've heard back from our legal team this morning. The team has questioned the reason for Contract Exceptions noted in section 10 in the attached (pages 33-34). Why has this section been struck through entirely except for the first paragraph noted in the Contract Exception. As we are required legally by state and federal law to comply with this program, please let me know the reason for the exception so that I can get that to the legal team. I've attached our RFP Information and Contract T&C document which details the entire section (pages 6-7).

Thank you,

Debora Westbrook, CPPB
Office: 678-297-6050 Mobile: 470-559-0615



From: David May <May@civicplus.com>
Sent: Tuesday, April 23, 2024 9:11 AM

To: Westbrook, Debora <DWestbrook@alpharetta.ga.us>

Subject: CivicPlus Contract Follow Up

Debora,

Good morning. I was out of the office last week so wanted to reach out. Has there been any progress from your legal on the contract? Do you have a confirmed date/time for a council meeting presentation? Is in person preferred by your council?

Thanks,

David May

Account Executive • **CivicPlus**

P: 785.370.7821

civicplus.com

Schedule a meeting directly on my calendar: [Click Here](#)



Technology to Build a Better Community

CITY OF ALPHARETTA REQUEST FOR PROPOSALS (RFP)

RFP Number: 24-116

RFP Title: City of Alpharetta Website Design, Development, Hosting

RFP SCOPE OF WORK & PROPOSAL SUBMISSION

1. RFP Period of No Communication

The No Communication period starts on the issue date of this RFP, February 9, 2024, and lasts until the City Council meeting for contract award recommendation (or until contract award if this isn't required to go before council for approval).

No person or company, their employees, representatives, agents, attorneys, etc. will contact the City's elected officials or any City staff concerning this RFP.

Contacting anyone other than the Procurement Agent named below for this RFP during this time will be reason to remove a proposal from review.

2. Procurement Agent, Single Point of Contact

Debora Westbrook is the Procurement Agent and Single Point of Contact for this RFP and is the only contact representing the City for this RFP.

Enter all questions or comments using Opportunity Q&A tab at the Bonfire project web page. Debora Westbrook can be reached at 678-297-6052 or purchasing@alpharetta.ga.us.

City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009
Attn: Debora Westbrook, Procurement Agent

3. RFP Schedule of Events

1. **Proposal Close Date, Deadline for Submissions: 10:00 AM, March 8, 2024.** We may change this date during the RFP process. We will post any change in an addendum. Review web page for addenda.
2. Link to Bonfire Project Web Page: <https://cityofalpharetta.bonfirehub.com/>
3. This project web page has the important dates and all project documents for this RFP.
4. Enter all questions, comments, requests for information before the Questions Due Date using ☒ **Message – Opportunity Q&A** at the project web page.
5. In each question, clearly tell the RFP document and section that is in question.
6. We will share any changes or added information from the City by a written addendum. We will make the information available to the public on the project web page.
7. It is your responsibility to check the project web page for any addenda, other information, or other messages before finally uploading a proposal. You must respond using any updated information.

4. Our Review of Proposals and Review Criteria

1. The City will make investigations as we feel necessary to make sure of the Offeror's ability to provide the supplies or perform the work or services detailed in this RFP.
2. We will first review all proposals to be sure that proposal have basic requirements and information.
3. Some scoring may simply be Pass/Fail. Any proposal that Fails any part or section that is needed will be removed from further review and scoring.
4. The Review Team will only get correct proposals for review and scoring. Proposals will be scored based on the evaluation criteria below. We may consider accepted industry standards. We may compare all proposals to each other for price, quality, quantity, contract terms, etc. We will use this review and scoring to decide the top-scoring proposal[s] and the best value for our City.
5. The Review Team may decide to create a shortlist of the top-scoring proposals. If so, the shortlisted firms may be invited for a presentation or interview with us; may be asked to set-up a site visit; or may be asked to supply more information for review. We may ask for discussion, negotiation, or a "best and final offer" to finally decide the highest-scoring proposal.
6. We will review and score each proposal using the criteria and percentage weights below:
 - a. Cover letter, business profile, and business information is required but not scored.
 - b. Required Forms are Pass/Fail.
 - c. Contact information and Contact for Legal Notices/Contract are required but are not scored.
 - d. Unique Entity ID / identifier used at SAM.gov, is not scored.
 - e. Questionnaire scoring will depend on information requested. Some questionnaire responses will be information only, while others may be pass fail such as addendum acknowledgement.
7. Scoring and Evaluation Factors: The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the City may select other than the lowest cost proposal. The objective is to choose the vendor capable of providing quality vendor services that will help the City achieve the goals and objectives of the requested services within a reasonable budget.

Evaluations will be based on criteria as defined below. All proposals will be evaluated using the same criteria and possible points.

Evaluation Criteria	Maximum Points
Experience / Qualifications <i>Vendor's experience working within the requested services arena; vendor's experience working with local governments; vendor's perceived ability to successfully complete the scope of work on time and on budget; vendor's ability to successfully work with City Staff, vendor's references. In evaluating each vendor in this criterion, emphasis will be placed upon the experience / qualifications of the person / persons who will be actively working on the subject project on behalf of the vendor.</i> Proposal Sections: Project team and Experience & References	39
Features And Functionality <i>Does the vendor understand what it will take to successfully achieve the goals and objectives of the requested services? Did the vendor propose any revisions and/or changes to the draft Scope of Services that would better serve the City?</i> Proposal Sections: Features, Functionality, & Design; Ongoing Services; Additional Products Offered and separate Excel formatted Functionality Table	29
Timeline <i>Can the scope of work be completed within a reasonable timeline; is the vendor investing the appropriate project resources to complete the project within the timeline?</i> Proposal Section: Implementation Plan	10
Local Vendor Preference Proposal Section: Optional Form	3
Cost Proposal Proposal Section: Proposed Project Investment / Cost	19
Total Maximum point score	100

WHAT WE WANT TO DO

1. General Description

The City of Alpharetta, Georgia plans to build a new municipal website and is seeking proposals from qualified, capable, and skilled companies to provide a complete Headless Content Management System (HCMS) using a decoupled Content as a Service (CaaS) infrastructure to deliver an enhanced design that will organize, structure, and label content in a way that will help website users find information and complete tasks in an efficient, user-friendly way but that also makes the content useable for other content devices and channels. The solution proposed should be based on the latest technologies to be implemented in a constantly growing organization with a need for scalability, security, and the capability necessary to integrate with other systems used within the organization. Only companies with extensive experience providing future-forward web solutions specific to local government entities will be considered.

2. Scope of Work

A. Minimum Requirements

The acceptable project and solution must meet the following minimum requirements:

- i. Build the website using a decoupled headless content management system (HCMS) that is capable of supporting the multiple departments and the needs of internal content creators (NOTE: The City will not consider proposals for websites built on platforms such as WordPress, Drupal, Joomla, etc.).
- ii. Reliance on Content as a Service (CaaS) infrastructure and API-first technology to build out the services offered to our citizens.
- iii. Website to feature a fully responsive design and be designed with a mobile-first approach.
- iv. Ability to support the City's web presence and all sites/functions for all City departments/agencies.
- v. Provide flexibility and adaptability for integration of future services and technology enhancements.
- vi. Provide a design that is of a modern, intuitive construction that enhances the ability of citizens and other customers to locate and utilize information and features of government agencies and that is compliant with the overall branding strategy of the City.
- vii. Comply with accepted accessibility standards in keeping with the WCAG 2.0 A&AA accessibility guidelines.
- viii. Proposal to include the migration of existing site content.
- ix. Host the website in a secure data center with full business continuity capability.
- x. Continue to provide 24/7/365 technical support and services, including routine maintenance and updates of the HCMS and administrative interface, after the website is live.

B. Optional Features

To further elevate our ability to provide effective and timely information to our citizens and customers, the City of Alpharetta has an interest in providing additional tools and services that can be integrated with the website. While not required, the following services/capabilities are strongly desired. If included in the proposal, these items should be separately itemized in the cost proposal as "Optional Feature 1: Mass Notification System" and "Optional Feature 2: Chatbot".

- i. Optional Feature 1: Mass notification system that can be used to issue routine and emergency notifications.
 - a. Enables citizens to subscribe to a variety of notification types.
 - b. Supports integration with the Federal Emergency Management Agency's Integrated Public Alert and Warning System (IPAWS).
 - c. Supports automated multilingual messaging.
 - d. Supports text/SMS notifications, messaging APIs, and social media integration.
 - e. Supports administrative access and message issuance via mobile app.

- ii. Optional Feature 2: Chatbot capability to automate response to common customer questions and enhance the searchability of the website.
 - a. AI-based knowledgebase that continually crawls the website and any linked databases.
 - b. Capability to closely simulate human interaction to provide a quality customer service experience.
 - c. Uses AI and machine learning to refine responses based on customer searches and interactions.
 - d. Features a simple administrative user interface allowing setup without developer assistance and/or programming experience.

More detailed requirements and specifications are defined within the Functionality Table to be completed and returned as a separate Excel worksheet with each proposal.

C. **Proposal Format**

The City of Alpharetta will evaluate vendor experience, qualifications, and capabilities for developing and implementing the City's new website. Responders are required to submit a written narrative corresponding to each of the underlined section items:

Executive Summary

- i. Overview and summary of how your company will assist the City in achieving the goals outlined in this RFP.
- ii. Any differentiators that set your solution apart from your competitors

Company Profile

- i. Company overview
 - a. Legal name of company
 - b. Brief company history, highlighting your experience working with local governments.
 - c. Length of time the company has been in business.
 - d. Number of current employees.
- ii. Name, telephone number, and email address for the main point of contact during the RFP process

Project Team

- i. Name and define the different roles in your company's project team.
- ii. Explain how your project team will communicate with the City and keep track of the development progress.
- iii. List any specific team leaders, including:
 - a. Name and title.
 - b. Description of role.
 - c. Education and experience.

- iv. One-source vendors are preferred. If utilizing subcontractors for any portion of the project including engineering, design, or support, provide key personnel and company information.

Experience & References

- i. Please provide three (3) current municipality and/or other government entity customers involving similar professional services, consulting, and production deliverables. Include the following for each reference:
 - a. Client name
 - b. Website URL
 - c. Contact person name and title
 - d. Telephone number
 - e. Email address
- ii. As examples of your capabilities, please provide the URLs to websites created by your firm that represent the following:
 - a. Best website in terms of functionality
 - b. Best website in terms of user experience
 - c. Best website in terms of aesthetic design

Features, Functionality, & Design

- i. List all features and functionality included in the proposed HCMS. The proposed system must include, at a minimum, the following features:
 - a. Easy-to-use administrative interface with live-edit functionality.
 - b. Site tools & features available for staff that are easy to use and provide for advanced administrative website management and ease of use for citizens.
 - c. Content creation tools that allow for ultimate flexibility and consistency across the website.
 - d. An API-first architecture for ultimate flexibility in creating end-user experiences.
 - e. Zero cost for use of APIs (development not included).
 - f. Included API documentation with the ability to provide secure access for developers.
 - g. CaaS - Create once and share content between multiple sites, subsites, and other devices or channels. (calendars, documents, pictures, FAQs, etc.).
 - Update the shared content in one place and have it automatically update all associated sites and channels.
 - Subsite calendars must be able to roll up to the main city calendar automatically.
 - h. Ability to create custom content types.
 - i. Ability for forms submissions to interact with web content where necessary.

- j. Automated improvements provided continuously.
- k. Uses machine-learning to help improve both the admin and user experiences.
- l. Levels of permission to control content updates and publishing rights.
- m. Available analytics tool to measure site statistics.
- n. Single Sign-On for administrative users on all products offered.
- ii. Complete and answer in detail each item listed in the Functionality Table provided as a separate Excel spreadsheet.
- iii. Provide a short narrative outlining your company's design process and benefits.

Implementation Plan

- i. Proposed timeline/schedule for project completion.
- ii. Detailed explanation of all project implementation phases including consultation, design, development, content migration, and training.
- iii. Explain the role the City will play in the implementation.

Ongoing Services

- i. Continuing Service & Support
 - a. Technical support services - emergency and non-emergency availability.
 - b. Availability of online training manuals and ongoing support.
 - c. Describe product release, enhancement, and upgrade process.
- ii. Hosting & Security
 - a. 99.9% uptime (outside of scheduled maintenance) guaranteed by Service Level Agreement to be supplied upon request.
 - b. At a minimum, include information on the following:
 - Data Center
 - Disaster Recovery
 - DDoS Mitigation

Proposed Project Investment / Cost

- i. Provide a lump sum price inclusive of all products and services.
- ii. Additionally, provide a description and itemized pricing for the following.
 - a. Development and implementation; including.
 - HCMS Software
 - Number of pages for content migration & enhancement.
 - Number of days/hours of training – Specify if virtual or on-site.
 - o If training is on-site, specify if travel is included or a separate cost.
 - Additional included products and/or functionality.

- b. Redesign of the site four (4) years following launch.
- c. Annual services; including:
 - Hosting and security
 - Maintenance and upgrades
 - Technical support
- iii. Fees
 - a. Total first-year cost itemizing one-time fees, and first-year annual fees.
 - b. Annual fees beginning Year 2.
- iv. Optional project enhancements, if any, that you believe will benefit the City's project.

Additional Products Offered

- i. Give brief descriptions of other products offered by the company that may augment the City's web/online services but that have not been specifically requested in this RFP.
- ii. **The response to this section is limited to one page.** Do not include marketing brochures, promotional collateral, or excessive non-relevant information.

FOLLOW THIS OUTLINE

How We Want You to Construct Your Proposal

1. Using Bonfire to Submit Proposal

- 1.1. This is the link to Bonfire Project Web Page to get our documents and to upload your proposal: <https://cityofalpharetta.bonfirehub.com/>
- 1.2. We are accepting all proposals by online response only. You must upload completed proposals online before the closing date and time found in Project Details of the project web page for this RFP.
- 1.3. Don't send proposals by mail, fax, or email. We will not accept paper copy proposals. We will not accept any proposals after the closing time deadline has passed.
- 1.4. You have not completed your response simply by uploading proposal documents and information. You must successfully upload all the required documents, including filling out any questionnaires, price sheets, or data requests, and then you must click the submit button before the closing time.
- 1.5. You will receive an email confirmation receipt with a unique confirmation number shortly after you complete your proposal upload. This confirms that you have successfully turned in your proposal with all required information.
- 1.6. You can update your proposal at any time until the closing time.

- 1.7. All uploaded items and responses are Sealed and will only be visible by the City after the closing time has passed.
- 1.8. If the file is 'mandatory' or 'required', you won't be able to complete your proposal until you have met all requirements.
- 1.9. Uploading large documents may take more time, depending on the size of the file(s) and your Internet connection speed.
- 1.10. Pay attention to the type and number of files we have asked you to upload.
- 1.11. The largest upload file size is 1000 MB.
- 1.12. Don't embed any documents within your uploaded files. They won't be accessible or evaluated.
- 1.13. Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

2. Required Proposal Document Formats

- ❖ Each proposal must follow these document formats.
 - Failure to follow these formats will reduce our review team's ability to evaluate and will result in a lower proposal score or in complete removal of a proposal from scoring.
 - Format your document text using the following outline. Excluded from noted formatting are cover pages, section separators, company logos, and headers.
 - ☐ formatted to single space lines,
 - ☐ 10 to 12-point font size,
 - ☐ black font color, and
 - ☐ upload proposal in PDF format.
 - ☐ OK, but not necessary, to bookmark PDF files by sections included.

3. Technical Proposal Submittal Instructions

- Your RFP response must be submitted in accordance with the instructions provided and must be in the order presented below.
- Proposal section titles (in **BLUE**) are to be as listed below and numbered / lettered as outlined below.
- Each response must be responsive to all requested information.
- Each section must begin on a new page. Note and follow any direction concerning page number limits. This will enable the City ease in proposal review and will ensure compliance with the page limitations.
- Technical Proposal required sections. **Review Section 2 Scope of Work** in this document for details of Proposal Format and required information to provide.

A. **Cover Page**

Limited to one (1) page maximum. *No review points but is required.*

Each response must have a cover page. Each cover page must at a minimum response **RFP 24-116, City of Alpharetta Website Design, Development, Hosting**, your company's full legal name, contact name for this procurement, address, and contact information.

B. Company Information

Limited to three (3) pages. *No review points.*

- i. Executive Summary
- ii. Company Profile

C. Experience & Qualifications

Limited to ten (10) page maximum. *39 Review Points*

- i. Project Team
- ii. Experience & References

D. Features & Functionality

Limited to twelve (12) pages. *29 Review Points*

- i. Features, Functionality, & Design.
- ii. Ongoing Services
- iii. Additional Products Offered
- iv. Scoring includes our review of the Functionality Table to be completed and returned as a separate Excel worksheet with each proposal.

E. Timeline

Limited to six (6) pages. *10 Review Points*

- i. Implementation Plan

4. Cost Proposal

Do not include Cost proposal with other Proposal documents. Submit only as Excel formatted cost proposal. *19 Review Points*

- i. Proposed Project investment / Cost

5. Optional Form

Local Vendor Preference application is not a required document. *3 review points*

→ Submit only if your firm is a registered and holds a current City of Alpharetta Business License.

Only if your company fits the requirements for a City of Alpharetta Local Vendor, provide the completed application along with all requested information, documents, and a copy of your current City of Alpharetta business license.

6. Required Forms

- We have provided a document file with three required forms. You must complete these forms and return to us with every proposal.
- We prefer all three completed forms returned as one PDF file. However, we won't lower your scoring if you return the forms separately.
- Below are the required forms for all proposals:
 - a) **IRS Form W-9**
 - b) **Bidder's Disclosures and Certifications**
 - c) **E-Verify** (Affidavit Verifying Contractor Participation in Federal Work Authorization Program)

- ❖ *E-Verify side note:* Companies return this form to us incorrectly more often than anything else we request in our RFPs.
- ❖ Top mistakes include wrong number or missing information.
- ❖ State of Georgia law requires that we have this completed form before we can review a bid or proposal.
- ❖ A form with errors doesn't fulfill this requirement.

All the following must be on the E-verify affidavit.

- Federal Work Authorization User Identification Number – this is only five to eight numbers.
 - ⊗ No A, B, Cs.
 - ⊗ It's different from your Tax ID, Employer Identification, or Social Security Number.
 - ⊗ It won't have a combination of letters and numbers.
- Date of Authorization – this is when you first signed up and got the E-verify number.
- Name of Contractor – your company.
- Name of Project – Same as RFP title.
- Date, City, and State – when and where this form was signed.
- Signature of Authorized Officer or Agent – to be signed.
- Printed Name and Title of Authorized Officer or Agent – the person that signed the form.
- Notarized with seal.



7. Questionnaire

We use a questionnaire to gather important information needed for legal requirements, your acknowledgements, our proposal review, or information needed for writing a contract.

Some questions may require your answers about the work we have described in this RFP. You will fill out the questionnaire provided. There is no other form or document to upload.

Information requests and response types are as follows:

- Authorized signer for contract execution in DocuSign: Name, business title, email address, Response Type: Response Type: text entry.
- Corporate secretary for contract execution in DocuSign: Name, business title, email address, Response Type: Response Type: text entry.
- Legal notices contact needed for contracting: Business name and mailing address, contact name, Response Type: text entry.
- Note the employee-number category for your company (all locations). Select either 500 or more employees, 100 or more employees, or less than 100 employees.
- Unique Entity ID / identifier used at SAM.gov, Response Type: alphanumeric entry.
- Acknowledge Addenda, enter the number of addenda received: Response Type: 0, 1, 2, etc.
- Acknowledge Insurance Requirement, Response Type: Yes, No entry.

CITY OF ALPHARETTA REQUEST FOR PROPOSALS (RFP)

RFP Number: 24-116

RFP Title: City of Alpharetta Website Design, Development, Hosting

INFORMATION AND CONTRACT TERMS & CONDITIONS

RFP Information

1. Offeror Acknowledgement

By submitting a Proposal for this request, the authorized signer and represented firm acknowledge and confirm that they have read, understand, and agree to information within this RFP's documents including all required and informational documents, files, and forms posted to the Bonfire project webpage for this RFP. These documents make up the RFP. They will become part of any contract that may be awarded because of responses to this RFP.

By sending a Proposal, the Offeror acknowledges and agrees that:

- a. The Offeror has carefully examined and fully understands the terms, conditions, and requirements of any proposed Work as noted within this RFP.
- b. The Offeror acknowledges that they completed a personal examination of the site of the proposed work (if applicable).
- c. The Offeror is satisfied with the actual conditions and requirements of the proposed Work.
- d. The Offeror acknowledges that they are capable of completing the Work as noted in this RFP.
- e. In compliance with Scope of Work/Specifications, by submitting a cost proposal in response to the request, the Offeror agrees that if this proposal is accepted by the City Council within one hundred twenty (120) days of the date of RFP Response Due Date, that the Offeror will furnish any or all of the deliverables upon which prices are quoted, at the price set opposite each, to the designated point(s) within the time specified.

Acknowledging these statements by the submittal of a proposal to the City, the Offeror proposes and agrees that if the Offeror's proposal is accepted, the Offeror will contract with the City in full agreement with the Contract Documents.

2. City's Authority and Right to Investigate

This procurement is issued under the authority of the City of Alpharetta's Procurement Policy, also following State of Georgia and Federal applicable laws. The City has the right to reject all proposals, to reject any proposal that has not followed or met the City's scope of work or specifications (non-responsive), or reject any proposal that shows that a Offeror cannot meet one or more of the requirements (non-responsibility). The City has the right to ignore unimportant mistakes that do not affect the work or service to be provided, the purchase of requested item(s), or proposal pricing in order to award a contract that is in the best interest of the City.

The City may make such investigations as considered necessary to determine the ability of the Offeror to provide the supplies and/or perform the services specified.

3. Receipt of Proposals and Public Inspection

- a. Public Information:



Upon receipt of all sealed proposals, only the name of each supplier and the date and time of receipt shall be recorded. No other information will be disclosed nor shall the proposals be considered open record until after council award. (O.C.G.A 50-18-72, paragraph 10) All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the council award with the following five exceptions:

1. bona fide trade secrets that have been specifically identified, properly marked, separated, and documented and to which the Offeror has attached an affidavit declaring that such specific information constitutes a trade secret pursuant to Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia Annotated, will not be disclosed; provided however, if the City determines that such specifically identified information does not in fact constitute a trade secret, the City will notify the Offeror of its intent to disclose such information prior to its initial disclosure as required by law;
2. matters involving individual safety, as determined by the City, may be withheld from disclosure;
3. any company financial information in the form of records containing tax matters or tax information that is confidential under state or federal law, which has been requested by the City to determine vendor responsibility, unless prior written consent has been given by the Offeror will not be disclosed;
4. any document or record, or portion thereof, containing information exempt from disclosure pursuant to O.C.G.A. § 50-18-70, et seq., may be withheld from disclosure as determined by the City; and
5. any other document or record, or portion thereof, mandated by law to be kept confidential, as determined by the City.

All open records requests must be presented in writing along with specific items requested. The Open Records Request form is available from the City's main website and requested through the City Clerk's office.

b. Procurement Agent's Review of Proposals:

The Procurement Agent in charge of the solicitation will open and review the Proposals and separate out any information that meets the referenced exceptions noted above, providing the following conditions have been met:

1. Documents or records containing information that the Offeror wishes to keep confidential must be specifically identified and clearly marked and separated from the rest of the Proposal by the Offeror and;
2. The Proposal does not contain any such confidential material in the cost/price section; and
3. An affidavit from the Offeror specifically identifying information as a trade secret and declaring that such information constitutes a trade secret pursuant to Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia Annotated is attached to each separated document or record in the Proposal that Offeror wishes to be kept confidential because it contains trade secrets.

Information separated out under this process will be available for initial review only by the Procurement Officer, Procurement Agent, and limited other designees. Offerors acknowledge that the act of separating out such information by the Procurement Agent does not operate to exempt such information from disclosure as a public record; rather, the disclosure of such information is governed by O.C.G.A. § 50-18-70, et seq. Offerors should be prepared to pay all legal costs and



fees associated with defending a claim for confidentiality in the event an (open records) request is submitted by another party and the City determines that such information is subject to disclosure.

General Terms and Conditions

We will incorporate the City's standard terms and conditions into the Contract. Those terms and conditions are set forth below in this document. We ask that Offerors notify the City of any Terms and Conditions that either prevent them from responding to this procurement or add unnecessary cost. The Offeror must make this notification in writing either as a written question sent before the question deadline or with the Offeror's response.

1. Disclosure

Any Consultant as defined in O.C.G.A. §36-80-28 that is engaged to develop or draft specifications/requirements or serve in a consultative role during the procurement process for any City procurement method, by entering into such an arrangement or executing a contract that the consultant agrees to: (1) Avoid any appearance of impropriety and must follow all policies and procedures of the City; (2) disclose to the City any material transaction or relationship pursuant to §36-80-28, considered a conflict of interest, any involvement in litigation or other dispute, relationship or financial interest not disclosed in the Disclosure form; and (3) Acknowledge that any violation or threatened violation of the agreement may cause irreparable injury to the City, entitling the City, to seek injunctive relief in addition to all other legal remedies. This requirement does not apply to confidential economic development activities pursuant to §50-18-72 or to any development authority for the purpose of promoting the development of trade, commerce, industry, and employment opportunities or for other purposes and, without limiting the generality of the foregoing, must specifically include all authorities created pursuant to Title 36 Chapter 62; However, per provisions of subparagraph (e)(1)(B) of Code Section 36-62-5 reporting of potential conflicts of interest by development authority board members is required.

2. Compliance with Title VI of the Civil Rights Act of 1964

The City of Alpharetta, as a federal grant recipient, conforms to Title VI of the Civil Rights Act of 1964 and its amendments. Title VI of the Civil Rights Act of 1964 requires that no person in the United States will, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English ability.

The City is committed to enforcing the provisions of Title VI and to taking positive and realistic affirmative steps to ensure the protection of rights and opportunities for all persons affected by its programs.

Any person who believes they have been subjected to unlawful discriminatory practice under Title VI has a right to file a formal complaint. Any such complaint must be filed in writing or in person with the City of Alpharetta's, Title VI Compliance Officer, within one hundred-eighty (180) days following the date of the alleged discriminatory action. For more information on Title VI Discrimination Complaint Forms contact the Title VI Compliance Officer at the following:

Human Resources: Title VI Compliance
City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009
Tel: 678-297-6014



3. Substitutions and Change Orders

NO substitutions of material, schedule cancellations, or Change Orders are allowed after Contract award without written approval by the Director of the contracting City Department or his authorized representative. Cumulative Change Orders more than \$50,000.00 or 10% of the original contract will require the approval of the City Council.

Where specific employees are proposed by the Contractor for the work, those employees must perform the work as long as those employees work for the Contractor, either as employees or subcontractors, unless the City agrees to a replacement or requests same based on an objective standard of review of past performance. We will review requests for any substitution and may be approved by the City at its sole discretion. We will not recognize any verbal agreements to the contrary. In the event a substitution of a Contractor employee is required due to termination of employment by Contractor, Contractor must provide the City with prompt written notice of the need for such substitution and must cooperate with the City in providing a replacement.

4. General Insurance Requirements

Upon Council approval, the awarded Contractor shall provide the City with a Certificate of Insurance (COI) to the procurement agent listed on the cover page for this RFP. The COI shall indicate the existence of the policies prior to the beginning of the contract work or term. Thereafter, a renewal certificate shall be delivered to the City at least thirty (30) days prior to the expiration date of each expiring policy. If at any time, any of the policies shall be or become unsatisfactory to the City as to form or substance, or any of the carriers issuing such policies shall be or become unsatisfactory to the City, the Contractor shall deliver to the City representative upon demand a certified copy of any policy required herein for review. The Certificates of Insurance shall state that the City of Alpharetta is additionally insured.

- **Workers Compensation:** Workers Compensation \$500,000 per accident per employee with waiver of subrogation. Required documentation includes certificate from insurance company showing issuance of workmen's compensation coverage for the State of Georgia.
- **Comprehensive General Liability Insurance:**

Commercial General Liability	\$1,000,000 each occurrence
	\$1,000,000 aggregate
- **Comprehensive Auto Liability Insurance:**

Bodily Injury Liability	\$1,000,000 each occurrence
Property Damage Liability	\$1,000,000 each occurrence
- **Excess Umbrella Liability:**

Combined Single Limit Bodily Injury and / or Property Damage	\$1,000,000 each occurrence
	\$1,000,000 aggregate
- **Cyber Liability:**

Cyber Liability, includes City as additionally insured.	\$5,000,000 each occurrence
	\$5,000,000 aggregate
- **Errors & Omissions Professional Liability Insurance:**

Professional Liability (Errors & Omissions) insurance with minimum combined single limits of Two Million Dollars (\$2,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate, covering professional services rendered by the Contractor to the City, including, but not limited to, design, engineering, consulting, and construction management

services. Such coverage shall be kept and remain in force for the term of this Contract and for a period of two (2) years following completion of the Work. The policy shall have a retroactive date that precedes the effective date of this Contract or the commencement of services under this Contract, whichever is earlier, and such retroactive date shall not be advanced when the policy renews. If the policy is cancelled or non-renewed for any reason and not replaced with a policy supplying coverage for prior acts, which include Contractor's performance of the professional services under this Contract, Contractor shall purchase extended reporting period or tail coverage to cover claims reported for no less than two (2) years after completion of the Work. The policy shall include such other coverage as reasonably required by the City.

Insurance; Indemnification. The awarded Consultant must keep the types and amounts of insurance set forth as from time to time will be requested by the City. The awarded Consultant must supply proof of such insurance to the City at the same time as the execution of any resulting Contract and/or purchase order, and as and when requested by the City during the term hereof. Acceptance of a certificate or proof of insurance does not constitute approval or agreement by the City that the insurance requirements have been satisfied. The awarded Consultant will indemnify and hold the City harmless from all claims, demands, losses, attorneys' fees and liabilities of any type or nature arising out of or related to the Consultant's, or Consultant's agents', employees' or subconsultants', negligent performance or non-performance of any resulting Contract and/or purchase order, including, but not limited to, claims for injury to person or property; provided, however, that this indemnification obligation will not apply to claims arising from the sole negligence of the City or its employees. Nothing in this paragraph or any resulting Contract and/or purchase order will be considered to constitute a waiver of the City's sovereign immunity, create rights in any third party, or create any third-party beneficiaries.

5. Term.

The term of the Contract starts upon contract execution by both parties and will end upon the completion of the Project according to the negotiated schedule as further provided for in the Contract and in accordance with O.C.G.A. § 36-60-13.

The term of the Contract may be extended by the City, with the written consent of the Contractor, for such added period as may be necessary or advantageous to the City.

The Contract price(s) and/or rates for the above-stated contract term will remain as offered in the Contractor's proposal cost submission and accepted/awarded by the City Council. Any contract extension beyond the above-stated contract term will be based on the same terms and conditions as the original term.

6. Additional Contract Provisions and Terms

The procurement, including all documents and appendices attached hereto, referenced here and/or incorporated here, and any addenda hereto, and the response of the awarded Consultant, including any amendments thereto, will be incorporated into the Contract (as previously set forth, all such documents are collectively referred to as the "Contract Documents").

The Terms and Conditions set forth here do not define the total extent of the contract language. In the event of a conflict or dispute as to the duties and responsibilities of the City and Consultant under any resulting Contract Documents, the Contract, will govern in accordance with the order of precedence set forth therein.

7. Performance Prior to Contract Execution

The successful Consultant will not begin performance of the Project prior to the execution of a formal written contract by the City and the successful Consultant. Any Consultant beginning performance prior to the execution of the Contract will be proceeding at the Consultant's risk and will not be

entitled to any compensation for such performance. Under such circumstances, the City reserves the right to withdraw or cancel the award of the procurement.

8. Subconsultants

The highest-scoring responsive and responsible Consultant will be the prime consultant if a contract is awarded and executed and will be responsible, in total, for all work of any subconsultants. All subconsultants, if any, must be listed in the Consultant's response to this procurement. The City reserves the right to approve all subconsultants. The Consultant will be responsible to the City for the negligent acts and negligent omissions of all subconsultants or agents and of persons directly or indirectly employed by such subconsultants, and for the acts and omissions of persons employed directly by the Consultant. Further, nothing contained within the procurement, or otherwise in the Contract Documents created because of any contract award derived from the procurement, will create any contractual relationships between any subconsultant of the Consultant and the City.

9. Independent Consultant

The Consultant will always be acting as an independent consultant and not be considered or deemed to be an agent, employee, joint venture, or partner of the City. The Consultant will have no authority to contract for or bind City in any manner. Neither the Consultant nor its employees are employees of the City. The Consultant will have and maintain the responsibility for and control of the rendition of the Work (including, the services performed) under the Contract, the discipline of its employees, and other matters incident to the performance of the Work (services, duties, and responsibilities as described and contemplated in the Contract). The Consultant must supply the City with proof of compliance with the Workers' Compensation Act while performing work for the City. Proof of compliance must be received with the Consultant's response to the procurement at the address listed on the Cover Page of the procurement.

10. Compliance with Illegal Immigration Reform and Enforcement Act

E-Verify Program:

The City of Alpharetta is committed to compliance with Federal and State laws requiring the verification of newly hired employees to ensure they are lawfully entitled to work in the United States. As such, the City will not enter into a contract for the physical performance of services unless the Consultant registers and takes part in a federal work authorization program (E-Verify). Further, Consultants submitting a Proposal for the physical performance of service must include a fully executed E-Verify affidavit as part of their Response to the procurement.

Requirement to Participate in a Federal Work Authorization Program (E-Verify):

No Consultant will give a response for the physical performance of service unless the Consultant takes part in a Federal Work Authorization Program and follows the requirements of O.C.G.A. § 13-10-91.

- 1) Per O.C.G.A. § 13-10-91, the Consultant represents, warrants, acknowledges, and/or agrees that:
 - a) The Consultant has registered and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees;
 - b) Subconsultants will not enter into any contract with the Consultant for the physical performance of services within the State of Georgia unless such subconsultant registers and takes part in a federal work authorization program to verify the employment eligibility of all newly hired employees; and
 - c) Sub-subconsultants will not enter into any contract with a subconsultant or sub-subconsultant for the physical performance of services within the State of Georgia unless such sub-subconsultant registers and takes part in a federal work authorization program to verify the employment eligibility of all newly hired employees.

- 2) As of the date of enactment of O.C.G.A. § 13-10-91, the applicable federal work authorization program is "E-Verify" (<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>), operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security. Information and instructions about E-Verify program registration, corporate administrator registration, and designated agent registration can be found at such website address.

Consultant, Subconsultant, and Sub-subconsultant Evidence of Compliance:

- 1) The Consultant, if entering a contract with the City supplying the physical performance of services, will follow the requirements of O.C.G.A. § 13-10-91.
- 2) Per O.C.G.A. §13-10-91, in the event the Consultant employs or contracts with a subconsultant in connection with a covered contract, Consultant will secure from such subconsultant attestation of the subconsultant's compliance with O.C.G.A. § 13-10-91 by the subconsultant's execution of the subconsultant affidavit, the form of which is provided in Appendix B hereof and keep records of such attestation for inspection by the City at any time. Such subconsultant affidavit will become a part of the consultant/subconsultant agreement. It will be the duty of the Awarded Consultant to submit copies of all affidavits, drivers' licenses, and/or identification cards required pursuant to this Section, as applicable, to the City within five (5) business days of receipt.
- 3) Pursuant to O.C.G.A. §13-10-91, in the event the Consultant employs or contracts with a subconsultant that employs or contracts with any sub-subconsultant, the subconsultant will secure from such sub-subconsultant attestation of the sub-subconsultant's compliance with O.C.G.A. § 13-10-91 by the sub-subconsultant's execution of the sub-subconsultant affidavit, the form of which is also provided in Appendix A hereof, and maintain records of such attestation for inspection by the City at any time. Such sub-subconsultant affidavit will become a part of the subconsultant/sub-subconsultant agreement.
- 4) The Consultant must follow all other applicable requirements and provisions of O.C.G.A. § 13-10-91 and other applicable rules and regulations issued in relation thereto.
- 5) All portions of contracts about compliance with O.C.G.A. § 13-10-91 and all other applicable rules and regulations issued in relation thereto, and any affidavit related hereto, will be open for public inspection in this State at reasonable times during normal business hours.
- 6) Forms necessary to ensure compliance with this section are included in Required Forms and must be received at the address listed on the procurement's Cover Page prior to review of Consultant's response.

11. Compliance with Laws

The Consultant will, in performance of work under the Contract, fully follow all applicable federal, state, or local laws, rules, and regulations, including, but not limited to, Title VI of the Civil Rights Act of 1964 and its amendments, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Consultant subjects subconsultants to the same provision. The Consultant agrees that the hiring of persons to perform the contract will be made based on merit and qualifications and there will be no discrimination based upon race, color, religion, gender, national origin or ancestry, age, creed, marital status, physical or mental disability, or political ideas by the persons performing the contract.

12. Termination

This Contract may be ended prior to the term ending by either party in case of substantial failure or default of the other party to fulfill its obligations under this Contract. Prior to such termination, the non-defaulting party will give notice to the defaulting party of the failure or default. Such party will have fifteen (15) days from the date of the notice to cure the default or failure if such default or failure is capable of being cured. Upon failure to cure the default or failure within fifteen (15) days, or if such failure or default is not capable of being cured, the non-defaulting party may terminate the



Contract effective at once upon the provision of written notice as provided in Section 15 (Notices). The Contract may also be ended prior to expiration of the term by the City for City's convenience upon the provision of not less than fourteen (14) days written notice to the Consultant. In case of such termination, the Consultant will be compensated for services performed prior to termination. Such amount will be paid by the City upon the Consultant's delivering or otherwise making available to the City, all data, drawings, specifications, reports, estimates, summaries and other information and materials as may have been accumulated by the Consultant in performing the services included in this Contract, whether completed or in progress. All unperformed obligations incurred by Consultant prior to such date will survive termination of this Contract.

13. Annual Appropriation and Renewal

Notwithstanding any other provision or provisions of this Contract, per O.C.G.A. § 36-60-13, this Contract will end at once and absolutely if the City finds that adequate funds are not appropriated or granted or funds are de-appropriated such that the City cannot fulfill its obligations under the Contract, which determination is at the City's sole discretion and will be conclusive.

14. Ownership of Work Product

In the event Consultant prepares, pursuant to the performance of this Contract, any drawings, plans, studies, reports, specifications, other documents (the "Work Product"), the City will be deemed the owner of the original of all such Work Product, and all statutory and common law rights with respect to such Work Product will accrue to the City, provided the City has paid for the services in full.

Appendix A: City Truck Route Allowed Truck Routes and Map

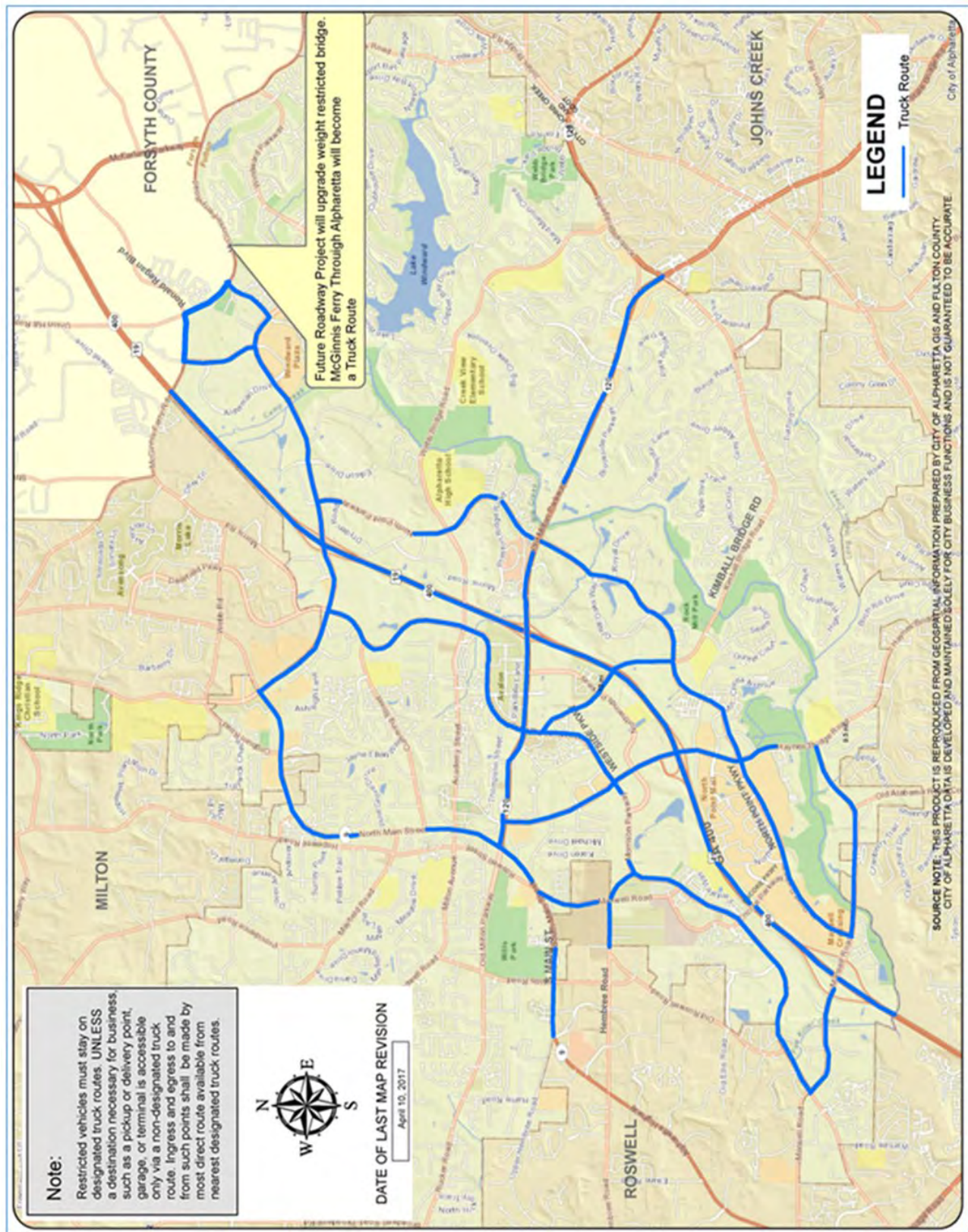
Certain trucks may travel in and through the City of Alpharetta using only those streets and roads highlighted in the Truck Route Map provided in Appendix A of this document and available for review online at:

<http://www.alpharetta.ga.us/government/departments/public-works/alpharetta-truck-routes>.

As noted in Chapter 18 (Traffic) of the Code of the City of Alpharetta, Georgia, except as specifically set out herein, trucks (defined as motor vehicle having a gross vehicular weight rating (G.V.W.R.) in excess of thirty-six thousand pounds (36,000 lbs.) or having an overall length in excess of thirty feet (30'), except vehicles designed to carry passengers) are prohibited from using any street within the City except those designated below:

- 1) SR 9 (North Main Street – South Main Street)
- 2) SR 120
- 3) Haynes Bridge Road (SR 120 to City Limits)
- 4) Hembree Road (Westside Parkway to Roswell City Limits continuing on Roswell Truck Route)
- 5) Mansell Road
- 6) Maxwell Road (SR 9 to Hembree Road)
- 7) McGinnis Ferry Road
- 8) North Point Parkway
- 9) Union Hill Road
- 10) Westside Parkway
- 11) Windward Concourse
- 12) Windward Parkway (SR 9 to Union Hill Road)

Exceptions to the above schedule are when the terminal, parking lot, repair garage, headquarters, place of pickup or delivery of the restricted motor vehicle is not on a designated truck route, ingress to and egress from such places will be made by the most direct route available between the terminal, parking lot, repair garage, headquarters, place of pickup or delivery and the nearest designated truck route.





Appendix B: Informational Forms

Do not return these forms with your proposal. These are information only for the RFP process. Forms will be used only by the consultant / contractor that is awarded the contract for this project or service.

1. Subcontractor E-verify Affidavit
2. Sub-subcontractor E-verify Affidavit



Subcontractor E-verify Affidavit

**AFFIDAVIT VERIFYING SUBCONTRACTOR
PARTICIPATION IN FEDERAL WORK
AUTHORIZATION PROGRAM**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (contractor) on behalf of the **City of Alpharetta (GA)** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five (5) business days of receipt, a copy of the notice to the contractor.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization (E-Verify) User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20____.

NOTARY PUBLIC

My Commission Expires

Sub-subcontractor E-verify Affidavit

**AFFIDAVIT VERIFYING SUB-SUBCONTRACTOR
PARTICIPATION IN FEDERAL WORK
AUTHORIZATION PROGRAM**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation that is engaged in the physical performance of services under a contract with (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (contractor) on behalf of the **City of Alpharetta (GA)** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract).

Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization (E-Verify) User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20____.

NOTARY PUBLIC

My Commission Expires



CITY OF ALPHARETTA REQUEST FOR PROPOSALS (RFP)

RFP Number: 24-116

RFP Title: City of Alpharetta Website Design, Development, Hosting

RFP Addendum Posting Date: March 4, 2024

ADDENDUM #1

TO ALL OFFERORS:

1. The information included in this addendum is made part of the RFP noted above and part of any contract that may be awarded because of response to this RFP.
 2. The purpose of this addendum is to supply new or revised information or documents.
 3. If there is a conflict between any previously supplied information and the information contained in this addendum, the information contained in this addendum will prevail.
 4. Offerors must acknowledge receipt of this addendum when submitting proposal.
 5. Remainder of this page intentionally blank. See addendum information beginning on the next page.
-

BEGIN ADDENDUM

The City of Alpharetta (City) is offering our responses to questions received. Some may simply be clarifications and others may make slight changes in the request for proposal information previously presented.

