



CITY COUNCIL MEETING & PUBLIC HEARING JULY 15, 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**
5. **WORK SESSION ITEMS**
 - A. **Proposed Text Amendments to the Code of the City of Alpharetta: Lift Assist Requests and Fees**

Review and council discussion of an Ordinance of the Mayor and Council of the City of Alpharetta, Georgia to amend Chapter 20 of the Code of the City of Alpharetta, Georgia to add Article V - Lift Assistance; to add provisions related to non-medical and non-emergency requests for fire division personnel to physically move residents or patients of assisted living facilities or nursing homes; to provide for the determination of a lift assist; to provide for fees for lift assists; to provide for appeal procedures; to provide an effective date; and for other purposes.
 - B. **Text Amendments: Short Term Rentals**

City Council discussion of a future Ordinance to amend the Code of the City of Alpharetta, Georgia as it relates to Short Term Rentals.
6. **CONSENT AGENDA**
 - A. **Special Called City Council Meeting Minutes (Meeting of 6/24/2024)**

Consideration of approval of the Special Called City Council meeting minutes from the meeting of June 24, 2024 at 11:30 a.m.
 - B. **Alcoholic Beverage License Applications**

Consideration of approval of the following alcoholic beverage license applications:

PH-24-AB-12 Merritt Hospitality, LLC d/b/a Home2 Suites Alpharetta
12075 Morris Road, Alpharetta, GA 30005

Change in Business Ownership
Hotel
Specialty Gift Shop
Consumption on Premises
Beer, Wine & Sunday Sales
Owner: Merritt Hospitality, LLC
Registered Agent: Michael Sard

PH-24-AB-13 Chow One North Point, LLC d/b/a Chow Won Korean Steakhouse
950 North Point Drive, Alpharetta, GA 30022

Restaurant
Consumption on Premises
Distilled Spirits, Beer, Wine & Sunday Sales
Owner: Chow One North Point, LLC
Registered Agent: Xiu Qing Chen

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

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

D. Settlement Agreement: Jeffrey Gray v. City of Alpharetta Civil Action File Number 1:23-CV-00463-MLB

Consideration of approval of a Settlement Agreement and Release of Claims between Jeffrey Gray and the City of Alpharetta, Arick Furr, and Harold Shoffeitt and with authorization for the Mayor to execute all necessary documents.

7. OLD BUSINESS

A. Request For Proposals 24-118: Pool and Fountain Maintenance Services

Consideration of approval to award a contract for Request For Proposals 24-118 to DC Pool Service, LLC for pool and fountain maintenance services with a contract term of five-years and with authorization for the Mayor to execute all necessary documents.

B. Resolution: Union Hill Park 2021 Bond Referendum Funds

Consideration of adoption of a resolution regarding use of bond funds for Union Hill Park.

8. NEW BUSINESS

A. Purchase Approval: Freightliner M2 106 Plus with a Shortstop 3.5 Truck Mounted Mixer

Consideration of approval of the purchase of a Freightliner M2 106 Plus with a Shortstop 3.5 Truck Mounted Mixer utilizing State Contract 9999-SPDSPD0000155-007 from Peach State Truck Center in the amount of \$165,703.00 and with authorization for the Mayor to execute all necessary documents.

B. Invitation to Bid 24-1004: Cumming Street Pedestrian Bridge Design

Consideration of approval of an award of a contract for Invitation To Bid 24-1004 to Moffatt & Nichol for the performance of the Cumming Street Pedestrian Bridge Design Services project in an amount not to exceed \$143,600.00 and authorize the Mayor to execute all necessary documents.

C. Request for Proposal 24-119: On Call Electrical Services

Consideration of approval of an award of a contract for Request For Proposal 24-119 to Meer Electric, Inc. for a 5-year service contract to provide electrical services on an on-call basis for the Recreation, Parks and Cultural Service Department's special events and authorize the Mayor to execute all necessary documents.

D. Purchase Approval for Item A: Cybersecurity Subscription Renewal with Layer 3 Communications

Consideration of approval of a purchase order to Layer 3 Communications in the amount of \$98,523.24, as discussed in the Executive Session at the June 24th Council Meeting.

E. Purchase Approval for Item B: Cybersecurity Subscription Renewal with SHI International Inc.

Consideration of approval of a purchase order to SHI International Inc. in the amount of \$62,509.29, as discussed in Executive Session at the June 24th Council meeting.

F. Purchase Approval for Item C: Cybersecurity Subscription Renewal with CDWG

Consideration of approval of a purchase order to CDWG in the amount of \$51,264.00, as discussed in Executive Session at the June 24th Council meeting.

G. Purchase Approval for Item D: Cybersecurity Subscription Renewal with SHI International, Inc.

Consideration of approval of a purchase order to SHI International, Inc., in the amount of \$320,000.00, as discussed in the Executive Session at the June 24th Council meeting.

9. PUBLIC COMMENT

10. REPORTS

11. EXECUTIVE SESSION (IF NECESSARY)

12. ADJOURNMENT



STAFF REPORT

Department: City Clerk
Submitted By: Lauren Shapiro
Meeting Date: July 15, 2024

AGENDA ITEM:

Proposed Text Amendments to the Code of the City of Alpharetta: Lift Assist Requests and Fees

Review and council discussion of an Ordinance of the Mayor and Council of the City of Alpharetta, Georgia to amend Chapter 20 of the Code of the City of Alpharetta, Georgia to add Article V - Lift Assistance; to add provisions related to non-medical and non-emergency requests for fire division personnel to physically move residents or patients of assisted living facilities or nursing homes; to provide for the determination of a lift assist; to provide for fees for lift assists; to provide for appeal procedures; to provide an effective date; and for other purposes.

STAFF RECOMMENDATION:

This item is for work session purposes only. No formal action is being requested at this time.

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 City of Alpharetta's Fire Division of the Department of Public Safety often provides lift assistance to residents and patients of nursing homes and assisted living facilities during non-medical and non-emergency situations. In 2023, the Alpharetta Fire Division responded to over 325 calls for lift assistance.

The proposed Lift Assistance Ordinance, as drafted, would add a new Article (Article V) to Chapter 20 of the Code of the City of Alpharetta, which is designated for Fire Prevention and Protection. This ordinance would define what is considered a lift assist and allow the City to collect fees in order to reimburse costs for the Fire Division providing lifting aid to patients and residents of assisted living facilities and nursing homes.

Article V would add four (4) new sections to the City Code, and specifically addresses the following:

1. Section 20-94: Adds definitions as it relates to lift assistance
2. Section 20-95: Defines when an incident / call is considered a lift assist
3. Section 20-96: Allows fees to be imposed by the city, prescribes how fees are to be collected by the City, and sets the fee amounts for lift assists
4. Section 20-97: Creates an appeal process for assisted living facility or nursing home facility owners to appeal the determination of a lift assist and/or waiver rights by the Alpharetta Public Safety Chief (or their designee).

ALTERNATIVES:

ATTACHMENTS:

1. Proposed Lift Assist Ordinance



AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA TO AMEND CHAPTER 20 OF THE CODE OF THE CITY OF ALPHARETTA, GEORGIA TO ADD ARTICLE V – LIFT ASSISTANCE; TO ADD PROVISIONS RELATED TO NON-MEDICAL AND NON-EMERGENCY REQUESTS FOR FIRE DIVISION PERSONNEL TO PHYSICALLY MOVE RESIDENTS OR PATIENTS OF RESIDENTIAL DWELLING UNITS, ASSISTED LIVING FACILITIES OR NURSING HOMES; TO PROVIDE FOR THE DETERMINATION OF A LIFT ASSIST; TO PROVIDE FOR FEES FOR LIFT ASSISTS; TO PROVIDE FOR APPEAL PROCEDURES; TO PROVIDE AN EFFECTIVE DATE; 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 Alpharetta; and

WHEREAS, the City Council has adopted Chapter 20 of the Code of the City of Alpharetta, Georgia (“City Code”) regarding Fire Prevention and Protection; and

WHEREAS, the City Council is charged with the protection of the public health, safety, and welfare of the citizens of the City of Alpharetta; and the City 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 its needs; and

WHEREAS, the City of Alpharetta employs a Fire Division that responds to fires, accidents, and medical emergencies to protect life and property; and

WHEREAS, the City of Alpharetta’s Fire Division is routinely dispatched to residential dwelling units, including assisted living facilities or nursing homes to provide lift assistance to residents and patients for non-medical and non-emergency reasons, including more than 325 such dispatches to assisted living facilities in 2023 alone; and

WHEREAS, the City of Alpharetta’s Fire Division provides referrals to a Community Paramedic Program following a lift assist and that Program works with individuals who may need lift assistance by connecting them with non-profits and other community resources; and

WHEREAS, in the interests of the health, safety, and general welfare of the citizens of the City of Alpharetta, the Council desires to add provisions in its City Code governing such lift assistance and to provide for the collection of fees to reimburse costs for the Fire Division providing aid to residential dwelling units, assisted living facilities or nursing homes in lifting residents and patients for non-medical and non-emergency reasons.

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

Section 1: Chapter 20 of the Code of the City of Alpharetta, Georgia is hereby amended by inserting a new Article, and Sections therein, to read as follows:

Article V. Lift Assistance.

Sec. 20-94 - Definitions

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Assisted Living Facility shall mean any group dwelling or facility licensed by the state, public or private, which for gain or otherwise, regularly provides one or more persons with specialized care, assistance with activities of daily living such as eating, bathing, grooming, dressing, toileting, ambulating, or individual assistance with self-administered medication.

Residential Dwelling Unit shall mean one or more rooms connected together and constituting a separate, independent housekeeping establishment for use by one family and physically set apart from other rooms or dwelling units in the same structure

Hospice care means a terminally ill resident or patient is receiving palliative and supportive care, directed and coordinated by a public agency, private organization or other organized unit to alleviate suffering and to achieve relief from, reduction of, or elimination of pain and other physical, emotional, social, or other symptoms related to end of life care.

Lift Assistance or *Lift Assist* means a response by the Fire Division to assist in physically moving a person who does not require emergency care, medical care or transportation related to same.

Nursing home shall mean an extended or intermediate care facility, required to be licensed or approved by the State of Georgia, to provide full-time convalescent or chronic care to individuals who, by reason of advance age, chronic illness or infirmity, are unable to care for themselves.

Owner means a person or entity who is responsible for the proper operation of an assisted living facility or nursing home.

Section 20-95 - Determination if Incident is a Lift Assist

Based upon the assessment by the highest medically trained responder of an emergency response unit dispatched to a residential dwelling unit, an assisted living facility or nursing home that no emergent medical condition or emergent medical necessity exists, but the resident, family members, attendees or staff of an assisted living facility or nursing home desire that Fire Division personnel physically move a resident or patient, the medical responder may declare the incident a Lift Assist and document the call as such. Notice of that determination shall be communicated to the resident, family members, attendees or on-site staff of the assisted living facility or nursing home at the time of the incident.

Section 20-96 – Fees for Lift Assists

- (a) The Fire Division shall have the authority to impose fees for Lift Assistance at assisted living facilities and nursing homes.
- (b) The City of Alpharetta shall bill the owner for the Lift Assist and the owner shall remit payment in the manner and within the timeframe provided for by the City. If an owner fails to pay the

fees assessed pursuant to this section, the City may seek payment by any legal means, including but not limited to proceeding in a court of valid jurisdiction and also seeking reasonable attorney fees, court costs and administrative costs.

(c) The fees for Lift Assistance are as follows:

- (1) For the first Lift Assist at the same residential dwelling unit, assisted living facility or nursing home, no fee shall be imposed. If appropriate, a referral to the Community Paramedic Program will be provided.
- (2) For the second and third Lift Assist at the same residential dwelling unit, assisted living facility or nursing home within a thirty (30) day period: \$225.00 per thirty (30) minutes for each Fire Division personnel performing Lift Assistance;
- (3) For the fourth and fifth Lift Assist at the same residential dwelling unit, assisted living facility or nursing home within a thirty (30) day period: \$300.00 per thirty (30) minutes for each Fire Division personnel performing Lift Assistance;
- (4) For the sixth and any subsequent Lift Assists at the same residential dwelling unit, assisted living facility or nursing home within a thirty (30) day period: \$450.00 per thirty (30) minutes for each Fire Division personnel performing Lift Assistance.
- (5) No fees will be assessed to persons receiving Hospice Care.

Section 20-97 – Waiver or Appeal of Determination that Incident is a Lift Assist

- (a) In the event the Public Safety Chief, or designee thereof, determines the medical responder's declaration that an incident was a Lift Assist was in error, or that there were mitigating facts which the commanding officer did not possess at the time of the incident, the Public Safety Chief, or designee, may overrule the determination and waive the assessment of the Lift Assist fee.
- (b) A resident, owner, or agent thereof, shall have a right of appeal on the determination that an incident was a Lift Assist and shall proceed as follows:
 - (1) A notice of appeal must be submitted in writing to the City of Alpharetta's Public Safety Chief no later than ten (10) days after the assessment that an incident was a Lift Assist;
 - (2) The written appeal should include the reasoning for why the determination that an incident was a Lift Assist should be reconsidered and why a fee should not be assessed;
 - (3) The Public Safety Chief, or designee thereof, shall consider the appeal and notify the appellant of a decision within thirty (30) days of receipt of the appeal. If it is determined that a fee shall not be imposed to an assisted living facility or nursing home, the owner or agent shall confirm in writing that the fee will not be charged to the

resident or patient needing Lift Assistance or that a refund would be made to that resident or patient if payment had occurred.

Section 2: It is the intention of Council, and it is hereby ordained by the authority of Council, that the provisions of this Ordinance shall become and be made a part of the Code of the City of Alpharetta, Georgia, and the codifier is authorized to make the specified deletions, insertions, additions, and to insert headings, article numbers and section numbers as and where appropriate.

Section 3: All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4: 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 5: This Ordinance shall be effective immediately upon its adoption by the City Council.

SO ORDAINED, the _____ day of _____, 2024.

CITY OF ALPHARETTA, GEORGIA

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

Molly Esswein, City Attorney

First Reading: _____

Second Reading: _____



STAFF REPORT

Department: Community & Economic Development

Submitted By: Kathi Cook

Meeting Date: July 15, 2024

AGENDA ITEM:

Text Amendments: Short Term Rentals

City Council discussion of a future Ordinance to amend the Code of the City of Alpharetta, Georgia as it relates to Short Term Rentals.

STAFF RECOMMENDATION:

This item is for work session purposes only. No formal action is being requested at this time.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

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

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

This item is to provide an update on short term rental regulation progress. Staff, in coordination with the City Attorney, held a public comment meeting last year in order to hear concerns from the public regarding short term rentals.

Based on comments received, staff is recommending an ordinance that requires the following:

1. Establishment of an annual permit process for existing short term rentals from Community Development. If the property exists where an HOA or POA prohibits short term rentals then a permit will not be issued.

2. Limiting short term rental locations so that no more than 1 parcel or 5% of parcels, whichever is greater, within a platted subdivision be permitted an annual permit to operate a short term rental. Community Development will map locations of existing short term rentals in order to ensure compliance with the maximum of 1 property or 5%.

This is a discussion item and a vote is not required.

ALTERNATIVES:

ATTACHMENTS:

1. Presentation - Short Term Rentals

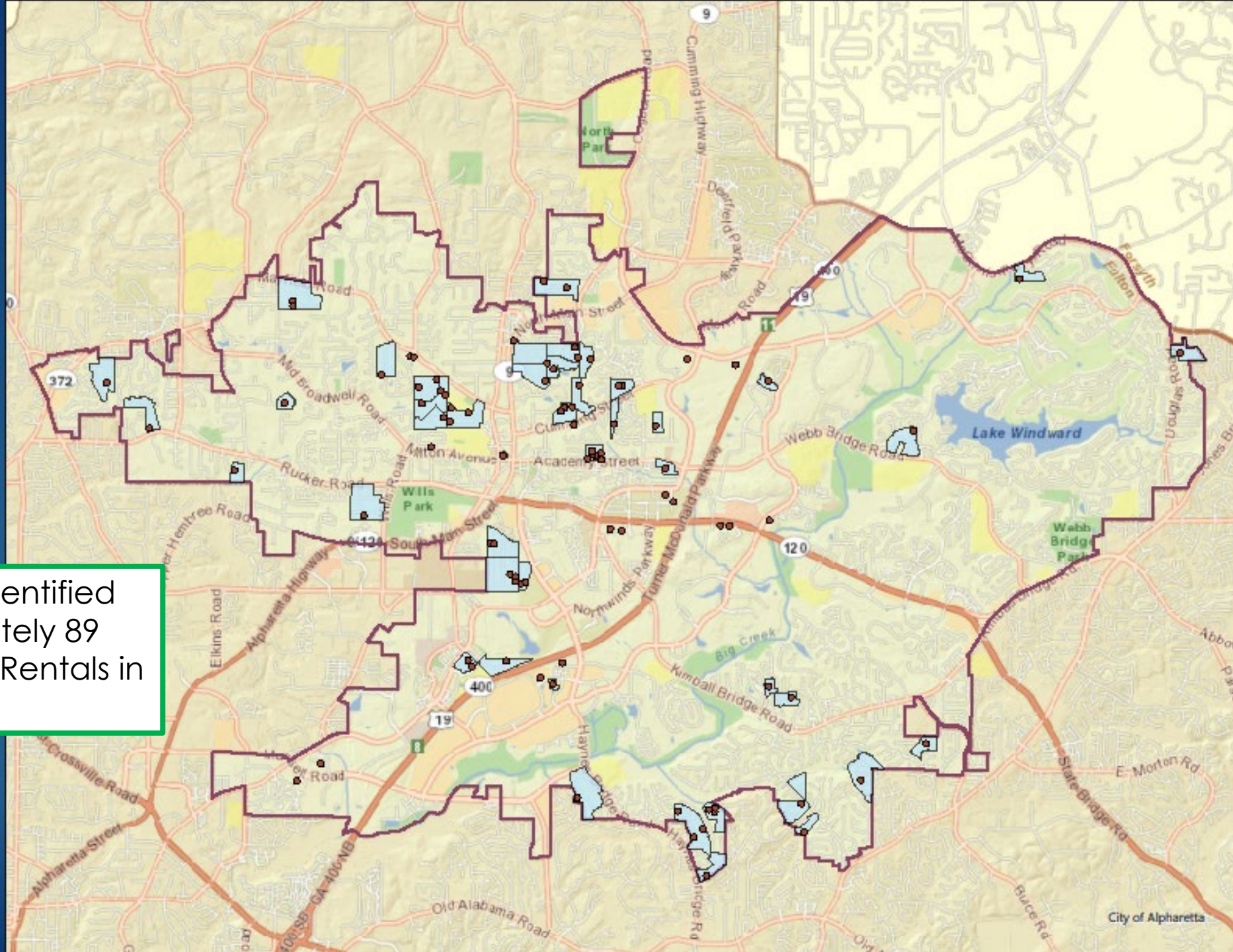


Short-Term Rentals

ALPHARETTA CITY COUNCIL

JULY 15, 2024

Staff has identified approximately 89 Short-term Rentals in the City



Prior Proposal

- ▶ Council previously considered designating Short-term Rentals as a **conditional** use in the AG district, and prohibited in all other districts.
- ▶ In addition to the Conditional Use Review Criteria set forth in Section 2.2a of the Unified Development Code, the proposal contemplated additional criteria for the City Council to consider including:
 - (1) Overnight occupancy;
 - (2) Daytime occupancy;
 - (3) The number of bedrooms;
 - (4) The capacity of the paved or impervious surface parking lot;
 - (5) Lot size;
 - (6) Distance from the structure to be used as a Short-term Rental from all neighboring property lines; and
 - (7) Sewer capacity and/or size and condition of the on-site septic system, as applicable.
- ▶ The original zoning proposal was paired with a permitting ordinance, which would impose operation regulations on Short-term rentals.

Stakeholder Meeting

- ▶ The City hosted a meeting with stakeholders, who provided input regarding their concerns with the proposed regulations.
- ▶ Feedback was provided both by Short-term Rental owners/operators, as well as City residents affected by Short-term Rentals.
- ▶ Feedback regarding operational regulations significantly aligned with the proposed ordinance.
- ▶ Owners/operators voiced concern with limiting the number of Short-term Rentals to be operated by an individual, as well as the narrowed zonings where Short-term Rentals could be operated.
- ▶ Residents expressed frustration regarding the possible change to the character of neighborhoods. They want to retain a sense of community where they know their neighbors.

Proposed Regulations

- ▶ Revise the UDC to authorize short-term rentals in residential districts, but with a 5% rental cap in platted subdivisions
- ▶ Revise the Code of Ordinances to require a license for short-term rentals with operational requirements

Proposed Revisions to the UDC

- ▶ Add a definition for “Short-term Rental”
- ▶ Identify Short-term Rental as a permitted use in all residential districts
- ▶ Provide for a cap on the number of Short-term Rentals in platted subdivisions
 - ▶ One Short-term Rental per subdivision, or 5% of the total number of residential lots, whichever is greater

Proposed Revisions to the UDC

- ▶ Variances to the rental cap may be submitted for consideration by the City Council.

Short-Term Rental:

- ▶ An accommodation for transient guests, rented for the purpose of overnight lodging for a period of less than thirty (30) days. For the purposes of this definition, a Short-term Rental shall include all housing types but shall exclude Bed and Breakfast establishments and Boarding Houses as they are defined by this Code. Short-term Rentals shall not constitute a Home Occupation as defined by this Code.

Proposed Licensing Ordinance

- ▶ Requires a short-term rental license on an annual basis
- ▶ Establishes qualifications for the issuance of a license
- ▶ Subjects short-term rentals to various operational requirements
- ▶ Provides for the suspension or revocation of a license
- ▶ Provides for violations and penalties

Applications

- ▶ Required on an annual basis
- ▶ Information provided:
 - ▶ Property information
 - ▶ Owner information
 - ▶ Local contact person
 - ▶ Number of bedrooms
 - ▶ Occupancy calculations
 - ▶ Acknowledgment of all regulations
 - ▶ Verification of on-site septic or sewer service

Operational Requirements

- ▶ Occupancy must be memorialized by written agreement
- ▶ Overnight occupancy (11PM – 7AM) limited to 2 persons per bedroom plus 2 additional persons.
 - ▶ If serviced by sewer, 2 additional persons per residents
 - ▶ In no case shall overnight occupancy exceed 15 persons
 - ▶ Individuals under 2 years of age do not count toward maximum occupancy
- ▶ Daytime occupancy shall not exceed the overnight occupancy plus 4 additional guests.
- ▶ Vehicles are limited to 1 per bedroom, or the capacity of the parking lot, whichever is greater.

Operational Requirements

- ▶ All rentals must be to a “responsible person” as defined in the ordinance.
 - ▶ An occupant of a short-term rental who is at least twenty-one (21) years of age and who is legally responsible for ensuring that all occupants and/or guests of the short-term rental comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the subject short-term rental.
- ▶ Prior to permitting occupancy, the owner must:
 - ▶ provide information about short-term rental regulations to the responsible person
 - ▶ require written confirmation from the responsible person of their agreement to comply

Operational Requirements

- ▶ Notice to be posted in the Short-term rental:
 - ▶ Owner and local contact person information
 - ▶ Name and address of the nearest hospital
 - ▶ Maximum number of overnight occupants and daytime guests
 - ▶ Maximum number of vehicles and designated parking areas
 - ▶ Trash pickup information
 - ▶ Noise regulations
 - ▶ Copy of the short-term rental license

Operational Requirements

- ▶ Life Safety
 - ▶ Bedrooms must comply with safety codes in effect as of the date a CO was issued
 - ▶ Bedrooms, hallways, and common areas must have a smoke detector that meets IRC standards
 - ▶ Each floom must have a carbon monoxide detector and fire extinguisher
 - ▶ House number must be visible from the street

Other Requirements

- ▶ Occupation taxes
- ▶ Timely payment of all property taxes
- ▶ Apartments are not eligible
- ▶ Local Contact person:
 - ▶ Must be available to respond to the location 24/7 within 3 hours
 - ▶ May be a managing agency
 - ▶ Contact information must be kept current with City

Suspension or Revocation of a License

- ▶ Suspension, revocation, or forfeiture of an issued license is possible following notice and an opportunity for a hearing before City Council based on:
 - ▶ Violation of the short-term rental ordinance or noise regulations
 - ▶ The applicant provided fraudulent information in the application
 - ▶ The short-term rental does not meet the licensing requirements
 - ▶ The short-term rental was used as a rental during a period of suspension

Violations and Penalties

- ▶ 1st violation: fine up to \$250 and a warning
- ▶ 2nd violation: fine up to \$500 and a license suspension between 30 and 90 days
- ▶ 3rd violation: fine up to \$1000, revocation of the license, and neither the owner nor local contact person can reapply for a license for 12 months.
- ▶ Each day a short-term rental is marketed or rented for overnight accommodation without the necessary short-term rental license constitutes a separate violation.



STAFF REPORT

Department: City Clerk
Submitted By: Lauren Shapiro
Meeting Date: July 15, 2024

AGENDA ITEM:

Special Called City Council Meeting Minutes (Meeting of 6/24/2024)

Consideration of approval of the Special Called City Council meeting minutes from the meeting of June 24, 2024 at 11:30 a.m.

STAFF RECOMMENDATION:

Approve, as part of the consent agenda, the minutes from the June 24, 2024 City Council Meeting at 11:30 a.m.

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 Special Called City Council meeting on June 24, 2024 at 11:30 am.

ALTERNATIVES:

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

ATTACHMENTS:

1. CC SC Minutes 6.24.2024



Special Called City Council Meeting &
Public Hearing
JUNE 24, 2024

UNOFFICIAL MINUTES

Office of the City Clerk

ALPHARETTA CITY HALL

COUNCIL CHAMBERS | 2 PARK PLAZA | 11:30 AM

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 11:30 a.m.

2. ROLL CALL

• Council Members

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

• Absent

- Douglas J. DeRito

• 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

3. PLEDGE TO THE FLAG

4. PUBLIC HEARING

A. Fiscal Year 2025 Budget and Millage Rate

SECOND PUBLIC HEARING

- Tom Harris, Director of Finance, came forward to present this item.
- The Fiscal Year 2025 Budget and Millage Rate Ordinances are attached hereto as "Exhibit A."

PUBLIC COMMENTS:

- There were no public comments.

CITY COUNCIL DISCUSSION:

- Council Member Will asked why the Administrative Assistant I position was removed from the budget.
 - City Administrator, Chris Lagerbloom, shared that this responsibility is being covered by the administration staff at this time, but may come back in the future.

5. WORK SESSION ITEMS

A. Proposed Amendments to the Code of the City of Alpharetta: False Alarm Ordinance

This item is for work session purposes and discussion only. No formal action is requested or will be taken on this item.

- Mayor Pro Tem Merkel arrived late to the meeting at 11:41 a.m and during the presentation of this item.
- City Attorney, Molly Esswein, came forward to present this item.
- The presentation for this item is attached hereto as "Exhibit B."

CITY COUNCIL DISCUSSION:

- Council Member Hipes asked about whether fines would be imposed on the tenant or the landlord when there is a lease involved. Additionally, what if the cleaning crew is the individual responsible for triggering the alarm. He also shared that the fines should be higher with the increased number of offenses.
 - City Attorney Esswein shared that it would be imposed on the registered owner of the alarm system.
 - Director of Public Safety, John Robison, shared that it is still the responsibility of the property owner / registered user of the system.

- Council Member Mitchell asked how many calls we receive and if other jurisdictions have this in place and how this would apply to long term care facilities.
 - Director of Public Safety, John Robison, shared that he does not have exact numbers, but there are repeat offenders.
- Council Member Will asked if we are looking to make a change to the Code.
 - City Attorney Esswein shared that a change is needed because there are not currently appeal procedures within the ordinance.

B. Wills Park Project Update

This item is for work session purposes and discussion only. No formal action is requested or will be taken on this item.

- Director of Recreation, Parks, and Cultural Services, Morgan Rodgers, came forward to present this item.
- Director of Public Works, Pete Sewczwicz, came forward to present the possibility of phasing while also combining parts of the project with supervision by a overall construction manager for cost savings.

CITY COUNCIL DISCUSSION:

- Mayor Pro Tem Merkel shared that it is a cool concept for a community build, but he was curious if staff had discussed this with a construction manager for the project.
- Council Member Mitchell shared that he likes the concept of the community build and the oversight of the construction manager for the entire project.
- Council Member Brady shared that he was supportive of this approach.
- Council Member Hipes shared that he was curious of the cost savings and additional time needed for the project. Additionally, he asked about the match dollars from the Equestrian Foundation for the equestrian center project.
- Council Member Will expressed concerns about the cost of the bathroom building.
- Mayor Gilvin shared that he is supportive of a comprehensive construction manager for this project, because he wants to get the most bang for the buck.

6. PUBLIC COMMENT

- There were no Public Comments.

7. EXECUTIVE SESSION

- ❖ Council Member Mitchell offered a motion to adjourn to Executive Session for the purposes of Cyber-Security and Pending Litigation.

- Council Member Will seconded the motion.
- The motion was approved unanimously (6-0).
- Mayor Gilvin recessed the meeting at 12:36 p.m.

Council Member Hipes offered a motion to reconvene the meeting.

- Council Member Will seconded the motion.
- The motion was approved unanimously (6-0).

Mayor Gilvin reconvened the meeting at 1:26 p.m.

8. ADJOURNMENT

- With there being no further items to consider or discuss, Mayor Gilvin adjourned the meeting at 1:27 p.m.

Respectfully submitted,



Lauren Shapiro, City Clerk

EXHIBIT A

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)



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FERGAL BRADY
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DAN MERKEL
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VISION

Vision

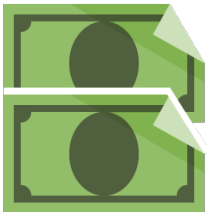
Our Community Vision is to advance Alpharetta as a signature City by:



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



Fostering strong sense of community including safety and security.



Providing a business climate that attracts the top echelon companies.

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

Mission

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

EXECUTIVE MANAGEMENT TEAM

Executive Management Team



CHRIS LAGERBLOOM
CITY ADMINISTRATOR



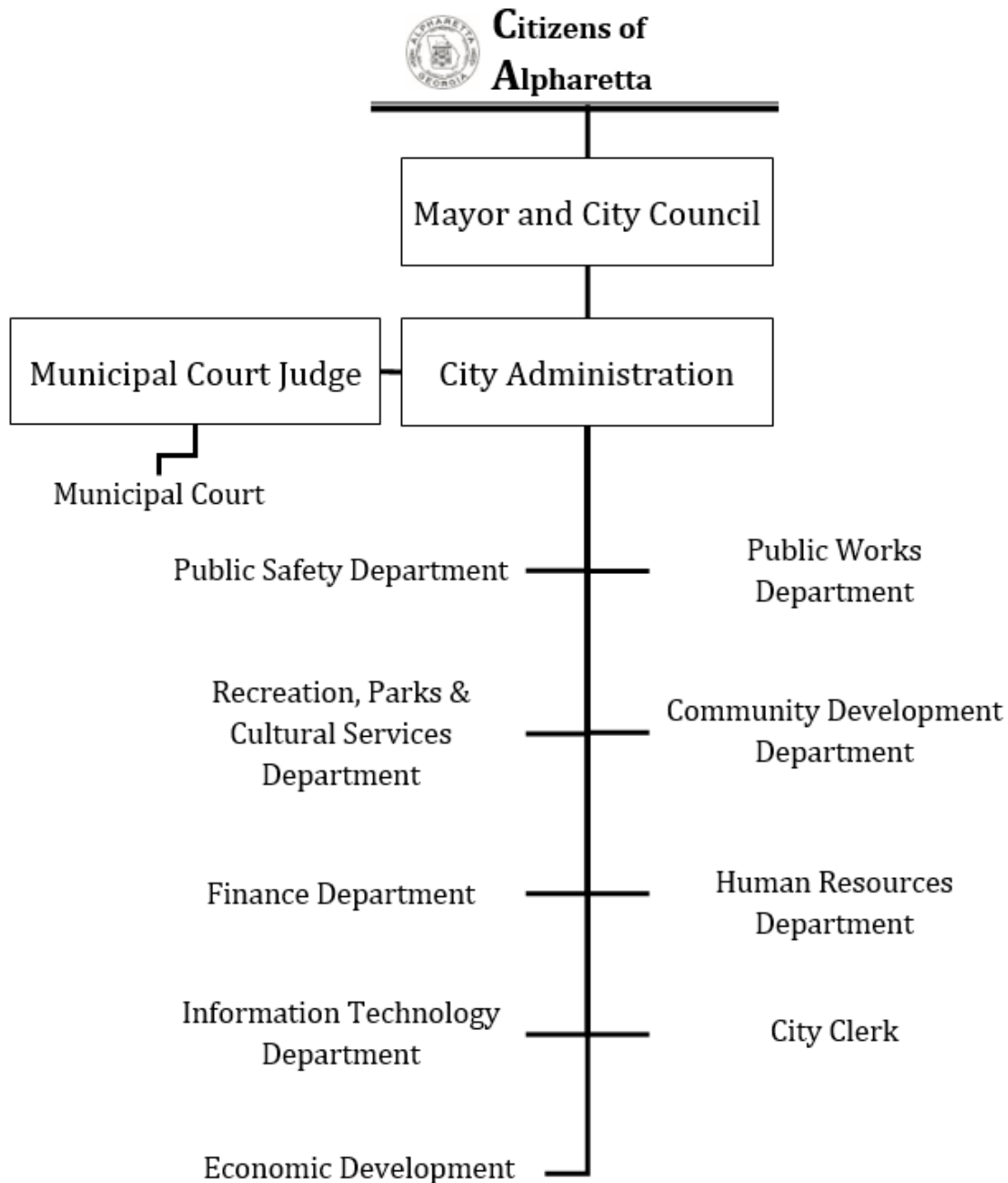
CLagerbloom@alpharetta.ga.us

EXECUTIVE STAFF

James Drinkard	JDrinkard@alpharetta.ga.us	Assistant City Administrator
Brooke Lappin	BLappin@alpharetta.ga.us	Director of Municipal Court Services
John Robison	JRobison@alpharetta.ga.us	Director of Public Safety
Pete Sewczwicz	PSewczwicz@alpharetta.ga.us	Director of Public Works
Morgan Rodgers	MRodgers@alpharetta.ga.us	Director of Recreation, Parks & Cultural Services
Kathi Cook	KCook@alpharetta.ga.us	Director of Community 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

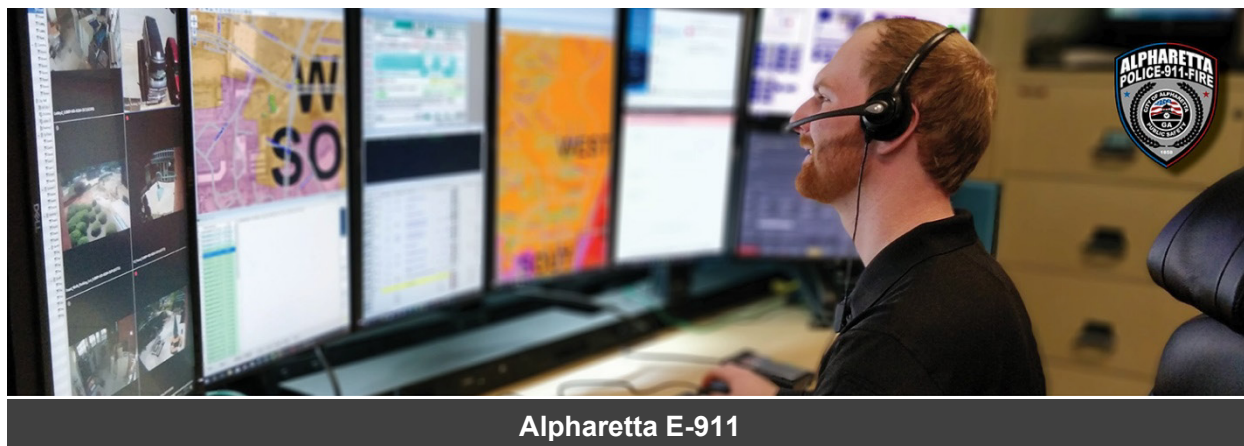
Glossary

Definition of the many terms used in city government/budget process.

READER'S GUIDE

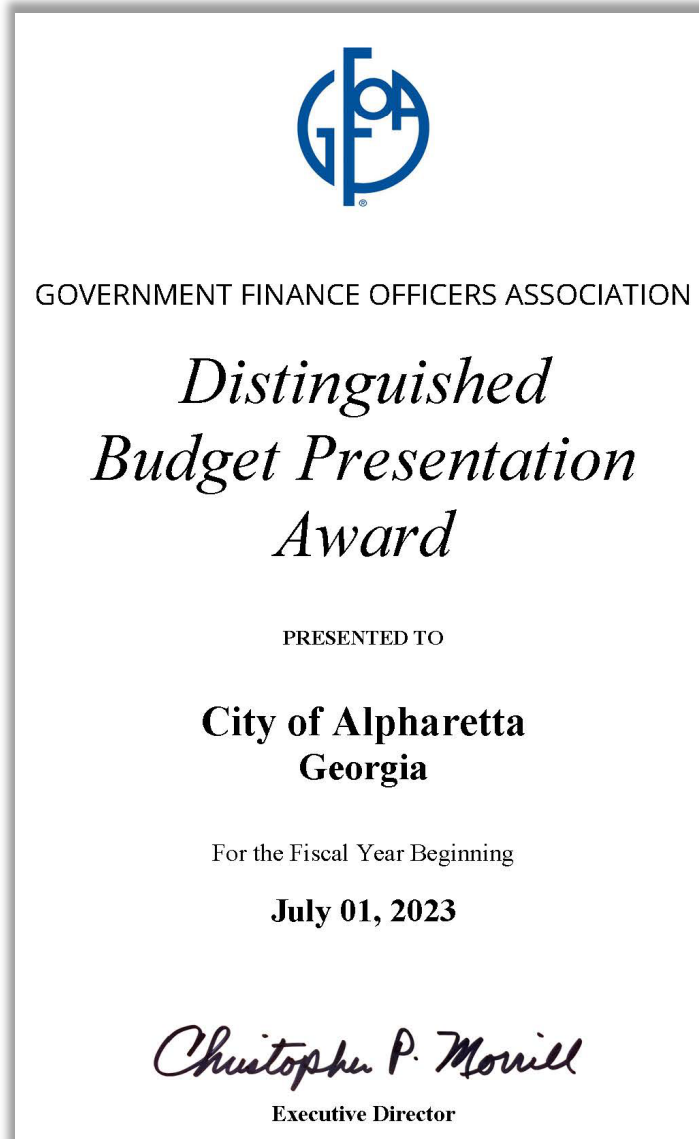
Acronyms and Abbreviations

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



Alpharetta E-911

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 24, 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	1,043,936	
Total	\$163,590,569	

(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 473.5 full-time equivalents “FTE” (citywide) with the funding breakdown as follows:
 - 472.5 full-time equivalents (funded). This includes the addition of six 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 \$357,193 (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 \$979,334 (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

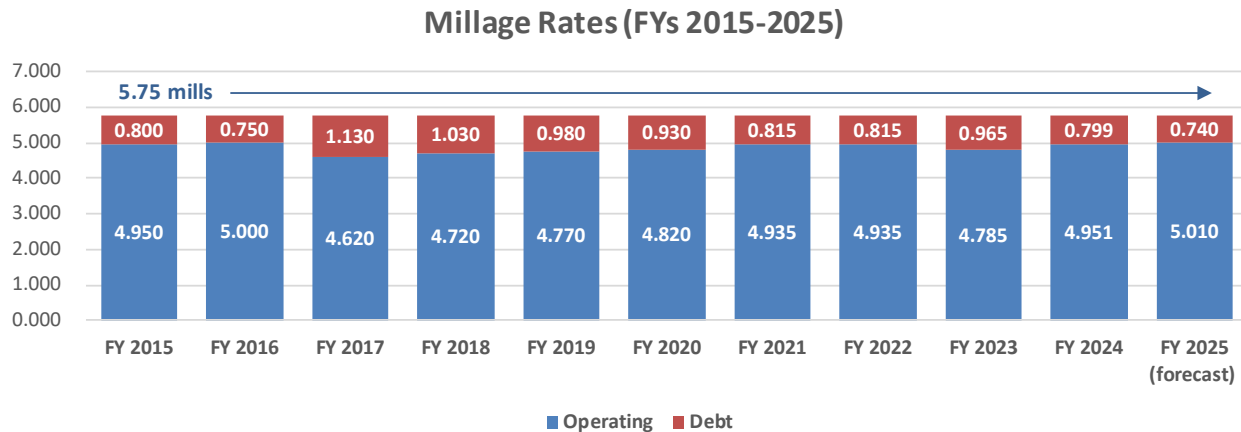
The FY 2025 Budget formalizes numerous key financial factors which have been themes for several years within the government.

- ✓ 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.
- Basic Homestead exemption of \$45,000 off the assessed value of homesteaded properties which is among the highest in the State.

INTRODUCTION AND OVERVIEW

- 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 with a remaining reserve of \$79,800 available for future appropriation by the City Council. Please refer to the *Operating Initiatives Request* section of this document for details of the requests.

Proper Use of Fund Balance

General Fund: Based on audited financial statements for the year ended June 30, 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

INTRODUCTION AND OVERVIEW

(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.

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.

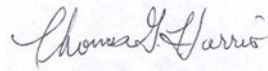
INTRODUCTION AND OVERVIEW

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

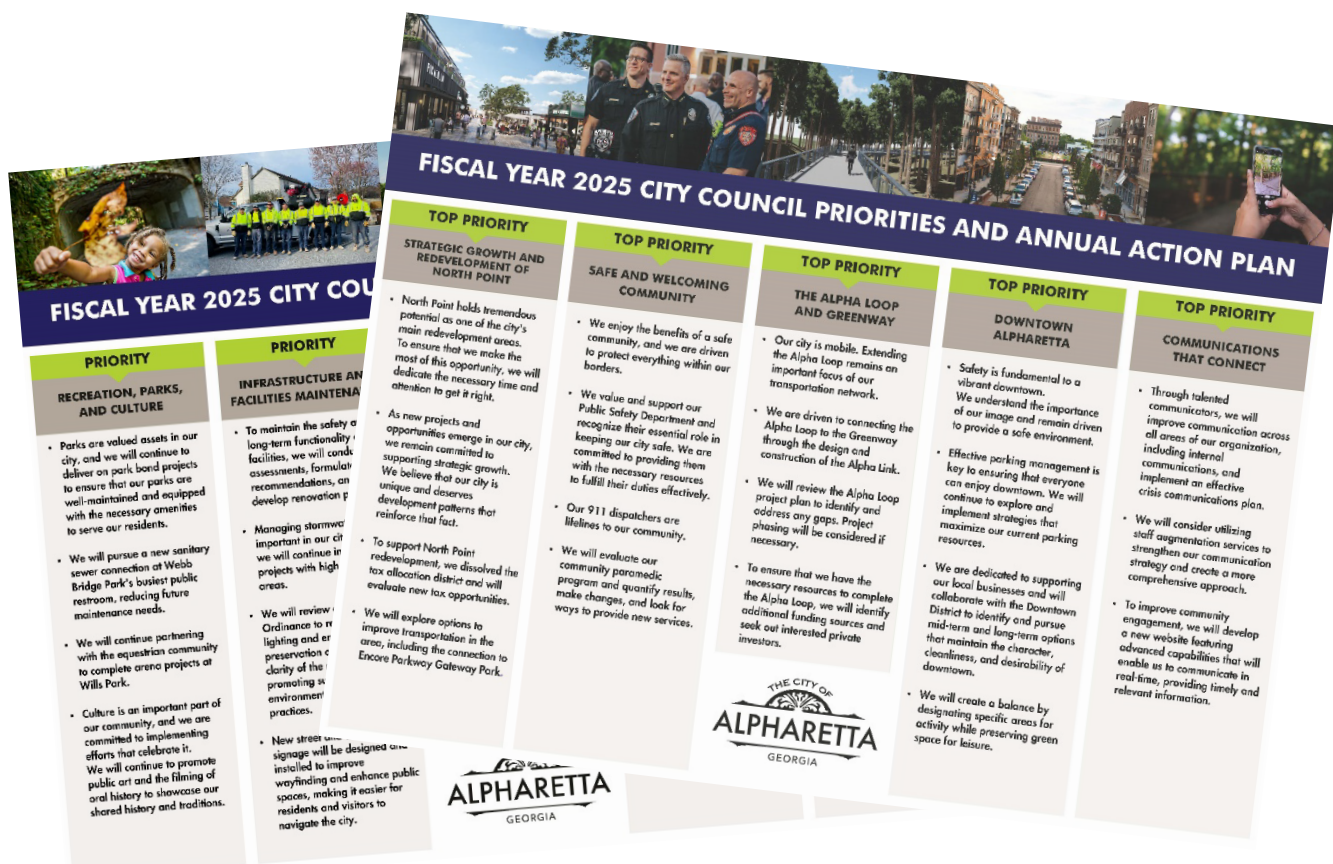


FISCAL YEAR 2025 ANNUAL ACTION PLAN

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.

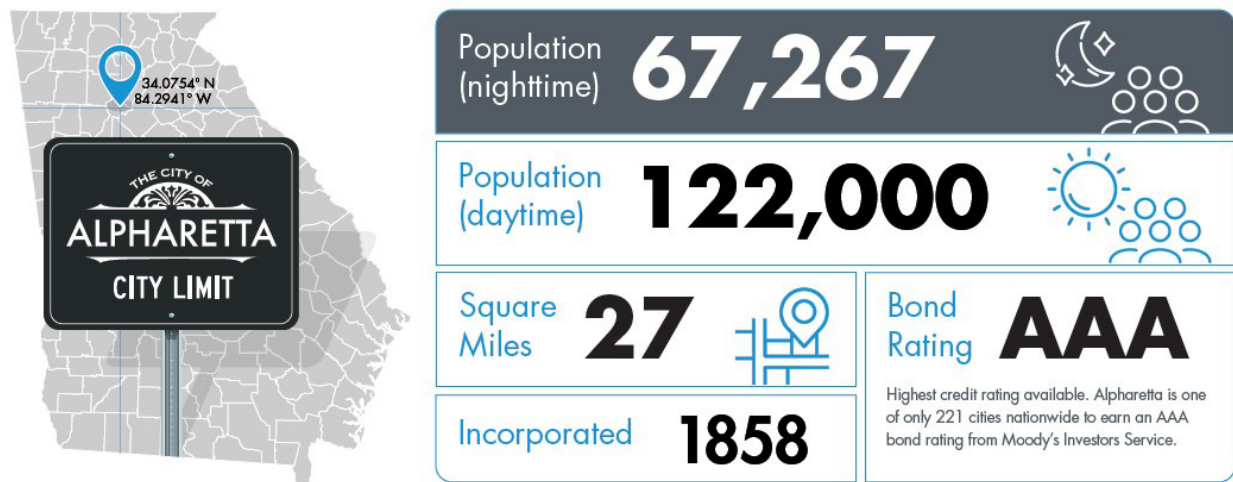
When the depression of the early 1930's devastated the nation's economy, Milton County found itself near bankruptcy. In order to save the area from disaster, it was decided that a merger of Milton County with Fulton County would be to everyone's advantage. It was because of this merger that the first 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.

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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.

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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.

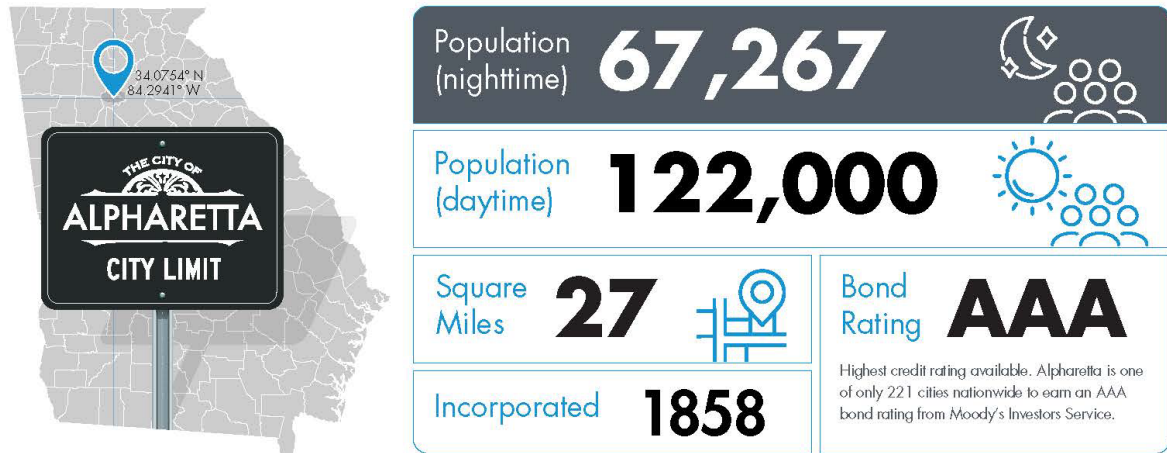
All meetings and hearings are held at Alpharetta City Hall (2 Park Plaza, Alpharetta, GA 30009) and are open to the public. City residents and stakeholders are encouraged to attend.