Q1 What specific integrations does the City of Alpharetta require with other systems used within the organization?

- a. We currently have no API integrations, as our current site does not support it. One of the goals of this project is to gain that capability; however, any such integrations would be under a separate project.

Q2 Are there any particular SLAs (Service Level Agreements) or response time expectations for the 24/7/365 technical support and services that the City of Alpharetta requires post-launch?

- a. The City's expectation is for the hosted server and web services to be available and operating 99.9% of the time during any calendar month. In the rare instances in which issues with the server or CMS impact the availability or functionality of the City's website, our expectation is to receive first response as follows:

Urgent: Complete loss of service, website outage	30 Minutes
High: Significant defect or service reduction with no procedural workaround	2 Hours
Normal: Partial reduction in service or functionality with low impact to the City's customers or the public	1 Business Day
Low: Routine support requests relating to issues with no-to-low impact to customers or the public	2 Business Days

Q3 Are there any specific criteria or qualifications the City of Alpharetta is looking for in the municipality or government entity customers we provide as references?

- a. The municipality or government entity must serve a population of at least 60,000.

Q4 Do we have to include the questionnaire given in Section 7 of the Scope of Work document with the response?

- a. Per instructions for #7 Questionnaire, "You will fill out the questionnaire provided. There is no other form or document to upload." The Questionnaire is found in "Requested Information" in Excel format. Simply fill out with requested information and save the file.

Q5 Are there any other websites which Alpharetta has reviewed that they either like or do not like?

- a. While the City has identified sites that offer functionality or design elements that the City appreciates, we have not identified specific sites that we would point to as examples at this time.

- Q6 When was the last time you had your website updated and designed?
- a. Our existing site was designed and constructed in 2013. There have been regular updates to the CMS and minor changes to sections or pages since.
- Q7 Who currently pushes content for your current website?
- a. Most content updates are made by our in-house Web Administrator or one other member of our communications team. One of the goals of this project is to have an administrative backend interface that provides enhanced granularity, improved workflow, and ease of use so that we can safely and securely expand the number of content editors.
- Q8 Is there an internal team currently monitoring the performance of your current website or is it through an external vendor that you are working with?
- a. Performance of the website is currently monitored by our in-house Web Administrator. Performance of our host server is monitored by our IT Department.
- Q9 How often do you push new content through your website? What are the types of content you publish (educational, updates for community, etc.)?
- a. New content is published on our existing site frequently throughout each business day. Content updates include individual page updates, new pages, calendar events, forms, news releases, public hearing case information, etc.
- Q10 Do you have any current vendors that you have worked with previously for this initiative?
- a. No.
- Q11 Is this a marketing initiative or was there something else that drove your team to want to update your website?
- a. The current website was designed and constructed in 2013. While it was based on the latest technology and web design trends at that time and included features that were largely unseen outside of the websites of leading-edge marketing and technology companies, technological innovations have advanced beyond those our current website can offer. Features that users now view as common or expected on modern sites cannot be made available on ours.
- Q12 Do you have SMEs that we can work with on the content that will be on the website?
- a. Yes.
- Q13 How many internal resources have you allocated to this project and what are the areas you want them to contribute to?
- a. Our Web Administrator will be the internal project manager for this effort. In coordination with the selected vendor, he will determine the necessary internal resources needed to successfully complete the project.
- Q14 Are you open to us making suggestions not only on overall design and aesthetics but the content?

- a. Yes.
- Q15 How many staff members do you need us to train during the initial launch?
- a. 3 to 5
- Q16 Do you currently have a change management process or any coaching that you provide internally?
- a. A single formalized changed management process is not in place.
- Q17 Is a similar industry reference of priority or are you open to more so the quality of work done on different websites?
- a. *[Clarification requested 2-26-24 at 12:52PM and again 2-27-24 at 3:39PM. No response as of 3-4-24 at 8:30 AM, just after the deadline for clarification response.]*
- Q18 Do you need us to migrate all of your current content?
- a. Yes.
- Q19 Are you open to an off-the-shelf intranet or are you more interested in something custom built?
- a. First, the project is not related to the design and development of a closed intranet site but for a public-facing website for a municipal government. Second, core to our philosophy is that every community is unique. We do not believe in or accept cookie-cutter approaches to anything that we do.
- Q20 What are the top 3 areas you are struggling with in your current intranet that you are hoping to create a better experience around?
- a. First, the project is not related to the design and development of a closed intranet site but for a public-facing website for a municipal government. With respect to your primary question, our current website was constructed 10 years ago and cannot leverage new technologies that are now common and expected by citizens. Beyond that, key features we want to improve include our public hearings module, calendar of events, and the ability of end users who register on the site to have a more customizable experience.
- Q21 What date are you planning on going live?
- a. This will be determined in partnership with the selected vendor.
- Q22 Is there a set pricing range that you would like to be within for this project? This will allow us to better make the best recommendations on various aspects of your project.
- a. In our experience, when our planned budget for a project is disclosed, the proposals received magically all come in at the maximum of that budget. For this reason, we do not disclose that information.
- Q23 How many total pages do you have?
- a. The current site consists of 932 pages and includes 3,569 links, 784 documents, and 703 media files. It must be noted, however, that the architecture of our current site makes each calendar entry a separate page.

- Q24 Do you have a preference for contractor location? Onshore, offshore, and if offshore workers are allowed are there any special conditions? We can accommodate both but wanted to check!
- a. While we are not precluding from consideration vendors that are based/located outside of the United States, as a government entity, the City does have a strong preference for working with United States vendors.
- Q25 How many content authors will be using the system?
- a. Currently, most content updates are made by our in-house Web Administrator or one other member of our communications team. One of the goals of this project is to have an administrative backend interface that provides enhanced granularity, improved workflow, and ease of use so that we can safely and securely expand the number of content editors. That being said, we would anticipate less than 10 content editors.
- Q26 How many web properties will the content be published to?
- a. Undetermined at this time. One of the goals of this project is to gain the ability to push/publish content to multiple web properties. As we do not have the ability at this time, however, the exact application of that capability has not been fully explored.
- Q27 Will mobile applications also be pulling content from the content hub at both compile-time and run time?
- a. At this time, the City does not operate a mobile app.
- Q28 There is a reference to multilingual messaging. Is the desire to also have other parts of the websites be multilingual?
- a. That feature would be attractive.
- Q29 We would like a clarification as to what should be classified as a "Work Around". Our content management system has two parts: Content Management and Content Delivery. When it comes to Content Delivery Application, there are some places where we would put in some lightweight code in order to fulfill a requirement. Would you like us to categorize those items as Included or as a Work Around? Also we have an Integration Framework that allows us to write code for connectors to different systems. Would creating the code for a connector be considered Included or Work Around?
- a. We consider any feature that is not inherently built into the system but that can be coded into it as a workaround.
- Q30 Current website is built using which CMS?
- a. As municipal websites are a common target for cybersecurity attacks, we will not publish that information. We will discuss it with short-listed vendors.
- Q31 What is the total volume of content (in terms of pages) on the existing website, considering data migration?

- a. The current site consists of 932 pages and includes 3,569 links, 784 documents, and 703 media files. It must be noted, however, that the architecture of our current site makes each calendar entry a separate page.
- Q32 Do you have any preferences for the technology to be used for front-end and middle-tier development? Are you open to using Node.js, .NET, or React?
 - a. We are looking for solutions that can work with the widest selection of secure, common technologies such as those you have identified.
- Q33 What is the Average Monthly PageViews and the Max PageViews per hour?
 - a. Analytics related to the performance of our current site will be discussed with shortlisted vendors.
- Q34 Are you using any Content Delivery Network (CDN) for managing traffic volume?
 - a. No
- Q35 Can the work be completed remotely or is onsite a must?
 - a. While we are not precluding from consideration vendors that are based/located outside of the United States, as a government entity, the City does have a strong preference for working with United States vendors.
- Q36 Does the local business have to be Alpharetta certified, or can it be certified in a neighboring city in Georgia?
 - a. Per approval by our City Council, our Alpharetta Local Vendor Preference only applies to businesses with a businesses license issued by the City of Alpharetta. Other details can be found in the documentation accompanying the form.
- Q37 HCMS/CaaS: 1.19 Do you envision the HCMS/CaaS solution functioning as the presentation layer at times as well as delivering the content headlessly to other applications?
 - a. Unknown. We are open to exploring the pros and cons of this with the selected vendor.
- Q38 HCMS/CaaS: If so, how many page views do you expect annually where the solution is acting as the presentation layer?
 - a. Unknown at this time.
- Q39 HCMS/CaaS: If so, how many specific web domains do you expect the solution to serve as the presentation layer?
 - a. Unknown at this time.
- Q40 API Calls: 1.6, 1.12 How many API calls to the HCMS/CaaS do you expect annually?
 - a. Undetermined at this time.
- Q41 Authenticated Users: 1.19 How many unique users do you expect to log into the HCMS/CaaS on average each month?
 - a. We stopped tracking unique visitors to our site in 2020, but that year the site received 497,660 unique visitors. We currently track the number of website hits

and the number of unique page views. Over the past four years, we have averaged 840,000 site hits annually, an average of 70,000 per month. In that same period, our site has averaged 1,202,994 unique page views, for a monthly average of 100,249. As we do not currently have the ability for public users to create a profile/register on our site, we do not have insight into the number of registered public users the new site may see.

- Q42 Site Storage: 1.19 How much content (documents, pictures, assets, etc.) in GB/TB do you expect to be stored in the HCMS/CaaS after 1 year? After 2 years?
- a. Unknown at this time. The current site consists of 932 pages and includes 3,569 links, 784 documents, and 703 media files. It must be noted, however, that the architecture of our current site makes each calendar entry a separate page.
- Q43 Payment Provider: 5.3 Is there an online payment provider already in use by the City of Alpharetta that this solution should integrate with or are you looking for the solution to provide a prescribed approach to online payment processing?
- a. The City has an existing relationship with a third-party online payment provider.
- Q44 Commerce Capability: 5.3 Is there a need for commerce capability (product/services catalog, account-based price lists, etc.) to tie-in to the online payment capability?
- a. The City would be interested in exploring this.
- Q45 Social Media: 1.5 - How do you envision the HCMS/CaaS integrating with Social Media frameworks? Are there specific Social Media platforms that you require integration with and what functionality do you require from the integration?
- a. The City currently uses Facebook, Instagram, LinkedIn, Nextdoor, Reddit, and Twitter/X.
- Q46 General Design UI: Are you open to changing colors? Is there a font preference?
- a. Earlier this year, the City updated its brand standards, including updating our approved color palette. The standards specify font packages and provide insight into the influences of our design aesthetic.
- Q47 General Design UX: How many pages would you like to be included in the graphical UI/UX redesign? We're assuming a subset of the existing 100+ pages (e.x. homepage, department page, detail page, and an additional 4-5 others) and not all 100+ pages would need to be included in the graphical UI/UX redesign effort to adequately showcase the redesigned UI/UX.
- a. For purposes of your proposal, we suggest basing off of a maximum of 25 page templates.
- Q48 General Design - Imagery: Does the city already have an account for stock imagery or would the vendor need to supply all imagery used in the new site/CMS?
- a. The City generally tries to avoid the use of stock imagery and would prefer to use our local photo libraries.

- Q49 End User Mobile App: 2.B.i.e Does the city need an actual mobile application to accompany the website for end users/citizens of Alpharetta, or would a responsive site be sufficient?
- a. Our general philosophy is to focus on creating a responsive website that is designed with a mobile-first approach. If this is done successfully, a separate mobile app should not be necessary.
- Q50 General Project: General - Does the city have an assumed/allocated budget for the project?
- a. Yes.
- Q51 Maintenance: 1.20 Does this imply a 24/7 uptime? Does the city want a standby deployment so that upgrades/maintenance can be performed on the primary site without end user impact? If so, this would assume there are at least two production environments (i.e. blue/green implementation) and would significantly increase licensing and hosting fees.
- a. The City's expectation is for the hosted server and web services to be available and operating 99.9% of the time during any calendar month
- Q52 MS Office Integration: 1.21 How does the city foresee this integration? Are documents to be editable directly on the website's web pages or are read/write from cloud storage services (ie Sharepoint online, onedrive, Google Drive) directory listings using OAuth sufficient?
- a. Read/write from cloud storage services as described is generally sufficient; however, SSN via Microsoft365 is envisioned.
- Q53 Videos: 3.1 Are the videos to be uploaded directly to the site, or linked from a 3rd party (i.e. YouTube/Brightcove/etc)?
- a. We currently link videos from our YouTube channel.
- Q54 Subscription Service: 5.2 For a subscription service, is the city envisioning an anonymous user form that collects email addresses and/or phone numbers for notifications of new content? Are the subscriptions limited to just news or for any CMS object?
- a. Yes. We envision subscribed users being able to customize their subscription to receive a variety of content/CMS objects.
- Q55 User Export: 6.7 What is the reason for needing to export user information into another system? Will this export feature need to be in real time, scheduled, ad-hoc? What type of format is required for the export?
- a. This is, in part, necessary as related to Georgia's public records laws.
- Q56 Typically either the system shares an authentication mechanism with other systems (i.e. single-sign on through MS365) or the user repository is unique to the platform so we'd like to understand this use case in detail.
- a. The ability to use single-sign on through Microsoft 365 would be attractive.
- Q57 Content Formats: 7.2 What other formats is the city looking for? Json, xml, atom/rss?

- a. The desire is to have a high degree of flexibility with respect to the ability to work with most common secure formats.
- Q58 Certificates: 8.1 What certificate issues are you inferring?
- a. Time-based validity of certificates, mismatch errors, and mixed content issues.
- Q59 Subscription Service: 2.B.i.a Will users be required to login to the site to subscribe, or will it be an unauthenticated form?
- a. The goal is for users who want it to be able to customize their website experience to more quickly and easily access the information that they use most frequently. If there is a way to provide that option without a required login, we would be interested in exploring it. Otherwise, there would be the standard experience without a login and an optional customized experience for those who want to register and login when visiting.
- Q60 SMS: 2.B.i.d Is there already an SMS provider contracted with the city?
- a. No
- Q61 API Integration: 2.B.i.d What kind of API integration is the city envisioning?
- a. Specific uses have not been identified, but common uses in which have interest range from remote kiosks in our parks, limited mobile apps, microsites, and displays in our facility lobbies.
- Q62 Administrative Mobile Application: 2.B.i.e What types of administrative functions are needed for the mobile application? Can you expand on the details of the mobile application mentioned in the RFP? Who are the end users?
- a. The main purpose is the ability to edit or introduce new site content. For example, if the City is in the midst of responding to a natural disaster or public safety incident, the ability of our on-site communications team members to introduce or edit content to advise the public of related road closures or breaking news related to the incident using a mobile application can provide for delivery of important information in real-time.
- Q63 Content Migration: 2.A.viii What platform is currently being used? What is the platform that the content needs to be migrated from? Are historical versions of the content also needing migration or just current “live” content? How many content items are needing migration? Are there binary files (docs, images, pdfs, etc) that should also be migrated?
- a. As municipal websites are a common target for cybersecurity attacks, we will not publish information regarding our current CMS. We will discuss it with short-listed vendors. Only live content will need to be migrated, but that does include binary files.
- Q64 Linked Databases: 2.B.ii.a What are the possible linked databases? How are they accessed?
- a. This will depend upon the architecture of the new site.

- Q65 Ongoing Development: 2.A.x Does the city have any developers who will be developing/working on the platform or is the vendor the sole provider of new functionality post launch?
- a. While the City has historically relied on a single vendor for development of new functionality, we do not preclude working with additional developers.
- Q66 Clarification of Questionnaire submission: Could the agency please clarify in section 7. Questionnaire it is written "Some questions may require your answers about the work we have described in this RFP. You will fill out the questionnaire provided. There is no other form or document to upload." Is it a fillable form which we have to create as part of our Technical Proposal document with the all the details requested and do we also need to sign in the form, please clarify.
- a. Per instructions for #7 Questionnaire, "You will fill out the questionnaire provided. There is no other form or document to upload." The Questionnaire is found in "Requested Information" in Excel format. Simply fill out with requested information and save the file.
- Q67 HCMS Preferences: Are there specific Headless CMS platforms the City prefers, or any City have evaluated and decided against?
- a. Not at this time.
- Q68 Integration Requirements: Can you provide more details on existing systems and services that the new website needs to integrate with? Are there any planned future technologies that should be considered during the design phase?
- a. This will be discussed with short-listed vendors.
- Q69 Accessibility Standards: Besides compliance with general web accessibility standards (e.g., WCAG), are there any additional or specific accessibility requirements the City aims to meet?
- a. No.
- Q70 Content Migration Scope: Are there any particular challenges anticipated in the content migration process?
- a. No
- Q71 Departmental Functionalities: Could you elaborate on the unique needs and functionalities required by the different City departments? Are there examples from the current website or from other municipalities' websites that you would like to replicate or improve upon?
- a. One example is our public hearing portal (www.alpharetta.ga.us/publichearing) that is used to provide transparency and access to applications and processes related to proposed developments seeking the rezoning of property or variances from our Unified Development Code. The current portal does not allow users to search cases based on location, hearing date, etc., which would be a highly desirable functionality.

- Q72 Mobile-First Design Considerations: Are there specific features or services that should be prioritized in the mobile-first design approach?
- a. This will be determined in partnership with the selected vendor based on current site user data and other factors.
- Q73 User Experience (UX) Goals: What are the primary goals for user experience on the new website? Are there any benchmarks or key performance indicators (KPIs) you're aiming to achieve(e.g., reduced bounce rate, increased engagement)?
- a. Reduced bounce rate and increased engagement are primary drivers. Other measures include time on task and task success rate.
- Q74 Technical Support Expectations: What are the expectations regarding the 24/7 technical support? Does this include regular maintenance, security updates, and content updates?
- a. Regular maintenance, security updates, troubleshooting, and system recovery.
- Q75 Project Timeline: What is the desired timeline for the website launch? Are there any critical milestones (e.g., public announcements, major city events) that the project timeline should align with?
- a. The project timeline will be established in partnership with the selected vendor.
- Q76 Proposal Evaluation Criteria: What are the key criteria that will be used to evaluate proposals? Is there a weighting system for criteria such as cost, technical capability, design innovation, etc.?
- a. This is defined on pages 2 and 3 of the main RFP document.
- Q77 Optional Features Consideration: How important are the optional features like mass notification systems and chatbot capabilities to the project's overall goals? Would the city prefer these to be included in the initial launch or considered as future enhancements?
- a. The City's preference would be for these to be included in the initial launch if costs allow.
- Q78 Similar Websites: Can you share a few similar sites that City likes and uses Headless CMS?
- a. Not at this time.
- Q79 File Count: What is the total file count with format for migration?
- a. The current site consists of 932 pages and includes 3,569 links, 784 documents, and 703 media files. It must be noted, however, that the architecture of our current site makes each calendar entry a separate page.
- Q80 Budget: What is the budget for this project?
- a. In our experience, when our planned budget for a project is disclosed, the proposals received magically all come in at the maximum of that budget. For this reason, we do not disclose that information.
- Q81 Budget: Is hosting part of this project/budget?

- a. Reference the minimum requirements listed in the Scope of Work.
- Q82 Current Annual Spending: What is the City's current annual spending on CMS software, hosting, maintenance, and support?
 - a. This is not relevant to this procurement opportunity.
- Q83 Previous spend: How much has the City spent on the previous website?
 - a. This is not relevant to the current procurement opportunity.
- Q84 Hosting Partner: Can you please share details of the hosting partner of the current website and also who is handling the hosting?
 - a. The current site is hosted internally.
- Q85 CMS: Would you be interested in open-source solutions such as Drupal Headless CMS?
 - a. No. Reference the minimum requirements listed in the Scope of Work.
- Q86 Location - Onsite or Remote: Is the project expected to be performed onsite or can it be performed from a remote location?
 - a. While we do not believe the project can be successfully completed without onsite interaction, the City understands that much of the work can be accomplished from a remote location.
- Q87 Reason for the cancellation of previous RFP: Can you please let us know the reason for the cancellation of RFP # 23-107?
 - a. Prior to a recommended vendor being presented to the City Council, for reasons unrelated to the project scope or proposals received, Staff was directed to abandon the previous procurement and rebid the project.
- Q88 Participation: Will you allow the successful bidder of RFP # 23-107 to submit the response against this RFP?
 - a. Prior to a recommended vendor being presented to the City Council, for reasons unrelated to the project scope or proposals received, Staff was directed to abandon the previous procurement and rebid the project.
- Q89 What is your budget for Design, Development and hosting of the Website?
 - a. In our experience, when our planned budget for a project is disclosed, the proposals received magically all come in at the maximum of that budget. For this reason, we do not disclose that information.
- Q90 Is there an incumbent vendor who is currently providing these services and are they participating in this RFP?
 - a. The vendors related to our current website would not meet the minimum qualifications for this project.
- Q91 What are the key drivers for this initiative? Why now? Why at all? Can you name specific pain points?

- a. The current website was designed and constructed in 2013. While it was based on the latest technology and web design trends at that time and included features that were largely unseen outside of the websites of leading-edge marketing and technology companies, technological innovations have advanced beyond those our current website can offer. Features that users now view as common or expected on modern sites cannot be made available on ours
- Q92 Is there is a need for content and/or data migration from (a) legacy system(s)?
- a. Reference the minimum requirements listed in the Scope of Services.
- Q93 Can the whole project be run virtually, or do you prefer to meetings in person?
- a. While we do not believe the project can be successfully completed without onsite interaction, the City understands that much of the work can be accomplished from a remote location
- Q94 Can you quantify the number of pages on the current site, the number of templates, and any domains / subdomains aside from the main site that are in scope for the (re)design?
- a. The current site consists of 932 pages and includes 3,569 links, 784 documents, and 703 media files. It must be noted, however, that the architecture of our current site makes each calendar entry a separate page. There are not subsites included in the current scope of the project.
-
- Q95 RFP Reference: Content as a Service (CaaS) Infrastructure: Question: What are the city's requirements for integrating the Content as a Service (CaaS) infrastructure with external systems and platforms, specifically regarding API-first technology? Could you elaborate on the expected integrations with systems such as CRM, ERP, or other municipal service platforms, highlighting particular functionalities or data exchange protocols you envision being critical for seamless interoperability?
- a. This will be discussed with shortlisted vendors.
- Q96 RFP Reference: Migration of Existing Site Content: Question: What is the expected volume and format of content requiring migration to the new platform, including specifics such as text, images, videos, or PDF documents? Additionally, could you identify any particular challenges previously encountered with content structuring or integration, for example, metadata consistency or URL redirection strategies, that should be addressed in the migration process?
- a. The current site consists of 932 pages and includes 3,569 links, 784 documents, and 703 media files. It must be noted, however, that the architecture of our current site makes each calendar entry a separate page.
- Q97 RFP Reference: Administrative Interface and Live-Edit Functionality: Question: Could you elaborate on the specific roles and permissions envisaged for the administrative interface to manage the website effectively, such as content editors, administrators, or other custom roles? Moreover, are there any workflow customizations or content approval processes, like draft reviews or scheduled

publishing, that the city anticipates needing to facilitate streamlined content management and governance?

- a. The three primary roles will be site administrators, area/section administrators, and content editors. There will be workflows, especially as related to the approval of content created by content editors.

Q98 RFP Reference: API-first Architecture for Flexibility: Question: For the API-first architecture, could you specify the digital services that the new website's APIs need to support, such as public information access, service request submissions, or user account management? Additionally, what security protocols does the city require for API access, including authentication methods, data encryption standards, or rate limiting to safeguard against unauthorized access and ensure data integrity?

- a. This will be discussed with short-listed vendors.

Q99 RFP Reference: Custom Content Types and Forms Integration: Question: What specific custom content types and forms does the city envision as essential for the new website, and are there particular functionalities or data integration needs with existing city databases or digital services, such as event registrations, service requests, or permit applications?

- A. This will be discussed with short-listed vendors.

Q100 RFP Reference: Enhanced Search Functionality: Question: Could you detail the specific content types and data that the enhanced search functionality should prioritize for user queries, including whether advanced features such as faceted search, auto-suggestion, or content indexing preferences are considered critical for the user experience?

- a. Advanced features such as faceted search, auto-suggestion, or content indexing preferences are considered important for the user experience.

Q101 RFP Reference: User Experience and Interface Design: Question: What specific UX goals is the city targeting with the new website's design, such as enhancing accessibility, streamlining navigation, or reducing page load times, to improve overall user satisfaction and engagement? Moreover, are there particular benchmarks or standards, like achieving sub-second page loads or ensuring intuitive user flows for service discovery, that the city considers crucial for measuring the success of these UX improvements?

- a. Enhancing accessibility, streamlining navigation, and reducing page load times are all desirable outcomes. Reduced bounce rate, increased engagement, time on task, and task success rate are key measures the City will consider when evaluating the success of the user experience.

Q102 RFP Reference: Website Analytics and Reporting Tools: Question: Could you specify the key performance indicators (KPIs) and metrics that are pivotal for monitoring the website's effectiveness, such as user engagement rates, average session duration, or conversion rates? Furthermore, are there preferred analytics tools or platforms the city intends to use for tracking these metrics, ensuring compatibility with the new website's backend architecture?

- a. Reduced bounce rate, increased engagement, time on task, and task success rate are key measures the City will consider when evaluating the success of the user experience. The City currently uses Google Analytics but is open to considering other established tools.
- Q103 RFP Reference: Social Media Integration: Question: Could you articulate your objectives for integrating social media into the new website, such as enhancing community engagement or promoting city events? Moreover, are there specific social media platforms or features, like real-time feeds from Twitter or Instagram, share buttons for Facebook, or video content from YouTube, that are seen as essential for achieving these goals?
- a. This will be discussed with the short-listed vendors.
- Q104 Additional Features: While the RFP provides a comprehensive outline of current requirements, it does not specifically mention the exploration of some features that are covered in our existing "Web Framework." Given the potential of these futuristic features to transform experiences, would "City" be interested in reviewing the capabilities of our system? If yes, may we include them in our proposal by adding an additional/optional section in the proposal submission?
- a. Please reference the Proposal Format section of the RFP document.
- Q105 Could you elaborate on the specific, measurable objectives that the City of Alpharetta aims to achieve with the new website? What are the primary tasks and desired experiences for users?
- a. Reduced bounce rate, increased engagement, time on task, and task success rate are key measures the City will consider when evaluating the success of the user experience.
- Q106 What variety of content is planned for the website, such as news updates, forms, documents, or interactive features? Can you provide an estimate of the content volume?
- a. Interested vendors can gain a good understanding of the variety of our content by quickly perusing our existing website.
- Q107 Beyond basic content management, are there any particular functionalities the website requires, such as e-commerce capabilities, support for multiple languages, or user personalization features?
- a. The answer to this question is contained in the RFP document.
- Q108 Could you list the existing systems the new website must integrate with, such as Customer Relationship Management (CRM) systems, Geographic Information Systems (GIS), or payment gateways? Are there specific Application Programming Interfaces (APIs) or protocols that are necessary?
- a. The City will discuss this with short-listed vendors.
- Q109 Are there any particular accessibility standards (e.g., Web Content Accessibility Guidelines or WCAG) that the website must adhere to?

a. The answer to this question can be found in the RFP document.

Q110 Does the City have preferences for any Headless Content Management Systems (HCMS) or Content as a Service (CaaS) providers? If not, what criteria will be used to evaluate the options presented?

a. The answer to this question can be found in the RFP document.

Q111 What specific security measures and compliance standards are required for the website, including data encryption and intrusion detection systems?

a. The City will discuss this with short-listed vendors.

Q112 How does the City foresee the growth in website traffic and content volume over time?

a. Undetermined at this time.

Q113 What level of ongoing maintenance and support is expected from the City? Are there any specific Service Level Agreements (SLAs) that providers should be aware of?

a. The City's expectation is for the hosted server and web services to be available and operating 99.9% of the time during any calendar month. In the rare instances in which issues with the server or CMS impact the availability or functionality of the City's website, our expectation is to receive first response as follows:

Urgent: Complete loss of service, website outage	30 Minutes
High: Significant defect or service reduction with no procedural workaround	2 Hours
Normal: Partial reduction in service or functionality with low impact to the City's customers or the public	1 Business Day
Low: Routine support requests relating to issues with no-to-low impact to customers or the public	2 Business Days

Q114 Will the City require training for its personnel on managing and updating the new website and Content Management System (CMS)? Is there a request for comprehensive documentation?

a. Yes

Q115 What key factors will the City consider in evaluating the proposals, and how will these factors be weighted, such as technical expertise, prior experience, and cost?

a. The answer to this question can be found in the RFP document.

Q116 What is the anticipated timeline for this project, from the submission of proposals to the project's completion? What budget has been allocated for this project?

a. The project timeline will be established in partnership with the selected vendor. In our experience, when our planned budget for a project is disclosed, the proposals received magically all come in at the maximum of that budget. For this reason, we do not disclose that information.

- Q117 Can you provide detailed guidelines on the format and deadline for proposal submissions?
- a. The answer to this question can be found in the RFP document.
- Q118 In the RFP, you requested that the site be powered by a headless CMS product. Are there specific products that you have reviewed or have preferences for?
- a. No.
- Q119 In the RFP, you outlined this requirement related to CMS products that you wouldn't consider: "NOTE: The City will not consider proposals for websites built on platforms such as WordPress, Drupal, Joomla, etc." WordPress can be built as a headless CMS. Would you consider using WordPress for this project if it was built as a headless CMS?
- a. No.
- Q120 There is a website for City of Alpharetta already out there. Will we be taking content from there and add/remove content? If not, will you provide the content?
- a. The answer to this question can be found in the RFP document.
- Q121 Section 3 - what is meant by Assets? Does it mean just files ? or something else ?
- a. Assets include any files and resources used on the website.
- Q122 Ability to accept online payments - what payment gateway do they want us to use ?
- a. We will discuss this with short-listed vendors.
- Q123 Content Management and Architecture: How does the City envision managing content within the HCMS framework? Are there specific content workflows or approval processes needed or already in place that the city would like to keep intact?
- a. The three primary roles will be site administrators, area/section administrators, and content editors. There will be workflows, especially as related to the approval of content created by content editors.
- Q124 Content Management and Architecture: How should the system handle content updates across multiple sites and channels, especially regarding the shared content like calendars and documents?
- a. Yes.
- Q125 User Experience and Design Requirements: Are there specific user experience expectations when integrating?
- a. Enhancing accessibility, streamlining navigation, and reducing page load times are all desirable outcomes. Reduced bounce rate, increased engagement, time on task, and task success rate are key measures the City will consider when evaluating the success of the user experience.
- Q126 Accessibility and Compliance: What accessibility standards should the solution adhere to? WCAG 2.1?
- a. The answer to this question can be found in the RFP document.
- Q127 Localization and Multilingual Support: Are multilingual capabilities required?

- a. Multilingual capabilities are highly desired.
- Q128 SEO and Analytics: What types/level of analytics integrations are expected?
- a. We currently use Google Analytics and would anticipate the associated type/level of integration to be maintained.

END ADDENDUM

CITY OF ALPHARETTA REQUEST FOR PROPOSALS (RFP)

RFP Number: 24-116

RFP Title: City of Alpharetta Website Design, Development, Hosting

RFP Q&A Posting Date: February 19, 2024

QUESTIONS & ANSWERS, CLARIFICATIONS #1

TO ALL VENDORS:

1. We have included in this document the questions that we received from interested Vendors, along with our answers to these questions.
 2. This is **NOT** an Addendum. This document does not make any changes to the RFP. It is simply for clarification purposes.
 3. We will add this to the RFP documents as record of our Q&A.
 4. Below are our responses to questions received as of February 16, 2024.
-

BEGIN Q&A

Q1 Is experience with other municipalities a requirement in order to be considered for this project?

- a. As stated in the RFP document, "Only companies with extensive experience providing future-forward web solutions specific to local government entities will be considered." To be eligible, a vendor must have experience working with municipal or county government clients.

Q2 The City released a similar RFP back in 2023. Was that project not successful with the selected vendor? Could the City share any challenges/pitfalls with that process?

- a. Prior to a recommended vendor being presented to the City Council, for reasons unrelated to the project scope or proposals received, Staff was directed to abandon the previous procurement and rebid the project.

Q3 Would it be acceptable to work with some offshore resources?

- a. While we are not precluding from consideration vendors that are based/located outside of the United States, as a government entity, the City does have a strong preference for working with United States vendors.

Q4 The experience requirement of: "three (3) current municipality and/or other government entity customers involving similar professional services, consulting, and production deliverables". Does "Current" mean currently in progress, ongoing? can they be completed and used as a reference?

- a. "Current" is intended to mean completed projects that are currently still in active use by the client.

END Q&A

February 2024



STAFF REPORT

Department: Public Works
Submitted By: Dennis Roland
Meeting Date: June 3, 2024

AGENDA ITEM:

Invitation to Bid 24-016: Harris Road Drainage Improvements

Consideration of approval of the award of a contract for Invitation to Bid 24-016 for Harris Road Drainage Improvements to R&B Developer Inc. with funding in an amount not to exceed \$122,595.00 and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve the award of a contract for Invitation to Bid 24-016 for Harris Road Drainage Improvements to R&B Developer Inc. with funding in an amount not to exceed \$122,595.00 and authorize the Mayor to execute all necessary documents.

BUDGET & PROCUREMENT:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: \$122,595.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
SW Pipe and Structure R&M / 30241100541430C1308	\$122,595.00

EXTERNAL FUNDING SOURCES:

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

ITEM DESCRIPTION:

The award of this bid is for the construction of drainage improvements along approximately 350 linear feet of Harris Road. The construction location will be along the west side of Harris Road from the intersection at Upper Hembree Road approximately 350 linear feet north. Currently, the drainage along this section of Harris Road traverses down the existing beauty strip/edge of asphalt due to the absence of any curb and gutter, causing mud and gravel to frequently wash onto Harris Road and erode the shoulder of the road, causing the asphalt to break apart. The project will also address pedestrian safety by adding additional separation between vehicles and pedestrians.

The project will consist of the installation of curb and gutter, a 6' wide sidewalk, and the addition of a 2-foot beauty strip. Traffic impacts are expected during construction due to all construction being within the existing Right of Way. The new curb and gutter will extend the length of the project and a new 6-foot sidewalk with a 2-foot beauty strip will also be constructed. The installation of the curb and gutter will allow water to traverse down to the existing storm water collection structures without causing erosion and asphalt degradation. Due to the extensive erosion, safety issues have arisen because of the drop-off from the edge of asphalt. Public works crews have filled this eroded shoulder in with asphalt several times as a temporary measure for safety reasons.

The Public Works Department prepared plans and specifications for the project and advertised for competitive bids in February 2024 and received responses on March 28th, 2024. The City received a total of 7 bids from the following:

R&B Developer, Inc.	\$122,595.00
Sol Construction	\$123,235.00
Ohmshiv Construction	\$127,610.00
Backbone Construction	\$136,798.00
Vertical Earth	\$146,197.72
Baldwin Paving	\$197,158.10
Tri Scapes, Inc.	\$235,403.74

The apparent low bidder, R&B Developer is an experienced contractor and has completed several other similar projects. The City reached out to several references included in R&B Developers bid submittal. Staff received positive feedback regarding R&B Developers project management, knowledge/experience of the scope of work, and R&B Developers ability to work within the contract schedule and budget. Once approved, construction will begin and be completed within 300 days of the date of the notice to proceed.

ALTERNATIVES:

Do not approve funding for drainage improvements.

ATTACHMENTS:

1. Harris Rd Drainage Improvement Scoring Summary
2. Harris Rd Drainage Improvements Site Plans
3. 2024-05-04 R&B Developer Contract ITB 24-016
4. Combined Received Bid Tabs

Harris Road Drainage Improvements

 [Scoring Summary](#)

 [Reviewer Scores](#)

Scoring Summary

Active Submissions

[View Proposal Analysis](#)

Supplier	Total	B-1 - SOI	C-1 - Bid Review, Reference Check
	/ 100 pts	/ 100 pts	Pass/Fail
R&B Developer, Inc	100 pts	100 pts (\$122,595.00)	PASS
Sol Construction LLC	99.48 pts	99.48 pts (\$123,235.00)	PASS
Ohmshiv Construction, LLC.	96.07 pts	96.07 pts (\$127,610.00)	PASS
Backbone Infrastructure LLC	89.62 pts	89.62 pts (\$136,798.00)	PASS
Vertical Earth, Inc.	83.86 pts	83.86 pts (\$146,197.72)	PASS
Baldwin Paving Company, Inc.	62.18 pts	62.18 pts (\$197,158.50)	PASS
Tri Scapes, Inc.	52.08 pts	52.08 pts (\$235,403.74)	PASS

Click a proposal to view its individual scores



LDP # D240002

HARRIS ROAD DRAINAGE IMPROVEMENTS

LAND LOTS 550, 551, 552 & 553 - 1ST DISTRICT - 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

UTILITY CONTACTS

COMPANY NAME	CONTACT NAME	PHONE NUMBER
Southern Company Gas	Hayden Hinton	(404) 584-4338
GA Power Company	Ike Collins	(404) 506-4569
Sawnee EMC	Jennifer Lester	(770) 266-2547
Fulton County Water	Abdul Akbar	(404) 612-7518
AT&T	Angelo Hines	(305) 409-1542
Comcast	Oliver Brooks	(470) 787-4657
Level 3 Communications, Inc.	Ext 3	(877) 366-8344
Verizon/MCI		(800) 624-9675
XO/AGLN	Steve Gaines	(404) 473-0750
tw Telecom Corporate Headquarters		(678) 526-3767
ZAYO Fiber Solutions	Nic Flores	(678) 666-2493
FiberLight, LLC	Wayne Breeblood	(678) 314-7282

OWNER/DEVELOPER/ENGINEER:
CITY OF ALPHARETTA
PUBLIC WORKS DEPARTMENT
1790 HEMBREE ROAD
ALPHARETTA, GEORGIA 30009
PHONE: 678 297-6200
FAX: 678 297-6201
24-HOUR CONTACT: PAMELA BUSH, PE

SURVEYOR:
TERRAMARK LAND SURVEYING, INC.
1396 BELLS FERRY ROAD
MARIETTA, GEORGIA 30066
PHONE: 770 421-1927
CONTACT: WILLIAM WOHLFORD

- UTILITY NOTES:
- THE LOCATION OF UTILITIES SHOWN HEREON ARE FROM OBSERVED EVIDENCE OF ABOVE GROUND APPURTENANCES ONLY. THE SURVEYOR WAS NOT PROVIDED WITH UNDERGROUND PLANS OR SURFACE GROUND MARKINGS TO DETERMINE THE LOCATION OF ANY SUBTERRANEAN USES.
 - THE UTILITIES SHOWN HEREON ARE FOR THE CONTRACTORS CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE LOCATIONS SHOWN AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL UTILITIES WITHIN THE LIMITS OF THE WORK. ALL DAMAGE MADE TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
 - BEFORE DIGGING IN THIS AREA, CALL UTILITY LOCATORS AT 1-800-282-7411 FOR FIELD LOCATIONS (REQUEST FOR GROUND MARKINGS) OF UNDERGROUND UTILITY LINES.

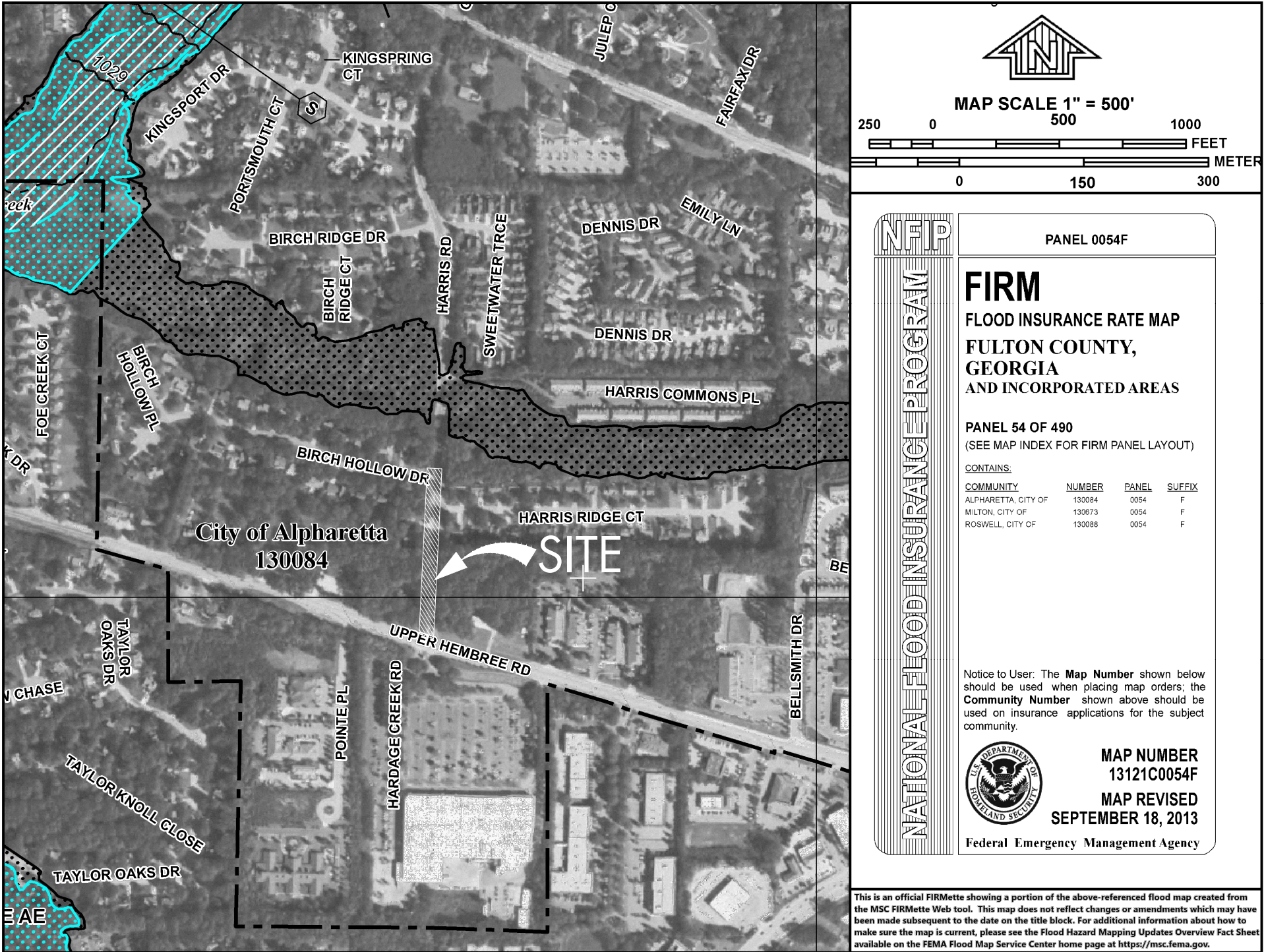
- SITE NOTES
- THE PROJECT INCLUDES THE ADDITION OF CONCRETE CURB AND GUTTER AND A 6 FOOT WIDE SIDEWALK ALONG THE WEST SIDE OF HARRIS ROAD BEGINNING AT UPPER HEMBREE ROAD TO APPROXIMATELY 340 FEET NORTH OF BIRCH HOLLOW DRIVE.
 - THE DOWNSTREAM PROPERTIES ARE ZONED R-12 & R-15 AND ARE DEVELOPED AS RESIDENTIAL. NO ADVERSE IMPACTS ARE ANTICIPATED AS A RESULT OF THIS PROJECT.
 - ACCESS TO HARRIS ROAD, UPPER HEMBREE ROAD, BIRCH HOLLOW DRIVE AND ALL DRIVEWAYS MUST BE MAINTAINED AT ALL TIMES. A MINIMUM LANE OF 10' SHALL BE MAINTAINED AT ALL TIMES.
 - TOTAL PROJECT ACREAGE: 0.12 ACRES
 - TOTAL DISTURBED ACREAGE: 0.12 ACRES.
 - THE PROPOSED SIDEWALK WILL ADD APPROXIMATELY 881 SQUARE FEET OF IMPERVIOUS SURFACES.
 - THE BOUNDARY AND TOPOGRAPHIC INFORMATION CONTAINED IN THESE PLANS WAS TAKEN FROM A BOUNDARY & TOPOGRAPHIC SURVEY BY TERRA MARK LAND SURVEYING, INC., DATED JANUARY 23, 2023.
 - SURVEY BENCHMARK: BOLT BETWEEN "VILLE" & "ALA" ON FIRE HYDRANT ON THE NORTH SIDE OF UPPER HEMBREE ROAD EAST OF THE INTERSECTION OF HARRIS ROAD - ELEV. - 1118.36 - N=1479834.24 E = 2248531.75.
 - SAID BENCHMARK IS BASED ON THE GEORGIA STATE PLANE COORDINATE SYSTEM OF 1985 (NAD 1983). ELEVATIONS ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 1988).
 - THE PROJECT LIMITS DO NOT CONTAIN STATE WATERS OR WETLANDS. NO PORTION OF THE SITE IS WITHIN 200 LF OF STATE WATERS.
 - NO PORTION OF THIS PROJECT LIES WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD, AS PER THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND SHOWN ON COMMUNITY-PANEL #13121C0054F, LAST REVISED SEPTEMBER 18, 2013.
 - NO PORTION OF THIS PROJECT LIES WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHAs), AREAS OF 1% ANNUAL CHANCE FLOOD WITH DRAINAGE AREAS LESS THAN 1 SQUARE MILE, AS SHOWN ON THE CITY OF ALPHARETTA EXPANDED FLOODPLAIN MAPS. NO PORTION OF THIS PROJECT LIES WITHIN THE FUTURE FLOODPLAIN FOR THE CITY OF ALPHARETTA.
 - THERE ARE NO KNOWN EXISTING WELLS OR SEPTIC SYSTEMS WITHIN THE PROJECT LIMITS. NO NEW WELL OR SEPTIC SYSTEMS ARE PROPOSED.