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

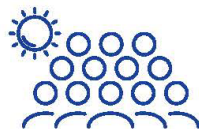


67K
Total City
Population

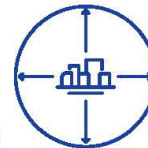
PERSONNEL

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**
Advancing the Quality of Health Care

**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

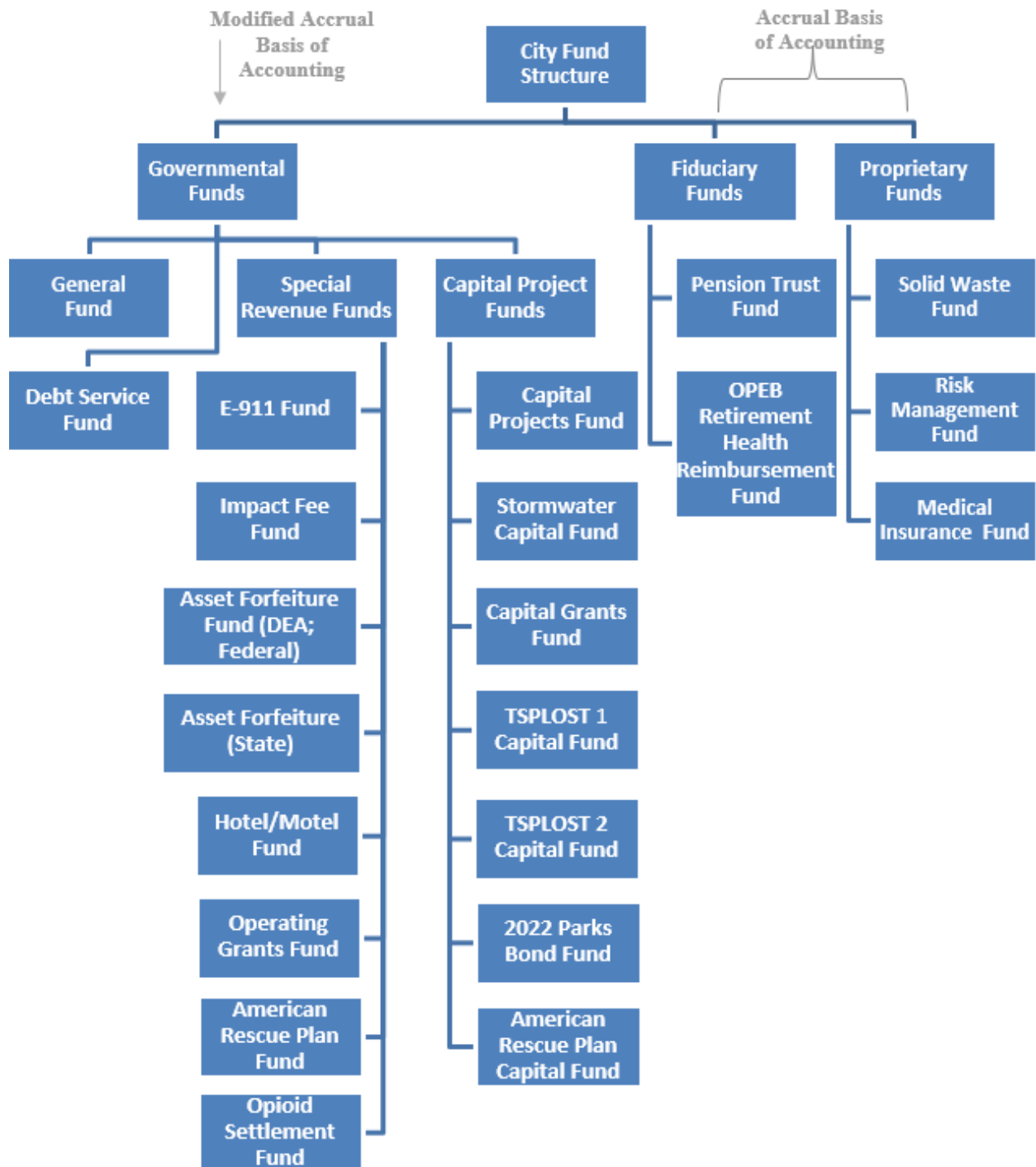
These funds are used to account for assets held by the city in a trustee capacity or as an agent for other governmental units and for other funds.



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).

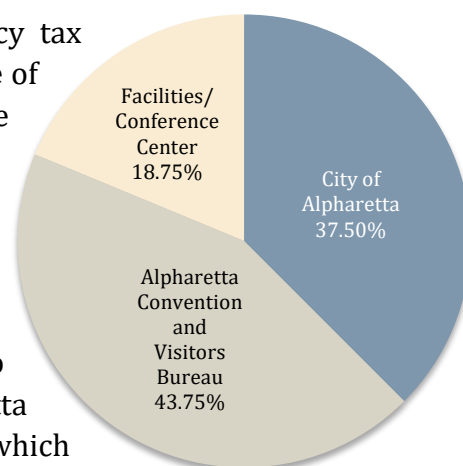
Special Revenue Funds (Governmental Funds)

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

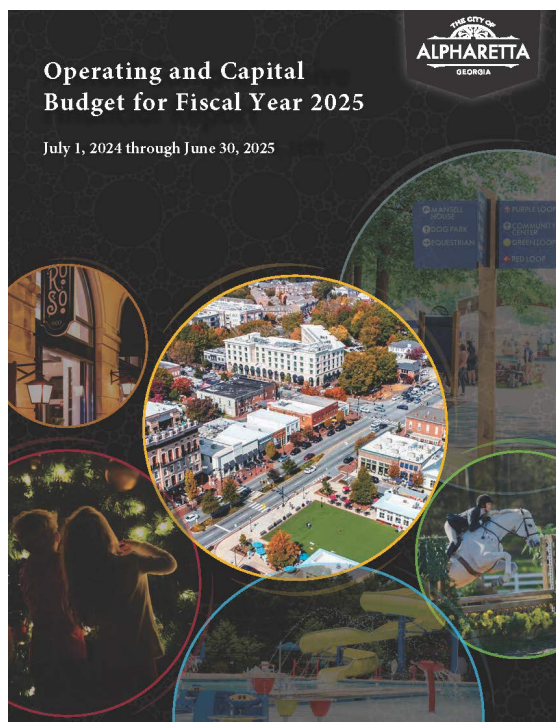
The city maintains two different proprietary fund types. Enterprise Funds are used to account for business-type activities whose operations are primarily funded by customer fees. Internal Service Funds are used to accumulate and allocate costs internally among the city's various functions. Proprietary 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.

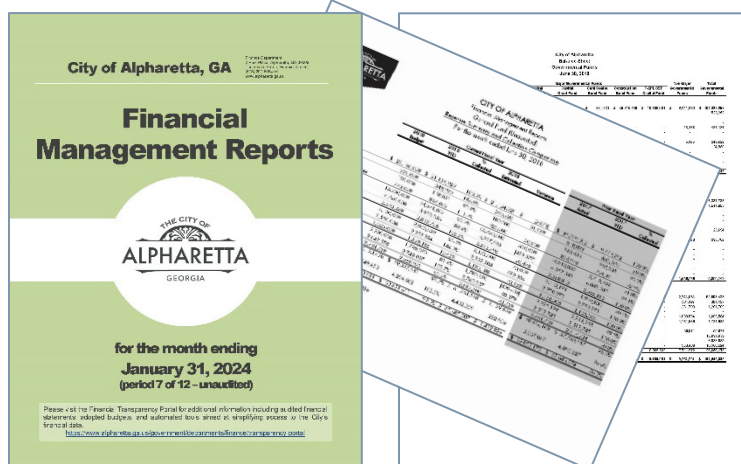
Operating and Capital Budget⁷ (June-August)

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)

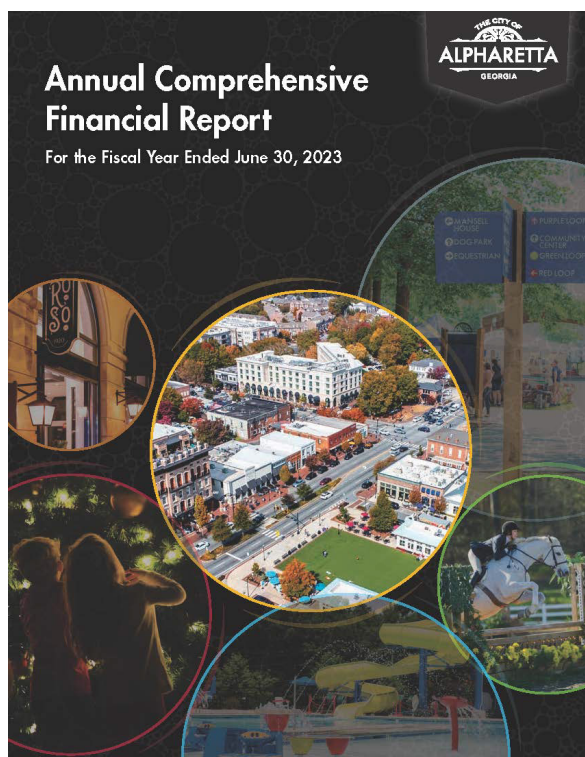
On a monthly basis, the Finance Department prepares and presents detailed revenue and expenditure statements for all city operating funds (including prior year comparisons for the General Fund). In addition, this report shall include: (1) a detailed capital project report including prior-year activity; (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

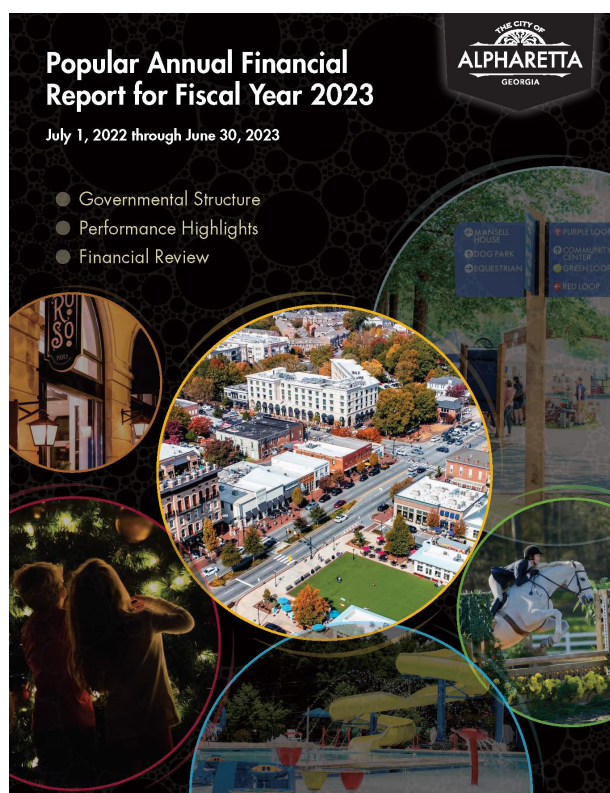


Annual Comprehensive Financial Report⁹ (November-December)

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.

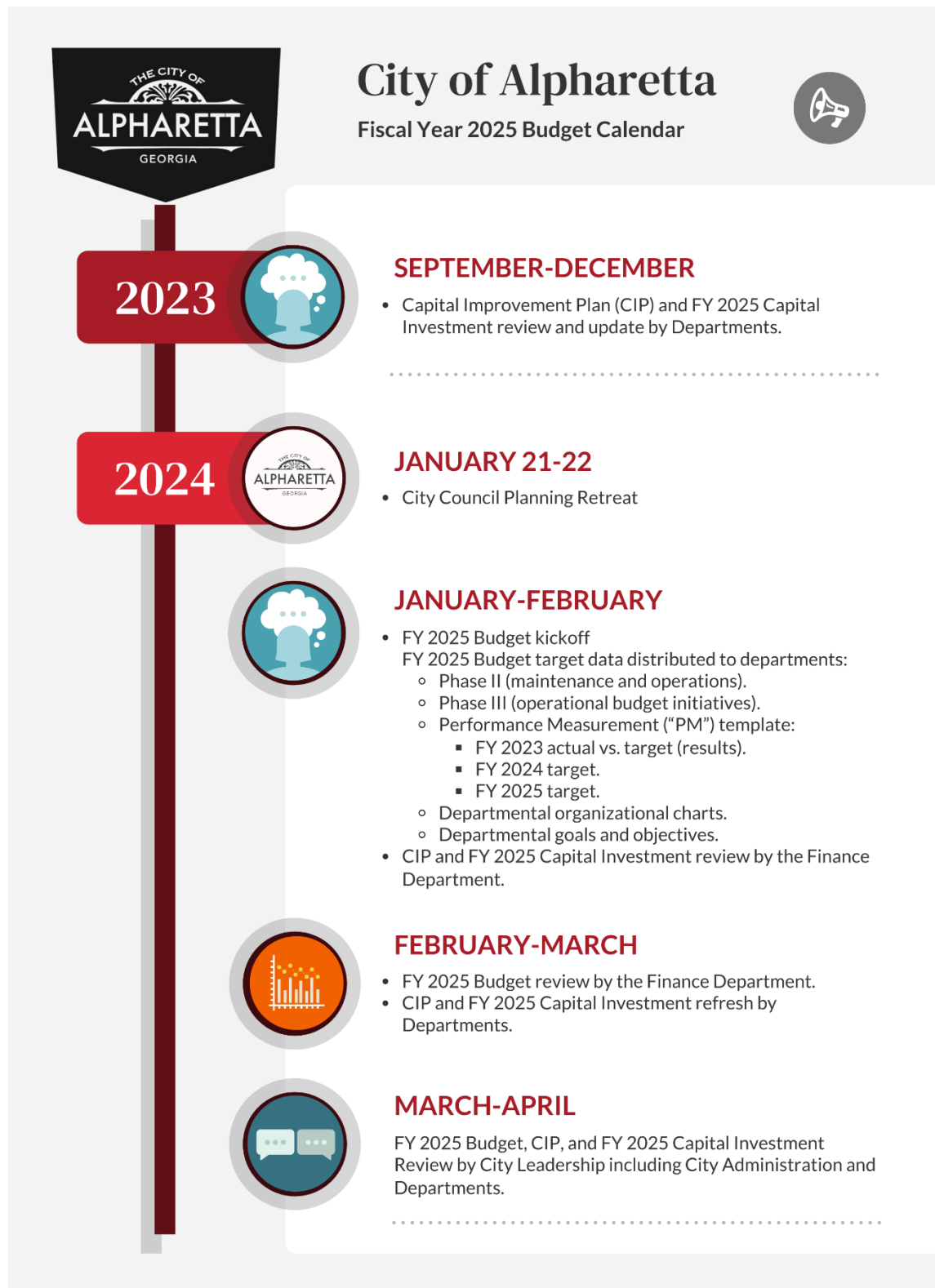
The Finance Director conducts public presentations, as needed, to summarize the budget and discuss the underlying economic growth trends. Discussion will focus on the strategic issues facing the organization for the upcoming budget year and the next several years and how this budget positions the city 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)

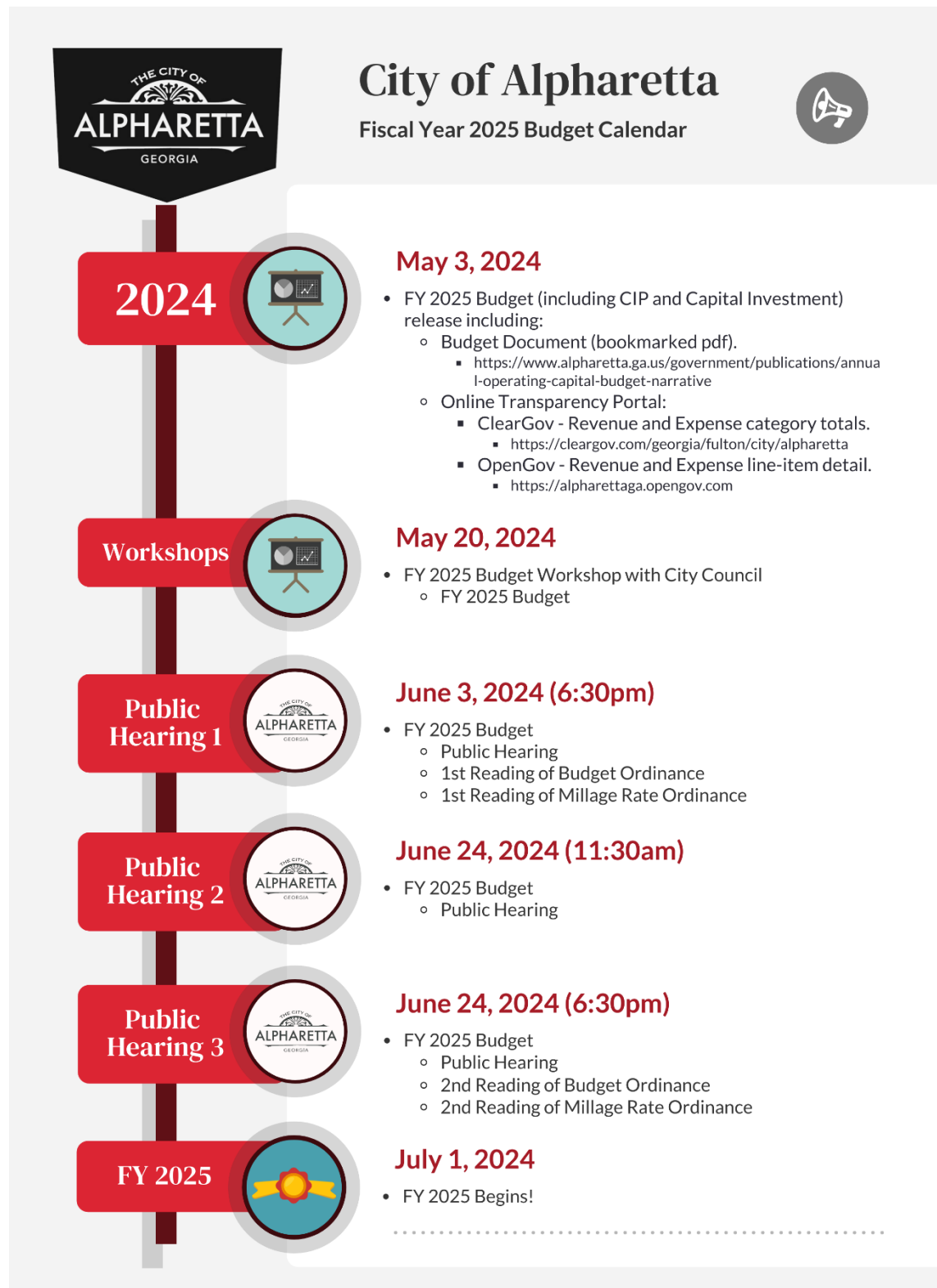
The budget and millage rate(s) are adopted via Ordinance through a public hearing process as provided under State law.

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:	\$ 48,620	\$ 2,084,550	\$ 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	-
<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	\$ 2,004,750	\$ 1,956,130	\$ 100,000
Operating Initiative Non-Allocated/Reserve			\$ 79,800	

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 with a remaining reserve of \$79,800 available for future appropriation by the City Council. Operating Initiatives not recommended for funding at this time total \$1.3 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.

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.

OPERATING INITIATIVE REQUESTS

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

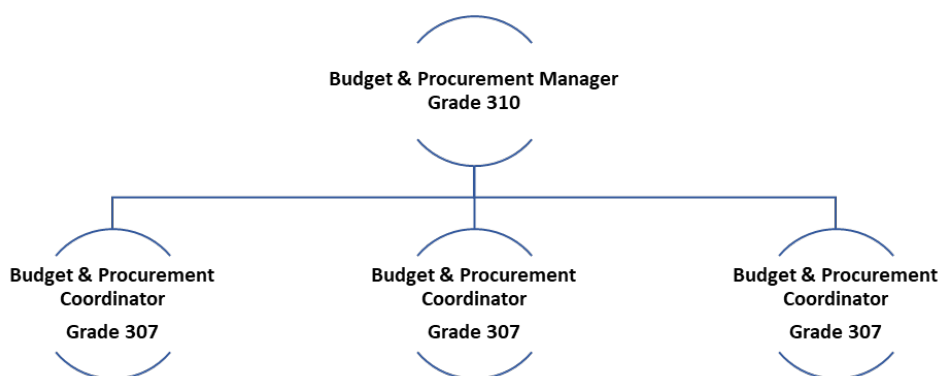
The Budget & Procurement Division staff totals 4 full time positions, and their operational responsibilities include:

- 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.*
 - *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.).

OPERATING INITIATIVE REQUESTS

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 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

OPERATING INITIATIVE REQUESTS

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

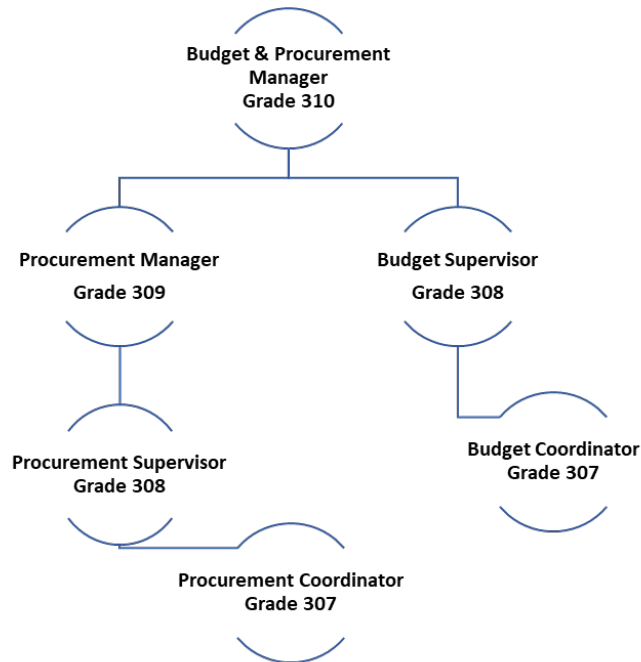
The Division is proposed to reorganize and separate the budget and procurement functions so that each team will have dedicated professionals focused on those distinct specialties while also allowing the staffing capacity to improve on the issues identified above.

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.
- 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.

OPERATING INITIATIVE REQUESTS

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 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

OPERATING INITIATIVE REQUESTS

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 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).

OPERATING INITIATIVE REQUESTS

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 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

OPERATING INITIATIVE REQUESTS

\$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).

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.

OPERATING INITIATIVE REQUESTS

- 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 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.

OPERATING INITIATIVE REQUESTS

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 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

OPERATING INITIATIVE REQUESTS

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.

Detail (Unfunded Operating Initiatives)

City Administration (incl. City Clerk and Economic Dev.)

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.

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

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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.

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).

OPERATING INITIATIVE REQUESTS

Public Safety

**Emergency Management Coordinator (new position; +1 FTE)
(\$156,500 operations/\$60,000 capital)**

\$156,500

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 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.

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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 INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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.

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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.

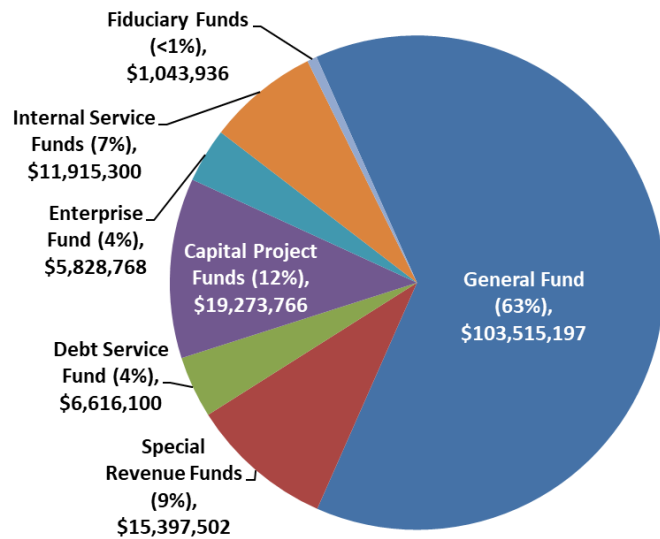
- **Citywide Budget Summary by Expenditure Category**

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

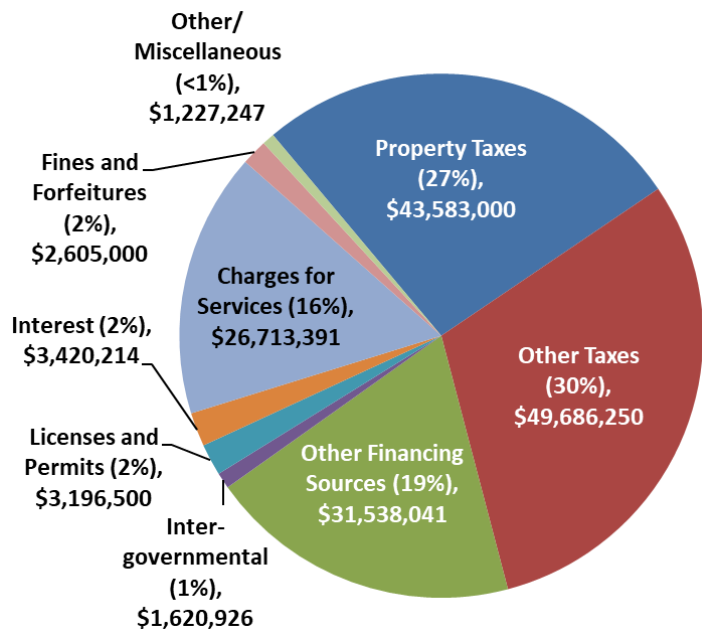
	Revenues*	Expenditures	Balanced Budget
General Fund	\$ 103,515,197	\$ 103,515,197	√
Special Revenue Funds:			
Asset Forfeiture Fund	\$ 43,800	\$ 43,800	√
E-911 Fund	5,729,882	5,729,882	√
Impact Fee Fund	353,820	353,820	√
Hotel/Motel Fund	9,270,000	9,270,000	√
	\$ 15,397,502	\$ 15,397,502	√
Capital/Grant 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	\$ 1,043,936	\$ 1,043,936	√
	\$ 1,043,936	\$ 1,043,936	√
Total	\$ 163,590,569	\$ 163,590,569	√

* 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.

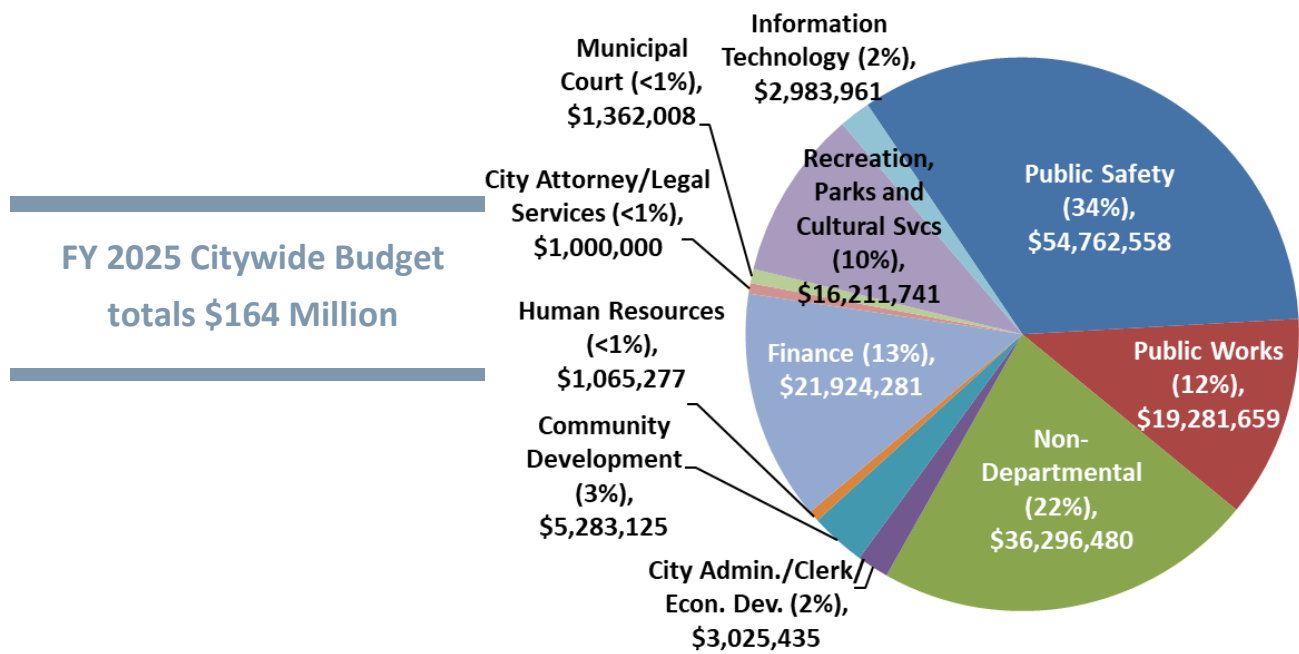
Interest: Includes investment earnings on city funds.

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

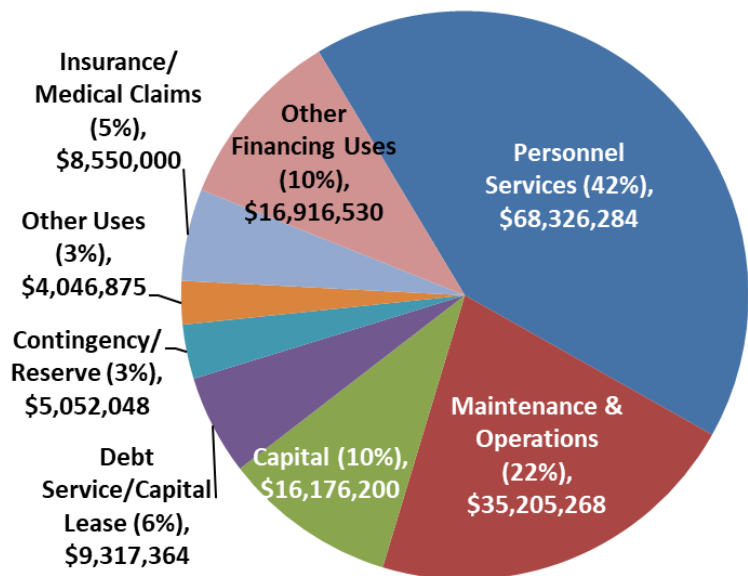
Non-Departmental (interfund transfers, contingency/reserves, Hotel/Motel Fund distributions, debt service, activities within the OPEB Reimbursement Benefit Fund, etc.)

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.	3,025,435	-	-	-	-	-	-	-
Finance	4,124,713	-	-	-	-	-	-	-
Legal Services	1,000,000	-	-	-	-	-	-	-
Information Technology	2,543,961	-	-	-	-	440,000	-	-
Human Resources	1,065,277	-	-	-	-	-	-	-
Municipal Court	1,362,008	-	-	-	-	-	-	-
Public Safety	43,735,476	43,800	5,729,882	170,000	-	5,083,400	-	-
Public Works	11,238,659	-	-	-	-	6,043,000	2,000,000	-
Recreation, Parks and Cultural Services	14,573,541	-	-	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	79,800	-	-	-	-	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	-	-	-	-	-	-	988,436	1,227,247
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,173,000	\$ 5,828,768	\$ 1,815,300	\$ 9,900,000	\$ 1,043,936	\$ 132,052,528
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	\$ 1,043,936	\$ 163,590,569
EXPENDITURES:								
Mayor and City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 394,044
City Administration/City Clerk/Econ. Dev.	-	-	-	-	-	-	-	3,025,435
Finance	-	-	-	5,828,768	2,015,300	9,900,000	55,500	21,924,281
Legal Services	-	-	-	-	-	-	-	1,000,000
Information Technology	-	-	-	-	-	-	-	2,983,961
Human Resources	-	-	-	-	-	-	-	1,065,277
Municipal Court	-	-	-	-	-	-	-	1,362,008
Public Safety	-	-	-	-	-	-	-	54,762,558
Public Works	-	-	-	-	-	-	-	19,281,659
Recreation, Parks and Cultural Services	-	-	-	-	-	-	-	16,211,741
Community Development	-	-	-	-	-	-	-	5,283,125
Non-Departmental	-	-	8,000	-	-	-	988,436	1,001,936
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	-	-	-	-	-	3,783,386
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,043,936	\$ 146,674,039
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	\$ 1,043,936	\$ 163,590,569

* 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	-	-	-	-	-	-	-	
<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:									
Personnel Services	\$ 63,525,473	\$ -	\$ 3,714,053	\$ -	\$ -	\$ -	\$ -	\$ -	
Maintenance and Operations	24,250,700	-	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	79,800	-	-	-	-	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	

* 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	-	-	-	-	-	-	988,436	-	1,227,247
subtotal	\$ 500,000	\$ 300,000	\$ 6,173,000	\$ 5,828,768	\$ 1,815,300	\$ 9,900,000	\$ 1,043,936	\$ -	\$ 132,052,528
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	\$ 1,043,936	\$ -	\$ 163,590,569
EXPENDITURES:									
Personnel Services	\$ -	\$ -	\$ -	\$ 98,322	\$ -	\$ -	\$ 988,436	\$ -	\$ 68,326,284
Maintenance and Operations	-	-	8,000	5,730,446	1,265,300	2,100,000	55,500	-	35,205,268
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	-	-	-	-	-	-	3,783,386
subtotal	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,043,936	\$ -	\$ 146,674,039
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	\$ 1,043,936	\$ -	\$ 163,590,569

* 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	11.0	2.0
* 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	439.5	6.0
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	473.5	6.0

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 six 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.

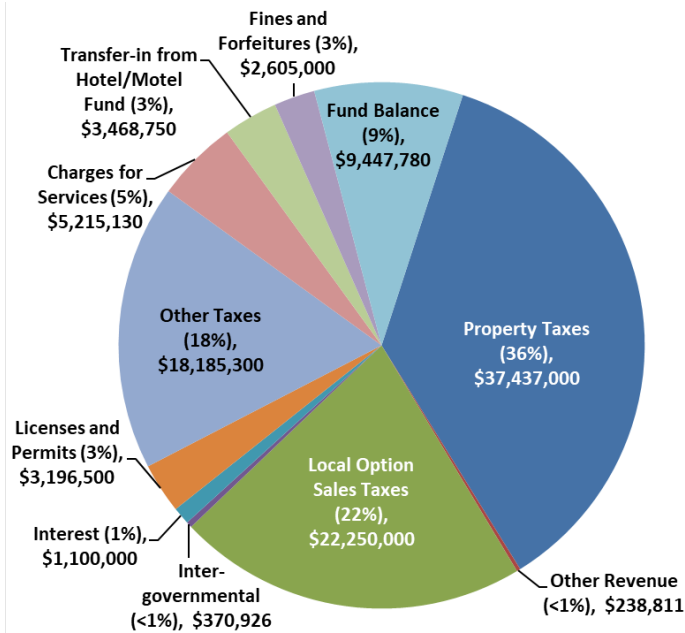
- **Budget Narrative**

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

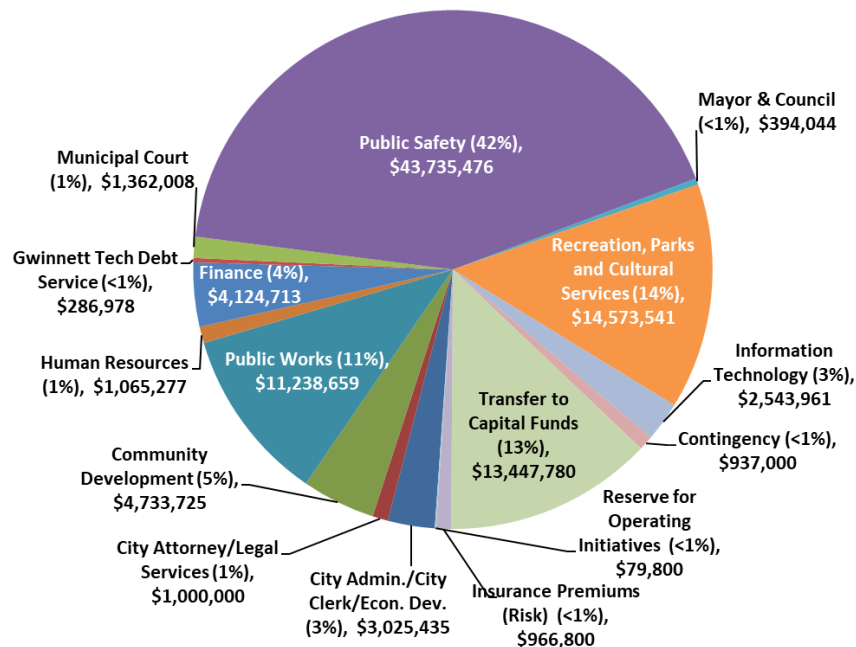
GENERAL FUND SUMMARY

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	\$ 40,873,172	\$ 2,165,698	5.6%
Group Insurance	9,940,392	10,123,339	182,947	1.8%
Pension (Defined Benefit)	3,187,015	3,537,725	350,710	11.0%
Pension (401A)	3,531,072	4,007,115	476,043	13.5%
OPEB Health Reimbursement Benefit	872,010	926,275	54,265	6.2%
Miscellaneous Benefits	3,897,411	4,057,847	160,436	4.1%
subtotal	\$ 60,135,374	\$ 63,525,473	\$ 3,390,099	5.6%
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	3,843,234	357,193	10.2%
Professional Services (IT)	3,710,133	4,689,467	979,334	26.4%
General Supplies	1,197,537	1,294,935	97,398	8.1%
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	998,817	(105,801)	-9.6%
subtotal	\$ 22,370,221	\$ 24,250,700	\$ 1,880,479	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	\$ 89,987,617	\$ 5,032,475	5.9%
Reserve for Operating Initiatives	-	79,800		
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
	\$ 72,901,670	\$ 78,067,082	\$ 84,097,398	\$ 87,199,562	\$ 90,548,667
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	3,025,435
Finance	3,363,629	3,451,127	3,644,561	3,998,838	4,124,713
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	43,735,476
Public Works	8,536,228	8,853,638	9,455,806	10,804,932	11,238,659
Recreation, Parks & Cultural Services	8,866,601	10,281,112	11,925,670	14,014,857	14,573,541
* 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
Reserve for Operating Initiatives	-	-	-	-	79,800
	\$ 60,891,695	\$ 66,448,261	\$ 72,307,068	\$ 84,955,142	\$ 90,067,417
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)	-
	\$ (2,959,423)	\$ (4,407,802)	\$ (12,112,350)	\$ (12,792,238)	\$ (9,929,030)
Rounding (ACFR Reconciliation)	(4)	2	6	-	-
Ending Fund Balance: (2)	\$ 35,676,599	\$ 42,887,619	\$ 42,565,605	\$ 32,017,787	\$ 22,570,007
<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	439.5

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:

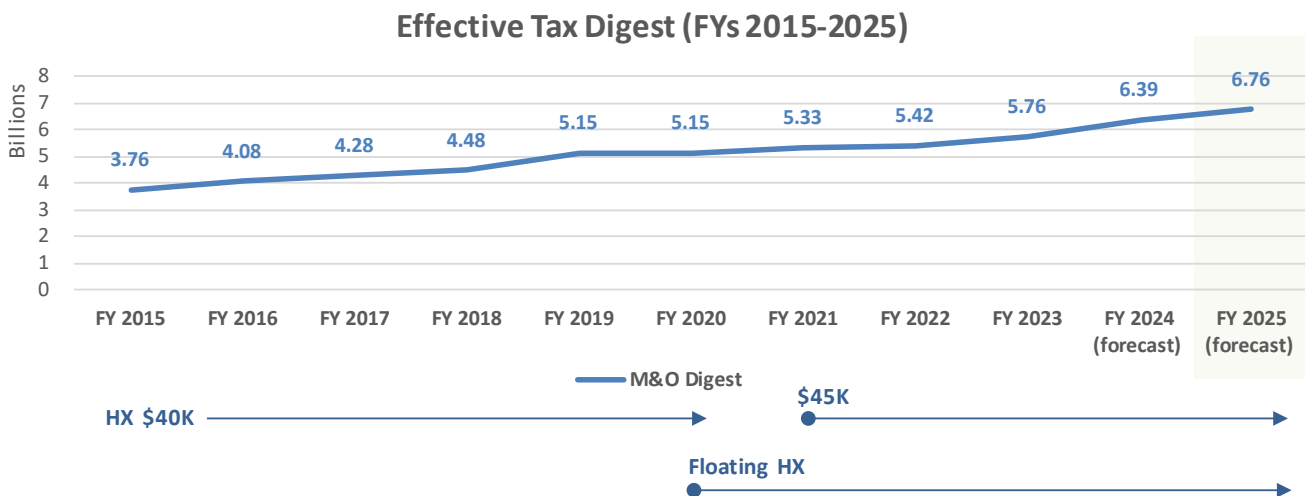
Revenues:	FY 2024 AMENDED BUDGET	FY 2025 RECOMMENDED BUDGET	\$ Variance	% Variance
Property Taxes:				
Current Year	\$ 30,645,000	\$ 33,180,000	\$ 2,535,000	8.3%
Motor Vehicle Title Tax Fee	3,500,000	3,950,000	450,000	12.9%
Prior Year/Delinquent/MV	257,000	307,000	50,000	19.5%
Local Option Sales Tax	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

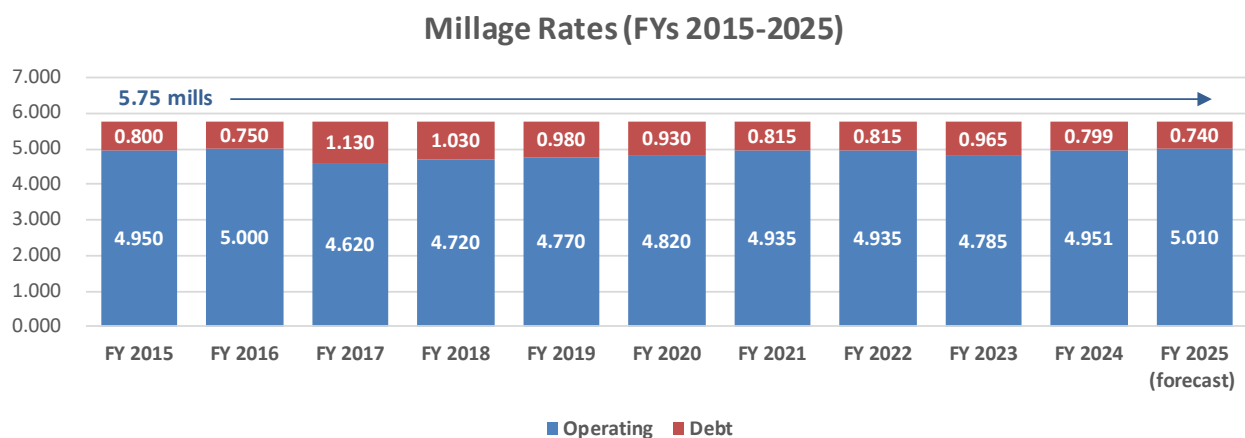
The forecast for FY 2025 builds upon the FY 2024 estimate with the following growth factors coupled with a collection rate of 98% which approximates the historical average:

- 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

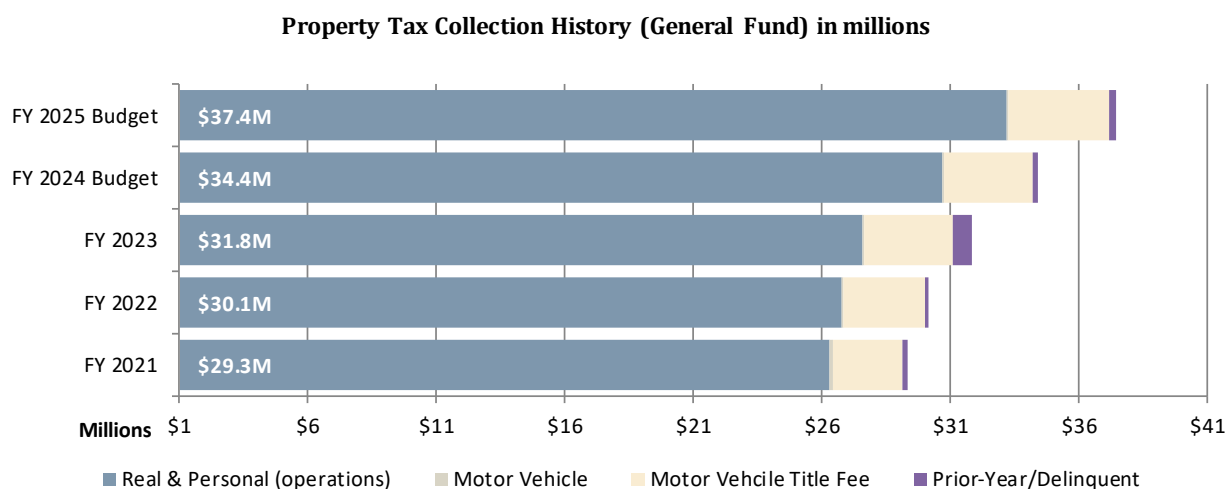
GENERAL FUND SUMMARY

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.



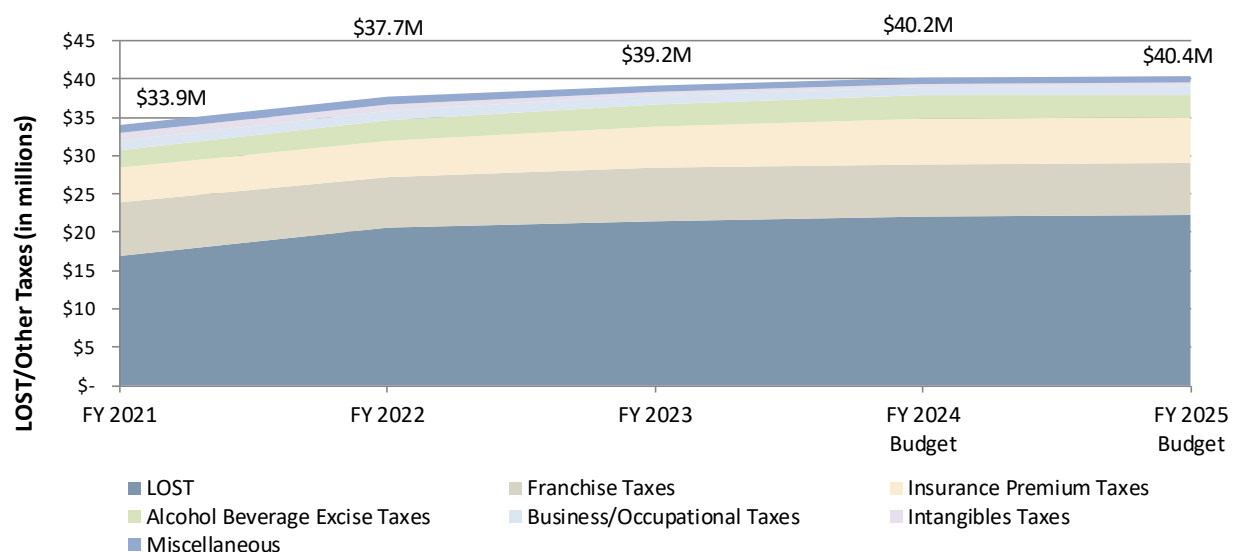
Motor vehicle tax is experiencing declines due to House Bill 386 which phased out motor vehicle taxes on all vehicles titled on or after March 1, 2013. The city is still receiving motor vehicle taxes on vehicles titled before March 1, 2013, until the vehicle is sold/transferred. Accordingly, the city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

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

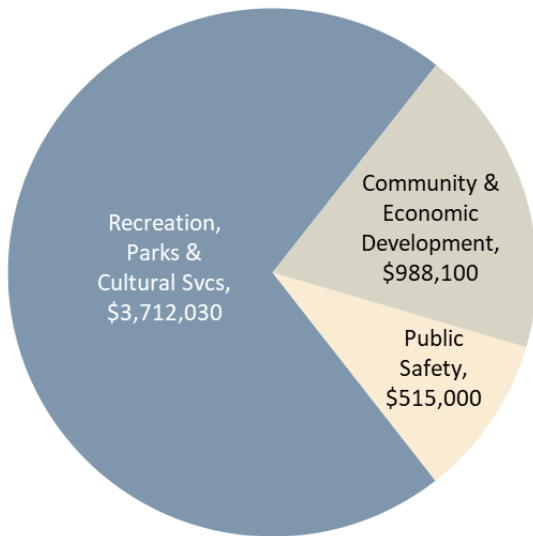
Licenses & permits account for 3%, or \$3.2 million, of total General Fund revenue for FY 2025. Licenses and permit revenues include alcoholic beverage permit fees, development permit and related fees, building permit fees, occupancy permit fees, sign permit fees, etc. A reduction of -4% is forecasted 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.



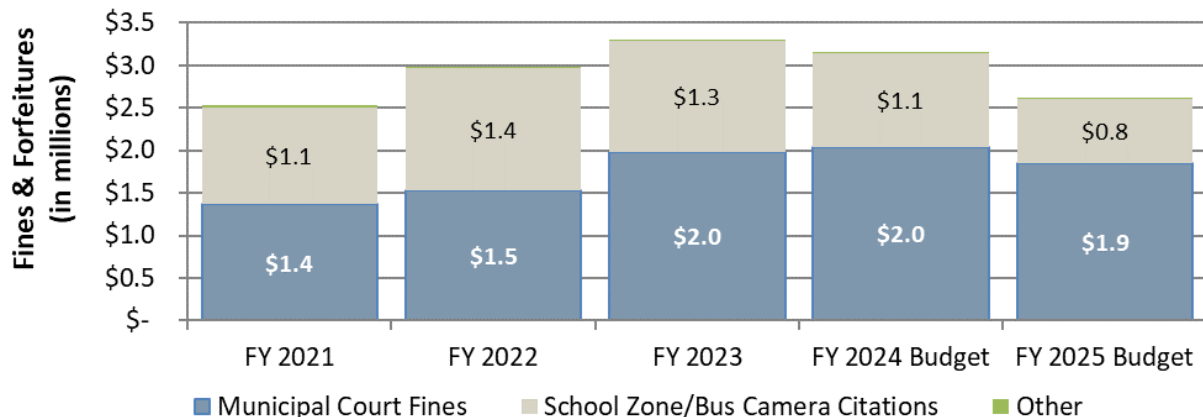
Charges for Services

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 2025¹², less a remaining reserve of \$79,800 available for future appropriation by the City Council. After adjusting for the allocated 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	3,025,435	846,012	38.8%
Finance	3,998,838	4,124,713	125,875	3.1%
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	43,735,476	3,540,037	8.8%
Public Works	10,804,932	11,238,659	433,727	4.0%
Recreation, Parks & Cultural Services	14,014,857	14,573,541	558,684	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	\$ 89,987,617	\$ 5,032,475	5.9%
Reserve for Operating Initiatives	-	79,800		
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		

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	\$ 40,873,172	\$ 2,165,698	5.6%
Group Insurance	9,940,392	10,123,339	182,947	1.8%
Pension (Defined Benefit)	3,187,015	3,537,725	350,710	11.0%
Pension (401A)	3,531,072	4,007,115	476,043	13.5%
OPEB Health Reimbursement Benefit	872,010	926,275	54,265	6.2%
Miscellaneous Benefits	3,897,411	4,057,847	160,436	4.1%
<i>sub total</i>	\$ 60,135,374	\$ 63,525,473	\$ 3,390,099	5.6%
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	3,843,234	357,193	10.2%
Professional Services (IT)	3,710,133	4,689,467	979,334	26.4%
General Supplies	1,197,537	1,294,935	97,398	8.1%
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	998,817	(105,801)	-9.6%
<i>sub total</i>	\$ 22,370,221	\$ 24,250,700	\$ 1,880,479	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	\$ 89,987,617	\$ 5,032,475	5.9%
Reserve for Operating Initiatives	-	79,800		
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 473.5 full-time equivalents “FTE” (citywide) with the funding breakdown as follows:
 - 472.5 full-time equivalents (funded). This includes the addition of six 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.

GENERAL FUND SUMMARY

- 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.
 - 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

GENERAL FUND SUMMARY

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 \$357,193 (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 \$979,334 (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

GENERAL FUND SUMMARY

(\$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 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.

GENERAL FUND SUMMARY

- 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



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
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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
CITY COUNCIL (POST 4)



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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)

CHRIS LAGERBLOOM
CITY ADMINISTRATOR



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JAMES DRINKARD
ASSISTANT CITY
ADMINISTRATOR



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



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



Fostering strong sense of community including safety and security.



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	\$ 1,362,570
Overtime	36	-	-	-	-
Group Insurance	125,388	119,329	108,947	179,169	233,906
FICA	44,954	46,446	56,010	80,955	104,977
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	191,805
Workers Compensation	18,347	18,817	18,610	23,259	28,055
OPEB Contribution	15,483	13,682	16,089	26,215	34,065
Miscellaneous	12,134	12,386	50,444	15,600	21,683
<i>subtotal</i>	<i>\$ 1,071,658</i>	<i>\$ 1,098,756</i>	<i>\$ 1,201,474</i>	<i>\$ 1,579,950</i>	<i>\$ 2,041,788</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	100,650
Maint. Contracts/IT Services	71,593	80,974	81,187	297,424	327,297
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>\$ 983,647</i>
TOTAL	\$ 1,267,117	\$ 1,440,308	\$ 1,431,114	\$ 2,179,423	\$ 3,025,435

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 million and represents an increase of 39%, or \$846,012 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 29%, or \$461,838 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: Economic Development Director (\$215,000 annual impact). Please refer to the *Operating Initiative Requests* section of this document for detailed information on the compensation adjustments and new position 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 11 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)
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	11.0	2.0

* FY 2025 includes the addition of one new full-time equivalent position (Economic Development Director). 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 \$384,174, 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 \$40,426 (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 member (\$5,000; Economic Development Director), 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

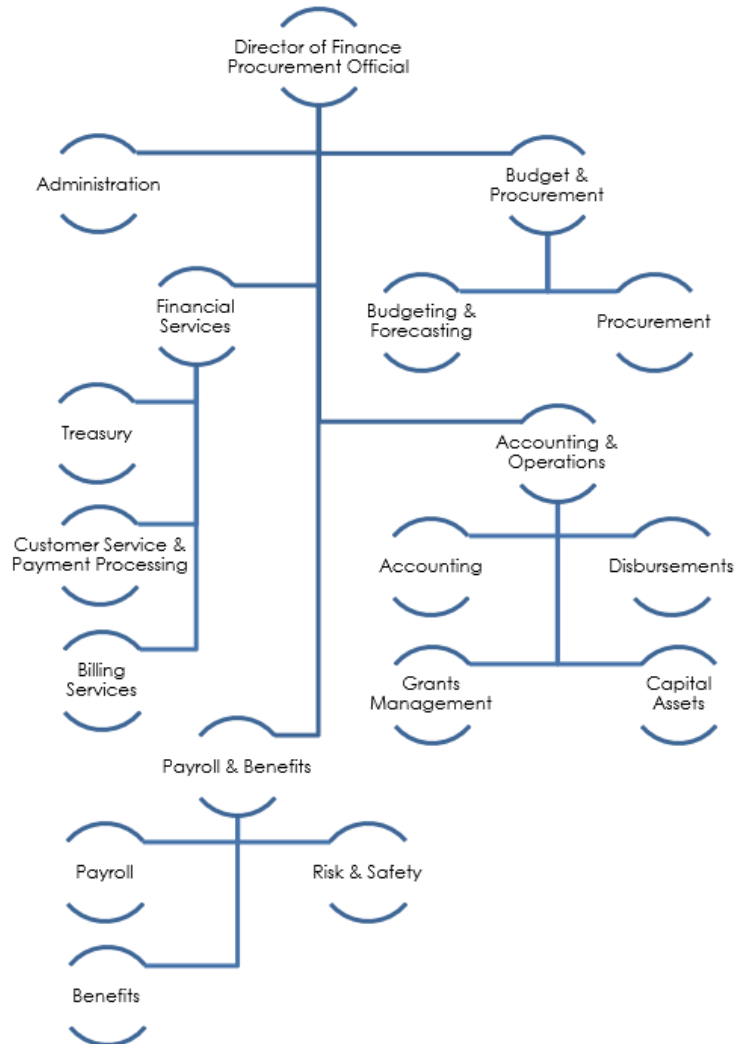
GENERAL FUND DEPARTMENTAL SUMMARIES

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	43,197
OPEB Contribution	39,279	34,273	38,438	48,418	50,982
Miscellaneous	542	774	1,161	776	312
<i>subtotal</i>	\$ 2,493,005	\$ 2,596,003	\$ 2,730,349	\$ 2,993,950	\$ 3,206,433
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	36,789
Miscellaneous	21,859	9,545	6,988	35,066	7,000
<i>subtotal</i>	\$ 870,624	\$ 854,953	\$ 909,288	\$ 997,388	\$ 910,780
Capital/Lease/Other:					
Int. on Property Tax Refunds		\$ 171	\$ 4,924	\$ 7,500	\$ 7,500
<i>subtotal</i>	\$ -	\$ 171	\$ 4,924	\$ 7,500	\$ 7,500
TOTAL	\$ 3,363,629	\$ 3,451,127	\$ 3,644,561	\$ 3,998,838	\$ 4,124,713

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.

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Finance totals \$4.1 million and represents an increase of 3%, or \$125,875 compared to FY 2024.

The Personnel Services category increased 7%, or \$212,483, 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 \$910,780 and represents a reduction of -9%, or -\$86,608 compared to FY 2024 due primarily to the following:

- Reduction in Wellness Program contract funding of -\$83,153 (-69%) 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.



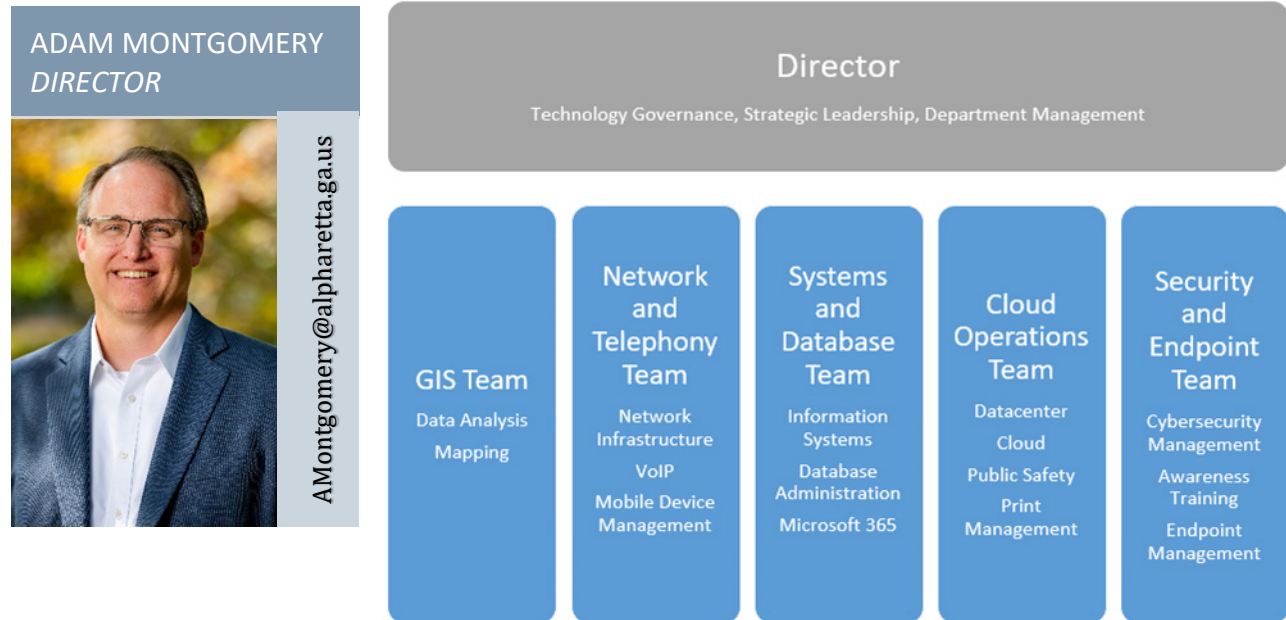
Southern Living magazine ranked Alpharetta among its top 10 best cities on the rise in the South for 2024.

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%

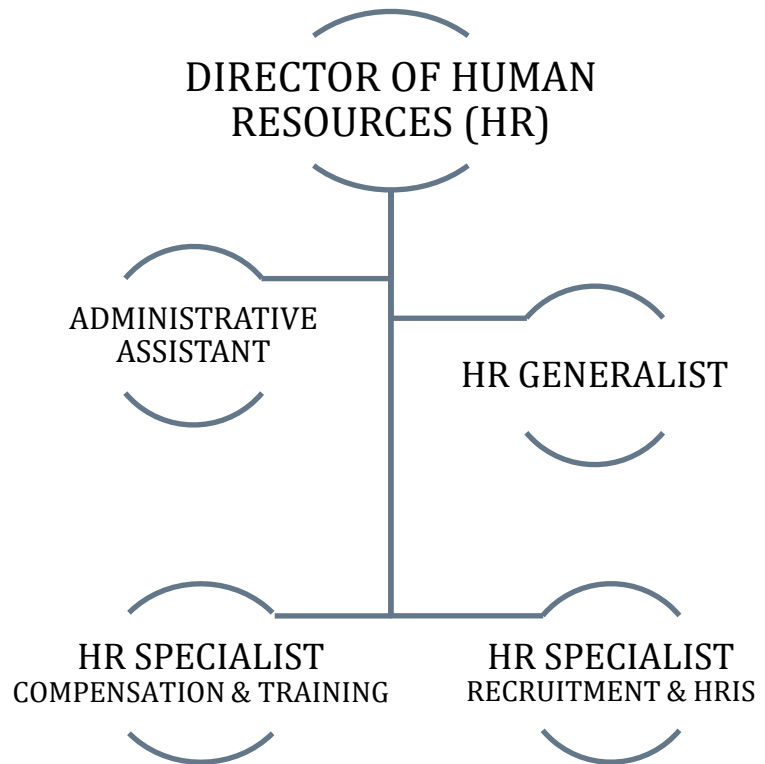
GENERAL FUND DEPARTMENTAL SUMMARIES

Human Resources

CRIS RANDALL
HUMAN RESOURCES
DIRECTOR



CRandall@alpharetta.ga.us



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

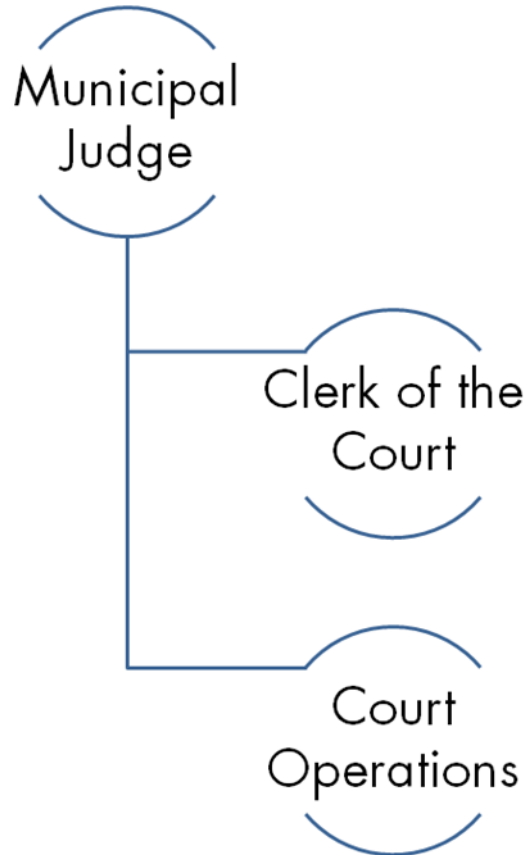
GENERAL FUND DEPARTMENTAL SUMMARIES

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	16,500
Employee Travel	1,502	1,849	1,005	13,000	15,500
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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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	3,255,765
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	\$ 6,536,563
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	\$ 43,735,476

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

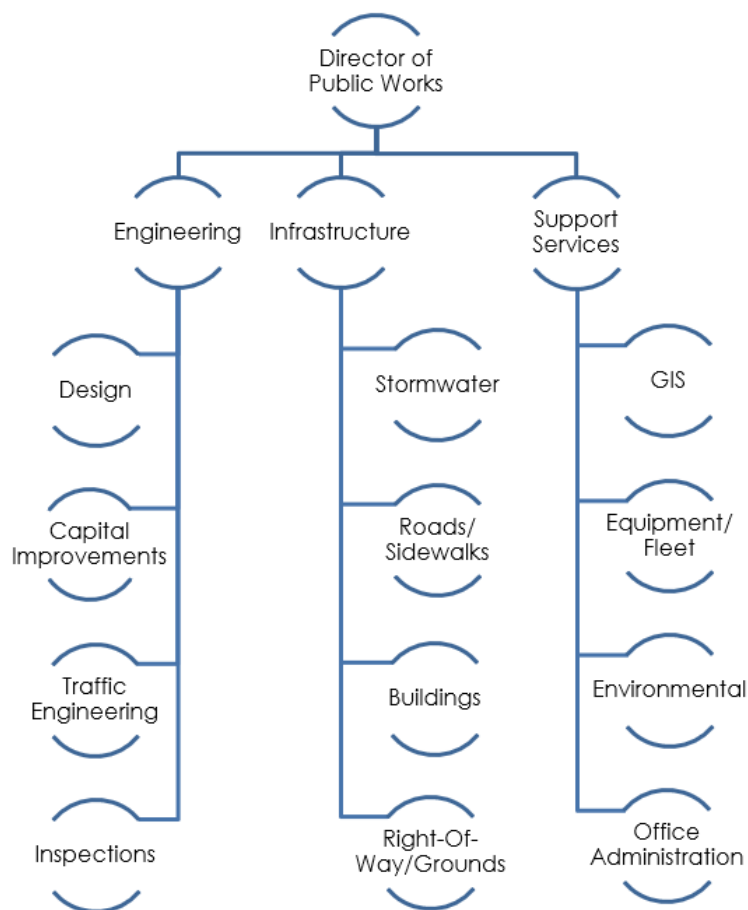
GENERAL FUND DEPARTMENTAL SUMMARIES

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	1,775,934
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	\$ 4,968,484
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	\$ 11,238,659

GENERAL FUND DEPARTMENTAL SUMMARIES

Budget Narrative

The FY 2025 Budget for Public Works totals \$11.2 million and represents an increase of 4%, or \$433,727, 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 \$248,322, 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 \$129,972 (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.

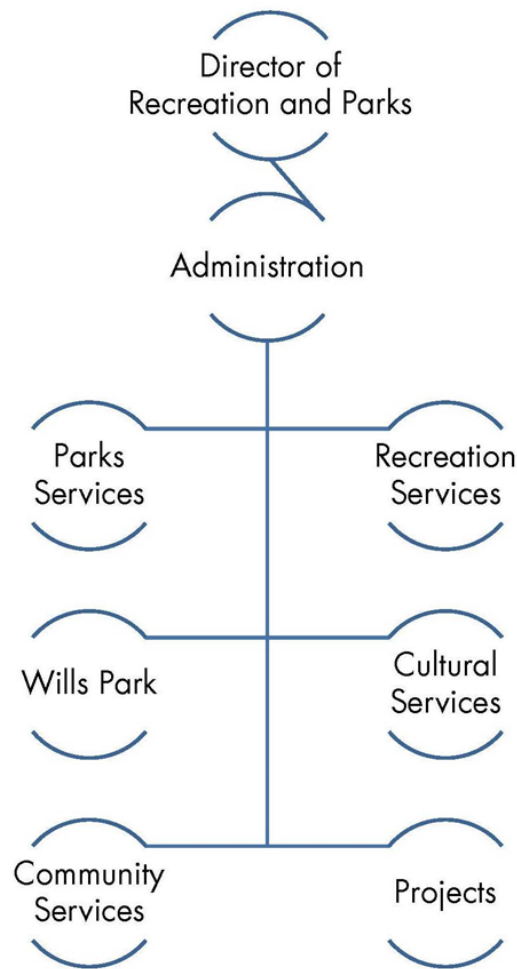
GENERAL FUND DEPARTMENTAL SUMMARIES

Recreation, Parks & Cultural Services

MORGAN RODGERS
DIRECTOR



MRodgers@alpharetta.ga.us



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



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Providing a business climate that attracts the top echelon companies.

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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>	\$ 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	2,137,191
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	\$ 7,511,799
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	\$ 14,573,541

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 \$558,684, 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 \$235,529, 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 \$190,359 (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 \$59,890 (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.

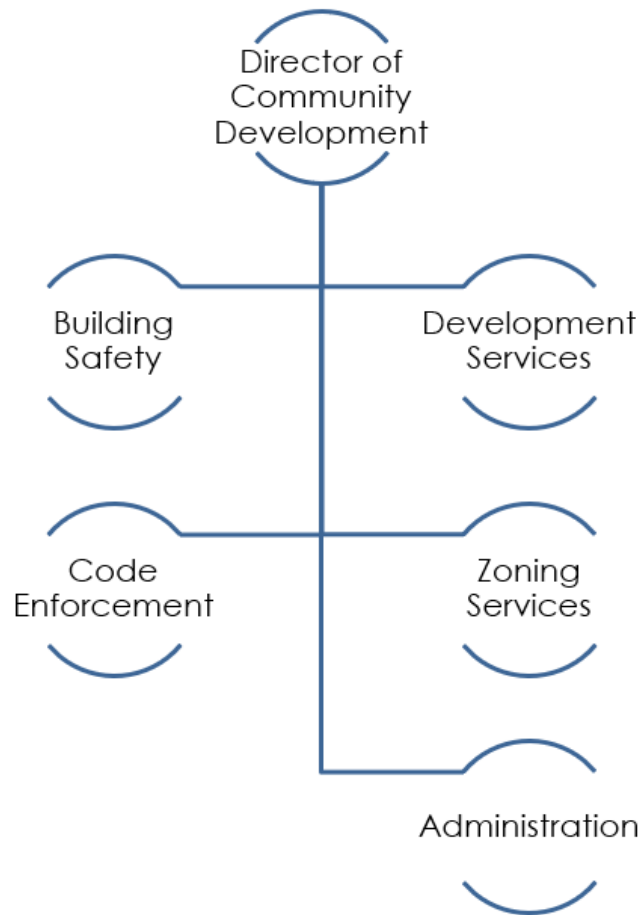
GENERAL FUND DEPARTMENTAL SUMMARIES

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.

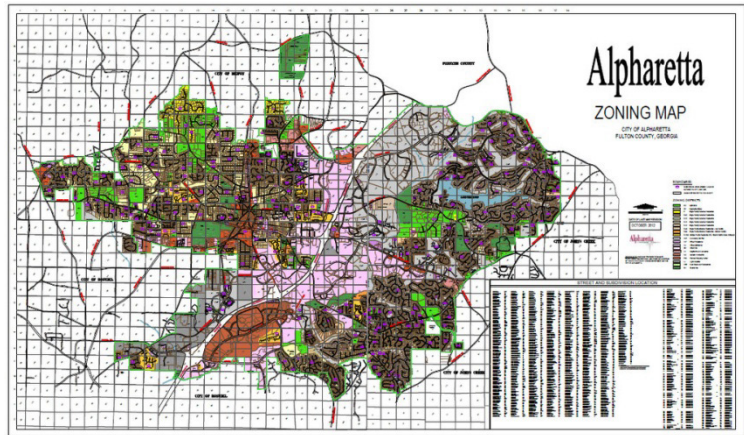
GENERAL FUND DEPARTMENTAL SUMMARIES

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**

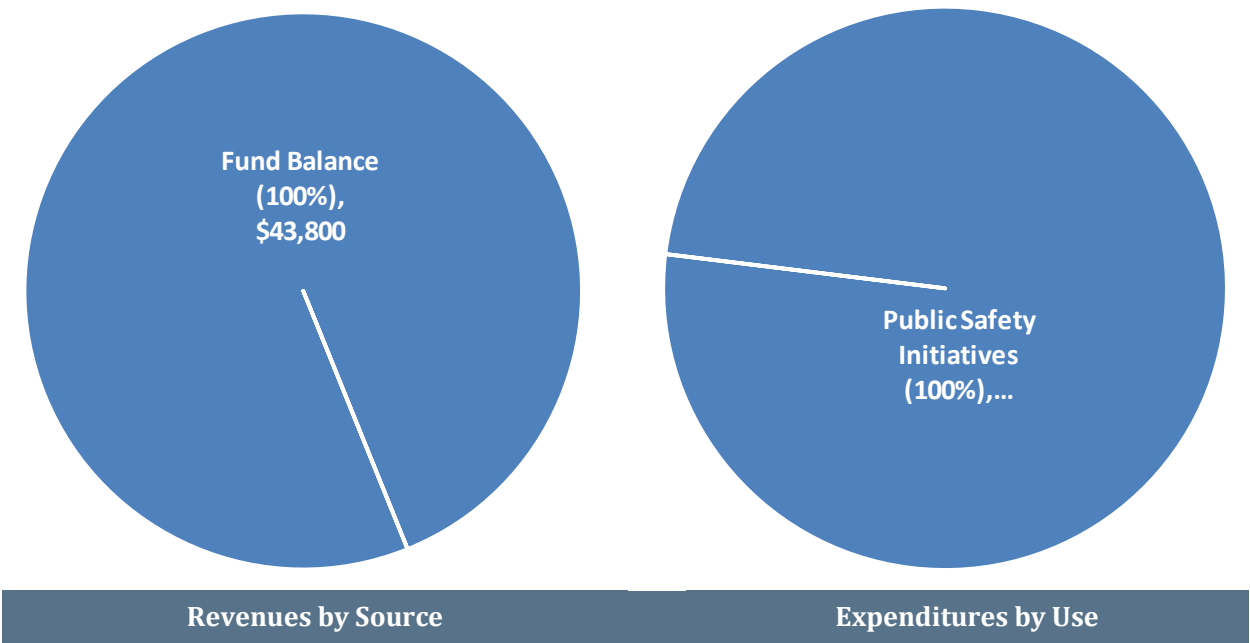
This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. Also included are changes in fund balance.

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)

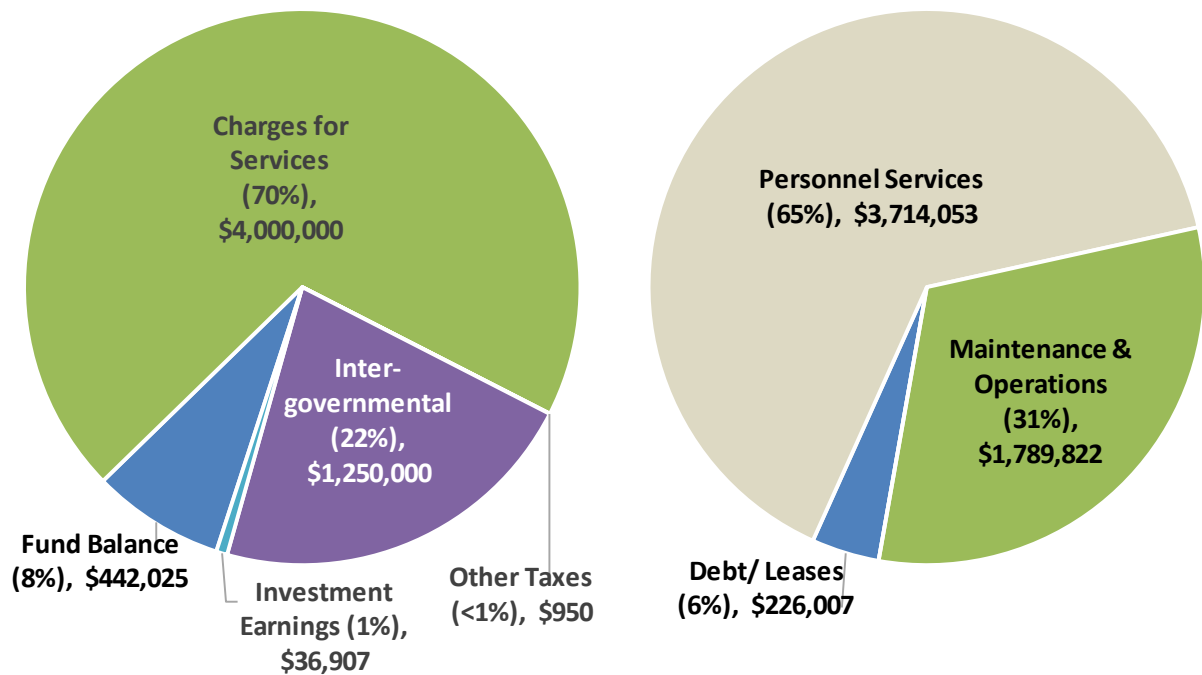
Notes:

- (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)

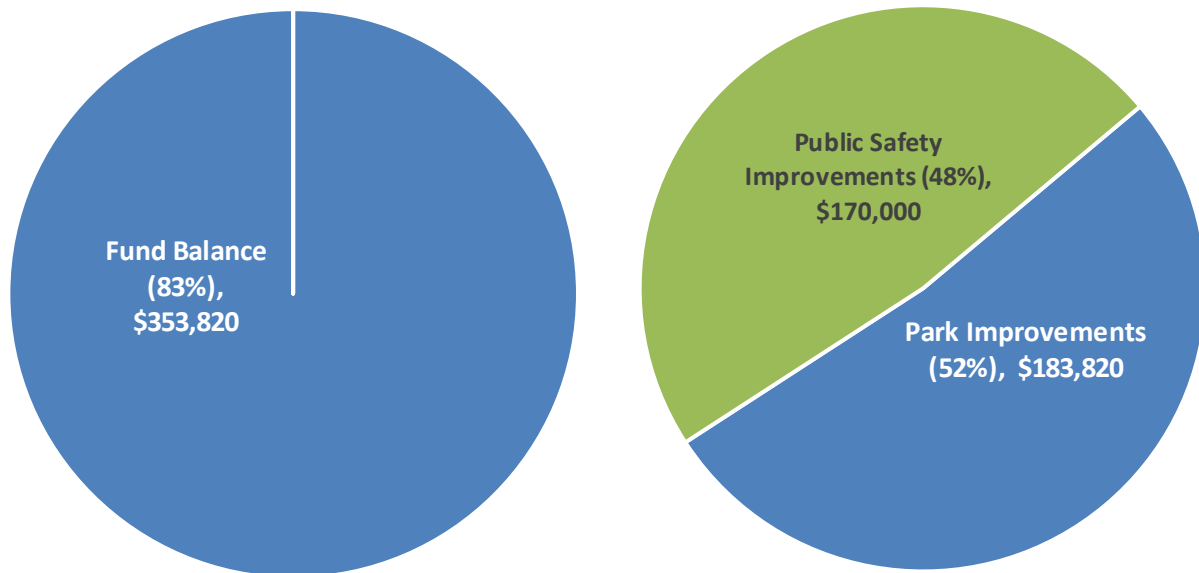
Notes:

- (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)

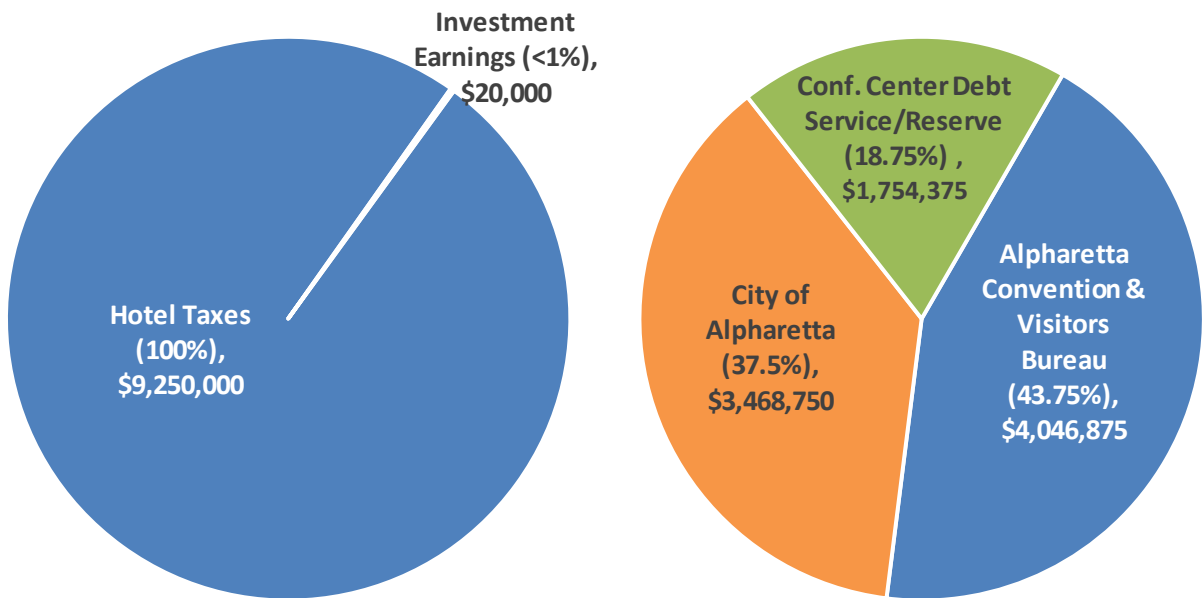
Notes:

- 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 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

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 INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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

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

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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

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>

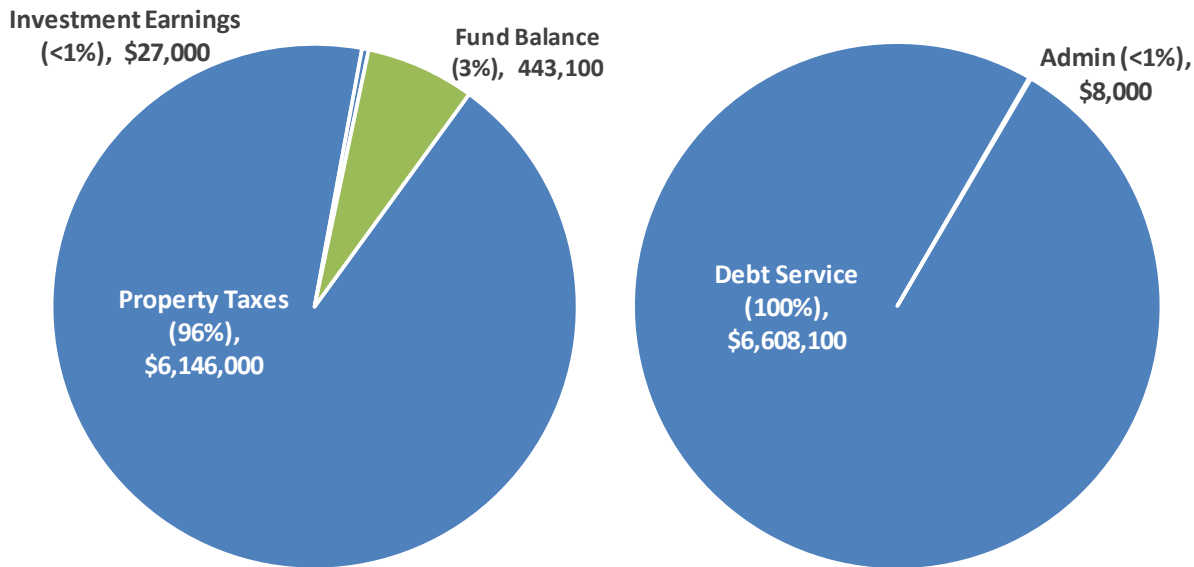
DEBT SERVICE FUND SUMMARY

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.



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.

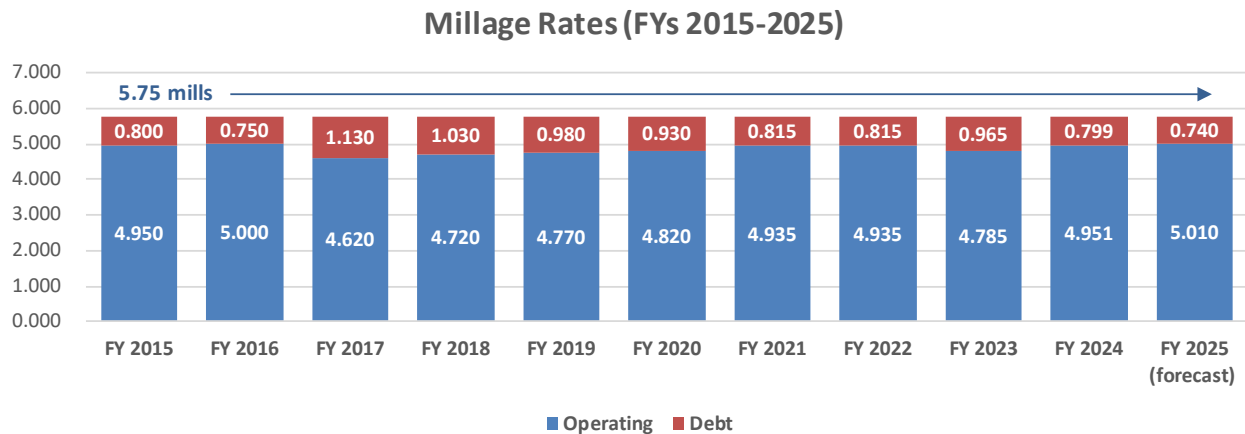
¹⁶ Represents the final maturity of the Series 2016 Alpharetta Parks and Transportation Bonds and the Series 2016 Development Authority Revenue Bonds.

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**

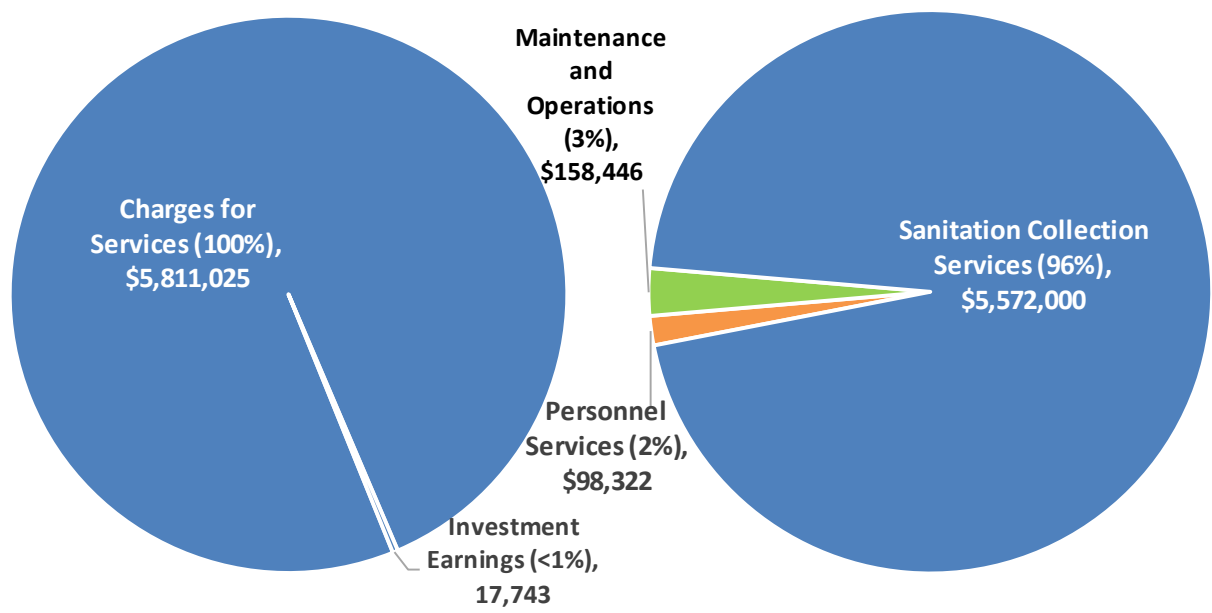
This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. Also included are changes in fund balance.



ENTERPRISE FUND SUMMARY

Solid Waste Fund Summary

FY 2025 Budget: \$5,828,768



Revenues by Source	Expenditures by Use
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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.

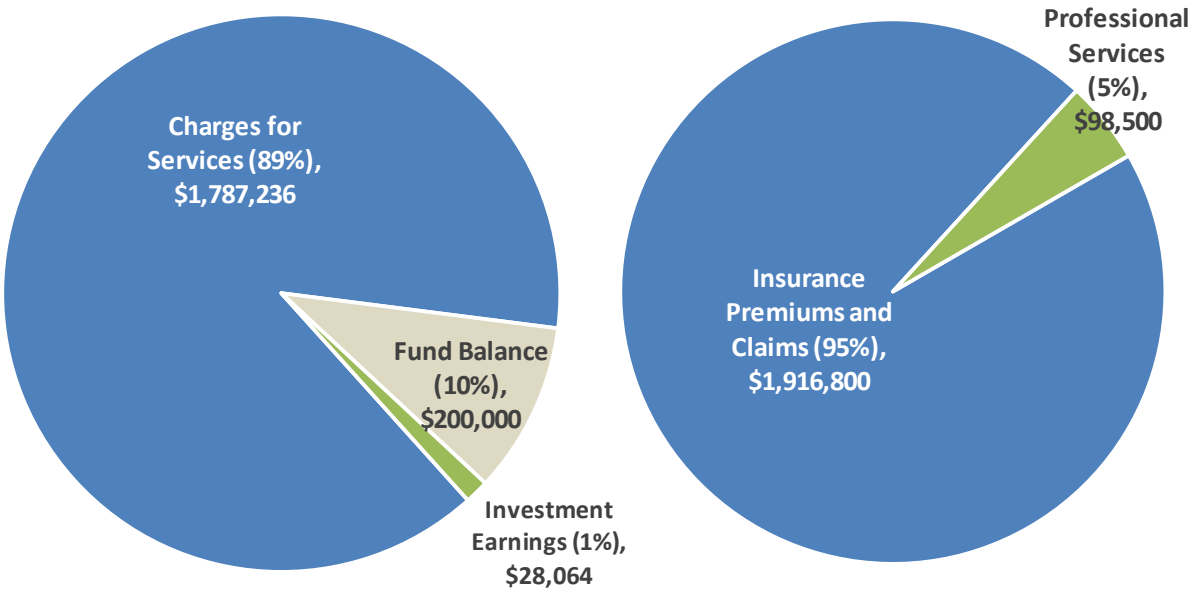
- **Statement of Revenues, Expenditures, and changes in Fund Balances**

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:

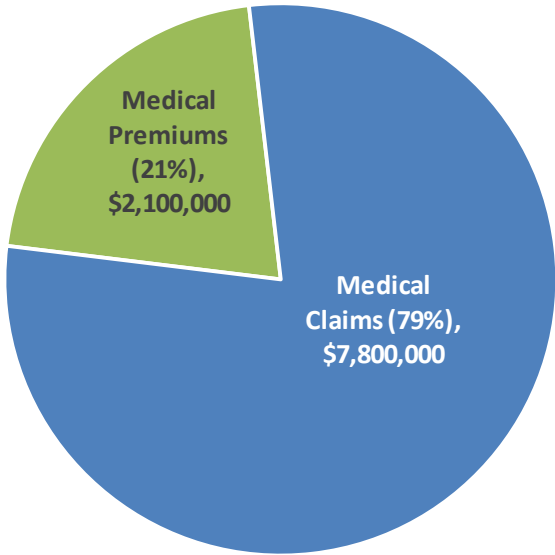
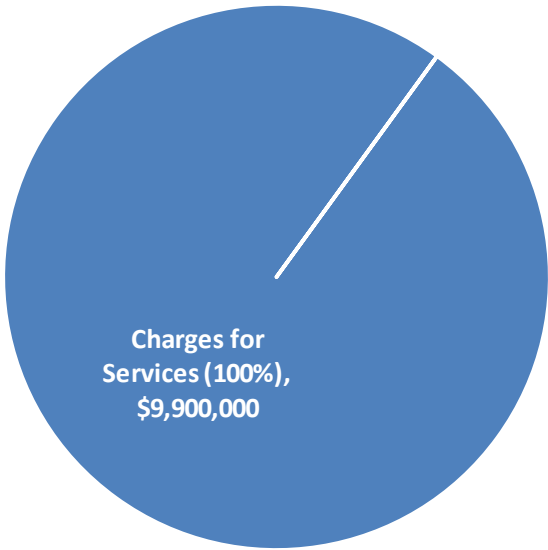
(1) In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/Reserve accounts.

(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
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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.

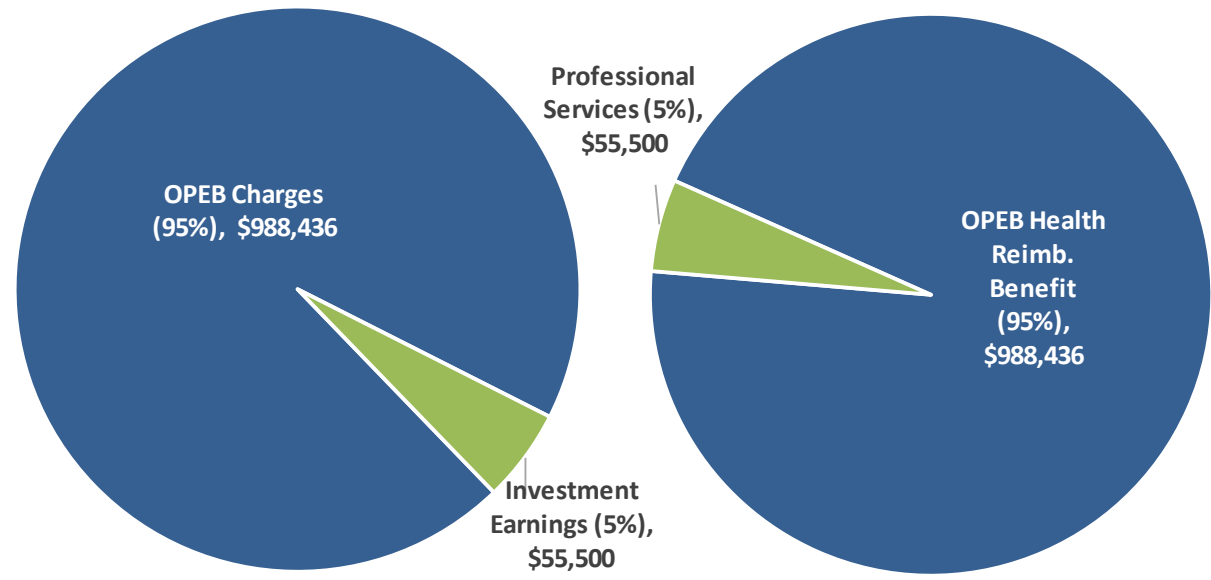
- **Statement of Revenues, Expenditures, and changes in Fund Balances**

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: \$1,043,936



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 (\$988,436 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	988,436
Fund Balance	-	-	-	2,518,630	-
TOTAL	\$ 1,464,938	\$ 12,504	\$ 1,390,904	\$ 3,523,427	\$ 1,043,936
EXPENDITURES					
Maintenance & Operations:					
OPEB Reimbursement Benefit	\$ 56,852	\$ 47,676	\$ 118,012	\$ 926,297	\$ 988,436
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>\$ 1,043,936</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	\$ 1,043,936

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	\$ 988,436
Investment Earnings	890,436	(578,424)	704,445	78,500	55,500
TOTAL	\$ 1,464,938	\$ 12,504	\$ 1,390,904	\$ 1,004,797	\$ 1,043,936
EXPENDITURES BY USE					
OPEB Health Reimb. Benefit	\$ 56,852	\$ 47,676	\$ 118,012	\$ 926,297	\$ 988,436
Miscellaneous (Professional Services)	18,903	31,652	76,620	78,600	55,500
TOTAL	\$ 75,755	\$ 79,328	\$ 194,632	\$ 1,004,897	\$ 1,043,936
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)

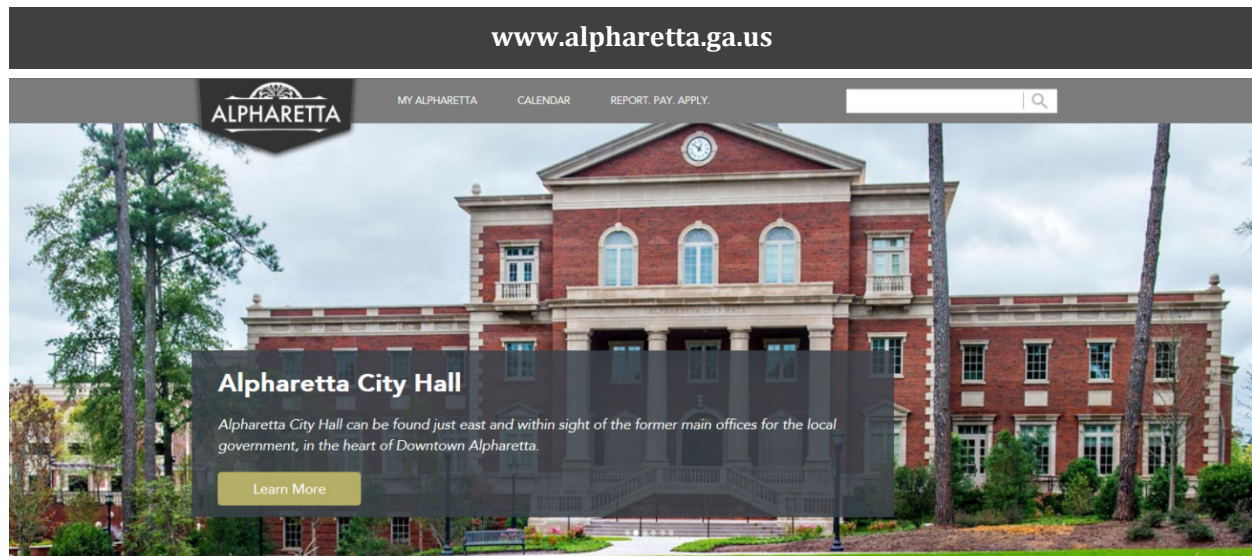
Millage Rate:	The amount of property tax stated in terms of a unit of the tax base; for example, each mill generates \$1.00 of tax for every \$1,000 of taxable assessed valuation on real or personal property. The millage rate is the total number of mills assessed against this value.
Mission:	The reason 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

EXHIBIT B



City of Alpharetta

Comparison of Penalties for False Alarms in Surrounding Jurisdictions

June 24, 2024

O.C.G.A. § 36-20-28

- False alarm is defined as “the activation of any alarm system that results in a request for police assistance for which the responding public safety agency finds no evidence of criminal activity.”
- Cities may adopt an ordinance or resolution imposing fines, fees or penalties for false alarms.
- Cities may only impose fines, fees, or penalties on an alarm system contractor if the false alarm is due to the contractor’s error or improper installation.
- Cities may require that the alarm user be responsible for any fines, fees, or penalties.

City of Alpharetta – Current Ordinance

- Chapter 16 of Code of Ordinances
- Requires alarm registration only after the first false alarm
- Penalties do not accrue during the first 120 days of an alarm installation
- 1st false alarm = a warning and registration requirement
- In any calendar year:
 - 2nd, 3rd, and 4th false alarm = \$50 service fee
 - 5 or more false alarms = \$125 service fee
- Penalty for non-payment = withholding of business license or occupational tax certificate or application of funds from other billed services and ten percent (10%) penalty
- Contains an option for criminal citations

Nearby Jurisdictions that Require Registration or a Permit for ALL Alarm Systems

- City of Dunwoody
- City of Milton
- City of Sandy Springs
- Johns Creek
- Cobb County
- Dekalb County
- Fulton County
- Gwinnett County

Nearby Jurisdictions that Do Not Require Registration or a Permit for Alarm Systems

- City of Duluth
- Forsyth County



Jurisdictions with **Criminal** Penalties

- City of Duluth
 - Criminal citations issued after two (2) false alarms in calendar year
 - Recommended fines: 3rd and 4th false alarm = \$50; 5th and 6th = \$100; 7th = \$125; 8th = \$150
- Forsyth County
 - Criminal citations issued after two (2) false alarms in calendar year
 - Recommended fines: 3rd false alarm = \$100; 3rd = \$50; 4th = \$150; 5th or more = \$250
- Fulton County
 - Criminal citations issued after two (2) false alarms in calendar year
 - Recommended fines: 3rd false alarm = \$65; 3rd = \$50; 4th or more = \$100
- **All the above allow Magistrate Court to impose jail time in lieu of or in addition to fines**

Jurisdictions with Civil Penalties

City of Dunwoody

- Civil penalties imposed after two (2) false alarms in permit year
- Penalty amounts set by resolution of City Council

City of Milton

- Civil penalties imposed after two (2) false alarms in permit year
- 3rd false alarm = \$50 penalty; 4th = \$100; 5th and over = \$150

City of Sandy Springs

- Civil penalties imposed for all false alarms
- Penalty amounts set by resolution of City Council

Johns Creek

- Civil penalties imposed after two (2) false alarms in permit year
- 3rd, 4th, and 5th false alarm = \$50; 6th = \$100; 7th = \$150; 8th = \$250; 9th = \$350; 10th = \$500

Jurisdictions with Civil Penalties

Cobb County

- Civil penalties imposed after one (1) false alarm in calendar year
- 2nd false alarm = \$50; 3rd = \$75; 4th = \$100; 5th = \$125; 6th = \$150; 7th = \$200; 8th = \$250; 9th = \$300; 10th = \$400

Dekalb County

- Civil penalties imposed after one (1) false alarm in permit year
- 2nd false alarm = \$50; 3rd = \$100; 4th = \$200; 5th = \$300; 6th = \$400; 7th = \$500; 8th = \$600; 9th = \$700; 10th = \$800; 11th or more = \$900

Fulton County

- Civil penalties imposed after two (2) false alarms in calendar year
- 3rd false alarm = \$65; 4th or more = \$100

Gwinnett County

- Civil penalties imposed after one (1) false alarm in calendar year
- 2nd false alarm = \$25; 3rd = \$50; 4th or more = \$100

Enforcement for Non- Payment of Civil Penalties

- Johns Creek
 - After 30 days of nonpayment, no police response to alarms until overdue fine is paid or police have verified there is an actual emergency
- City of Dunwoody
 - After 30 days of nonpayment, no police response to alarms until overdue fine is paid or police have verified there is an actual emergency
- City of Milton
 - After 30 days of nonpayment, no police response to alarms until overdue fine is paid
- Cobb County
 - After 60 days of nonpayment, no police response to alarms
- Gwinnett County
 - After 30 days of nonpayment, revocation of permit until fees are paid, a new application is submitted, an alarm awareness class is taken, and a reinstatement fee is paid

Additional Enforcement for **Repeated** False Alarms

- City of Sandy Springs
 - After three (3) false alarms within twelve (12) months, no police response to alarms for one (1) year
- Gwinnett County
 - After four (4) false alarms in a calendar year, permit is revoked. May be reinstated following new application, taking an alarm awareness class, and paying a reinstatement fee
- Cobb County
 - After ten (10) or more false alarms in a calendar year, no police response to alarms



STAFF REPORT

Department: Administration
Submitted By: Lauren Shapiro
Meeting Date: July 15, 2024

AGENDA ITEM:

Alcoholic Beverage License Applications

Consideration of approval of the following alcoholic beverage license applications:

PH-24-AB-12 Merritt Hospitality, LLC d/b/a Home2 Suites Alpharetta

12075 Morris Road, Alpharetta, GA 30005

Change in Business Ownership

Hotel

Specialty Gift Shop

Consumption on Premises

Beer, Wine & Sunday Sales

Owner: Merritt Hospitality, LLC

Registered Agent: Michael Sard

PH-24-AB-13 Chow One North Point, LLC d/b/a Chow Won Korean Steakhouse

950 North Point Drive, Alpharetta, GA 30022

Restaurant

Consumption on Premises

Distilled Spirits, Beer, Wine & Sunday Sales

Owner: Chow One North Point, LLC

Registered Agent: Xiu Qing Chen

STAFF RECOMMENDATION:

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

1. PH-24-AB-12 Merritt Hospitality, LLC d/b/a Home2 Suites Alpharetta, 12075 Morris Road, Alpharetta, GA 30005
2. PH-24-AB-13 Chow One North Point, LLC d/b/a Chow Won Korean Steakhouse, 950 North Point Drive, Alpharetta, GA 30022

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>
-----------------------------	----------------------

ITEM DESCRIPTION:

The above referenced Alcoholic Beverage License Applications were heard and considered during a virtual Alcohol License Public Hearing on July 8, 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 7-8-2024



ALCOHOL LICENSE PUBLIC HEARING

JULY 8, 2024

ALPHARETTA CITY CLERK'S OFFICE
VIRTUAL MEETING VIA ZOOM

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

1:00 PM

I. VIRTUAL MEETING ZOOM LINK

The City of Alpharetta's Alcohol License Public Hearings are a virtual meeting via Zoom. The meeting begins at 2:00 p.m. on the day of the scheduled hearing. To join the meeting, please click on this link: <https://zoom.us>

Zoom Meeting ID: 885 6131 2378

II. CALL TO ORDER

- City Clerk Lauren Shapiro called the meeting to order at 1:00 p.m.