IMPERVIOUS AREA (SF)	PRE-CONSTRUCTION	POST-CONSTRUCTION	NET CHANGE
	2,147	3,028	+881
%	40%	56%	+16%

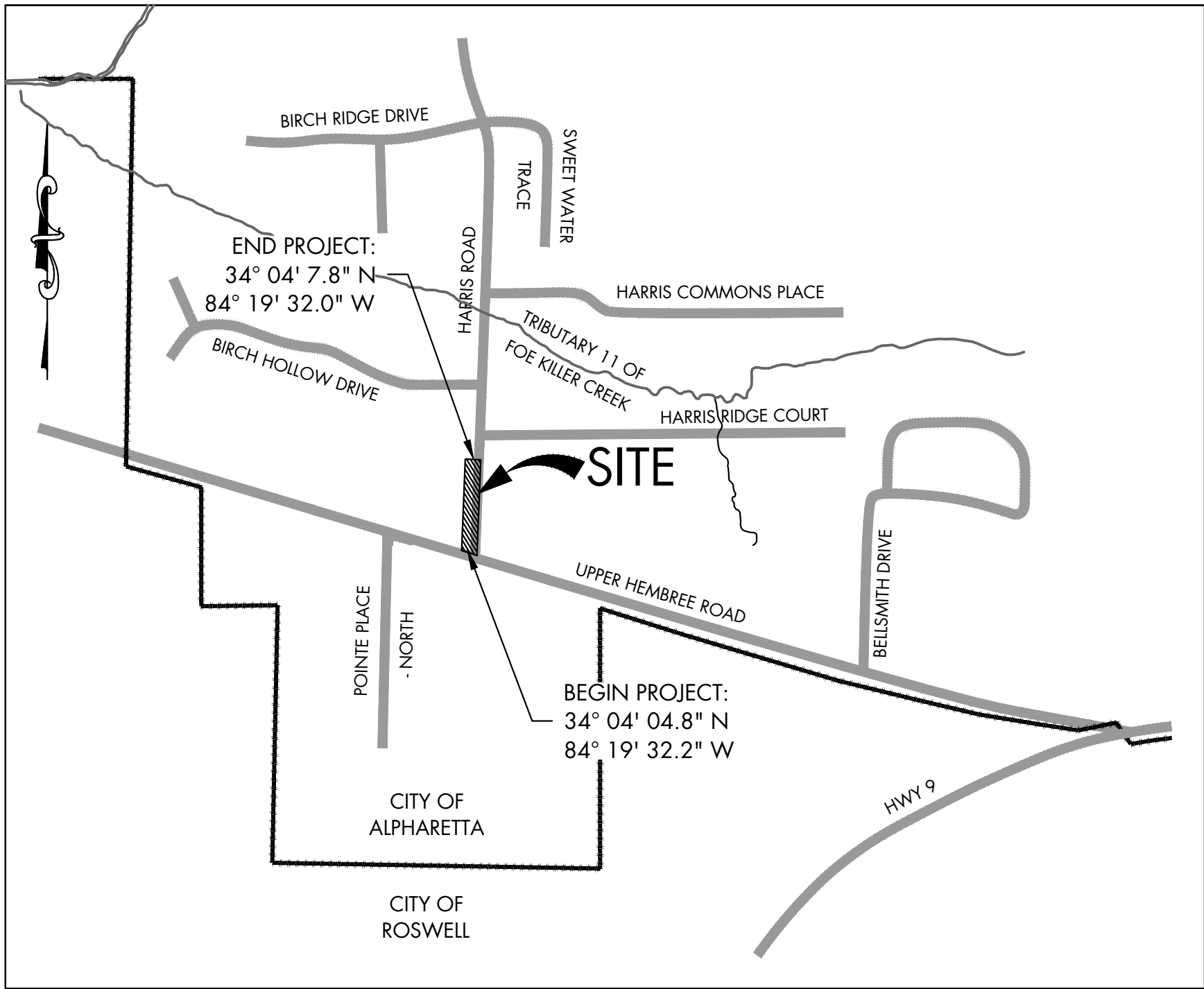
* % IS BASED ON PROJECT AREA TOTAL

- COVER SHEET REVISION NOTES:
- | | |
|------------|---|
| 03/06/2024 | COMMENTS |
| | • REVISE SHEET NUMBER FOR EROSION CONTROL PLAN SHEET IN SHEET INDEX |

FIRM PANEL



VICINITY MAP



INDEX OF REVISIONS	REVISION #1: CITY COMMENTS FEBRUARY 20, 2024 ORIGINAL SET ISSUE DATE: JANUARY 12, 2024
1	02/20/2024 CITY COMMENTS C.412 REVISED
2	03/06/2024 COMMENTS C.000 and C.300 REVISED

INDEX OF DRAWINGS	REVISION #1: CITY COMMENTS FEBRUARY 20, 2024 ORIGINAL SET ISSUE DATE: JANUARY 12, 2024
C.000	COVER SHEET
C.001	GENERAL NOTES
1 - 2	SURVEY
C.100	TREE PROTECTION AND DEMOLITION PLANS
C.200	SITE LAYOUT AND GRADING PLANS
C.300	EROSION CONTROL PLAN - PHASE I AND EROSION CONTROL PLAN - PHASE II & PHASE III
C.400	STANDARD DETAILS
C.410	EROSION CONTROL DETAILS
C.411	EROSION CONTROL DETAILS AND DRIVEWAY PROFILE
C.412	EROSION CONTROL CHECKLIST
C.000	



Know what's below
Call before you dig

SITE NOTES

1. THE PROJECT INCLUDES THE ADDITION OF CONCRETE CURB AND GUTTER AND A 6 FOOT WIDE SIDEWALK ALONG THE WEST SIDE OF HARRIS ROAD BEGINNING AT UPPER HEMBREE ROAD TO APPROXIMATELY 340 FEET NORTH OF BIRCH HOLLOW DRIVE.
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11. NO PORTION OF THIS PROJECT LIES WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHA_s) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD, AS PER THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND SHOWN ON COMMUNITY.PANEL #13121C0054F, LAST REVISED SEPTEMBER 18, 2013.
12. NO PORTION OF THIS PROJECT LIES WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHA_s), AREAS OF 1% ANNUAL CHANCE FLOOD WITH DRAINAGE AREAS LESS THAN 1 SQUARE MILE, AS SHOWN ON THE CITY OF ALPHARETTA EXPANDED FLOODPLAIN MAPS. NO PORTION OF THIS PROJECT LIES WITHIN THE FUTURE FLOODPLAIN FOR THE CITY OF ALPHARETTA.
13. THERE ARE NO KNOWN EXISTING WELLS OR SEPTIC SYSTEMS WITHIN THE PROJECT LIMITS. NO NEW WELL OR SEPTIC SYSTEMS ARE PROPOSED.

CITY OF ALPHARETTA - TRAFFIC NOTES

1. ALL UTILITY LOCATES AND RELOCATIONS, AND/OR DAMAGE WILL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR MUST CONTACT CITY OF ALPHARETTA LOCATE PERSONNEL DIRECTLY FOR TRAFFIC SIGNAL UTILITY LOCATES. PHONE 678-297-6200.
2. ALL REQUIRED TRAFFIC SIGNAGE MUST MEET MUTCD STANDARDS.
3. ALL REQUIRED TRAFFIC STRIPING MUST MEET MUTCD AND GDOT PLAN SPECIFICATIONS AND MUST BE THERMO-PLASTIC.
4. ALL H/C RAMP FORMS MUST BE APPROVED BY CITY LAND DISTURBANCE INSPECTOR PRIOR TO CONCRETE POUR.
5. ALL STRIPING LAYOUTS MUST BE APPROVED BY THE CITY TRAFFIC ENGINEER PRIOR TO FINAL APPLICATION.

CITY OF ALPHARETTA - FIRE MARSHAL NOTES

DURING CONSTRUCTION AND FOR PERMANENT ACCESS, ROADWAYS CONSTRUCTED OF AN ALL-WEATHER SURFACE CAPABLE OF SUPPORTING 75,000 POUNDS GROSS WEIGHT SHALL BE PROVIDED PER INTERNATIONAL FIRE CODE, CHAPTER 5, SECTION 503.2.3, 2006 EDITION.

CITY OF ALPHARETTA - COMMUNITY DEVELOPMENT NOTES

1. CURRENT SITE ZONING: ROW
2. PROPOSED USE: PEDESTRIAN IMPROVEMENTS
3. PARKING REQUIRED: NOT APPLICABLE
4. HANDICAP SPACES REQUIRED: NOT APPLICABLE
5. OFF-STREET PARKING SHALL BE PROVIDED AND MAINTAINED THROUGHOUT CONSTRUCTION.
6. ALL REVISIONS TO THESE PLANS MUST BE SUBMITTED TO THE CITY OF ALPHARETTA COMMUNITY DEVELOPMENT DEPARTMENT PRIOR TO CONTINUING CONSTRUCTION.
7. ON-SITE BURIAL IS NOT ALLOWED.
8. AN ENGINEER'S CERTIFICATION WILL BE REQUIRED FOR ALL RETAINING WALLS PRIOR TO ISSUANCE OF THE CERTIFICATE OF OCCUPANCY. ALL RETAINING WALLS GREATER THAN FOUR (4) FEET IN HEIGHT MUST OBTAIN A BUILDING PERMIT.
9. IRRIGATION NOTES:
 - a. IRRIGATION SYSTEMS ARE NOT ALLOWED WITHIN THE PUBLIC RIGHT OF WAY.
 - b. IRRIGATION SPRAY ONTO PUBLIC ROADWAYS IS NOT ALLOWED.
 - c. IRRIGATION SYSTEMS MUST BE SHUT OFF OR OPERATED MANUALLY DURING WINTER MONTHS TO PREVENT UNNECESSARY ICE ON ROADS.

CITY OF ALPHARETTA - SITE ENGINEERING NOTES

1. ALL AREAS TO RECEIVE STRUCTURAL FILL TO BE CLEARED, STRIPPED, AND FREE OF TOPSOIL, ROOTS, STUMPS, AND ALL OTHER DELETERIOUS MATERIAL. STRUCTURAL FILL TO BE CLEAN FROM ORGANICS AND ALL OTHER DELETERIOUS MATERIAL. FILL TO BE PLACED IN MAXIMUM 8" LIFTS AND COMPACTED TO AT LEAST 95% STANDARD PROCTOR MAXIMUM DENSITY AND TO WITHIN 3%± OF THE OPTIMUM MOISTURE CONTENT, UNLESS OTHERWISE SPECIFIED IN THE PROJECT GEOTECHNICAL REPORT OR BY THE PROJECT GEOTECHNICAL ENGINEER. ALL FILL SOILS TO BE PLACED UNDER THE OBSERVATION OF THE PROJECT GEOTECHNICAL ENGINEER. DOCUMENTATION OF COMPACTION TESTING SHALL BE PROVIDED TO THE LAND DISTURBANCE ACTIVITY INSPECTOR FOR ALL ROADWAY CONSTRUCTION IN THE RIGHT-OF-WAY (INCLUDING DECELERATION LANE). CONTACT LAND DISTURBANCE ACTIVITY INSPECTOR PRIOR TO CONSTRUCTION FOR FURTHER TESTING REQUIREMENTS.
2. FAILURE OF THE CONTRACTOR TO PERFORM THE PRESCRIBED EROSION CONTROL PRACTICES SHALL RESULT IN THE IMMEDIATE ISSUANCE OF A STOP-WORK ORDER FOR THE PROJECT SITE, PURSUANT TO SECTION 3.1.1.F.2.d. OF THE CITY UNIFIED DEVELOPMENT CODE.
3. MAINTENANCE OF ALL SOIL EROSION AND SEDIMENTATION CONTROL PRACTICES, WHETHER TEMPORARY OR PERMANENT, SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
4. ALL DISTURBED AREAS MUST BE VEGETATED WITHIN 14 DAYS OF FINAL GRADE.
5. ALL FILL SLOPES SHALL HAVE SILT FENCE AT THE TOE OF THE SLOPE.
6. THE PROJECT LIMITS DO NOT CONTAIN STATE WATERS AND/OR WETLANDS.
7. **THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION AND SEDIMENT CONTROL MEASURES AND PRACTICES PRIOR TO, OR CONCURRENT WITH, LAND-DISTURBING ACTIVITIES.**
8. **EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLAN DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE.**
9. **ANY DISTURBED AREA LEFT EXPOSED FOR 14 DAYS SHALL BE TEMPORARILY STABILIZED WITH SEED AND MULCH.**
10. THE CONTRACTOR SHALL REMOVE SEDIMENT ONCE IT HAS ACCUMULATED TO ONE-HALF THE ORIGINAL HEIGHT OF THE SILT FENCE USED FOR EROSION CONTROL.
11. MAXIMUM CUT OR FILL SLOPES ARE 2 HORIZONTAL : 1 VERTICAL.
12. ALL SILT FENCE SHOULD BE FOR SENSITIVE AREAS (Sd1-S) EXCEPT WITHIN THE CRZ OF TREES TO REMAIN. WITHIN THE CRZ OF TREES TO REMAIN, COMPOST FILTER SOCKS (Sd1-NS) SHOULD BE UTILIZED.
13. ALL MATERIALS SPILLED, DROPPED, WASHED, OR TRACKED FROM VEHICLE OR SITE ONTO ROADWAY OR INTO STORM DRAIN SYSTEM MUST BE REMOVED IMMEDIATELY BY SWEEPING. EXCESSIVE OFFSITE TRACKING MAY WARRANT THE INSTALLATION OF A CONSTRUCTION EXIT AT THE DISCRETION OF THE CITY OF ALPHARETTA INSPECTOR. THE CONSTRUCTION EXIT SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT THE TRACKING OR FLOW OF MUD ONTO PUBLIC RIGHT-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH STONE, AS CONDITIONS DEMAND. CONCRETE WASHDOWN IS NOT ALLOWED.
14. ALL STORM DRAINS AND DROP INLETS WILL HAVE 4" PERMANENT POLLUTION PREVENTION MARKERS INSTALLED PRIOR TO INSPECTION. MARKERS ARE AVAILABLE AT THE CITY OF ALPHARETTA COMMUNITY DEVELOPMENT (678-297-6000).
15. THE CONTRACTOR WILL MAINTAIN STORM WATER RUNOFF CONTROLS AT ALL TIMES. ADDITIONAL CONTROLS WILL BE INSTALLED IF DETERMINED NECESSARY BY CITY INSPECTION.
16. IRRIGATION SYSTEMS ARE NOT ALLOWED WITHIN THE PUBLIC RIGHT-OF-WAY.
17. AT LEAST ONE PERSON ON A PROJECT OR SITE MUST HAVE COMPLETED THE LEVEL 1A EROSION EDUCATION & TRAINING COURSE AND BE CERTIFIED BY GSWCC.
18. SUBCONTRACTORS MUST COMPLETE EITHER LEVEL 1A EROSION EDUCATION & TRAINING COURSE OR ATTEND SUBCONTRACTOR AWARENESS SEMINAR.
19. PAVED INVERTS REQUIRED ON ALL STORM STRUCTURES.

GENERAL NOTES

1. EXISTING UTILITIES, PAVEMENT STRUCTURES, AND OTHER FEATURES DEPICTED ON THESE DRAWINGS ARE SHOWN IN APPROXIMATE LOCATION ONLY. THE CONTRACTOR SHALL CALL A LOCAL UTILITY LOCATION SERVICE AND HAVE ALL UTILITIES IN THE WORK AREA LOCATED BEFORE STARTING WORK. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY IN THE FIELD, THE EXACT LOCATION OF THESE AND ANY OTHER EXISTING FEATURES IN OR ADJACENT TO THE PROJECT LIMITS.
2. THE CONTRACTOR SHALL BE REQUIRED TO WORK AROUND NEWLY RELOCATED UTILITIES WITHIN THE PROJECT LIMITS WHICH DO NOT CONFLICT WITH THE PROPOSED CONSTRUCTION. UTILITIES RELOCATED OR ADJUSTED FOR THE CONVENIENCE OF THE CONTRACTOR SHALL BE ARRANGED AND PAID FOR BY THE CONTRACTOR.
3. CONTRACTOR SHALL ADJUST EXISTING MANHOLE CASTINGS, VALVE BOXES AND SIMILAR STRUCTURES WITHIN THE AREA OF IMPROVEMENTS TO THE ELEVATION REQUIRED TO MEET THE FINAL GRADE, AND AS DIRECTED BY THE ENGINEER.
4. THERE ARE NO KNOWN CEMETERIES OR AREAS OF HISTORICAL SIGNIFICANCE ON SITE.
5. IF THE CONTRACTOR, IN THE COURSE OF THE WORK, FINDS ANY DISCREPANCIES BETWEEN THE PLANS AND THE PHYSICAL CONDITIONS OF THE LOCALITY, OR ANY ERRORS OR OMISSIONS IN THE PLANS OR IN THE LAYOUT AS GIVEN BY THE ENGINEER, IT SHALL BE HIS DUTY TO IMMEDIATELY INFORM THE CITY AND ENGINEER IN WRITING. THE ENGINEER WILL PROMPTLY VERIFY CONTRACTOR'S RISK.
6. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL DRAINAGE WAYS AND COMPARE SAME WITH STORM SEWER INLETS AND OUTLETS.
7. THE CONTRACTOR SHALL PROVIDE MATERIAL TESTING UNLESS OTHERWISE NOTED.
8. THE CONTRACTOR SHALL OBTAIN LANE OR ROAD CLOSURE PERMITS PRIOR TO ANY WORK IN THE PUBLIC ROADWAY.
9. THE CONTRACTOR SHALL MEET ALL APPLICABLE FEDERAL, STATE, AND LOCAL CODES, LAWS, REGULATIONS, AND REQUIREMENTS.



AVAILABLE FROM

COMMUNITY DEVELOPMENT
2 PARK PLAZA
ALPHARETTA, GA 30009
PHONE: 678-297-6000

COSTS:
\$5 EACH 4" DURACAST MARKER
\$5 5 OZ. TUBE OF SPECIAL ADHESIVE (ADHERES 14 MARKERS)

* FOR PICK UP ONLY

CITY OF ALPHARETTA STORM DRAIN MARKER
N.T.S.



1790 Hembree Road
Alpharetta, Georgia
30009

Phone: 678-297-6200
Fax: 678-297-6201

HARRIS ROAD DRAINAGE
IMPROVEMENTS

LAND LOTS 550, 551, 552 & 553 - 1ST DISTRICT - 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

GSWCC CERTIFICATION NUMBER: #13068
EXPIRATION DATE: 07/01/2024

REVISIONS

SHEET TITLE

GENERAL NOTES

ORIGINAL ISSUE DATE: JANUARY 12, 2024

SHEET #
C.001

PARTIAL TOPOGRAPHIC SURVEY
FOR
CITY OF ALPHARETTA
(HARRIS ROAD)
LOCATED IN
LAND LOTS 550, 551, 552 & 553
1ST DISTRICT, 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

REFERENCE MATERIAL

1. DEEDS AND PLATS AS SHOWN HEREON

TITLE NOTES

ACCORDING TO THE "FIRM" (FLOOD INSURANCE RATE MAP) OF FULTON COUNTY, GEORGIA (PANEL NUMBER 131210054F), DATED SEPTEMBER 18, 2013, NO PORTION OF THIS SURVEY AREA LIES WITHIN A SPECIAL FLOOD HAZARD AREA.

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT, WHICH COULD REVEAL ENCUMBRANCES NOT SHOWN ON THIS SURVEY.

SPECIAL NOTES

- CERTIFICATION AND DECLARATION IS MADE TO THE ENTITIES AS LISTED IN THE TITLE BLOCK AND/OR CERTIFICATIONS. THE CERTIFICATIONS AND DECLARATIONS ON THIS PLAT ARE NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS.
- SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED AS A PART OF THIS SURVEY. NO STATEMENT IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND OR OVERHEAD CONTAINERS OR FACILITIES THAT MAY AFFECT THE USE OR DEVELOPMENT OF THIS PROPERTY.
- PURSUANT TO RULE 180-6-09 OF THE GEORGIA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS, THE TERM "CERTIFICATION" RELATING TO PROFESSIONAL ENGINEERING AND LAND SURVEYING SERVICES SHALL MEAN A SIGNED STATEMENT BASED UPON FACTS AND KNOWLEDGE KNOWN TO THE REGISTRANT AND IS NOT A GUARANTEE OR WARRANTY, EITHER EXPRESSED OR IMPLIED.
- THIS SURVEY IS NOT PREPARED IN ACCORDANCE TO HB 76 AND SHALL NOT BE RECORDED WITHIN THE APPLICABLE LAND RECORDS.

SURVEY NOTES

EQUIPMENT USED:
A TRIMBLE "S" SERIES TOTAL STATION WAS USED TO OBTAIN ANGULAR MEASUREMENTS AND DISTANCE MEASUREMENTS.

A TRIMBLE R-12 DUAL FREQUENCY GPS UNIT WAS USED FOR ESTABLISHING CONTROL. A NETWORK ADJUSTED RTK SURVEY WAS PERFORMED AND ADJUSTED BY RELATIVE POSITIONAL ACCURACY.

CLOSURE STATEMENT:
NO BOUNDARY SURVEY HAS BEEN PERFORMED BY TERRAMARK LAND SURVEYING, INC. AT THIS TIME. BOUNDARY LINES ARE SHOWN FOR GRAPHICAL REFERENCE ONLY.

THE FIELD DATA UPON WHICH THIS SURVEY IS BASED WAS GENERATED USING A GPS CONTROL BASELINE.

THE BEARINGS SHOWN ON THIS SURVEY ARE COMPUTED ANGLES BASED ON A GRID BEARING BASE (GA WEST ZONE) NAD83.

ALL HORIZONTAL DISTANCES SHOWN ARE GROUND DISTANCES. MEASURING UNITS OF THIS SURVEY ARE IN U.S. SURVEY FEET.

CONTOURS ARE SHOWN AT ONE FOOT INTERVALS. ELEVATIONS ARE BASED ON RTK GLOBAL POSITIONING SYSTEMS OBSERVATION AND ARE RELATIVE TO NAVD 88 DATUM.

FIELD WORK FOR THIS PROPERTY WAS COMPLETED ON JANUARY 20, 2023.

DUE TO VARIANCES IN GPS EQUIPMENT, TECHNIQUES, FEDERAL ADJUSTMENTS TO STATE PLANE MODELS AND DAILY CONDITIONS IMPACTING GPS RECEPITIVITY, GPS SOLUTIONS MAY VARY FROM THOSE PROVIDED ON THIS SURVEY BOTH HORIZONTALLY AND VERTICALLY. ANY AND ALL CONTRACTORS, CONSULTANTS, INDIVIDUALS OR ENTITIES RELYING ON STATE PLANE COORDINATES TO RELATE TO DATA PROVIDED ON THIS SURVEY MUST LOCALIZE TO THE SURVEY CONTROL, BENCHMARKS OR PROPERTY MONUMENTATION ESTABLISHED BY THIS SURVEY IN ORDER TO ENSURE ACCURACY OF DATA. THE OWNER, HIS EMPLOYEES, HIS CONSULTANTS, HIS CONTRACTORS, AND/OR HIS AGENTS SHALL HEREBY DISTINCTLY UNDERSTAND THAT THE SURVEYOR IS NOT RESPONSIBLE FOR ISSUES ENCOUNTERED DUE TO FAILURE TO LOCALIZE DIRECTLY TO THIS SURVEY DATUM.

INFORMATION REGARDING SIZE, LOCATION, AND SPECIES OF EXISTING TREES IS SHOWN HEREON. THERE IS NO CERTAINTY OF THE SIZE AND SPECIES OF THE SAID TREES WITHOUT REPLICATION FROM THE DESIGNATED ARBORIST BY THE LOCAL REGULATORY AUTHORITY. THE OWNER, HIS EMPLOYEES, HIS CONSULTANTS, HIS CONTRACTORS, AND/OR HIS AGENTS SHALL HEREBY DISTINCTLY UNDERSTAND THAT THE SURVEYOR IS NOT RESPONSIBLE FOR THE CORRECTNESS OR SUFFICIENCY OF THIS INFORMATION SHOWN HEREON EXCEPT BY APPROVAL OF SAID AUTHORITY.

THIS SURVEY MAY NOT REPRESENT OFFSITE PAINT STRIPING TO THE ACCURACY REQUIRED FOR LANE DESIGN. TERRAMARK LOCATES THE EDGE OF PAVING AND CRITICAL POINTS TO REFLECT ACCURATE TOPOGRAPHIC DATA ONLY. ACCURACY OF PAINT LOCATIONS SHOULD BE VERIFIED WITH SURVEYOR PRIOR TO USING THIS SURVEY FOR DESIGN.

INFORMATION REGARDING THE REPUTED PRESENCE, SIZE, CHARACTER, AND LOCATION OF EXISTING UNDERGROUND UTILITIES AND STRUCTURES IS SHOWN HEREON. THERE IS NO CERTAINTY TO THE ACCURACY OF THIS INFORMATION AND IT SHALL BE CONSIDERED IN THAT LIGHT BY THOSE USING THIS DRAWING. THE LOCATION AND ARRANGEMENT OF UNDERGROUND UTILITIES AND STRUCTURES SHOWN HEREON MAY BE INACCURATE AND UTILITIES AND STRUCTURES NOT SHOWN MAY BE ENCOUNTERED. THE OWNER, HIS EMPLOYEES, HIS CONSULTANTS, HIS CONTRACTORS, AND/OR HIS AGENTS SHALL HEREBY DISTINCTLY UNDERSTAND THAT THE SURVEYOR IS NOT RESPONSIBLE FOR THE CORRECTNESS OR SUFFICIENCY OF THIS INFORMATION SHOWN HEREON AS TO SUCH UNDERGROUND INFORMATION.

INFORMATION REGARDING STORM SEWER AND SANITARY SEWER AS SHOWN HEREON, IS BASED ON OBSERVATIONS TAKEN BY TERRAMARK EMPLOYEES AT THE GROUND ELEVATION OF THE EXISTING STRUCTURE. TERRAMARK EMPLOYEES ARE NOT AUTHORIZED TO ENTER A CONFINED SPACE SUCH AS A STRUCTURE. THEREFORE, THERE IS NO CERTAINTY OF THE PIPE SIZES AND PIPE MATERIAL THAT ARE SHOWN ON THIS SURVEY. EXCAVATION BY A CERTIFIED CONTRACTOR IS THE ONLY WAY TO VERIFY PIPE SIZE AND MATERIAL. THE OWNER, HIS EMPLOYEES, HIS CONSULTANTS, HIS CONTRACTORS, AND/OR HIS AGENTS SHALL HEREBY DISTINCTLY UNDERSTAND THAT THE SURVEYOR IS NOT RESPONSIBLE FOR THE CORRECTNESS OR SUFFICIENCY OF THE PIPE INFORMATION SHOWN HEREON.

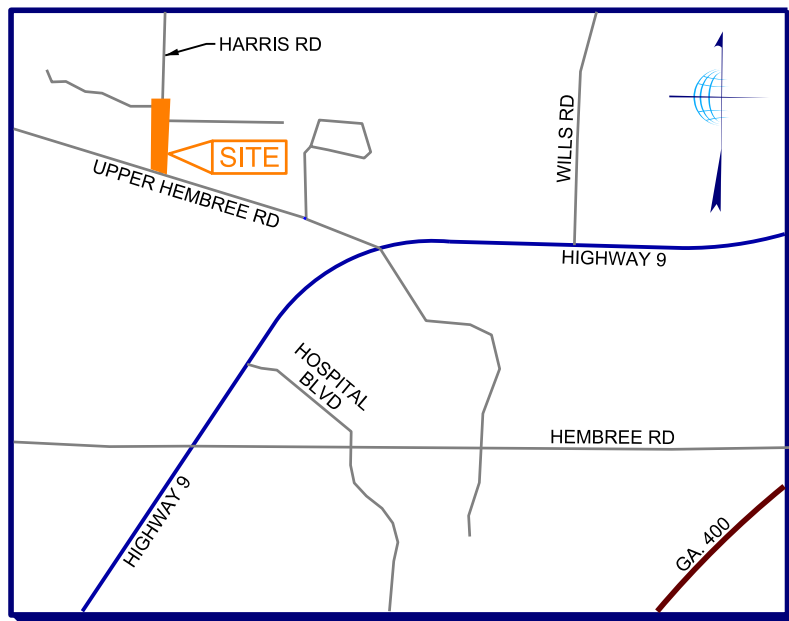
TERRAMARK LAND SURVEYING, INC. WAS UNABLE TO DETERMINE THE EXTENT OF PIPES MARKED AS APPROXIMATE DIRECTION ONLY. AFORESAID PIPE IS DRAWN ON THE SURVEY TO REFLECT THE OBSERVED DIRECTION BASED UPON A VISUAL INSPECTION OF THE STRUCTURE ONLY AND IS SHOWN FOR INFORMATIONAL PURPOSES.

STATE WATERS AND BUFFERS AS SHOWN OR NOT SHOWN HEREON ARE SUBJECT TO REVIEW BY LOCAL JURISDICTION OFFICIALS. IT IS THE RESPONSIBILITY OF THE LOCAL AUTHORITY TO DETERMINE SPECIFIC WATER CLASSIFICATION. THEREFORE, TERRAMARK LAND SURVEYING ACCEPTS NO RESPONSIBILITY IN THE IDENTIFICATION OF SAID WATERS OR BUFFERS IDENTIFIED OR NOT IDENTIFIED HEREON.

PROPERTY IS SUBJECT TO RIGHTS OF UPPER AND LOWER RIPARIAN OWNERS IN AND TO THE WATER OF CREEKS AND BRANCHES CROSSING OR ADJOINING SUBJECT PROPERTY, AND THE NATURAL FLOW THEREOF, FREE FROM DIMINUTION OR POLLUTION.

THIS SURVEY WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON. THIS SURVEY DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS OR ENTITY WITHOUT THE EXPRESS CERTIFICATION BY THE SURVEYOR NAMING SAID PERSON, PERSONS OR ENTITY.

TERRAMARK LAND SURVEYING, INC. DOES NOT WARRANT THE EXISTENCE OR NON-EXISTENCE OF ANY WETLANDS OR HAZARDOUS WASTE IN THE SURVEY AREA.

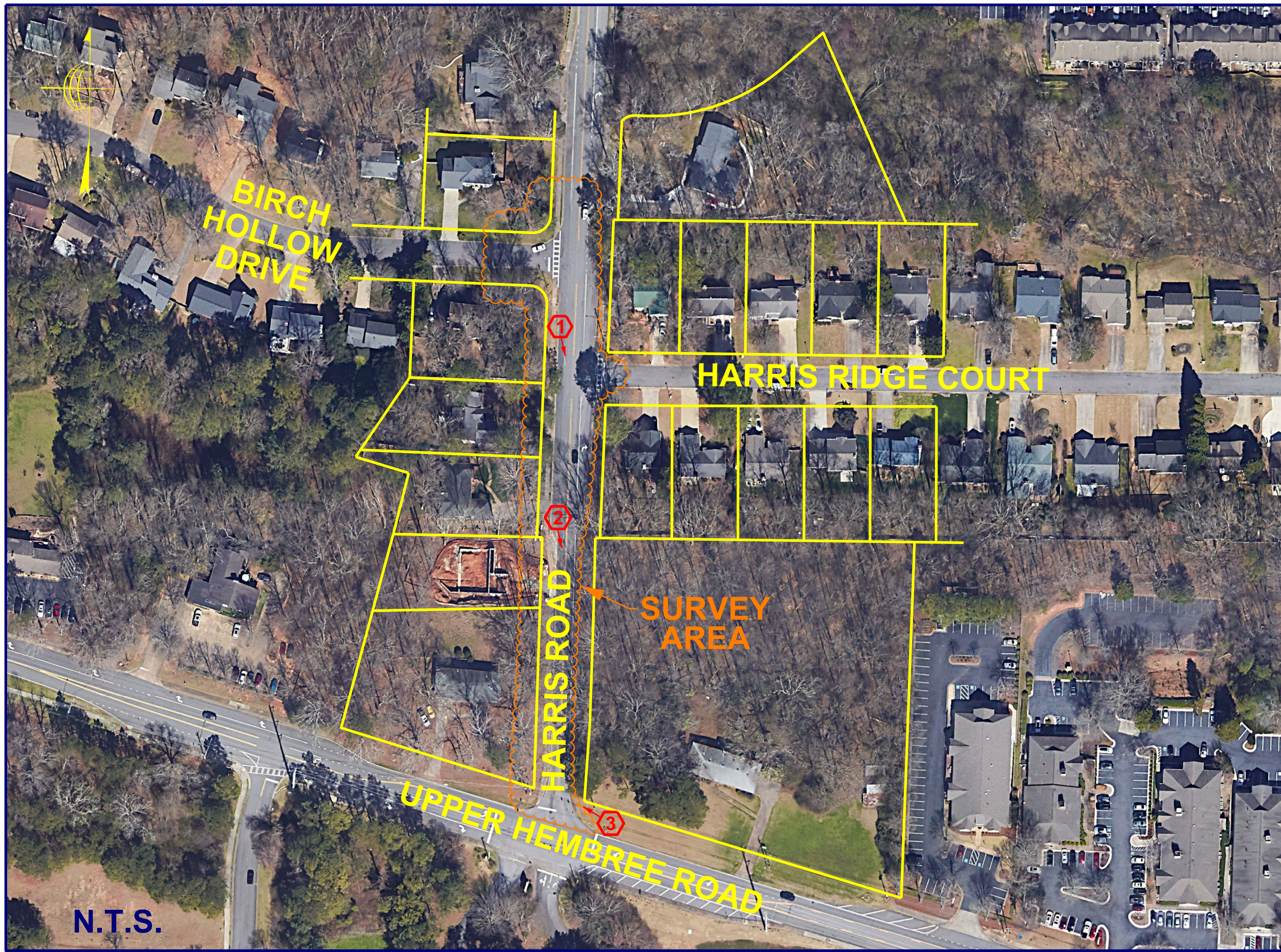


LOCATION MAP

NOT TO SCALE
LAT - 34°04'09.35" N
LONG - 84°19'31.73" W

SITE MAP

PICTURE LOCATION AND DIRECTION



AERIAL IMAGE PROVIDED BY GOOGLE EARTH
IMAGERY DATED MARCH OF 2022



PHOTO #1



PHOTO #2



PHOTO #3

UTILITY NOTES

THE UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON LOCATION OF MARKINGS PROVIDED BY:

UTILISURVEY, LLC.
154 GRANT ROAD
FAYETTEVILLE, GA 30215
PHONE: 404-312-6912
ATTENTION: HANS WÖNNEBERGER

THE UNDERGROUND UTILITIES (EXCEPT THE LOCATION OF EXISTING DRAINAGE, SEWER, AND IRRIGATION UTILITIES AS WELL AS UNDERGROUND STORAGE TANKS) WERE LOCATED BY UTILISURVEY, LLC, UTILIZING RADIO FREQUENCY TECHNIQUE AND IN ACCORDANCE TO LEVEL "B" UTILITY LOCATION CRITERIA. THIS TECHNIQUE IS CAPABLE OF LOCATING METALLIC UTILITIES AND TRACER WIRES. ANY NON-METALLIC UTILITIES (WITHOUT TRACER WIRE) ARE NOT LOCATED.

THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN-SERVICE OR ABANDONED. UNDERGROUND UTILITIES NOT OBSERVED OR LOCATED UTILIZING THIS TECHNIQUE MAY EXIST ON THIS SITE BUT ARE NOT SHOWN, AND MAY BE FOUND UPON EXCAVATION. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH THE SURVEYOR DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE.

INFORMATION REGARDING MATERIAL AND SIZE OF UTILITIES IS BASED ON RECORDS ACQUIRED FROM THE UTILITY OWNERS.

UTILITY PROVIDERS

GAS	COMMUNICATION
SOUTHERN COMPANY GAS 10 PEACHTREE STREET NE ATLANTA, GA 30309 HAYDEN HINTON (404) 584-4338	AT&T 208 S. AKARD ST DALLAS, TX 75202 210-821-4444 ANGELO HINES (305) 409-1542
POWER GEORGIA POWER COMPANY 823 JEFFERSON STREET ATLANTA, GA 30318 (404) 526-4569 IKE COLLINS	COMCAST (770) 359-8879 OLIVER BROOKS (470) 787-4657
SAWNEE EMC 543 ATLANTA HIGHWAY CUMMING, GA 30040 (678) 455-1323 JENNIFER LESTER (770) 266-2547	LEVEL 3 COMMUNICATIONS, INC 1025 ELDORADO BOULEVARD BROOMFIELD, CO 80021 (877) 366-8344 EXT. 3
WATER FULTON COUNTY WATER 9750 SPRUILL ROAD ALPHARETTA, GA 30022 (404) 612-7518 ABDULAKBAR ABDULAKBAR@FULTONCOUNTYGA.GOV	VERIZON / MCI 2400 N GLENVILLE RICHARDSON, TX 75082 (800) 624-9675
	XO / AGLN 10 PEACHTREE PLACE NE ATLANTA, GA 30309 (770) 801-6160 STEVE GAINES (404) 473-0750
	TW TELECOM CORPORATE HEADQUARTERS 10475 PARK MEADOWS DRIVE LITTLETON, CO 80124 (678) 526-3787
	ZAYO FIBER SOLUTIONS 400 CENTENNIAL PKWY, SUITE 200 LOUISVILLE, CO 80027 (678) 666-2493 NIC FLORES
	FIBERLIGHT, LLC 11700 GREAT OAKS WAY, SUITE 100 ALPHARETTA, GA 30022 WAYNE BREESBOD (678) 314-7282

SURVEYOR'S CERTIFICATE

THIS SURVEY WAS PREPARED UNDER MY DIRECT SUPERVISION, THE INFORMATION SHOWN HEREON IS ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

PRELIMINARY
PENDING REVIEW AND COMMENT

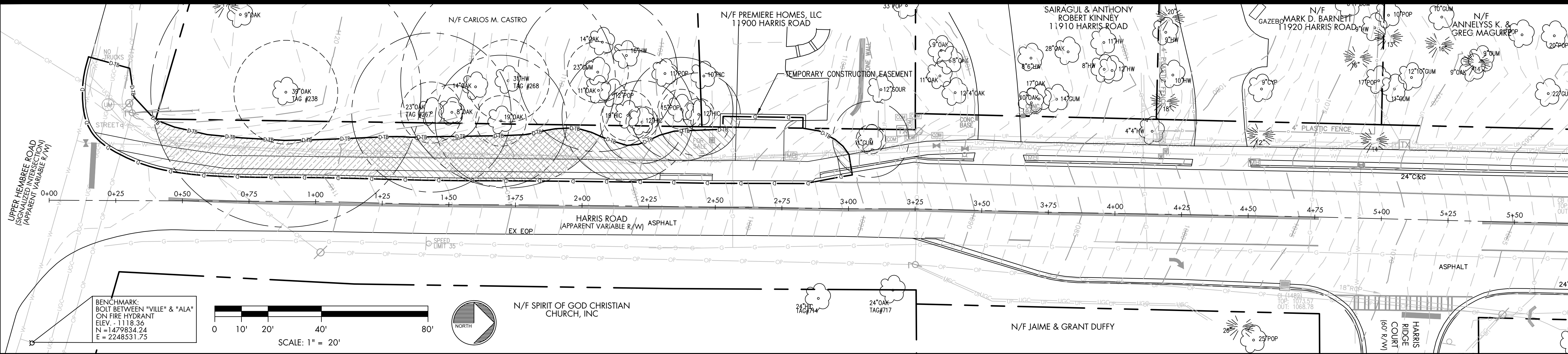
WILLIAM C. WOHLFORD, JR., RLS
REGISTERED NUMBER: 2577

PARTIAL TOPOGRAPHIC SURVEY
FOR
CITY OF ALPHARETTA
(HARRIS ROAD)
LOCATED IN
LAND LOTS 550, 551, 552 & 553
1ST DISTRICT, 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

SHEET NO.

1/2

DRAWING# TM 23-011

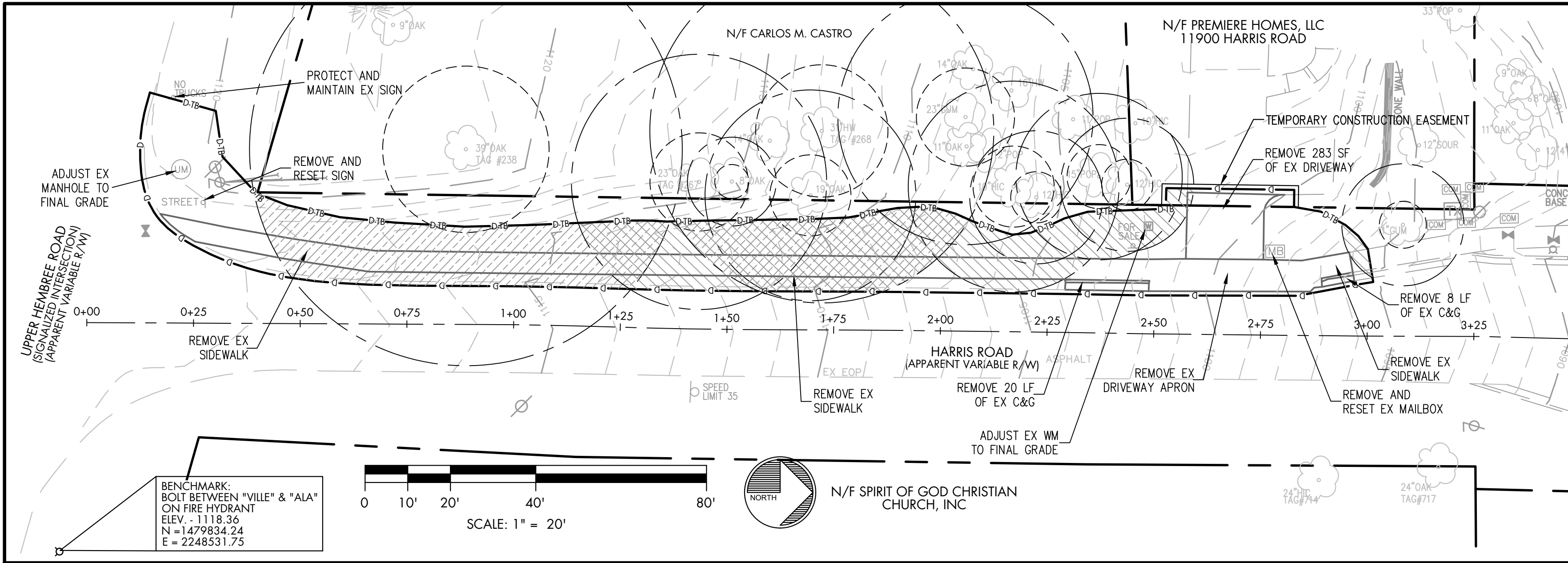


- TREE CARE PLAN FOR SIDEWALK/DRIVEWAY INSTALLATION WITHIN A CRITICAL ROOT ZONE (CRZ) OF A SPECIMEN TREE**
1. PRIOR TO RELEASE OF RETAINAGE, CITY SHALL BE PROVIDED WITH RECEIPTS SHOWING THE REQUIRED TREE CARE PLAN HAS BEEN PRE-PAID AND SCHEDULED WITH A REPUTABLE TREE CARE COMPANY.
 2. NO HEAVY EQUIPMENT IS ALLOWED WITHIN ANY CRITICAL ROOT ZONE (CRZ) OR STRUCTURAL ROOT PLATE (SRP) OF A SPECIMEN TREE, UNLESS OTHERWISE NOTED ON PLANS.
 3. WITHIN LIMITS OF DISTURBANCE, EXCAVATE SOIL AROUND ROOTS IN THE CRZ/SRP BY HAND OR WITH AN AIRSPADE (OR SIMILAR TOOL) PRIOR TO BEGINNING WORK ON PROJECT. FOR AIRSPADE USE, USE PLYWOOD BARRIERS TO SEPARATE WORK ZONE FROM SURROUNDING AREAS. AFTER SOIL EXCAVATION, CLEAN CUT ROOTS 1/2" IN DIAMETER OR GREATER, THEN COVER ENTIRELY WITH HARDWOOD MULCH.
 4. AFTER CONSTRUCTION OF SIDEWALK/DRIVEWAY, REMOVE MULCH FROM CUT ROOTS AND BACKFILL THE EXCAVATED AREA WITH NATIVE SOIL TO SPECIFIED GRADES. ADD A 2" LAYER OF CITY-APPROVED ORGANIC COMPOST ON TOP OF NATIVE SOIL, ALONG WITH GRANULAR MYCORRHIZAL INOCULUM (PER LABEL INSTRUCTIONS) AND TILL INTO SOIL.
 6. MULCH ENTIRE CRZ, WHERE ALLOWABLE, WITH HARDWOOD MULCH (OR MATCH EXISTING MULCH TYPE) TO A DEPTH OF 3"-4".
 7. DURING THE FOLLOWING FALL, FERTILIZE CRZ WITHIN LIMITS OF DISTURBANCE WITH A TIME-RELEASE FERTILIZER THAT CONTAINS MACRONUTRIENTS AND MICRONUTRIENTS AS REQUIRED PER ON-SITE SOIL ANALYSIS REPORT. COST OF SOIL REPORT SHALL BE BORNE BY CONTRACTOR. SOIL REPORT SHALL BE SUBMITTED IN ACCORDANCE WITH SPECIFICATIONS SECTION 02900, 1.03, B.
 8. ALL WORK WITHIN THE CRZ OF A SPECIMEN TREE MUST BE SUPERVISED OR PERFORMED BY AN ISA CERTIFIED ARBORIST, GA REGISTERED FORESTER, OR A S.C.A. REGISTERED CONSULTING ARBORIST. DEPENDING ON FINDINGS AT TIME OF WORK, THE ARBORIST OR FORESTER RESERVE THE RIGHT TO REQUIRE ADDITIONAL TREE CARE, INCLUDING THE REMOVAL OF THE TREE, AS NEEDED. ALL ADDITIONAL PRESCRIBED ACTION MUST BE IN COMPLIANCE WITH CITY OF ALPHARETTA ORDINANCE AND REQUIRES CITY APPROVAL PRIOR TO WORK BEING PERFORMED.
 9. THE CITY OF ALPHARETTA MUST RECEIVE A WORK SCHEDULE AT LEAST 72 HOURS IN ADVANCE OF ANY WORK WITHIN THE CRZ/SRP OF A SPECIMEN TREE AND RESERVES THE RIGHT TO BE PRESENT AT ANY AND ALL TIMES DURING THE WORK PERFORMANCE.
 10. IF SHOWN ON PLANS, ROOT BARRIER IS REQUIRED ALONG SIDEWALK OR CURB & GUTTER CONSTRUCTED WITHIN 10' OF EXISTING TREES. A CITY APPROVED ROOT BARRIER MUST BE INSTALLED WHEN NEW TREES ARE INSTALLED WITHIN 10' OF CITY-MAINTAINED SIDEWALK OR CURB & GUTTER.
 11. PRIOR TO SIDEWALK CONSTRUCTION, CANOPIES OF EXISTING TREES MUST BE PRUNED TO PROVIDE A MINIMUM 8 FEET VERTICAL CLEARANCE OVER THE PROPOSED SIDEWALK AREA. EXISTING DEAD LIMBS/BRANCHES OVERHANGING THE PROPOSED SIDEWALK AREA MUST ALSO BE REMOVED. A WORK ORDER FOR THE REQUIRED PRUNING MUST BE PREPARED BY A CERTIFIED ARBORIST OR REGISTERED FORESTER AND ALL WORK MUST BE PERFORMED ACCORDING TO ANSI A300 STANDARDS.
 12. ALL SILTFENCE TO BE INSTALLED WITHIN THE CRZ SHALL BE COMPOST FILTER SOCK TYPE B SEDIMENT BARRIERS. NO TRENCHING FOR SILT FENCE INSTALLATION ALLOWED.