III. ROLL CALL

- Lauren Shapiro, City Clerk
- Kiersten VanHorn, Assistant City Clerk
- Jacob O'Donnell, Code Enforcement Supervisor
- Michael Pacetta, General Manager for Home2 Suites Alpharetta
- Steve Mobley, applicant for Merritt Hospitality, LLC
- Xiu Qing Chen, owner and registered agent for Chow Won Koren Steakhouse

IV. PUBLIC HEARING

A. PH-24-AB-12 Merritt Hospitality, LLC
d/b/a Home2 Suites Alpharetta
12075 Morris Road
Alpharetta, GA 30005

Change in Business Ownership
Hotel
Consumption on Premises
Beer, Wine & Sunday Sales

Owner: Merritt Hospitality, LLC
Registered Agent: Michael Sard

- Mr. Michael Pacetta, General Manager for Home2 Suites Alpharetta and business address as 12075 Morris Road, Alpharetta, GA 30005, was on the call. Mr. Steve Mobley, applicant for the business, was also on the call.
- Mr. Pacetta stated the complete change of ownership occurred on December 19, 2023.
- Mr. Pacetta stated most of the staff has remained from the previous ownership.
- Mr. Pacetta stated that alcohol will be sold in the market/gift shop area located near the front desk of the hotel. It will be grab and go sales of singles of beer and wine.
- Mr. Pacetta stated there will be 6 employees who will sell the alcohol and all will have a pouring permit.

- Mr. Pacetta inquired about the alcohol sale hours in the City of Alpharetta and was provided the days and times. Mr. Mobley received a follow up email with those correct days and times as well.
- 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, July 15, 2024, at 6:30 pm in case Mayor or Council have any questions.

There was a brief recess after the conclusion of the first item, as the representative of Chow One North Point, LLC was not present for the hearing. At this time, staff reached out via phone to the applicant to confirm whether or not they would be attending the hearing. There were no individuals from the public who joined the hearing during this brief pause of the hearing.

B. PH-24-AB-13 Chow One North Point, LLC
d/b/a Chow Won Korean Steakhouse
950 North Point Drive
Alpharetta, GA 30022

Restaurant
Consumption on Premises
Distilled Spirits, Beer, Wine & Sunday Sales

Owner: Chow One North Point, LLC
Registered Agent: Xiu Qing Chen

- Ms. Xiu Qing Chen, owner and registered agent for Chow One North Point, LLC and residing at 1037 Legacy Oaks Circle, Roswell, GA 30076, was on the call.
- Ms. Chen stated the restaurant has been open since May 9, 2024.
- Ms. Chen stated there are 15 employees working at the restaurant.
- Ms. Chen stated she had no questions about the City's alcohol ordinance.
- 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, July 15, 2024, at 6:30 pm in case Mayor or Council have any questions.

V. PUBLIC COMMENT

- There were no public comments.

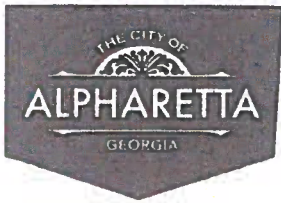
VI. ADJOURNMENT

- City Clerk Lauren Shapiro adjourned the hearing at 1:26 p.m.

Respectfully submitted,

Kiersten VanHorn

Kiersten VanHorn, Assistant City Clerk



CITY OF ALPHARETTA

REPORT FOR SURVEY FOR ALCOHOLIC BEVERAGE LICENSE

TO: Alcoholic Beverage Permitting - Department of Community Development

DATE: 12-17-2023

APPLICANT: MERRITT HOSPITALITY LLC

TRADE NAME: HOME2 SUITES ALPHARETTA

ADDRESS: 12075 MORRIS ROAD

CITY: Alpharetta

STATE: GA

ZIP: 30005

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. 4,684 feet to the nearest private residence

(private) residence located at 12420 Morris Rd., Alpharetta, Ga. 30005

2. 3,068 feet to the nearest school bus 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 the intersection of Tradewinds Pkwy and Morris Rd.

** 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. 7,930 feet to the nearest church grounds (Alpharetta Presbyterian Church)

(church or other place used primarily for religious service) located at 180 Academy St., Alpharetta, Ga. 30009

4. 9,300 feet to the nearest public library (Alpharetta Public Library)

(public library or branch thereof) located at 10 Park Plz., Alpharetta, Ga. 30009

5. 3,790 feet to the nearest public school (Alpharetta High school)

(school ground or college campus) located at 3595 Webb Bridge Rd., Alpharetta, Ga. 30005

6. 5,911 feet to the nearest recreational park (Big Creek Greenway)

(portion of public park habitually used for recreational purposes) located at Big Creek and Webb Bridge Rd., Alpharetta, Ga.

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.

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

John D. Hunt
12-17-2023

2679

Surveyor Number



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

A
NEAREST SCHOOL GROUNDS:
ALPHARETTA HIGH SCHOOL
3385 WEBB BRIDGE RD.
ALPHARETTA, GA. 30005
DISTANCE: 3,780 FT.

B
NEAREST SCHOOL BUS STOP:
TRADEWINDS PKWY.
AND MORRIS RD.
ALPHARETTA, GA. 30005
DISTANCE: 3,088 FT.

C
NEAREST PRIVATE RESIDENCE:
12420 MORRIS RD.
ALPHARETTA, GA. 30005
DISTANCE: 4,684 FT.

D
NEAREST PARK:
BIG CREEK GREENWAY
BIG CREEK AND WEBB BRIDGE RD.
CITY OF ALPHARETTA
DISTANCE: 5,911 FT.

E
NEAREST CHURCH GROUNDS:
ALPHARETTA PRESBYTERIAN CHURCH
180 ACADEMY ST.
ALPHARETTA, GA. 30009
DISTANCE: 7,920 FT.

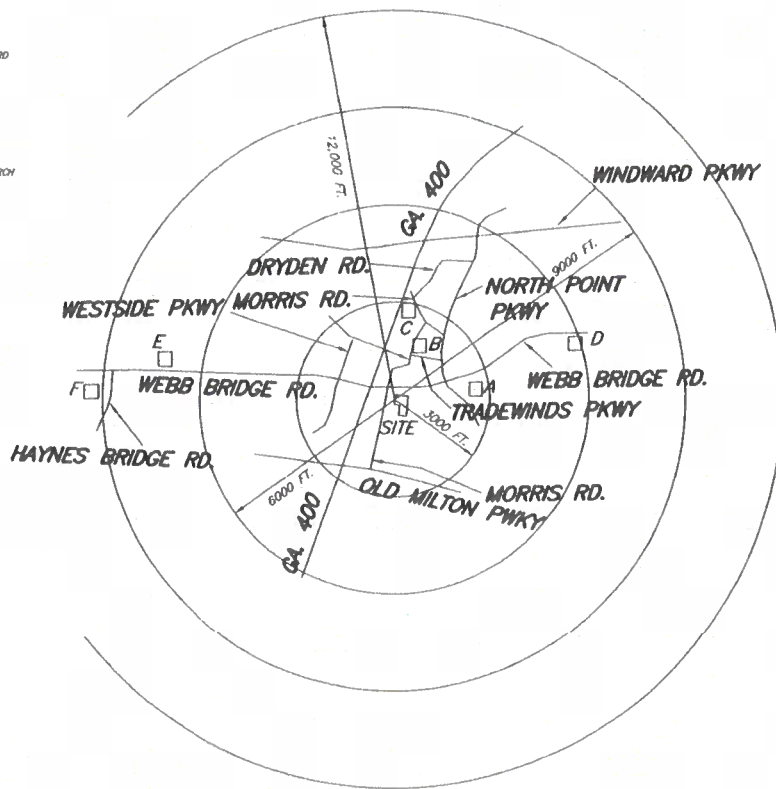
F
NEAREST PUBLIC LIBRARY:
ALPHARETTA PUBLIC LIBRARY
10 PARK PLZ.
ALPHARETTA, GA. 30008
DISTANCE: 8,300 FT.

SURVEYOR'S CERTIFICATION

I CERTIFY THAT ON-PREMISES CONSUMPTION IS NOT WITHIN

- 300 FEET OF ANY SCHOOL GROUNDS
- 300 FEET OF ANY PRIVATE RESIDENCE
- 300 FEET OF ANY CHURCH GROUNDS
- 300 FEET OF ANY SCHOOL BUS STOP
- 300 FEET OF ANY PARK
- 300 FEET OF ANY PUBLIC LIBRARY

Julian D. Grace 12-17-2023
SURVEYOR SIGNATURE DATE



SITE ADDRESS:
12075 MORRIS ROAD
ALPHARETTA, GEORGIA 30005

**ALCOHOLIC
BEVERAGE SURVEY
FOR
HOME 2 SUITES ALPHARETTA
LAND LOT 1262
2ND DISTRICT, 2ND SECTION
FULTON COUNTY, GEORGIA
CITY OF ALPHARETTA**

OWNER/APPLICANT:
MERRITT HOSPITALITY, LLC
STEVE MOBLEY
BLUEBONNET CONSULTING, INC.
214-912-0394

DATE: 12-17-2023



SURVEY NOTES

1. DISTANCES SHOWN ARE MEASURED FROM THE FRONT DOOR OF THE STRUCTURE FROM WHICH ALCOHOLIC BEVERAGES ARE TO BE SOLD TO THE PROPERTY LINE OF THE FACILITY TO BE AFFECTED TRAVELING BY THE MOST DIRECT ROUTE.
2. THIS SURVEY IS TO OBTAIN A ALCOHOLIC BEVERAGE LICENSE FOR BEER, WINE AND DISTILLED SPIRITS CONSUMPTION ON-PREMISES.



CITY OF ALPHARETTA

REPORT FOR SURVEY FOR ALCOHOLIC BEVERAGE LICENSE

TO: Alcoholic Beverage Permitting - Department of Community Development

DATE: 04/09/2024

APPLICANT: CHOW WON KOREAN STEAK HOUSE

TRADE NAME: CHOW WON KOREAN STEAK HOUSE

ADDRESS: 950 NORTH POINT DR CITY: ALPHARETTA STATE: GA ZIP: 30022

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:

- 1,218 feet to the 2714 WANDER LANE, ALPHARETTA, GA 30022
(private) residence located at
- 1,179 feet to the INTERSECTION OF MILL CREEK AVENUE & WANDER TRAIL ALPHARETTA, GA 30022
(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 INTERSECTION OF MILL CREEK AVENUE & WANDER TRAIL ALPHARETTA, GA 30022

** 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.

- 8,976 feet to the NORTH POINT COMMUNITY CHURCH
(church or other place used primarily for religious service) located at 4350 NORTH POINT PKWY, ALPHARETTA, GA 30022
- 10,560 feet to the ALPHARETTA BRANCH
(public library or branch thereof) located at 4350 NORTH POINT PKWY, ALPHARETTA, GA 30022
- 5,808 feet to the NEW PROSPECT ELEMENTARY SCHOOL
(school ground or college campus) located at 3055 KIMBALL BRIDGE RD, ALPHARETTA, GA 30022
- 5,808 feet to the ROCK MILL PARK
(portion of public park habitually used for recreational purposes) located at 3100 KIMBALL BRIDGE RD, ALPHARETTA, GA 30022

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.

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

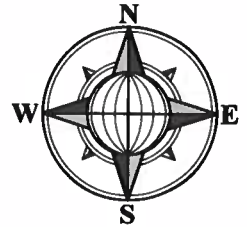
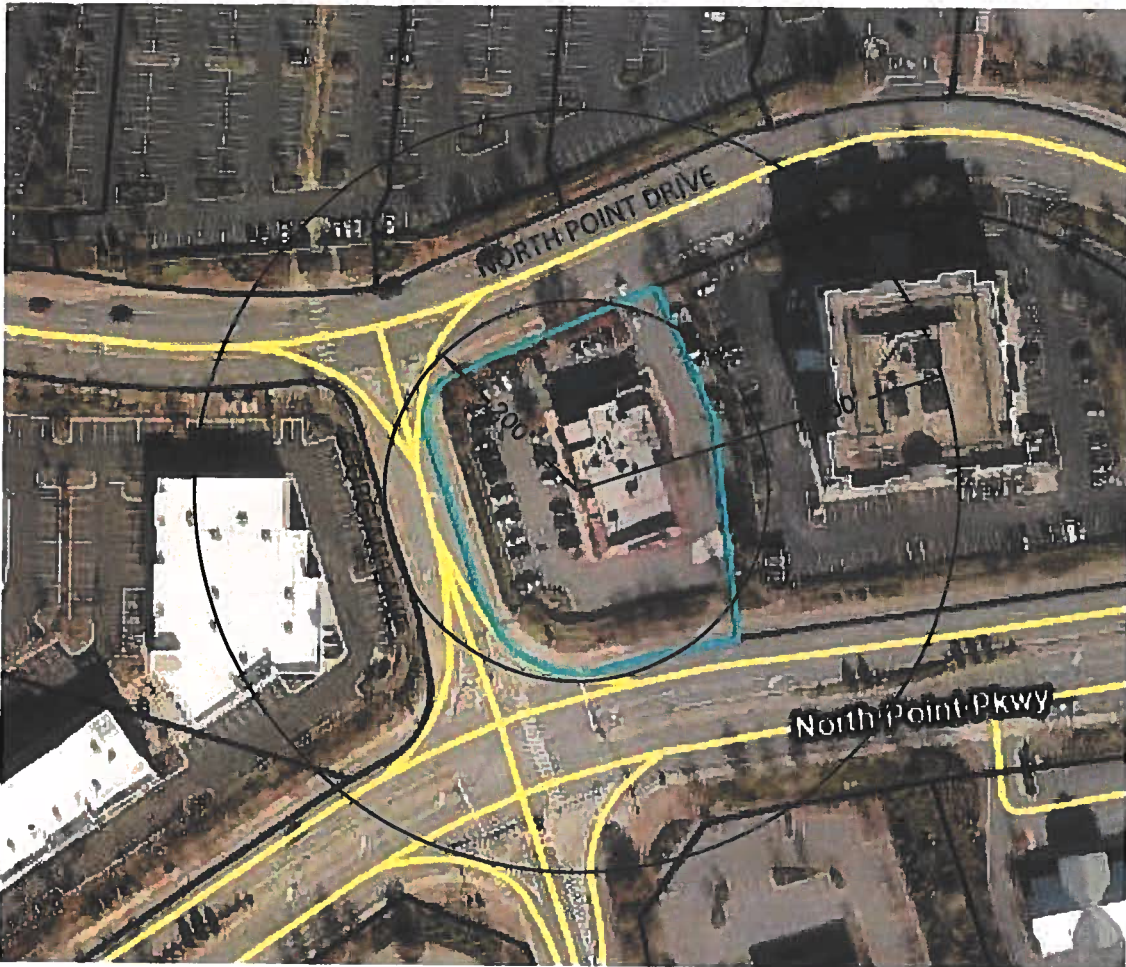
Signature of Georgia Registered Land Surveyor

2294

Surveyor Number



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



MAGNETIC
NORTH

SCALE: 1" = 200'

ALCOHOL SURVEY

PREPARED FOR:
CHOW WON KOREAN STEAK HOUSE
950 NORTH POINT DR, ALPHARETTA 30022
CITY OF ALPHARETTA
FULTON COUNTY, GEORGIA - 04/09/2024

NEAREST SCHOOL: $\pm 5,808'$
NEW PROSPECT ELEMENTARY SCHOOL
3055 KIMBALL BRIDGE RD,
ALPHARETTA, GA 30022

NEAREST CHURCH: $\pm 8,976'$
NORTH POINT COMMUNITY CHURCH
4350 NORTH POINT PKWY,
ALPHARETTA, GA 30022

NEAREST LIBRARY: $\pm 10,580'$
ALPHARETTA BRANCH
10 PARK PLAZA, ALPHARETTA, GA
30009

NEAREST PARK: $\pm 5,808'$
ROCK MILL PARK
3100 KIMBALL BRIDGE RD,
ALPHARETTA, GA 30022

NEAREST SINGLE FAMILY RESIDENCE: $\pm 1,218'$
2714 WANDER LANE,
ALPHARETTA, GA 30022

NEAREST SCHOOL BUS STOP: $\pm 1,179'$
INTERSECTION OF
MILL CREEK AVENUE & WANDER TRAIL
ALPHARETTA, GA 30022

FOR PREMISES THAT ARE LOCATED OR PROPOSED TO BE LOCATED IN THE CENTRAL BUSINESS DISTRICT (AS DEFINED IN SECTION 1.4.2 OF THE UNIFIED DEVELOPMENT CODE), DISTANCE SHALL BE MEASURED FROM SUCH RESIDENCE, LIBRARY, PROPERTY LINE, PARK OR SCHOOL BUS STOP BY THE STRAIGHT LINE DISTANCE TO THE NEAREST PUBLIC SIDEWALK, STREET OR HIGHWAY, THEN ALONG SUCH SIDEWALK, STREET OR HIGHWAY BY THE NEAREST ROUTE TO THE FRONT DOOR OF THE PREMISES FROM WHICH ALCOHOLIC BEVERAGES ARE TO BE SOLD. FOR PREMISES THAT ARE LOCATED OR PROPOSED TO BE LOCATED IN ALL OTHER AREAS OF THE CITY, DISTANCE SHALL BE MEASURED FROM SUCH RESIDENCE, LIBRARY, PROPERTY LINE, PARK OR SCHOOL BUS STOP BY THE STRAIGHT LINE DISTANCE TO THE POINT OF THE PREMISES NEAREST TO SUCH RESIDENCE, LIBRARY, PROPERTY LINE, PARK OR SCHOOL BUS STOP. (4-17-B CITY OF ALPHARETTA ORDINANCE)

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON FOR ALCOHOL PERMIT OR LICENSE APPLICATION PURPOSES ONLY AND DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT A RECERTIFICATION BY THE SURVEYOR NAMING SAID PERSON.

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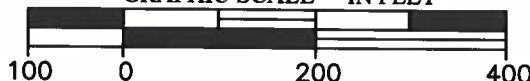
BOUNDARY
zone, inc. SURVEYORS, ENGINEERS
AND LAND PLANNING

800 SATELLITE BLVD., SUWANEE, GA 30024
WWW.BOUNDARYZONE.COM (770) 271-5772

800 SATELLITE BLVD.,
SUWANEE, GA 30024
WWW.BOUNDARYZONE.COM
(770) 271-5772

PROVIDING SERVICES FOR METRO
ATLANTA, RALEIGH-DURHAM &
CENTRAL FLORIDA.

GRAPHIC SCALE - IN FEET



4/9/24

FOR THE FIRM
BOUNDARY ZONE, INC.
LSF #839
NOT VALID WITHOUT
ORIGINAL SIGNATURE

PROJECT
265780

SHEET
1 OF 1



STAFF REPORT

Department: Finance
Submitted By: Shawn Mitchell
Meeting Date: July 15, 2024

AGENDA ITEM:

Financial Management Report (Month Ending May 31, 2024)

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

STAFF RECOMMENDATION:

Approve the Financial Management Report for the month ending May 31, 2024

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>
-----------------------------	----------------------

ITEM DESCRIPTION:

On a monthly basis, the Finance Department prepares detailed revenue and expenditure statements for all city operating funds (including prior-year comparisons for the General Fund). In addition, this report includes:

1. Detailed capital project report including life-to-date activity;
2. Payments \$5,000 and greater; and
3. Purchase orders with an estimated cost between \$5,000 and \$50,000.

ALTERNATIVES:

ATTACHMENTS:

1. FY 2024 Financial Management Report (11-May)

Financial Management Reports



**for the month ending
May 31, 2024
(period 11 of 12 – unaudited)**

Please visit the Financial Transparency Portal for additional information including audited financial statements, adopted budgets, and automated tools aimed at simplifying access to the City's financial data.

<https://www.alpharetta.ga.us/government/departments/finance/transparency-portal>

Financial Management Reports

Fiscal Year 2024

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Accountability and Performance Dashboards (available online – link below):	
https://www.alpharetta.ga.us/government/departments/finance/services/trash-and-recycling	



CITY OF ALPHARETTA

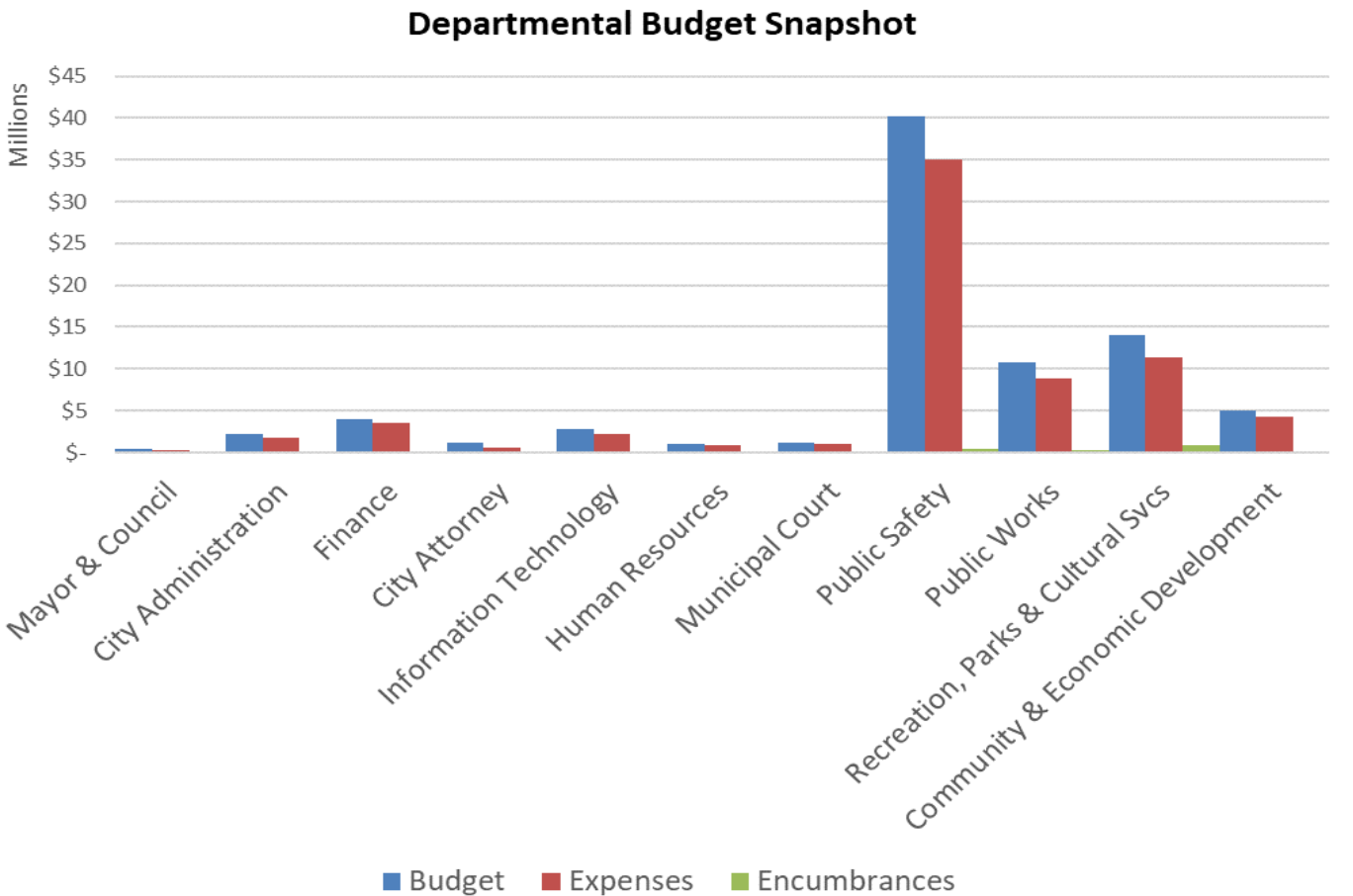
Financial Management Reports
Performance Dashboard
For the month ended May 31, 2024

LEGEND	
↑	Positive
↔	Neutral
↓	Negative

GENERAL FUND DETAIL

Revenues	Performance Status	Forecasted Gain/Loss
Top-10		
Property/Motor Vehicle Taxes (current year)	↔	\$552,259
Local Option Sales Tax	↔	(\$100,000)
Franchise Tax	↔	(\$144,710)
Insurance Premium Tax	↔	\$0
Alcohol Beverage Excise Tax	↓	(\$300,000)
Building Permit Fees	↓	(\$243,141)
Business and Occupational Tax	↑	\$115,077
Court/Traffic Fines	↓	(\$615,000)
Recreation/Special Event Fees	↔	(\$74,658)
Hotel/Motel Tax (City portion)	↔	(\$150,000)
Other Revenues	↑	\$866,759
Minimum Surplus Goal Needed to Fund Capital: (\$15M Annual Capital Need less \$4M allocated in the FY 2025 budget)		\$11M
Less: Forecasted Revenue Loss		(\$93K)*
Less: Forecasted Expenditure Savings		(\$4.8M)*
Favorable (Unfavorable) Net Surplus vs \$15M Capital Need:		(\$6.3M)*

* Forecasted losses/savings will be updated once more trend data becomes available.



FUND SYNOPSIS

	Revenue	Expenses	Non-Allocated
General Fund (1)	↔	↔	\$913,014
Special Revenue Funds			
Confiscated Assets Fund (DEA)	↔	↔	\$201,456
Confiscated Assets Fund (State)	↔	↔	\$0
Emergency 911 Fund (1)	↔	↔	\$829,140
Impact Fee Fund	↔	↔	\$574,196
Hotel/Motel Fund (1)	↔	↔	\$1,339,388
Debt Service Fund	↔	↔	\$1,324,991
Proprietary Funds			
Solid Waste Fund (2)	↔	↔	\$4,534
Risk Management Fund	↔	↔	\$1,562,324
Medical Insurance Fund	↔	↔	\$75,608

	Non-Allocated
Grant Funds	
Operating Grant Fund (3)	\$55,326
Capital Grant Fund (3)	\$80,812
Capital Project Funds	
Capital Project Fund (3)	\$3,469,546
Stormwater Capital Fund	\$285,404
Series 2022 Bond Fund (Parks)	\$2,545,124
TSPLOST I Capital Fund	\$3,522,721
TSPLOST II Capital Fund	\$630,994
American Rescue Plan Act Capital Fund	\$39
Blended Component Unit	
Development Authority Fund	\$173,634

BOND RATING

AAA

strongest rating available

EMERGENCY RESERVE

General Fund

\$22.6M (25%)

Emergency 911 Fund

\$1.3M (25%)

Sanitation Fund

\$11K (<1%)

Please Note: Current year revenue in excess of budgeted amounts may be available to augment Non-Allocated balances upon City Council approval (e.g. Impact Fees and Confiscated Asset collections).

(1) General Fund value represents Contingency balance. Hotel/Motel Fund value represents Debt Service Reserve (target is \$1.5 million). Other Funds represents amounts in excess of the 25% fund balance target.

(2) Solid Waste Fund operational trends require further review and may necessitate an adjustment in rates or reallocation of expenses to other operating Funds of the City (i.e. General Fund).

(3) Does not include amounts, if any, currently set aside for matches on active grant applications.



2 PARK PLAZA
ALPHARETTA, GA 30009
PHONE: 678.297.6000
WWW.ALPHARETTA.GA.US

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: THOMAS G. HARRIS, FINANCE DIRECTOR *TH*

DATE: JULY 15, 2024

RE: FINANCIAL MANAGEMENT REPORTS AS OF MAY 31, 2024

The documents contained herein represent the financial management reports for the City of Alpharetta ("city") as of the period ending May 31, 2024.

General Fund

Revenue: The following section pertains to information detailed in the attached Revenue Summary and Collection Comparison report. FY 2024 revenues are budgeted at \$91 million (net of Carryforward Fund Balance totaling \$11 million). As of May 31, 2024, actual revenue collections total 92% or \$84 million. Trends indicate a minor loss compared to budget and highlight a slowing trend in revenue growth and collections. The material detail is as follows:

•	<u>Property Taxes (incl. Motor Vehicles)</u>	
○	<u>Property Taxes (current):</u>	<u>\$ 255,000</u>
○	<u>Property Taxes (delinquent):</u>	<u>147,259</u>
○	<u>Motor Vehicle Title Fee:</u>	<u>150,000</u>
•	<u>LOST:</u>	<u>(100,000)</u>
•	<u>Franchise Tax:</u>	<u>(144,710)</u>
•	<u>Alcohol Beverage Excise Tax:</u>	<u>(300,000)</u>
•	<u>Building Permit Fees:</u>	<u>(243,141)</u>
•	<u>Business and Occupational Tax:</u>	<u>115,077</u>
•	<u>Court/Traffic Fines:</u>	<u>(615,000)</u>
•	<u>Hotel Taxes:</u>	<u>(150,000)</u>
•	<u>Investment Earnings:</u>	<u>900,000</u>
•	<u>Other:</u>	<u>(107,899)</u>
	Estimated Loss:	\$ (93,414)

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

Motor Vehicle Title Fee collections is trending 6% higher than FY 2023 (\$3.5 million). Collection estimates for FY 2024 total \$3.7 million (\$150,000 greater than budget).

Local Option Sales Tax collections is trending 2% higher (on average) than FY 2023 (\$21.5 million) and has been relatively subdued since February 2023. For comparison purposes, recent year-over-year growth rates totaled 6%, 21%, 5% respectively for fiscal years 2021-2023. That said, on

a monthly basis, LOST collections have experienced much year-over-year volatility with March 2024 collections contracting -7% over March 2023 only for April/May 2024 collections to grow 4% over April/May 2023 collections. Collection estimates for FY 2024 total \$22 million (-\$100,000 less than budget).

Franchise Tax collections is trending 1% higher than FY 2023 (\$6.8 million). Collection estimates for FY 2024 total \$6.7 million (-\$144,710 less than budget). The primary driver for the decline is electricity franchise tax collections which were forecast for modest growth based on approved rate increases but came in less than the prior-year (GA Power 2024 remittance of \$4.4 million vs 2023 remittance of \$4.5 million) or flat (Sawnee 2024 remittance of \$641,526 vs 2023 remittance of \$638,649). Gas franchise tax collections are forecasted for reductions based on collection activity (-\$8,900 decline over budget leading to a revised estimate of \$616,100). These reductions are somewhat mitigated by forecasted growth in cable franchise tax collections (\$25,000 growth over budget leading to a revised estimate of \$675,000).

Alcohol Beverage Excise Tax collections is trending -4% lower than FY 2023 (\$2.9 million). Collection estimates for FY 2024 total \$2.85 million (-\$300,000 less than budget).

Building Permit Fee collections is trending -15% lower than FY 2023 (\$2.3 million). Collection estimates for FY 2024 total \$1.8 million (-\$243,141 less than budget).

Business and Occupational Tax collections is trending 12% higher than FY 2023 (\$1.15 million). Collection estimates for FY 2024 total \$1.25 million (\$115,077 greater than budget).

Collections for Municipal Court Fines is trending -32% lower than FY 2023. Current estimates for FY 2024 total \$1.6 million which is -\$440,000 less than budget. Collections for School Zone speed citation fines is trending -31% lower than FY 2023. This revenue source is declining quicker than originally anticipated and highlights the effectiveness at managing safe traffic speed through our school zones. Current estimates for FY 2024 total \$925,000 which is -\$175,000 less than budget.

Hotel/Motel tax collections is discussed within the Special Revenue Funds section of this letter.

Expenditures: The following section pertains to information detailed in the attached Expenditure Summary by Department (expenditure rollup by department) and Expenditure Summary by Category (expenditure rollup by account) reports. As of May 31, 2024, city departments (not including General Government¹) have encumbered and expensed 87%, or \$72 million, of their FY 2024 budget appropriations. Forecasts indicate a surplus of \$4.8 million compared to budget and is composed of savings at the personnel services category (e.g., approximately 19 vacancies within General Fund departments as of May 2024), maintenance & operations category, and contingency.

Contingency: The General Fund contingency balance totals \$913,014.

¹ General Government is utilized to account for non-operating transactions such as transfers-out to other city funds, contingency, etc.

Other Funds

The following section references information included within the attached Performance Dashboard, Grant and Capital Funds Detail Reports, GAAP Financial Statements, etc.

Operating Grant Fund (Fund 220): Unspent/unencumbered project appropriations total \$85,983. Remaining appropriations are set aside for a non-allocated reserve (\$55,326).

Capital Grants Fund (Fund 340): Unspent/unencumbered project appropriations total \$623,440. Remaining appropriations are set aside for a non-allocated reserve (\$80,812).

General Capital Project Fund (Fund 301): Unspent/unencumbered project appropriations total \$6 million. Remaining appropriations are set aside for a non-allocated reserve (\$3.4 million for general non-allocated and \$276,000 constituting matching funds for grant applications).

Stormwater Capital Fund (Fund 302): Unspent/unencumbered project appropriations total \$4.1 million. Remaining appropriations are set aside for a non-allocated reserve (\$285,404).

American Rescue Act Capital Fund (Fund 303): Unspent/unencumbered project appropriations total \$291,509. Remaining appropriations are set aside for a non-allocated reserve (\$39).

Series 2022 Parks Bond Fund (Fund 318): Unspent/unencumbered project appropriations total \$24 million. Remaining appropriations are set aside for a non-allocated reserve (\$2.5 million).

TSPLOST 1 Capital Project Fund (Fund 335): This fund accounts for collections under the Transportation Special Local Option Sales Tax (TSPLOST) that went into effect on April 1, 2017, and expired on March 31, 2022. Unspent/unencumbered project appropriations total \$11.4 million. Remaining appropriations are set aside for a non-allocated reserve (\$3.5 million).

TSPLOST 2 Capital Project Fund (Fund 336): This fund accounts for collections under the Transportation Special Local Option Sales Tax (TSPLOST) that went into effect on April 1, 2022. Appropriated funding totals \$52 million and represents Tier-1 project funding.

Tier-1 projects are funded at 85% of forecasted revenue collections over the life of the 5-year tax. For comparison purposes, TSPLOST 1 collections have trended at over 90% of forecasted revenue collections. Life-to-date collections for TSPLOST 2 have trended at 120% of the original forecasted revenue estimates which indicates a strong likelihood of funding Tier-2/3 projects in addition to Tier-1.

Unspent/unencumbered project appropriations total \$27.6 million. Remaining appropriations are set aside for a non-allocated reserve (\$630,994).

Hotel/Motel Fund: FY 2024 revenues are budgeted at \$9.6 million (net of carryforward fund balance totaling \$962,046) with budgeted disbursements as follows: Alpharetta Convention & Visitor's Bureau (43.75% or \$4.2 million); Facilities (18.75% and a portion of the carryforward fund balance detailed above; \$1.4 million for debt service on the Series 2016 Convention Center Bonds; \$15,070 for eligible initiatives such as Wills Park Master Plan Improvements; with residual funding for bond/debt service reserve); and the city (37.5% or \$3.6 million).

Specifically, Debt Service Reserve funding (Convention Center Bonds) from the Facilities portion of the tax totals \$1.3 million. 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 within the Fund continue strengthening.

Hotel tax collections is trending -3% lower than FY 2023. Current estimates for FY 2024 total \$9.2 million which is -\$400,000 less than budget. Alpharetta's portion of that revenue estimate reduction totals -\$150,000 for the General Fund and -\$75,000 for the Facilities portion.

Other Items

Council Member Stipend Activity Listing: The FY 2024 budget includes appropriations of \$9,200 for the Mayor and \$8,000 for each City Council Post and the available balances as of May 31, 2024 are as follows:

	Budget	Expenditures	Available Balance
Mayor: Jim Gilvin	\$ 9,200	\$ 8,590	\$ 610
Post #1: Donald Mitchell	\$ 8,000	\$ 2,100	\$ 5,900
Post #2: Brian Will	\$ 8,000	\$ 20	\$ 7,980
Post #3: Doug DeRito	\$ 8,000	\$ 3,074	\$ 4,926
Post #4: John Hipes	\$ 8,000	\$ 962	\$ 7,038
Post #5*: Fergal Brady	\$ 6,899	\$ 1,233	\$ 5,666
Post #6: Dan Merkel	\$ 8,000	\$ 1,731	\$ 6,269

**Post #5: City Council member Fergal Brady began serving on January 1, 2024. City Council member Jason Binder served through December 31, 2023, and utilized \$1,101 of the Post #5 stipend leaving a balance of \$6,899 for the remainder of FY 2024.*

Development Authority² (Component Reporting Unit)

As of May 31, 2024, the Development Authority has \$173,634 in available resources to support its main functions of promoting the public good and general welfare, trade, commerce, industry, general tax base and the employment opportunities available in the city.

² The Development Authority is a public corporation created and existing under the Constitution and laws of the State of Georgia and is governed by seven directors duly appointed by the Alpharetta City Council.



GENERAL FUND

Revenue Report



CITY OF ALPHARETTA
 Financial Management Reports
 General Fund (Unaudited)
Revenue Summary and Collection Comparison
 As of May 31, 2024

	Current Fiscal Year					Prior Fiscal Year		
	2024 Budget	2024 YTD	% Collected	2024 Estimated	Variance	2023 Actual	2023 YTD	% Collected
Top 10 Revenues:								
Property Taxes								
Current Year	\$ 30,645,000	\$ 31,252,119	102.0%	\$ 30,900,000	\$ 255,000	\$ 27,550,384	\$ 27,520,066	99.9%
Delinquent	197,000	343,588	174.4%	344,259	147,259	723,017	317,170	43.9%
Motor Vehicle Tax	60,000	47,378	79.0%	60,000	-	76,680	64,444	84.0%
Motor Vehicle Title Fee	3,500,000	3,017,787	86.2%	3,650,000	150,000	3,464,923	2,852,698	82.3%
Local Option Sales Tax	22,100,000	18,268,672	82.7%	22,000,000	(100,000)	21,516,647	17,933,930	83.3%
Franchise Tax	6,825,000	6,293,887	92.2%	6,680,290	(144,710)	6,843,642	6,427,774	93.9%
Insurance Premium Tax	5,837,570	5,837,570	100.0%	5,837,570	0	5,418,627	5,418,627	100.0%
Alcohol Beverage Excise Tax	3,150,000	2,308,013	73.3%	2,850,000	(300,000)	2,922,779	2,391,148	81.8%
Building Permit Fees	2,000,000	1,647,260	82.4%	1,756,860	(243,141)	2,335,606	1,928,732	82.6%
Business and Occupational Tax	1,150,000	1,245,865	108.3%	1,265,077	115,077	1,153,003	1,109,988	96.3%
Court/Traffic Fines	3,140,250	2,206,084	70.3%	2,525,250	(615,000)	3,287,775	3,227,049	98.2%
Recreation/Special Event Fees	3,402,348	3,077,863	90.5%	3,327,690	(74,658)	2,805,000	2,524,317	90.0%
Hotel/Motel Tax (City portion)	3,581,250	2,789,715	77.9%	3,431,250	(150,000)	3,480,902	2,578,433	74.1%
subtotal	\$ 85,588,418	\$ 78,335,802	91.5%	\$ 84,628,245	\$ (960,173)	\$ 81,578,985	\$ 74,294,376	91.1%
Other Revenues	5,271,578	5,576,519	105.8%	6,138,337	866,759	6,045,863	5,310,899	87.8%
Total Revenues	\$ 90,859,996	\$ 83,912,321	92.4%	\$ 90,766,582	\$ (93,414)	\$ 87,624,848	\$ 79,605,275	90.8%
 Carryforward Fund Balance	 10,547,818							



GENERAL FUND

Expenditure Reports



CITY OF ALPHARETTA
 Financial Management Reports
 General Fund (unaudited)
Expenditure Summary by Department
 As of May 31, 2024

	Current Fiscal Year						Prior Fiscal Year		
	2024 Budget	2024 Encumbrances	2024 Exp. (YTD)	Funds Available	% Enc./Exp.	% Exp.	2023 Exp. (Total)	2023 Exp. (YTD)	% Exp.
Expenditures by Department:									
Mayor & Council	\$ 399,354	\$ 1,503	\$ 304,824	\$ 93,027	76.7%	76.3%	\$ 325,804	\$ 293,269	90.0%
City Administration	2,179,423	49,749	1,811,048	318,626	85.4%	83.1%	1,431,114	1,254,865	87.7%
Finance	3,998,838	14,781	3,584,558	399,499	90.0%	89.6%	3,644,561	3,299,091	90.5%
City Attorney	1,200,000	11,050	533,923	655,027	45.4%	44.5%	789,935	656,595	83.1%
Information Technology	2,792,116	14,436	2,233,817	543,863	80.5%	80.0%	2,078,939	1,843,623	88.7%
Human Resources	971,316	6,897	822,510	141,908	85.4%	84.7%	765,239	672,612	87.9%
Municipal Court	1,222,688	6,924	1,041,722	174,042	85.8%	85.2%	1,114,535	979,459	87.9%
Public Safety	40,196,898	478,738	35,013,934	4,704,226	88.3%	87.1%	35,338,050	31,186,796	88.3%
Public Works	10,804,932	299,103	8,937,694	1,568,135	85.5%	82.7%	9,455,806	8,184,260	86.6%
Recreation, Parks & Cultural Svcs	14,017,582	824,661	11,394,897	1,798,023	87.2%	81.3%	11,925,670	9,834,930	82.5%
Community & Economic Development	5,010,278	20,643	4,242,031	747,604	85.1%	84.7%	4,305,559	3,837,881	89.1%
subtotal	\$ 82,793,425	\$ 1,728,485	\$ 69,920,960	\$ 11,143,980	86.5%	84.5%	\$ 71,175,213	\$ 62,043,381	87.2%
General Government:									
Insurance Premiums (Risk)	\$ 928,885	\$ -	\$ 851,478	\$ 77,407	91.7%	91.7%	\$ 823,300	\$ 754,692	91.7%
Gwinnett Tech Bond P&I	287,490	-	285,520	1,970	99.3%	99.3%	288,640	288,640	100.0%
Transfer(s) to other Funds	16,448,488	-	15,245,602	1,202,886	92.7%	92.7%	15,639,800	14,336,483	91.7%
Contingency	949,526	27,450	9,062	913,014	3.8%	1.0%	19,916	19,916	100.0%
subtotal	\$ 18,614,389	\$ 27,450	\$ 16,391,662	\$ 2,195,277	88.2%	88.1%	\$ 16,771,656	\$ 15,399,731	91.8%
Total Expenditures	\$ 101,407,814	\$ 1,755,935	\$ 86,312,621	\$ 13,339,258	86.8%	85.1%	\$ 87,946,869	\$ 77,443,112	88.1%



CITY OF ALPHARETTA
Financial Management Reports
General Fund (unaudited)
Expenditure Summary by Category
As of May 31, 2024

Current Fiscal Year									Prior Fiscal Year		
	2024 Budget	2024 Encumbrances	2024 Exp. (YTD)	Funds Available	% Enc./Exp.	% Exp.			2023 Exp. (Total)	2023 Exp. (YTD)	% Exp.
Expenditures by Category:											
Salaries & Benefits:											
(1) Regular Salaries	\$ 36,068,617	\$ -	\$ 30,721,883	\$ 5,346,734	85.2%	85.2%			\$ 31,693,013	\$ 27,250,373	86.0%
Overtime	2,656,857	-	3,046,024	(389,167)	114.6%	114.6%			3,026,757	2,563,551	84.7%
Group Insurance	9,940,392	-	7,640,435	2,299,957	76.9%	76.9%			8,408,412	7,649,842	91.0%
FICA and Social Security	2,960,385	-	2,461,247	499,139	83.1%	83.1%			2,542,057	2,174,302	85.5%
Defined Benefit Pension	3,187,015	-	3,187,015	-	100.0%	100.0%			2,869,712	2,869,712	100.0%
401(A) Retirement/Match	3,531,072	-	3,001,460	529,612	85.0%	85.0%			2,844,106	2,487,011	87.4%
(2) Other	1,809,061	-	1,692,099	116,962	93.5%	93.5%			1,552,936	1,476,175	95.1%
subtotal	\$ 60,153,399	\$ -	\$ 51,750,163	\$ 8,403,236	86.0%	86.0%			\$ 52,936,993	\$ 46,470,966	87.8%
Maintenance & Operations:											
Professional Services	\$ 3,740,454	\$ 552,595	\$ 2,655,881	\$ 531,978	85.8%	71.0%			\$ 2,793,189	\$ 2,343,651	83.9%
Legal Services	1,200,000	11,050	533,923	655,027	45.4%	44.5%			789,935	656,595	83.1%
Vehicle Fuel/Maintenance	1,234,822	-	1,387,237	(152,415)	112.3%	112.3%			1,342,211	1,144,897	85.3%
Maintenance Contracts	3,478,028	593,246	2,623,193	261,589	92.5%	75.4%			3,497,210	3,007,219	86.0%
IT Professional Services	3,691,680	214,133	3,073,094	404,453	89.0%	83.2%			2,272,146	2,090,907	92.0%
General Supplies	1,232,395	105,536	946,958	179,901	85.4%	76.8%			982,100	842,341	85.8%
Utilities	3,035,844	-	2,712,608	323,236	89.4%	89.4%			2,844,084	2,358,989	82.9%
Insurance Premiums (Risk)	928,885	-	851,478	77,407	91.7%	91.7%			823,300	754,692	91.7%
Other	3,822,967	207,059	3,140,534	475,374	87.6%	82.1%			3,037,380	2,465,441	81.2%
subtotal	\$ 22,365,075	\$ 1,683,619	\$ 17,924,906	\$ 2,756,550	87.7%	80.1%			\$ 18,381,556	\$ 15,664,730	85.2%
Capital/Leases/Other:											
Fire Vehicle/Equip. Leases	\$ 779,067	\$ -	\$ 779,059	\$ 8	100.0%	100.0%			\$ 659,852	\$ 659,852	100.0%
City Hall HVAC	131,007	2,651	128,355	0	100.0%	98.0%			-	-	-
Equipment/Capital	286,262	42,215	184,955	59,093	79.4%	64.6%			6,188	2,525	40.8%
Other	7,500	-	5,000	2,500	66.7%	66.7%			13,924	-	0.0%
subtotal	\$ 1,203,836	\$ 44,866	\$ 1,097,369	\$ 61,601	94.9%	91.2%			\$ 679,964	\$ 662,376	97.4%
General Government:											
Gwinnett Tech Bond P&I	\$ 287,490	\$ -	\$ 285,520	\$ 1,970	99.3%	99.3%			\$ 288,640	\$ 288,640	100.0%
Transfer(s) to other Funds	16,448,488	-	15,245,602	1,202,886	92.7%	92.7%			15,639,800	14,336,483	91.7%
Contingency	949,526	27,450	9,062	913,014	3.8%	1.0%			19,916	19,916	100.0%
subtotal	\$ 17,685,504	\$ 27,450	\$ 15,540,184	\$ 2,117,870	88.0%	87.9%			\$ 15,948,356	\$ 14,645,039	91.8%
Total Expenditures	\$ 101,407,814	\$ 1,755,935	\$ 86,312,621	\$ 13,339,258	86.8%	85.1%			\$ 87,946,869	\$ 77,443,112	88.1%

Notes:

- (1) Includes the following components: regular salaries, holiday leave, temporary and seasonal salaries, and separation payout.
- (2) Includes the following components: workers compensation, educational programs, automobile allowance, tuition reimbursement, and employee service awards.