- TREE CARE PLAN FOR SIDEWALK/DRIVEWAY INSTALLATION WITHIN A CRITICAL ROOT ZONE (CRZ) OF A NON-SPECIMEN TREE**
1. PRIOR TO RELEASE OF RETAINAGE, CITY SHALL BE PROVIDED WITH RECEIPTS SHOWING THE REQUIRED TREE CARE PLAN HAS BEEN PRE-PAID AND SCHEDULED WITH A REPUTABLE TREE CARE COMPANY.
 2. NO HEAVY EQUIPMENT IS ALLOWED WITHIN ANY CRITICAL ROOT ZONE (CRZ) OR STRUCTURAL ROOT PLATE (SRP) OF A NON-SPECIMEN TREE, UNLESS OTHERWISE NOTED ON PLANS.
 3. CLEAN CUT ALL ROOTS 1/2" IN DIAMETER OR GREATER.
 4. AFTER CONSTRUCTION OF SIDEWALK/DRIVEWAY, BACKFILL AREA BETWEEN SIDEWALK/DRIVEWAY AND TREE WITH NATIVE TOPSOIL TO SPECIFIED GRADES THEN MULCH WITH HARDWOOD MULCH (OR MATCH EXISTING MULCH TYPE) TO A DEPTH OF 3"-4".
 5. DURING THE FOLLOWING FALL, FERTILIZE CRZ WITHIN LIMITS OF DISTURBANCE WITH A TIME-RELEASE FERTILIZER THAT CONTAINS MACRONUTRIENTS AND MICRONUTRIENTS AS REQUIRED PER ON-SITE SOIL REPORT. COST OF SOIL REPORT SHALL BE BORNE BY CONTRACTOR. SOIL REPORT SHALL BE SUBMITTED IN ACCORDANCE WITH SPECIFICATIONS SECTION 02900, 1.03, B.
 6. IF SHOWN ON PLANS, ROOT BARRIER IS REQUIRED ALONG SIDEWALK OR CURB & GUTTER CONSTRUCTED WITHIN 10' OF EXISTING TREES. A CITY APPROVED ROOT BARRIER MUST BE INSTALLED WHEN NEW TREES ARE INSTALLED WITHIN 10' OF CITY-MAINTAINED SIDEWALK OR CURB & GUTTER.
 7. THE CITY OF ALPHARETTA MUST RECEIVE A WORK SCHEDULE AT LEAST 72 HOURS IN ADVANCE OF ANY WORK WITHIN THE CRZ OF TREES AND RESERVES THE RIGHT TO BE PRESENT AT ANY AND ALL TIMES DURING THE WORK PERFORMANCE.
 8. PRIOR TO SIDEWALK CONSTRUCTION, CANOPIES OF EXISTING TREES MUST BE PRUNED TO PROVIDE A MINIMUM 8 FEET VERTICAL CLEARANCE OVER THE PROPOSED SIDEWALK AREA. EXISTING DEAD LIMBS/BRANCHES OVERHANGING THE PROPOSED SIDEWALK AREA MUST ALSO BE REMOVED. A WORK ORDER FOR THE REQUIRED PRUNING MUST BE PREPARED BY A CERTIFIED ARBORIST OR REGISTERED FORESTER AND ALL WORK MUST BE PERFORMED ACCORDING TO ANSI A300 STANDARDS.
 9. ALL SILTFENCE TO BE INSTALLED WITHIN THE CRZ SHALL BE COMPOST FILTER SOCK TYPE B SEDIMENT BARRIERS. NO TRENCHING FOR SILT FENCE INSTALLATION ALLOWED.

UTILITY NOTE: THE CITY WILL CONTRACT DIRECTLY WITH THE AFFECTED UTILITY OWNERS FOR PURPOSES OF RELOCATION. CONTRACTOR IS ONLY RESPONSIBLE FOR COORDINATION OF THEIR CONSTRUCTION EFFORTS WITH THE RELOCATION ACTIVITIES.

COUNTY WATERLINE NOTE: ALL EXISTING WATER METERS, VALVES, AND SERVICES TO BE ADJUSTED AND/OR RELOCATED, DUE TO THE PROPOSED SIDEWALK IMPROVEMENTS, SHALL BE RELOCATED BEYOND THE LIMITS OF NEW CURB AND GUTTER AND SIDEWALK, WITHIN THE ROAD ROW, BY THE CITY CONTRACTOR.



- DEMOLITION NOTES:**
1. DEMOLITION WORK SHALL NOT BEGIN UNTIL PHASE I EROSION CONTROL MEASURES HAVE BEEN INSTALLED AND APPROVED BY CITY INSPECTOR.
 2. SAWCUT ASPHALT TO PROVIDE SMOOTH EDGE FOR CURB AND GUTTER.
 3. EXISTING STRIPING INDICATED TO BE REMOVED SHALL BE REMOVED BY WATER BLASTING.
 4. ALL VALVES IN CONCRETE TO BE RAISED TO FINISHED GRADE.
 5. EXISTING SIDEWALK AND CURB AND GUTTER CALLED OUT TO BE REMOVED SHALL BE REMOVED TO NEAREST JOINT.

- CITY ARBORIST NOTES**
1. TREE SAVE FENCE AND SIGNAGE FOR ENTIRE SITE MUST BE INSTALLED, INSPECTED AND APPROVED PRIOR TO INSTALLATION OF EROSION CONTROL MEASURES. NO LAND DISTURBANCE OR DEMOLITION IS ALLOWED BEFORE THIS INSPECTION AND APPROVAL HAS OCCURRED.
 2. THE CRZ OF SPECIMEN TREES PLUS ALL STREAM BUFFERS SHALL BE PROTECTED WITH WIRE-BACK TREE SAVE FENCING WITH METAL SUPPORT POSTS AND TREE SAVE SIGNAGE.
 3. INSTALLATION OF THE TREE SAVE FENCE WILL INVOLVE NO TRENCHING.
 4. ALL EXISTING TREES IDENTIFIED FOR PRESERVATION OR FOUND WITHIN TREE SAVE AREAS MUST BE FULLY PROTECTED DURING ALL PHASES OF THIS PROJECT.
 5. ADDITIONAL TREES ALONG THE LIMITS OF DISTURBANCE WITH ENCROACHMENT INTO THE SRP AND DEEMED STRUCTURALLY UNSAFE BY THE CITY ARBORIST OR THE PROJECT ARBORIST MAY BE REQUIRED TO BE REMOVED.
 6. ALL ROOTS ENCOUNTERED 1/2" OR GREATER DURING GRADING OR EXCAVATING OPERATIONS SHALL BE CLEAN CUT UNDER THE DIRECTION OF AN ISA CERTIFIED ARBORIST.
 7. ANY LIMBS OVERHANGING THE LOD THAT MAY BE RIPPED, TORN, OR DAMAGED DURING CONSTRUCTION SHALL BE PROPERLY PRUNED UNDER THE DIRECTION OF AN ISA CERTIFIED ARBORIST.
 8. IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAINTAIN THE VEGETATION AND REMOVE TRASH AND DEBRIS WITHIN AND AROUND THE PERIMETER OF THE PROJECT LIMITS, EVEN IF WITHIN THE PUBLIC ROW, IN ACCORDANCE WITH THE CITY OF ALPHARETTA PROPERTY MAINTENANCE CODES.
 9. ALL APPROVED REVISIONS TO THE LOCATION OF THE TREE SAVE FENCE NEED TO BE COORDINATED WITH THE LAND DISTURBANCE INSPECTOR PRIOR TO RELOCATION.



24-HOUR LOCAL CONTACT
PAMELA BUSH
678-297-6200

CAUTION
THE UTILITIES SHOWN HEREON ARE FOR THE CONTRACTORS CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE LOCATIONS SHOWN AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL UTILITIES WITHIN THE LIMITS OF THE WORK. ALL DAMAGE MADE TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.



1790 Hembree Road
Alpharetta, Georgia
30009

Phone: 678-297-6200
Fax: 678-297-6201

HARRIS ROAD DRAINAGE
IMPROVEMENTS
LAND LOTS 550, 551, 552 & 553 - 1ST DISTRICT - 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

GSWCC CERTIFICATION NUMBER: #13068
EXPIRATION DATE: 07/01/2024

REVISIONS

SHEET TITLE
TREE PROTECTION
AND DEMOLITION
PLANS
ORIGINAL ISSUE DATE: JANUARY 12, 2024

SHEET #
C.100

IMPERVIOUS AREA (SF)	PRE-CONSTRUCTION	POST-CONSTRUCTION	NET CHANGE
	2,147	3,028	+881
%	40%	56%	+16%

* % IS BASED ON PROJECT AREA TOTAL

EROSION, SEDIMENTATION AND POLLUTION CONTROL NOTES:

- THE PRIMARY PERMITTEE IS THE CITY OF ALPHARETTA.
- THE PROJECT INCLUDES STORM DRAINAGE IMPROVEMENTS ALONG THE WEST SIDE OF HARRIS ROAD BEGINNING AT UPPER HEMBREE ROAD TO APPROXIMATELY 70 FEET NORTH OF BIRCH HOLLOW DRIVE. THE DOWNSTREAM PROPERTIES ARE ZONED R-12 & R-15 AND ARE DEVELOPED AS RESIDENTIAL. NO ADVERSE IMPACTS ARE ANTICIPATED AS A RESULT OF THIS PROJECT. TOTAL PROJECT ACREAGE: 0.12 ACRES. TOTAL DISTURBED ACREAGE: 0.12 ACRES.
- THE PROJECT LIMITS DO NOT CONTAIN STATE WATERS OR WETLANDS. THE PROJECTS LIMITS ARE NOT WITHIN 200 LF OF STATE WATERS.
- NO PORTION OF THIS PROJECT LIES WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD, AS PER THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND SHOWN ON COMMUNITY-PANELS #13121C0054F, LAST REVISED SEPTEMBER 18, 2013.
- NO PORTION OF THIS PROJECT LIES WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHAs), AREAS OF 1% ANNUAL CHANCE FLOOD WITH DRAINAGE AREAS LESS THAN 1 SQUARE MILE, AS SHOWN ON THE CITY OF ALPHARETTA EXPANDED FLOODPLAIN MAPS. NO PORTION OF THIS PROJECT LIES WITHIN THE FUTURE FLOODPLAIN FOR THE CITY OF ALPHARETTA.
- MAINTENANCE OF ALL SOIL EROSION AND SEDIMENTATION CONTROL PRACTICES, WHETHER TEMPORARY OR PERMANENT, SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- INDICATED SOIL SERIES DELINEATIONS BASED ON THE CURRENT USDA SOIL SURVEY FOR FULTON COUNTY GEORGIA.
- PROJECT RECEIVING WATERS: TRIBUTARY 11 OF FOF KILLER CREEK.
- NON-EXEMPT ACTIVITIES SHALL NOT BE CONDUCTED WITHIN THE 25 OR 50-FOOT UNDISTURBED STREAM BUFFERS AS MEASURED FROM THE POINT OF WRESTED VEGETATION WITHOUT FIRST ACQUIRING THE NECESSARY VARIANCES AND PERMITS. NO BUFFER ENCROACHMENT IS PROPOSED. NO VARIANCES ARE REQUIRED.
- SEDIMENT STORAGE VOLUME MUST BE IN PLACE PRIOR TO, AND DURING, ALL LAND DISTURBING ACTIVITIES UNTIL FINAL STABILIZATION OF THE SITE HAS BEEN ACHIEVED.
- 67 CY/AC SEDIMENT STORAGE SUBSTANTIALLY HANDLED BY COMPOST FILTER SOCKS. THE LINEAR NATURE OF THE PROJECT COUPLED WITH LIMITED WORK AREA DOES NOT PROVIDE OPPORTUNITY FOR INSTALLATION OF PERMANENT BMPs TO PREVENT POLLUTANTS FROM DISCHARGING FROM THE SITE WITHOUT FURTHER ENCROACHMENT INTO ADJACENT PROPERTIES OR ROADWAY. DURING CONSTRUCTION, COMPOST FILTER SOCKS WILL BE USED TO PREVENT POLLUTANTS FROM DISCHARGING FROM THE SITE. AFTER CONSTRUCTION IS COMPLETE, ALL AREAS WILL BE STABILIZED WITH PAVEMENT OR SOD.
- CRITICAL AREAS: THERE ARE NO CRITICAL AREAS ON SITE.
- ROLLED EROSION CONTROL PRODUCTS (S&RECIP) SHALL BE INSTALLED ON ALL SLOPES STEEPER THAN 3:1.
- APPROVED PLANS MUST BE ON SITE AT ALL TIMES.
- CONTRACTOR MUST ATTEND CITY OF ALPHARETTA PRE-CONSTRUCTION CLASS PRIOR TO SITE INITIATION.
- THIS PROJECT DOES DISCHARGE WATER INTO AN IMPAIRED STREAM SEGMENT, OR WITHIN 1 LINEAR MILE UPSTREAM OF AND WITHIN THE SAME WATERSHED AS, ANY PORTION OF AN BIOTA IMPAIRED STREAM SEGMENT.
- AMENDMENTS/REVISIONS TO THE ES&PC PLAN WHICH HAVE A SIGNIFICANT EFFECT ON BMPs WITH A HYDRAULIC COMPONENT MUST BE CERTIFIED BY THE DESIGN PROFESSIONAL WHO PREPARED THE PLAN. ALL CHANGES MUST BE APPROVED BY CITY OF ALPHARETTA.
- THE PROJECT WILL HAVE A MINIMAL IMPACT ON THE OVERALL STORM WATER RUN OFF FOR THE PROJECT BASIN.
- ALL MATERIALS SPILLED, DROPPED, WASHED, OR TRACKED FROM VEHICLE OR SITE ONTO ROADWAY OR INTO STORM DRAIN SYSTEM MUST BE REMOVED IMMEDIATELY BY SWEEPING. EXCESSIVE OFFSITE TRACKING MAY WARRANT THE INSTALLATION OF A CONSTRUCTION EXIT AT THE DISCRETION OF THE CITY OF ALPHARETTA INSPECTOR. THE CONSTRUCTION EXIT SHALL BE MAINTAINED IN A CONDITION, WHICH WILL PREVENT TRACKING OR FLOW OF MUD ONTO PUBLIC RIGHT-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH STONE, AS CONDITIONS DEMAND.
- CONCRETE WASHDOWN IS NOT ALLOWED.
- WASTE MATERIALS SHALL NOT BE DISCHARGED TO WATERS OF THE STATE, EXCEPT AS AUTHORIZED BY A SECTION 404 PERMIT.
- THE ES&PC PLAN IS IN COMPLIANCE WITH WASTE DISPOSAL, SANITARY SEWER, AND SEPTIC TANK REGULATIONS.
- IN ORDER TO PREVENT AND CONTROL POTENTIAL LEAKS AND/OR SPILLS OF PETROLEUM PRODUCTS SUCH AS FUELS AND LUBRICATING MATERIALS, AND OTHER POTENTIALLY HAZARDOUS MATERIALS, THE FOLLOWING BEST MANAGEMENT PRACTICES SHALL BE UTILIZED:
 - ESTABLISH SECURED STORAGE AREAS FOR FUELS AND CHEMICALS.
 - UTILIZE COVERED MATERIAL STORAGE.
 - UTILIZE MATERIAL STORAGE CONTAINMENT, SUCH AS BERMS, LINED SURFACES, SECONDARY CONTAINMENT DEVICES.
 - PERFORM REGULAR INSPECTIONS OF EQUIPMENT FOR LEAKS.
 - UTILIZE DRIP PANS, WHERE APPROPRIATE.
 - PROVIDE SUFFICIENT SPILL CLEANUP MATERIALS ON-SITE IN ORDER TO RESPOND TO ACCIDENTAL SPILLS.

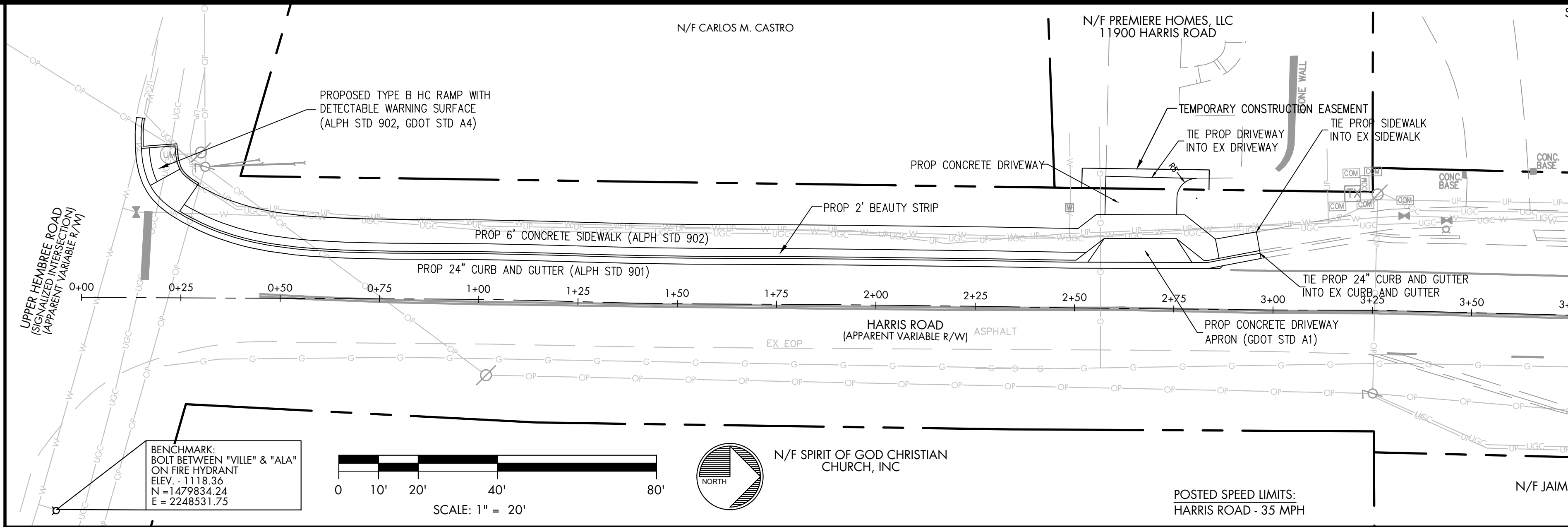
NO HEAVY EQUIPMENT IS ALLOWED WITHIN ANY CRITICAL ROOT ZONE (CRZ) OR STRUCTURAL ROOT PLATE (SRP) OF A SPECIMEN OR NON-SPECIMEN TREE, UNLESS OTHERWISE NOTED ON PLANS.

ANTICIPATED ACTIVITY SCHEDULE					
ACTIVITY/WEEK		1	2	3	4
PHASE I	INSTALL TREE SAVE CONTROLS				
	INSTALL SEDIMENT CONTROLS				
	DEMOLITION, CLEARING, AND ROUGH GRADING				
PHASE II	INTERMEDIATE GRADING				
PHASE III	INSTALL CURB AND GUTTER AND SIDEWALK				
	FINAL GRADING & LANDSCAPING				
PHASE III	SITE CLEAN UP				
MAINTAIN EROSION CONTROL					

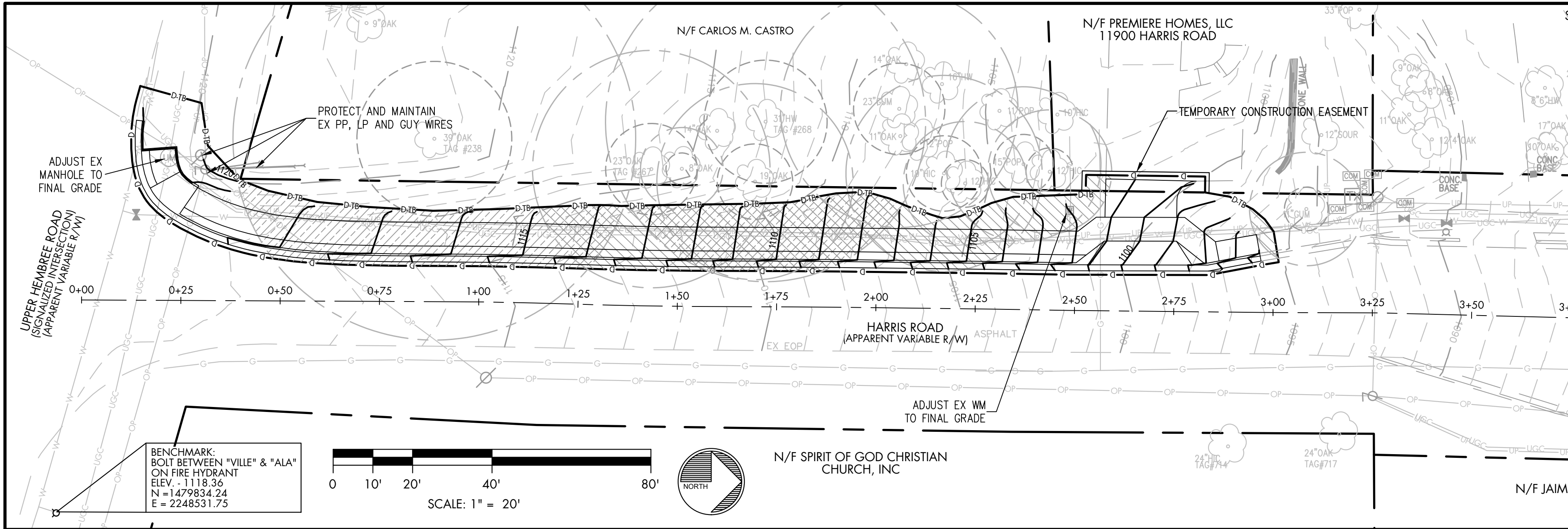
ANTICIPATED START DATE: MAY 7, 2018



Know what's below
Call before you dig



SITE LAYOUT PLAN



GRADING PLAN

- TREE CARE PLAN FOR SIDEWALK/DRIVEWAY INSTALLATION WITHIN A CRITICAL ROOT ZONE (CRZ) OF A SPECIMEN TREE (SEE SHEET C.100 FOR NOTES)
- TREE CARE PLAN FOR SIDEWALK/DRIVEWAY INSTALLATION WITHIN A CRITICAL ROOT ZONE (CRZ) OF A NON-SPECIMEN TREE (SEE SHEET C.100 FOR NOTES)

UTILITY NOTE: ALL WATER METERS, WATER VALVES, FIRE HYDRANTS, AND SANITARY SEWER MANHOLES ARE TO BE ADJUSTED TO GRADE UNLESS OTHERWISE NOTED.

CITY ARBORIST NOTES

- TREE SAVE FENCE AND SIGNAGE FOR ENTIRE SITE MUST BE INSTALLED, INSPECTED AND APPROVED PRIOR TO INSTALLATION OF EROSION CONTROL MEASURES. NO LAND DISTURBANCE OR DEMOLITION IS ALLOWED BEFORE THIS INSPECTION AND APPROVAL HAS OCCURRED.
- THE CRZ OF SPECIMEN TREES PLUS ALL STREAM BUFFERS SHALL BE PROTECTED WITH WIRE-BACK TREE SAVE FENCING WITH METAL SUPPORT POSTS AND TREE SAVE SIGNAGE.
- INSTALLATION OF THE TREE SAVE FENCE WILL INVOLVE NO TRENCHING.
- ALL EXISTING TREES IDENTIFIED FOR PRESERVATION OR FOUND WITHIN TREE SAVE AREAS MUST BE FULLY PROTECTED DURING ALL PHASES OF THIS PROJECT.
- ADDITIONAL TREES ALONG THE LIMITS OF DISTURBANCE WITH ENCROACHMENT INTO THE SRP AND DEEMED STRUCTURALLY UNSAFE BY THE CITY ARBORIST OR THE PROJECT ARBORIST MAY BE REQUIRED TO BE REMOVED.
- ALL ROOTS ENCOUNTERED 1/2" OR GREATER DURING GRADING OR EXCAVATING OPERATIONS SHALL BE CLEAN CUT UNDER THE DIRECTION OF AN ISA CERTIFIED ARBORIST.
- ANY LIMBS OVERHANGING THE LOD THAT MAY BE RIPPED, TORN, OR DAMAGED DURING CONSTRUCTION SHALL BE PROPERLY PRUNED UNDER THE DIRECTION OF AN ISA CERTIFIED ARBORIST.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAINTAIN THE VEGETATION AND REMOVE TRASH AND DEBRIS WITHIN AND AROUND THE PERIMETER OF THE PROJECT LIMITS, EVEN IF WITHIN THE PUBLIC ROW, IN ACCORDANCE WITH THE CITY OF ALPHARETTA PROPERTY MAINTENANCE CODES.
- ALL APPROVED REVISIONS TO THE LOCATION OF THE TREE SAVE FENCE NEED TO BE COORDINATED WITH THE LAND DISTURBANCE INSPECTOR PRIOR TO RELOCATION.

COUNTY WATERLINE NOTE: ALL EXISTING WATER METERS, VALVES, AND SERVICES TO BE ADJUSTED AND/OR RELOCATED, DUE TO THE PROPOSED SIDEWALK IMPROVEMENTS, SHALL BE RELOCATED BEYOND THE LIMITS OF NEW CURB AND GUTTER, WITHIN THE ROAD ROW, BY THE CITY CONTRACTOR.

UTILITY NOTE: THE CITY WILL CONTRACT DIRECTLY WITH THE AFFECTED UTILITY OWNERS FOR PURPOSES OF RELOCATION. CONTRACTOR IS ONLY RESPONSIBLE FOR COORDINATION OF THEIR CONSTRUCTION EFFORTS WITH THE RELOCATION ACTIVITIES.

STORMWATER MANAGEMENT NOTE: THIS PROJECT IS A LINEAR STORM DRAINAGE MAINTENANCE PROJECT THAT ADDRESSES KNOWN EROSION CONTROL ISSUES ALONG HARRIS ROAD. THE LINEAR NATURE OF THE PROJECT, COUPLED WITH LIMITED WORK AREA, DOES NOT PROVIDE OPPORTUNITY FOR INSTALLATION OF PERMANENT STORMWATER MANAGEMENT BMPs WITHOUT FURTHER ENCROACHMENT INTO ADJACENT PROPERTIES OR ROADWAY. THEREFORE, STORMWATER MANAGEMENT IS NOT PROPOSED FOR THIS PROJECT.

24-HOUR LOCAL CONTACT
PAMELA BUSH
678-297-6200

CAUTION
THE UTILITIES SHOWN HEREON ARE FOR THE CONTRACTORS CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE LOCATIONS SHOWN AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL UTILITIES WITHIN THE LIMITS OF THE WORK. ALL DAMAGE MADE TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.



1790 Hembree Road
Alpharetta, Georgia
30009

Phone: 678-297-6200
Fax: 678-297-6201

HARRIS ROAD DRAINAGE
IMPROVEMENTS

LAND LOTS 550, 551, 552 & 553 - 1ST DISTRICT - 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

GSWCC CERTIFICATION NUMBER: #13068
EXPIRATION DATE: 07/01/2024

REVISIONS

SHEET TITLE
SITE LAYOUT AND
GRADING PLANS

ORIGINAL ISSUE DATE: JANUARY 12, 2024

SHEET #
C.200

CITY ARBORIST NOTES

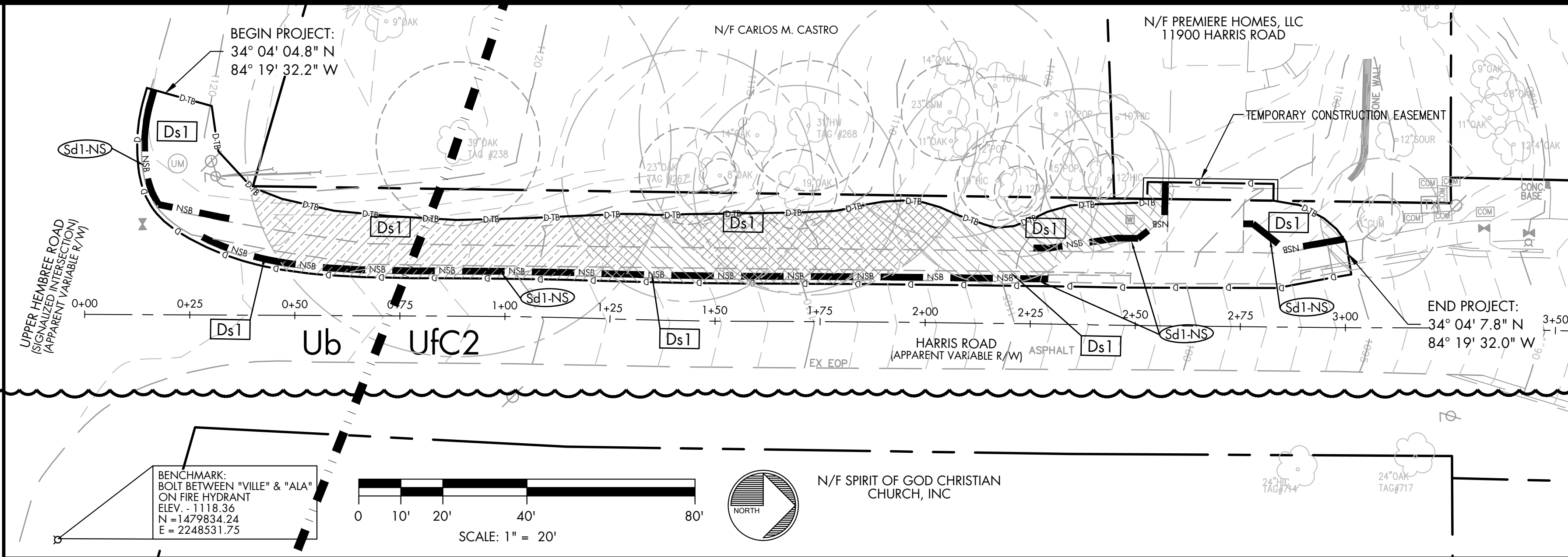
1. TREE SAVE FENCE AND SIGNAGE FOR ENTIRE SITE MUST BE INSTALLED, INSPECTED AND APPROVED PRIOR TO INSTALLATION OF EROSION CONTROL MEASURES. NO LAND DISTURBANCE OR DEMOLITION IS ALLOWED BEFORE THIS INSPECTION AND APPROVAL HAS OCCURRED.
2. THE CRZ OF SPECIMEN TREES PLUS ALL STREAM BUFFERS SHALL BE PROTECTED WITH WIRE-BACK TREE SAVE FENCING WITH METAL SUPPORT POSTS AND TREE SAVE SIGNAGE.
3. INSTALLATION OF THE TREE SAVE FENCE WILL INVOLVE NO TRENCHING.
4. ALL EXISTING TREES IDENTIFIED FOR PRESERVATION OR FOUND WITHIN TREE SAVE AREAS MUST BE FULLY PROTECTED DURING ALL PHASES OF THIS PROJECT. ADDITIONAL TREES ALONG THE LIMITS OF DISTURBANCE WITH ENCROACHMENT INTO THE SRP AND DEEMED STRUCTURALLY UNSAFE BY THE CITY ARBORIST OR THE PROJECT ARBORIST MAY BE REQUIRED TO BE REMOVED.
5. ALL ROOTS ENCOUNTERED 1/2" OR GREATER DURING GRADING OR EXCAVATING OPERATIONS SHALL BE CLEAN CUT UNDER THE DIRECTION OF AN ISA CERTIFIED ARBORIST.
6. ANY LIMBS OVERHANGING THE LOD THAT MAY BE RIPPED, TORN, OR DAMAGED DURING CONSTRUCTION SHALL BE PROPERLY PRUNED UNDER THE DIRECTION OF AN ISA CERTIFIED ARBORIST.
7. IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAINTAIN THE VEGETATION AND REMOVE TRASH AND DEBRIS WITHIN AND AROUND THE PERIMETER OF THE PROJECT LIMITS, EVEN IF WITHIN THE PUBLIC ROW, IN ACCORDANCE WITH THE CITY OF ALPHARETTA PROPERTY MAINTENANCE CODES.
8. ALL APPROVED REVISIONS TO THE LOCATION OF THE TREE SAVE FENCE NEED TO BE COORDINATED WITH THE LAND DISTURBANCE INSPECTOR PRIOR TO RELOCATION.

EROSION CONTROL PLAN REVISION NOTES:

- 3/06/2024
- | COMMENTS |
|---|
| • PHASE I - ADD Sd1-NS AT EDGE OF PAVEMENT |
| • PHASE II/III - ADD Sd1-NS AT BACK OF CURB |
| • REVISE SHEET NAME TO MATCH SHEET INDEX |

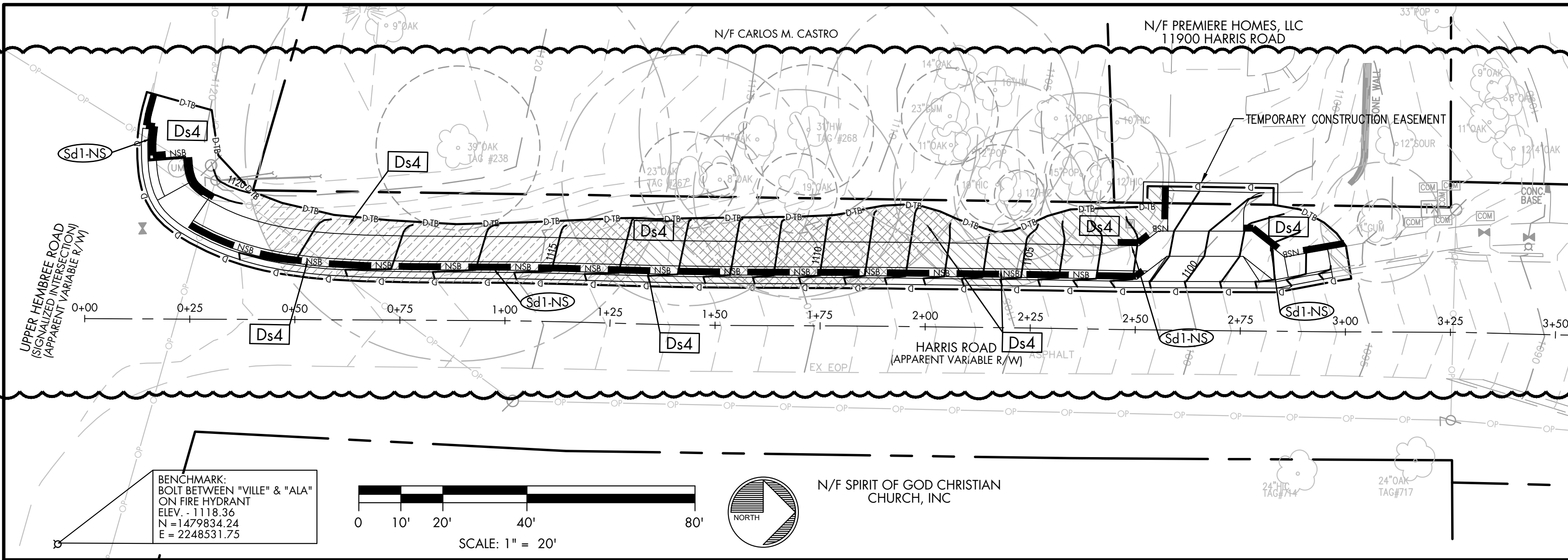
EROSION, SEDIMENTATION AND POLLUTION CONTROL NOTES:

1. THE PRIMARY PERMITTEE IS THE CITY OF ALPHARETTA.
2. THE PROJECT INCLUDES STORM DRAINAGE IMPROVEMENTS ALONG THE WEST SIDE OF HARRIS ROAD BEGINNING AT UPPER HEMBREE ROAD TO APPROXIMATELY 70 FEET NORTH OF BIRCH HOLLOW DRIVE. THE DOWNSTREAM PROPERTIES ARE ZONED R-12 & R-15 AND ARE DEVELOPED AS RESIDENTIAL. NO ADVERSE IMPACTS ARE ANTICIPATED AS A RESULT OF THIS PROJECT.
3. TOTAL PROJECT ACREAGE: 0.12 ACRES. TOTAL DISTURBED ACREAGE: 0.12 ACRES.
4. THE PROJECT LIMITS DO NOT CONTAIN STATE WATERS OR WETLANDS. THE PROJECTS LIMITS ARE NOT WITHIN 200 LF OF STATE WATERS.
5. NO PORTION OF THIS PROJECT LIES WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD, AS PER THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND SHOWN ON COMMUNITY-PANELS #13121C0054F, LAST REVISED SEPTEMBER 18, 2013.
6. NO PORTION OF THIS PROJECT LIES WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHAs), AREAS OF 1% ANNUAL CHANCE FLOOD WITH DRAINAGE AREAS LESS THAN 1 SQUARE MILE, AS SHOWN ON THE CITY OF ALPHARETTA EXPANDED FLOODPLAIN MAPS.
7. NO PORTION OF THIS PROJECT LIES WITHIN THE FUTURE FLOODPLAIN FOR THE CITY OF ALPHARETTA.
8. MAINTENANCE OF ALL SOIL EROSION AND SEDIMENTATION CONTROL PRACTICES, WHETHER TEMPORARY OR PERMANENT, SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
9. INDICATED SOIL SERIES DELINEATIONS BASED ON THE CURRENT USDA SOIL SURVEY FOR FULTON COUNTY GEORGIA.
10. PROJECT RECEIVING WATERS: TRIBUTARY 11 OF FOE KILLER CREEK.
11. NON-EXEMPT ACTIVITIES SHALL NOT BE CONDUCTED WITHIN THE 25 OR 50-FOOT UNDISTURBED STREAM BUFFERS AS MEASURED FROM THE POINT OF WRESTED VEGETATION WITHOUT FIRST ACQUIRING THE NECESSARY VARIANCES AND PERMITS. NO BUFFER ENCROACHMENT IS PROPOSED. NO VARIANCES ARE REQUIRED.
12. SEDIMENT STORAGE VOLUME MUST BE IN PLACE PRIOR TO, AND DURING, ALL LAND DISTURBING ACTIVITIES UNTIL FINAL STABILIZATION OF THE SITE HAS BEEN ACHIEVED.
13. 67 CY/AC SEDIMENT STORAGE SUBSTANTIALLY HANDLED BY COMPOST FILTER SOCKS. THE LINEAR NATURE OF THE PROJECT COUPLED WITH LIMITED WORK AREA DOES NOT PROVIDE OPPORTUNITY FOR INSTALLATION OF PERMANENT BMPs TO PREVENT POLLUTANTS FROM DISCHARGING FROM THE SITE WITHOUT FURTHER ENCROACHMENT INTO ADJACENT PROPERTIES OR ROADWAY. DURING CONSTRUCTION, COMPOST FILTER SOCKS WILL BE USED TO PREVENT POLLUTANTS FROM DISCHARGING FROM THE SITE. AFTER CONSTRUCTION IS COMPLETE, ALL AREAS WILL BE STABILIZED WITH PAVEMENT OR SOD.
14. CRITICAL AREAS: THERE ARE NO CRITICAL AREAS ON SITE.
15. ROLLED EROSION CONTROL PRODUCTS (S&RECP) SHALL BE INSTALLED ON ALL SLOPES STEEPER THAN 3:1.
16. APPROVED PLANS MUST BE ON SITE AT ALL TIMES.
17. CONTRACTOR MUST ATTEND CITY OF ALPHARETTA PRE-CONSTRUCTION CLASS PRIOR TO SITE INITIATION.
18. THIS PROJECT DOES DISCHARGE WATER INTO AN IMPAIRED STREAM SEGMENT, OR WITHIN 1 LINEAR MILE UPSTREAM OF AND WITHIN THE SAME WATERSHED AS, ANY PORTION OF AN BIOTA IMPAIRED STREAM SEGMENT.
19. AMENDMENTS/REVISIONS TO THE ES&PC PLAN WHICH HAVE A SIGNIFICANT EFFECT ON BMPs WITH A HYDRAULIC COMPONENT MUST BE CERTIFIED BY THE DESIGN PROFESSIONAL WHO PREPARED THE PLAN. ALL CHANGES MUST BE APPROVED BY CITY OF ALPHARETTA.
20. THE PROJECT WILL HAVE A MINIMAL IMPACT ON THE OVERALL STORM WATER RUN OFF FOR THE PROJECT BASIN.
21. ALL MATERIALS SPILLED, DROPPED, WASHED, OR TRACKED FROM VEHICLE OR SITE ONTO ROADWAY OR INTO STORM DRAIN SYSTEM MUST BE REMOVED IMMEDIATELY BY SWEEPING. EXCESSIVE OFFSITE TRACKING MAY WARRANT THE INSTALLATION OF A CONSTRUCTION EXIT AT THE DISCRETION OF THE CITY OF ALPHARETTA INSPECTOR. THE CONSTRUCTION EXIT SHALL BE MAINTAINED IN A CONDITION, WHICH WILL PREVENT TRACKING OR FLOW OF MUD ONTO PUBLIC RIGHT-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH STONE, AS CONDITIONS DEMAND.
22. CONCRETE WASHDOWN IS NOT ALLOWED.
23. WASTE MATERIALS SHALL NOT BE DISCHARGED TO WATERS OF THE STATE, EXCEPT AS AUTHORIZED BY A SECTION 404 PERMIT.
24. THE ES&PC PLAN IS IN COMPLIANCE WITH WASTE DISPOSAL, SANITARY SEWER, AND SEPTIC TANK REGULATIONS.
25. IN ORDER TO PREVENT AND CONTROL POTENTIAL LEAKS AND/OR SPILLS OF PETROLEUM PRODUCTS SUCH AS FUELS AND LUBRICATING MATERIALS, AND OTHER POTENTIALLY HAZARDOUS MATERIALS, THE FOLLOWING BEST MANAGEMENT PRACTICES SHALL BE UTILIZED:
 - a. ESTABLISH SECURED STORAGE AREAS FOR FUELS AND CHEMICALS.
 - b. UTILIZE COVERED MATERIAL STORAGE.
 - c. UTILIZE MATERIAL STORAGE CONTAINMENT, SUCH AS BERMS, LINED SURFACES, SECONDARY CONTAINMENT DEVICES.
 - d. PERFORM REGULAR INSPECTIONS OF EQUIPMENT FOR LEAKS.
 - e. UTILIZE DRIP PANS, WHERE APPROPRIATE.
 - f. PROVIDE SUFFICIENT SPILL CLEANUP MATERIALS ON-SITE IN ORDER TO RESPOND TO ACCIDENTAL SPILLS.