GRANT AND CAPITAL FUNDS

Revenue & Expenditure Reports



CITY OF ALPHARETTA
Financial Management Reports
Grant Funds
Operating Grant Fund Detail (Fund 220; life-to-date for active projects)
As of May 31, 2024

		Project Snapshot: FY2013 - FY2023		FY 2024					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenues									
City Administration									
22013230-371000	C2100 MURAL ART PROJECT	15,915	15,915	\$ -	\$ -	\$ -	\$ -		\$ -
	subtotal			\$ -	\$ -	\$ -	\$ -		\$ -
Public Safety									
22031150-331110	C2115 2021 BULLETPROOF VEST (DOJ)	11,624	2,943	\$ -	\$ 8,681	\$ 8,681	\$ 8,680		\$ 1
22031150-331110	C2243 2022 BULLETPROOF VEST (DOJ)	27,408	-	-	27,408	27,408	5,960		21,448
22031150-371000	C2310 ALPHA BUS. ASSOC. K-9	17,000	17,000	-	-	-	-		-
22031150-331110	C2311 2022 JUSTICE ASSISTANCE GRANT	6,829	-	-	6,829	6,829	-		6,829
22031150-331110	C2317 2023 BULLETPROFF VEST (DOJ)	17,000	-	-	17,000	17,000	-		17,000
	subtotal			\$ -	\$ 59,918	\$ 59,918	\$ 14,640		\$ 45,278
Recreation, Parks & Cultural Services									
22061150-347509	C2039 WIRE & WOOD (ACVB SPONSOR)	256,000	152,000	\$ -	\$ 104,000	\$ 104,000	\$ 104,000		\$ -
22061150-371000	C2212 PARKING PERMIT - FILM	4,000	4,000	-	-	-	-		-
22061150-336001	C2234 ARTS CENTER (CERAMICS)	4,676	3,062	-	1,614	1,614	1,614		-
22061150-347509	C2239 NORTH PARK SOFTBALL TOURNEY	10,092	2,397	-	7,695	7,695	7,695		-
22061150-336000	C2247 2022 CAMP HAPPY HEARTS	5,000	5,000	-	-	-	-		-
22061150-336000	C2306 FULTON COUNTY ARTS & CULTURE	15,000	15,000	-	-	-	-		-
22061150-347509	C2308 MUSIC MATCH SPONSORSHIPS	2,070	-	-	2,070	2,070	2,070		-
22061150-371000	C2308 MUSIC MATCH APPLICATIONS	3,695	2,987	-	708	708	823		(115)
22061150-336000	C2418 2023 CAMP HAPPY HEARTS	6,000	-	-	6,000	6,000	6,000		-
	subtotal			\$ -	\$ 122,087	\$ 122,087	\$ 122,202		\$ (115)
General Government									
22090200-361000	INTEREST EARNINGS			\$ -	\$ -	\$ -	3,997		\$ (3,997)
22090200-362000	REALIZED GAIN/LOSS			-	-	-	(468)		468
22090200-363000	UNREALIZED GAIN/LOSS			-	-	-	918		(918)
22090200-395000	CARRYFORWARD FUND BALANCE			-	93,136	93,136	-		93,136
	subtotal			\$ -	\$ 93,136	\$ 93,136	\$ 4,447		\$ 88,689
	Total			\$ -	\$ 275,141	\$ 275,141	\$ 141,290		\$ 133,851



CITY OF ALPHARETTA
Financial Management Reports
Grant Funds
Operating Grant Fund Detail (Fund 220; life-to-date for active projects)
As of May 31, 2024

		Project Snapshot: FY2013 - FY2023		FY 2024					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Expenditures									
City Administration									
22013230-521200	C2100 MURAL ART PROJECT	17,215	2,800	\$ -	\$ 14,415	\$ 14,415	\$ -	\$ -	\$ 14,415
	subtotal			\$ -	\$ 14,415	\$ 14,415	\$ -	\$ -	\$ 14,415
Public Safety									
22031150-542100	C2115 2021 BULLETPROOF VEST (DOJ)	23,247	23,247	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22031150-542100	C2243 2022 BULLETPROOF VEST (DOJ)	49,432	5,447	-	43,985	43,985	29,155	-	14,830
22031150-521200	C2310 ALPHA BUS. ASSOC K-9	17,000	708	-	16,292	16,292	9,852	-	6,440
223031150-531600	C2311 2022 JUSTICE ASSISTANCE GRANT	6,830	6,830	-	-	-	-	-	-
22031150-542100	C2317 2023 BULLETPROOF VEST (DOJ)	17,000	-	-	17,000	17,000	-	-	17,000
	subtotal			\$ -	\$ 77,277	\$ 77,277	\$ 39,007	\$ -	\$ 38,270
Recreation, Parks & Cultural Services									
22061159-521200	C2039 WIRE & WOOD (ACVB SPONSOR)	204,000	100,000	\$ -	\$ 104,000	\$ 104,000	\$ 81,454	\$ 500	\$ 22,046
22061150-531100	C2101 SPECIAL NEEDS EXPO / EVENT	1,018	-	-	1,018	1,018	925	-	93
22061150-531100	C2102 FULTON GOLDEN GAMES	3,630	-	-	3,630	3,630	-	-	3,630
22061150-531100	C2212 PARKING PERMIT - FILM	4,000	3,750	-	250	250	-	-	250
22061150-531100	C2234 ARTS CENTER (CERAMICS)	4,679	2,770	-	1,909	1,909	254	-	1,655
22061150-531100	C2237 PARTNERED EVENTS	5,000	4,305	-	695	695	-	-	695
22061150-523300	C2239 NORTH PARK SOFTBALL TOURNEY	10,092	7,595	-	2,497	2,497	2,498	-	(1)
22061150-531100	C2247 2022 CAMP HAPPY HEARTS	5,000	4,226	-	774	774	-	774	-
22061150-521200	C2306 FULTON COUNTY ARTS & CULTURE	15,000	10,500	-	4,500	4,500	4,500	-	-
22061150-521200	C2308 MUSIC MATCH APPLICATIONS	5,765	2,915	-	2,850	2,850	600	-	2,250
22061150-531100	C2418 2023 CAMP HAPPY HEARTS	6,000	-	-	6,000	6,000	-	3,321	2,679
	subtotal			\$ -	\$ 128,123	\$ 128,123	\$ 90,230	\$ 4,595	\$ 33,298
Non-Allocated									
22090200-579000	CONTINGENCY			\$ -	\$ 55,326	\$ 55,326	\$ -	\$ -	\$ 55,326
	subtotal			\$ -	\$ 55,326	\$ 55,326	\$ -	\$ -	\$ 55,326
	Total			\$ -	\$ 275,141	\$ 275,141	\$ 129,237	\$ 4,595	\$ 141,309



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		Project Snapshot: FY2013 - FY2023		FY 2024					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenue									
Public Safety									
34031150-331150	C2246 2021 HOMELAND SECURITY GRANT	22,260	-	\$ -	\$ 22,260	\$ 22,260	\$ 22,259		\$ 1
	subtotal			\$ -	\$ 22,260	\$ 22,260	\$ 22,259		\$ 1
Public Works									
34041100-334310	C1219 MILLING AND RESURFACING (LMIG)	6,555,581	5,879,264	\$ -	\$ 676,317	\$ 676,317	\$ 1,513,832		\$ (837,515)
34041100-331150	C2242 NORTHPOINT ALPHALINK (ARC/LCI)	1,000,001	6,097	-	993,904	993,904	271,612		722,292
34041100-331350	C2249 WILLS PARK BUFFER - EPD GRANT	247,158	191,698	-	55,460	55,460	55,460		0
34041100-331350	C2305 ALPHALOOP (LANDWATER)	500,000	-	-	500,000	500,000	-		500,000
	subtotal			\$ -	\$ 2,225,681	\$ 2,225,681	\$ 1,840,903		\$ 384,778
Recreation, Parks & Cultural Services									
34061150-371000	C2248 CITY AGRICULTURE PLAN (FOOD WELL)	150,000	75,000	\$ -	\$ 75,000	\$ 75,000	\$ -		\$ 75,000
	subtotal			\$ -	\$ 75,000	\$ 75,000	\$ -		\$ 75,000
Community & Economic Development									
34074150-331350	C2107 NORTH POINT PKWY IMP	1,667,001	1,123,758	\$ -	\$ 543,243	\$ 543,243	\$ 460,034		\$ 83,209
	subtotal			\$ -	\$ 543,243	\$ 543,243	\$ 460,034		\$ 83,209
General Government									
34090200-361000	INTEREST EARNINGS			\$ -	\$ -	\$ -	\$ 2,080		\$ (2,080)
34090200-362000	REALIZED GAIN/LOSS			-	-	-	(2,164)		2,164
34090200-363000	UNREALIZED GAIN/LOSS			-	-	-	3,564		(3,564)
34090200-395000	CARRYFORWARD FUND BALANCE			-	(352,807)	(352,807)			(352,807)
	subtotal			\$ -	\$ (352,807)	\$ (352,807)	\$ 3,479		\$ (356,286)
	Total			\$ -	\$ 2,513,377	\$ 2,513,377	\$ 2,326,676		\$ 186,701



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Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget	
Expenditures										
Public Safety										
34031150-542100	C2246 HOMELAND SECURITY GRANT	22,259	22,259	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	subtotal			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works										
34041100-541410	C1219 MILLING AND RESURFACING (LMIG)	6,555,582	5,879,265	\$ -	\$ 676,317	\$ 676,317	\$ 676,317	\$ -	\$ 0	\$ 0
34041100-521200	C2242 NORTHPOINT ALPHALINK (ARC/LCI)	1,000,000	114,826	-	885,174	885,174	278,128	58,607	548,438	548,438
34041100-541430	C2249 WILLS PARK BUFFER - EPD GRANT	191,698	136,238	-	55,460	55,460	55,460	-	0	0
34041100-541420	C2305 ALPHALOOP (LANDWATER)	500,000	-	-	500,000	500,000	500,000	-	-	-
	subtotal			\$ -	\$ 2,116,951	\$ 2,116,951	\$ 1,509,905	\$ 58,607	\$ 548,439	\$ 548,439
Recreation, Parks & Cultural Services										
34061150-541500	C2248 CITY AGRICULTURE PLAN (FOOD WELL)	75,000	-	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 75,000	\$ 75,000
	subtotal			\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 75,000	\$ 75,000
Community & Economic Development										
34074150-541410	C2107 NORTH POINT PKWY IMP	1,978,081	1,737,467	\$ -	\$ 240,614	\$ 240,614	\$ 240,613	\$ -	\$ 1	\$ 1
	subtotal			\$ -	\$ 240,614	\$ 240,614	\$ 240,613	\$ -	\$ 1	\$ 1
Non-Allocated										
34090200-579000	CONTINGENCY			\$ -	\$ 80,812	\$ 80,812	\$ -	\$ -	\$ 80,812	\$ 80,812
	subtotal			\$ -	\$ 80,812	\$ 80,812	\$ -	\$ -	\$ 80,812	\$ 80,812
	Total			\$ -	\$ 2,513,377	\$ 2,513,377	\$ 1,750,518	\$ 58,607	\$ 704,252	\$ 704,252



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Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
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Account #Project			Project Snapshot: FY2013 - FY2023		FY 2024					
			Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenue										
30131150-337051	C2421	CAD/RECORDS MGMT (MILTON)	241,538	-	\$ -	\$ 241,538	\$ 241,538	\$ -		\$ 241,538
30141100-336000	C1410	RUCKER RD WATERLINE	1,562,603.88	1,459,844.88	-	102,759	102,759	102,757		2
30141100-336000	C1702	KIMBALL BR RD IMPROVEMENTS	6,146,784.00	5,544,518.00	-	602,266	602,266	602,265		1
30141100-336000	C2104	WBR PH 4 (NPP-GREENWAY)	333,925	-	-	333,925	333,925	-		333,925
30141100-371000	C2113	ENCORE GREENWAY GATEWAY	430,000	-	-	430,000	430,000	421,466		8,534
30141100-336000	C2400	CEMETERY RETAINING WALL	2,500	-	-	2,500	2,500	2,500		-
30161150-371000	C1929	COMM AG PROGRAM	100,346	81,348	-	18,998	18,998	20,555		(1,557)
30161150-371000	C2010	MEMORIAL-PARK ENHANCEMENTS	43,900	38,700	-	5,200	5,200	5,800		(600)
30161150-371000	C2309	WACKY WORLD 2.0 (DONATIONS)	135,791	7,628	-	128,163	128,163	155,492		(27,329)
30161150-371000	C2413	WBP DUGOUT EXPANSION	18,925	-	-	18,925	18,925	18,925		-
30161150-371000	C2415	PUBLIC ART FUND (CITY LOC)	15,000	-	-	15,000	15,000	15,000		-
30161150-371000	C2419	WEBB BRIDGE PARK DOG PARK	50,000	-	-	50,000	50,000	50,000		-
30161150-337052	C2426	MAYFIELD PARK - MILTON IGA	65,000	-	-	65,000	65,000	-		65,000
30174150-337000	C0910	TREE REPLACEMENT FUND	362,250	-	-	362,250	362,250	417,450		(55,200)
30113230-336000	C0924	ECONOMIC DEVELOPMENT PLAN	37,500	-	-	37,500	37,500	37,500		-
30174150-336000	C1538	ARTS CENTER FEASIBILITY STUDY	17,500	-	-	17,500	17,500	17,500		-
subtotal					\$ -	\$ 2,431,524	\$ 2,431,524	\$ 1,867,211		\$ 564,313
Non-Departmental										
30190200-395000		CARRYFORWARD FUND BALANCE			\$ 1,500,000	\$ 9,713,866	\$ 11,213,866	\$ -		\$ 11,213,866
30190200-391100		TRANSFER-IN FROM THE GENERAL FUND			10,597,818	1,795,000	12,392,818	11,509,667		883,152
30190200-362000		REALIZED GAIN/LOSS			-	-	-	(56,210)		56,210
30190200-363000		UNREALIZED GAIN/LOSS			-	-	-	108,127		(108,127)
30190200-361000		INTEREST EARNINGS			150,000	275,000	425,000	503,003		(78,003)
subtotal					\$ 12,247,818	\$ 11,783,866	\$ 24,031,684	\$ 12,064,588		\$ 11,967,096
Total					\$ 12,247,818	\$ 14,215,390	\$ 26,463,208	\$ 13,931,798		\$ 12,531,410



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				Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Expenditures											
Administration											
30113230-542400	C1404	WEBSITE UPGRADE		145,000	3,560	\$ -	\$ 141,440	\$ 141,440	\$ 1,350	\$ -	\$ 140,090
subtotal						\$ -	\$ 141,440	\$ 141,440	\$ 1,350	\$ -	\$ 140,090
Finance											
30115150-542400	C1141	TYLER ERP SYSTEM		362,163	356,279	\$ -	\$ 5,884	\$ 5,884	\$ 2,271	\$ 3,612	\$ 0
subtotal						\$ -	\$ 5,884	\$ 5,884	\$ 2,271	\$ 3,612	\$ 0
Information Technology											
30117400-542400	C1103	NETWORK AND VOIP		717,679	154,210	\$ -	\$ 563,469	\$ 563,469	\$ 246,858	\$ 10,968	\$ 305,643
30117400-542400	C1312	BACKUP DATA STORAGE MGMT.		510,003	488,947	-	21,056	21,056	-	-	21,056
30117400-542400	C1313	TECHNOLOGY REPLACEMENT		3,502,370	3,042,127	390,000	70,243	460,243	215,106	85,671	159,466
30117400-542400	C1519	WIRELESS ACCESS POINTS		50,000	-	50,000	-	50,000	-	-	50,000
30117400-542400	C1615	APP/DESKTOP VIRTUALIZATION		400,145	128,749	-	271,396	271,396	-	20,000	251,396
30117400-542400	C2201	CITY COUNCIL A/V REPLACEMENT		300,001	31,883	-	268,118	268,118	254,254	-	13,864
30117400-544200	C2300	BUSINESS CONTINUITY STUDY		50,000	-	-	50,000	50,000	-	35,500	14,500
subtotal						\$ 440,000	\$ 1,244,282	\$ 1,684,282	\$ 716,217	\$ 152,140	\$ 815,925
Human Resources											
30118450-542400+	C1222	RECORDS MANAGEMENT		31,260	22,934	\$ -	\$ 8,326	\$ 8,326	\$ 8,323	\$ -	\$ 3
subtotal						\$ -	\$ 8,326	\$ 8,326	\$ 8,323	\$ -	\$ 3
Municipal Court											
30126550-542400	C1222	RECORDS MANAGEMENT		39,600	35,700	\$ -	\$ 3,900	\$ 3,900	\$ -	\$ 3,900	\$ -
subtotal						\$ -	\$ 3,900	\$ 3,900	\$ -	\$ 3,900	\$ -



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Account #Project			Project Snapshot: FY2013 - FY2023		FY 2024					
			Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Public Safety										
30131150-542200	C1202	FLEET REPLACEMENT	9,890,846	6,202,954	\$ 1,875,000	\$ 1,812,892	\$ 3,687,892	\$ 2,092,095	\$ 1,563,303	\$ 32,494
30131150-542100	C1401	PS EQUIPMENT REPLACEMENT	1,513,925	1,376,082	-	137,843	137,843	100,902	5,175	31,766
30131150-541300	C1706	RAPSTC IMPROVEMENTS	492,531	198,250	-	294,281	294,281		-	294,281
30131150-542400	C2052	SECURITY SYSTEM REFRESH	400,060	307,799	-	92,261	92,261	67,435	15,578	9,248
30131150-542100	C2055	LICENSE PLATE READER PROGRAM	20,000	9,196	-	10,804	10,804	10,804	-	-
30131150-542100	C2235	CRABAPPLE TRAINING FACILITY	43,871	38,391	-	5,480	5,480	-	3,290	2,190
30131150-542400	C2301	CAD/RECORDS MANAGEMENT SOFTWARE	2,250,001	374,223	-	1,875,778	1,875,778	520,664	1,335,263	19,851
30131150-542100	C2303	2023 OP INITIATIVES EQUIPMENT	449,501	17,168	-	432,333	432,333	241,119	177,079	14,135
30131150-541300	C2314	FIRE STATION FACILITIES ASSESSMENT	300,000	-	225,000	75,000	300,000	98,413	2,438	199,150
30131150-542400	C2406	REAL TIME CRIME CENTER	128,900	-	128,900	-	128,900	8,776	-	120,124
30131150-542200	C2407	ASST FIRE MARSHAL EQUIPMENT	66,000	-	66,000	-	66,000	46,903	14,864	4,233
30131150-542400	C2421	CAD/RECORDS MGMT (MILTON)	241,538	-	-	241,538	241,538	-	241,537	1
subtotal					\$ 2,294,900	\$ 4,978,210	\$ 7,273,110	\$ 3,187,110	\$ 3,358,527	\$ 727,473
Public Works										
30141100-541200	C0910	TREE REPLACEMENT FUND	\$ 2,010,401	\$ 1,488,131	\$ -	\$ 522,270	\$ 522,270	\$ 27,020	\$ 31,055	\$ 464,195
30141100-541200	C1008	CEMETERY AUTHORITY- MAINTENANCE	493,726	227,923	-	265,803	265,803	15,821	16,338	233,644
30141100-541410	C1207	BRIDGE MAINTENANCE	865,212	406,488	200,000	258,724	458,724	136,412	306,340	15,972
30141100-541410	C1215	STRIPING & SIGNAGE	2,264,665	2,013,199	250,000	1,466	251,466	93,370	73,731	84,365
30141100-541410	C1217	TRAFFIC CALMING & INTERSECTION IMP	553,585	513,116	-	40,469	40,469	40,469	-	0
30141100-541410	C1218	TRAFFIC SIGNAL SYSTEM MAINTENANCE	904,267	804,267	100,000	-	100,000	68,584	6,312	25,104
30141100-541410	C1219	MILLING AND RESURFACING	27,137,647	24,017,647	3,120,000	-	3,120,000	1,650,711	1,366,064	103,225
30141100-541410	C1220	TRAFFIC CONTROL EQUIPMENT	1,087,079	980,278	100,000	6,801	106,801	60,129	46,639	33
30141100-541410	C1221	DESIGN SERVICES	1,018,300	894,867	75,000	48,433	123,433	55,188	14,415	53,830
30141100-542200	C1223	FLEET REPLACEMENT	1,672,223	1,334,068	190,000	148,155	338,155	150,407	172,280	15,468
30141100-541300	C1229	FACILITY ROOF REPAIR/REPLACE	325,000	-	325,000	-	325,000	765	324,235	-
30141100-541200	C1302	TREE PLANTING & LANDSCAPING IMP	1,374,771	1,072,093	152,000	150,678	302,678	69,183	61,445	172,050
30141100-542100	C1802	PW EQUIPMENT REPLACEMENT	217,374	203,793	-	13,581	13,581	-	-	13,581



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				Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
30141100-541410	C1901	TRAFFIC RESPONSIVE SYSTEM MAINT		550,001	429,468	100,000	20,533	120,533	57,660	46,947	15,926
30141100-541300	C1902	FIRE STATION RENOVATIONS		435,003	419,519	-	15,484	15,484	3,300	-	12,184
30141100-541300	C1904	PW HQ RENOVATIONS		178,038	157,586	-	20,452	20,452	15,309	5,143	0
30141100-541300	C1906	CITY HALL RENOVATIONS		25,000	-	25,000	-	25,000	25,000	-	-
30141100-541300	C2003	HVAC REPLACEMENTS		391,730	291,730	100,000	-	100,000	96,500	3,500	-
30141100-542400	C2026	TCC HARDWARE/SOFTWARE		170,002	98,846	-	71,156	71,156	8,907	-	62,249
30141100-541410	C2048	STREETLIGHT MAINTENANCE		349,079	203,862	80,000	65,217	145,217	39,900	24,935	80,381
30141100-541500	C2050	REC FACILITY MAINTENANCE		155,000	128,146	-	26,854	26,854	7,792	-	19,062
30141100-541300	C2053	PARKING GARAGE MAINTENANCE		181,308	58,383	25,000	97,925	122,925	100,735	15,490	6,700
30141100-541410	C2104	WEBB BR ROAD PH4 (NPP-GREENWAY)		333,925	-	-	333,925	333,925	24,570	309,355	-
30141100-541410	C2113	ENCORE GREENWAY GATEWAY		430,001	306,250	-	123,751	123,751	115,216	8,534	1
30141100-521200	C2242	NORTHPOINT ALPHALINK (ARC/LCI)		365,000	37,016	-	327,984	327,984	25,678	54,164	248,142
30141100-541420	C2305	ALPHALOOP (OMP - NORTHWINDS)		188,272	30,686	-	157,586	157,586	(10)	-	157,596
30141100-541410	C2315	LOCAL ROADS SAFETY ACTION PLAN		199,778	140,710	-	59,068	59,068	59,068	-	0
30141100-541200	C2400	CEMETERY RETAINING WALL		16,071	-	16,000	71	16,071	16,071	-	0
30141100-544200	C2408	WEBB BRIDGE PARK SEWER		491,157	180	437,500	53,477	490,977	52,714	438,263	-
30141100-541200	C2409	SR9 LANDSCAPING		350,000	-	350,000	-	350,000	-	-	350,000
30141100-542100	C2410	WINTER WEATHER EQUIPMENT		65,000	-	65,000	-	65,000	-	-	65,000
30141100-541410	C2425	WATERS RD BRIDGE (GDOT)		100,000	-	-	100,000	100,000	100,000	-	-
subtotal						\$ 5,710,500	\$ 2,929,863	\$ 8,640,363	\$ 3,116,467	\$ 3,325,186	\$ 2,198,709
Recreation, Parks & Cultural Services											
30161150-541500	C0922	SYNTHETIC TURF REPLACEMENT		1,505,429	1,005,429	\$ 500,000	\$ -	\$ 500,000	\$ 16,200	\$ 483,800	\$ -
30161150-541200	C1210	TREE REMOVAL				200,000	58,667	258,667	196,840	45,730	16,097
30161150-541500	C1221	DESIGN SERVICES		214,224	209,396	-	4,828	4,828	3,250	335	1,243
30161150-541300	C1229	FACILITY ROOF REPAIR		680,411	485,411	195,000	-	195,000	46,725	142,759	5,516
30161150-542200	C1232	FLEET		434,010	202,662	-	231,348	231,348	231,347	-	1
30161150-542100	C1402	RP EQUIPMENT REPLACEMENT		968,787	758,226	153,000	57,561	210,561	127,341	-	83,220
30161150-541500	C1424	WILL PARK POOL EXPANSION		59,000	55,700	-	3,300	3,300	3,300	-	-
30113230-544200	C1527	VETERANS MEMORIAL		105,667	75,806	-	29,861	29,861	-	-	29,861
30161150-541500	C1614	THE STORIES PROJECT		85,000	31,065	-	53,935	53,935	23,500	23,500	6,935
30161150-541510	C1636	GREENWAY REPAIR AND MAINTENANCE		839,751	394,219	260,100	185,432	445,532	12,948	3,689	428,896



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30161150-541500 C1804	PARK REPAIRS/IMPROVEMENTS	846,212	731,552	90,000	24,660	114,660	70,343	33,119	11,198
30161150-541500 C1806	PARKS PLAYGROUND EQUIPMENT	688,640	288,640	250,000	150,000	400,000	-	400,000	-
30161150-544100 C1807	PUBLIC ARTS PROGRAM	286,000	202,550	55,000	28,450	83,450	51,975	8,065	23,410
30161150-521200 C1926	NORTHSIDE MOU (PARKS)	11,400	4,625	-	6,775	6,775	6,775	-	-
30161150-541500 C1926	NORTHSIDE MOU (PARKS)	149,903	118,365	-	31,538	31,538	20,626	-	10,912
30161150-541500 C1929	COMMUNITY AGRICULTURE PROGRAM	100,350	40,530	-	59,820	59,820	29,460	-	30,360
30161150-541500 C2010	PARK ENHANCEMENTS	631,379	615,658	-	15,721	15,721	15,604	-	117
30161150-541500 C2030	TOWN GREEN IMPROVEMENTS	250,000	29,500	-	220,500	220,500	207,921	-	12,579
30161150-541500 C2051	FOUNTAIN MAINTENANCE	86,306	36,306	50,000	-	50,000	36,725	2,325	10,950
30161150-541500 C2202	ATHLETIC COURTS RESURFACING	198,433	68,368	100,000	30,065	130,065	86,102	-	43,963
30161150-541500 C2217	MID-BROADWELL PARK	52,081	-	-	52,081	52,081	51,840	241	-
30161150-541500 C2248	CITY AGRICULTURE PLAN (FOOD WELL)	75,000	-	-	75,000	75,000	-	-	75,000
30161150-541500 C2304	PARK WOOD POLE REPLACEMENT	200,000	-	-	200,000	200,000	103,655	5,000	91,345
30161150-541500 C2309	WACKY WORLD 2.0 (DONATIONS)	135,791	-	-	135,791	135,791	6,567	-	129,224
30161150-541500 C2411	PARK TRAIL MAINTENANCE	200,000	-	200,000	-	200,000	-	-	200,000
30161150-541500 C2412	CULTURAL ARTS MASTER PLAN	30,000	-	30,000	-	30,000	-	30,000	-
30161150-541500 C2413	WBP DUGOUT EXPANSION	30,425	-	11,500	18,925	30,425	30,425	-	-
30161150-544100 C2415	PUBLIC ART FUND (CITY LOCATIONS)	15,000	-	-	15,000	15,000	-	-	15,000
30161150-541500 C2419	WEBB BRIDGE PARK DOG PARK	50,000	-	-	50,000	50,000	45,215	4,785	-
30161150-541500 C2426	MAYFIELD PARK - MILTON IGA	130,000	-	-	130,000	130,000	-	-	130,000
subtotal				\$ 2,094,600	\$ 1,869,258	\$ 3,963,858	\$ 1,424,685	\$ 1,183,347	\$ 1,355,826



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
 As of May 31, 2024

Account #Project			Project Snapshot: FY2013 - FY2023		FY 2024					
			Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Community Development										
30174150-544100	C0019	DOWNTOWN PARKING FUND	576,749	297,748	\$ -	\$ 279,001	\$ 279,001	\$ 18,000	\$ -	\$ 261,001
30174150-544100	C0924	ECONOMIC DEVELOPMENT PLAN	107,640	92,500	-	15,140	15,140	15,140	-	-
30174150-544200	C1300	CITY ECON DEVELOPMENT TOOLKIT	245,760	202,010	-	43,750	43,750	-	-	43,750
30174150-542200	C1433	FLEET REPLACEMENT	90,034	59,932	40,000	(9,898)	30,102	30,102	-	1
30174150-544100	C1538	ARTS CENTER FEASIBILITY STUDY	35,000	-		35,000	35,000	35,000	-	-
30174150-541410	C1603	DESIGN SERVICES	587,204	473,611	61,200	52,393	113,593	10,947	34,135	68,511
30174150-542400	C2111	COMMUNITY DEVELOPMENT EQUIPMENT	21,000	7,993	-	13,007	13,007	6,548	-	6,459
30174150-521200	C2307	WINDWARD-HWY9 MASTER PLAN MOU	60,000	700	-	59,300	59,300	-	-	59,300
30174150-521200	C2401	NORTH POINT FRAMEWORK PLAN	200,000	-	200,000	-	200,000	-	-	200,000
30174150-523400	C2402	GARDEN DISTRICT SIGNAGE	12,700	-	12,700	-	12,700	6,350	6,350	-
30174150-544100	C2403	SOUTH MAIN DISTRICT	50,000	-	50,000	-	50,000	17,207	32,793	-
30174150-544100	C2404	BROOKSIDE PARK GATEWAY	75,000	-	75,000	-	75,000	-	-	75,000
30174150-542200	C2405	LAND DEV INSPECTOR EQUIPMENT	29,906	-	45,000	(15,094)	29,906	29,906	-	0
30174150-541410	C2414	BROOKSIDE PARKWAY LAND DIET	40,000	-	40,000	-	40,000	-	-	40,000
subtotal					\$ 523,900	\$ 472,599	\$ 996,499	\$ 169,199	\$ 73,278	\$ 754,021
Non-Departmental										
30190200-579000		NON-ALLOCATED			\$ 1,183,918	\$ 2,285,628	\$ 3,469,546	\$ -	\$ -	\$ 3,469,546
30190200-579011		MATCH (GRANTS UNDER REVIEW)			-	276,000	276,000	-	-	276,000
subtotal					\$ 1,183,918	\$ 2,561,628	\$ 3,745,546	\$ -	\$ -	\$ 3,745,546
Total					\$ 12,247,818	\$ 14,215,390	\$ 26,463,208	\$ 8,625,623	\$ 8,099,991	9,737,594



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
Stormwater Capital Fund Detail (Fund 302; life-to-date for all projects)
As of May 31, 2024

		Project Snapshot: FY2017 - FY2023		FY 2024					
		Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Account #	Project								
Revenue									
Non-Departmental									
30290200-361000	INTEREST EARNINGS			\$ 50,000	\$ 120,000	\$ 170,000	\$ 190,056		\$ (20,056)
30290200-362000	REALIZED GAIN/LOSS INV			-	-	-	(21,085)		21,085
30290200-363000	UNREALIZED GAIN/LOSS INV			-	-	-	38,617		(38,617)
30290200-391100	TRANSFER IN/GENERAL FUND MATCH			3,950,000	-	3,950,000	3,620,833		329,167
30290200-395000	CARRYFORWARD FUND BALANCE			-	4,737,937	4,737,937	-		4,737,937
	subtotal			\$ 4,000,000	\$ 4,857,937	\$ 8,857,937	\$ 3,828,421		\$ 5,029,516
	Total			\$ 4,000,000	\$ 4,857,937	\$ 8,857,937	\$ 3,828,421		\$ 5,029,516
Expenditures									
Public Works									
30241100-541430 C1216	SW DRAINAGE MAINTENANCE	1,004,490	788,796	\$ -	\$ 215,694	\$ 215,694	\$ 211,986	\$ 3,708	\$ 0
30241100-541430 C1308	SW PIPE & STRUCTURE R&M	15,288,926	7,349,440	4,000,000	3,939,486	7,939,486	1,688,389	2,561,192	3,689,905
30241100-541430 C1503	STORMWATER STUDIES	343,780	343,780	-	-	-	-	-	-
30241100-541430 C1604	STORMWATER INSPECTIONS	542,365	542,365	-	-	-	-	-	-
30241100-541430 C2208	MEADOW BROOK HILLS DRAINAGE	253,233	252,993	-	240	240	240	-	-
30241100-541430 C2423	DOUGLAS ROAD DRAINAGE	417,113	-	-	417,113	417,113	11,700	-	405,413
	subtotal			\$ 4,000,000	\$ 4,572,533	\$ 8,572,533	\$ 1,912,315	\$ 2,564,899	\$ 4,095,319
Non-Departmental									
30290200-579000	NON-ALLOCATED			\$ -	\$ 285,404	\$ 285,404	\$ -	\$ -	\$ 285,404
	subtotal			\$ -	\$ 285,404	\$ 285,404	\$ -	\$ -	\$ 285,404
	Total			\$ 4,000,000	\$ 4,857,937	\$ 8,857,937	\$ 1,912,315	\$ 2,564,899	\$ 4,380,723



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
American Rescue Act Fund Detail (Fund 303; life-to-date for all projects)
As of May 31, 2024

		Project Snapshot: FY2017 - FY2023		FY 2024					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenue									
General Government									
30390200-331350	FEDERAL GRANT	-	3,905,852	\$ -	\$ 2,738,659	\$ 2,738,659	\$ 2,430,677		\$ 307,982
	Total			\$ -	\$ 2,738,659	\$ 2,738,659	\$ 2,430,677		\$ 307,982
Expenditures									
Public Works									
30341100-541410 C1219	MILLING & RESURFACING	1,175,959	1,175,959	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30341100-541430 C1308	PIPE/STORM STRUCTURE REPL.	2,144,510	1,811,716	-	332,794	332,794	199,757	-	133,037
30341100-541420 C1801	SIDEWALK MAINTENANCE/REPAIR	1,324,001	655,690	-	668,311	668,311	572,572	11,110	84,629
	subtotal			\$ -	\$ 1,001,105	\$ 1,001,105	\$ 772,329	\$ 11,110	\$ 217,666
Recreation, Parks & Cultural Services									
30361150-541500 C1636	GREENWAY REPAIR/MAINTENANCE	87,519	76,019	\$ -	\$ 11,500	\$ 11,500	\$ 6,500	\$ 5,000	\$ -
30361150-541500 C2316	GREENWAY BOARDWALK REPL.	1,912,483	186,468	-	1,726,015	1,726,015	1,652,173	-	73,842
	subtotal			\$ -	\$ 1,737,515	\$ 1,737,515	\$ 1,658,673	\$ 5,000	\$ 73,842
Non-Departmental									
30390200-579000	NON-ALLOCATED			\$ -	\$ 39	\$ 39	\$ -	\$ -	\$ 39
	subtotal			\$ -	\$ 39	\$ 39	\$ -	\$ -	\$ 39
	Total			\$ -	\$ 2,738,659	\$ 2,738,659	\$ 2,431,001	\$ 16,110	\$ 291,548



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
2022 Parks Bond Fund Detail (Fund 318; life-to-date for all projects)
As of May 31, 2024

		Project Snapshot: FY2017 - FY2023		FY 2024					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenue									
Non-Departmental									
31890200-361000	INTEREST EARNINGS			\$ -	\$ 1,400,000	\$ 1,400,000	\$ 1,416,805		\$ (16,805)
31890200-395000	CARRYFORWARD FUND BALANCE			-	28,451,393	28,451,393	-		28,451,393
	subtotal			\$ -	\$ 29,851,393	\$ 29,851,393	\$ 1,416,805		\$ 28,434,588
	Total			\$ -	\$ 29,851,393	\$ 29,851,393	\$ 1,416,805		\$ 28,434,588
Expenditures									
31841100-541420	C1712 ALPHALOOP	7,542,698	42,698	\$ -	\$ 7,500,000	\$ 7,500,000	\$ -	\$ -	\$ 7,500,000
31861150-541500	C0922 SYNTHETIC TURF	1,405,386	448,084	-	957,302	957,302	4,899	763	951,640
31861150-541500	C1911 EQUESTRIAN CENTER (CITY)	5,386,980	792,366	-	4,594,614	4,594,614	207,454	851,539	3,535,621
31861150-541500	C2011 WILLS PARK MASTER PLAN IMP	6,062,644	778,257	-	5,284,387	5,284,387	349,145	58,591	4,876,652
31861150-541500	C2216 UNION HILL PARK	3,303,690	444,966	-	2,858,724	2,858,724	190,491	100,638	2,567,595
31861150-541500	C2217 MID-BROADWELL PARK	836,296	389,984	-	446,312	446,312	436,914	4,360	5,038
31861150-541500	C2218 OLD RUCKER PARK	3,030,570	366,865	-	2,663,705	2,663,705	56,831	17,269	2,589,605
31861150-541500	C2219 FARMHOUSE PARK	2,224,706	255,276	-	1,969,430	1,969,430	-	-	1,969,430
31861150-541500	C2220 WATERS ROAD PARK	1,256,501	224,706	-	1,031,795	1,031,795	1,031,795	-	-
31861150-541500	C2245 WILLS PARK MAINTENANCE FACILITY	328,634	328,634	-	-	-	-	-	-
31890200-579000	PARKS RESERVE	2,913,673	368,549	-	2,545,124	2,545,124	-	-	2,545,124
31890200-584000	DEBT ISSUANCE COSTS	368,549	368,549	-	-	-	-	-	-
	Total			\$ -	\$ 29,851,393	\$ 29,851,393	\$ 2,277,529	\$ 1,033,159	\$ 26,540,705



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
TSPLOST I Fund Detail (Fund 335; life-to-date for all projects)
As of May 31, 2024

			Project Snapshot: FY2017-FY2023		FY 2024					
			Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Account #	Project									
Revenue										
Non-Departmental										
33590200-395000	CARRYFORWARD FUND BALANCE				\$ -	\$ 35,292,260	\$ 35,292,260			\$ 35,292,260
33541100-361000	INTEREST EARNINGS				-	1,650,000	1,650,000	1,738,374		(88,374)
	Total				\$ -	\$ 36,942,260	\$ 36,942,260	\$ 1,738,374		\$ 35,203,886
Expenditures										
33541100-541410	C1219	MILLING AND RESURFACING	2,000,000	2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33541100-541410	C1631	MCGINNIS RD IGA (FORSYTH)	5,026,414	763,569	-	4,262,845	4,262,845	464,773	-	3,798,072
33541100-541410	C1713	KIMBALL BR RD OP IMP.	1,359,742	1,123,462	-	236,280	236,280	87,098	148,097	1,085
33541100-541410	C1717	OLD MILTON PKWY CAPACITY IMP.	5,579,474	2,498,615	-	3,080,859	3,080,859	231,913	870,669	1,978,277
33541100-541410	C1800	HAYNES BRIDGE RD IMP	187,598	187,598	-	-	-	-	-	-
33541100-541410	C1933	WEBB BRIDGE RD (DESIGN-PROJ. MGMT., ETC.)	876,389	876,389	-	-	-	-	-	-
33541100-541410	C1934	WINDWARD PKWY EAST IMPROVEMENTS	1,427,989	1,427,989	-	-	-	-	-	-
33541100-541410	C2054	GA 400 BRIDGES (WEBB; KIMBALL)	4,886,001	2,120,286	-	2,765,715	2,765,715	691,429	2,074,286	1
33541100-541410	C2104	WEBB BR RD PHASE 4 (NPP TO GREENWAY)	692,472	692,472	-	-	-	-	-	-
33541100-541410	C2113	ENCORE GREENWAY GATEWAY	2,573,000	233,300	-	2,339,700	2,339,700	15,396	43,000	2,281,304
33541100-541410	C2211	WEBB BRIDGE RD PHASE 1 (WESTWIND TO GREENWAY)	725,037	725,037	-	-	-	-	-	-
33541100-541410	C2229	WEBB BRIDGE RD PHASE 2 (ROUNDAABOUT-PARK)	6,000,001	1,244,331	-	4,755,670	4,755,670	1,713,825	1,405,552	1,636,293
33541100-541410	C2232	WEBB BRIDGE RD PHASE 3 (GREENWAY-ROUNDAABOUT)	17,000,001	1,021,567	-	15,978,434	15,978,434	523,510	13,787,904	1,667,020
33541100-541420	C2305	ALPHALOOP (OMP-NORTHWINDS)	825,000	825,000	-	-	-	-	-	-
33590200-579000	CONTINGENCY				-	3,522,757	3,522,757	-	-	3,522,757
	Total				\$ -	\$ 36,942,260	\$ 36,942,260	\$ 3,727,944	\$ 18,329,507	\$ 14,884,809



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
TSPLOST II Fund Detail (Fund 336; life-to-date for all projects)
As of May 31, 2024

Account #Project		Project Snapshot: FY2017-FY2023		FY 2024					
		Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenue									
Non-Departmental									
33690200-313400	TSPLOST II			\$ -	\$ 33,793,672	\$ 33,793,672	\$ 12,346,963		\$ 21,446,709
33641100-361000	INTEREST EARNINGS			-	690,000	690,000	721,849		(31,849)
33690200-395000	CARRYFORWARD FUND BALANCE			-	13,545,437	13,545,437	-		13,545,437
Total				\$ -	\$ 48,029,109	\$ 48,029,109	\$ 13,068,812		\$ 34,960,297
Expenditures									
33641100-541410	C1713 KIMBALL BR RD GAP	500,000	-	\$ -	\$ 500,000	\$ 500,000	\$ 21,892	\$ -	\$ 478,108
33641100-541410	C2040 TRADEWINDS PARKWAY	3,500,000	10,715	-	3,489,285	3,489,285	426,300	-	3,062,985
33641100-541410	C2104 WEBB BRIDGE ROAD (NPP-GREENWAY)	13,000,001	2,065,944	-	10,934,057	10,934,057	3,320,437	4,516,311	3,097,309
33641100-541410	C2107 NORTH POINT PARKWAY IMP	10,000,000	28,393	-	9,971,607	9,971,607	89,573	620,334	9,261,701
33641100-541410	C2221 CROSSWALK (ALPHARETTA ELEM)	107,670	107,670	-	-	-	-	-	-
33641100-541410	C2222 CROSSWALK (MANNING OAKS ELEM)	18,537	18,537	-	-	-	-	-	-
33641100-541410	C2223 CROSSING (92 MILTON GARAGE)	208,128	208,128	-	-	-	-	-	-
33641100-541410	C2224 RAISED INTSECTION (MARIETTA ST)	350,001	16,925	-	333,076	333,076	57,160	84,675	191,240
33641100-541410	C2225 CROSSINGS (CITY CTR/CHURCHES)	750,001	23,434	-	726,567	726,567	14,627	80,639	631,301
33641100-541410	C2226 PEDESTRIAN BRIDGES (WW PKWY)	4,000,001	394,995	-	3,605,006	3,605,006	204,590	494,483	2,905,933
33641100-541410	C2227 CROSSWALK (COGBURN PARK)	129,616	129,616	-	-	-	-	-	-
33641100-541410	C2228 CROSWALK (CHARLOTTE DR)	146,000	146,000	-	-	-	-	-	-
33641100-541410	C2230 CUMMING ST CORRIDOR	4,757,526	6	-	4,757,520	4,757,520	300	-	4,757,220
33641100-541420	C2305 ALPHALOOP (OMP - NORTHWINDS)	12,000,001	1,919,004	-	10,080,997	10,080,997	7,821,357	2,020,133	239,507
33641100-541410	C2427 DRYDEN RD EXTENSION	3,000,000	-	-	3,000,000	3,000,000	98	-	2,999,902
33690200-579000	CONTINGENCY	630,994	-	-	630,994	630,994	-	-	630,994
Total				\$ -	\$ 48,029,109	\$ 48,029,109	\$ 11,956,334	\$ 7,816,574	\$ 28,256,201



CITY OF ALPHARETTA
Financial Management Reports
Special Revenue Funds
Impact Fee Fund (Fund 270; life-to-date for active projects)
As of May 31, 2024

		Project Snapshot: FY2013 - FY2023		FY 2024					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenue									
27074110-341321	IMPACT FEES STREETS & HIGHWAYS			\$ -	\$ 151,000	\$ 151,000	\$ 220,397		\$ (69,397)
27074110-341323	IMPACT FEES RECREATION & PARKS			-	280,057	280,057	356,450		(76,393)
27074110-341324	IMPACT FEES PUBLIC SAFETY			-	16,000	16,000	20,385		(4,385)
27074110-362000	REALIZED GAIN/LOSS			-	-	-	(15,765)		15,765
27074110-363000	UNREALIZED GAIN/LOSS			-	-	-	29,844		(29,844)
27074110-395000	CARRYFORWARD FUND BALANCE			-	3,712,044	3,712,044	-		3,712,044
27074110-361000	INTEREST EARNINGS			-	-	-	140,232		(140,232)
	Total			\$ -	\$ 4,159,101	\$ 4,159,101	\$ 751,543		\$ 3,407,558
Expenditures									
Public Works									
27041100-541410 C1410	RUCKER RD CORRIDOR	1,002,553	991,047	\$ -	\$ 11,506	11,506	\$ -	\$ -	\$ 11,506
27041100-541410 C2107	NORTH POINT PARKWAY IMPROVEMENTS	1,250,000	-	-	1,250,000	1,250,000	-	-	1,250,000
27041100-541420 C2305	ALPHALOOP (OMP - NORTHWINDS)	1,540,000	1,533,350	-	6,650	6,650	-	6,650	-
	subtotal			\$ -	\$ 1,268,156	\$ 1,268,156	\$ -	\$ 6,650	\$ 1,261,506
Recreation, Parks & Cultural Services									
27061150-541500 C2011	WILLS PARK MASTER PLAN	328,634	21,930	\$ -	\$ 306,704	\$ 306,704	\$ -	\$ -	\$ 306,704
27061150-541410 C2113	ENCORE GREENWAY GATEWAY	2,000,000	27,480	-	1,972,520	1,972,520	-	-	1,972,520
	subtotal			\$ -	\$ 2,279,224	\$ 2,279,224	\$ -	\$ -	\$ 2,279,224
Non-Departmental									
27074110-521200	PROFESSIONAL SERVICES			\$ -	\$ 37,525	\$ 37,525	\$ -	\$ 37,525	\$ -
27074110-579001	NON-ALLOCATED STREETS & HIGHWAYS			-	178,367	178,367	-	-	178,367
27074110-579002	NON-ALLOCATED PARKS				231,000	231,000	-	-	231,000
27074110-579003	NON-ALLOCATED PUBLIC SAFETY			-	164,829	164,829	-	-	164,829
	subtotal			\$ -	\$ 611,721	\$ 611,721	\$ -	\$ 37,525	\$ 574,196
	Total			\$ -	\$ 4,159,101	\$ 4,159,101	\$ -	\$ 44,175	\$ 4,114,926



CITY OF ALPHARETTA
Financial Management Reports
Special Revenue Funds
Hotel/Motel Fund (Fund 275; life-to-date for active projects)
As of May 31, 2024

		Project Snapshot: FY2013 - FY2023		FY 2024					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenue									
27590150-314100	HOTEL/MOTEL TAXES			\$ 9,550,000	\$ -	\$ 9,550,000	\$ 7,436,085		\$ 2,113,915
27590150-319201	PEALTY/INT HOTEL/MOTEL TAX			-	-	-	3,153		(3,153)
27590150-362000	REALIZED GAIN/LOSS			-	-	-	(5,549)		5,549
27590150-363000	UNREALIZED GAIN/LOSS			-	-	-	8,773		(8,773)
27590150-361000	INTEREST EARNINGS			-	-	-	51,172		(51,172)
	subtotal			\$ 9,550,000	\$ -	\$ 9,550,000	\$ 7,493,635		\$ 2,056,365
Non-Departmental									
27590150-395000	CARRYFORWARD FUND BALANCE			\$ -	\$ 962,046	\$ 962,046	\$ -		\$ 962,046
	subtotal			\$ -	\$ 962,046	\$ 962,046	\$ -		\$ 962,046
	Total			\$ 9,550,000	\$ 962,046	\$ 10,512,046	\$ 7,493,635		\$ 3,018,411
Expenditures									
Alpharetta Convention & Visitors Bureau									
27590150-572002	ALPHA CONV & VISITORS BUREAU DISTRIBUTION	34,900,129	30,722,004	\$ 4,178,125	\$ -	\$ 4,178,125	\$ 3,254,667	\$ -	\$ 923,458
	subtotal			\$ 4,178,125	\$ -	\$ 4,178,125	\$ 3,254,667	\$ -	\$ 923,458
City of Alpharetta									
27590150-611100	CITY OF ALPHARETTA DISTRIBUTION	30,313,108	26,731,858	3,581,250	-	3,581,250	2,789,715	-	791,535
	subtotal			\$ 3,581,250	\$ -	\$ 3,581,250	\$ 2,789,715	\$ -	\$ 791,535
Tourism Product Development									
27590150-521200	PROFESSIONAL SERVICES	41,570	36,070	\$ 5,500	\$ -	\$ 5,500	\$ 3,100	\$ -	\$ 2,400
27590150-579006	DEBT SERVICE RESERVE	28,071,246	26,731,858	392,412	946,976	1,339,388	-	-	1,339,388
27590450-541500	C2011 WILLS PARK MASTER PLAN	751,892	736,822	-	15,070	15,070	-	-	15,070
27590151-581100	D1600 PRINCIPAL (2016 CONF CTR BOND)	8,238,654	7,528,654	710,000	-	710,000	710,000	-	-
27590151-582100	D1600 INTEREST PAYMENT (2016 CONF CTR BOND)	6,026,367	5,343,654	682,713	-	682,713	682,713	-	1
	subtotal			\$ 1,790,625	\$ 962,046	\$ 2,752,671	\$ 1,395,813	\$ -	\$ 1,356,859
	Total			\$ 9,550,000	\$ 962,046	\$ 10,512,046	\$ 7,440,194	\$ -	\$ 3,071,852



OTHER REPORTS



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended May 31, 2024

Vendor	Description	Department	\$ Amount
A. B. GYMNASTICS LLC	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 5,879.62
A. B. GYMNASTICS LLC	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 5,967.00
AECOM TECHNICAL SERVICES	DESIGN BUILD SERVICES: NP ALPHALINK (ARC/LCI GRANT)	Public Works	\$ 13,524.75
AIMS COMPANIES	SW PIPE & STRUCTURE R&M	Public Works	\$ 30,450.00
ALCALDE & FAY LTD	LOBBY SERVICES	City Administration	\$ 5,000.00
ALCALDE & FAY LTD	LOBBY SERVICES	City Administration	\$ 5,000.00
ALLIED WASTE SERVICE	WASTE MANAGEMENT SERVICES	Finance	\$ 11,888.46
ALLIED WASTE SERVICE	WASTE MANAGEMENT SERVICES	Various Departments	\$ 454,004.02
ALPHARETTA CONV & VISITORS BUREAU	MARCH FY24 OCCUPANCY (HOTEL/MOTEL ACTIVITIES)	General Government	\$ 311,410.37
ALPHARETTA CONV & VISITORS BUREAU	MAY24 REPORT (ALPHA CONV & VISITORS BUREAU)	General Government	\$ 336,352.05
AMERICAN FACILITY	JANITORIAL/CUSTODIAL SERVICES	Various Departments	\$ 9,435.00
AMERICAN FACILITY	CLEANING OF ROADSIDE PARK (REST STOP) AREAS	Various Departments	\$ 25,133.50
ANIMAL CONTROL	ANIMAL TRAPPING SERVICES	Public Works	\$ 47,651.50
ARTS ALPHARETTA	PUBLIC ART ON-LOAN PROGRAM	Rec., Parks & Cultural Services	\$ 45,000.00
AT&T/BELLSOUTH @ 85	TELEPHONE SERVICES, LONG DISTANCE AND LOCAL	Public Safety	\$ 10,105.21
AT&T/BELLSOUTH @ 85	SOFTWARE MAINTENANCE/SUPPORT	Information Technology	\$ 9,952.46
AT&T/BELLSOUTH @ 85	TELEPHONE SERVICES, LONG DISTANCE AND LOCAL: E-911	Public Safety	\$ 17,190.21
ATKINS NORTH AMERICA	PROJECT MGMT SVCS: NP ALPHALINK (ARC/LCI MATCH), NP PKWY IMP	Public Works	\$ 8,533.86
ATLANTA TENT RENTALS	TENTS, TARPAULINS AND SUPPLIES RENTAL OR LEASE	Rec., Parks & Cultural Services	\$ 24,131.00
BARGE DESIGN SOLUTIONS	DESIGNING SERVICES: EQUESTRIAN CENTER (CITY)	Rec., Parks & Cultural Services	\$ 7,272.65
BARGE DESIGN SOLUTIONS	DESIGNING SERVICES: WILLS PARK MASTER PLAN IMP	Rec., Parks & Cultural Services	\$ 37,954.40
BENNETT FIRE PRODUCT	EMPLOYEE UNIFORMS	Public Safety	\$ 15,224.00
BETOS TACOS GOURMET	TASTE OF ALPHARETTA	Rec., Parks & Cultural Services	\$ 6,392.00
BLOUNT CONSTRUCTION	PAVING/RESURFACING, STREET (MAJOR AND RESIDENTIAL)	Public Works	\$ 430,910.73
BOUNCE HOUSE INFLATABLES OF ATLANTA	TASTE OF ALPHARETTA 2024	Rec., Parks & Cultural Services	\$ 5,767.25
CAMPUS WEAR	SHIRTS, DRESS AND CASUAL	Rec., Parks & Cultural Services	\$ 8,553.00
CARL BLACK BUICK GMC	FLEET REPLACEMENT, VEHICLE REPAIR & MAINTENANCE	Public Safety	\$ 49,651.00
CARL BLACK BUICK GMC	VEHICLE REPAIR & MAINTENANCE	Public Works	\$ 7,160.96



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended May 31, 2024

Vendor	Description	Department	\$ Amount
CITY OF MILTON	LEASE COURTROOM IGA - MAY 2024	Municipal Court	\$ 6,775.00
COALITION FOOD	TASTE OF ALPARETTA 2024	Rec., Parks & Cultural Services	\$ 6,415.95
COLONIAL PIPELINE CO	CURRENT YEAR PROPERTY TAXES	General Government	\$ 258,744.68
CONCENTRA MEDICAL	PROFESSIONAL SERVICES	Human Resources	\$ 5,705.00
CORPORATE BILLING	VEHICLE MAINTENANCE	Public Safety	\$ 55,726.22
CRABAPPLE TURF	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES	Rec., Parks & Cultural Services	\$ 18,369.75
DC POOL SERVICE LLC.	SWIMMING POOL MANAGEMENT AND OPERATION	Rec., Parks & Cultural Services	\$ 6,137.32
DELL MARKETING LP	MONITORS, TELEVISION	Various Departments	\$ 6,635.41
EMERGENCY CARE MEDICAL	PROFESSIONAL MEDICAL SERVICES (INCLUDING PHYSICIAN)	Public Safety	\$ 31,500.00
ESIS INC	MONTHLY INVOICE WC	Risk Management	\$ 5,345.31
FAITHFUL GUARDIAN	EDUCATIONAL/TRAINING SERVICES	Public Safety	\$ 5,458.50
FASTSIGNS ROSWELL	SIGNAGE (INCLUDES DESTINATION, ROUTING AND ADVERTISING)	Rec., Parks & Cultural Services	\$ 5,059.57
FIVE OAKS FENCE COMP	FENCE INSTALLATION, MAINTENANCE AND REPAIR	Rec., Parks & Cultural Services	\$ 21,241.00
FC BOARD OF COMMISSIONERS	MUNICIPAL COURT FINES (APRIL COLLECTIONS)	Public Safety	\$ 8,394.67
FC BOARD OF EDUCATION	APRIL FUEL BILL	Various Departments	\$ 48,443.59
FC SHERIFFS DEPARTMENT	BOND REPAYMENT MELENDEZ MONTES DE OCA, LEYVA	General Government	\$ 5,000.00
FC-DEPT OF FINANCE	WATER AND SEWER UTILITIES	Various Departments	\$ 6,273.63
FC-DEPT OF FINANCE	WATER AND SEWER UTILITIES	Various Departments	\$ 7,982.46
GALLS INC	EMPLOYEE UNIFORMS	Public Safety	\$ 8,374.60
GALLS INC	EMPLOYEE UNIFORMS & 2022 BULLETPROOF VEST (DOJ)	Public Safety	\$ 19,069.98
GALLS INC	EMPLOYEE UNIFORMS & 2022 BULLETPROOF VEST (DOJ)	Public Safety	\$ 11,137.59
GEO-HYDRO ENGINEERS	GEOTECHNICAL ENGINEERING	Public Works	\$ 10,000.00
GEORGIA BRIDGE AND CONCRETE, LLC	CONSTRUCTION, STREET (MAJOR AND RESIDENTIAL)	Public Works	\$ 315,502.51
GEORGIA DEPT OF TRANSPORTATION	PROJECT MANAGEMENT SERVICES: WATERS RD BRIDGE (GDOT)	Public Works	\$ 100,000.00
GEORGIA GREEN	GROUNDS MAINTENANCE: MOWING, EDGING, PLANT	Public Works	\$ 17,142.80
GEORGIA POWER CO	ELECTRICITY UTILITIES	Various Departments	\$ 191,631.63
GEORGIA SUPERIOR COURT CLERK'S	CONSOLIDATED MONTHLY REMIT REPORT - MUNICIPAL COUR	Public Safety	\$ 38,162.38
GESSNER	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 7,941.63



CITY OF ALPHARETTA
Financial Management Reports
Listing of Payments \$5,000 and greater
for the month ended May 31, 2024

Vendor	Description	Department	\$ Amount
GREAT OAKS CENTER LL	CURRENT YEAR PROPERTY TAXES	General Government	\$ 9,431.61
GREATER NF CHAMBER OF COMMERCE	EDUCATIONAL/TRAINING SERVICES	City Administration	\$ 5,000.00
GREENTREE BEDDING	BAGS, BEDDING	Rec., Parks & Cultural Services	\$ 5,770.80
GRS RETIREMENT	ACTUARIAL SERVICES AND RETIREMENT PLANNING 7/1/23	General Government	\$ 10,500.00
GRUBBUX LLC	PAYMENT CARD SERVICES	Rec., Parks & Cultural Services	\$ 14,390.00
HOME BY DARK PRODUCTION	AMUSEMENT AND ENTERTAINMENT SERVICES	Rec., Parks & Cultural Services	\$ 30,000.00
HUIE DE-SIGN, INC.	DESIGNING SERVICES: SOUTH MAIN DISTRICT GATEWAY	Community Development	\$ 5,000.00
JARRARD & DAVIS	APRIL 2024 INVOICE LEGAL SERVICES	Legal Services	\$ 59,728.70
KIMBROUGH INDUSTRIAL	HEATING, VENTILATING AND AIR CONDITIONING (HVAC)	Various Departments	\$ 13,452.00
KIMBROUGH INDUSTRIAL	HEATING, VENTILATING AND AIR CONDITIONING (HVAC)	Public Works	\$ 5,819.00
KOMPAN, INC.	COMBINATION SETS, PLAYGROUND	Rec., Parks & Cultural Services	\$ 112,467.67
KOMPAN, INC.	COMBINATION SETS, PLAYGROUND	Rec., Parks & Cultural Services	\$ 46,745.59
KRISTEN COLBY	BOND REFUND KRISTEN COLBY	General Government	\$ 5,000.00
LD GYMNASTICS INC	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 33,249.95
LIBERTY MUTUAL	CONDO INSURANCE (GARAGE)	Risk Management	\$ 21,903.00
MEER ELECTRIC	ELECTRICAL SERVICES	Various Departments	\$ 24,874.34
MEER ELECTRIC	SOFTWARE MAINTENANCE/SUPPORT, ELECTRICAL SERVICES	Various Departments	\$ 40,580.92
MERIDIAN RAPID DEFENCE	TRAFFIC CONES, LANE MARKERS, AND BARRICADES	Rec., Parks & Cultural Services	\$ 13,200.00
MIDLAND LOAN SERVICE	CURRENT YEAR PROPERTY TAXES	General Government	\$ 9,790.18
MOFFATT & NICHOL	DESIGNING SERVICES: RAISED INTERSECTION (MARIETTA ST)	Public Works	\$ 5,600.00
MOFFATT & NICHOL	DESIGNING SERVICES: PEDESTRIAN BRIDGES (WW PKWY)	Public Works	\$ 5,842.06
MOLDTRUST, INC.	REMEDATION SERVICES, ENVIRONMENTAL	Rec., Parks & Cultural Services	\$ 24,297.20
NORTH ATLANTA GOLF PROPERTIES	PARCELS 2, 3 & 6 WINDWARD PKWAY ED BRIDGE/DRAINAGE	Public Works	\$ 28,200.00
OHMSHIV	CONSTRUCTION, SEWER AND STORM DRAIN	Public Works	\$ 25,100.00
PAPERFOLDER CO.	FOLDING/INSERTING/SEALING MACHINES	Finance	\$ 6,419.00
PEACE OFFICER'S ANNUITY BENEFIT FUND	MUNICIPAL COURT FINES (APRIL COLLECTIONS)	Public Safety	\$ 17,785.05
PLAYSOUTH, LLC	PLAYGROUND EQUIPMENT (NOT OTHERWISE CLASSIFIED)	Rec., Parks & Cultural Services	\$ 5,000.00
PREMIER EVENTS LLC	EVENT PLANNING SERVICES	Rec., Parks & Cultural Services	\$ 35,000.00



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended May 31, 2024

Vendor	Description	Department	\$ Amount
PRIME CONTRACTORS	DESIGN BUILD SERVICES: WATERS ROAD PARK	Rec., Parks & Cultural Services	\$ 191,665.64
RCS PRODUCTIONS	MUSICAL PRODUCTION SERVICES	Rec., Parks & Cultural Services	\$ 6,875.00
RHYTHM N SHOES LLC	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 6,286.35
RUSSELL LANDSCAPE	GROUNDS MAINTENANCE: MOWING, EDGING, PLANT	Public Works	\$ 57,343.66
SAFETY PENN TRAINING	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 14,486.25
SAVATREE LLC	TREE AND SHRUB REMOVAL SERVICES	Rec., Parks & Cultural Services	\$ 11,160.00
SAWNEE ELECTRIC MEMBERSHIP	ELECTRICITY UTILITIES	Various Departments	\$ 33,119.25
SHI INTERNATIONAL CO	MICROSOFT AZURE CLOUD SERVICES	Various Departments	\$ 26,395.10
SIGNARAMA	SIGNAGE AND LOGOS, ARCHITECTURAL	Rec., Parks & Cultural Services	\$ 5,178.80
SOCCER SHOTS NORTH	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 6,840.00
SOL CONSTRUCTION LLC	CONSTRUCTION, STREET: WBR PH2 (ROUNABOUT-PARK)	Public Works	\$ 290,834.21
SOUTHEASTERN REFEREE	SPORTS PROFESSIONALS SERVICES (INCLUDING SPORTS)	Rec., Parks & Cultural Services	\$ 6,222.00
STEPHEN A. LASER ASSOCIATES	PSYCHOLOGISTS/PSYCHOLOGICAL AND PSYCHIATRIC SERVICES	Human Resources	\$ 5,750.00
STEPHEN A. LASER ASSOCIATES	PSYCHOLOGISTS/PSYCHOLOGICAL AND PSYCHIATRIC SERVIC	Human Resources	\$ 7,475.00
SUPERHERO FIRE PROTECTION	ALARM EQUIPMENT MAINTENANCE/REPAIR (FIRE, ETC.)	Various Departments	\$ 5,700.00
SUSTAINABLE WATER	CIVIL ENGINEERING	Public Works	\$ 16,837.00
TECH ALPHARETTA	ATC OPERATIONAL FUNDS	Development Authority	\$ 7,916.63
TEN 8 FIRE & SAFETY	VEHICLE REPAIR & MAINTENANCE	Public Safety	\$ 26,425.65
TERRAMARK LAND	SURVEYOR SERVICES, LAND	Public Works	\$ 8,100.00
THE F. A. BARTLETT	GROUNDS REPAIR & MAINTENANCE	Public Works	\$ 9,418.95
TRANSAMERICA	PROFESSIONAL SERVICES	Finance	\$ 9,763.26
TRI SCAPES	GROUNDS REPAIR & MAINTENANCE	Rec., Parks & Cultural Services	\$ 14,195.00
TRI SCAPES	GROUNDS REPAIR & MAINTENANCE	Rec., Parks & Cultural Services	\$ 48,324.67
TRUIST BANK	PCARD STATEMENT 5/2/24	General Government	\$ 165,141.97
UTILITY ASSOCIATES	CAMERAS, VIDEO, AUTOMOTIVE	Public Safety	\$ 19,219.20
VIVEK SARIN	CLOSING ON WINDWARD PKWAY PED BRIDGE AND DRAINAGE	Public Works	\$ 8,000.00
WARD COMPANIES LLC	WASTE MANAGEMENT SERVICES	Rec., Parks & Cultural Services	\$ 5,427.00
WELCHEL PLUMBING, INC	PUMPS, MISCELLANEOUS (NOT OTHERWISE CLASSIFIED)	Rec., Parks & Cultural Services	\$ 11,795.00



CITY OF ALPHARETTA
Financial Management Reports
Listing of PO's between \$5,000.01 and \$50,000.00
for the month ended May 31, 2024

Purchase Order #	Vendor	Department	Purchase Order Amt.	Description
24000802	TEN 8 FIRE & SAFETY EQUIPMENT OF GEORGIA	PUBLIC SAFETY	\$ 9,942.15	VEHICLE REPAIRS TO FD279
24000804	TEN 8 FIRE & SAFETY EQUIPMENT OF GEORGIA	PUBLIC SAFETY	\$ 5,138.80	VEHICLE REPAIRS TO FD7354
24000805	QUESTIONMARK CORPORATION	PUBLIC SAFETY	\$ 6,855.00	FIREFIGHTER TESTING SOFTWARE
24000806	TEN 8 FIRE & SAFETY EQUIPMENT OF GEORGIA	PUBLIC SAFETY	\$ 8,346.54	VEHICLE REPAIRS FOR FD7355
24000809	ARTS ALPHARETTA INC	REC., PARKS & CULTURAL SVCS	\$ 45,000.00	INITIAL PAYMENT FOR PUBLIC ART ON LOAN PROGRAM
24000813	SOUTHERN COMPUTER WAREHOUSE	INFORMATION TECHNOLOGY	\$ 20,000.00	INSTALLATION OF APC SCHNEIDER ELECTRIC GALAXY VS UPS
24000816	CORNERSTONE ENTERPRISE GROUP	PUBLIC WORKS	\$ 11,110.00	HAYNES BRIDG RD CROSSWALK REPAIR
24000819	GULF STATES DISTRIBUTORS INC	PUBLIC SAFETY	\$ 7,697.00	AMMUNITION FOR TRAINING
24000820	UTILICOM SUPPLY ASSOCIATES	PUBLIC WORKS	\$ 12,862.22	TRAFFIC SIGNAL CABINETS FOR FUTURE REPLACEMENTS
24000821	DELL MARKETING LP	INFORMATION TECHNOLOGY	\$ 5,825.41	DELL TOUCH MONITOR/OPTIPLEX MICRO PLUS 7010 COMPUTER
24000822	MXI ENVIRONMENTAL SERVICES LLC	PUBLIC WORKS	\$ 31,340.00	COMMUNITY HOUSEHOLD HAZARDOUS WASTE COLLECTION SVCS
24000823	RQ, LLC	FINANCE	\$ 6,419.00	FORMAX PRESSURE SEALER
24000824	BENNETT FIRE PRODUCTS CO INC	PUBLIC SAFETY	\$ 15,224.00	TURNOUT GEAR
24000825	MEER ELECTRICAL CONTRACTORS INC	REC., PARKS & CULTURAL SVCS	\$ 34,905.00	ELECTRICAL SERVICES FOR THE TASTE OF ALPHARETTA
24000826	D&B RENTALS	REC., PARKS & CULTURAL SVCS	\$ 24,131.00	RENTAL OF TENTS, TABLES, CHAIRS FOR THE TASTE OF ALPHARETTA
24000827	TIDWELL TRAFFIC SOLUTIONS INC	PUBLIC WORKS	\$ 25,556.00	STREET STRIPING ON HB RD, GEORGIA LN, AND PROVIDENCE RD
24000829	SUSTAINABLE WATER PLANNING & ENGINEERING	PUBLIC WORKS	\$ 48,920.00	STORMWATER INFRASTRUCTURE ANNUAL INSPECTIONS FOR ZONE A
24000830	MEER ELECTRICAL CONTRACTORS INC	PUBLIC SAFETY	\$ 5,430.00	COMMANDER ONE SOFTWARE LICENSE RENEWAL (WARNING SIRENS)
24000833	HIS MAJESTY COACHES INC	REC., PARKS & CULTURAL SVCS	\$ 8,006.25	BUS TRANSPORTATION FOR CAMP HAPPY HEARTS/EXTREME CAMP
24000834	CARL BLACK BUICK GMC LLC	PUBLIC WORKS	\$ 5,458.94	TRANSMISSION REPLACEMENT TO EN8700
24000835	AMERICAN COACH LINES OF ATLANTA	REC., PARKS & CULTURAL SVCS	\$ 12,804.00	BUS TRANSPORTATION FOR WILLS PARK SUMMER CAMP
24000838	UTILITY ASSOCIATES INC	PUBLIC SAFETY	\$ 19,219.20	(4) MOBILE LICENSE PLATE RECOGNITION CAMERAS FOR PS VEHICLES
24000840	FAITHFUL GUARDIAN LLC	PUBLIC SAFETY	\$ 5,458.50	PARAMEDIC SCHOOL FOR (1) EMPLOYEE
24000844	CRABAPPLE TURF MANAGEMENT INC	REC., PARKS & CULTURAL SVCS	\$ 18,850.00	HARDWOOD MULCH INSTALLATION IN MULTIPLE LOCATIONS
24000845	ROSWELL SIGNS LLC	REC., PARKS & CULTURAL SVCS	\$ 5,178.80	TOWN GREEN BRICK WALLS SIGNAGE
24000848	TUNNELL-SPANGLER & ASSOCIATES, INC.	REC., PARKS & CULTURAL SVCS	\$ 30,000.00	CULTURAL ARTS MASTER PLAN CONSULTING SERVICES
24000850	ED'S PUBLIC SAFETY	PUBLIC SAFETY	\$ 22,312.56	GLOCK PISTOLS WITH MAGAZINES AND ACCESSORIES



CITY OF ALPHARETTA
Financial Management Reports
Listing of PO's between \$5,000.01 and \$50,000.00
for the month ended May 31, 2024

Purchase Order #	Vendor	Department	Purchase Order Amt.	Description
24000851	FEDERAL EASTERN INTERNATIONAL LLC	PUBLIC SAFETY	\$ 23,000.00	BALLASTIC VESTS AND HELMETS FOR SPECIAL INVESTIGATIONS UNIT
24000855	EMERGENCY CARE MEDICAL GROUP PC	PUBLIC SAFETY	\$ 31,500.00	CITY MEDICAL DIRECTOR STIPEND
24000858	HOWMEDICA OSTEONICS CORP	PUBLIC SAFETY	\$ 8,925.00	(5) LIFEPAK AEDS WITH WALL CABINETS

**City of Alpharetta
Balance Sheet
Governmental Funds
May 31, 2024**

	Major Governmental Funds						Non-Major	Total	
	General Fund	Capital Project Fund	Capital Grant Fund	2016 Bond Fund	2022 Bond Fund	T-SPLOST Capital Fund	T-SPLOST II Capital Fund	Governmental Funds	Governmental Funds
ASSETS									
Cash / Cash Equivalents / Investments	\$ 41,367,656	\$ 16,354,554	\$ 543,866	\$ -	\$ 27,652,645	\$ 33,473,546	\$ 15,351,395	\$ 15,348,502	\$ 150,092,164
Receivables (net of allowance for uncollectibles)									
Taxes Receivable									
Property Taxes	494,639	-	-	-	-	-	-	-	494,639
Other Taxes	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	1,423	1,423
Accounts	-	-	-	-	-	-	-	85,600	85,600
Due from Other Funds	236,732	-	-	-	-	-	-	19,919	256,651
Intergovernmental Receivable	24,126	65,000	108,455	-	-	-	2,733	-	200,314
Cash - Restricted	65,693	264,564	-	-	-	-	-	-	330,257
Total Assets	42,188,845	16,684,119	652,321	-	27,652,645	33,473,546	15,354,128	15,455,444	151,461,048
LIABILITIES AND FUND BALANCES									
Liabilities									
Current									
Accounts Payable	305,708	10,136	-	-	-	-	5,465	2,935	324,245
Retainage Payable	-	88,942	58,816	-	61,976	170,855	688,015	87,736	1,156,339
Intergovernmental Payable	-	-	-	-	-	-	-	-	-
Claims Payable	-	-	-	-	-	-	-	-	-
Payroll Payable	117,200	-	-	-	-	-	-	-	117,200
Due to Other Funds	-	-	186,699	-	-	-	-	7,059	193,758
Deferred Revenue	551,532	65,000	108,455	-	-	-	2,733	106,942	834,662
Unearned Revenue	943,992	-	75,000	-	-	-	-	316,380	1,335,372
Non-Current									
Unclaimed Property	105,106	-	-	-	-	-	-	-	105,106
Claims Payable	-	-	-	-	-	-	-	-	-
Total Liabilities	2,023,540	164,078	428,970	-	61,976	170,855	696,212	521,052	4,066,682
Fund Balances:									
Restricted for:									
Capital Projects	-	4,674,504	83,932	-	24,012,386	11,450,462	6,210,347	7,632,523	54,064,155
Law Enforcement	-	-	-	-	-	-	-	168,257	168,257
Emergency Telephone Activities	-	-	-	-	-	-	-	(83,974)	(83,974)
Grant Projects	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	109,272	109,272
Promotion of Tourism	-	-	-	-	-	-	-	(323,900)	(323,900)
Assigned for:									
Grant Projects	-	276,000	-	-	-	-	-	45,268	321,268
Capital Projects	-	-	-	-	-	-	-	-	-
Emergency Reserve	22,570,000	-	-	-	-	-	-	-	22,570,000
2025 Fiscal Year Capital	9,447,780	-	-	-	-	-	-	-	9,447,780
Encumbrances	1,755,935	8,099,991	58,607	-	1,033,159	18,329,507	7,816,574	2,777,045	39,870,819
Remaining 2024 Net Spend	1,685,004	-	-	-	-	-	-	-	1,685,004
Projected Net Surplus/2026 Capital	4,706,586	-	-	-	-	-	-	-	4,706,586
Unallocated	-	3,469,546	80,812	-	2,545,124	3,522,721	630,994	4,609,901	14,859,098
Total Fund Balances	40,165,305	16,520,041	223,351	-	27,590,669	33,302,690	14,657,916	14,934,393	147,394,365
Total Liabilities and Fund Balances	\$ 42,188,845	\$ 16,684,119	\$ 652,321	\$ -	\$ 27,652,645	\$ 33,473,546	\$ 15,354,128	\$ 15,455,444	\$ 151,461,048

City of Alpharetta
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Period Ended May 31, 2024

	Major Governmental Funds							Non-Major	Total
	General Fund	Capital Project Fund	Capital Grant Fund	S2016 Const Bond Fund	S2022 Const Bond Fund	T-SPLOST Capital Fund	T-SPLOST II Capital Fund	Governmental Funds	Governmental Funds
REVENUES									
Taxes:									
Property Tax	\$ 34,877,666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,368,251	\$ 41,245,917
Local Option Sales Tax	18,268,672	-	-	-	-	-	-	-	18,268,672
Transportation SPLOST	-	-	-	-	-	-	12,346,963	-	12,346,963
Other Taxes	16,691,485	-	-	-	-	-	-	7,439,239	24,130,723
Licenses and permits	2,989,641	-	-	-	-	-	-	-	2,989,641
Intergovernmental	136,642	1,177,472	2,323,196	-	-	-	-	2,579,391	6,216,702
Charges for services	4,314,689	-	-	-	-	-	-	3,601,963	7,916,652
Impact Fees	-	-	-	-	-	-	-	597,232	597,232
Fines/Forfeitures	2,211,256	-	-	-	-	-	-	-	2,211,256
Investment earnings (Loss)	1,387,539	554,921	3,479	10	1,416,805	1,738,374	721,849	599,853	6,422,831
Contributions and Donations	115,717	689,738	-	-	-	-	-	2,437	807,893
Misc Revenue	87,136	-	0	-	-	-	-	-	87,136
Other	-	-	-	-	-	-	-	2,370	2,370
Total revenues	81,080,444	2,422,132	2,326,676	10	1,416,805	1,738,374	13,068,812	21,190,735	123,243,988
EXPENDITURES									
Current:									
Unallocated	-	-	-	-	-	-	-	-	-
General government	10,332,403	728,161	-	-	-	-	-	3,269,542	14,330,106
Public safety	35,013,934	3,187,110	-	-	-	-	-	5,216,251	43,417,295
Public works	8,937,694	3,116,468	1,509,905	10	-	3,727,944	11,956,334	2,684,644	31,932,999
Economic and community development	4,242,031	169,199	240,613	-	-	-	-	-	4,651,843
Alpharetta Business Community	-	-	-	-	-	-	-	-	-
Culture and recreation	11,394,897	1,424,685	-	-	2,277,529	-	-	1,748,903	16,846,014
Contingency	-	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Debt service:									
Principal	-	-	-	-	-	-	-	1,011,226	1,011,226
Interest	75,520	-	-	-	-	-	-	7,279,671	7,355,190
Other Costs	-	-	-	-	-	-	-	-	-
Bond issuance costs	-	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-	-
Total expenditures	69,996,480	8,625,623	1,750,518	10	2,277,529	3,727,944	11,956,334	21,210,236	119,544,673
Excess (deficiency) of revenues over (under) expenditures	11,083,964	(6,203,492)	576,158	-	(860,724)	(1,989,570)	1,112,478	(19,500)	3,699,314
OTHER FINANCING SOURCES (USES)									
Transfers in	2,789,715	11,509,667	-	-	-	-	-	3,630,266	17,929,647
Transfers out	(16,316,142)	-	-	-	-	-	-	(2,789,715)	(19,105,856)
Loan Proceeds	-	-	-	-	-	-	-	-	-
Capital Leases	-	-	-	-	-	-	-	-	-
Sale of capital assets	41,751	-	-	-	-	-	-	-	41,751
Sale of non-capital assets	412	-	-	-	-	-	-	-	412
Land Sale	-	-	-	-	-	-	-	-	-
Insurance Proceeds	-	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-	-
Total other financing sources and (uses)	(13,484,264)	11,509,667	-	-	-	-	-	840,551	(1,134,047)
Net change in fund balances	(2,400,300)	5,306,175	576,158	-	(860,724)	(1,989,570)	1,112,478	821,051	2,565,268
Fund balances - beginning	42,565,605	11,213,866	(352,807)	-	28,451,393	35,292,260	13,545,437	14,113,342	144,829,098
Fund balances - ending	\$ 40,165,305	\$ 16,520,041	\$ 223,351	-	\$ 27,590,669	\$ 33,302,690	\$ 14,657,916	\$ 14,934,393	\$ 147,394,365

City of Alpharetta
Combining Balance Sheet
Non-Major Governmental Funds
May 31, 2024

	Special Revenue							Total Non-major		
	Hotel Motel	Impact Fee	Federal Confiscated Assets	State Confiscated Assets	Grant Operating	E911	American Rescue ACT	Debt Service Fund	Stormwater Capital Fund	Governmental Funds
ASSETS										
Cash / Cash Equivalents / Investments	\$ 1,015,488	\$ 4,539,638	\$ 337,505	\$ 32,208	\$ 105,189	\$ 901,066	\$ 307,658	\$ 1,444,021	\$ 6,665,730	\$ 15,348,502
Taxes Receivable	-	-	-	-	-	-	-	-	-	-
Pre-Paid Expenditures	-	-	-	-	-	-	-	-	-	-
Accounts Receivable	1,423	-	-	-	-	-	-	-	-	1,423
Property Taxes	-	-	-	-	-	-	-	85,600	-	85,600
Intergovernmental Receivable	-	-	-	-	19,919	-	-	-	-	19,919
Due From Other Funds	-	-	-	-	-	-	-	-	-	-
Restricted	-	-	-	-	-	-	-	-	-	-
Total Assets	1,016,911	4,539,638	337,505	32,208	125,108	901,066	307,658	1,529,621	6,665,730	15,455,444
LIABILITIES										
Accounts Payable	-	-	-	-	-	1,575	-	1,360	-	2,935
Retainage Payable	-	76,050	-	-	-	-	-	-	11,686	87,736
Intergovernmental Payable	-	-	-	-	-	-	-	-	-	-
Arbitrage Payable	-	-	-	-	-	-	-	-	-	-
Compensated Absences	-	-	-	-	-	-	-	-	-	-
Payroll Liabilities	-	-	-	-	-	7,059	-	-	-	7,059
Due to Other Fund	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	1,423	-	-	-	19,919	-	-	85,600	-	106,942
Unearned Revenue	-	-	-	-	-	-	307,982	8,398	-	316,380
Total Liabilities	1,423	76,050	-	-	19,919	8,633	307,982	95,358	11,686	521,052
FUND BALANCES										
Restricted:										
Capital Projects	-	3,845,217	-	-	-	-	(16,435)	-	3,803,740	7,632,523
Law Enforcement	-	-	136,049	32,208	-	-	-	-	-	168,257
Promotion of Tourism	(323,900)	-	-	-	-	-	-	-	-	(323,900)
Emergency Telephone Activities	-	-	-	-	-	(83,974)	-	-	-	(83,974)
Debt Service	-	-	-	-	-	-	-	109,272	-	109,272
Assigned for: Grant Projects	-	-	-	-	-	-	-	-	-	-
Grant Projects	-	-	-	-	45,268	-	-	-	-	45,268
Encumbrances	-	44,175	-	-	4,595	147,266	16,110	-	2,564,899	2,777,045
Unallocated	1,339,388	574,196	201,456	-	55,326	829,140	-	1,324,991	285,404	4,609,901
Total Fund Balances	1,015,488	4,463,588	337,505	32,208	105,189	892,432	(325)	1,434,263	6,654,044	14,934,393
Total Liabilities and Fund Balances	\$ 1,016,911	\$ 4,539,638	\$ 337,505	\$ 32,208	\$ 125,108	\$ 901,066	\$ 307,658	\$ 1,529,621	\$ 6,665,730	\$ 15,455,444

City of Alpharetta
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Non-major Governmental Funds
For the Period Ended May 31, 2024

	Special Revenue									Total Non-major
	Hotel Motel	Impact Fee	Federal Confiscated Assets	State Confiscated Assets	Grant Operating	E911 Fund	American Rescue Act	Debt Service Fund	Stormwater Service Fund	Governmental Funds
REVENUES:										
Hotel Motel Tax	\$ 7,439,239	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 7,439,239
Property tax	-	-	-	-	-	-	-	6,368,251	-	6,368,251
Charges for Service	-	-	-	-	113,765	3,488,198	-	-	-	3,601,963
Impact Fees	-	597,232	-	-	-	-	-	-	-	597,232
Forfeiture Income	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	126,701	1,372	20,640	-	2,430,677	-	-	2,579,391
Contributions & Donations	-	-	-	-	2,437	-	-	-	-	2,437
Investment Earnings (Loss)	54,397	154,311	-	-	4,447	35,315	-	143,795	207,588	599,853
Other	-	-	2,370	-	-	-	-	-	-	2,370
Total revenues	7,493,635	751,543	129,071	1,372	141,290	3,523,513	2,430,677	6,512,046	207,588	21,190,735
EXPENDITURES:										
Tourism	3,257,767	-	-	-	-	-	-	-	-	3,257,767
Community Development	-	-	-	-	-	-	-	-	-	-
Culture/Recreation	-	-	-	-	90,230	-	1,658,673	-	-	1,748,903
Public Safety	-	-	79,522	4,325	39,007	5,093,397	-	-	-	5,216,251
Public Works	-	-	-	-	-	-	772,329	-	1,912,315	2,684,644
General Government	-	-	-	-	-	-	-	11,775	-	11,775
Debt Service:	-	-	-	-	-	-	-	-	-	-
Principal	710,000	-	-	-	-	301,226	-	-	-	1,011,226
Interest	682,713	-	-	-	-	1,557	-	6,595,401	-	7,279,671
Bond Issuance Costs	-	-	-	-	-	-	-	-	-	-
Total expenditures	4,650,479	-	79,522	4,325	129,237	5,396,180	2,431,001	6,607,176	1,912,315	21,210,236
Excess (deficiency) of revenues over expenditures	2,843,156	751,543	49,550	(2,952)	12,052	(1,872,667)	(325)	(95,130)	(1,704,727)	(19,500)
OTHER FINANCING SOURCES (USES):										
Transfers in / out:										
General fund	(2,789,715)	-	9,432	-	-	-	-	-	3,620,833	840,551
Budgeted Fund Balance:	-	-	-	-	-	-	-	-	-	-
Capital Leases	-	-	-	-	-	-	-	-	-	-
Total other financing sources	(2,789,715)	-	9,432	-	-	-	-	-	3,620,833	840,551
Net change in fund balances	53,441	751,543	58,982	(2,952)	12,052	(1,872,667)	(325)	(95,130)	1,916,106	821,051
Fund balances - beginning	962,046	3,712,045	278,523	35,160	93,137	2,765,099	-	1,529,394	4,737,937	14,113,342
Fund balances - ending	\$ 1,015,488	\$ 4,463,588	\$ 337,505	\$ 32,208	\$ 105,189	\$ 892,432	\$ (325)	\$ 1,434,263	\$ 6,654,044	\$ 14,934,393

City of Alpharetta
Enterprise Fund -Solid Waste
Statement of Net Position
May 31, 2024

	<u>Solid Waste</u>
ASSETS	
Current Assets:	
Cash and Cash Equivalents & Investments	\$ 954,243
Inventories, at cost	-
Accounts Receivables (net of allowance for uncollectibles)	1,516,343
Prepaid Insurance Expenses	-
Total Current Assets	<u>2,470,585</u>
Noncurrent Assets:	
Restricted Cash, Cash Equivalents, and Investments	-
Total Restricted Assets	<u>-</u>
Other	-
Capital Assets	
Buildings and System	-
Machinery and Equipment	-
Less Accumulated Depreciation	-
Total Capital Assets (net of accumulated depreciation)	<u>-</u>
Total Noncurrent Assets	<u>-</u>
Total Assets	<u>2,470,585</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	-
Accounts Payable/ Customer Credit Balances	-
Accounts Payable/ Customer Pre-Paid Service	-
Payroll Liabilities	-
Accrued Salaries	-
Accrued Interest Payable	-
Compensated Absences Payable	-
Notes Payable - Revenue Bonds	-
Due to Other Funds	-
Total Current Liabilities	<u>-</u>
Current Liabilities Payable from Restricted Assets:	
Revenue Bonds Payable	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
Customer Deposits	-
Compensated Absences less Current Portion	-
Revenue Bonds Payable	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>-</u>
NET ASSETS	
Invested in Capital Assets, net of related debt	-
Reserved for Debt Service	-
Reserved for Encumbrances	-
Unreserved	2,470,585
Total Net Assets	<u>2,470,585</u>
Total Liabilities & Net Assets	<u>\$ 2,470,585</u>

City of Alpharetta
Enterprise Fund - Solid Waste
Statement of Revenues, Expenses, and Changes in Net Position
For the Period Ended May 31, 2024

Operating revenues:	
Charges for sales and services:	
Refuse Collection charges	\$ 6,958,895
Misc Revenue	-
Total operating revenues	<u>6,958,895</u>
Operating expenses:	
Administration	5,515,316
Non-departmental	-
Total operating expenses	<u>5,515,316</u>
Operating Gain (loss)	1,443,579
Non-operating revenues (expenses):	
Investment earnings (Loss)	<u>36,146</u>
Total non-operating revenue (expenses)	<u>36,146</u>
Income (loss) before transfers	1,479,725
Transfers In	-
Transfers Out	<u>-</u>
Change In Net Assets	1,479,725
Total net assets-beginning	<u>10,940</u>
Total net assets-ending (net of encumbrances)	<u>1,490,665</u>
Adjustments to GAAP basis:	
Encumbrances	979,920
Misc adj-Encumbrances Resv/Prior Year	
Total net assets-ending	<u>\$ 2,470,585</u>

DEVELOPMENT AUTHORITY



Revenue & Expenditure Report GAAP Financial Statements



ALPHARETTA DEVELOPMENT AUTHORITY

Financial Management Report - As of May 31, 2024 (unaudited)

Account #	Project	Total Budget	Actuals (Collections/ Expenditures)	Encumbrances	Remaining
Revenues					
99575100-361000	Investment Earnings	\$ -	\$ 4,306		\$ (4,306)
99575100-371000-C1532	ATC Operational Funding (COA)	95,000	95,000		-
(2) 99575100-381000-C1535	Innovation Center Operations (ATC)	23,700	18,803		4,897
	subtotal	\$ 118,700	\$ 118,109		\$ 591
(1) 99575100-395000	Carryforward Fund Balance	\$ 356,962	\$ -		\$ 356,962
	subtotal	\$ 356,962	\$ -		\$ 356,962
	Total	\$ 475,662	\$ 118,109		\$ 357,553
Expenditures					
99575100-571000-C1403	Local Job Creation Grant Program	\$ 32,500	\$ -	\$ -	\$ 32,500
99575100-544100-C1532	ATC Operational Funds	95,000	95,000	-	-
99575100-544100-C1601	High Impact Permitting Grant Program (IGA with COA)	20,948	-	-	20,948
99575100-544100-C0924	Economic Development Strategic Plan (split with COA)	37,500	37,500	-	-
99575100-544100-C2313	Atl. Urban Land Institute (technical assistance panel)	10,000	-	10,000	-
99575100-544100-C2210	Downtown Economic Development Initiative	40,000	30,000	-	10,000
99575100-544100-C2422	Connect Forward Grant Program	50,000	-	-	50,000
	subtotal	\$ 285,948	\$ 162,500	\$ 10,000	\$ 113,448
(2) 99575100-523860-C1535	Innovation Center Operations (Maintenance Contracts)	\$ 12,000	\$ 9,435	\$ 750	\$ 1,815
(2) 99575100-531200-C1535	Innovation Center Operations (Miscellaneous Utilities)	1,100	861	-	239
(2) 99575100-531210-C1535	Innovation Center Operations (Water/Sewer)	1,200	268	-	932
(2) 99575100-531220-C1535	Innovation Center Operations (Natural Gas)	5,000	3,626	-	1,375
(2) 99575100-531230-C1535	Innovation Center Operations (Electricity)	4,400	3,894	-	506
	subtotal	\$ 23,700	\$ 18,084	\$ 750	\$ 4,866
99575100-579000	Reserve	\$ 166,014	\$ -	\$ -	\$ 166,014
	Total	\$ 475,662	\$ 180,584	\$ 10,750	\$ 284,328

- (1) Carryforward Fund Balance represents cash available at the end of the prior fiscal year that is programmed into the current fiscal year budget. As this account represents cash already received, there will not be actual collections.
- (2) Innovation Center utilities are being funded by the Alpharetta Technology commission (ATC) on a reimbursement basis. As such, revenues and/or expenses will outpace budget at month end due to the billing/reimbursement delay.



ALPHARETTA DEVELOPMENT AUTHORITY
Financial Management Report - As of May 31, 2024 (unaudited)

Account #	Project	Total Budget	Actuals (Collections/ Expenditures)	Encumbrances	Remaining
Fund Balance Reconciliation					
Fund Balance (beginning of Fiscal Year)			\$ 356,962		
Revenues collected to date			118,109		
Expenditures incurred to date			(180,584)		
Fund Balance (current)			\$ 294,487		
Forecasted revenue collections (Innovation Ctr maintenance reimbursement)			2,595		
Fund Balance*			\$ 297,082		
Fund Balance Allocation (forecasted):					
Non-Spendable (unspent/remaining project allocations)			\$ 123,448		
Spendable (available for investment by the Board)			173,634		
			\$ 297,082		

* May differ from the Fund Balance figures in the attached Balance Sheet due to forecasted revenue collections that are anticipated, but not yet collected.

City of Alpharetta
Balance Sheet
COMPONENT UNIT-DEVELOPMENT AUTHORITY
May 31, 2024

ASSETS

Current Assets:

Cash and Cash Equivalents	\$ 294,524
Investments	-
Receivables	-
Restricted Cash for Bond Issuance Costs	-

Total Assets	294,524
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LIABILITIES

Current Liabilities:

Accounts Payable	37
Deferred Revenue	0
Due to Other Funds	-
Total Current Liabilities	37

Current Liabilities Payable from Restricted Assets:

	-
Total Current Liabilities Payable from Restricted Assets	-

Noncurrent Liabilities:

	-
Total Noncurrent Liabilities	-
Total Liabilities	37

Fund Balance

Restricted	123,448
Unallocated	171,039
Total Fund Balance	294,487

Total Liabilities & Fund Balance	\$ 294,524
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City of Alpharetta
Statement of Revenues, Expenditures, and Changes in Fund Balance
COMPONENT UNIT-DEVELOPMENT AUTHORITY
For the Period Ended May 31, 2024

	<u>Actual Amounts</u>
Revenues	
Rent/Royalties	\$ 18,803
State Grant	-
Fees	-
Contributions & Donations	95,000
Miscellaneous Income-Interest	4,306
Miscellaneous Revenue	<u>-</u>
Total Revenues	<u>118,109</u>
Expenditures	
Economic Development	162,500
Maintenance Contracts	10,185
Donation to private source	10,000
Utilities - Miscellaneous	8,649
Debt Service:	
Principal	-
Interest	<u>-</u>
Total Expenditures	<u>191,334</u>
Excess (deficiency) of revenues over (under) expenditures	(73,225)
Other Financing Sources (Uses)	
Sale of capital assets	<u>-</u>
Net Change in Fund Balances	(73,225)
Fund Balance, Beginning of Year	<u>356,962</u>
Encumbrances	10,750
Fund Balance, End of Year	<u>294,487</u>





STAFF REPORT

Department: Administration
Submitted By: Lauren Shapiro
Meeting Date: July 15, 2024

AGENDA ITEM:

Settlement Agreement: Jeffrey Gray v. City of Alpharetta Civil Action File Number 1:23-CV-00463-MLB
Consideration of approval of a Settlement Agreement and Release of Claims between Jeffrey Gray and the City of Alpharetta, Arick Furr, and Harold Shoffeitt and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve, as part of the Consent Agenda, the Settlement Agreement and Release of Claims between Jeffrey Gray and the City of Alpharetta, Arick Furr, and Harold Shoffeitt, 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:
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:

Plaintiff Jeffrey Gray filed a lawsuit against the City of Alpharetta, Arick Furr, and Harold Shoffeitt in the United States District Court for the Northern District of Georgia alleging violations of the First, Fourth, and Fourteenth Amendments to the United States Constitution. The parties participated in mediation on September 6, 2023 and have negotiated terms of settlement of the case, which are reflected in the proposed Settlement Agreement. If approved by the City Council, all claims asserted by Jeffrey Gray will be released and the case dismissed.

ALTERNATIVES:

Do not approve the aforementioned settlement agreement as part of the consent agenda and consider as a new business item.

ATTACHMENTS:

1. Settlement Agreement Jeffrey Gray v. Alpharetta

**IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF GEORGIA
ATLANTA DIVISION**

JEFFREY GRAY,

Plaintiff,

v.

CITY OF ALPHARETTA, *et al.*,

Defendants.

Civil Action No.
1:23-cv-00463-MLB

SETTLEMENT AGREEMENT AND RELEASE OF CLAIMS

This Settlement Agreement and Release of Claims (“Agreement”) is entered into by and between Jeffrey Gray (“Plaintiff”), on the one hand, and the City of Alpharetta, a municipal corporation of the State of Georgia (“Alpharetta”), Arick Furr, a Lieutenant of the Alpharetta Department of Public Safety, in his individual capacity, and Harold Shoffeitt, an officer of the Alpharetta Department of Public Safety, in his individual capacity (“Defendants”), on the other hand.

DEFINITIONS

As used in this Agreement:

“Defendants” includes the City of Alpharetta (“Alpharetta”), any and all of Alpharetta’s past, present, and future council members, departments, administrators, employees, agents, insurers, reinsurers, claims adjusters, and attorneys; Arick Furr, himself, heirs, assigns, executors, administrators, agents, attorneys, representatives, and all other persons or entities claiming through Arick Furr; and Harold Shoffeitt, himself, heirs, assigns, executors, administrators, agents, attorneys, representatives, and all other persons or entities claiming through Harold Shoffeitt.

“Plaintiff” includes Jeffrey Gray, himself, heirs, assigns, executors, administrators, agents, attorneys, representatives, and all other persons or entities claiming through Jeffrey Gray.

“FIRE” is the Foundation for Individual Rights and Expression, a nonprofit organization and counsel for Jeffrey Gray.

“Panhandling” means asking other people for money or other resources in a public place, through written words, gestures, or speech.

RECITALS

WHEREAS, Plaintiff filed a lawsuit against Defendants in the United States District Court for the Northern District of Georgia, captioned *Jeffrey Gray v. City of Alpharetta, a political subdivision of the State of Georgia; Arick Furr, a Lieutenant of the Alpharetta Department of Public Safety, in his individual capacity; and Harold Shoffeitt, an officer of the Alpharetta Department of Public Safety, in his individual capacity*, Case No. 1:23-cv-00463-MLB (the “Lawsuit”);

WHEREAS, Plaintiff alleged in the Lawsuit that Defendants violated the First, Fourth, and Fourteenth Amendments to the United States Constitution by detaining Plaintiff, who was holding a “God Bless the Homeless Vets” sign, under an unwritten policy, practice, or custom prohibiting “panhandling” speech, terminating his video-recording, compelling him to identify himself, searching him, and issuing a trespass notice barring him from continuing to engage in expressive activity;

WHEREAS, Defendants answered the Complaint, denying liability, and continue to deny liability to this day;

WHEREAS, Plaintiff and Defendants wish to resolve all disputes and claims raised in the Lawsuit;

WHEREAS, Plaintiff covenants that he has not assigned, transferred, or subrogated any portion of any claim that he has asserted or could have asserted in the Lawsuit; and

WHEREAS, for and in consideration of the promises set forth herein, the adequacy and sufficiency of which are hereby acknowledged, Plaintiff and Defendants now compromise and settle the Lawsuit under the terms providing

in this Agreement. The foregoing recitals are a substantive part of this Agreement.

I. CONSIDERATION AND RELEASE OF CLAIMS

(A) **“Panhandling” General Order:** For and in consideration of Plaintiff’s promises and obligations under this Agreement, Alpharetta agrees it will amend its Department of Public Safety Manual with the Panhandling General Order attached as Exhibit A. Alpharetta will not rescind or limit in any way the Panhandling General Order for at least three years after it is adopted. Alpharetta will provide to Plaintiff’s counsel a copy of the Panhandling General Order upon its adoption as contemplated in Section III(A) below.

(B) **Trespassing General Order:** For and in consideration of Plaintiff’s promises and obligations under this Agreement, Alpharetta agrees it will amend its Department of Public Safety Manual with the Trespassing General Order attached as Exhibit B. Alpharetta will not rescind or limit in any way the Trespassing General Order for at least three years after it is adopted. Alpharetta will provide to Plaintiff’s counsel a copy of the Trespassing General Order upon its adoption as contemplated in Section III(A) below.

(C) **Amendment to Existing Policies:** For and in consideration of Plaintiff’s promises and obligations under this Agreement, Alpharetta agrees it will amend the following Department of Public Safety Manual policies, and will not rescind or limit these policies, inclusive of the amendments, for at least three years. Alpharetta will provide to Plaintiff’s counsel a copy of the amended Department of Public Safety Manual Policies upon their adoption as contemplated in Section III(A) below.

- a. Alpharetta will amend and enforce its Department of Public Safety Manual Policy 01-12 (“Internal Affairs”), to ensure that alleged violations of First Amendment rights, inclusive of the right to panhandle in public places, are reviewed as potential “Level 2” “civil rights” violations. The definition of “Level 2” shall read: “Any complaint which alleges the misuse of force, deadly force, serious misconduct, criminal conduct, or driving while intoxicated. Brutality, corruption and breach of civil rights (including First Amendment rights, such as the right to panhandle in public places) shall be

included in this classification. This list is a basic guide and should not be considered all-inclusive. Any complaint may be placed in this classification upon the direction of the Chief of Public Safety.”

- b. Alpharetta will amend and enforce its Department of Public Safety Manual, DPS Policy 01-01 (“Rules, Regulations and Disciplinary Process”), to include violations of the First Amendment, including the right to panhandle in public places, among the enumerated “waterline offenses” requiring officer discipline for negligent actions raising “a question as to the [department’s] liability” or those “which may result in a heightened community interest.” The “‘waterline’ offense” enumerated at DPS 01-01 § I(C)(1) will be amended to include “Any action that would violate the First Amendment.”

(D) Notice to Law-Enforcement Officers:

- a. Within three months of the Effective Date of this Agreement, Alpharetta will provide each law-enforcement officer with a copy of the text of the adopted policies and General Orders contemplated above. The copy provided to each officer shall highlight or otherwise identify the amended language.
- b. Alpharetta will certify to Plaintiff’s counsel in writing, no later than December 31, 2024, that all officers not unavailable due to circumstances beyond the control of Alpharetta have received copies of the adopted policies and General Orders contemplated above. No later than December 31, 2025, Alpharetta will certify to Plaintiff’s counsel in writing that it has provided copies of the adopted policies and General Orders contemplated above to any officers employed by Alpharetta whom Alpharetta could not provide copies to before December 31, 2024 due to circumstances beyond Alpharetta’s control but who have since returned to active employment.

(E) Training of Law-Enforcement Officers:

- a. Alpharetta will provide quarterly documented roll-call training to all officers, for a period of two years, stating that panhandling in public places is generally a lawful practice protected by the First Amendment.
- b. Alpharetta will provide two hours of First Amendment training per officer while on duty per year in 2024 and 2025. The City Attorney may conduct the training. The training shall primarily focus on the freedom of speech and may include, without limitation, its relationship with the following topics:
 - (1) the parameters of protected speech and expression;
 - (2) the prohibition on viewpoint-based discrimination by government actors;
 - (3) the free speech and assembly rights of demonstrators;
 - (4) the right to record police activity and police facilities;
 - (5) refusals to identify;
 - (6) refusals to answer questions;
 - (7) dealing with bystanders;
 - (8) the use of profanity towards officers; and
 - (9) the seizure of cameras or cell phones that have recorded police activity.

The training must include discussion of the following United States Supreme Court and Eleventh Circuit Court of Appeals cases related to panhandling, the right to demonstrate, and the freedom of speech:

- (1) *Snyder v. Phelps*, 562 U.S. 443 (2011);
- (2) *Houston v. Hill*, 482 U.S. 451 (1987);
- (3) *Shuttlesworth v. City of Birmingham*, 394 U.S. 147 (1969);
- (4) *Catron v. City of Saint Petersburg*, 658 F.3d 1260 (11th Cir. 2011);
- (5) *Terminiello v. Chicago*, 337 U.S. 1 (1949);
- (6) *Smith v. City of Cumming*, 212 F.3d 1332 (11th Cir. 2000); and

(7) *Smith v. City of Fort Lauderdale*, 177 F.3d 954 (11th Cir. 1999).

On or before December 31, 2024, and again on or before December 31, 2025, Alpharetta will provide to Plaintiff's counsel a copy of the training materials and proof of officers' completion (such as a sign-in sheet or any subsequent course evaluations) of the in-service training required in Section I(E)(b). Alpharetta will not be in breach of this requirement when an officer cannot attend the training for reasons outside of Alpharetta's control (such as when the officer is on extended leave, as opposed to the officer having conflicting job duties imposed by Alpharetta).