EROSION CONTROL PLAN - PHASE I

EROSION CONTROL PLAN - PHASE II & III



EROSION CONTROL LEGEND

Ds1	DISTURBED AREA STABILIZATION (MULCHING ONLY)
Ds2	DISTURBED AREA STABILIZATION (TEMPORARY SEEDING)
Ds3	DISTURBED AREA STABILIZATION (PERMANENT SEEDING)
Ds4	DISTURBED AREA STABILIZATION (SODDING)
Sd1-S	SEDIMENT BARRIER - SENSITIVE (TYPE C)
Sd1-NS	SEDIMENT BARRIER - NON-SENSITIVE (COMPOST FILTER SOCK)
D	LIMITS OF DISTURBANCE
D-TB	LIMITS OF DISTURBANCE WITH WIRE BACKED TREE PROTECTION FENCE (TYPE "B")

SEE SHEETS C.610 - C.611 FOR DETAILS.

- TREE CARE PLAN FOR SIDEWALK/DRIVEWAY
INSTALLATION WITHIN A CRITICAL ROOT ZONE (CRZ)
OF A SPECIMEN TREE (SEE SHEET C.100 FOR NOTES)
- TREE CARE PLAN FOR SIDEWALK/DRIVEWAY
INSTALLATION WITHIN A CRITICAL ROOT ZONE (CRZ)
OF A NON-SPECIMEN TREE (SEE SHEET C.100 FOR NOTES)

NO HEAVY EQUIPMENT IS ALLOWED WITHIN ANY CRITICAL ROOT ZONE (CRZ) OR STRUCTURAL ROOT PLATE (SRP) OF A SPECIMEN OR NON-SPECIMEN TREE, UNLESS OTHERWISE NOTED ON PLANS.

PER SECTION 12-7-9 OF THE OFFICIAL CODE OF GEORGIA, I CERTIFY THAT THE PLAN PREPARER OR THE DESIGNEE THEREOF HAS VISITED THE SITE PRIOR TO THE CREATION OF THE EROSION AND SEDIMENT CONTROL PLANS OR THAT SUCH A VISIT WAS NOT REQUIRED IN ACCORDANCE WITH THE RULES AND REGULATIONS ESTABLISHED BY THE BOARD.

PAMELA C. BUSH, PE #30384, GSWCC CERTIFICATION #13068

DESIGN PROFESSIONAL'S SIGNATURE DESIGN PROFESSIONAL'S NAME, GA. PE #, GSWCC CERTIFICATION #



Know what's below
Call before you dig

24-HOUR LOCAL CONTACT
PAMELA BUSH
678-297-6200

CAUTION
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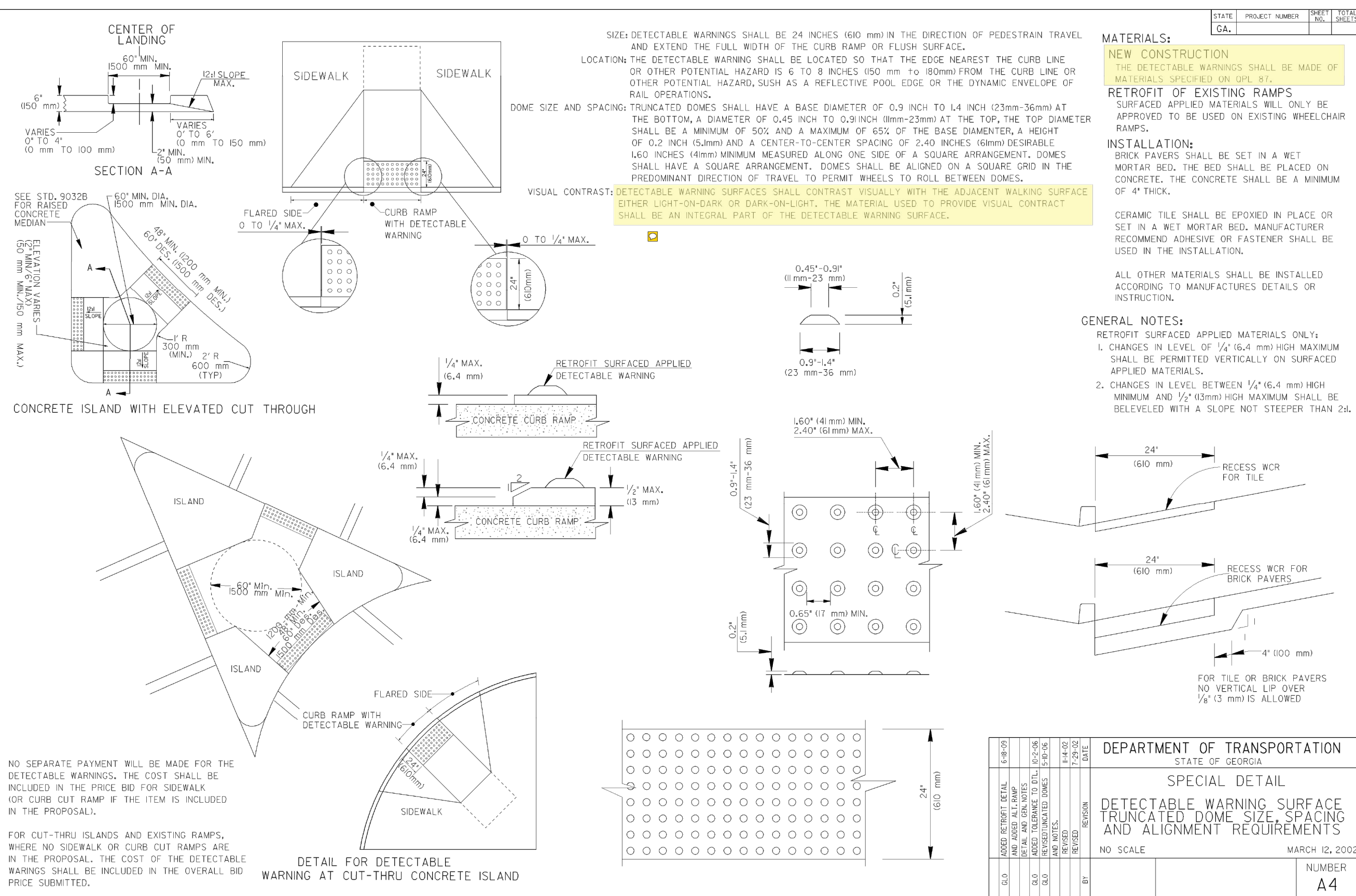
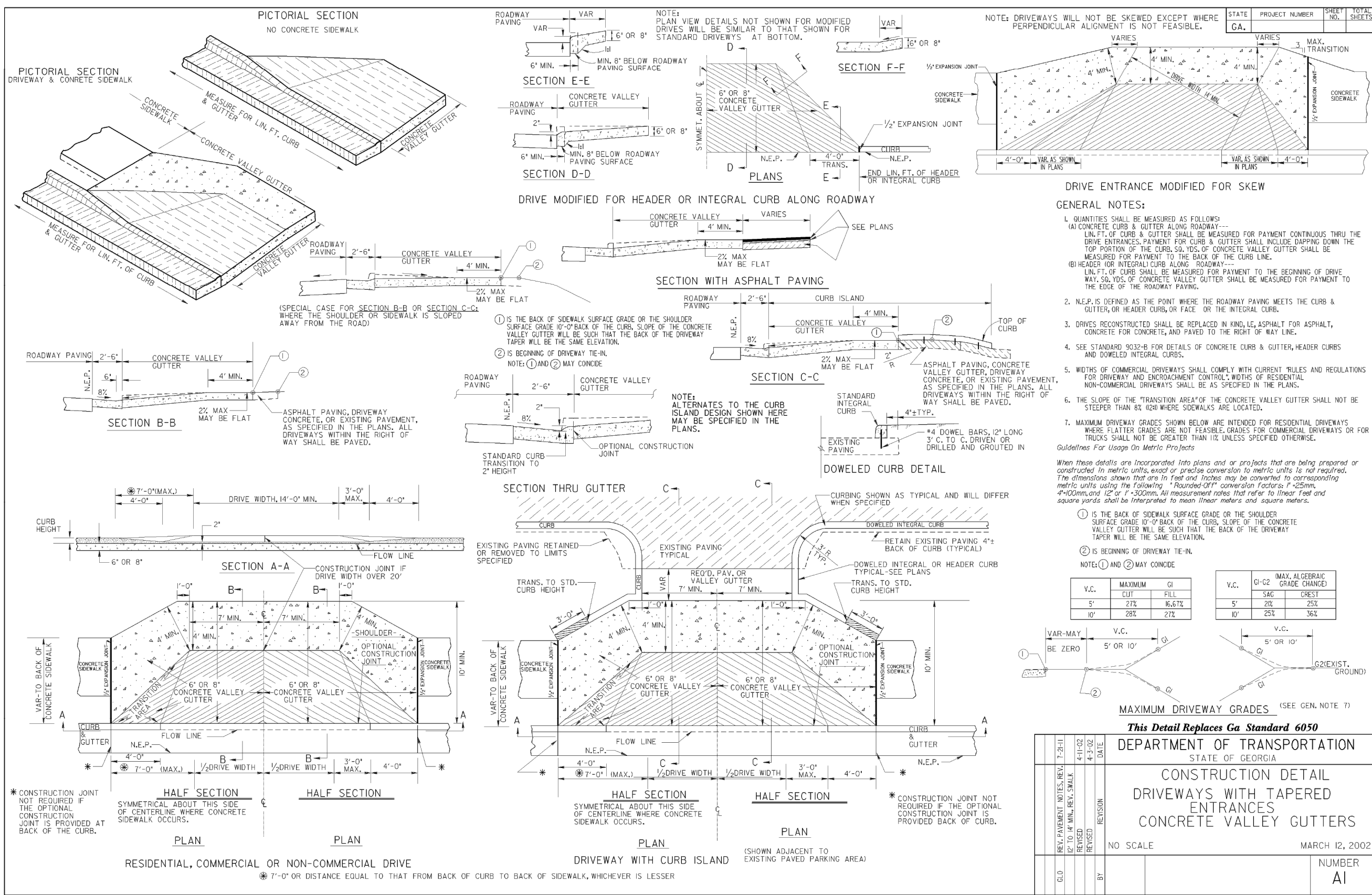
HARRIS ROAD DRAINAGE
IMPROVEMENTS
LAND LOTS 550, 551, 552 & 553 - 1ST DISTRICT - 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

GSWCC CERTIFICATION NUMBER: #13068
EXPIRATION DATE: 07/01/2024

REVISIONS
2 COMMENTS 03/06/2024

SHEET TITLE
EROSION CONTROL PLAN -
PHASE I AND EROSION
CONTROL PLAN - PHASE II &
PHASE III
ORIGINAL ISSUE DATE: JANUARY 12, 2024

SHEET #
C.300



TYPE I PAVEMENT SECTION: AVERAGE DAILY TRAFFIC (ADT) - 1000 VPD (LOCAL RESIDENTIAL STREET)

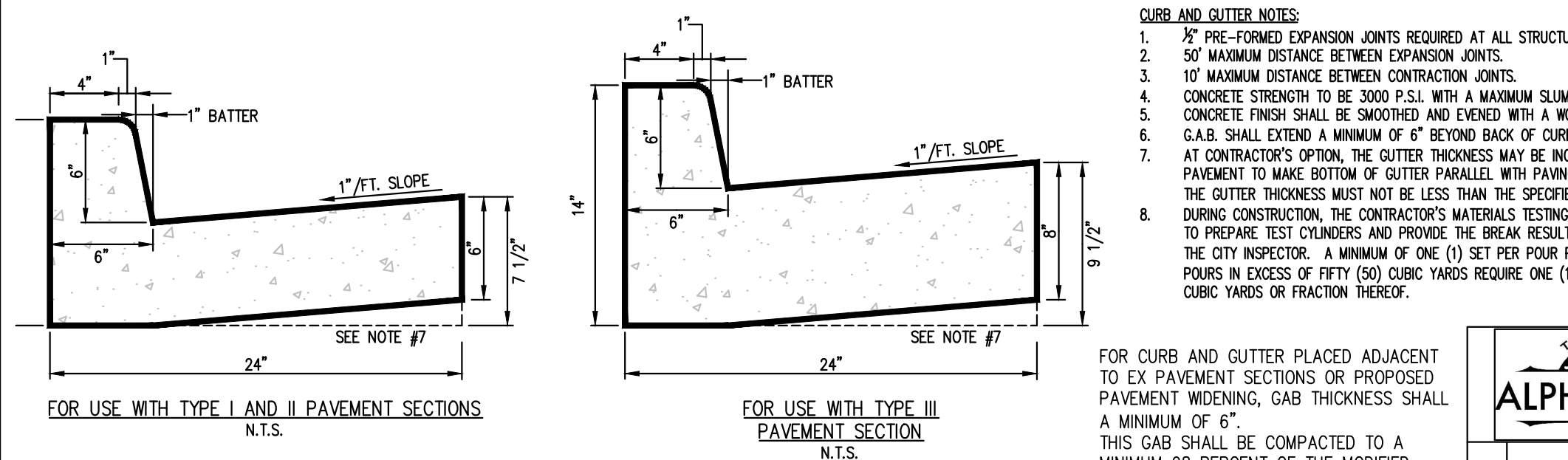
MATERIAL TYPE	TOTAL THICKNESS (INCHES)	MAX LIFT THICKNESS (INCHES)	NOTES
A 12.5 mm SUPERPAVE	1.5	2.5*	*ALLOW UP TO 4 INCHES THICK FOR DRIVEWAY AND SIDE ROAD TRANSITION
B 19 mm SUPERPAVE	2.0	3*	*ALLOW UP TO 6 INCHES PER LIFT FOR TRENCH WIDENING
C 25 mm SUPERPAVE	-	5*	*ALLOW UP TO 6 INCHES PER LIFT FOR TRENCH WIDENING
D GRADED AGGREGATE BASE	6	6	COMPACTED TO 100 PERCENT OF THE MODIFIED PROCTOR MAXIMUM DRY DENSITY (AASHTO T180)
E UPPER 12 INCHES SOIL SUBGRADE	12	-	COMPACTED TO AT LEAST 100 PERCENT OF STANDARD PROCTOR MAXIMUM DRY DENSITY (AASHTO T99)

TYPE II PAVEMENT SECTION: AVERAGE DAILY TRAFFIC (ADT) - 5000, 12000 & 16000 VPD (LOCAL RESIDENTIAL, 2 LANE RESIDENTIAL COLLECTOR & 2-3 LANE COLLECTOR STREETS)

MATERIAL TYPE	TOTAL THICKNESS (INCHES)	MAX LIFT THICKNESS (INCHES)	NOTES
A 12.5 mm SUPERPAVE	1.5	2.5*	*ALLOW UP TO 4 INCHES THICK FOR DRIVEWAY AND SIDE ROAD TRANSITION
B 19 mm SUPERPAVE	4	3*	*ALLOW UP TO 6 INCHES PER LIFT FOR TRENCH WIDENING
C 25 mm SUPERPAVE	-	5*	*ALLOW UP TO 6 INCHES PER LIFT FOR TRENCH WIDENING
D GRADED AGGREGATE BASE	12	6	COMPACTED TO 100 PERCENT OF THE MODIFIED PROCTOR MAXIMUM DRY DENSITY (AASHTO T180)
E UPPER 12 INCHES SOIL SUBGRADE	12	-	COMPACTED TO AT LEAST 100 PERCENT OF STANDARD PROCTOR MAXIMUM DRY DENSITY (AASHTO T99)

TYPE III PAVEMENT SECTION: AVERAGE DAILY TRAFFIC (ADT) - 18000 & 24000 VPD (4 LANE COLLECTOR & 5 LANE ARTERIAL STREETS)

MATERIAL TYPE	TOTAL THICKNESS (INCHES)	MAX LIFT THICKNESS (INCHES)	NOTES
A 12.5 mm SUPERPAVE	1.5	2.5*	*ALLOW UP TO 4 INCHES THICK FOR DRIVEWAY AND SIDE ROAD TRANSITION
B 19 mm SUPERPAVE	3	3*	*ALLOW UP TO 6 INCHES PER LIFT FOR TRENCH WIDENING
C 25 mm SUPERPAVE	5	5*	*ALLOW UP TO 6 INCHES PER LIFT FOR TRENCH WIDENING
D GRADED AGGREGATE BASE	12	6	COMPACTED TO 100 PERCENT OF THE MODIFIED PROCTOR MAXIMUM DRY DENSITY (AASHTO T180)
E UPPER 12 INCHES SOIL SUBGRADE	12	-	COMPACTED TO AT LEAST 100 PERCENT OF STANDARD PROCTOR MAXIMUM DRY DENSITY (AASHTO T99)

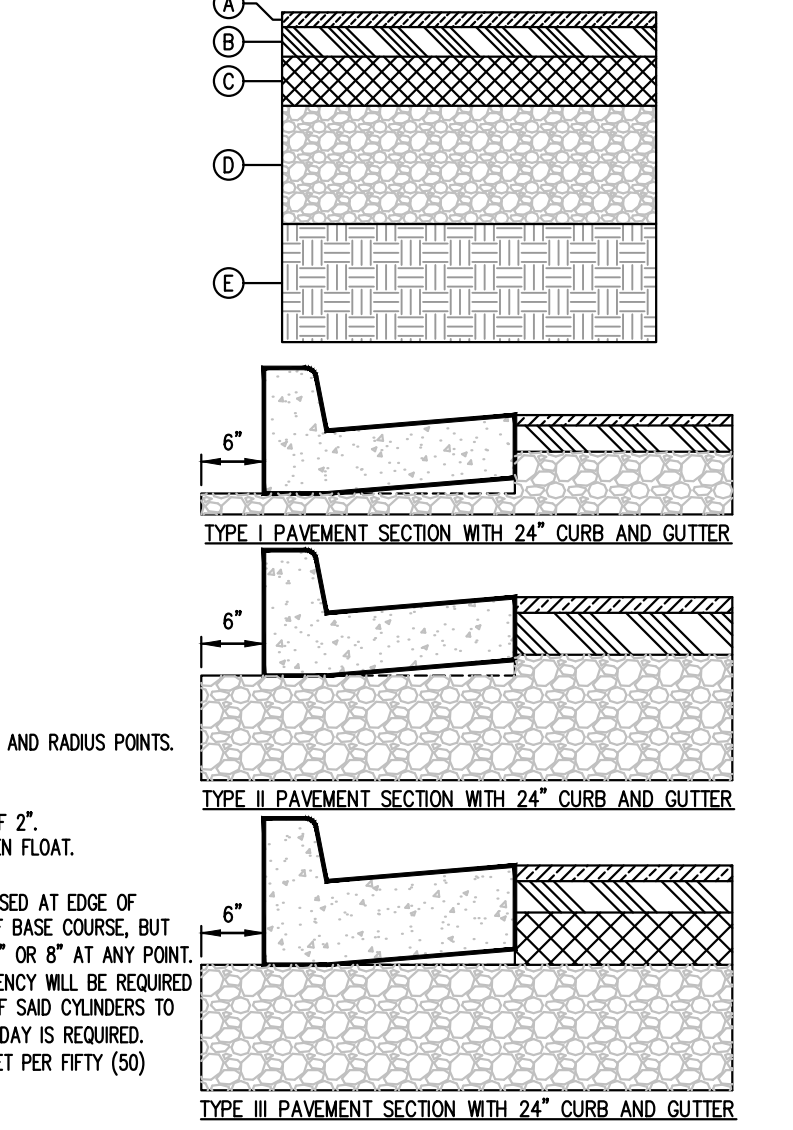


PAVEMENT NOTES:

1. PROOF-ROLLING OF BOTH THE SUBGRADE AND G.A.B. MUST BE CONDUCTED WITH A GEOTECHNICAL ENGINEER PRESENT. CITY INSPECTOR MUST ALSO BE PRESENT AND SHOULD BE CONTACTED 72 HOURS IN ADVANCE AT 678-297-6200.

2. COPIES OF THE GEOTECHNICAL ENGINEER'S REPORT (INCLUDING COMPACTION TEST RESULTS) ARE REQUIRED TO BE PROVIDED TO THE CITY INSPECTOR. ALL REPORTS MUST BEAR THE SEAL AND SIGNATURE OF A GEORGIA REGISTERED PROFESSIONAL ENGINEER. COMPACTION TESTS ARE REQUIRED AT A MINIMUM OF EVERY 50 LINEAR FEET IN STAGGERED LOCATIONS AND AT ALL UTILITY CROSSINGS.

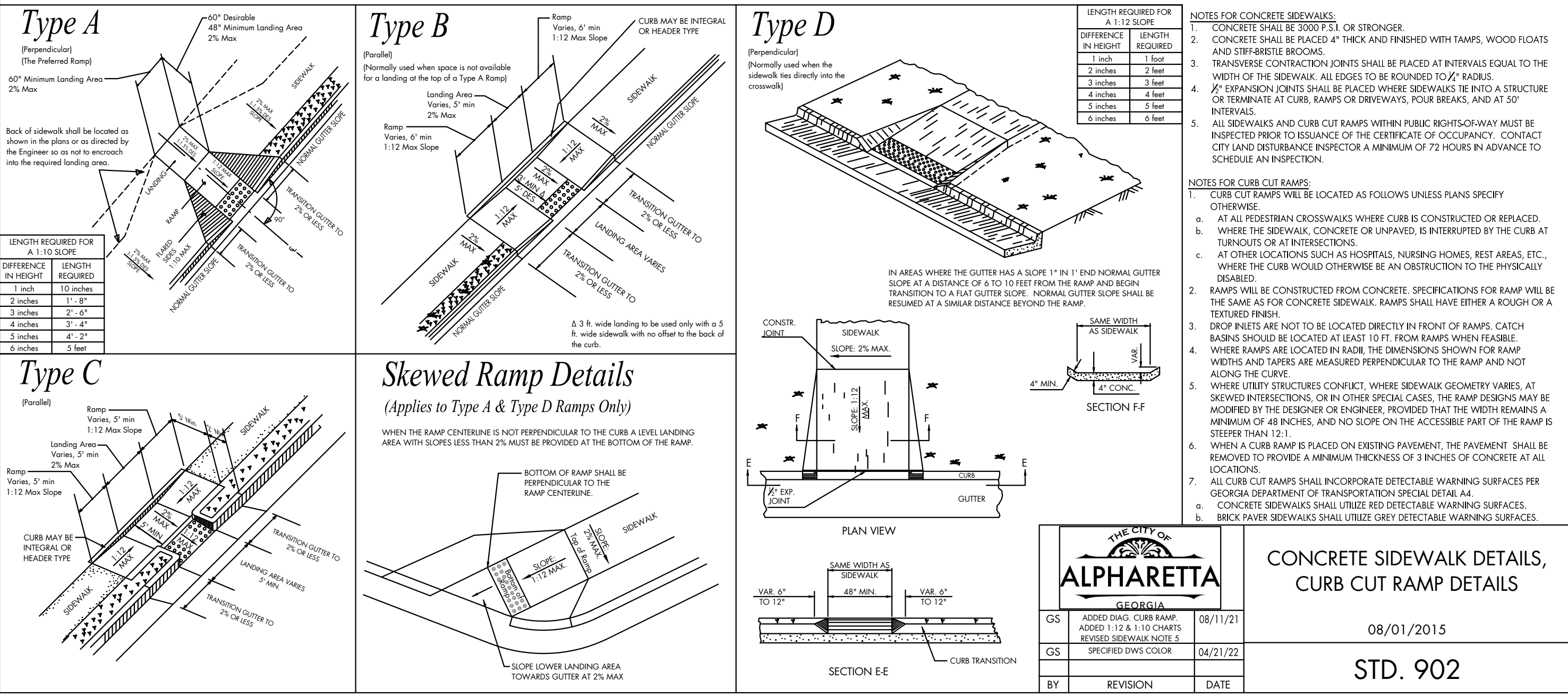
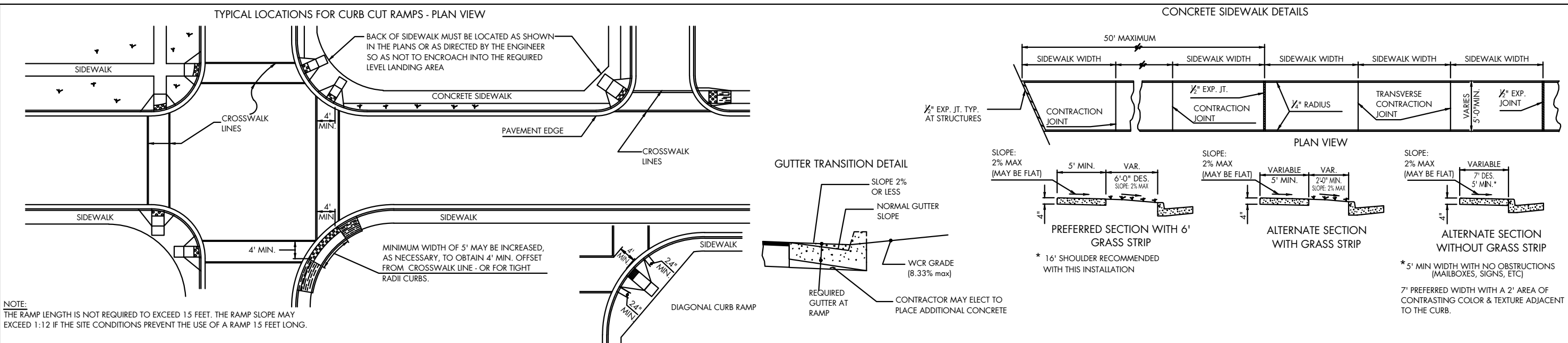
3. CORE SAMPLES ARE REQUIRED AT A MINIMUM OF EVERY 100 LINEAR FEET OF ROADWAY AND AT ALL UTILITY CROSSINGS. ADDITIONAL CORE SAMPLES MAY BE REQUIRED BY THE CITY INSPECTOR BASED ON FIELD CONDITIONS AND OBSERVATIONS. CORE SAMPLE RESULTS (INCLUDING LIFT THICKNESS AND COMPACTION VALUES FOR ASPHALT AND GAB) ARE REQUIRED TO BE PROVIDED TO THE CITY INSPECTOR.



ROADWAY PAVEMENT SPECIFICATIONS, CURB AND GUTTER DETAILS

08/01/2015

STD. 901



THE CITY OF

ALPHARETTA

PUBLIC WORKS

1790 Hembree Road

Alpharetta, Georgia

30009

Phone: 678-297-6200

Fax: 678-297-6201

HARRIS ROAD DRAINAGE IMPROVEMENTS

LAND LOTS 550, 551, 552 & 553 - 1ST DISTRICT - 2ND SECTION

CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

GSWCC CERTIFICATION NUMBER: #13068

EXPIRATION DATE: 07/01/2024

REVISIONS

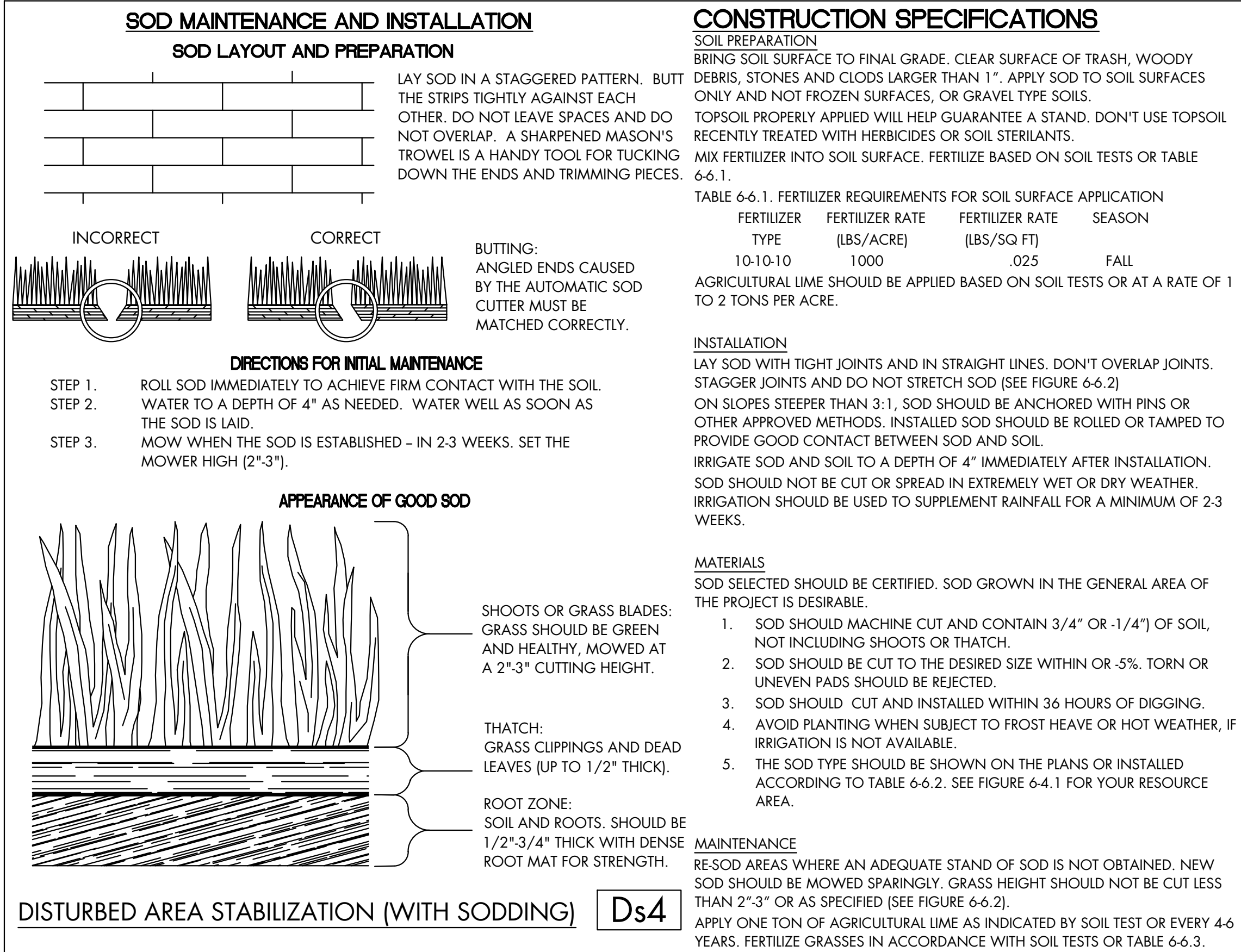
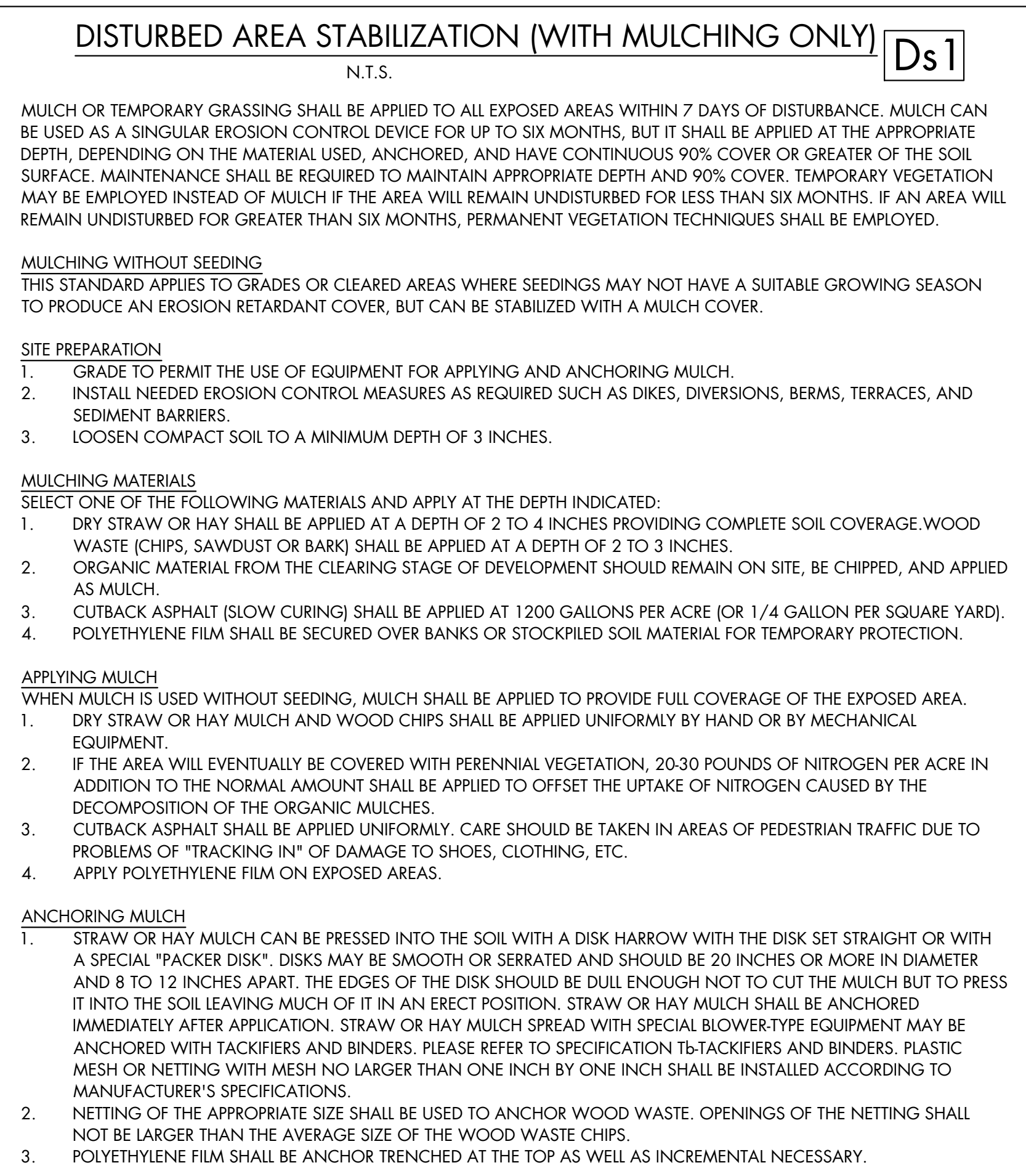
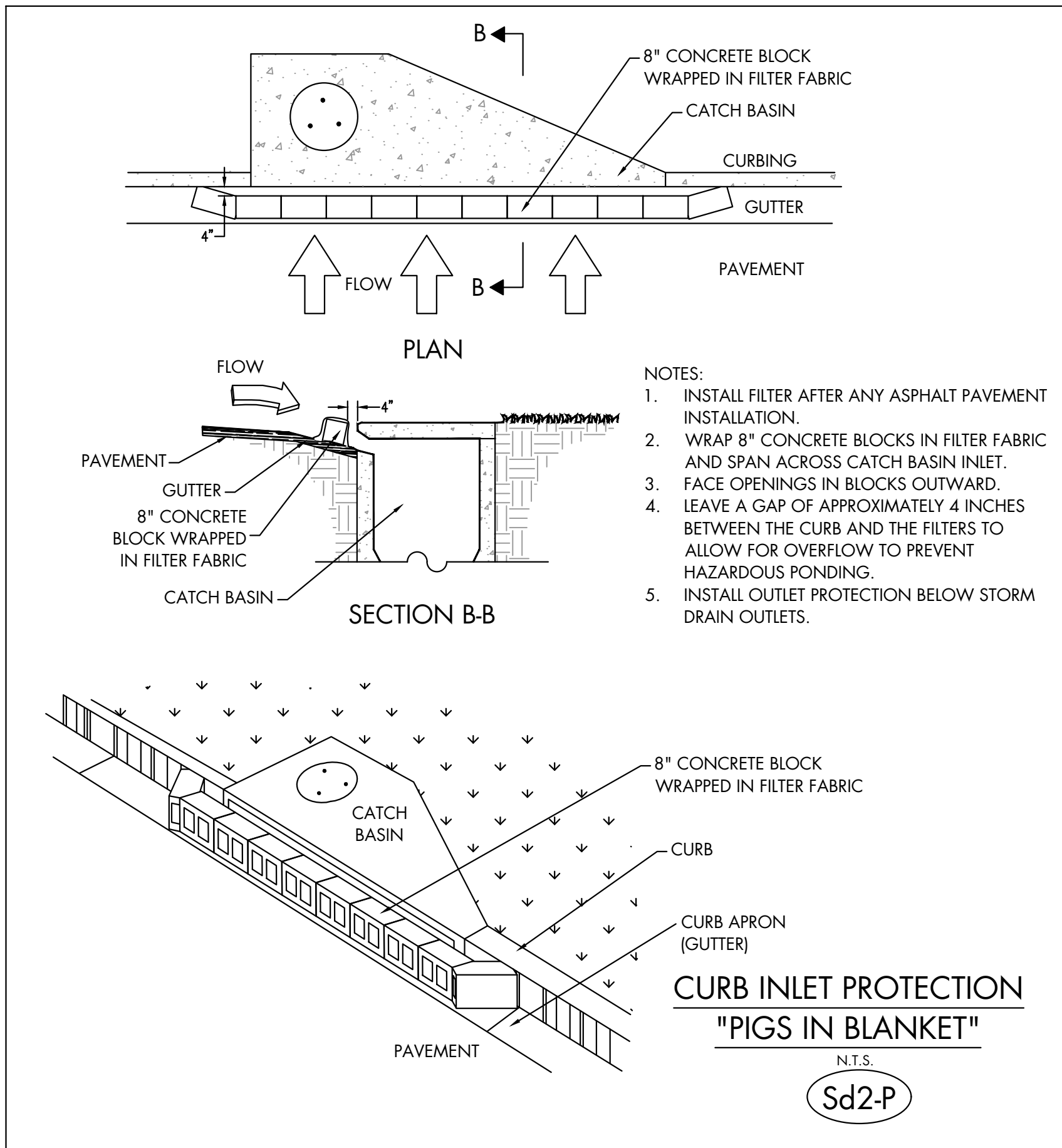
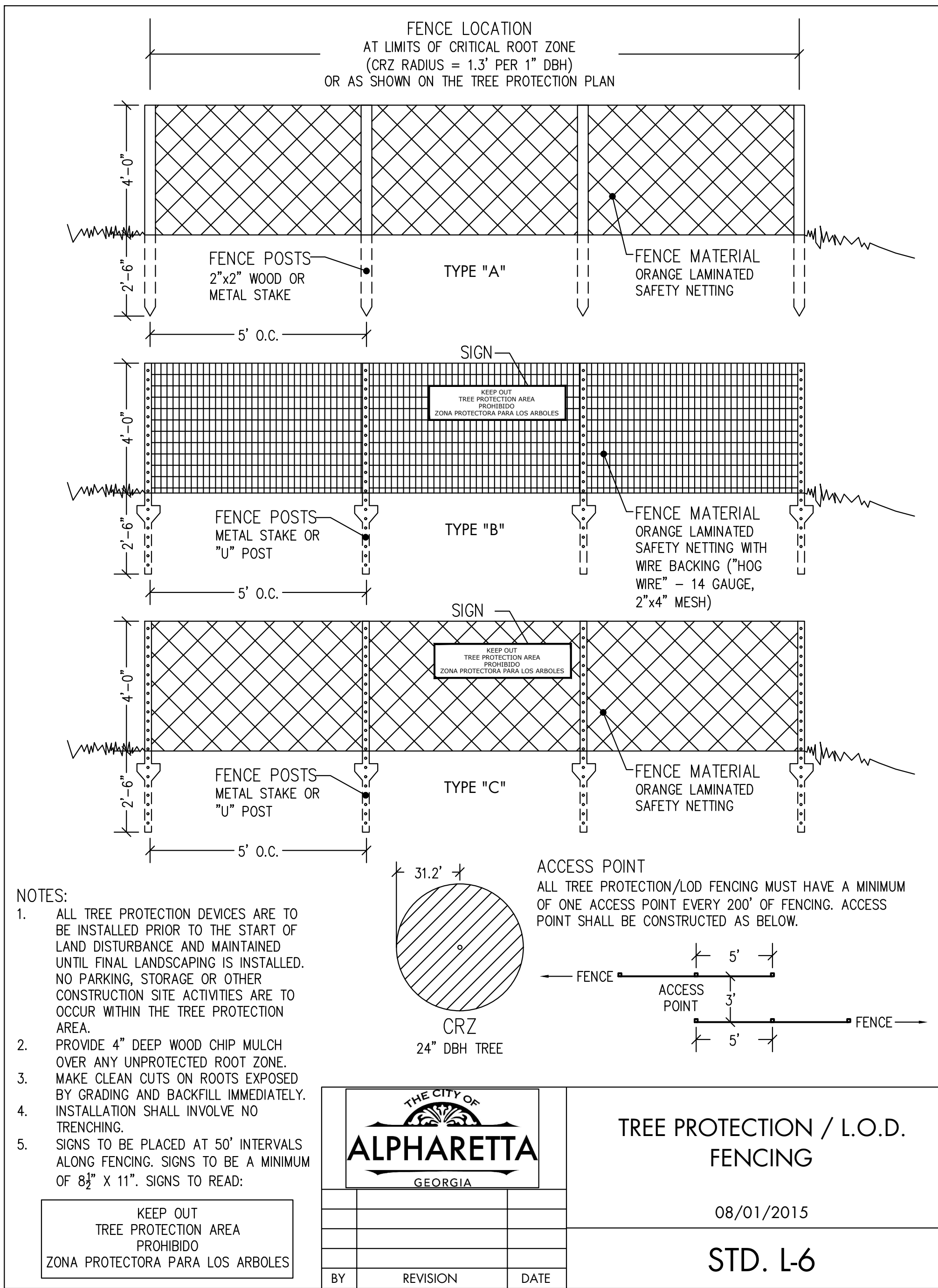
SHEET TITLE

STANDARD DETAILS

ORIGINAL ISSUE DATE: JANUARY 12, 2024

SHEET #

C.400



THE CITY OF
ALPHARETTA
PUBLIC WORKS

1790 Hembree Road
Alpharetta, Georgia
30009

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HARRIS ROAD DRAINAGE
IMPROVEMENTS

LAND LOTS 550, 551, 552 & 553 - 1ST DISTRICT - 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