(F) **Oversight:** For and in consideration of Plaintiff's promises and obligations under this Agreement, Alpharetta agrees it will provide Plaintiff's counsel with the following each quarter for three years (that is, each January 1, April 1, July 1, and October 1, commencing July 1, 2024 and concluding with a production on or before July 31, 2027): (1) copies of any police report generated the preceding quarter pertaining to panhandling or solicitation; and (2) any trespass notice issued the preceding quarter involving a public park, City Hall, or any sidewalk adjacent to City Hall (meaning the sidewalks bounded on the north by Academy St., on the east by Haynes Bridge Rd., on the south by the Alpharetta Branch Library, and on the west by Park Plaza). Alpharetta will produce these records within 30 days of the end of each quarter (that is, by each January 31, May 31, July 31, and October 31). Alpharetta will not be in breach of this requirement unless, following notice from FIRE, Alpharetta fails to produce the records within five business days of receipt of the notice. Notice of failure to produce records may be made by Plaintiff to the City Clerk, City Administrator, or City Attorney of the City of Alpharetta via U.S. Mail or electronic mail.

(G) **Damages, Attorneys' Fees, and Costs:** For and in consideration of Plaintiff's promises and obligations under this Agreement, Alpharetta agrees to pay the gross sum of \$55,000.00 (fifty-five thousand dollars and zero cents) (the "Payment"). Of the Payment, \$41,250.00 (forty-one thousand, two-hundred and fifty dollars and zero cents) in damages shall be made by one check payable directly to Jeffrey Gray. The \$13,750.00 (thirteen-thousand, seven-hundred and fifty dollars and zero cents) remainder of the Payment shall

be paid by check payable to the Foundation for Individual Rights and Expression, in satisfaction of attorneys' fees and costs. Upon execution of this Agreement, FIRE will promptly provide Alpharetta an IRS Form W-9 or other suitable written communication providing the tax identification number for FIRE. The Payment shall be made in accordance with Section III(B) of this Agreement.

(H) **Dismissal of the Lawsuit:** For and in consideration of Defendants' promises and obligations under this Agreement, Plaintiff agrees to dismiss with prejudice all claims asserted in the Lawsuit or that could have been asserted in the Lawsuit in accordance with the process set forth in this Agreement.

(I) **Release by Plaintiff:** For and in consideration of Defendants' promises and obligations under this Agreement, Plaintiff hereby releases and forever discharges any and all Claims against the Defendants arising out of or relating to the Lawsuit and the facts and circumstances underlying the Lawsuit, both past and present, occurring on or before the Effective Date of this Agreement, known and unknown, foreseen and unforeseen. For purposes of the Releases herein, "Claims" means any debts, demands, actions, causes of action, suits, accounts, covenants, contracts, agreements, damages, losses, expenses (including attorneys' fees and costs incurred), rights under any and all federal and state laws, and any and all claims, demands, and liabilities whatsoever of every name and nature, both in law and in equity. This Release does not bar action necessary to enforce the terms of this Agreement.

(J) **Release by Defendants:** For and in consideration of Plaintiff's promises and obligations under this Agreement, Defendants hereby release and forever discharge any and all Claims against Plaintiff arising out of or relating to the Lawsuit, both past and present, occurring on or before the Effective Date of this Agreement, known and unknown, foreseen and unforeseen. For purposes of the Releases herein, "Claims" means any debts, demands, actions, causes of action, suits, accounts, covenants, contracts, agreements, damages, losses, expenses (including attorneys' fees and costs incurred), rights under any and all federal and state laws, and any and all claims, demands, and liabilities whatsoever of every name and nature, both in law and in equity. This provision does not bar action necessary to enforce the terms of this Agreement.

II. COOPERATION OF THE PARTIES

(A) Plaintiff and Defendants agree to cooperate fully, to execute any documents necessary to effectuate this Agreement, and to take such additional actions that reasonably may be necessary or appropriate to give force and effect to the terms and intent of this Agreement and which are not inconsistent with its terms. Each party (to include Arick Furr and Harold Shoffeitt) shall bear his, her, or its own attorneys' fees, costs, and expenses arising from the negotiation, preparation, and implementation of this Agreement, other than any fees or costs necessary to enforce this Agreement as identified in Section VI(A) and those attorneys' fees and costs identified in Section I(G).

(B) Plaintiff and Defendants represent and certify that they each have full authority to sign this Agreement, and that no further approvals or consents by any other persons or entities are necessary for Plaintiff and Defendants to enter this Agreement and fulfill the conditions herein.

III. EFFECTIVE DATE OF AGREEMENT AND TIME FOR PAYMENT

This Agreement shall be effective after it is signed by all parties ("Effective Date").

(A) Within ten (10) business days of the Effective Date, Alpharetta shall send to Plaintiff's counsel (via email to adam@thefire.org) a copy of each of the following:

- a. The Department of Public Safety Manual as amended by the General Orders identified in Sections I(A) and (B);
- b. The Department of Public Safety Manual Policy 01-12 ("Internal Affairs") identified in Section I(C)(a), as amended under this Agreement; and
- c. The Department of Public Safety Manual, DPS Policy 01-01 ("Rules, Regulations and Disciplinary Process") identified in Section I(C)(b), as amended under this Agreement.

(B) Within ten (10) business days of the Effective Date, Alpharetta or its agent or insurer shall mail, via overnight Federal Express with tracking information provided to Plaintiff's counsel by email to adam@thefire.org, the Payment checks described in this Agreement to:

Adam Steinbaugh
Foundation for Individual Rights and Expression (FIRE)
510 Walnut Street, Suite 900
Philadelphia, PA 19106

(C) Within five (5) business days after the latest of (1) Receipt by Plaintiff's counsel of each of the as-amended policies required by Section III(A); and (2) Receipt by Plaintiff's counsel of the payment checks required by Section III(B), Plaintiff shall file the agreed-upon Stipulation of Dismissal with Prejudice, attached as Exhibit C, in the Lawsuit.

IV. NO PENDING LITIGATION

Plaintiff represents and confirms that, as of the date of his execution of this Agreement, other than the Lawsuit, he has not filed or otherwise initiated any lawsuit, complaint, charge, appeal, or other proceeding against any of the Defendants in any local, state, or federal court or with any other governmental agency based upon events occurring prior to the date of this Agreement. To the extent permitted by law, Plaintiff expressly waives any right to damages awarded by any governmental agency or court relating to any claims that are released by this Agreement.

V. TREATMENT FOR PURPOSES OF TAXATION

Jeffrey Gray agrees and understands that Defendants have made no representations or guarantees regarding the proper tax treatment of the Payment set forth in this Agreement. Jeffrey Gray assumes full and sole responsibility to any federal, state, or local taxing authority for any tax consequences, including interest, penalties, damages, or expenses, regarding income or other taxes arising out of the Payment. Jeffrey Gray agrees and understands that the treatment of payments under this Agreement by governmental taxing authorities has no bearing on the validity of this Agreement.

VI. MISCELLANEOUS

(A) Any dispute related to the meaning or enforcement of this Agreement shall be brought in the U.S. District Court for the Northern District of Georgia. Georgia law shall govern the validity and interpretation of this Agreement insofar as federal law does not control. If the U.S. District Court for the Northern District of Georgia declines to exercise jurisdiction of any such dispute, the parties agree that the dispute will be brought in the Fulton County Superior Court. If any action at law or in equity is necessary by Plaintiff to successfully enforce this Agreement, Plaintiff shall be entitled to reasonable attorney's fees and costs necessary to bring such action.

(B) This Agreement contains the entire understanding between Plaintiff and Defendants. This Agreement supersedes any prior written or oral agreements. This Agreement shall not be modified, amended, or terminated unless such modification, amendment, or termination is executed in writing by Plaintiff, on the one hand, and an authorized agent for Defendants on the other. No representations, warranties, recitals, covenants, or statements of intention have been made by, or on behalf of, any party hereto which are not embodied in this Agreement, and no party hereto shall be bound by, or liable for, any alleged representation, warranty, recital, covenant, or statement of intention not so set forth.

(C) All the terms, provisions, conditions, covenants, warranties, recitals, and statements of intention in this Agreement shall be binding upon, inure to the benefit of, and be enforceable by Plaintiff and Defendants.

(D) If any single paragraph or clause of this Agreement should be found unenforceable, invalid, or illegal, it shall be severed, and the remaining paragraphs and clauses shall be enforced in accordance with the intent of this Agreement.

(E) Nothing in this Agreement prohibits either party from complying with any state or federal law.

(F) Any headings or subheadings used herein are for reference purposes only and do not affect the substantive provisions of the Agreement.

(G) The waiver by any part of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or simultaneous breach.

(H) A copy of this Agreement may be executed in duplicate originals. Any required signatures or acknowledgments communicated by facsimile transmission or PDF (portable document format) are as effective as the originals thereof.

(I) Plaintiff hereby represents and certifies that he has entered into this Agreement knowingly and voluntarily. Plaintiff certifies that he (i) has carefully read all of this Agreement and understand its provisions; (ii) has been advised to consult with an attorney of his choice before signing this Agreement and in fact have had an opportunity to consult with legal counsel; (iii) has not been influenced to sign this Agreement by any statement or representation by Defendants or their attorneys that is not contained in this written Agreement; and (iv) has been given a reasonable amount of time to review this Agreement and to decide whether to sign it.

(J) Defendants hereby represent and certify that each has entered into this Agreement knowingly and voluntarily. Defendants each certify they (i) have carefully read all of this Agreement and understand its provisions; (ii) have been advised to consult with an attorney of their choice before signing this Agreement and in fact have had an opportunity to consult with legal counsel; (iii) have not been influenced to sign this Agreement by any statement or representation by Plaintiff or his attorneys that is not contained in this written Agreement; and (iv) have been given a reasonable amount of time to review this Agreement and to decide whether to sign it.

ACCEPTED and AGREED TO on the date stated below:

JEFFREY GRAY

Date:

CITY OF ALPHARETTA

LIEUTENANT ARICK FURR

By:

Its:

Date:

Date:

OFFICER HAROLD SHOFFEITT

Date:

EXHIBIT A:
Panhandling General Order

XX-XX Panhandling and the First Amendment

PURPOSE:

To ensure that police department members do not violate the First Amendment rights of citizens who are engaged in lawful panhandling or other forms of protected speech in public spaces.

Definitions:

Panhandling: Asking other people for money or other resources in a public place, through written words, gestures, or speech.

Freedom of speech: The right, protected by the First Amendment of the United States Constitution, to engage in expression without censorship or interference from the government. This includes, but is not limited to, what people say, write, read, sing, paint, perform, draw, and even wear.

Traditional public forum: A place that, by tradition or by law, has been devoted to assembly or debate. Traditional public fora include streets, parks, and public sidewalks.

POLICY:

It is the policy of the Alpharetta Department of Public Safety to respect and protect the First Amendment rights of members of the public to engage in protected speech in public spaces, including the right to protest or express unpopular views. Panhandling, like other charitable solicitation, in traditional public fora, is a lawful expressive practice that is protected by the Free Speech Clause of the First Amendment to the U.S. Constitution. *See Smith v. City of Fort Lauderdale*, 177 F.3d 954, 956 (11th Cir. 1999).

When enforcing ordinances restricting loitering (Sec. 30-1), congregating on or near a street (Sec. 30-2), or disorderly conduct (Sec. 30-3), officers will not investigate, order to move, detain, arrest, or cite members of the public for panhandling in the absence of conduct violating a written ordinance or state law.

Officers may not assert that asking for money (or “panhandling”) is unlawful, generally. However, officers may explain that ordinances or state law limits

panhandling in certain areas or manners, provided that explanation accurately conveys existing ordinances or state law. Officers may offer connection to relevant social services.

Enforcement:

Sustained violations of this policy will result in disciplinary actions up to and including termination of employment. The first violation may result in counseling or a written warning; subsequent violations will result in more serious discipline.

EXHIBIT B:
Trespassing General Order

XX-XX Trespassing Notices in Public Spaces

PURPOSE:

To ensure that police department members do not violate the First Amendment rights of citizens to engage in protected speech in public spaces.

Definitions:

Trespass notice: A notice, oral or written, that prohibits or warns someone from remaining on or returning to particular property.

Traditional public forum: A place that, by tradition or by law, has been devoted to assembly or debate. Traditional public fora include streets, parks, and public sidewalks.

Designated or limited public forum: A place that has been opened up, by the City of Alpharetta or another government actor, for the purpose of expressive activity by the public or a designated class of speakers. Designated public fora include, for example, but are not limited to, meetings open to public comment or meeting rooms open to public use.

Time, place, and manner restrictions: These restrictions define when, where, and how a speaker may present a message. For example, while it may be permissible to shout “Stop the war!” or “Support our troops!” at noon in a public park, law-enforcement officers may be able to prevent someone from shouting the same speech in front of a residence at 3:00 AM. Time, place, and manner restrictions must, however, be “reasonable,” which means they must be necessary to serve an important government interest. Valid time, place, and manner restrictions must not be based on the content or viewpoint of the speech.

POLICY:

It is the policy of the Alpharetta Department of Public Safety to respect and protect the First Amendment rights of members of the public to engage in protected speech in public spaces.

All trespass notices will be in writing. Oral trespass orders are not permitted and constitute a violation of this policy, unless providing a written order would pose a substantial risk of physical injury to the officer or other individuals.

Officers will not issue written trespass notices to members of the public barring them from traditional, designated, or limited public forums, such as public streets, sidewalks, parks, or the areas of government buildings open to the public.

This policy does not prohibit an officer from enforcing content- and viewpoint-neutral ordinances, regulations, or rules, including reasonable time, place, or manner regulations. These include, by way of example, limits on the hours of operation of a given space.

Enforcement:

Sustained violations of this policy will result in disciplinary actions up to and including termination of employment. The first violation will result in counseling or a written warning; subsequent violations will result in more serious discipline.

EXHIBIT C:
Stipulation of Voluntary Dismissal

**IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF GEORGIA
ATLANTA DIVISION**

JEFFREY GRAY,

Plaintiff,

v.

CITY OF ALPHARETTA, *et al.*,

Defendants.

Civil Action No.
1:23-cv-00463-MLB

STIPULATION OF VOLUNTARY DISMISSAL

Under Federal Rule of Civil Procedure 41(a)(1)(A)(ii), Plaintiff Jeffrey Gray and Defendants City of Alpharetta, Arick Furr, and Harold Shoffeitt stipulate to the dismissal with prejudice of all claims and affirmative defenses arising out of or relating to this lawsuit. The parties stipulate that a settlement has been reached.

DATED: July __, 2024

Respectfully submitted,

/s/ Adam Steinbaugh

ADAM STEINBAUGH*

PA Bar No. 326475; CA No. 304829

JAMES M. DIAZ*

VT Bar No. 5014

COLIN McDONELL*

PA Bar No. 331247; CA No. 289099

/s/ Phillip E. Friduss+

PHILLIP E. FRIDUSS

Georgia Bar No. 277220

HENRY CLELAND

Georgia Bar No. 663931

HALL BOOTH SMITH, P.C.

191 Peachtree Street, N.E.

FOUNDATION FOR INDIVIDUAL RIGHTS
AND EXPRESSION
510 Walnut Street, Suite 900
Philadelphia, PA 19106
Tel: (215) 717-3473
Fax: (267) 573-3073
adam@thefire.org
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/s/ Andrew Fleischman
ANDREW S. FLEISCHMAN
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Counsel for Plaintiff Jeffrey Gray

*Admitted *Pro Hac Vice*

+Signed with permission

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*Counsel for Defendants City of
Alpharetta and Harold Shoffeitt*

/s/ Emily E. Schnidt+
EMILY E. SCHNIDT
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Chicago, IL 60603
eschnidt@borkanscahill.com

Counsel for Defendant Arick Furr



STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Morgan Rodgers

Meeting Date: July 15, 2024

AGENDA ITEM:

Request For Proposals 24-118: Pool and Fountain Maintenance Services

Consideration of approval to award a contract for Request For Proposals 24-118 to DC Pool Service, LLC for pool and fountain maintenance services with a contract term of five-years and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve an award of a contract for Request For Proposal 24-118 to DC Pool Service, LLC for pool and fountain maintenance services with a contract term of five-years 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: \$126,762.00 BASED ON ESTIMATED USAGE (ACTUAL COSTS WILL BE BASED ON CONTRACT UNIT PRICING).

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
Pool Maintenance Contracts 10061240-523860	\$80,562.00
Fountain Maintenance Contracts 10061850-523860-RPM01	\$46,200.00

EXTERNAL FUNDING SOURCES:

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

ITEM DESCRIPTION:

This agenda item is for consideration to award RFP 24-118 for pool and fountain maintenance services.

- Procurement method selected is a Request for Proposals (RFP).
- Recommended vendor is DC Pools, LLC.

BACKGROUND

This contract request is for pool and fountain maintenance services, including providing all the necessary labor, chemical supplies, etc. for the service and maintenance of:

- Wills Park Pools, Splash Pad, Slide, and Fixed Features.
- Four (4) City Center water features, including the Town Green Water Feature, Two Formal Garden Fountains, and the Lazy River in Brooke Street Park.
- Maddox Park Fountain.

- Three (3) Pocket Park Small Fountains in North Main Street Park, Canton/Old Canton Park, and Roswell/Old Roswell Park.

PROCUREMENT PROCESS

The Department of Recreation, Parks & Cultural Services, with guidance from the Finance Department, prepared RFP 24-118 which was issued on March 21, 2024.

RFP 24-118 was advertised through the City's e-procurement site (Bonfire) as well as the Georgia Procurement Registry, reaching 592 vendors. The response deadline was April 25, 2024, and proposals were received from three (3) firms.

PROCUREMENT EVALUATION

An Evaluation Committee comprised of members of the Department of Recreation, Parks & Cultural Services evaluated the proposals based on the following criteria (max of 100 points):

- Chemical/Products and Material Safety Data Sheets (pass/fail)
- Method of Service, Project Approach (25 points)
- Qualifications, Experience, References (32 points)
- Local Vendor Preference (3 points)
- Cost (40 points)

Evaluation Committee members independently evaluated and scored each proposal for all criteria above, excluding cost. Upon completion of the independent evaluations, cost was added to the overall scoring, resulting in the following total scores and ranking:

TABLE A	Evaluation (max of 100)			Cost
Firm	Points	Cost	Total	in \$
DC Pool Service, LLC	56.78	27.96	84.74	\$126,762
Aquatic Management	38.53	30.00	68.53	\$118,162
United Pool Maintenance, LLC	40.73	18.08	58.81	\$196,031

The highest-scoring vendor, DC Pool Service, LLC has been in business since 2006 providing swimming pool maintenance, repair, and renovation services to customers across metro Atlanta and surrounding areas. A significant portion of DC Pool Service's business is servicing aquatic facilities for municipalities, universities, and healthcare systems.

DC Pool Service, LLC, is the City's existing service provider and has extensive knowledge of the workings of all aquatics features and fountains in the City of Alpharetta. DC Pool Service, LLC has been the selected vendor for the City fountains since the opening of the splash fountain on the Town Green in 2016 and has serviced the Wills Park Pool since the facility was upgraded in 2018. The company has consistently exceeded staff expectations in terms of responsiveness, competency, and flexibility (including emergency service visits).

COST

For RFP 24-118, cost was requested on a unit cost basis. So that effective cost could be compared on an apples-to-apples basis, Staff compiled a sample price sheet based on specific line items and estimated usage quantities. The resulting costs are noted in Table A above.

DC Pool Service, LLC, was the 2nd lowest cost submission at \$126,762 based on the estimated usage quantities and can be further segmented as follows:

- \$65,400 - Base Services (e.g. maintenance visits) which are generally fixed, but additional visits can be requested as needs dictate.

- \$6,500 - Extra Services (e.g. leaf/debris removal, pressure washing pool deck, etc.) which are variable based on need.
- \$54,862 - Chemicals which are variable based on need.

Because the bid is based on unit cost, actual annual costs will vary depending upon need and actual service provided.

As previously noted, DC Pool Services, LLC is the City's current pool and fountain maintenance provider. Looking over the past four years, our actual costs for the vendor's services have been between \$87,000 to just over \$100,000 annually.

PROCUREMENT AWARD RECOMMENDATION

The Evaluation Committee recommends award of RFP 24-118 to DC Pools, LLC. for pool and fountain maintenance services with a contract term of five-years at the unit pricing detailed in the contract (Exhibit A).

ALTERNATIVES:

Do not award a contract for RFP 24-119 to DC Pool Services, LLC and re-advertise the RFP.

ATTACHMENTS:

1. RFP 24-118 Scoring Summary
2. Contract 24-118 DC Pool Service 05312024
3. RFP 24-118 DC Pool Service Submission
4. RFP 24-118 Solicitation Documents

24-118 - Pool and Fountain Maintenance Services Scoring Summary

Active Submissions

	Total	B - Group 2 Technical	B-1 - Method of Service, Project Approach	B-2 - Qualifications, Experience, References	C - Group 3 Cost Proposal	C-1 - Cost Proposal
Supplier	/ 100 pts	/ 67 pts	/ 30 pts	/ 37 pts	/ 30 pts	/ 30 pts
DC Pool Service	84.74	56.78	26.25	30.53	27.96	27.96 (\$126,762.00)
Aquatic Management	68.53	38.53	17.25	21.28	30	30 (\$118,162.00)
United Pool Maintenance, LLC	58.81	40.73	15.75	24.98	18.08	18.08 (\$196,031.80)

**CONTRACT AGREEMENT
POOL AND FOUNTAIN MAINTENANCE SERVICES
(REQUEST FOR PROPOSAL NO. 24-118)**

THIS AGREEMENT, made by and between **CITY OF ALPHARETTA, GEORGIA**, a municipal corporation of the State of Georgia (hereinafter, the "CITY"), and DC POOL SERVICE, LLC, a domestic limited liability company with its principal office located at 1359 Lochstone Drive, Powder Springs, GA 30127 (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 project described as follows:

Pool and Fountain Maintenance Service, including providing all of the necessary labor, chemical supplies, with the exception of the carbon dioxide, and equipment for the service and maintenance of:

- Wills Park Pools, Splash Pad, Slide, and the Pool Fixed Features,
- Four City Center water features, including the Town Green Water Feature, Two Formal Garden Fountains, and the Lazy River in Brooke Street Park,
- Maddox Park Fountain, and
- Three Pocket Park Small Fountains at North Main Street Park, Canton/Old Canton Park, and Roswell/Old Roswell Park.

The work is within the City of Alpharetta.

For CONTRACTOR'S performance and completion of the Project, CITY shall pay CONTRACTOR a fee in accordance with the unit costs on Exhibit A attached. 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 RFP 24-118 and CONTRACTOR'S Proposal, all of which are made a part hereof and collectively constitute the Contract (the "Work").

This price includes the full development and provision of all deliverables as specified in the RFP and Proposal, as further supplemented or modified by the City's requirements. The City will process approved payment requests under this project to the Contractor. Payment to sub-contractors and suppliers is the responsibility of the Contractor. The City will not entertain any other payment arrangements. Invoices must be sent to:

City of Alpharetta
Department of Recreation, Parks & Cultural Services
2 Park Plaza
Alpharetta, GA 30009
Attn: Ruby Flynn (rflynn@alpharetta.ga.us)

Payments may be made in the manner and on the periodic basis agreed to by the City prior to the commencement of the Work. Upon completion of the Work or, if agreed to by the City, upon completion of certain portions thereof, the Contractor must send an invoice detailing the appropriate charges as currently allowed. Upon receipt of Contractor's invoice and following inspections and confirmation of the performance of the subject portion of the Work, the City will make payment. Upon receipt of Contractor's final invoice and following final inspection and final acceptance of the Work, the City will make final payment. Subject to the withholding of any amounts due to the City as further set forth herein, all such

invoices will be paid within forty-five (45) days by the City unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor will provide complete cooperation during any such investigation. No price adjustments will be made during the term or any extension of this Contract except upon mutual consent of the parties. Notwithstanding any other provision of this Contract, and without prejudice to any of City's other rights and remedies, City will have the right at any time or times to deduct and withhold from any payment for services that may become due under this Contract, such amount or amounts as may reasonably appear necessary to compensate the City for any portion of the Work that is defective, damaged, flawed, unsuitable, non-conforming or incomplete. Acceptance of final payment will constitute a waiver of all claims against the City by the Contractor except for those claims previously made in writing against the City by the Contractor, pending at the time of final payment, and identified in writing by the Contractor as unsettled at the time of its request for final payment.

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 remains uncured after seven (7) days from 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 remains uncured after seven (7) days from 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 RFP 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.

[signatures begin next page]

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

DC POOL SERVICE, LLC

By: _____
David Clouser, Owner

Attest:

By: _____
David Clouser, Owner

Date: _____

EXHIBIT "A"

RFP 24-118: Pool and Fountain Maintenance Services		
Schedule of Items		
Directions:	Please complete the highlighted line items on the rate sheet. The pricing will feed to the sample price sheet.	
Dofferor Nam:	DC Pool Service LLC	
Pool & Splash Pad Maintenance Services		
Pool Season: May 1st - September 30th		Price per Week
	One maintenance visit per week (Monday Only)	\$ 260.00
	Two maintenance visits per week (Monday and Thursday)	\$ 415.00
	Three maintenance visits per week (Monday, Thursday, and Saturday)	\$ 600.00
Pool Off Season: October 1st - April 30th		Price per Week
	One maintenance visit per week	\$ 225.00
Pool Additional Services:		Per per Occurrence
	Cleaning and vacuuuming pools and splash pad	\$ 200.00
	Leaf and debris removal services	\$ 300.00
	Pre-season operational preparation	\$ 500.00
	Pre-season orientation for staff	\$ 350.00
	Post season shut down procedures	\$ 350.00
	Pressure washing splash pad	\$ 300.00
	Pressure washing pool deck	\$ 5,000.00
Pool Emergency Serice Calls:		Hourly Rate
	Monday - Friday, 8 AM - 5 PM	\$ 120.00
	Monday - Friday, after 5 PM	\$ 150.00
	Saturday or Sunday	\$ 150.00
	Holidays	\$ 200.00
Monthly Pricing		
City Center Water Features		
	Town Green Water Feature	
	Two Formal Garden Fountains	
	Lazy River in Brooke Street Park	\$ 2,500.00
Maddox Park Fountain		\$ 850.00
Pocket Park Small Fountains		
	North Main Street Fountain	
	Canton/Old Canton Fountain	
	Roswell/Old Roswell Foutain	\$ 500.00
Chemical Costs		
	Brand Name	Quantity Cost
	Algae Treatment	32 oz bottle \$ 45.00
	Algaecide	32 oz \$ 45.00
	Cal Hypos Shock	100 lbs \$ 250.00
	Chlorine Bleach	1 gallon \$ 9.00
	Chlorine Stabilizer	100 lbs \$ 250.00
	Muriatic Acid	1 gallon \$ 9.00
	Pulsar Plus Dry Chlorinator Briquettes	50 lbs \$ 175.00
	Sodium Bicarbonate	50 lbs \$ 35.00
	Calcium Dowflake	50 lbs \$ 35.00
	Clarifier	32 oz \$ 30.00
	Phosphate Remover	32 oz \$ 65.00
	Bromine	50 lbs \$ 400.00

Cover Letter

DC Pool Service LLC
1359 Lochstone Drive
Powder Springs , GA 30127

April 24th , 2024

Abigail Shipp
City of Alpharetta
RFP 24-118
Finance Department
2 Park Plaza
Alpharetta , GA 30009

Dear Ms. Shipp,

We are please to provide you with the attached proposal and RFP response. DC Pool Service has been in business since 2006 providing swimming pool maintenance , repair and renovation services to customers all across metro Atlanta and surround areas. DC Pool Service largely services aquatic facilities for municipalities, universities and healthcare systems. We are a full service pool company that can off everything City of Alpharetta is looking for to maintain their fountain and Wills Park pool to keep patrons safe and happy.

Thank you for the opportunity to provide you with a proposal . We look forward to working with you and the City of Alpharetta.

David Clouser
Owner
DC Pool Service LLC
770-262-0092
dcpoolservice@yahoo.com



Service Beyond Expectation

*1359 Lochstone Drive
Powder Springs, GA 30127
770-262-0092*

DC Pool Service proposes to perform the following services at City of Alpharetta for RFP #24-118

Service will begin : Contracted Date
Service will end on Contracted Date

Town Green Water Feature

- Test fountain water and adjust chemistry when necessary
- Maintain pumps and filtration systems, cleaning hair/lint strainer basket, and backwashing sand filter when necessary
- Maintain chemical feed pumps and fill vats when necessary
- Calibrate and adjust chemical controller to insure proper operation
- Check operation of automatic water leveler
- Check operation of UV light
- Service fountain twice weekly on a year round basis. First of week and end of week

Formal Garden Fountain Service (2 fountains)

- Test fountain water and adjust chemistry when necessary
- Maintain fountain pumps and clean screens/filters when necessary
- Maintain proper chlorine residual to prevent algae growth
- Check operation of automatic water leveler
- Clean out leaves and debris from fountains
- Twice yearly full cleanouts included in service. Drain water, remove all organic debris, refill.
- Service fountain twice weekly on a year round basis. First of week and end of week

Lazy River on Brooke Street Park Service

- *****All chemical cost are included with fountain service*****
- Test fountain water and adjust chemistry when necessary
- Maintain pumps and filtration systems, cleaning hair/lint strainer basket, and backwashing sand filter(s) when necessary
- Maintain chemical levels to prevent algae growth

- Maintain automatic erosion feeder and fill when necessary
- Check operation of automatic water leveler
- Twice yearly full cleanouts included in service. Drain water, remove all organic debris, refill.
- Service fountain twice weekly on a year round basis. First of week and end of week

Maddox Park Fountain Service

- Test fountain water and adjust chemistry when necessary
- Maintain fountain pumps and clean screens/filters when necessary
- Maintain proper chlorine residual to prevent algae growth
- Check operation of automatic water leveler
- Clean out leaves and debris from fountains
- Twice yearly full cleanouts included in service. Drain water, remove all organic debris, refill.
- Service fountain twice weekly on a year round basis. First of week and end of week

Three Pocket Park Small Fountains which include North Main Street Park , Canton/Old Canto Park , Roswell / Old Roswell Park Fountain

- Test fountain water and adjust chemistry when necessary
- Maintain fountain pumps and clean screens/filters when necessary
- Maintain proper chlorine residual to prevent algae growth
- Check operation of automatic water leveler
- Clean out leaves and debris from fountains
- Twice yearly full cleanouts included in service. Drain water, remove all organic debris, refill.
- Service fountain twice weekly on a year round basis. First of week and end of week

Wills Park Pool

- Serviced 3x weekly from May 1st till September 30th
- Serviced 1x weekly during off season October 1st through April 30th
- Pool will be serviced during the summer on Tuesdays, Thursdays and Saturdays unless City request otherwise
- Pool will be serviced on Tuesdays during the off season
- Vacuum and brush pool surfaces as requested
- Maintain chemical balance and levels to meet Fulton County Board of Health pool operation standards.
- Maintain required safety equipment.
- Maintain pumps and filtration systems, cleaning skimmer baskets, hair/lint strainer basket, and backwashing as needed.

- Maintain automatic chlorinators and chemical controllers
- Clean pool tiles as requested
- Clean chlorine equipment when necessary
- Calibrate chemical controllers
- Verify and adjust water level controllers as necessary
- Monitor CO2 levels and report when necessary
- Report any repair / maintenance or safety issues immediately

Other Service at Wills Park on as needed basis

- Pressure washing of pool deck and splash pad
- Pre and post season operations
- Leaf and Debris removal services
- Training and orientation of staff

Scheduling: - After the first (1) month of service, the Contractor will provide the designated city staff a weekly schedule of work to be completed. - For the first six (6) months of this agreement, selected Contractor will meet on site with the city's designated staff not less than weekly to coordinate and evaluate the quality and quantity of services. - After the first six (6) months, as long as the service level is acceptable to the City, the Contractor shall meet with the city's designated staff not less than once monthly.

REFERENCES:

Wellstar Hospital System
Kennestone Hospital – 2 locations
Windy Hill Hospital
Orthosport Facility
Jenna Rush
770-793-7462
Jenna.Rush@wellstar.org

We currently provide services to Wellstar Hospital facilities since 2007. We provide 2-3 times weekly services at these properties. These services include cleaning of pools and spas, pool equipment maintenance and repairs, as well as chemical supplies. We also offer renovation and major repair services at these locations when needed.

Estimated Annual Maintenance Expense for all facilities: \$ 40,000.00
Estimated Annual Repairs and Renovations : \$50,000.00

Cherokee County Aquatic Center
Canton GA
Tom McGerty
678-880-4760
tpmcgerty@cherokeega.com

Since their opening in early 2013, we have provided on site repair and maintenance services. Beginning in 2013, we have provided monthly pool maintenance service of their indoor aquatic center pools and outdoor leisure pools. We provide chemical treatment repair, chemical balancing, filtration maintenance and scheduled cleanings. We also provide start up and shut down services for the outdoor leisure pool and splash pad.

Estimated Annual Maintenance Expense: \$15000.00
Estimated Annual Repairs and Renovations: \$ 25000.00

City of Kennesaw
Swift Cantrell Splash Pad
Kennesaw, GA
Rolando Pardo
404-664-2771
rpardo@kennesaw-ga.gov

Beginning in 2018, we provided weekly maintenance service of the Swift Cantrell Splash pad. We provided weekly service of splash pad equipment, chemical treatment equipment, filtration and general maintenance of splash pad and surroundings. We provided all chemicals and stocked extra parts for operation where required. We also provided annual opening procedures, preparations for health inspections, and winterizing of facility for 2017 and 2018.

Estimated Annual Maintenance Expense: \$7000.00

Mercer University
Sheffield Aquatic Center
Atlanta , GA
Michael Bauer
404-557-2215
BAUER_ME@mercerv.edu

Since 2015, we have provided weekly maintenance service of the indoor pool at Sheffield Gym. We provided services to maintain water quality and chemical balance including maintenance of pool filtration system, chemical feeders including pulsar, maintenance of UV treatment system and chemical controller, vacuuming and brushing of pool when required. We also monitor chemical and CO2 use and report any issues.

Estimated Annual Maintenance Expense: \$7000.00
Estimated Annual Repair Expense: \$6000.00-10000.00

Morehouse College
Archer Hall
Atlanta ,GA
Alonzo Jones
jones-alonzo4@aramark.com
404-993-2695

Since 2012, we have provided twice weekly pool maintenance to the university pool. During our visits we provide vacuuming and brushing of the pool, maintenance of the filtration and chemical treatment equipment, chemical balancing. We also provide all chemicals including Pulsar . We also provide ongoing repair services to keep the facility up and running smoothly

Estimated Annual Maintenance Expense: \$12000.00
Estimated Annual Repair Expense: \$10000.00

Aquatic Consulting and Equipment
Alpharetta, GA
Brad Bachman
770-346-9643
Acepools@bellsouth.net

We have been providing Pulsar repair and install services since 2011. We are the certified Pulsar install and repair company for Aquatic Consulting . We service, install and repair 100s of Pulsar units throughout Georgia, and Alabama. We have access to the best pricing on parts, feeders and Pulsar chlorine.

Key Personnel

David Clouser

Title – Owner

Manages day to day operations of employees, scheduling , communications with customers

Experience: CPO certified. David has been operating and maintaining commercial aquatic facilities for over 20 years.

Adam Green

Title – Pool Technician

Provides on site maintenance services for pools and fountains .

Experience: CPO Certified. Adam has been maintaining commercial aquatic facilities, HOA Pools, senior centers and residential pools for 4 years.

Devin Ward

Title – Pool Repair Technician

Provides on site diagnostic and repair services for pools and fountains.

Experience: CPO Certified. Devin has been maintaining , repairing commercial aquatic facilities for 8 years.

Jeremy Cochran

Title – Pool Repair Technician

Provides on site diagnostic and repair services for pools and fountains.

Experience: CPO Certified. Devin has been maintaining , repairing commercial aquatic facilities for 12 years.

RFP 24-118: Pool and Fountain Maintenance Services
Schedule of Items

Directions: Please complete the highlighted line items on the rate sheet. The pricing will feed to the sample price sheet.

Offeror Name: DC Pool Service LLC

Pool & Splash Pad Maintenance Services		
Pool Season: May 1st - September 30th		Price per Week
One maintenance visit per week (Monday Only)	\$	260.00
Two maintenance visits per week (Monday and Thursday)	\$	415.00
Three maintenance visits per week (Monday, Thursday, and Saturday)	\$	600.00
Pool Off Season: October 1st - April 30th		Price per Week
One maintenance visit per week	\$	225.00
Pool Additional Services:		Per per Occurrence
Cleaning and vaccuuming pools and splash pad	\$	200.00
Leaf and debris removal services	\$	300.00
Pre-season operational preparation	\$	500.00
Pre-season orientation for staff	\$	350.00
Post season shut down procedures	\$	350.00
Pressure washing splash pad	\$	300.00
Pressure washing pool deck	\$	5,000.00
Pool Emergency Serice Calls:		Hourly Rate
Monday - Friday, 8 AM - 5 PM	\$	120.00
Monday - Friday, after 5 PM	\$	150.00
Saturday or Sunday	\$	150.00
Holidays	\$	200.00
Monthly Pricing		
City Center Water Features		
Town Green Water Feature		
Two Formal Garden Fountains		
Lazy River in Brooke Street Park	\$	2,500.00
Maddox Park Fountain	\$	850.00
Pocket Park Small Fountains		
North Main Street Fountain		
Canton/Old Canton Fountain		
Roswell/Old Roswell Foutain	\$	500.00
Chemical Costs		

Brand Name	Quantity	Cost
Algae Treatment	32 oz bottle	\$ 45.00
Algaecide	32 oz	\$ 45.00
Cal Hypos Shock	100 lbs	\$ 250.00
Chlorine Bleach	1 gallon	\$ 9.00
Chlorine Stabilizer	100 lbs	\$ 250.00
Muriatic Acid	1 gallon	\$ 9.00
Pulsar Plus Dry Chlorinator Briquettes	50 lbs	\$ 175.00
Sodium Bicarbonate	50 lbs	\$ 35.00
Calcium Dowflake	50 lbs	\$ 35.00
Clarifier	32 oz	\$ 30.00
Phosphate Remover	32 oz	\$ 65.00
Bromine	50 lbs	\$ 400.00

RFP 24-118: Pool and Fountain Maintenance Services
Sample Price Sheet

Offeror Name: DC Pool Service LLC

Maintenance Services/Chemicals	Quantity	Cost	Extended Cost
Three maintenance visits per week for (20) weeks	20 \$	600.00 \$	12,000.00
One maintenance vist per week for (32) weeks	32 \$	225.00 \$	7,200.00
Pre-season operational preparation	1 \$	500.00 \$	500.00
Pre-season orientation for staff	1 \$	350.00 \$	350.00
Post season shut down procedures	1 \$	350.00 \$	350.00
Pressure washing splash pad	1 \$	300.00 \$	300.00
Pressure washing pool deck	1 \$	5,000.00 \$	5,000.00
City Center Water Features maintenance visits for (12) months	12 \$	2,500.00 \$	30,000.00
Maddox St Park maintenance visits for (12) months	12 \$	850.00 \$	10,200.00
Pocket Park Small Fountains maintenance visits for (12) months	12 \$	500.00 \$	6,000.00
Algae Treatment	0 \$	45.00 \$	-
Algaecide	0 \$	45.00 \$	-
Cal Hypos Shock	2 \$	250.00 \$	500.00
Chlorine Bleach	90 \$	9.00 \$	810.00
Chlorine Stabilizer	92 \$	250.00 \$	23,000.00
Muriatic Acid	128 \$	9.00 \$	1,152.00
Pulsar Plus Dry Chlorinator Briquettes	168 \$	175.00 \$	29,400.00
Sodium Bicarbonate	0 \$	35.00 \$	-
Calcium Dowflake	0 \$	35.00 \$	-
Clarifier	0 \$	30.00 \$	-
Phosphate Remover	0 \$	65.00 \$	-
Bromine	0 \$	400.00 \$	-
Total			\$ 126,762.00

CITY OF ALPHARETTA REQUEST FOR PROPOSALS (RFP)

RFP Number: 24-118

RFP Title: Pool and Fountain Maintenance Services

RFP SCOPE OF WORK & PROPOSAL SUBMISSION

1. RFP Period of No Communication

The No Communication period starts on the issue date of this RFP March 21, 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

Abby Shipp 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. Abby can be reached at 678-297-6052 or purchasing@alpharetta.ga.us.

City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009
Attn: Abby Shipp, Procurement Agent

3. RFP Schedule of Events

- A. **Proposal Close Date, Deadline for Submissions: April 18, 2024, 10:00 AM.** We may change this date during the RFP process. We will post any change in an addendum. Review web page for addenda.
- B. Link to Bonfire Project Web Page: <https://cityofalpharetta.bonfirehub.com/>
- C. This project web page has the important dates and all project documents for this RFP.
- D. Enter all questions, comments, requests for information before the Questions Due Date using ☒ **Message – Opportunity Q&A** at the project web page.
- E. In each question, clearly tell the RFP document and section that is in question.
- F. 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.
- G. 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:

- A. 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.
- B. We will first review all proposals to be sure that proposal have basic requirements and information.
- C. Some scoring may simply be Pass/Fail. Any proposal that Fails any part or section that is required will be removed from further review and scoring.
- D. The Review Team will only get correct proposals for review and scoring.
- E. 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.
- F. 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.

Phase 1

Evaluation Criteria	Maximum Points
Chemical/Products and Material Safety Data Sheets	Pass/Fail
Method of Service, Project Approach	25
Qualifications, Experience, References	32
Local Vendor Preference	3
Cost Proposal	40
Phase 1 Total	100

Phase 2

The City may choose to create a short-list of the most qualified responses. Those Offerors may be invited for interviews and further evaluated.

Evaluation Criteria	Maximum Points
Interview	100
Phase 2 Total	100

WHAT WE WANT TO DO

1. General Description

The Contractor is responsible for providing all of the necessary labor, chemical supplies, with the exception of the carbon dioxide, and equipment for the service and maintenance of:

- Wills Park Pools, Splash Pad, Slide, and the Pool Fixed Features,
- Four City Center water features including the Town Green Water Feature, Two Formal Garden Fountains, and the Lazy River in Brooke Street Park,
- Maddox Park Fountain, and
- Three Pocket Park Small Fountains.

Refer to the maps at the end of this document for reference. All work must be completed in accordance with industry standards.

2. Scope of Work

A. Wills Park Pools, Splash Pad, Slide, and Pool Fixed Features

Responsibilities include:

- Maintenance visits must be scheduled on a regular timetable and at mutually agreeable dates and times.
- During the pool season from May 1st – September 30th, maintenance visits will be conducted up to three times a week prior to the pool opening for the day. Depending on the available budget, the City preference for service is Monday, Thursday and Saturday of each week. Site visits should begin at 7 am to avoid interfering with swim lessons, the pool opening to the public, etc.
- During the off-season, Oct 1st – April 30th, the maintenance visits will be once per week.
- The contractor's field employees must wear company uniforms, identification badges and appropriate safety equipment during each site visit.
- The contractor's on-site crew leader must be fluent in English.
- Each maintenance visit must include:
 1. If city staff is onsite and available, the crew leader must check-in and check-out.
 2. Maintenance of the pump systems.
 3. Brushing of the pool walls as needed.
 4. Water quality, chlorine and other chemical levels in the pools and splash pad must be tested and adjusted according to the industry standard practices.
 5. The contractor is responsible for supplying all necessary chemicals, equipment maintenance, and monitoring of the chemical levels. The only exception is carbon dioxide.
 6. The pool and fountain maintenance services contractor will monitor carbon dioxide levels but will not be responsible for supplying the carbon dioxide.
 7. Verifying that all pool equipment, including but not limited to, diving boards, water slide, water features, etc., is in good working conditions. This task includes cleaning and conducting industry recommended routine maintenance for the equipment.

8. Any equipment repair issues, water quality issues, etc. must be reported to designated City staff at the end of the site visit.
 9. A contact list of designated City staff will be provided upon contract execution. Issues may be reported in-person, by phone, or by email.
- As-needed services that must be scheduled in-advance may include:
 1. Cleaning and vacuuming pools.
 2. Leaf and debris removal services.
 3. Pre-season operational preparation and/or post season shutdown procedures.
 4. Pre-season orientation class for staff.
 5. Pressure washing splash pad.
 6. Pressure washing pool deck.

Scheduling:

- After the first (1) month of service, the Contractor will provide the designated city staff a weekly schedule of work to be completed.
- For the first six (6) months of this agreement, selected Contractor will meet on site with the city's designated staff not less than weekly to coordinate and evaluate the quality and quantity of services.
- After the first six (6) months, as long as the service level is acceptable to the City, the Contractor shall meet with the city's designated staff not less than once monthly.

B. Four City Center Water Features

a. Town Green Water Feature

- o Service water feature twice weekly on a year-round basis. Service to occur at the first of the week and at the end of the week.
- o Test fountain water and adjust chemicals when necessary.
- o Maintain pumps and filtration systems, cleaning hair/lint strainer basket, and backwashing sand filter when necessary.
- o Maintain chemical feed pumps and fill vats when necessary.
- o Calibrate and adjust chemical controller to ensure proper operation.
- o Check operation of automatic water leveler.
- o Check operation of UV light.

b. Two Formal Garden Fountains

- o Service fountains twice weekly on a year-round basis. Service to occur at the first of the week and at the end of the week.
- o Test fountain water and adjust chemicals when necessary.
- o No chlorine should be used in these fountains.
- o Maintain fountain pumps and clean screens/filters when necessary.
- o Maintain proper bromine residual to prevent algae growth.
- o Check operation of automatic water leveler.

- Clean out leaves and debris from fountains.
- Twice yearly full cleanouts to be included in service. Drain water, remove all organic debris, refill and add necessary chemicals.

c. Lazy River in Brooke Street Park

- Service lazy river twice weekly on a year-round basis. Service to occur at the first of the week and at the end of the week.
- Test fountain water and adjust chemicals when necessary.
- Maintain pumps and filtration systems, cleaning hair/lint strainer basket, and backwashing sand filter(s) when necessary.
- Maintain chemical levels to prevent algae growth.
- Maintain automatic erosion feeder and fill when necessary.
- Check operation of automatic eater leveler.
- Twice yearly full cleanouts included in service: drain water, remove all organic debris, refill.

C. Maddox Park Fountain

- Service fountain twice weekly on a year-round basis. Service to occur at the first of the week and at the end of the week.
- Test fountain water and adjust chemicals when necessary.
- Maintain pumps and filtration systems, cleaning hair/lint strainer basket, and backwashing sand filter(s) when necessary.
- Maintain chemical levels to prevent algae growth.
- Check operation of automatic eater leveler.
- Twice yearly full cleanouts included in service: drain water, remove all organic debris, refill.

D. Three Pocket Park Small Fountains

a. North Main Street Park Fountain

b. Canton/Old Canton Park Fountain

c. Roswell/Old Roswell Park Fountain

- Service fountains twice weekly on a year-round basis.
- Test fountain water and adjust chemicals as needed.
- No chlorine should be used in the fountains.
- Maintain pumps.
- Check operation of automatic water leveler.
- Twice yearly full cleanouts included in service: Drain water, remove all organic debris, refill.

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 may 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, photos, charts, and headers.
 - formatted to single space lines,
 - 10 to 12-point font size,
 - black font color, and
 - upload proposal documents in PDF format unless otherwise requested.
 - OK, but not necessary, to bookmark PDF files by sections included.

3. Proposal Submittal Instructions

What We Want You To Provide To Us In Your Proposal

- We have outlined information to be submitted in this technical portion of your response.
- The following are required sections for each proposal submitted in response to our request.
- For each section there are certain topics listed to be included within each section.
- Evaluation criteria maximum review points are provided with sections that will be scored.
- Each section must begin on a new page.
- Each proposal must be responsive to all requested information.
- Note and follow any direction concerning page number limits.

Cover Letter

Required but not scored.

Limited to two (2) page maximum.

A. Provide a brief company introduction and business profile.

B. Include the following information:

- i. Brief business profile.
- ii. Office Location.
- iii. Number of years in business.
- iv. Single point of contact for your proposal
 - Name, including business title,
 - mailing address,
 - telephone number, cell phone number, and
 - e-mail address.

Method of Service, Project Approach

30 Review Points

Limited to three (3) page maximum.

Response must follow instructions and supply information based on Section 2 Scope of Work pages 3 – 5 of this document.

Qualifications, Experience, References

37 Review Points

Limited to three (3) page maximum.

- i. Identify the key team members for the purpose of providing pool and fountain maintenance services to our City.
- ii. For your firm's proposed key team members, provide a summary of qualifications, work experience, education, skills, etc., which emphasizes previous experience in this area provided for all key personnel who will be involved with any aspects to perform the services requested.
- iii. Provide at least three (3) references from the last three years where your company provided services as detailed in this document:
 - Provide contact name, phone number, and email address for each reference provided.

NOTE: We contact references to verify your ability to do the work. We also reserve the right to use any information or other references to decide your ability to perform the work in this RFP. Poor references from any source are grounds to disqualify a proposal.

Chemical/Products and Material Data Safety Sheets

Scored as Pass/Fail

Each Offeror must include a list of the proposed chemicals/products and the corresponding material safety data sheets to be used under this contract. The list will be reviewed and approved by City staff.

The contractor must use Pulsar® Plus Dry Chlorinator Briquettes as the chlorine tablets. Equivalents will not be accepted for this chemical.

The other chemicals are not brand specific. If there are any changes to the chemicals/products being used to complete this work, the Offeror must provide written notification and the material safety data sheet(s) to the designated city staff and wait for City approval of the new chemical/product.

4. Cost Proposal

30 Review Points

Do not include Cost proposal with other Proposal documents.

- Submit Cost Proposal separately using the Excel formatted cost proposal.
- Cost will be scored on the Sample Price Sheet. The Sample Project is an example only. There is no guarantee of the quantity of chemicals to be purchased.

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 three required forms. You must complete these forms and return to us with every proposal.
- 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)

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, C's.
 - ⊗ 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.

- ❖ *E-Verify side note:* Companies return this form to us incorrectly more often than anything else we request in our RFPs.
- ❖ State of Georgia law requires that we have this completed form before we can review a bid or bid.
- ❖ A form with errors doesn't fulfill this requirement.
- ❖ Top mistakes include:
 - Wrong number or missing information.
 - Not notarized.
 - Not signed.
 - Wrong form returned.