GSWCC CERTIFICATION NUMBER: #13068
EXPIRATION DATE: 07/01/2024

REVISIONS

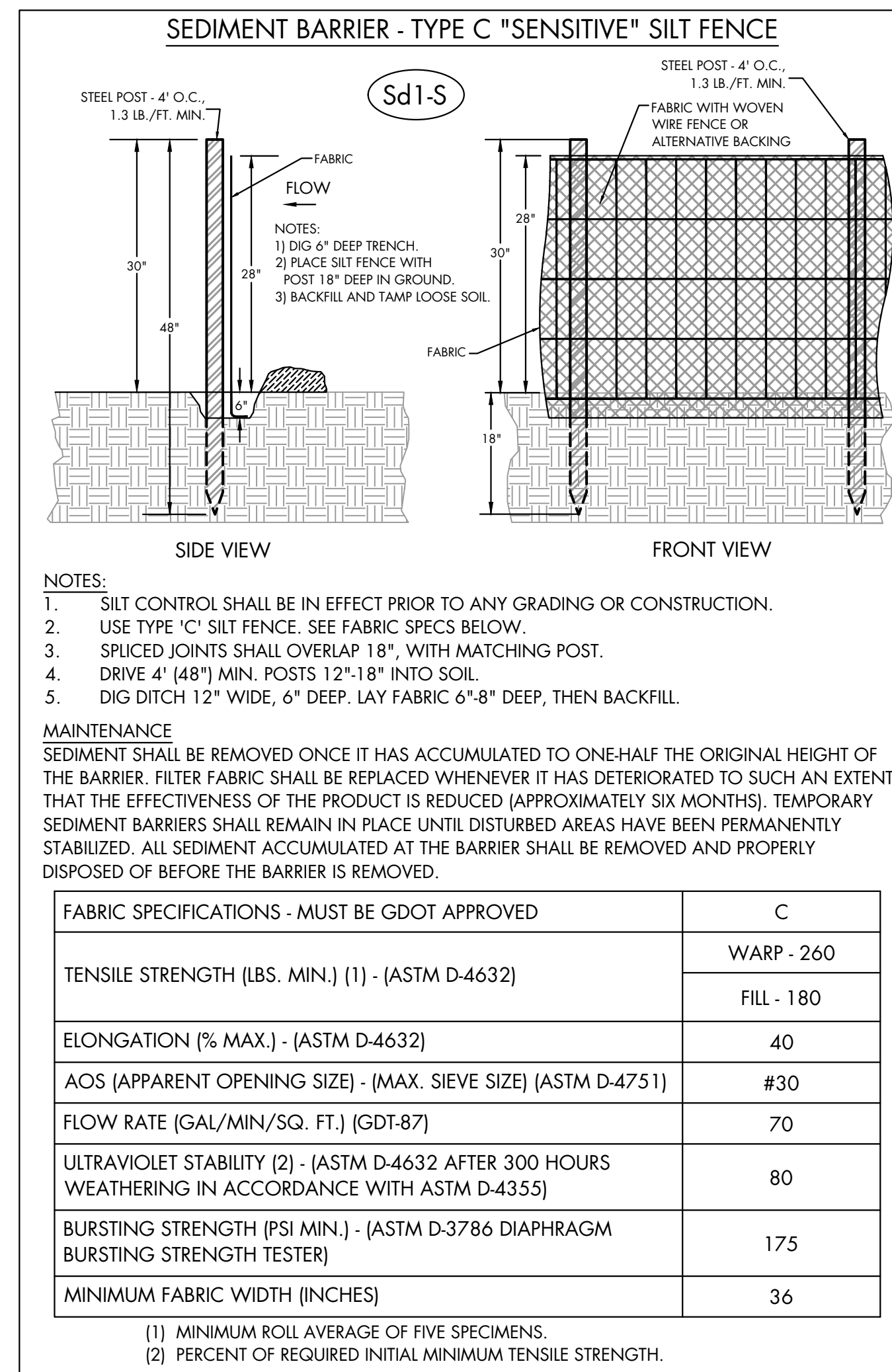
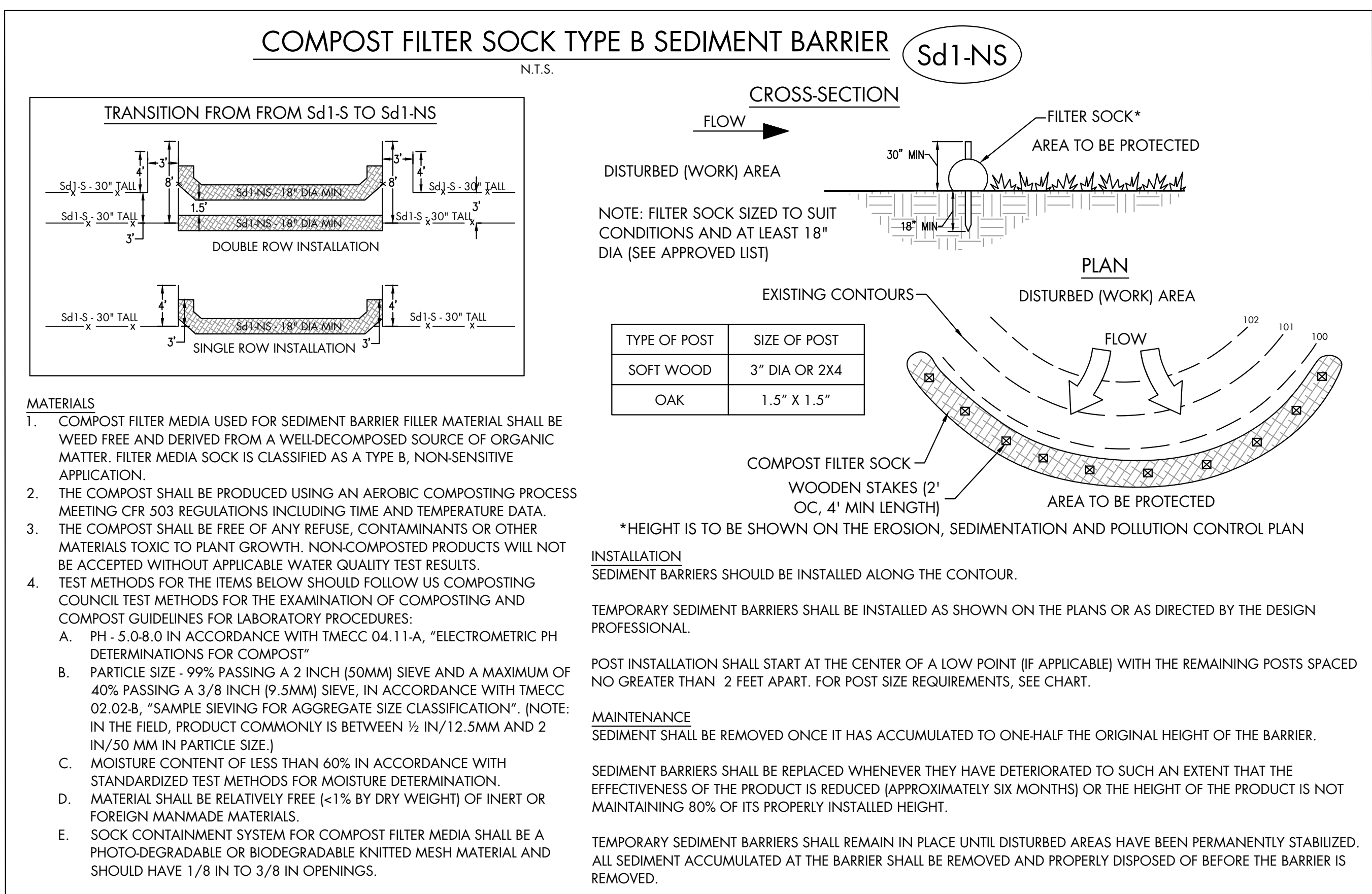
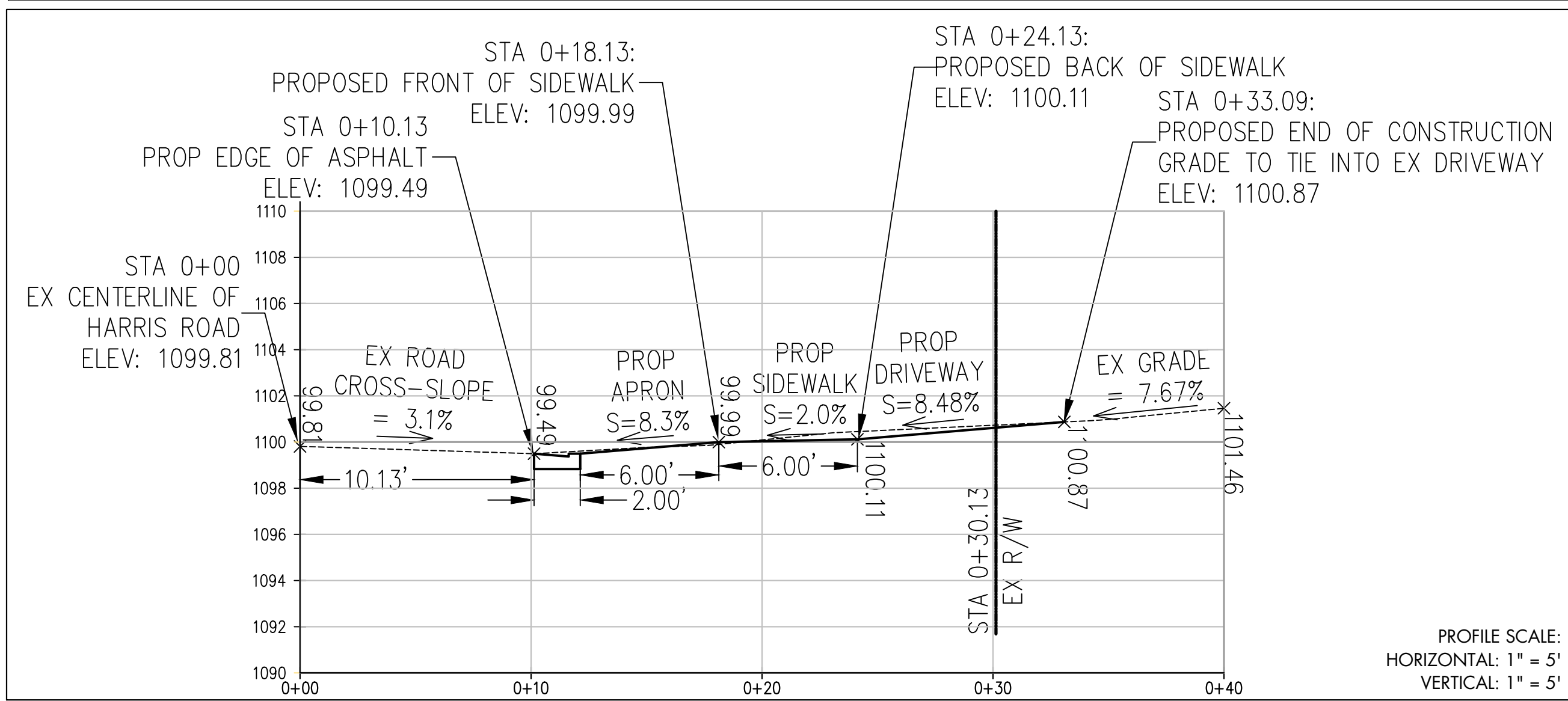
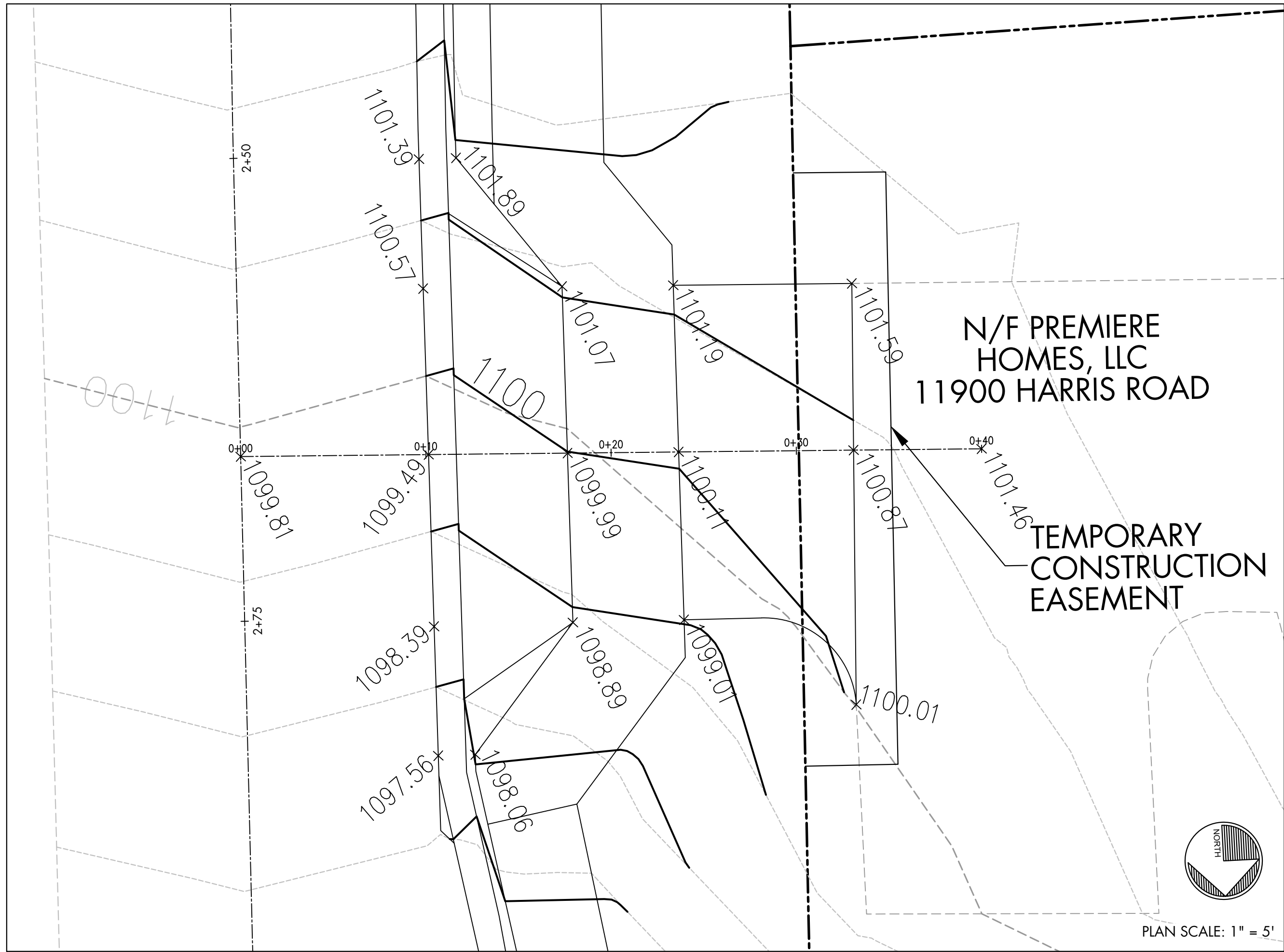
SHEET TITLE

EROSION CONTROL
DETAILS

ORIGINAL ISSUE DATE: JANUARY 12, 2024

SHEET #

C.410



THE CITY OF
ALPHARETTA
PUBLIC WORKS

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HARRIS ROAD DRAINAGE IMPROVEMENTS

LAND LOTS 550, 551, 552 & 553 - 1ST DISTRICT - 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

GSWCC CERTIFICATION NUMBER: #13068
EXPIRATION DATE: 07/01/2024

REVISIONS

NO.	DESCRIPTION

SHEET TITLE
**EROSION CONTROL
DETAILS AND
DRIVEWAY PROFILE**

ORIGINAL ISSUE DATE: JANUARY 12, 2024
SHEET #
C.411



PRECONSTRUCTION		
AREA (SF)	AREA (AC)	C(CUM)
40,728	0.93	0.61



POSTCONSTRUCTION		
AREA (SF)	AREA (AC)	C(CUM)
40,728	0.93	0.62

EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN CHECKLIST		
INFRASTRUCTURE CONSTRUCTION PROJECTS		
SWCD: FULTON		
Project Name: HARRIS ROAD DRAINAGE IMPROVEMENTS		
City/County: ALPHARETTA/FULTON		
Address: HARRIS ROAD FROM UPPER HEMBREE ROAD TO 11900 HARRIS ROAD		
Date on Plans: JANUARY 12, 2024		
Name & email of person filling out checklist:		
Plan	Included	TO BE SHOWN ON ES&PC PLAN
Page #	Y/N	
C.412	Y	1 The applicable Erosion, Sedimentation and Pollution Control Plan Checklist established by the Commission as of January 1 of the year in which the land-disturbing activity was permitted. (The completed Checklist must be submitted with the ES&PC Plan or the Plan will not be reviewed)
ALL	Y	2 Level II certification number issued by the Commission, signature and seal of the certified design professional. (Signature, seal and Level II number must be on each sheet pertaining to ES&PC Plan or the Plan will not be reviewed)
ALL	Y	3 The name and phone number of the 24-hour local contact responsible for erosion, sedimentation and pollution controls.
Cover	Y	4 Provide the name, address, email address, and phone number of primary permittee.
C.300	Y	5 Note total and disturbed acreage of the project or phase under construction.
C.300	Y	6 Provide the GPS locations of the beginning and end of the Infrastructure project. Give the Latitude and Longitude in decimal degrees.
C.300	Y	7 Initial date of the Plan and the dates of any revisions made to the Plan including the entity who requested the revisions.
C.300	Y	8 Description of the nature of construction activity.
Cover	Y	9 Provide vicinity map showing site's relation to surrounding areas. Include designation of specific phase, if necessary.
C.300	Y	10 Identify the project receiving waters and describe all sensitive adjacent areas including streams, lakes, residential areas, wetlands, marshlands, etc. which may be affected.
C.300	Y	11 Design professional's certification statement and signature that the site was visited prior to development of the ES&PC Plan as stated on Part IV page 21 of the permit.
	N/A	12 Design professional's certification statement and signature that the permittee's ES&PC Plan provides for an appropriate and comprehensive system of BMPs and sampling to meet permit requirements as stated on Part IV page 20 of the permit. --A
	N/A	13 Design professional certification statement and signature that the permittee's ES&PC Plan provides for representative sampling as stated on Part IV-D-6.c.(3) page 37 of the permit as applicable. --A
	N/A	14 Clearly note the statement that "The design professional who prepared the ES&PC Plan is to inspect the installation of the initial sediment storage requirements, perimeter control BMPs, and sediment basins within 7 days after installation." in accordance with Part IV-A-5 page 26 of the permit. --A
C.300	Y	15 Clearly note the statement that "Non-exempt activities shall not be conducted within the 25 or 50-foot undisturbed stream buffers as measured from the point of wrested vegetation or within 25-feet of the coastal marshland buffer as measured from the Jurisdictional Determination Line without first acquiring the necessary variances and permits."
		16 Provide a description of any buffer encroachments and indicate whether a buffer variance is required.
	N/A	17 Clearly note the statement that "Amendments/revisions to the ES&PC Plan which have a significant effect on BMPs with a hydraulic component must be certified by the design professional." --A
	N/A	18 Clearly note the statement that "Waste materials shall not be discharged to waters of the State, except as authorized by a Section 404 permit." --A
C.300	Y	19 Clearly note statement that "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to land disturbing activities."
C.300	Y	20 Clearly note statement that "Erosion control measures will be maintained at all times. If full implementation of the approved Plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source."
C.300	Y	21 Clearly note the statement "Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding."
	N/A	22 Any construction activity which discharges storm water into an impaired Stream Segment, or within 1 linear mile upstream of and within the same watershed as, any portion of an Biota Impaired Stream Segment must comply with Part III, C, of the permit. Include the completed Appendix 1 listing all the BMPs that will be used for those areas of the site which discharge to the impaired Stream Segment. --A
	N/A	23 If a TMDL Implementation Plan for sediment has been finalized for the Impaired Stream Segment (identified in item 22 above) at least six months prior to submittal of NOI, the ES&PC Plan must address any site-specific conditions or requirements included in the TMDL Implementation Plan. --A
	N/A	24 BMPs for concrete washdown of tools, concrete mixer chutes, hoppers and the rear of the vehicles. Washout of the drum at the construction site is prohibited. --A
		25 Provide BMPs for the remediation of all petroleum spills and leaks.
	N/A	26 Description of the measures that will be installed during the construction process to control pollutants in storm water that will occur after construction operations have been completed. --A
	N/A	27 Description of practices to provide cover for building materials and building products on site. --A
	N/A	28 Description of the practices that will be used to reduce the pollutants in storm water discharges. --A
C.200	Y	29 Description and chart or timeline of the intended sequence of major activities which disturb soils for the major portions of the site (i.e., initial perimeter and sediment storage BMPs, clearing and grubbing activities, excavation activities, utility activities, temporary and final stabilization).
	N/A	30 Provide complete requirements of inspections and record keeping by the primary permittee. --A
	N/A	31 Provide complete requirements of sampling frequency and reporting of sampling results. --A
	N/A	32 Provide complete details for retention of records as per Part IV-F of the permit. --A
	N/A	33 Description of analytical methods to be used to collect and analyze the samples from each location. --A
	N/A	34 Appendix B rationale for NTU values at all outfall sampling points where applicable. --A
	N/A	35 Delineate all sampling locations; perennial and intermittent streams and other water bodies into which storm water is discharged also provide a summary chart of the justification and analysis for the representative sampling as applicable. --A
	N/A	36 A description of appropriate controls and measures that will be implemented at the construction site including: (1) initial sediment storage requirements and perimeter control BMPs; (2) intermediate grading and drainage BMPs; and (3) final BMPs. For construction sites where there will be no mass grading and the initial perimeter control BMPs; intermediate grading and drainage BMPs; and final BMPs are the same, the Plan may combine all of the BMPs into a single phase. --A
C.300	Y	37 Graphic scale and North arrow.
C.300	Y	38 Existing and proposed contour lines with contour lines drawn at an interval in accordance with the following:
C.300	Y	Existing Contours - USGS 1" : 2000' Topographical Sheets
C.300	Y	Proposed Contours - 1" : 400' Centerline Profile
	N/A	39 Use of alternative BMPs whose performance has been documented to be equivalent to or superior to conventional BMPs as certified by a Design Professional (unless disapproved by EPD or the Georgia Soil and Water Conservation Commission). Please refer to the Alternative BMP Guidance Document found at www.gaswcc.org.
	N/A	40 Use of alternative BMP for application to the Equivalent BMP List. Please refer to Appendix A-2 of the Manual for Erosion & Sediment Control in Georgia 2016 Edition. --A
	N/A	41 Delineation of the applicable 25-foot or 50-foot undisturbed buffers adjacent to State waters and any additional buffers required by the Local Issuing Authority. Clearly note and delineate all areas of impact.
	N/A	42 Delineation of on-site wetlands and all State waters located on and within 200 feet of the project site.
	N/A	43 Delineation and acreage of contributing drainage basins on the project site.
	N/A	44 Delineate on-site drainage and off-site watersheds using USGS 1" : 2000' topographical sheets.
	N/A	45 An estimate of the runoff coefficient or peak discharge flow of the site prior to and after construction activities are completed.
	N/A	46 Storm-drain pipe and weir velocities with appropriate outlet protection to accommodate discharges without erosion. Identify/Delineate all storm water discharge points.
C.300	Y	47 Soil series for the project site and their delineation.
C.300	Y	48 The limits of disturbance for each phase of construction.
C.300	Y	49 Provide a minimum of 67 cubic yards of sediment storage per acre drained using a temporary sediment basin, retrofitted detention pond, and/or excavated inlet sediment traps for each common drainage location. Sediment storage volume must be in place prior to and during all land disturbance activities until final stabilization of the site has been achieved. A written justification explaining the decision to use equivalent controls when a sediment basin is not attainable must be included in the Plan for each common drainage location in which a sediment basin is not provided. A written justification as to why 67 cubic yards of storage is not attainable must also be given. Worksheets from the Manual must be included for structural BMPs and all calculations used by the design professional to obtain the required sediment storage when using equivalent controls. When discharging from sediment basins and impoundments, permittees are required to utilize outlet structures that withdraw water from the surface, unless infeasible. If outlet structures that withdraw water from utilize outlet structures that withdraw water from the surface, unless infeasible. If outlet structures that withdraw water from the surface are not feasible, a written justification explaining this decision must be included in the Plan.
C.300	Y	50 Location of Best Management Practices that are consistent with and no less stringent than the Manual for Erosion and Sediment Control in Georgia. Use uniform coding symbols from the Manual, Chapter 6, with legend.
C.400	Y	51 Provide detailed drawings for all structural practices. Specifications must, at a minimum, meet the guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.
C.300	Y	52 Provide vegetative plan, noting all temporary and permanent vegetative practices. Include species, planting dates and seeding, fertilizer, lime and mulching rates. Vegetative plan shall be site specific for appropriate time of year that seeding will take place and for the appropriate geographic region of Georgia.
* If using this checklist for a project that is less than 1 acre and not part of a common development but within 200 ft of a perennial stream the * checklist items would be N/A.		
Effective January 1, 2024		

SITE IS 0.12 ACRES DISTURBED AND IS NOT WITHIN 200 FEET OF STATE WATERS OR WETLANDS. NO STORM DRAINAGE IMPROVEMENTS ARE PROPOSED.

EROSION CONTROL CHECKLIST REVISION NOTES:
02/20/2024 CITY COMMENTS
• ADD PRE- AND POST-CONSTRUCTION DRAINAGE BASINS



1790 Hembree Road
Alpharetta, Georgia
30009

Phone: 678-297-6200
Fax: 678-297-6201

HARRIS ROAD DRAINAGE
IMPROVEMENTS
LAND LOTS 550, 551, 552 & 553 - 1ST DISTRICT - 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

GSWCC CERTIFICATION NUMBER: #13068
EXPIRATION DATE: 07/01/2024

REVISIONS	
1	CITY COMMENTS 02/20/2024

SHEET TITLE
EROSION CONTROL
CHECKLIST

ORIGINAL ISSUE DATE: JANUARY 12, 2024
SHEET #

C.412

**CONTRACT AGREEMENT
HARRIS ROAD DRAINAGE IMPROVEMENTS
(INVITATION TO BID NO. 24-016)**

THIS AGREEMENT is made by and between the **CITY OF ALPHARETTA, GEORGIA**, a municipal corporation of the State of Georgia (hereinafter, the "CITY"), and R&B DEVELOPER, INC., a Georgia corporation with its principal office located at 4150 Suwanee Bend Drive, Suwanee, GA 30024 (the "Contractor").

WITNESSETH: that for and in consideration of the payments to be made by the CITY, and for other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, the CONTRACTOR hereby agrees to commence and complete the construction project described as follows:

HARRIS ROAD DRAINAGE IMPROVEMENTS including but is not limited to; demolition and reconstruction of existing sidewalk, installation of storm sewer system materials (including but not limited to structures, pipe, and bedding), installation of curb and gutter, tree removal, grading, utility re-location, erosion control, traffic control, and stabilization of disturbed soils. The work is within the City of Alpharetta.

For CONTRACTOR'S performance and completion of the Project (as defined in the General Conditions), CITY shall pay CONTRACTOR a fee in accordance with the unit costs on Exhibit A attached for a total sum not to exceed **One Hundred Twenty-Two Thousand, Five Hundred Ninety-Five and 00/100 DOLLARS (\$122,595.00)**. At CONTRACTOR's own cost and expense, CONTRACTOR shall furnish all materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary or convenient to the successful completion of the Project and the carrying out of all duties and obligations in accordance with the terms and conditions set forth in ITB No. 24-016, CONTRACTOR'S Bid, the General Conditions, including the Standard Specifications as modified by the Supplemental Specifications, the Special Provisions, including any technical specifications for the Project, the Plans and Specifications, including all explanatory matter thereof, and the other Contract Documents as enumerated in Section 101.16 of the General Conditions, all of which are made a part hereof and collectively constitute the Contract (the "Work").

The CITY agrees to pay CONTRACTOR in current funds for the performance of the Work subject to additions and deductions as provided in the General Conditions, and to make payments on account thereof as provided in Section 109 of the General Conditions.

In the event of any delay which is not the fault or responsibility of CONTRACTOR or any supplier to CONTRACTOR, CONTRACTOR is entitled to additional days for performance of this Contract (not to exceed fifteen (15) days from the date of completion set forth in this Contract). CONTRACTOR shall not be entitled to any additional money for any delay which it encounters. CONTRACTOR's sole remedy shall be to obtain an extension of time within which this Contract is to be performed. Under no circumstances shall CONTRACTOR be entitled to assert any claim of entitlement against the CITY for actual or consequential damages resulting from delays.

Upon CONTRACTOR's breach of any material provision of this Contract which breach remains uncured after seven (7) days written notice of default, the CITY may terminate this Contract without liability for further payment of amounts due or to become due under this Contract. Termination shall be in addition to, and not in lieu of, any other remedies available to the CITY under this Contract or applicable law, including making of claims under CONTRACTOR's bonds. Upon the CITY's breach of any material provision of this Contract, which breach remains uncured after seven (7) days written notice of default, CONTRACTOR shall be entitled to terminate this Contract or pursue such other remedies, not inconsistent with this Contract, as it may have in law or equity. This Contract may also be terminated or suspended by

the CITY for CITY's convenience upon not less than seven (7) days written notice to CONTRACTOR. In the event of such termination, CONTRACTOR shall be compensated for services performed through the date of termination, together with any reimbursable expenses then due. Any termination of this Contract by the CITY for an alleged default which is ultimately held unjustified shall automatically be deemed to be a termination for convenience.

This Contract was awarded and is contingent upon CONTRACTOR's compliance with O.C.G.A. § 13-10-91 and Chapter 300-10-1 of the Rules of the Georgia Department of Labor, and CONTRACTOR's certification to the CITY that it has registered and currently participates in the federal work authorization program to verify employment eligibility of all newly hired employees. Further, as part of any approved subcontracting agreement, CONTRACTOR has certified that any subcontractor entering into this Contract for the physical performance of services within this State is in compliance with O.C.G.A. § 13-10-91 and Chapter 300-10-1 of the Rules of the Georgia Department of Labor and has registered and currently participates in the federal work authorization program to verify employment eligibility of all newly hired employees. This Contract may be suspended or terminated if it is determined that CONTRACTOR has made a false certification or has violated such certification by failure to carry out this requirement.

CONTRACTOR shall maintain the types and amounts of insurance set forth in the ITB and the General Conditions, and as otherwise reasonably required by the CITY from time to time. CONTRACTOR shall provide proof of such insurance to the CITY contemporaneously with the execution of this Contract, and as and when requested by the CITY during the term hereof. Acceptance of a certificate or proof of insurance does not constitute approval or agreement by the CITY that the insurance requirements have been satisfied. CONTRACTOR shall indemnify and hold the CITY harmless from all claims, demands, losses, attorneys' fees and liabilities of any type or nature arising out of or related to CONTRACTOR's, or CONTRACTOR's agents', employees' or subcontractors', performance or non-performance of this Contract, including, but not limited to, claims for injury to person or property; provided, however, that this indemnification obligation shall not apply to claims arising from the sole negligence of the CITY or its employees. Nothing in this paragraph or this Contract shall be deemed to constitute a waiver of the CITY's sovereign immunity, create rights in any third party, or create any third-party beneficiaries.

The provisions of this Contract and the Contract Documents constitute the entire Contract between the parties, and all prior discussions and agreements are merged herein. This Contract is expressly intended to supersede all provisions of the Georgia Prompt Pay Act.

Any dispute arising in connection with the interpretation of this Contract, or the performance of any party under this Contract or any claim or dispute under this Contract or otherwise related to this Contract shall, at the sole option of the CITY, be referred to binding arbitration in Atlanta, Georgia in accordance with the Construction Arbitration Rules of the American Arbitration Association. CONTRACTOR'S surety shall be obligated to be a party to any such arbitration and be conclusively bound by the decision of the arbitrator.

The CONTRACTOR shall promptly commence the Work with adequate force and equipment **within ten (10) calendar days** from receipt of Notice to Proceed, or as may be specified by Special Provision, continuously pursue the Work without interruption to achieve final completion of the work **three hundred (300) calendar days from Notice to Proceed.**

[signatures begin next page]

Contract: **Harris Road Drainage Improvements**
Contract No.: 24-016

IN WITNESS WHEREOF, the Parties hereto have each caused this Contract to be executed and delivered by a duly authorized officer, agent, or official as of the date set forth below.

Executed _____

CITY OF ALPHARETTA, GEORGIA

By: _____
Jim Gilvin, Mayor

Date: _____

Approved as to Content:

Chris Lagerbloom, City Administrator

Approved as to form:
JARRARD & DAVIS, LLP

Ed Howden, City Attorney

R&B DEVELOPER, INC.

By: _____
Haresh G. Kachchi, CEO

Attest:

By: _____
Haresh G. Kachchi, CEO

Date: _____

EXHIBIT "A"

SCHEDULE OF ITEMS (SOI) - REVISION 2					
ITB 24-016, HARRIS ROAD DRAINAGE IMPROVEMENT					
Enter Bidder's / Company's name here					
<i>Instructions for Schedule of Items Completion:</i>					
	1. This form MUST be used to submit cost proposal.				
	2. Do not include a copy of this SOI in your technical bid information.				
	3. Complete all fields. Enter Bidder/Company name on top of form. See end of form as well for bid authorization and contact info.				
	4. <u>Verify all amounts entered.</u> This form will be used for bid price award.				
	5. During bid opening, only bid grand total will be called.				
	6. Enter Unit Price only. Form will calculate the total automatically.				
Item #	Item Description	Quantity	Unit	Unit Price	Item Price
TRAFFIC CONTROL					
1	Traffic Control	1	LS	\$ 6,000.00	\$ 6,000.00
DEMOLITION					
2	Demolition (including any necessary clearing and tree removal)	1	LS	\$ 11,075.00	\$ 11,075.00
SITE DEVELOPMENT					
3	24" Curb & Gutter, including 6" GAB extending 6" behind back of curb (Alph Std 901)	332	LF	\$ 45.00	\$ 14,940.00
4	Concrete Sidewalk (Alph Std 902)	200	SY	\$ 60.00	\$ 12,000.00
5	HC Ramp (Alph Std 902, GDOT Std A-4, Type B)	1	LS	\$ 1,500.00	\$ 1,500.00
6	Concrete Apron (4,000 HE, 6" GAB, GDOT Std A-1)	1	LS	\$ 5,290.00	\$ 5,290.00
7	Concrete Driveway (6" 4,000 HE, 6" GAB)	20	SY	\$ 140.00	\$ 2,800.00
8	Adjust Utility Manhole to Finished Grade	1	LS	\$ 1,500.00	\$ 1,500.00
9	Adjust Water Meter to Finished Grade	1	LS	\$ 850.00	\$ 850.00
10	Relocate Signage and Mailboxes (including, but not limited to, roadway signs, for sale signs, and space available signs)	1	LS	\$ 300.00	\$ 300.00
GRADING & DRAINAGE					
11	Grading Complete	1	LS	\$ 27,015.00	\$ 27,015.00
EROSION CONTROL					
12	Erosion Control (including, but not limited to installation, maintenance, and removal)	1	LS	\$ 3,800.00	\$ 3,800.00
LANDSCAPING					
13	Sodding	300	SY	\$ 15.00	\$ 4,500.00
14	Tree Save Fence (including installation, maintenance and removal)	1	LS	\$ 1,275.00	\$ 1,275.00
15	Tree Care Plan (per requirements on sheet C.100)	1	LS	\$ 10,000.00	\$ 10,000.00
16	Irrigation Allocation	1	LS	\$ 3,000.00	\$ 3,000.00
MISCELLANEOUS CONSTRUCTION					
17	Miscellaneous Construction Allocation	1	LS	\$ 5,000.00	\$ 5,000.00
TESTING					
18	Required Testing including, but not limited to, soil and material testing.	1	LS	\$ 3,500.00	\$ 3,500.00
MOBILIZATION BONDS & INSURANCE					
19	Mobilization Bonds & Insurance	1	LS	\$ 8,250.00	\$ 8,250.00
GRAND TOTAL					\$ 122,595.00
By completing and submitting this bid price form in response to the City of Alpharetta's ITB 24-016, Harris Road Drainage Improvements, Bidder certifies that:					
A. Bidder has carefully read and understands the bid documents;					
B. Bidder has visited site and become familiar with local conditions under which work is to be performed,					
C. Bidder has correlated Bidder's personal observations with requirements of Bidding Documents;					
D. Bidder has reviewed ITB 24-016 plans and project specifications;					
E. Bidder understands that Bid may not be withdrawn within sixty (60) days after bid due date, and Bidder guarantees that the City has the right to waive informalities and irregularities in Bid received and to accept Bid which, in the City's judgement, is in the City's own best interest.					
R&B Developer, Inc.				Company Name	
4150 Suwanee Bend Drive Suwanee Ga 30024				Address	
Haresh G. Kachchi, CEO				Name(s) and Title(s) of Authorized Signers	
678-414-9789				Contact Phone Number	
hkachchi@rbdeveloper.net				Contact Email Address	

SCHEDULE OF ITEMS (SOI) - REVISION 2
ITB 24-016, HARRIS ROAD DRAINAGE IMPROVEMENT

Enter Bidder's / Company's name here

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Item #	Item Description	Quantity	Unit	Unit Price	Item Price
<u>TRAFFIC CONTROL</u>					
1	Traffic Control	1	LS	\$ 11,105.00	\$ 11,105.00
<u>DEMOLITION</u>					
2	Demolition (including any necessary clearing and tree removal)	1	LS	\$ 18,540.00	\$ 18,540.00
<u>SITE DEVELOPMENT</u>					
3	24" Curb & Gutter, including 6" GAB extending 6" behind back of curb (Alph Std 901)	332	LF	\$ 40.50	\$ 13,446.00
4	Concrete Sidewalk (Alph Std 902)	200	SY	\$ 47.00	\$ 9,400.00
5	HC Ramp (Alph Std 902, GDOT Std A-4, Type B)	1	LS	\$ 2,580.00	\$ 2,580.00
6	Concrete Apron (4,000 HE, 6" GAB, GDOT Std A-1)	1	LS	\$ 3,920.00	\$ 3,920.00
7	Concrete Driveway (6" 4,000 HE, 6" GAB)	20	SY	\$ 197.00	\$ 3,940.00
8	Adjust Utility Manhole to Finished Grade	1	LS	\$ 4,172.00	\$ 4,172.00
9	Adjust Water Meter to Finished Grade	1	LS	\$ 1,143.00	\$ 1,143.00
10	Relocate Signage and Mailboxes (including, but not limited to, roadway signs, for sale signs, and space available signs)	1	LS	\$ 645.00	\$ 645.00
<u>GRADING & DRAINAGE</u>					
11	Grading Complete	1	LS	\$ 13,540.00	\$ 13,540.00
<u>EROSION CONTROL</u>					
12	Erosion Control (including, but not limited to installation, maintenance, and removal)	1	LS	\$ 6,765.00	\$ 6,765.00
<u>LANDSCAPING</u>					
13	Sodding	300	SY	\$ 10.50	\$ 3,150.00
14	Tree Save Fence (including installation, maintenance and removal)	1	LS	\$ 3,387.00	\$ 3,387.00
15	Tree Care Plan (per requirements on sheet C.100)	1	LS	\$ 10,000.00	\$ 10,000.00
16	Irrigation Allocation	1	LS	\$ 3,000.00	\$ 3,000.00
<u>MISCELLANEOUS CONSTRUCTION</u>					
17	Miscellaneous Construction Allocation	1	LS	\$ 5,000.00	\$ 5,000.00
<u>TESTING</u>					
18	Required Testing including, but not limited to, soil and material testing.	1	LS	\$ 4,140.00	\$ 4,140.00
<u>MOBILIZATION BONDS & INSURANCE</u>					
19	Mobilization Bonds & Insurance	1	LS	\$ 5,362.00	\$ 5,362.00
GRAND TOTAL					\$ 123,235.00

By completing and submitting this bid price form in response to the City of Alpharetta's ITB 24-016, Harris Road Drainage Improvements, Bidder certifies that:

- A. Bidder has carefully read and understands the bid documents;
- B. Bidder has visited site and become familiar with local conditions under which work is to be performed, including
- C. Bidder has correlated Bidder's personal observations with requirements of Bidding Documents;
- D. Bidder has reviewed ITB 24-016 plans and project specifications;
- E. Bidder understands that Bid may not be withdrawn within sixty (60) days after bid due date, and Bidder guarantees that the City has the right to waive informalities and irregularities in Bid received and to accept Bid which, in the City's judgement, is in the City's own best interest.

Sol Construction LLC	Company Name
4120 Presidential Pkwy, Atlanta, GA 30340	Address
Juliana Gomez, President	Name(s) and Title(s) of Authorized Signers
770-455-18-22	Contact Phone Number
jgomez@solconstructionllc.com	Contact Email Address

SCHEDULE OF ITEMS (SOI) - REVISION 2
ITB 24-016, HARRIS ROAD DRAINAGE IMPROVEMENT

Enter Bidder's / Company's name here

Instructions for Schedule of Items Completion:

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4. Verify all amounts entered. This form will be used for bid price award.
5. During bid opening, only bid grand total will be called.
6. Enter Unit Price only. Form will calculate the total automatically.

Item #	Item Description	Quantity	Unit	Unit Price	Item Price
<u>TRAFFIC CONTROL</u>					
1	Traffic Control	1	LS	\$ 12,500.00	\$ 12,500.00
<u>DEMOLITION</u>					
2	Demolition (including any necessary clearing and tree removal)	1	LS	\$ 22,500.00	\$ 22,500.00
<u>SITE DEVELOPMENT</u>					
3	24" Curb & Gutter, including 6" GAB extending 6" behind back of curb (Alph Std 901)	332	LF	\$ 30.00	\$ 9,960.00
4	Concrete Sidewalk (Alph Std 902)	200	SY	\$ 55.00	\$ 11,000.00
5	HC Ramp (Alph Std 902, GDOT Std A-4, Type B)	1	LS	\$ 1,200.00	\$ 1,200.00
6	Concrete Apron (4,000 HE, 6" GAB, GDOT Std A-1)	1	LS	\$ 3,000.00	\$ 3,000.00
7	Concrete Driveway (6" 4,000 HE, 6" GAB)	20	SY	\$ 120.00	\$ 2,400.00
8	Adjust Utility Manhole to Finished Grade	1	LS	\$ 2,500.00	\$ 2,500.00
9	Adjust Water Meter to Finished Grade	1	LS	\$ 500.00	\$ 500.00
10	Relocate Signage and Mailboxes (including, but not limited to, roadway signs, for sale signs, and space available signs)	1	LS	\$ 200.00	\$ 200.00
<u>GRADING & DRAINAGE</u>					
11	Grading Complete	1	LS	\$ 34,250.00	\$ 34,250.00
<u>EROSION CONTROL</u>					
12	Erosion Control (including, but not limited to installation, maintenance, and removal)	1	LS	\$ 1,500.00	\$ 1,500.00
<u>LANDSCAPING</u>					
13	Sodding	300	SY	\$ 7.00	\$ 2,100.00
14	Tree Save Fence (including installation, maintenance and removal)	1	LS	\$ 1,000.00	\$ 1,000.00
15	Tree Care Plan (per requirements on sheet C.100)	1	LS	\$ 10,000.00	\$ 10,000.00
16	Irrigation Allocation	1	LS	\$ 3,000.00	\$ 3,000.00
<u>MISCELLANEOUS CONSTRUCTION</u>					
17	Miscellaneous Construction Allocation	1	LS	\$ 5,000.00	\$ 5,000.00
<u>TESTING</u>					
18	Required Testing including, but not limited to, soil and material testing.	1	LS	\$ 1,500.00	\$ 1,500.00
<u>MOBILIZATION BONDS & INSURANCE</u>					
19	Mobilization Bonds & Insurance	1	LS	\$ 3,500.00	\$ 3,500.00
GRAND TOTAL					\$ 127,610.00

By completing and submitting this bid price form in response to the City of Alpharetta's ITB 24-016, Harris Road Drainage Improvements, Bidder certifies that:

- A. Bidder has carefully read and understands the bid documents;
- B. Bidder has visited site and become familiar with local conditions under which work is to be performed, including
- C. Bidder has correlated Bidder's personal observations with requirements of Bidding Documents;
- D. Bidder has reviewed ITB 24-016 plans and project specifications;
- E. Bidder understands that Bid may not be withdrawn within sixty (60) days after bid due date, and Bidder guarantees that the City has the right to waive informalities and irregularities in Bid received and to accept Bid which, in the City's judgement, is in the City's own best interest.

Ohmshiv Construction, LLC	Company Name
805 Progress Ct, Ste A, Lawrenceville, GA 30043	Address
Naresh Bhandari	Name(s) and Title(s) of Authorized Signers
404 379 5007	Contact Phone Number
naresh@ohmshiv.com	Contact Email Address

SCHEDULE OF ITEMS (SOI) - REVISION 2
ITB 24-016, HARRIS ROAD DRAINAGE IMPROVEMENT

Enter Bidder's / Company's name here

Instructions for Schedule of Items Completion:

1. This form MUST be used to submit cost proposal.
2. Do not include a copy of this SOI in your technical bid information.
3. Complete all fields. Enter Bidder/Company name on top of form. See end of form as well for bid authorization and contact info.
4. Verify all amounts entered. This form will be used for bid price award.
5. During bid opening, only bid grand total will be called.
6. Enter Unit Price only. Form will calculate the total automatically.

Item #	Item Description	Quantity	Unit	Unit Price	Item Price
<u>TRAFFIC CONTROL</u>					
1	Traffic Control	1	LS	\$ 6,000.00	\$ 6,000.00
<u>DEMOLITION</u>					
2	Demolition (including any necessary clearing and tree removal)	1	LS	\$ 11,075.00	\$ 11,075.00
<u>SITE DEVELOPMENT</u>					
3	24" Curb & Gutter, including 6" GAB extending 6" behind back of curb (Alph Std 901)	332	LF	\$ 45.00	\$ 14,940.00
4	Concrete Sidewalk (Alph Std 902)	200	SY	\$ 60.00	\$ 12,000.00
5	HC Ramp (Alph Std 902, GDOT Std A-4, Type B)	1	LS	\$ 1,500.00	\$ 1,500.00
6	Concrete Apron (4,000 HE, 6" GAB, GDOT Std A-1)	1	LS	\$ 5,290.00	\$ 5,290.00
7	Concrete Driveway (6" 4,000 HE, 6" GAB)	20	SY	\$ 140.00	\$ 2,800.00
8	Adjust Utility Manhole to Finished Grade	1	LS	\$ 1,500.00	\$ 1,500.00
9	Adjust Water Meter to Finished Grade	1	LS	\$ 850.00	\$ 850.00
10	Relocate Signage and Mailboxes (including, but not limited to, roadway signs, for sale signs, and space available signs)	1	LS	\$ 300.00	\$ 300.00
<u>GRADING & DRAINAGE</u>					
11	Grading Complete	1	LS	\$ 27,015.00	\$ 27,015.00
<u>EROSION CONTROL</u>					
12	Erosion Control (including, but not limited to installation, maintenance, and removal)	1	LS	\$ 3,800.00	\$ 3,800.00
<u>LANDSCAPING</u>					
13	Sodding	300	SY	\$ 15.00	\$ 4,500.00
14	Tree Save Fence (including installation, maintenance and removal)	1	LS	\$ 1,275.00	\$ 1,275.00
15	Tree Care Plan (per requirements on sheet C.100)	1	LS	\$ 10,000.00	\$ 10,000.00
16	Irrigation Allocation	1	LS	\$ 3,000.00	\$ 3,000.00
<u>MISCELLANEOUS CONSTRUCTION</u>					
17	Miscellaneous Construction Allocation	1	LS	\$ 5,000.00	\$ 5,000.00
<u>TESTING</u>					
18	Required Testing including, but not limited to, soil and material testing.	1	LS	\$ 3,500.00	\$ 3,500.00
<u>MOBILIZATION BONDS & INSURANCE</u>					
19	Mobilization Bonds & Insurance	1	LS	\$ 8,250.00	\$ 8,250.00
GRAND TOTAL					\$ 122,595.00

By completing and submitting this bid price form in response to the City of Alpharetta's ITB 24-016, Harris Road Drainage Improvements, Bidder certifies that:

- A. Bidder has carefully read and understands the bid documents;
- B. Bidder has visited site and become familiar with local conditions under which work is to be performed, including
- C. Bidder has correlated Bidder's personal observations with requirements of Bidding Documents;
- D. Bidder has reviewed ITB 24-016 plans and project specifications;
- E. Bidder understands that Bid may not be withdrawn within sixty (60) days after bid due date, and Bidder guarantees that the City has the right to waive informalities and irregularities in Bid received and to accept Bid which, in the City's judgement, is in the City's own best interest.

R&B Developer, Inc.	Company Name
4150 Suwanee Bend Drive Suwanee Ga 30024	Address
Haresh G. Kachchi, CEO	Name(s) and Title(s) of Authorized Signers
678-414-9789	Contact Phone Number
hkachchi@rbdeveloper.net	Contact Email Address

SCHEDULE OF ITEMS (SOI) - REVISION 2
ITB 24-016, HARRIS ROAD DRAINAGE IMPROVEMENT

Backbone Infrastructure, LLC

Instructions for Schedule of Items Completion:

1. This form MUST be used to submit cost proposal.
2. Do not include a copy of this SOI in your technical bid information.
3. Complete all fields. Enter Bidder/Company name on top of form. See end of form as well for bid authorization and contact info.
4. Verify all amounts entered. This form will be used for bid price award.
5. During bid opening, only bid grand total will be called.
6. Enter Unit Price only. Form will calculate the total automatically.

Item #	Item Description	Quantity	Unit	Unit Price	Item Price
<u>TRAFFIC CONTROL</u>					
1	Traffic Control	1	LS	\$ 12,500.00	\$ 12,500.00
<u>DEMOLITION</u>					
2	Demolition (including any necessary clearing and tree removal)	1	LS	\$ 5,000.00	\$ 5,000.00
<u>SITE DEVELOPMENT</u>					
3	24" Curb & Gutter, including 6" GAB extending 6" behind back of curb (Alph Std 901)	332	LF	\$ 30.00	\$ 9,960.00
4	Concrete Sidewalk (Alph Std 902)	200	SY	\$ 50.00	\$ 10,000.00
5	HC Ramp (Alph Std 902, GDOT Std A-4, Type B)	1	LS	\$ 1,500.00	\$ 1,500.00
6	Concrete Apron (4,000 HE, 6" GAB, GDOT Std A-1)	1	LS	\$ 3,500.00	\$ 3,500.00
7	Concrete Driveway (6" 4,000 HE, 6" GAB)	20	SY	\$ 85.00	\$ 1,700.00
8	Adjust Utility Manhole to Finished Grade	1	LS	\$ 2,000.00	\$ 2,000.00
9	Adjust Water Meter to Finished Grade	1	LS	\$ 1,500.00	\$ 1,500.00
10	Relocate Signage and Mailboxes (including, but not limited to, roadway signs, for sale signs, and space available signs)	1	LS	\$ 750.00	\$ 750.00
<u>GRADING & DRAINAGE</u>					
11	Grading Complete	1	LS	\$ 56,788.00	\$ 56,788.00
<u>EROSION CONTROL</u>					
12	Erosion Control (including, but not limited to installation, maintenance, and removal)	1	LS	\$ 1,500.00	\$ 1,500.00
<u>LANDSCAPING</u>					
13	Sodding	300	SY	\$ 12.00	\$ 3,600.00
14	Tree Save Fence (including installation, maintenance and removal)	1	LS	\$ 1,500.00	\$ 1,500.00
15	Tree Care Plan (per requirements on sheet C.100)	1	LS	\$ 10,000.00	\$ 10,000.00
16	Irrigation Allocation	1	LS	\$ 3,000.00	\$ 3,000.00
<u>MISCELLANEOUS CONSTRUCTION</u>					
17	Miscellaneous Construction Allocation	1	LS	\$ 5,000.00	\$ 5,000.00
<u>TESTING</u>					
18	Required Testing including, but not limited to, soil and material testing.	1	LS	\$ 5,000.00	\$ 5,000.00
<u>MOBILIZATION BONDS & INSURANCE</u>					
19	Mobilization Bonds & Insurance	1	LS	\$ 2,000.00	\$ 2,000.00
GRAND TOTAL					\$ 136,798.00

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- C. Bidder has correlated Bidder's personal observations with requirements of Bidding Documents;
- D. Bidder has reviewed ITB 24-016 plans and project specifications;
- E. Bidder understands that Bid may not be withdrawn within sixty (60) days after bid due date, and Bidder guarantees that the City has the right to waive informalities and irregularities in Bid received and to accept Bid which, in the City's judgement, is in the City's own best interest.

Backbone Infrastructure, LLC	Company Name
4805 Westoak Ct, Buford, GA 30518	Address
Ritvik Kakadia, Member	Name(s) and Title(s) of Authorized Signers
(470) 418-3016	Contact Phone Number
Ritvik.k@backboneinfra.com	Contact Email Address

SCHEDULE OF ITEMS (SOI) - REVISION 2
ITB 24-016, HARRIS ROAD DRAINAGE IMPROVEMENT

Enter Bidder's / Company's name here: **Vertical Earth, Inc.**

Instructions for Schedule of Items Completion:

1. This form MUST be used to submit cost proposal.
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3. Complete all fields. Enter Bidder/Company name on top of form. See end of form as well for bid authorization and contact info.
4. Verify all amounts entered. This form will be used for bid price award.
5. During bid opening, only bid grand total will be called.
6. Enter Unit Price only. Form will calculate the total automatically.

Item #	Item Description	Quantity	Unit	Unit Price	Item Price
<u>TRAFFIC CONTROL</u>					
1	Traffic Control	1	LS	\$ 26,876.77	\$ 26,876.77
<u>DEMOLITION</u>					
2	Demolition (including any necessary clearing and tree removal)	1	LS	\$ 7,373.44	\$ 7,373.44
<u>SITE DEVELOPMENT</u>					
3	24" Curb & Gutter, including 6" GAB extending 6" behind back of curb (Alph Std 901)	332	LF	\$ 34.57	\$ 11,477.24
4	Concrete Sidewalk (Alph Std 902)	200	SY	\$ 55.38	\$ 11,076.00
5	HC Ramp (Alph Std 902, GDOT Std A-4, Type B)	1	LS	\$ 575.00	\$ 575.00
6	Concrete Apron (4,000 HE, 6" GAB, GDOT Std A-1)	1	LS	\$ 4,450.10	\$ 4,450.10
7	Concrete Driveway (6" 4,000 HE, 6" GAB)	20	SY	\$ 158.95	\$ 3,179.00
8	Adjust Utility Manhole to Finished Grade	1	LS	\$ 4,427.16	\$ 4,427.16
9	Adjust Water Meter to Finished Grade	1	LS	\$ 2,677.55	\$ 2,677.55
10	Relocate Signage and Mailboxes (including, but not limited to, roadway signs, for sale signs, and space available signs)	1	LS	\$ 287.50	\$ 287.50
<u>GRADING & DRAINAGE</u>					
11	Grading Complete	1	LS	\$ 28,620.47	\$ 28,620.47
<u>EROSION CONTROL</u>					
12	Erosion Control (including, but not limited to installation, maintenance, and removal)	1	LS	\$ 6,497.50	\$ 6,497.50
<u>LANDSCAPING</u>					
13	Sodding	300	SY	\$ 23.00	\$ 6,900.00
14	Tree Save Fence (including installation, maintenance and removal)	1	LS	\$ 6,440.00	\$ 6,440.00
15	Tree Care Plan (per requirements on sheet C.100)	1	LS	\$ 10,000.00	\$ 10,000.00
16	Irrigation Allocation	1	LS	\$ 3,000.00	\$ 3,000.00
<u>MISCELLANEOUS CONSTRUCTION</u>					
17	Miscellaneous Construction Allocation	1	LS	\$ 5,000.00	\$ 5,000.00
<u>TESTING</u>					
18	Required Testing including, but not limited to, soil and material testing.	1	LS	\$ 805.00	\$ 805.00
<u>MOBILIZATION BONDS & INSURANCE</u>					
19	Mobilization Bonds & Insurance	1	LS	\$ 6,534.99	\$ 6,534.99
GRAND TOTAL					\$ 146,197.72

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- C. Bidder has correlated Bidder's personal observations with requirements of Bidding Documents;
- D. Bidder has reviewed ITB 24-016 plans and project specifications;
- E. Bidder understands that Bid may not be withdrawn within sixty (60) days after bid due date, and Bidder guarantees that the City has the right to waive informalities and irregularities in Bid received and to accept Bid which, in the City's judgement, is in the City's own best interest.

Vertical Earth Inc	Company Name
6025 Matt Hwy Cumming, GA 30028	Address
Brett Johnson, CEO	Name(s) and Title(s) of Authorized Signers
770-888-2224	Contact Phone Number
bjohnson@vertical-earth.com	Contact Email Address

SCHEDULE OF ITEMS (SOI) - REVISION 2
ITB 24-016, HARRIS ROAD DRAINAGE IMPROVEMENT

Enter Bidder's / Company's name here

Instructions for Schedule of Items Completion:

1. This form MUST be used to submit cost proposal.
2. Do not include a copy of this SOI in your technical bid information.
3. Complete all fields. Enter Bidder/Company name on top of form. See end of form as well for bid authorization and contact info.
4. Verify all amounts entered. This form will be used for bid price award.
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6. Enter Unit Price only. Form will calculate the total automatically.

Item #	Item Description	Quantity	Unit	Unit Price	Item Price
<u>TRAFFIC CONTROL</u>					
1	Traffic Control	1	LS	\$ 38,000.00	\$ 38,000.00
<u>DEMOLITION</u>					
2	Demolition (including any necessary clearing and tree removal)	1	LS	\$ 15,000.00	\$ 15,000.00
<u>SITE DEVELOPMENT</u>					
3	24" Curb & Gutter, including 6" GAB extending 6" behind back of curb (Alph Std 901)	332	LF	\$ 60.00	\$ 19,920.00
4	Concrete Sidewalk (Alph Std 902)	200	SY	\$ 95.00	\$ 19,000.00
5	HC Ramp (Alph Std 902, GDOT Std A-4, Type B)	1	LS	\$ 8,000.00	\$ 8,000.00
6	Concrete Apron (4,000 HE, 6" GAB, GDOT Std A-1)	1	LS	\$ 10,000.00	\$ 10,000.00
7	Concrete Driveway (6" 4,000 HE, 6" GAB)	20	SY	\$ 525.00	\$ 10,500.00
8	Adjust Utility Manhole to Finished Grade	1	LS	\$ 3,300.00	\$ 3,300.00
9	Adjust Water Meter to Finished Grade	1	LS	\$ 2,900.00	\$ 2,900.00
10	Relocate Signage and Mailboxes (including, but not limited to, roadway signs, for sale signs, and space available signs)	1	LS	\$ 3,300.00	\$ 3,300.00
<u>GRADING & DRAINAGE</u>					
11	Grading Complete	1	LS	\$ 19,000.00	\$ 19,000.00
<u>EROSION CONTROL</u>					
12	Erosion Control (including, but not limited to installation, maintenance, and removal)	1	LS	\$ 4,770.00	\$ 4,770.00
<u>LANDSCAPING</u>					
13	Sodding	300	SY	\$ 15.85	\$ 4,755.00
14	Tree Save Fence (including installation, maintenance and removal)	1	LS	\$ 1,713.50	\$ 1,713.50
15	Tree Care Plan (per requirements on sheet C.100)	1	LS	\$ 10,000.00	\$ 10,000.00
16	Irrigation Allocation	1	LS	\$ 3,000.00	\$ 3,000.00
<u>MISCELLANEOUS CONSTRUCTION</u>					
17	Miscellaneous Construction Allocation	1	LS	\$ 5,000.00	\$ 5,000.00
<u>TESTING</u>					
18	Required Testing including, but not limited to, soil and material testing.	1	LS	\$ 11,000.00	\$ 11,000.00
<u>MOBILIZATION BONDS & INSURANCE</u>					
19	Mobilization Bonds & Insurance	1	LS	\$ 8,000.00	\$ 8,000.00
GRAND TOTAL					\$ 197,158.50

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- C. Bidder has correlated Bidder's personal observations with requirements of Bidding Documents;
- D. Bidder has reviewed ITB 24-016 plans and project specifications;
- E. Bidder understands that Bid may not be withdrawn within sixty (60) days after bid due date, and Bidder guarantees that the City has the right to waive informalities and irregularities in Bid received and to accept Bid which, in the City's judgement, is in the City's own best interest.

Baldwin Paving Company, Inc.	Company Name
1014 Kenmill Drive, N.W. Marietta, GA 30060	Address
Chris Greenway, Heavy Civil Senior Estimator	Name(s) and Title(s) of Authorized Signers
770-425-9191	Contact Phone Number
RoadEstimate@baldwin-paving.com	Contact Email Address

SCHEDULE OF ITEMS (SOI) - REVISION 2
ITB 24-016, HARRIS ROAD DRAINAGE IMPROVEMENT

Tri Scapes, Inc.

Instructions for Schedule of Items Completion:

1. This form MUST be used to submit cost proposal.
2. Do not include a copy of this SOI in your technical bid information.
3. Complete all fields. Enter Bidder/Company name on top of form. See end of form as well for bid authorization and contact info.
4. Verify all amounts entered. This form will be used for bid price award.
5. During bid opening, only bid grand total will be called.
6. Enter Unit Price only. Form will calculate the total automatically.

Item #	Item Description	Quantity	Unit	Unit Price	Item Price
<u>TRAFFIC CONTROL</u>					
1	Traffic Control	1	LS	\$ 9,000.00	\$ 9,000.00
<u>DEMOLITION</u>					
2	Demolition (including any necessary clearing and tree removal)	1	LS	\$ 7,204.56	\$ 7,204.56
<u>SITE DEVELOPMENT</u>					
3	24" Curb & Gutter, including 6" GAB extending 6" behind back of curb (Alph Std 901)	332	LF	\$ 29.68	\$ 9,853.76
4	Concrete Sidewalk (Alph Std 902)	200	SY	\$ 56.25	\$ 11,250.00
5	HC Ramp (Alph Std 902, GDOT Std A-4, Type B)	1	LS	\$ 3,000.00	\$ 3,000.00
6	Concrete Apron (4,000 HE, 6" GAB, GDOT Std A-1)	1	LS	\$ 1,985.64	\$ 1,985.64
7	Concrete Driveway (6" 4,000 HE, 6" GAB)	20	SY	\$ 165.48	\$ 3,309.60
8	Adjust Utility Manhole to Finished Grade	1	LS	\$ 2,325.00	\$ 2,325.00
9	Adjust Water Meter to Finished Grade	1	LS	\$ 2,700.00	\$ 2,700.00
10	Relocate Signage and Mailboxes (including, but not limited to, roadway signs, for sale signs, and space available signs)	1	LS	\$ 720.00	\$ 720.00
<u>GRADING & DRAINAGE</u>					
11	Grading Complete	1	LS	\$ 128,562.50	\$ 128,562.50
<u>EROSION CONTROL</u>					
12	Erosion Control (including, but not limited to installation, maintenance, and removal)	1	LS	\$ 8,503.68	\$ 8,503.68
<u>LANDSCAPING</u>					
13	Sodding	300	SY	\$ 7.13	\$ 2,139.00
14	Tree Save Fence (including installation, maintenance and removal)	1	LS	\$ 1,980.00	\$ 1,980.00
15	Tree Care Plan (per requirements on sheet C.100)	1	LS	\$ 10,000.00	\$ 10,000.00
16	Irrigation Allocation	1	LS	\$ 3,000.00	\$ 3,000.00
<u>MISCELLANEOUS CONSTRUCTION</u>					
17	Miscellaneous Construction Allocation	1	LS	\$ 5,000.00	\$ 5,000.00
<u>TESTING</u>					
18	Required Testing including, but not limited to, soil and material testing.	1	LS	\$ 9,000.00	\$ 9,000.00
<u>MOBILIZATION BONDS & INSURANCE</u>					
19	Mobilization Bonds & Insurance	1	LS	\$ 15,870.00	\$ 15,870.00
GRAND TOTAL					\$ 235,403.74

By completing and submitting this bid price form in response to the City of Alpharetta's ITB 24-016, Harris Road Drainage Improvements, Bidder certifies that:

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- C. Bidder has correlated Bidder's personal observations with requirements of Bidding Documents;
- D. Bidder has reviewed ITB 24-016 plans and project specifications;
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Tri Scapes, Inc.	Company Name
1595 Peachtree Parkway, Suite 204-396, Cumming, Georgia 30041	Address
Rebecca Martin, President/CFO	Name(s) and Title(s) of Authorized Signers
770-752-4698	Contact Phone Number
rmartin@triscapes.com	Contact Email Address



STAFF REPORT

Department: Administration
Submitted By: Lauren Shapiro
Meeting Date: June 3, 2024

AGENDA ITEM:

Resolution: True North 400 Expansion of Community Improvement District

Consideration of adoption of a resolution consenting to expansion of True North 400 Community Improvement District.

STAFF RECOMMENDATION:

Adopt a resolution consenting to expansion of True North 400 Community Improvement District.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

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

EXTERNAL FUNDING SOURCES:

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

The Board of Directors of True North 400 requests that a resolution to expand the boundaries of their District be adopted by the Alpharetta City Council. Attached is the expansion package that was recently certified by the Fulton County Tax Commissioner. The expansion of the boundaries will result in the addition of twenty-four (24) properties into the True North 400 Community Improvement District (CID).

ALTERNATIVES:

Do not adopt a resolution consenting to the expansion of the True North 400 CID.

ATTACHMENTS:

1. Resolution - CID Expansion
2. True North 400 2024 Expansion



**A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF
ALPHARETTA, GEORGIA CONSENTING TO EXPANSION OF TRUE
NORTH 400 COMMUNITY IMPROVEMENT DISTRICT**

WHEREAS, by Act of the Legislature, 1987 Ga. L. 5460, as amended, the Georgia Legislature enacted the Fulton County Community Improvement Districts Act; and

WHEREAS, pursuant to said Act, the True North 400 Community Improvement District (hereinafter "CID") was created by Resolution of the Fulton County Commission, the City of Alpharetta, and the City of Roswell in 2003, and consented to by the City of Milton in 2007; and

WHEREAS, a majority of the owners of real property within a proposed expansion area, as attached hereto, which will be subject to taxes, fees, and assessments levied by the District Board, have consented in writing to their inclusion into the CID; and

WHEREAS, the owners of real property within the proposed expansion area of the CID which constitutes at least 75% by value of all real property within said expansion area which will be subject to taxes, fees and assessments levied by the District Board, according to the most recent approved Fulton County ad valorem tax digest, have consented in writing to their inclusion into the CID; and

WHEREAS, the Alpharetta City Council has determined that the expansion of the CID would promote the provision of governmental services and facilities within said District; and

WHEREAS, the Alpharetta City Council has determined that the expansion of the CID would be in the best interest of the citizens of the City of Alpharetta.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Alpharetta as follows:

- The City of Alpharetta consents to the expansion of the boundaries of the True North 400 Community Improvement District, as attached hereto.

SO RESOLVED this ____ day of June 2024.

CITY OF ALPHARETTA

By: _____
Jim Gilvin, Mayor

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

[SIGNATURES CONTINUED FROM PRECEDING PAGE]

COUNCIL MEMBERS

Mayor Pro Tem Dan Merkel

Council Member Donald F. Mitchell

Council Member Brian Will

Council Member Douglas J. DeRito

Council Member John Hipes

Council Member Fergal M. Brady

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Lauren Shapiro, City Clerk

Melissa Tracy, City Attorney



STATE OF GEORGIA
COUNTY OF FULTON

CERTIFICATE OF COMPLIANCE

I, ARTHUR E. FERDINAND, as Fulton County Tax Commissioner, do hereby certify to the Fulton County Board of Commissioners regarding the proposed expansion of the North Fulton Community Improvement District, as shown on the map attached hereto as Exhibit "A" and required under the Fulton County Community Improvement District Act (Ga. L. 1987, p. 5460), as amended, the following:

That written consents to the expansion of the Community Improvement District have been obtained from:

1. A majority of the owners of real property within the District which will be subject to taxes, fees, and assessments levied by the Board of the District; and
2. The owners of real property within the District which constitutes at least seventy-five (75%) percent by value of all real property within the District which will be subject to taxes, fees and assessments levied by the District Board and for this purpose values are determined by the most recent approved County ad Valorem tax digest.

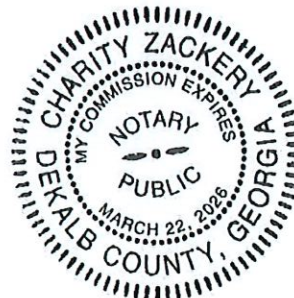
This the 19th day of March, 2024.

T. Pinkini
Witness

Arthur E. Ferdinand
ARTHUR E. FERDINAND, Tax Commissioner
Fulton County, Georgia

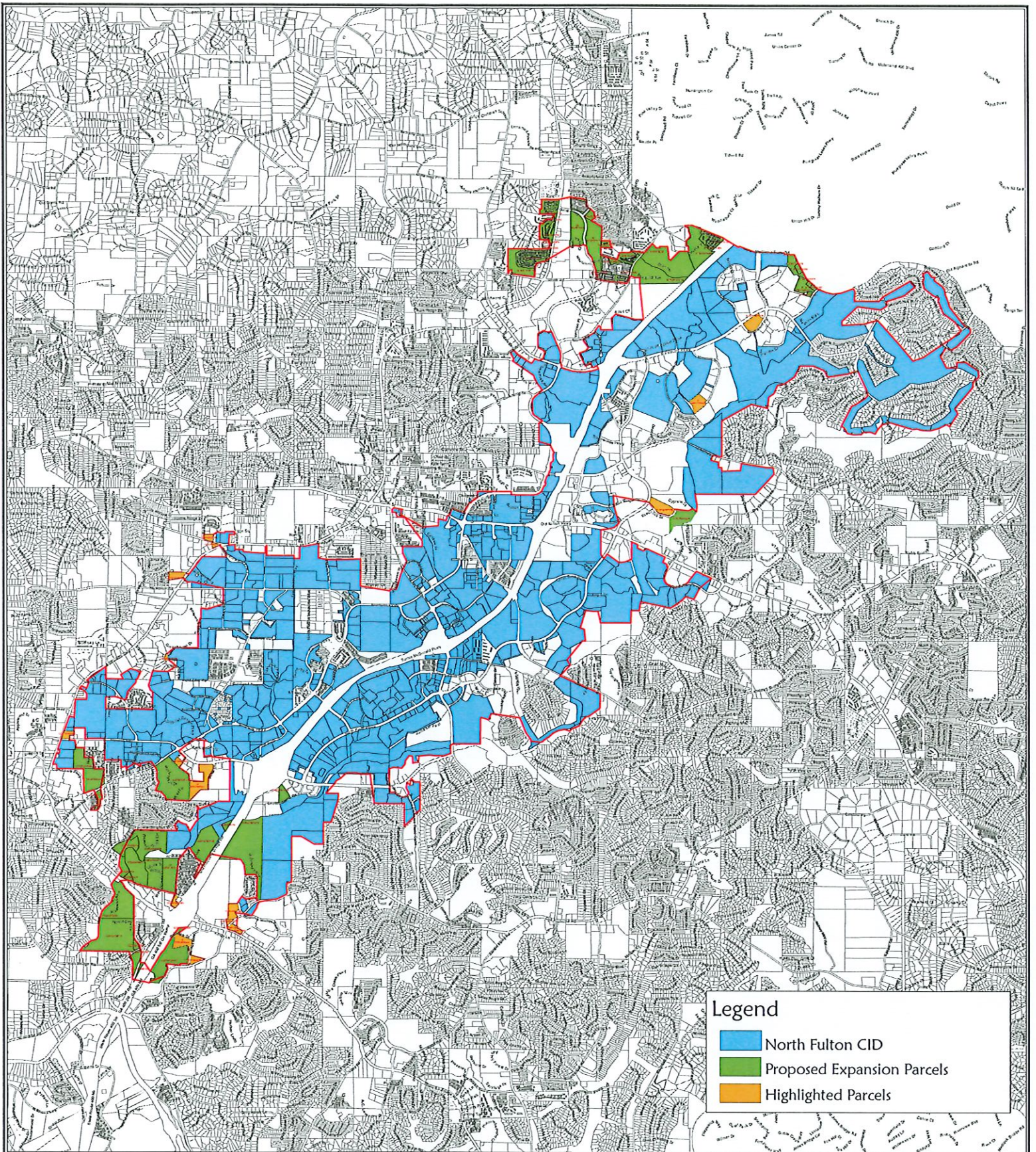
Sworn to and subscribed before
me this 19th day of March, 2024.

Charity Zackery
Notary Public



NORTH FULTON C.I.D. EXPANSION
MARCH 2024

PARID	TAXDIST	OWN1	OWN	CONSENT OWNERS	LUC	ASSESSED VALUE	Consent Value	
12 224005540803	45	11580 ALPHARETTA HIGHWAY TS LLC ET AL	1	1	373	1,600,300	1,600,300	
21 556010380274	10	CITY OF ALPHARETTA			600	-		
21 556010490255	10	CITY OF ALPHARETTA			600	-		
21 556010490263	10	CITY OF ALPHARETTA			600	-		
21 556010380241	10	CITY OF ALPHARETTA			610	-		
12 241005830760	45	CITY OF ROSWELL GEORGIA	1		300	274,760		
12 241005840355	45	CRIM JAN	1		344	574,400		
12 225205460098	45	DAUGHERTY HILL L L C	1		3C3	393,760		
12 241006130640	45	FELTON FAMILY PARTNERSHIP LLLP	1		373	789,880		
12 230005360183	45	FULTON COUNTY			699	-		
12 230005660350	45	GEORGIA DEPARTMENT OF TRANSPORTATION			600	-		
12 229005650353	45	HARE KRISHNA ROSWELL HOTEL LLC	1		300	200,000		
12 227005600535	10	HENNESSY CADILLAC INC	1	1	331	568,960	568,960	
11 001000010269	10	KAISER FOUNDATION HEALTH PLAN	1	1	349	3,400,000	3,400,000	
12 238005600315	10	KRAUSE FAMILY PROPERTIES LLC	1	1	331	5,140,000	5,140,000	
12 234005971189	45	LAKEWOODFAIR LLC	1		348	650,560		
12 230005660418	45	DS RIVERWALK LLC	1	1	300	1,999,200	1,999,200	
12 241006130574	45	ROSWELL BANK	1	1	351	1,166,000	1,166,000	
21 554011750223	10	SELIG ENTERPRISES INC	1	1	397	2,788,000	2,788,000	
12 234005972518	10	SNH MEDICAL OFFICE PROPERTIES TRUST	1	1	349	2,451,640	2,451,640	
12 240006120387	45	SRD LLC & RDUS LLC	1		3A3	4,246,800		
12 230005360522	45	SWIFT LEARNING CENTER INC THE			612	-		
12 207004840860	45	WACHOVIA BANK OF GEORGIA	1	1	351	1,660,000	1,660,000	
21 557011070278	10	WINDWARD PARKWAY LLC	1	1	344	3,677,880	3,677,880	
			17	10				
		50%+1=	9.5					
						\$ 31,582,140.00	\$ 24,451,980.00	77%
						23,686,605	75%	



North Fulton CID with Expansion Parcels



April 2024



Prepared by Fulton County
Board of Assessors
Geographic Information System Division

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STAFF REPORT

Department: Community & Economic Development

Submitted By: Charlotte Christian

Meeting Date: June 3, 2024

AGENDA ITEM:

First Amendment to an Intergovernmental Agreement: Lease of Certain Property to Alpharetta Development Authority

Consideration of an amendment to a certain Intergovernmental Agreement dated July 20, 2021 between the City of Alpharetta and the Alpharetta Development Authority for the purpose of leasing to the Authority certain City-owned property located at 2970 Webb Bridge Road for the period July 01, 2024 through September 30, 2024, and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve, as presented, an intergovernmental agreement between the City and the Development Authority of Alpharetta for the lease of certain property located at 2970 Webb Bridge Road; and authorize the Mayor to execute all necessary documents.

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: THE VALUE OF THE LEASE, AS DEFINED BY THE IGA, IS \$10.00.

ITEM DESCRIPTION:

Beginning in 2015, the City entered into an Intergovernmental Agreement (IGA) with the Development Authority for the purpose of leasing to the Authority certain City-owned property located at 2970 Webb Bridge Road. The Development Authority subsequently has sub-leased said property to Tech Alpharetta (known at the time of the original IGA and sublease as the Alpharetta Technology Commission) for purposes of housing the Tech Alpharetta Innovation Center and the administrative offices of that organization.

The most recent IGA and sublease, executed in 2021, is set to expire on June 30, 2024. City of Alpharetta Public Safety has indicated a need for additional space, and, as a result, City of Alpharetta Economic Development staff has been in conversation with Tech Alpharetta Staff over the last few months about relocating to a new facility. A new facility has been identified near the current location and a lease agreement has been reached for an occupancy date of September 30, 2024.

Presented for consideration of the Mayor and Council is an amendment to the most recent IGA continuing, under the same terms as the previous IGA, the lease of the property to the Development Authority for the period July 01, 2021 through September 30, 2024 in order to allow tenant buildout.

ATTACHMENTS:

1. Sublease Agreement - Development Authority and Tech Alpharetta - First Amendment
2. IGA - City and Development Authority (Tech Alpharetta) - First Amendment

STATE OF GEORGIA
COUNTY OF FULTON

SUBLEASE AGREEMENT

(Amendment No. 1)

This “**FIRST AMENDMENT**,” effective as of the date last signed by both parties below, modifies the existing Sublease Agreement (the “Sublease”) by and between the **DEVELOPMENT AUTHORITY OF ALPHARETTA** (the “Sublessor”), and **TECH ALPHARETTA, INC.**, a Georgia nonprofit corporation (the “Sublessee”).

Recitals

WHEREAS, Sublessor and Sublessee entered into the Sublease effective July 1, 2021, for an initial term of three years whereupon such Sublease would expire on June 30, 2024; and

WHEREAS, a copy of the Sublease is attached hereto marked “Exhibit A”; and

WHEREAS, the City of Alpharetta (“City”), the owner of the subject real property of the Sublease, has notified the Sublessor of its intention to use the property for other City purposes; and

WHEREAS, Sublessor had notified Sublessee of the City’s intentions and Sublessee has requested an extension of the term of the tenancy to facilitate Sublessee’s relocation logistics; and

WHEREAS, Sublessor and Sublessee, in their mutual interest, desire to amend the Sublease to extend the term of the tenancy.

NOW, THEREFORE, for and in consideration of the mutual promises, the public purposes, and the acknowledgements and agreements contained herein, together with other good and adequate consideration, the sufficiency of which is hereby acknowledged, the parties hereto do mutually agree to amend the Sublease as follows:

1. The above-stated recitals are true and correct and are incorporated herein by this reference in their entirety.
2. The Term of the Sublease is hereby extended beyond the initial Term for an additional three (3) months, through September 30, 2024, subject to the terms and conditions of the Sublease, and as otherwise modified herein.
3. On or before June 30, 2024, Sublessee shall provide evidence of insurance coverage through the extended term of the Sublease.
4. On or by September 30, 2024, Sublessee shall completely vacate the subject real property and deliver the same free and clear of all other tenants (or licensees), debris, trash, personal property and trade fixtures.
5. In the event of any inconsistencies between the Sublease and this First Amendment, the terms of this First Amendment shall control.

6. Except as expressly set forth in this First Amendment, the Sublease otherwise is unmodified, remains in full force and effect and is incorporated and restated herein as if fully set forth at length. Each reference in the Sublease to itself shall be deemed also to refer to this First Amendment.
7. This First Amendment may be executed in counterparts, each of which, when taken together, shall constitute a single agreement.

IN WITNESS WHEREOF the Sublessor and the Sublessee have executed this First Amendment, which is effective as of last signature below.

SUBLESSOR:

DEVELOPMENT AUTHORITY OF ALPHARETTA

By: _____
Jack Nugent, Chairman

ATTEST: Date: _____, 2024

Jill Bernard, Secretary/Treasurer

SUBLESSEE:

TECH ALPHARETTA, INC.

By: _____
Karen Cashion, President

ATTEST: Date: _____, 2024

Paul Nagrowski, Corporate Secretary

EXHIBIT A

STATE OF GEORGIA
COUNTY OF FULTON

SUBLEASE AGREEMENT

This Sublease Agreement (the "Sublease") is made and entered into this 20th day of July, 2021, by and between the Development Authority of Alpharetta, Georgia, a public body corporate and instrumentality of the State of Georgia organized and existing pursuant to the Development Authorities Law (O.C.G.A. §36-62-1, et seq., as amended) ("Sublessor"), and Tech Alpharetta, a Georgia non-profit corporation ("Sublessee").

WHEREAS, for the purpose of promoting economic development opportunities, the City of Alpharetta, Georgia, a municipal corporation of the State of Georgia (hereinafter, referred to as "Lessor"), and Sublessor have entered into that certain Intergovernmental Agreement providing for the lease of the subject property to Sublessor for use as a Center for Innovation (the "Lease"), a copy of which is attached hereto and incorporated herein as Exhibit "A"; and

WHEREAS, Sublessee is an Alpharetta-based, non-profit business association that promotes growth and development of technology companies within Alpharetta; and

WHEREAS, Sublessor has the legal authority to lease property to Sublessee to facilitate projects or programs that promote economic development opportunities in and for the City of Alpharetta; and

WHEREAS, in furtherance of the public purpose for which it was created, to promote economic development opportunities in and for the City of Alpharetta, Sublessor desires to sublet the subject property to Sublessee to use and operate as a Center for Innovation;

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual promises and agreements between the parties, it is hereby agreed as follows:

1. **Premises.** Sublessor hereby subleases unto Sublessee that certain building commonly known as the Finance Building, 2970 Webb Bridge Road, Alpharetta, Georgia (hereinafter referred to as the "Property"), and more particularly described in Exhibit "B" attached hereto and incorporated herein by this reference. In

addition to said Property and as further set forth and described in the Lease, Sublessee for itself, and for the benefit of its employees, agents, authorized sub-sublessees, contractors, licensees, and invitees, for the term of this Sublease, shall have the right to use that certain non-exclusive, irrevocable easement over and across the driveway and drives of the parking lot for the purpose of providing access, ingress and egress to and from the Property from and to Webb Bridge Road, (ii) the non-exclusive right to use certain parking spaces for the purpose of vehicular parking, and (iii) all necessary or appropriate, non-exclusive rights of access, ingress and egress to and from the Property and the right to use all sidewalks, stairways, parking areas and similar facilities for pedestrian traffic; provided, however, in no event shall such rights of access and use impede or otherwise interfere with, in any manner whatsoever, the City of Alpharetta's use of Fire Station No. 1, including, but not limited to the performance of fire and public safety operations thereon.

2. Subordination. Sublessor and Sublessee agree that this Sublease is, and shall be, subject and subordinate to all of the terms, covenants and conditions of the Intergovernmental Agreement (Exhibit "A"), incorporated herein by reference, and to the matters to which the Lease shall be subordinate.

3. Incorporation of Terms of Lease. The terms, covenants and conditions contained in the Lease shall, as between Sublessor and Sublessee, constitute the terms, covenants and conditions of this Sublease, except to the extent that they are inapplicable hereto or inconsistent herewith. As between the parties hereto, Sublessor agrees to observe and perform, or cause to be performed, the terms, covenants and conditions on its part to be observed and performed under the Lease, and Sublessee agrees to be bound by the provisions of the Lease and to keep, observe and perform the terms, covenants and conditions on its part to be kept, observed and performed hereunder as well as those applicable terms, covenants and conditions to be observed and performed by Sublessor as tenant under the Lease with respect to the Subleased Property (except the obligation to pay fixed rent to Lessor under the Lease). Sublessee shall in no case have any rights with respect to the Subleased Property greater than Sublessor's rights as tenant under the Lease. Further, Sublessee acknowledges and agrees that Lessor shall not be obligated to perform or discharge any obligation, duty or liability under this Sublease, or under or by reason of its consent to this Sublease.

4. Term. All rights of Sublessee under this Sublease shall automatically terminate on the termination, cancellation or

expiration of the Lease. Subject to the foregoing, the term of this Sublease shall commence on July 1, 2021, and terminate on June 30, 2024, unless sooner terminated by reason of default or as otherwise provided herein.

5. Rental. The rent for the sublease term shall be ten and no/100 dollars (\$10.00).

6. Use of Subleased Property.

a. Permitted Uses. As set forth in the Lease, the Subleased Property may only be used as a Center for Innovation, which includes the following permitted uses: incubator, accelerator, collaborative technology space, center for entrepreneurship, technology associations, technology industry, makers space, Tech Alpharetta offices and other technology-related uses. At all times during the term of this Sublease, Sublessee shall occupy, use and operate the Subleased Property for the foregoing purposes.

b. Compliance with Law. Sublessee agrees that it will, throughout the term of this Sublease, promptly comply with all Federal, State and local statutes, codes, laws, acts, ordinances, orders, judgments, decrees, rules, regulations and authorizations, whether foreseen or unforeseen, ordinary or extraordinary, which shall now or at any time hereafter be binding upon or applicable to the Subleased Property, Sublessor or Sublessee, any occupant, user or operator of the Subleased Property or any portion thereof; provided, however, the Sublessee may contest in good faith the validity, existence or applicability of any of the foregoing.

7. Condition of Subleased Property. Sublessee agrees and stipulates that it has thoroughly and completely examined and inspected the Subleased Property, that the Subleased Property is acceptable for its intended use, and that Sublessee is leasing the Subleased Property "as is". Sublessor shall not be responsible for any latent or patent defect in or to the Subleased Property. Sublessor (i) specifically disclaims any representation or warranty that the Subleased Property is fit for the permitted uses and related intended uses by Sublessee, or for any other particular use, and (ii) specifically disclaims any representation or warranty with respect to title to the Subleased Property and with respect to zoning or other restrictions affecting the use or occupancy of the Subleased Property.

8. Repairs. Sublessee shall be responsible for the ordinary and routine maintenance and repair of the Subleased Property. To the extent any major repairs or replacements are necessary to the Subleased Property, Sublessee shall immediately notify Sublessor of same, and the responsibility and requirements for performing such major repairs or replacements shall be governed by the terms and conditions of the Lease. Notwithstanding the foregoing, Sublessor shall be under no obligation to replace, service, test, adjust, erect, maintain or effect replacements, renewals or repairs of the Subleased Property, to effect the replacement of any inadequate, obsolete, worn-out or unsuitable parts of the Subleased Property, or to furnish any services for the Subleased Property. Further, Sublessee shall be fully responsible for the cost of any major repairs or replacements to the Subleased Property arising out of or caused by its negligence or the failure to perform its obligations under this Sublease.

9. Alterations, Improvements and Trade Fixtures.

a. Alterations and Improvements. Sublessee acknowledges and agrees that (i) no alterations, improvements, or structural changes shall be made to the Subleased Property without the prior written consent of Lessor and (ii) alterations or improvements to the Subleased Property are governed by the terms and conditions of the Lease. To the extent Sublessee desires to make alterations or improvements to the Subleased Property, Sublessee shall submit a request for same to Sublessor, and shall not undertake any such alterations or improvements unless it receives the written approval of Sublessor and Lessor.

b. Trade Fixtures. Sublessee shall have the right to install at the Subleased Property removable equipment, trade fixtures, and other removable, unattached personal property without conveying title to such property to Sublessor or Lessor. Sublessee acknowledges and agrees that neither Sublessor nor Lessor shall be responsible for any loss of or damage to Sublessee's property. Sublessee shall have the right at any time and from time to time during the term of this Sublease to remove or permit to be removed Sublessee's trade fixtures and removable, unattached personal property, provided that (i) such removal shall not adversely affect the structural integrity or the overall operating efficiency of the Subleased Property, and (ii) any damage caused to the Subleased Property by such removal shall be promptly repaired by Sublessee, at its own cost and expense.

c. No Liens. Sublessee shall not create, permit or suffer to exist any mortgage, encumbrance, lien, security

interest, claim or charge against the Subleased Property or any part thereof, or the interest of Sublessee in the Subleased Property or this Sublease.

10. Utilities. Sublessee shall be responsible for procuring and paying for adequate utility services to the Subleased Property and all other utility services desired by Sublessee with respect to the Subleased Property.

11. Sublessee's Insurance. At all times during the term of this Sublease, Sublessee shall carry, at its expense: (a) liability insurance policies applicable to the Subleased Property as of the date of this Sublease, and as otherwise reasonably required to protect, to a reasonable and prudent extent, Sublessor and Lessor against any loss, damage, claim, or liability arising out of or related to the Property, which shall be endorsed to name the City of Alpharetta, Georgia, the Development Authority of Alpharetta, and their respective officials, officers, agents and employees, as additional insureds; and (b) property insurance policies applicable to Sublessee's personal property located on the Subleased Property.

12. Indemnification. Sublessee shall indemnify and hold harmless Sublessor and Lessor from any claims or damages arising out of Sublessee's occupancy of the Property; provided, however, that such indemnification shall not apply to any claims or damages arising out of the sole negligence of Sublessor or Lessor.

13. Default. The occurrence of the following shall constitute a default by Sublessee under this Sublease: (a) any failure by Sublessee to observe and perform any condition, obligation, covenant or agreement hereunder which is required to be observed or performed by Sublessee, and the continuance of such failure for thirty (30) days after Sublessee receives written notice from Sublessor of such failure, provided that if such failure by its nature cannot be cured within such thirty (30) day period, Sublessee shall not be in default hereunder so long as Sublessee commences curative action within such thirty (30) day period, diligently and continuously pursues the curative action, and fully cures the failure within a reasonable time thereafter, but not to exceed ninety (90) days after Sublessee receives such written notice from Sublessor; or (b) the Subleased Property ceases to be used and operated by Sublessee as a Center for Innovation for a period of thirty (30) days or more.

14. Remedies of Sublessor. Upon the occurrence of a default by Sublessee hereunder, Sublessor may immediately terminate this

Sublease without further notice to Sublessee. Notwithstanding the foregoing, Sublessor shall have the right to pursue such other remedies as are available to Sublessor at law or equity.

15. Termination. Upon the expiration or termination of this Sublease, Sublessee shall surrender the Subleased Property and deliver full possession thereof to Sublessor in good order and repair, reasonable wear and tear excepted, and free and clear of all debris, trash and personal property and trade fixtures of Sublessee. Any damage caused to the Subleased Property by the removal of Sublessee's trade fixtures, removable equipment or other personal property shall be promptly repaired by Sublessee, at its own cost and expense.

16. Holding Over. Sublessee shall surrender possession of the Subleased Property upon termination of this Sublease. Any possession by Sublessee after termination creates a tenancy at sufferance and will not operate to renew or extend this Sublease. In the event that Sublessee shall remain in possession of the Subleased Property with the written consent of Sublessor after the expiration of the Sublease term, and subject to the additional written consent of Lessor to same, a new tenancy from month-to-month shall be created between Sublessor and Sublessee, which shall be subject to all the terms and conditions hereof, except that such occupancy shall be terminable on thirty (30) days written notice served by either Sublessor or Sublessee on the other party.

17. Assignment/Subletting. This Sublease shall not be assignable to any other party. Further, the Subleased Property, or any portion thereof, shall not be sublet by the Sublessee to another party (a "sub-sublessee") without the prior written consent of Sublessor, which Sublessee acknowledges and agrees may be subject to the prior written consent of Lessor as set forth in the Lease. The terms of any authorized sub-sublease agreement shall provide that the sub-sublease is subject to, and that the sub-sublessee agrees to abide by, all of the terms and conditions of this Sublease and the Lease, and the sub-sublease agreement shall include such other provisions as required by Sublessor or Lessor.

18. Governing Law. This Sublease shall be governed and construed according to the laws of the State of Georgia and enforced at the date and time of its execution.

19. Entire Agreement. This Sublease contains the entire agreement of Sublessee and Sublessor with respect to the sublease of the Subleased Property and no oral statements shall be binding.

IN WITNESS WHEREOF, the undersigned parties have caused their agents to set their hands hereto on the day and year first above written.

SUBLESSOR:

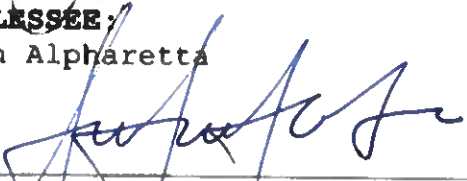
Development Authority of Alpharetta,
Georgia

By: 

Jack Nugent, Chairman

SUBLEESSEE:

Tech Alpharetta

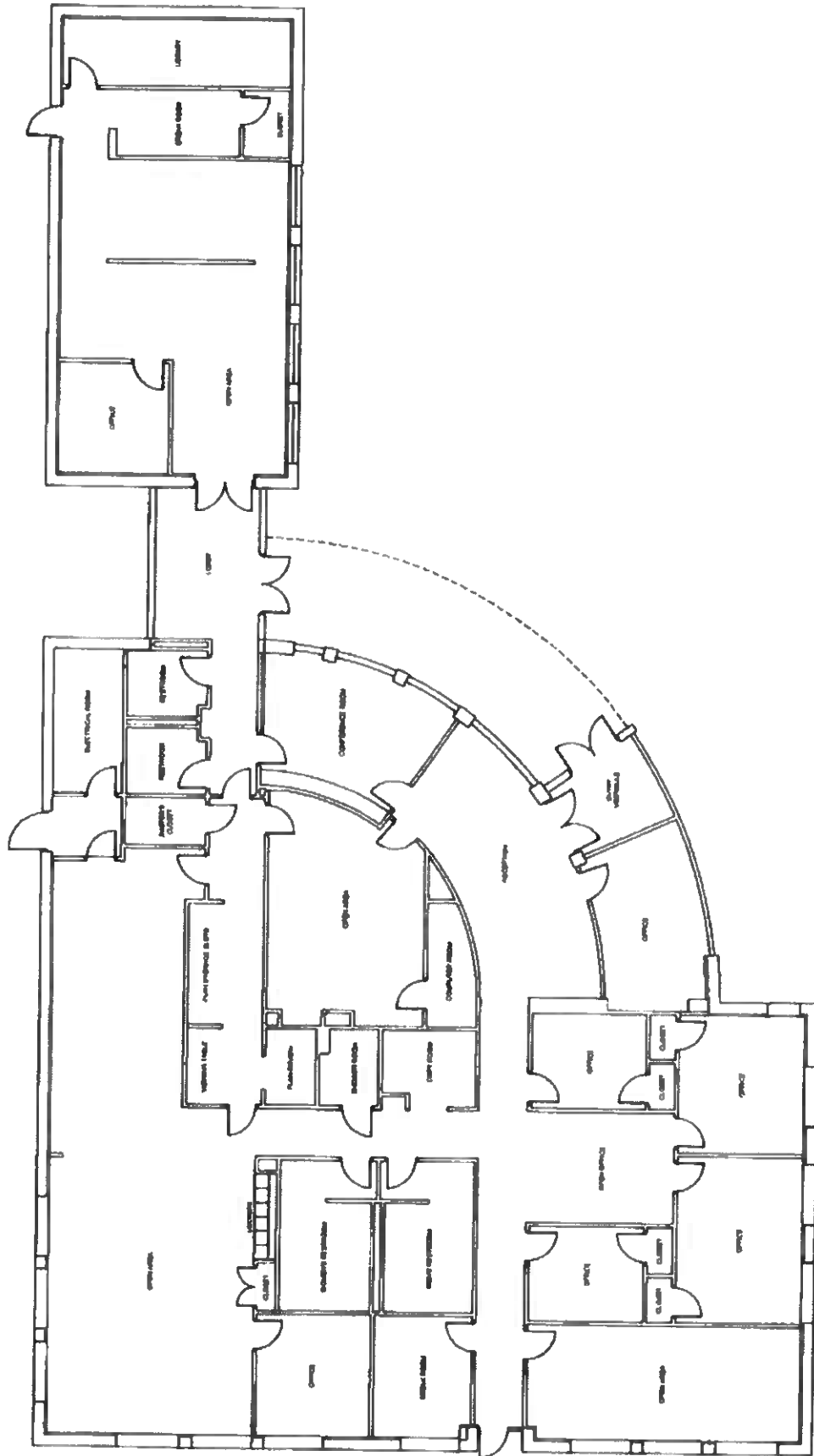
By: 

Chairman of the Board of Directors

Felipe Smolka

APPROVED AS TO FORM:


C. Sam Thomas, P.C.
City Attorney



0 5 10 20
SCALE: 1" = 10'

STATE OF GEORGIA
COUNTY OF FULTON

INTERGOVERNMENTAL AGREEMENT

(Amendment No. 1)

This First Amendment (the “First Amendment”) is made and entered into this _____ day of June, 2024 (the “Effective Date”), amending that certain Intergovernmental Agreement dated July 20, 2021 (the “Agreement”), by and between the Parties to said Agreement, to wit: the **CITY OF ALPHARETTA**, a municipal corporation of the State of Georgia (the “City”), and the **DEVELOPMENT AUTHORITY OF ALPHARETTA**, a public body corporate and politic of the State of Georgia organized and existing pursuant to the Development Authorities Law (O.C.G.A. § 36-62-1, et seq., as amended) (the “Authority”), collectively referred to herein as the “Parties.”

WITNESSETH:

WHEREAS, on July 20, 2021, the Parties entered into the Agreement regarding the lease of City’s “Finance Building” (the “Property”) located behind the City’s Fire Station #81 at 2970 Webb Bridge Road, Alpharetta, Georgia, from the City to the Authority and to authorize the subleasing of the Property from the Authority to Tech Alpharetta, Inc., a Georgia nonprofit corporation (“Tech Alpharetta”); and

WHEREAS, a copy of the Agreement is attached hereto marked “Exhibit A”; and

WHEREAS, in accordance with the Agreement, the Authority subleased the Property to Tech Alpharetta for a three-year term beginning on July 1, 2021, and ending on June 30, 2024 (the “Sublease Agreement”); and

WHEREAS, a copy of the Sublease Agreement is attached hereto marked “Exhibit B”; and

WHEREAS, the City has notified the Authority of its intention to use the Property for other City purposes; and

WHEREAS, the Authority has notified Tech Alpharetta regarding the City’s plans for the Property and Tech Alpharetta has responded to request an extension of the term of the Sublease Agreement to facilitate Tech Alpharetta’s relocation logistics; and

WHEREAS, the Parties desire to amend the Agreement to extend the term of the Agreement and authorize a corresponding extension of the Sublease Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the sufficiency of which are acknowledged by both Parties, the Parties agree as follows:

1. The Agreement is hereby amended to extend the Term for an additional three months to September 30, 2024, and the Authority is hereby permitted to amend the term of its Sublease Agreement with Tech Alpharetta to expire on September 30, 2024.
2. As required by the Agreement, the Authority and Tech Alpharetta shall provide evidence of insurance coverage through the extended term of the Agreement and the Sublease Agreement.
3. As required by the Agreement, upon expiration of the extended term of the Agreement and the Sublease Agreement, the Property shall be delivered to the City, free and clear of all tenants (or licensees), debris, trash, personal property and trade fixtures.
4. Except as modified herein, the original Agreement shall continue in full force and effect.
5. This Amendment may be executed in counterparts, and each counterpart shall constitute an original and taken together shall constitute but one document.
6. Each of the individuals executing this Amendment on behalf of his or her respective Party agrees and represents to the other Party that he or she is authorized to do so.

WHEREFORE, the Parties have caused this First Amendment to be executed in their respective names and caused their respective seals to be affixed effective as of the date first stated above.

CITY:

CITY OF ALPHARETTA, GEORGIA

By: _____
Jim Gilvin, Mayor

Approved as to Substance:

Chris Lagerbloom, City Administrator

Approved as to Form:

Molly Esswein, City Attorney

AUTHORITY:

**DEVELOPMENT AUTHORITY
OF ALPHARETTA**

By: _____
Jack Nugent, Chairman

ATTEST:

By: _____
Jill Bernard, Secretary/Treasurer

EXHIBIT A

STATE OF GEORGIA
COUNTY OF FULTON

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement (the "IGA") is made and entered into this 20th day of July, 2021, by and between the City of Alpharetta, Georgia, a municipal corporation of the State of Georgia (the "City"), and the Development Authority of Alpharetta, Georgia, a public body corporate and instrumentality of the State of Georgia organized and existing pursuant to the Development Authorities Law (O.C.G.A. §36-62-1, et seq., as amended) (the "Authority").

WHEREAS, the City has the legal authority to lease property to The Authority to facilitate projects or programs that promote economic development opportunities in and for the City of Alpharetta; and

WHEREAS, one of the authorized purposes of the Authority is to promote economic development opportunities in and for the City; and; and

WHEREAS, Tech Alpharetta is an Alpharetta-based, non-profit business association that promotes growth and development of technology companies within Alpharetta; and

WHEREAS, the City and the Authority deem it beneficial and appropriate to enter into this Intergovernmental Agreement;

NOW, THEREFORE, for and in consideration of the premises and under-takings as hereinafter set forth, it is agreed by and between the City and the Authority as follows:

1. The City hereby leases unto The Authority that certain building owned by The City and commonly known as the Finance Building, 2970 Webb Bridge Road, Alpharetta, Georgia (hereinafter referred to as the "Property").
 - a. The lease shall commence on July 1, 2021 and terminate on June 30, 2024, unless sooner terminated by reason of default or as otherwise provided herein.
 - b. The rental shall be ten and no/100 dollars (\$10.00).
 - c. During the term of the lease, the Authority, or its authorized sublessee, shall be responsible for providing the routine maintenance of the Finance Building and for

the procurement and payment of adequate utility services to the property.

- d. The lease shall not be assignable. The Finance Building may be subleased to Tech Alpharetta for a term that would terminate upon the termination of the lease between the City and the Authority. The sublease shall contain similar provisions as the lease between the City and the Authority, and such other provisions as approved by the Authority and the City Attorney. The Finance Building may only be used as a Center for Innovation, which includes the following permitted uses: incubator, accelerator, collaborative technology space, center for entrepreneurship, technology associations, technology industry, makers space, Tech Alpharetta offices and other technology-related uses. If at any point in time during the term of the lease or an applicable sublease the Finance Building ceases to be used for these purposes for a period of thirty (30) days, the lease and the sublease shall terminate. In the event that the Authority does not sublease the Finance Building to Tech Alpharetta within thirty (30) days of the commencement of the lease, the lease shall terminate without further action of the parties. Upon expiration or termination of the lease, full possession of the Finance Building shall be delivered to the City, free and clear of all tenants, debris, trash and personal property and trade fixtures, its tenants or licenses.
 - e. During the term of the lease and sublease, the City, the Authority, and the sublessee shall maintain adequate insurance to protect their respective interests in the Finance Building, including casualty and liability insurance.
- 2. This IGA shall terminate upon any termination of the lease and/or sublease.
 - 3. This IGA may be executed in several counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
 - 4. This IGA is being entered into with the intent that the laws of the State of Georgia shall govern its construction and enforcement.

IN WITNESS WHEREOF, parties hereto, acting through their duly authorized officers, have caused this IGA to be executed and their seals to be affixed and attested all as of the day and year above written..

THE CITY:

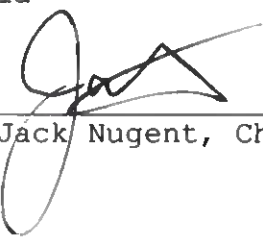
The City of Alpharetta, Georgia

By: 

Jim Gilvin, Mayor

THE AUTHORITY:

Development Authority of Alpharetta, Georgia

By: 

Jack Nugent, Chairman

APPROVED AS TO FORM:


C. Sam Thomas, P.C.
City Attorney

EXHIBIT B

STATE OF GEORGIA
COUNTY OF FULTON

SUBLEASE AGREEMENT

This Sublease Agreement (the "Sublease") is made and entered into this 20th day of July, 2021, by and between the Development Authority of Alpharetta, Georgia, a public body corporate and instrumentality of the State of Georgia organized and existing pursuant to the Development Authorities Law (O.C.G.A. §36-62-1, et seq., as amended) ("Sublessor"), and Tech Alpharetta, a Georgia non-profit corporation ("Sublessee").

WHEREAS, for the purpose of promoting economic development opportunities, the City of Alpharetta, Georgia, a municipal corporation of the State of Georgia (hereinafter, referred to as "Lessor"), and Sublessor have entered into that certain Intergovernmental Agreement providing for the lease of the subject property to Sublessor for use as a Center for Innovation (the "Lease"), a copy of which is attached hereto and incorporated herein as Exhibit "A"; and

WHEREAS, Sublessee is an Alpharetta-based, non-profit business association that promotes growth and development of technology companies within Alpharetta; and

WHEREAS, Sublessor has the legal authority to lease property to Sublessee to facilitate projects or programs that promote economic development opportunities in and for the City of Alpharetta; and

WHEREAS, in furtherance of the public purpose for which it was created, to promote economic development opportunities in and for the City of Alpharetta, Sublessor desires to sublet the subject property to Sublessee to use and operate as a Center for Innovation;

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual promises and agreements between the parties, it is hereby agreed as follows:

1. **Premises.** Sublessor hereby subleases unto Sublessee that certain building commonly known as the Finance Building, 2970 Webb Bridge Road, Alpharetta, Georgia (hereinafter referred to as the "Property"), and more particularly described in Exhibit "B" attached hereto and incorporated herein by this reference. In

addition to said Property and as further set forth and described in the Lease, Sublessee for itself, and for the benefit of its employees, agents, authorized sub-sublessees, contractors, licensees, and invitees, for the term of this Sublease, shall have the right to use that certain non-exclusive, irrevocable easement over and across the driveway and drives of the parking lot for the purpose of providing access, ingress and egress to and from the Property from and to Webb Bridge Road, (ii) the non-exclusive right to use certain parking spaces for the purpose of vehicular parking, and (iii) all necessary or appropriate, non-exclusive rights of access, ingress and egress to and from the Property and the right to use all sidewalks, stairways, parking areas and similar facilities for pedestrian traffic; provided, however, in no event shall such rights of access and use impede or otherwise interfere with, in any manner whatsoever, the City of Alpharetta's use of Fire Station No. 1, including, but not limited to the performance of fire and public safety operations thereon.

2. Subordination. Sublessor and Sublessee agree that this Sublease is, and shall be, subject and subordinate to all of the terms, covenants and conditions of the Intergovernmental Agreement (Exhibit "A"), incorporated herein by reference, and to the matters to which the Lease shall be subordinate.

3. Incorporation of Terms of Lease. The terms, covenants and conditions contained in the Lease shall, as between Sublessor and Sublessee, constitute the terms, covenants and conditions of this Sublease, except to the extent that they are inapplicable hereto or inconsistent herewith. As between the parties hereto, Sublessor agrees to observe and perform, or cause to be performed, the terms, covenants and conditions on its part to be observed and performed under the Lease, and Sublessee agrees to be bound by the provisions of the Lease and to keep, observe and perform the terms, covenants and conditions on its part to be kept, observed and performed hereunder as well as those applicable terms, covenants and conditions to be observed and performed by Sublessor as tenant under the Lease with respect to the Subleased Property (except the obligation to pay fixed rent to Lessor under the Lease). Sublessee shall in no case have any rights with respect to the Subleased Property greater than Sublessor's rights as tenant under the Lease. Further, Sublessee acknowledges and agrees that Lessor shall not be obligated to perform or discharge any obligation, duty or liability under this Sublease, or under or by reason of its consent to this Sublease.

4. Term. All rights of Sublessee under this Sublease shall automatically terminate on the termination, cancellation or

expiration of the Lease. Subject to the foregoing, the term of this Sublease shall commence on July 1, 2021, and terminate on June 30, 2024, unless sooner terminated by reason of default or as otherwise provided herein.

5. Rental. The rent for the sublease term shall be ten and no/100 dollars (\$10.00).

6. Use of Subleased Property.

a. Permitted Uses. As set forth in the Lease, the Subleased Property may only be used as a Center for Innovation, which includes the following permitted uses: incubator, accelerator, collaborative technology space, center for entrepreneurship, technology associations, technology industry, makers space, Tech Alpharetta offices and other technology-related uses. At all times during the term of this Sublease, Sublessee shall occupy, use and operate the Subleased Property for the foregoing purposes.

b. Compliance with Law. Sublessee agrees that it will, throughout the term of this Sublease, promptly comply with all Federal, State and local statutes, codes, laws, acts, ordinances, orders, judgments, decrees, rules, regulations and authorizations, whether foreseen or unforeseen, ordinary or extraordinary, which shall now or at any time hereafter be binding upon or applicable to the Subleased Property, Sublessor or Sublessee, any occupant, user or operator of the Subleased Property or any portion thereof; provided, however, the Sublessee may contest in good faith the validity, existence or applicability of any of the foregoing.

7. Condition of Subleased Property. Sublessee agrees and stipulates that it has thoroughly and completely examined and inspected the Subleased Property, that the Subleased Property is acceptable for its intended use, and that Sublessee is leasing the Subleased Property "as is". Sublessor shall not be responsible for any latent or patent defect in or to the Subleased Property. Sublessor (i) specifically disclaims any representation or warranty that the Subleased Property is fit for the permitted uses and related intended uses by Sublessee, or for any other particular use, and (ii) specifically disclaims any representation or warranty with respect to title to the Subleased Property and with respect to zoning or other restrictions affecting the use or occupancy of the Subleased Property.

8. Repairs. Sublessee shall be responsible for the ordinary and routine maintenance and repair of the Subleased Property. To the extent any major repairs or replacements are necessary to the Subleased Property, Sublessee shall immediately notify Sublessor of same, and the responsibility and requirements for performing such major repairs or replacements shall be governed by the terms and conditions of the Lease. Notwithstanding the foregoing, Sublessor shall be under no obligation to replace, service, test, adjust, erect, maintain or effect replacements, renewals or repairs of the Subleased Property, to effect the replacement of any inadequate, obsolete, worn-out or unsuitable parts of the Subleased Property, or to furnish any services for the Subleased Property. Further, Sublessee shall be fully responsible for the cost of any major repairs or replacements to the Subleased Property arising out of or caused by its negligence or the failure to perform its obligations under this Sublease.

9. Alterations, Improvements and Trade Fixtures.

a. Alterations and Improvements. Sublessee acknowledges and agrees that (i) no alterations, improvements, or structural changes shall be made to the Subleased Property without the prior written consent of Lessor and (ii) alterations or improvements to the Subleased Property are governed by the terms and conditions of the Lease. To the extent Sublessee desires to make alterations or improvements to the Subleased Property, Sublessee shall submit a request for same to Sublessor, and shall not undertake any such alterations or improvements unless it receives the written approval of Sublessor and Lessor.

b. Trade Fixtures. Sublessee shall have the right to install at the Subleased Property removable equipment, trade fixtures, and other removable, unattached personal property without conveying title to such property to Sublessor or Lessor. Sublessee acknowledges and agrees that neither Sublessor nor Lessor shall be responsible for any loss of or damage to Sublessee's property. Sublessee shall have the right at any time and from time to time during the term of this Sublease to remove or permit to be removed Sublessee's trade fixtures and removable, unattached personal property, provided that (i) such removal shall not adversely affect the structural integrity or the overall operating efficiency of the Subleased Property, and (ii) any damage caused to the Subleased Property by such removal shall be promptly repaired by Sublessee, at its own cost and expense.

c. No Liens. Sublessee shall not create, permit or suffer to exist any mortgage, encumbrance, lien, security

interest, claim or charge against the Subleased Property or any part thereof, or the interest of Sublessee in the Subleased Property or this Sublease.

10. Utilities. Sublessee shall be responsible for procuring and paying for adequate utility services to the Subleased Property and all other utility services desired by Sublessee with respect to the Subleased Property.

11. Sublessee's Insurance. At all times during the term of this Sublease, Sublessee shall carry, at its expense: (a) liability insurance policies applicable to the Subleased Property as of the date of this Sublease, and as otherwise reasonably required to protect, to a reasonable and prudent extent, Sublessor and Lessor against any loss, damage, claim, or liability arising out of or related to the Property, which shall be endorsed to name the City of Alpharetta, Georgia, the Development Authority of Alpharetta, and their respective officials, officers, agents and employees, as additional insureds; and (b) property insurance policies applicable to Sublessee's personal property located on the Subleased Property.

12. Indemnification. Sublessee shall indemnify and hold harmless Sublessor and Lessor from any claims or damages arising out of Sublessee's occupancy of the Property; provided, however, that such indemnification shall not apply to any claims or damages arising out of the sole negligence of Sublessor or Lessor.

13. Default. The occurrence of the following shall constitute a default by Sublessee under this Sublease: (a) any failure by Sublessee to observe and perform any condition, obligation, covenant or agreement hereunder which is required to be observed or performed by Sublessee, and the continuance of such failure for thirty (30) days after Sublessee receives written notice from Sublessor of such failure, provided that if such failure by its nature cannot be cured within such thirty (30) day period, Sublessee shall not be in default hereunder so long as Sublessee commences curative action within such thirty (30) day period, diligently and continuously pursues the curative action, and fully cures the failure within a reasonable time thereafter, but not to exceed ninety (90) days after Sublessee receives such written notice from Sublessor; or (b) the Subleased Property ceases to be used and operated by Sublessee as a Center for Innovation for a period of thirty (30) days or more.

14. Remedies of Sublessor. Upon the occurrence of a default by Sublessee hereunder, Sublessor may immediately terminate this

Sublease without further notice to Sublessee. Notwithstanding the foregoing, Sublessor shall have the right to pursue such other remedies as are available to Sublessor at law or equity.

15. Termination. Upon the expiration or termination of this Sublease, Sublessee shall surrender the Subleased Property and deliver full possession thereof to Sublessor in good order and repair, reasonable wear and tear excepted, and free and clear of all debris, trash and personal property and trade fixtures of Sublessee. Any damage caused to the Subleased Property by the removal of Sublessee's trade fixtures, removable equipment or other personal property shall be promptly repaired by Sublessee, at its own cost and expense.

16. Holding Over. Sublessee shall surrender possession of the Subleased Property upon termination of this Sublease. Any possession by Sublessee after termination creates a tenancy at sufferance and will not operate to renew or extend this Sublease. In the event that Sublessee shall remain in possession of the Subleased Property with the written consent of Sublessor after the expiration of the Sublease term, and subject to the additional written consent of Lessor to same, a new tenancy from month-to-month shall be created between Sublessor and Sublessee, which shall be subject to all the terms and conditions hereof, except that such occupancy shall be terminable on thirty (30) days written notice served by either Sublessor or Sublessee on the other party.

17. Assignment/Subletting. This Sublease shall not be assignable to any other party. Further, the Subleased Property, or any portion thereof, shall not be sublet by the Sublessee to another party (a "sub-sublessee") without the prior written consent of Sublessor, which Sublessee acknowledges and agrees may be subject to the prior written consent of Lessor as set forth in the Lease. The terms of any authorized sub-sublease agreement shall provide that the sub-sublease is subject to, and that the sub-sublessee agrees to abide by, all of the terms and conditions of this Sublease and the Lease, and the sub-sublease agreement shall include such other provisions as required by Sublessor or Lessor.

18. Governing Law. This Sublease shall be governed and construed according to the laws of the State of Georgia and enforced at the date and time of its execution.

19. Entire Agreement. This Sublease contains the entire agreement of Sublessee and Sublessor with respect to the sublease of the Subleased Property and no oral statements shall be binding.

IN WITNESS WHEREOF, the undersigned parties have caused their agents to set their hands hereto on the day and year first above written.

SUBLESSOR:

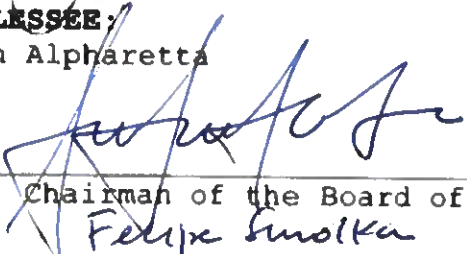
Development Authority of Alpharetta,
Georgia

By: 

Jack Nugent, Chairman

SUBLEESSEE:

Tech Alpharetta

By: 

Chairman of the Board of Directors

Felipe Smolka

APPROVED AS TO FORM:


C. Sam Thomas, P.C.
City Attorney





STAFF REPORT

Department: Community & Economic Development

Submitted By: Charlotte Christian

Meeting Date: June 3, 2023

AGENDA ITEM:

Intergovernmental Agreement: City of Alpharetta and Development Authority for Tech Alpharetta Funding
Consideration of approval of the Intergovernmental Agreement between the City of Alpharetta and the Alpharetta Development Authority for funding for Tech Alpharetta in the amount of \$95,000.00 for the next fiscal year and authorize the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve the Intergovernmental Agreement between the City of Alpharetta and the Alpharetta Development Authority for funding for Tech Alpharetta in the amount of \$95,000.00 for the next fiscal year and authorize the Mayor to execute all necessary documents.

BUDGET & PROCUREMENT:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: YES

TOTAL PROJECT COST: 95,000.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
Professional Services / 10074200-521200	\$95,000.00

EXTERNAL FUNDING SOURCES:

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

ITEM DESCRIPTION:

The proposed renewal of an agreement between the City and Tech Alpharetta provides \$95,000.00 for FY25 to Tech Alpharetta, paid through the Alpharetta Development Authority. As was the case in the previous agreement, this renewal agreement carries a one-year financial commitment that is set to expire at the end of the fiscal year.

There will be a presentation on Tech Alpharetta's progress from members of Tech Alpharetta's Board of Directors.

ATTACHMENTS:

1. 2024 City of Alpharetta - Dev. Authority - IGA Funding for Tech Alpharetta

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT (this “*Agreement*”) is effective as of July 1, 2024, by and between the City of Alpharetta, Georgia, a municipal corporation of the State of Georgia (the “*City*”), and the Development Authority of Alpharetta, Georgia, a public body corporate and politic of the State of Georgia (the “*Authority*”).

WITNESSETH:

WHEREAS, the City has legal authority to provide funding to the Authority to facilitate projects or programs within the authorized purposes of the Authority; and

WHEREAS, one of the authorized purposes of the Authority is to promote economic development opportunities in and for the City; and

WHEREAS, Tech Alpharetta, Inc. (“*Tech Alpharetta*”) is an Alpharetta-based, Georgia nonprofit 501(c)(6) business association that promotes the growth and development of technology companies within the City; and

WHEREAS, the City helped facilitate the creation of Tech Alpharetta and has provided logistical support for Tech Alpharetta; and

WHEREAS, both the City and the Authority deem it beneficial and appropriate to further assist Tech Alpharetta by providing funding, for a period not to exceed one (1) year, for the partial compensation of an independent contractor to perform comprehensive management services and provide a qualified professional executive to serve as Chief Executive Officer (“*CEO*”) for Tech Alpharetta; and

WHEREAS, the Authority and the City wish to enter into this Agreement to outline the terms of such funding arrangement.

NOW, THEREFORE, in consideration of the premises and undertakings as herein set forth, it is agreed by and between the City and the Authority as follows:

1. The City shall provide funding to the Authority in an amount not to exceed NINETY-FIVE THOUSAND DOLLARS (\$95,000.00) to partially support one (1) year of comprehensive professional management services for Tech Alpharetta. The City shall provide such funds to the Authority within a reasonable time after the effective date of this Agreement. The Authority shall enter into a memorandum of understanding with Tech Alpharetta (the “*MOU*”) providing for the Authority’s funding of a portion of the compensation of an independent contractor to perform comprehensive management services for Tech Alpharetta, which services shall include independent contractor’s provision of a CEO for Tech Alpharetta. The MOU shall further provide that the Authority’s funding of such management services and CEO shall not exceed NINETY-FIVE THOUSAND DOLLARS (\$95,000.00) during a period not to exceed one (1) year. The MOU shall be subject to the approval of the Authority and its attorney. The Authority agrees to administer the funds in accordance with the terms of this Agreement, and the

funds provided to the Authority by the City shall be used by the Authority solely for the purposes stated herein.

2. The term of this Agreement shall be one (1) year. Upon termination, any unspent or uncommitted funds shall be returned to the City.

3. Nothing contained in this Agreement is intended to or shall create a contractual relationship with, cause of action in favor of, or claim for relief for, any third party, or otherwise be deemed to create rights in any third party, including any agent, contractor, subcontractor, consultant, or subconsultant of Tech Alpharetta. Absolutely no third-party beneficiaries are intended by this Agreement. Any third party receiving a benefit from this Agreement is an incidental and unintended beneficiary only.

4. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

5. This Agreement is being entered into with the intent that the laws of the State of Georgia shall govern its construction and enforcement.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized representatives, have caused this Agreement to be executed, sealed, and delivered, all as of the day and year first written above.

CITY OF ALPHARETTA, GEORGIA

By: _____(SEAL)
Jim Gilvin, Mayor

APPROVED AS TO
SUBSTANCE:

Christopher J. Lagerbloom, City Administrator

APPROVED AS TO FORM:

JARRARD & DAVIS, LLP

Molly N. Esswein, City Attorney

**DEVELOPMENT AUTHORITY OF ALPHARETTA,
GEORGIA**

By: _____(SEAL)
Jack Nugent, Chairman



STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Sarah Bausano

Meeting Date: June 3, 2024

AGENDA ITEM:

Memorandum of Understanding: Senior Services North Fulton, Inc.

Consideration of approval of a Memorandum of Understanding between Senior Services North Fulton, Inc. and the City of Alpharetta for use of the Crabapple Government Center and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve a Memorandum of Understanding between Senior Services North Fulton, Inc. and the City of Alpharetta for use of the Crabapple Government Center and authorize the Mayor to execute all necessary documents.

BUDGET & PROCUREMENT:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
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EXTERNAL FUNDING SOURCES:

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

Since 1997, Senior Services North Fulton, Inc. has rented the Social Hall and the Kitchen on the ground floor of the Crabapple Government Center, which is located at 12624 Broadwell Road, Alpharetta, Georgia, to operate their senior service program for the North Fulton community. Senior Services North Fulton, Inc. pay \$1,200 per year to use the social hall and kitchen area.

If approved, Staff will proceed with issuing the document for execution.

ALTERNATIVES:

Deny renewal of rental for Senior Services North Fulton, Inc. at Crabapple Center.

ATTACHMENTS:

1. MOU Senior Services North Fulton Crabapple Gov Center



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and effective this_____, day of _____, 2024 (the "Effective Date"), by and between **Senior Services North Fulton, Inc.**, a domestic nonprofit corporation located at **11381 Southbridge Parkway, Alpharetta, Georgia 30022** ("SSNF") and the **City of Alpharetta**, a Georgia municipal corporation, located at **2 Park Plaza, Alpharetta, Georgia 30009** ("City"), acting by and through its authorized officials signing below.

WITNESSETH:

WHEREAS, City provides and conducts a variety of recreation and cultural activities that employ the leisure time of the citizens of the City in a wholesome and constructive manner; and

WHEREAS, SSNF is a non-profit human services organization founded in 1991; and serves seniors and their families through the growth and creation of new programs and services; and

WHEREAS, SSNF provides Meals on Wheels programs and transportation to doctors for seniors 60 and older; and

WHEREAS, SSNF has rented the Social Hall and the Kitchen on the ground floor of the Crabapple Government Center, 12624 Broadwell Road, Alpharetta, Georgia, since 1997 to operate their senior service program for the North Fulton community.

NOW, THEREFORE, in consideration of the premises above and the promises below, the parties mutually covenant and agree as follows:

1. City shall provide an office for the SSNF Center Manager and a locked storage area where SSNF materials may be secured at the end of each day.
2. The hours of SSNF operation are Monday through Friday, 8:00am to 4:30pm.
3. SSNF will be closed on weekends, SSNF holidays, and any additional holidays or inclement weather days observed by the City.
4. SSNF will use the kitchen daily to heat congregate meals and also to heat and pack home-delivered meals for pick-up by SSNF volunteers. Prepared meals will be delivered daily from Central Food Management.
5. SSNF will provide and pay for their own voice and data connections, including maintenance to such systems.



MEMORANDUM OF UNDERSTANDING

6. The City agrees to pay for utilities, maintenance, and trash pick-up.
7. SSNF will report any and all maintenance and safety concerns to City staff in a timely manner.
8. SSNF will provide its own tables, chairs, kitchen equipment, etc. SSNF will be responsible for replacing these items as needed.
9. The City reserves the right to use the Social Hall and Kitchen for its programs when the facilities are not in use by SSNF.
10. The agreed upon rental fee will be \$100 per month payable to the City on the first day of the month and all succeeding months.
11. City shall not be financially responsible for SSNF operations and equipment (unless owned by City).
12. Requests from SSNF for the City to purchase equipment and/or pay for upgrades to the Social Hall and/or Kitchen shall be directed to the Director of Recreation, Parks, and Cultural Services in January during the City budget process, and shall be subject to review and approval by the City Budget Review Committee
13. SSNF is responsible to immediately notify City staff of any accident or incident that occurs during a program. City staff will complete accident/incident form with assistance and/or input from SSNF as deemed appropriate.
14. It is agreed and understood that SSNF releases the City, its agents and employees from any and all damage or injury to participants or property arising out of performance of this MOU and that SSNF shall relieve the City of all damages, liabilities, expenses and losses incurred by the City as a result of SSNF's performance of this MOU.
15. The term of this MOU shall be July 1, 2024 through June 30, 2025.
16. This MOU may be terminated by either party without cause provided that ninety (90) days written notice is given. The City has the option to renew this MOU if both parties agree to the terms of such renewal, or if both parties can negotiate new terms that are acceptable to both parties.
17. This MOU may be immediately terminated by the City without prior notice if SSNF engages in activities and/or conduct unbecoming to the City.
18. It is agreed between City and SSNF that this MOU shall be executed in an original and one copy, which may be used for any purpose for which the original maybe used.
19. City has designated the Deputy Director or his/her designee as its contact person,



MEMORANDUM OF UNDERSTANDING

coordinator, and liaison person with SSNF in the execution of the terms of this MOU.

20. IN WITNESS WHEREOF, the person(s) executing this contract represents that they are the owner, or an officer or director of their entity, and that they have the lawful authority to make and enter into this MOU on behalf of their respective entity. The parties have hereunto set their hands the day and year first above written:

(signatures to follow)



MEMORANDUM OF UNDERSTANDING

SENIOR SERVICES NORTH FULTON,
INC.

CITY OF ALPHARETTA, GEORGIA

By:

Ron Harlow, Executive Director

By:

Jim Gilvin, Mayor

DATE:

DATE:

WITNESS:

APPROVED AS TO SUBSTANCE:

By:

Print Name, Title (Usually secretary)

By:

Chris Lagerbloom, City Administrator

DATE:

APPROVED AS TO FORM:

By:

Jennifer McCall, City Attorney



CITY COUNCIL STAFF REPORT

Department: Community Development

Submitted By: Kathi Cook

Prepared By: Michael Woodman

Meeting Date: May 20, 2024

AGENDA ITEM: PH-24-11 UNIFIED DEVELOPMENT CODE TEXT AMENDMENTS – EXCEPTIONS

Consideration of text amendments to the Unified Development Code (UDC). Amend UDC Article IV to amend regulations pertaining to Exceptions.

This item was considered at the May 2, 2024 Planning Commission meeting. There was one (1) public comment unrelated to the proposed text amendment, but specific to a past request for exception for backyard chickens. After discussion, Planning Commission recommended approval. Vote 6-0

ITEM DESCRIPTION:

Staff recommends amendments to Unified Development Code (UDC) Article IV Procedures to amend regulations pertaining to Exceptions. Amend UDC Subsection 4.5.5 Exceptions to clarify that exceptions exceeding 50% of a stipulated requirement are considered by the City Council and to add regulations pertaining to uses customarily accessory to dwellings located in residential zoning districts (UDC Subsection 2.3.3(C)) as an allowable exception. Uses customarily accessory to dwellings located in residential zoning districts include detached garages, sheds, gazebos, children's play equipment, swimming pools, and backyard chickens.

Exceptions and hardship variances include the same three (3) review criteria, except that exceptions include an additional review criterion which does not require a hardship. Because an exception does not require a hardship, they are limited to specific types of requests, including building setbacks, building height, signage, parking, and tree preservation, to name a few.

ATTACHMENTS:

- Ordinance
- UDC Subsection 4.5.5 Exceptions

ORDINANCE NUMBER:



AN ORDINANCE BY THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA TO AMEND ARTICLE IV OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF ALPHARETTA, GEORGIA; TO AMEND REGULATIONS PERTAINING TO EXCEPTIONS; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

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

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

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

WHEREAS, the City Council desires to amend Article IV of the Unified Development Code for the foregoing purposes; and

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

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

Section 1: Article IV, Subsection 4.5.5 titled “Exceptions” of the Unified Development Code is hereby amended by amending same as set forth in Exhibit “A” attached hereto as if fully set forth herein.

Section 2: If any section, subsection, provisions, or clause of any part of this Ordinance shall be declared invalid or unconstitutional or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent of the City Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

Section 3: This Ordinance shall be effective immediately upon its adoption by the City Council and the amendments made herein shall be incorporated into the Unified Development Code of the City of Alpharetta, Georgia, as applicable. This Ordinance hereby repeals any and all conflicting ordinances and amendments.

SO ORDAINED, this ____ day of June ____.

CITY OF ALPHARETTA

By: _____
Jim Gilvin, Mayor

COUNCIL MEMBERS

Mayor Pro Tem Dan Merkel

Council Member Donald F. Mitchell

Council Member Brian Will

Council Member Douglas J. DeRito

Council Member John Hipes

Council Member Fergal M. Brady

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Lauren Shapiro, City Clerk

Melissa Tracy, City Attorney

Exhibit “A”

4.5.5 Exceptions.

A. General.

1. An exception requested as part of a rezoning or conditional use application shall be heard by the Planning Commission and decided by the City Council as part of the public hearing process related to the rezoning or conditional use application. All other exceptions (which do not exceed 50% of the stipulated requirement) shall be heard and acted upon by the Board of Appeals, unless approved administratively by the Director as provided herein. Exceptions which exceed 50% of the stipulated requirement shall be heard and acted upon by the City Council.
2. Exceptions shall be limited to relief from the following requirements of this Ordinance:
 - a. Minimum building setbacks;
 - b. Maximum building height;
 - c. Buffers and screening;
 - d. Signage in accordance with a coordinated signage plan;
 - e. Minimum street frontage;
 - f. Parking and loading requirements;
 - g. Tree preservation;
 - h. Signage height and copy area; and
 - i. ~~Minimum street frontage; Regulations pertaining to uses customarily accessory to dwellings located in residential zoning districts (See Section 2.3.3(C));~~
 - j. Minimum building size;
 - k. Maximum impervious area

B. Standards for Approval.

1. An exception may be granted upon a finding that:
 - a. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of size, shape or topography; or
 - b. The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or
 - c. There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or
 - d. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the Ordinance.
2. An exception may be granted from the requirements of this Ordinance regarding tree preservation. The factors to be taken into consideration include the following:
 - a. The ease with which the applicant can alter or revise the proposed development or improvement to accommodate existing trees.
 - b. The economic hardship that would be imposed upon the applicant were the exception denied.

- c. The heightened desirability of preserving tree cover in densely developed or densely populated areas.
 - d. The need for visual screening in transitional zones or relief from glare, blight, commercial or industrial ugliness or any other visual affront.
 - e. Whether the continued presence of the tree or trees is likely to cause danger to a person or property.
 - f. Whether the topography of the area in which the tree is located is such a nature to be damaging or injurious to trees.
 - g. Whether the removal of trees is for the purpose of thinning a heavily wooded area where some trees will remain.
 - h. Whether tree removal would have an adverse impact upon existing biological and ecological systems.
 - i. Whether tree removal would affect noise pollution by increasing source noise levels to such a degree that a public nuisance may be anticipated or a violation of the noise control ordinance will occur.
- C. *Limitations.* In no case shall an exception be granted from the conditions of approval imposed on a property through a zoning change granted by the City Council, nor may a minimum lot size required by a zoning district be reduced, nor may any use of land or buildings or structures be granted that will result in an increase in housing units or non-residential building density or is not permitted by the zoning district that is applicable to the property.

SECTION 4.5 APPEALS¹

4.5.1 Initiation.

- A. All requests for relief from the imposition of the regulations and requirements of this Ordinance on a property or development activity, or from an interpretation of the meaning of words or the boundaries of zoning districts, or from an administrative decision of the Director, shall be taken as an appeal to the Board of Appeals, except as otherwise provided in this Section.
- B. Appeals to the Board of Appeals may be initiated by any person aggrieved or by an officer, department, board or bureau of the City. Such appeal shall be initiated within 15 days of the action or decision appealed from by filing with the Director notice of said appeal specifying the grounds thereof. The Director shall transmit to the Board of Appeals any papers constituting the record of the action or decision from which the appeal was taken.
- C. An appeal stays all legal proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is made certifies to the Board of Appeals, after the notice of appeal shall have been filed with them, that by reason of facts stated in the certificate a stay would, in the Director's opinion, cause imminent peril to life and property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by a court of competent jurisdiction.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)

4.5.2 Public hearing process.

- A. Public Notice.
 - 1. *Notification to the General Public.*
 - a. At least thirty (30) days but not more than forty-five (45) days prior to each public hearing, notice shall be published in a newspaper of general circulation within the City. The Director shall prepare such notice, which shall state the time, place and purpose of the hearing. Additionally, notice of the public hearing shall be sent to the owner of the property that is the subject of the proposed action at least thirty (30) days prior to the hearing date by regular mail.
 - b. If a request for a variance is to be heard at the hearing, then the notice shall, in addition to the above requirements, include the proposed code provisions requested to be modified. Each section of this Code requested to be varied shall be separately identified in all required notices.
 - c. If an appeal of an administrative decision is to be heard at the hearing, then the notice shall, in addition to the above requirements, include a summary of the purpose of the appeal.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)

4.5.3 Public hearing.

- A. The Director shall submit the appeal to the Board of Appeals, together with any Staff Report. The Board of Appeals shall review and take action upon each appeal after holding a public hearing. In making a decision on

¹Ord. No. 859 , § 1(Exh. A), adopted June 26, 2023, deleted § 4.5 in its entirety and enacted a new § 4.5 as set out herein. Former § 4.5 pertained to similar subject matter and derived from Ord. No. 751 , § 2, adopted October 16, 2017.

the appeal, the Board of Appeals shall follow the standards set forth under this Section. No member of the Board of Appeals shall rule on a matter in which he or she has a financial interest, directly or indirectly.

- B. In taking on an appeal, the Board of Appeals by majority of those voting may approve, approve with conditions, or deny the appeal, or the Board of Appeals may table the matter for consideration at its next regular meeting.
- C. The following procedures shall govern public hearings for purposes of considering applications as specified in this Section.
 - 1. Presiding officer. The public hearing shall be conducted by the presiding officer.
 - 2. Requirements for speakers. Persons wishing to speak in support (including the applicants and designated representative) or opposition to any application shall provide their name and address on the specified form to City staff prior to speaking at the public hearing. In addition, each person shall be required to disclose any campaign contributions/gifts equal to or greater than \$100 given to any City elected official within two (2) years of the public hearing date.
 - 3. Time limits. Speakers at the public hearing shall be allowed not less than ten (10) minutes per side, provided, however, that the presiding officer may at his or her discretion elect to extend this time period equally to proponents and opponents.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)

4.5.4 Hardship variances.

- A. *General.*
 - 1. Relief from the application of the provisions of this Ordinance may be granted by the board of Appeals upon a finding that compliance with such provision will result in a hardship to the property or owner that is substantially unwarranted by the protection of the public health, safety or general welfare and the need for consistency among all properties similarly zoned.
 - 2. Such relief may be granted only to the extent necessary to alleviate such unnecessary hardship and not as a convenience to the applicant nor to gain any advantage or interest over similarly zoned properties.
- B. *Standards for Approval.* A hardship variance may be granted in whole or in part, or with conditions, in such individual case of unnecessary hardship upon a finding by the Board of Appeals that:
 - 1. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography; or
 - 2. The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or
 - 3. There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned.
- C. *Limitation.* In no case shall a hardship variance be granted from the conditions of approval imposed on a property through a zoning change granted by the City Council, nor may any use of land or buildings or structures be granted that is not permitted by the zoning district that is applicable to the property.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)

4.5.5 Exceptions.

- A. *General.*

-
1. An exception requested as part of a rezoning or conditional use application shall be heard by the Planning Commission and decided by the City Council as part of the public hearing process related to the rezoning or conditional use application. All other exceptions (which do not exceed 50% of the stipulated requirement) shall be heard and acted upon by the Board of Appeals, unless approved administratively by the Director as provided herein. Exceptions which exceed 50% of the stipulated requirement shall be heard and acted upon by the City Council.
 2. Exceptions shall be limited to relief from the following requirements of this Ordinance:
 - a. Minimum building setbacks;
 - b. Maximum building height;
 - c. Buffers and screening;
 - d. Signage in accordance with a coordinated signage plan;
 - e. Minimum street frontage;
 - f. Parking and loading requirements;
 - g. Tree preservation;
 - h. Signage height and copy area; and
 - i. Minimum street frontage; Regulations pertaining to uses customarily accessory to dwellings located in residential zoning districts (See Section 2.3.3(C));
 - j. Minimum building size;
 - k. Maximum impervious area

B. *Standards for Approval.*

1. An exception may be granted upon a finding that:
 - a. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of size, shape or topography; or
 - b. The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or
 - c. There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or
 - d. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the Ordinance.
2. An exception may be granted from the requirements of this Ordinance regarding tree preservation. The factors to be taken into consideration include the following:
 - a. The ease with which the applicant can alter or revise the proposed development or improvement to accommodate existing trees.
 - b. The economic hardship that would be imposed upon the applicant were the exception denied.
 - c. The heightened desirability of preserving tree cover in densely developed or densely populated areas.
 - d. The need for visual screening in transitional zones or relief from glare, blight, commercial or industrial ugliness or any other visual affront.

-
- e. Whether the continued presence of the tree or trees is likely to cause danger to a person or property.
 - f. Whether the topography of the area in which the tree is located is such a nature to be damaging or injurious to trees.
 - g. Whether the removal of trees is for the purpose of thinning a heavily wooded area where some trees will remain.
 - h. Whether tree removal would have an adverse impact upon existing biological and ecological systems.
 - i. Whether tree removal would affect noise pollution by increasing source noise levels to such a degree that a public nuisance may be anticipated or a violation of the noise control ordinance will occur.
- C. *Limitations.* In no case shall an exception be granted from the conditions of approval imposed on a property through a zoning change granted by the City Council, nor may a minimum lot size required by a zoning district be reduced, nor may any use of land or buildings or structures be granted that will result in an increase in housing units or non-residential building density or is not permitted by the zoning district that is applicable to the property.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)

4.5.6 Interpretations.

- A. The Board of Appeals, upon appeal of an aggrieved party or at the request of the Director, shall interpret the use of words or phrases within the context of the intent of this Ordinance, the boundaries of the various zoning districts where uncertainty exists, and such other provisions of this Ordinance as may require clarification or extension. The Board of Appeals shall also hear and decide appeals from any order, determination, decision or other action by the Director where a misinterpretation of the requirements or other provisions of this Ordinance is alleged, except for appeals of administrative decisions denying design approval of signs reviewed by the Director for compliance with the design standards set forth in the Design Review Board Ordinance.
- B. An interpretation by the Board of Appeals shall be final, unless an appeal of their action is taken to Superior Court within 30 days of the Board's action.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)

4.5.7 Appeals of Administrative Variance Decisions.

Any administrative variance decision or administrative exception decision made pursuant to Section 5.1 may be appealed in accord with the procedures set forth in Sections 4.5.2 and 4.5.3.

(Ord. No. 859 , § 1(Exh. A), 6-26-2023)