7. Questionnaire

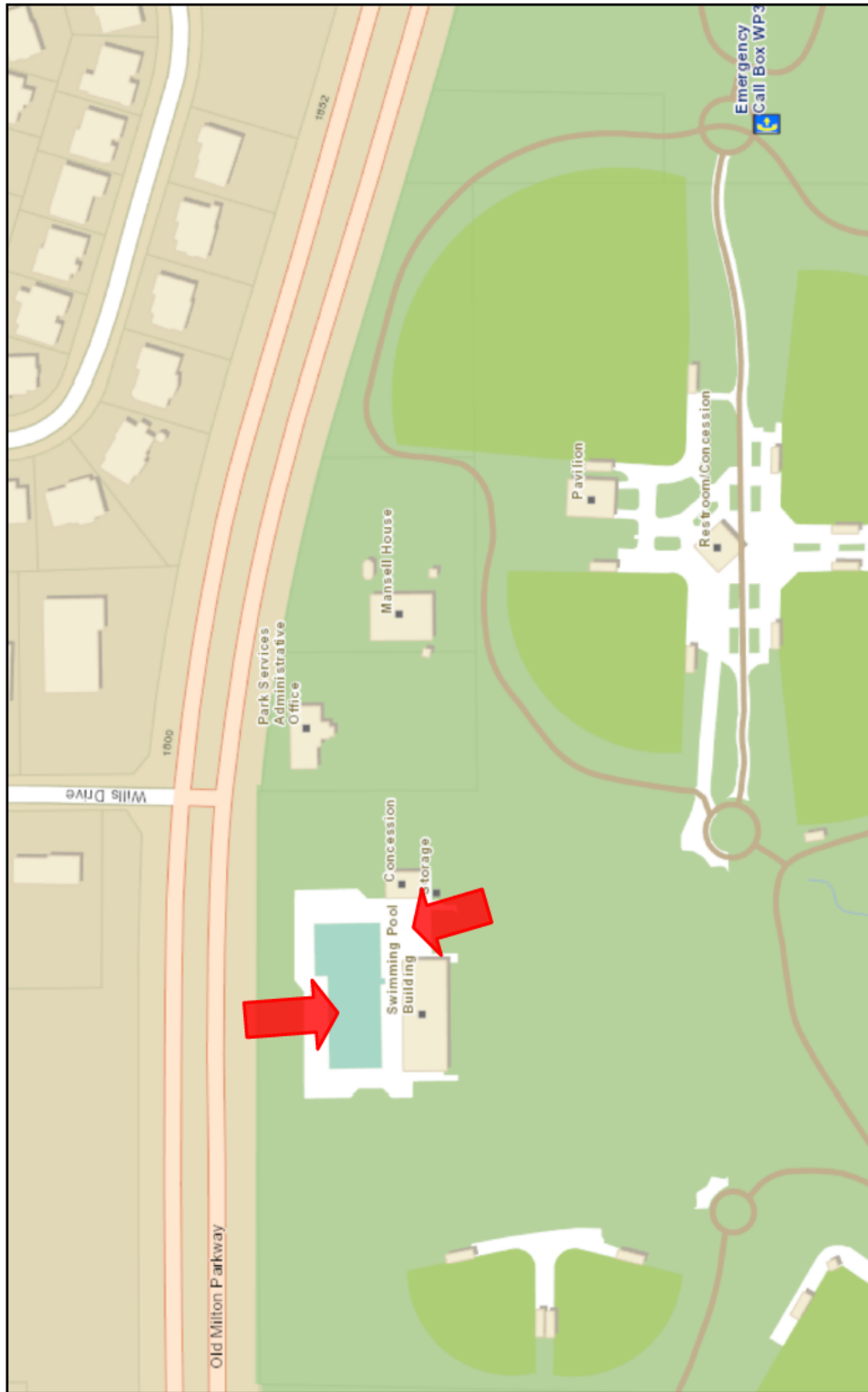
We use a questionnaire to gather important information needed for legal requirements, your acknowledgements, our proposal review, or information needed for writing a contract.

You will fill out the questionnaire provided.

Questionnaire 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.

Wills Park Pool and Splash Pad

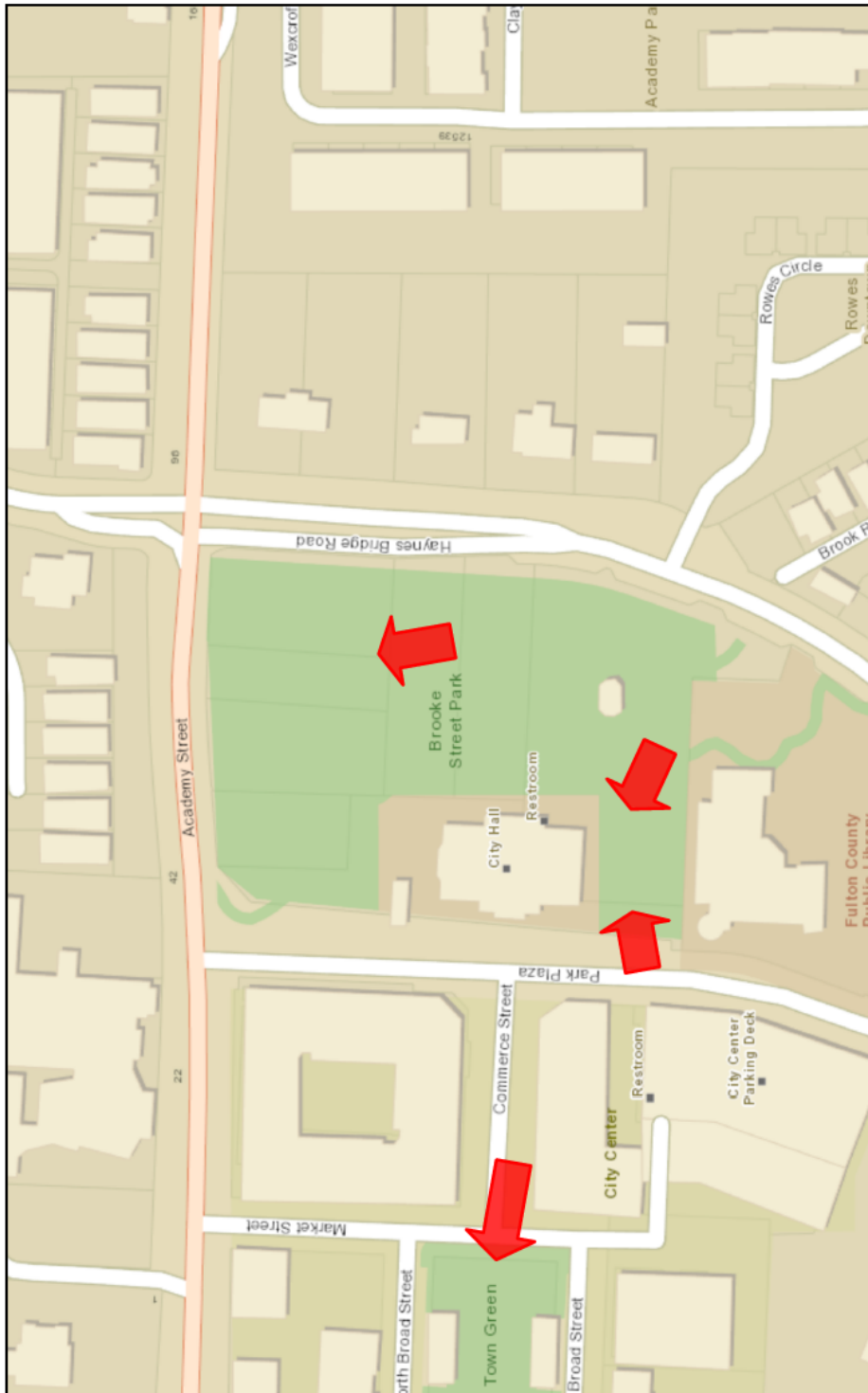


March 12, 2024

1:2,257
0 0.01 0.03 0.05 0.06 mi
0 0.03 0.05 0.1 km
City of Alpharetta, City of Roswell, City of Milton, City of Johns Creek, City of Sandy Springs, and Forsyth County, City of Alpharetta, City of Alpharetta, Georgia
copyright 2017

Note: Splash Pad is not visible on this map. The arrow depicts the general location of the splash pad.

City Center Water Features



March 12, 2024

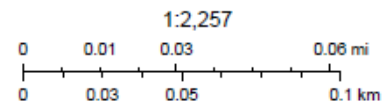
Note: The water feature, fountains, and lazy river are not visible on this map. The arrows depict the general location of each item.

1:2,257
0 0.01 0.03 0.05 0.06 mi
0 0.03 0.05 0.1 km
City of Alpharetta, City of Roswell, City of Milton, City of Johns Creek, City of Sandy Springs, and Forsyth County, City of Alpharetta, City of Alpharetta Georgia
copyright 2017

Maddox Street Park



March 12, 2024

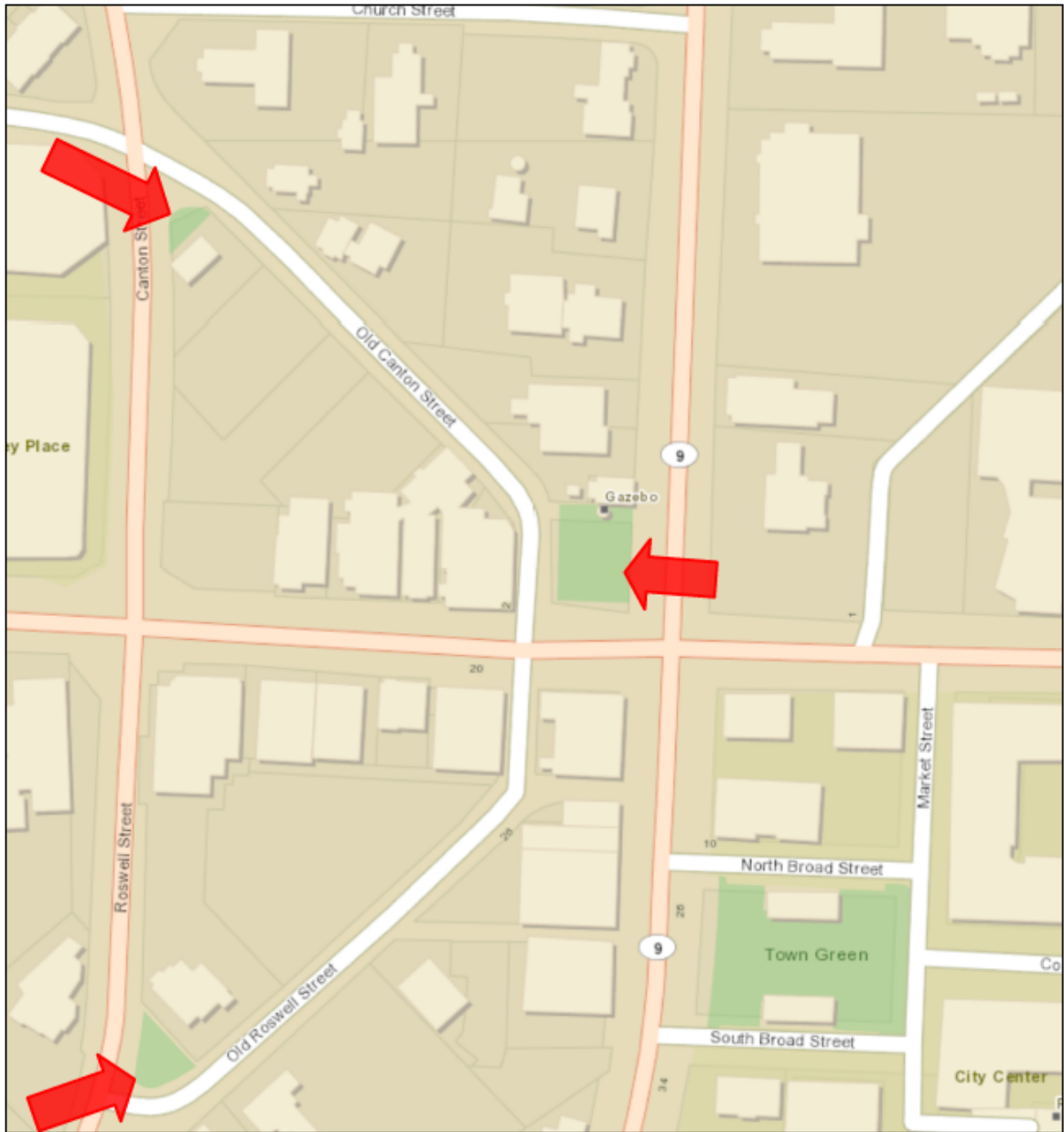


Note: The fountain is not shown on the map, but
the arrow shows the general locations of the items

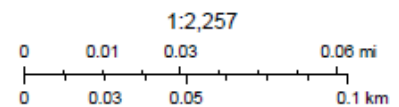
City of Alpharetta, City of Roswell, City of Milton, City of Johns Creek, City of
Sandy Springs, and Forsyth County, City of Alpharetta, City of Alpharetta ,
Fulton County, City of Alpharetta

City of Alpharetta Georgia
copyright 2017

Three Pocket Park Small Fountains



March 12, 2024



Note: The fountains are not shown on the map, but the arrows show the general locations of the items.

City of Alpharetta, City of Roswell, City of Milton, City of Johns Creek, City of Sandy Springs, and Forsyth County, City of Alpharetta, City of Alpharetta, Fulton County, City of Alpharetta

City of Alpharetta Georgia
copyright 2017

CITY OF ALPHARETTA REQUEST FOR PROPOSALS (RFP)

RFP Number: 24-118

RFP Title: Pool and Fountain Maintenance Services

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 or 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 \$ 100,000 each occurrence
- **Excess Umbrella Liability:**
Combined Single Limit Bodily Injury
and / or Property Damage \$1,000,000 each occurrence
\$1,000,000 aggregate

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 Contract is for a term of (5) years starting upon execution, and ending (5) years later, 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.

Unless extended in writing by agreement of the Parties, the Contract will be effective for a period of no longer than (5) years, starting [Month, Day, 2022-Ex. May 1, 2022], and ending at 11:59 p.m. (Eastern Time) on [Month, Day, 2027-Ex. April 30, 2027] (the "End Date"). In accordance with O.C.G.A. § 36-60-13, the initial term of the Contract shall be for a period of one year running from [Start Date: Month Day, 2022-Ex. May 1, 2022] through 11:59 p.m. (Eastern Time) on [1-yr End date Month Date, 2023- Ex April 30, 2023], and will automatically renew for additional one (1) year terms, each beginning on [Month date Ex May 1] following the existing term year and ending at 11:59 (Eastern Time) on [Month Day - Ex. April 30] of the following year, unless the City delivers written notice of non-renewal to Consultant at least thirty (30) days prior to the expiration of the relevant term year, such renewals not to exceed the End Date, unless otherwise agreed to, in writing, by the Parties. If written notice of non-renewal is given for any then-existing term, this Contract will terminate upon expiration of that term.

The foregoing notwithstanding, this Contract shall terminate absolutely and without further obligation of the City at the close of the fiscal year in which it was executed and at the close of each succeeding fiscal year if the City Council fails to appropriate funding for the Contract for any such succeeding fiscal year, which such non-appropriation will be treated equivalently to a written notice of non-renewal, without regard to any notice requirements to the contrary. Also notwithstanding the foregoing, this Contract will terminate immediately and absolutely if the City determines 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 shall be conclusive, also without regard to any notice requirements to the contrary.

Any Contract term will not exceed the End Date. The End Date of the Contract may be extended by written agreement of the Parties. Consultant shall have no right to extend the End Date or any term of the Contract except as may be agreed to, in writing, by the City.

The Contract hourly rates for the above-stated contract term will remain as offered by the Consultant, incorporated herein as Exhibit A, 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, except as provided below.

For any such renewal term commencing after the first two (2) years of this Contract, hourly rates may be increased by the lesser of five percent (5%) or the Consumer Price Index factor (US City Average – All Items; most recent month). Consultant must provide the City with the subsequent rates for any renewal term, if different from the then existing rates, at least ninety (90) days prior to the expiration of the then existing term. Subsequent rates are guaranteed for a minimum of twelve (12) months.

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

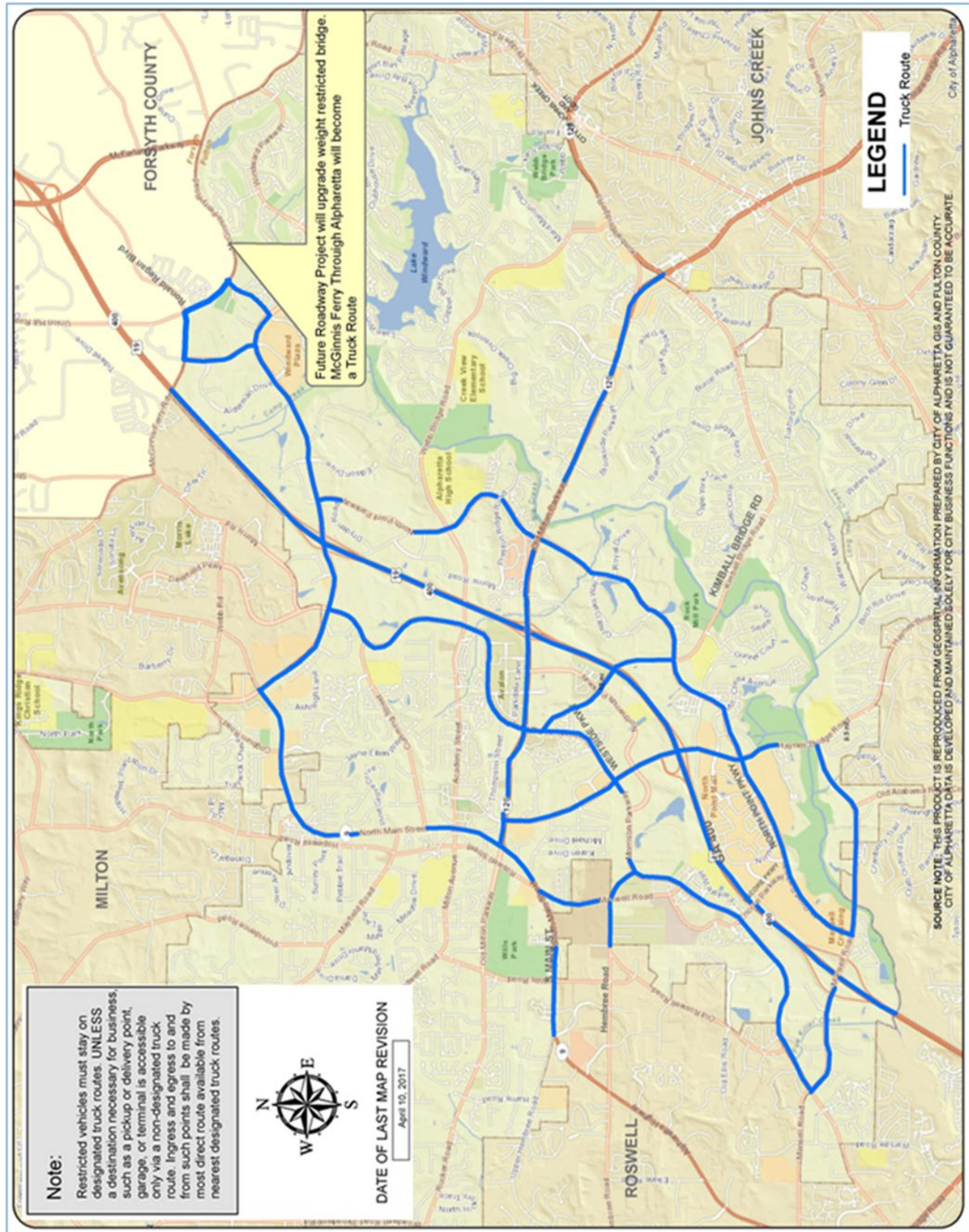
Certain trucks may travel in and through the City of Alpharetta using only those streets and roads highlighted in the Truck Route Map provided in Appendix A of this document and available for review online at:

<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: 24-118

RFP Title: Pool and Fountain Maintenance Services

RFP Addendum Posting Date: March 29, 2024

ADDENDUM #1

TO ALL VENDORS:

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. Vendors must acknowledge receipt of this addendum when submitting proposal.

BEGIN ADDENDUM

The City of Alpharetta (City) is changing the request for proposal documents in the following respects:

1. Delete from RFP Scope of Work & Proposal Submission, #3 A in its entirety and replace with the following:
 3. **RFP Schedule of Events**

A. Proposal Close Date, **Deadline for Submissions: 2:00 PM, April 25, 2024.** We may change this date during the RFP process. We will post any change in an addendum. Review web page for addenda.
2. All references to the proposal deadline for submissions whether in any document or posted at any website are hereby changed as stated above in this addendum.
3. Questions Due Date has been extended to April 16, 2024, 12:00 PM.
<https://cityofalpharetta.bonfirehub.com/>
4. The City of Alpharetta is changing the Schedule of Events for this RFP and adding to the Schedule is an Optional Site Visit.
 - a. This Site Visit is not mandatory, but we highly recommend that any interested vendors attend.
 - b. Site Visit date / time: April 9, 2024, beginning promptly at 9:00 AM
 - c. Start Location: Wills Park Pool, 1815 Old Milton Parkway, Alpharetta, GA
 - d. Locations of City fountains that will be part of the tour:
 - i. Maddox Park: 175 South Main Street, Alpharetta, GA.

- ii. City Center: Brooke Street Park and Town Green Splash Pad, 2 Park Plaza, Alpharetta, GA.
- iii. North Main Street Park: Corner of N. Main Street and Milton Ave. Due to the proximity of this park to the Town Green, it is possible to walk to this location from City Center.
- e. This will be the only site visit offered for this RFP. This site visit will begin promptly at the time indicated herein. We will not have time allowance to revisit sites or equipment that you may miss if you arrive late, after the site visit start time.

END ADDENDUM

RFP 24-118: Pool and Fountain Maintenance Services

Schedule of Items

Directions: Please complete the highlighted line items on the rate sheet. The pricing will feed to the sample price sheet.

Offeror Name:

Pool & Splash Pad Maintenance Services

Pool Season: May 1st - September 30th

Price per Week

One maintenance visit per week (Monday Only)	\$ -
Two maintenance visits per week (Monday and Thursday)	\$ -
Three maintenance visits per week (Monday, Thursday, and Saturday)	\$ -

Pool Off Season: October 1st - April 30th

Price per Week

One maintenance visit per week	\$ -
--------------------------------	------

Pool Additional Services:

Per per Occurrence

Cleaning and vacuuming pools and splash pad	\$ -
Leaf and debris removal services	\$ -
Pre-season operational preparation	\$ -
Pre-season orientation for staff	\$ -
Post season shut down procedures	\$ -
Pressure washing splash pad	\$ -
Pressure washing pool deck	\$ -

Pool Emergency Service Calls:

Hourly Rate

Monday - Friday, 8 AM - 5 PM	\$ -
Monday - Friday, after 5 PM	\$ -
Saturday or Sunday	\$ -
Holidays	\$ -

Monthly Pricing

City Center Water Features

Town Green Water Feature	
Two Formal Garden Fountains	
Lazy River in Brooke Street Park	\$ -
Fountain	\$ -

Maddox Park Fountain

Pocket Park Small Fountains

North Main Street Fountain	
Canton/Old Canton Fountain	
Roswell/Old Roswell Fountain	\$ -

Chemical Costs

Brand Name	Quantity	Cost
Algae Treatment	32 oz bottle	\$ -
Algaecide	32 oz	\$ -
Cal Hypos Shock	100 lbs	\$ -
Chlorine Bleach	1 gallon	\$ -
Chlorine Stabilizer	100 lbs	\$ -
Muriatic Acid	1 gallon	\$ -
Pulsar Plus Dry Chlorinator Briquettes	50 lbs	\$ -
Sodium Bicarbonate	50 lbs	\$ -
Calcium Dowflake	50 lbs	\$ -
Clarifier	32 oz	\$ -
Phosphate Remover	32 oz	\$ -
Bromine	50 lbs	\$ -

RFP 24-118: Pool and Fountain Maintenance Services
Sample Price Sheet

Offeror Name:

Maintenance Services/Chemicals	Quantity	Cost	Extended Cost
Three maintenance visits per week for (20) weeks	20	\$ -	\$ -
One maintenance visit per week for (32) weeks	32	\$ -	\$ -
Pre-season operational preparation	1	\$ -	\$ -
Pre-season orientation for staff	1	\$ -	\$ -
Post season shut down procedures	1	\$ -	\$ -
Pressure washing splash pad	1	\$ -	\$ -
Pressure washing pool deck	1	\$ -	\$ -
City Center Water Features maintenance visits for (12) months	12	\$ -	\$ -
Maddox St Park maintenance visits for (12) months	12	\$ -	\$ -
Pocket Park Small Fountains maintenance visits for (12) months	12	\$ -	\$ -
Algae Treatment	0	\$ -	\$ -
Algaecide	0	\$ -	\$ -
Cal Hypos Shock	2	\$ -	\$ -
Chlorine Bleach	90	\$ -	\$ -
Chlorine Stabilizer	92	\$ -	\$ -
Muriatic Acid	128	\$ -	\$ -
Pulsar Plus Dry Chlorinator Briquettes	168	\$ -	\$ -
Sodium Bicarbonate	0	\$ -	\$ -
Calcium Dowflake	0	\$ -	\$ -
Clarifier	0	\$ -	\$ -
Phosphate Remover	0	\$ -	\$ -
Bromine	0	\$ -	\$ -
Total			\$ -

Attendee's Name	Company Name	Phone	Email
Brad Nassaur	United Pool Maintenance	404-307-3968	Brad@unitedpools.com
Nick West	United Pool Maintenance	404-561-4110	Nick.West@unitedpools.com

QUESTIONS DUE 04/16/2024 @ Noon
PROPOSALS DUE 04/25/2024 @ 2:00 PM



BIDDER'S DISCLOSURES AND CERTIFICATIONS

PROCUREMENT NUMBER & TITLE: 24-118 Pool and Fountain Maintenance Services

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

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.

Company Name

Subscribed and sworn before me on this the

Signature of Authorized Officer or Agent

_____ day of _____, 20_____

Date

Notary Public

Printed Name & Title of Authorized Officer or Agent

My Commission Expires
(Notary Stamp)

Company Address



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:

- a) 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;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) 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;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) 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);
- f) 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
- g) 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.

Federal Work Authorization User Identification Number

Date of Authorization
RFP 24-118: Pool and Fountain Maintenance Services

Name of Contractor

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed date _____ 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: _____

(Notary Stamp)

CITY OF ALPHARETTA LOCAL VENDOR PREFERENCE (LVP)



It is the policy of the City to invest in the local community when appropriate through securing goods/services from local businesses at competitive pricing and terms. This is to encourage local businesses to compete for City Business for formal procurement with a contract value of \$50,000.01 to \$500,000.00.

To apply for the Alpharetta LVP, the Vendor must meet the following requirements:

- Has a permanent place of business with full-time employee(s) within City limits for a minimum of six months prior to the issuance date of any formal solicitation to which said business is responding;
- The permanent place of business must distribute goods/services and cannot be a post office box or a residence;
- Has a valid business license from the City; and
- Is not delinquent on any taxes/fees owed to the City (e.g. property taxes, business license fees, etc.).

For preference, Alpharetta Vendors must complete and return the Local Vendor Certification Form located at the end of this document. Every Vendor seeking qualification for local preference must include this form with vendor's response to this eligible procurement. The completed form must be accompanied with all required documentation noted on the form.

An Alpharetta vendor that has submitted the Local Vendor Certification Form with all required information and has been confirmed as eligible by City personnel will be given preference in contract award for their responsive and responsible bid (ITB)/proposal (RFP) if:

For an ITB: If the lowest responsive and responsible Bidder is a non-Alpharetta vendor:

- Alpharetta vendor will be given preference in contract award if their responsive and responsible bid is within three percent (3%) of the lowest responsive and responsible bid.
- If multiple Alpharetta vendors are within three percent (3%) of the lowest responsive and responsible bid, then contract award will go to the Alpharetta vendor with the lowest responsive and responsible bid.

For an RFP: Alpharetta Vendor preference of three percent (3%), or equivalent unit of measure, shall be provided as an evaluation criterion.

Exceptions:

- a. Formal solicitations with a contract value of \$500,000.01 or greater;
- b. Public Works Construction Projects totaling \$100,000.00 and greater (O.C.G.A. Chapter 91 of Title 36);
- c. Sole Source, Single Source, Name Brand, and Cooperative Purchasing Agreements;
- d. Federal or State law prohibits the use of local preference;
- e. The work is funded in whole or part by a governmental entity that prohibits the use of local preference;
- f. The Alpharetta vendor is either non-responsive or non-responsible;
- g. All bids submitted exceed the budget amount and supplemental funding is not available;
- h. Emergency purchases; and
- i. The procurement Official, City Administrator, and/or City Council may exempt any formal solicitation from the Alpharetta Vendor Preference.

Local Vendor Certification Form

City of Alpharetta

Local Vendor Certification Form



Finance Department
2 Park Plaza
Alpharetta, GA 30009
Phone: 678-297-6094
Fax: 678-297-6063
www.alpharetta.ga.us

The City of Alpharetta has enacted an Alpharetta Vendor Preference (a.k.a. Local Vendor Preference) which applies to all formal procurements between \$50,000.01 and \$500,000.00 excluding Public Works Construction Projects (\$100,000.00 and greater), grant funded projects, and other exceptions as set forth in Section III(E) of the Alpharetta Purchasing Policy.

Invitation to Bid (ITB): An Alpharetta Vendor will be given preference in contract award if their responsive and responsible bid is within 3% of the low-bid offered by a non-Alpharetta vendor.

Request for Proposal (RFP): An Alpharetta Vendor will be provided a preference of 3% as an evaluation criterion.

Alpharetta Vendors must submit this form with their ITB/RFP to receive the preference.

Qualifications

A person or business entity must meet ALL of the following criteria to qualify as an Alpharetta Vendor. Please check all that apply.

☐ Has a permanent place of business with full-time employee(s) within City limits for a minimum of six months prior to the issuance date of any formal solicitation to which the business will be responding. The permanent place of business must distribute goods/services and cannot be a post office box or a residence.

☐ Has a valid business license from the City.

☐ Is not delinquent on any taxes/fees owed to the City (e.g. property taxes, business license fees, false alarm fees, etc.).

Certification

Business/Company Name:

Current Business/Company Address:

If the business has been located at the above address for less than six months, please provide the previous physical address below.

Previous Business/Company Address:

The place of business identified above employs the following number of full-time employee(s):

City of Alpharetta Business License #

Please provide a copy of you current City of Alpharetta Occupational Tax Certificate Business Registration (a.k.a. Business License) with your ITB/RFP response.

Business Representative Approval/Contact Information

Name (print):

Date:

Position Title:

Phone #:

Signature:

E-mail:

This Section is for City Use Only

Qualifications Verification:

Date:



STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Morgan Rodgers

Meeting Date: July 15, 2024

AGENDA ITEM:

Resolution: Union Hill Park 2021 Bond Referendum Funds

Consideration of adoption of a resolution regarding use of bond funds for Union Hill Park.

STAFF RECOMMENDATION:

Consider a resolution regarding the use of bond funds for Union Hill Park 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:

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:

This item was discussed at the June 24, 2024, City Council Meeting. Mayor and City Council voted to defer this item to the July 15 City Council Meeting. The staff report for this item from the June 24 City Council meeting is attached.

Staff will seek one additional deferral, and request the Mayor and City Council move this item to the regular meeting of July 29th. Staff will then be able to share with the City Council actual examples of playgrounds that will fit the project budget.

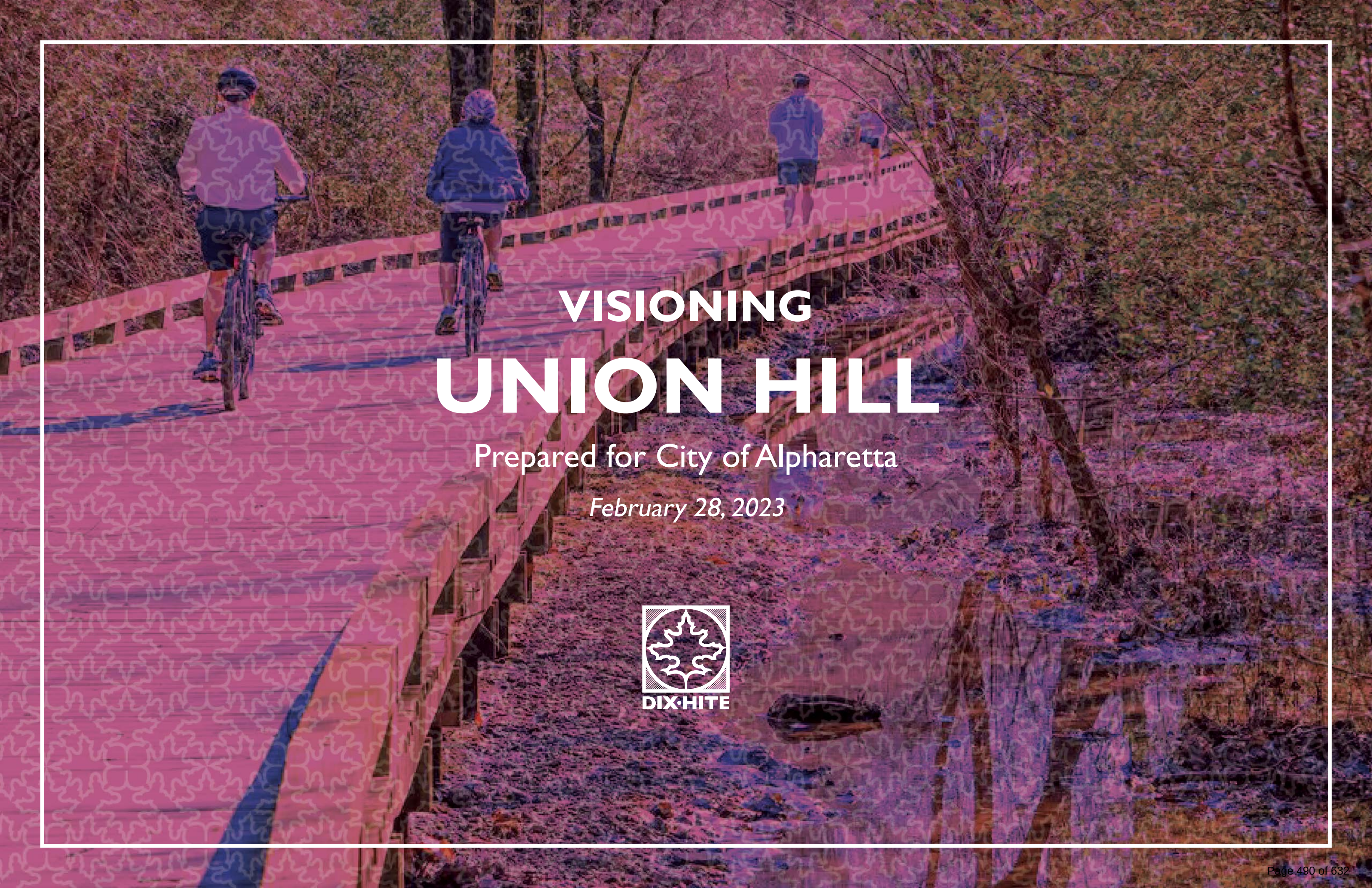
If the City Council chooses to take action, the items published initially are included.

ALTERNATIVES:

Do not adopt a resolution and proceed with the current design of Union Hill Park and allocating additional funds in order to cover the additional costs associated with the playground construction.

ATTACHMENTS:

1. Union Hill 100% Concept Package Revised
2. Hockey Slab Parking Concept
3. Resolution Park Bond Union Hill Park
4. Recreation Commission Work Session Minutes form May 29, 2024 (Official)
5. Recreation Commission Minutes from June 11, 2024 (UNOFFICIAL)
6. Union Hill Park Staff Report-City Council Meeting June 24, 2024



VISIONING UNION HILL

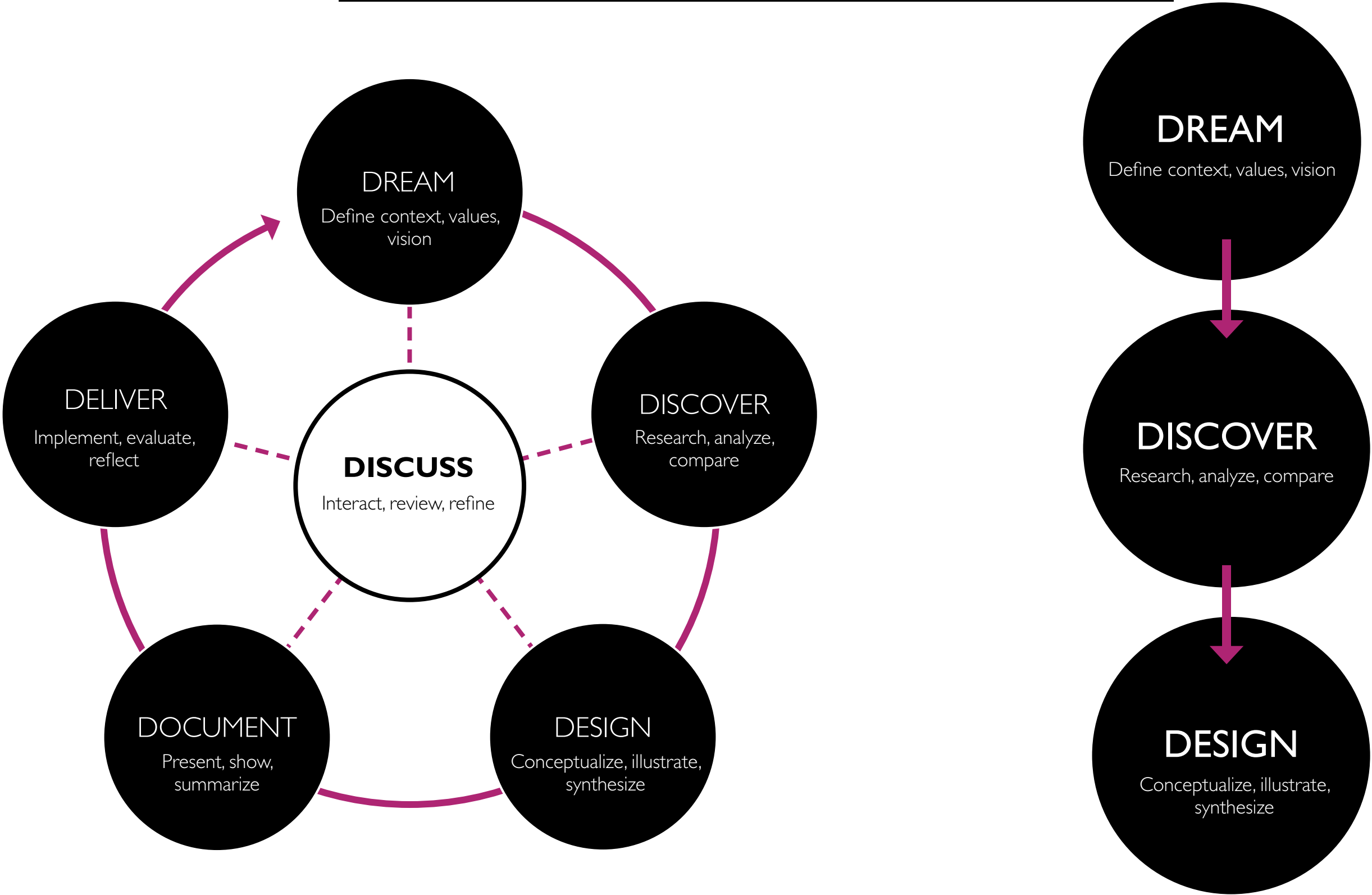
Prepared for City of Alpharetta

February 28, 2023



DIX·HITE

THE 6D PROCESS



CONTEXT MAP





BIG CREEK GREENWAY



DOWNTOWN ALPHARETTA



GOLF CLUB OF GEORGIA



WINDWARD COMMUNITY PARK



BIG CREEK GREENWAY



SITE INVENTORY

- 1 PAVILION
- 2 PARKING LOT
- 3 EXISTING SKATEPARK
- 4 BIKE PATH
- 5 RESTROOM
- 6 DETENTION POND
- 7 PUBLIC ACCESS/CUL-DE-SAC
- 8 CHAMPION PINE
- 9 LITTLE PINE TRAIL
- 10 MULTI-FAMILY DEVELOPMENT
- 11 UNION HILL ROAD
- 12 BIG CREEK GREENWAY
- 13 EXISTING SIDEWALK
- 14 MCGINNIS FERRY ROAD
- 15 BIG CREEK TRIBUTARY
- 16 ADJACENT PROPERTY
- 17 MATERIAL STORAGE SHED

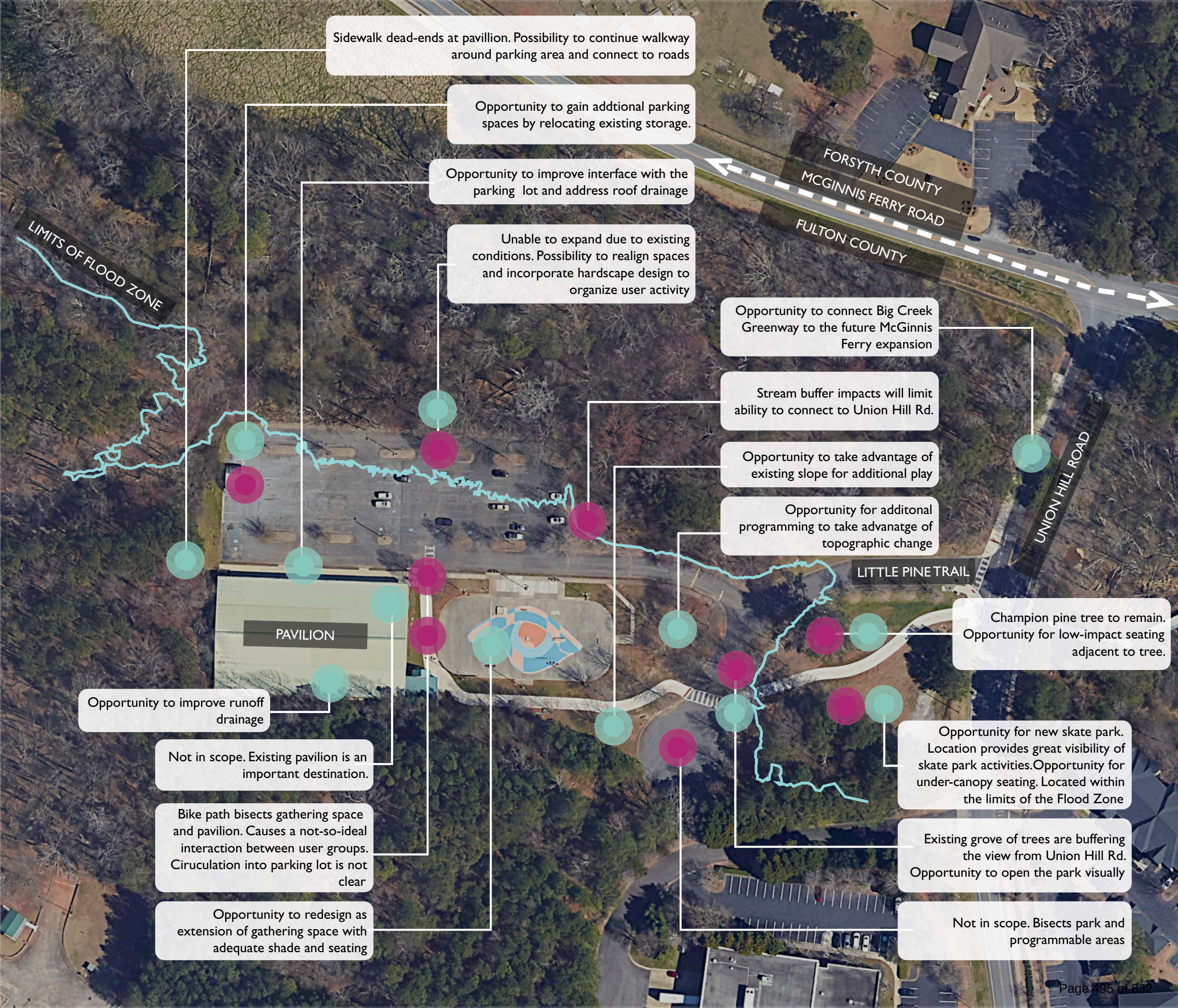


NOT TO SCALE

SITE ANALYSIS

● CONSTRAINT

● OPPORTUNITY



CONCEPT VISION

“TO BE AN ARTIST IS TO BELIEVE IN LIFE” - HENRY MOORE

UNION HILL PARK ENCOURAGES THE COMMUNITY TO GATHER WITHIN PLAYFUL, ARTISTIC, AND COLORFUL FORMS, WHILE SIMULTANEOUSLY PROVIDING OUTDOOR ACTIVITIES FOR ALL AGES AND OFFERING MEANINGFUL CONNECTIONS TO NEIGHBORING TRAILS. THE PARK GIVES ITS COMMUNITY MEMBERS THE ABILITY TO ESCAPE THE HUSTLE AND BUSTLE OF LIFE AND RE-ENERGIZE THROUGH FAMILY EXPERIENCES, SOCIAL INTERACTION, AND PRIORITIZING A CONNECTION TO THE OUTDOORS.



CONNECTION



GATHER



ENERGIZE

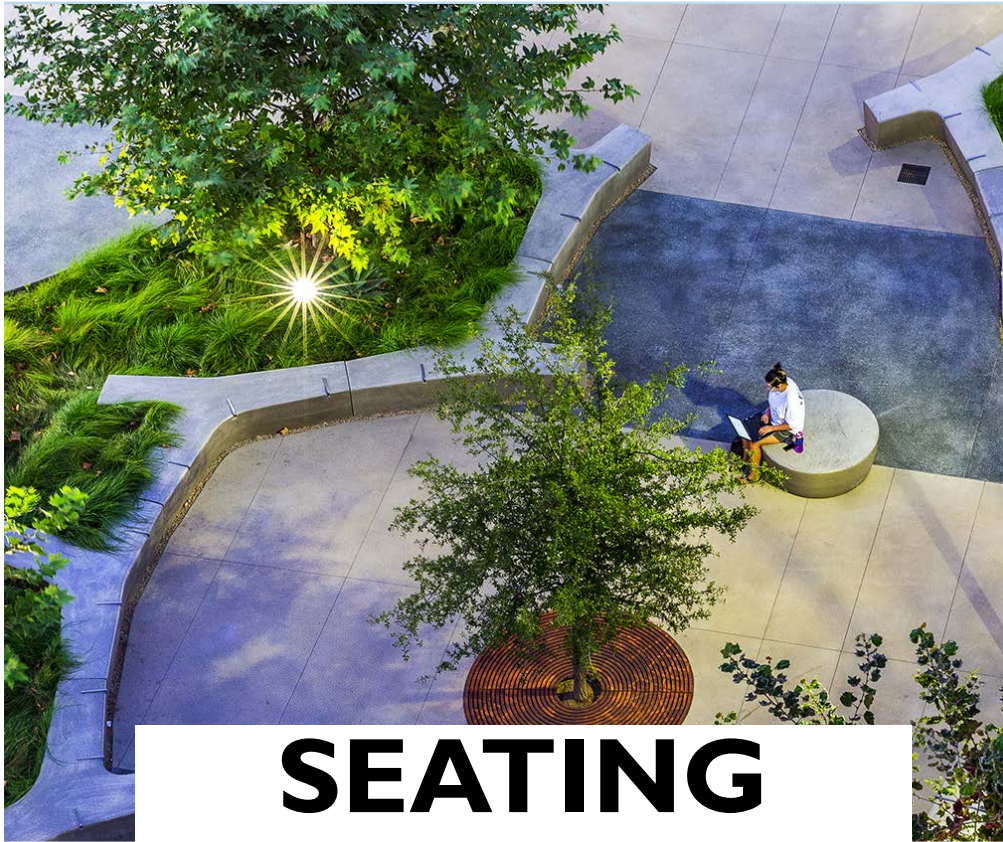






PLAY INSPIRATION







SHADE INSPIRATION



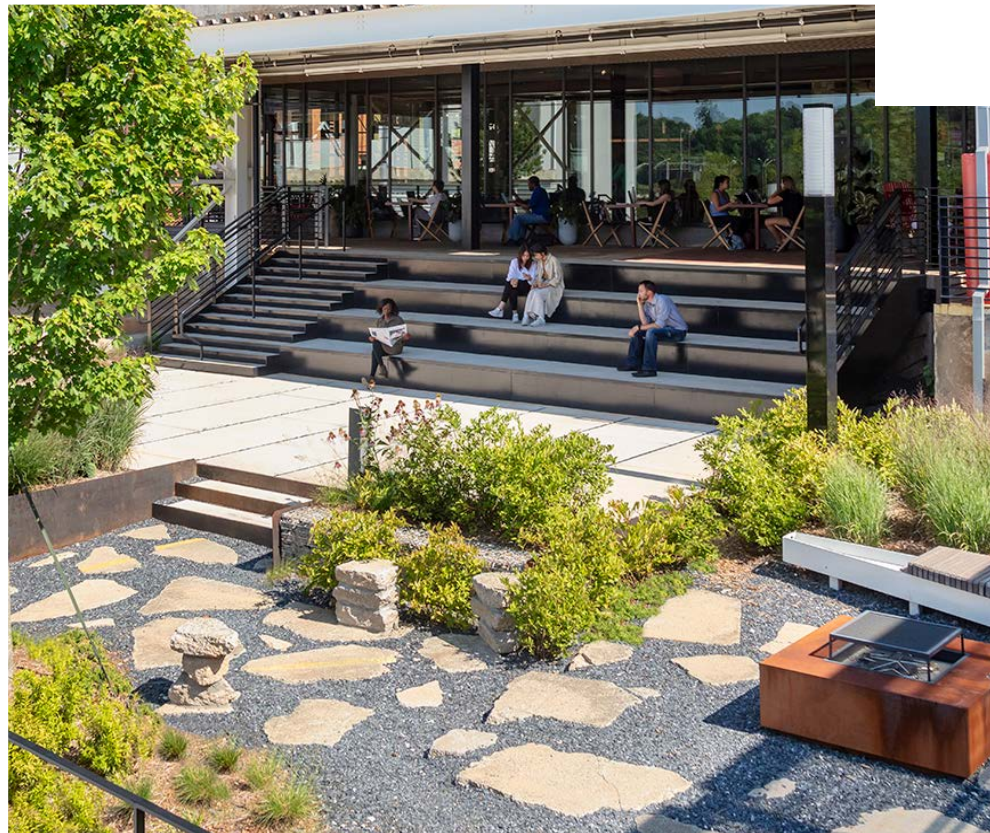


ART INSPIRATION





MATERIAL RE-USE



PROPOSED CIRCULATION

PROS

- BIKE TRAFFIC IS DIRECTED AWAY FROM PLAY + PLAZA PROGRAMMING
- OPPORTUNITY FOR PLAYFULLY ENGAGING STREET CROSSINGS
- PEDESTRIANS AND BIKERS WILL BOTH ENTER THROUGH THE SAME PLAZA
- THE FORKED BIKE PATH ALLOWS BIKERS TO EITHER BYPASS OR ENTER THE OTHER SITE PROGRAMS

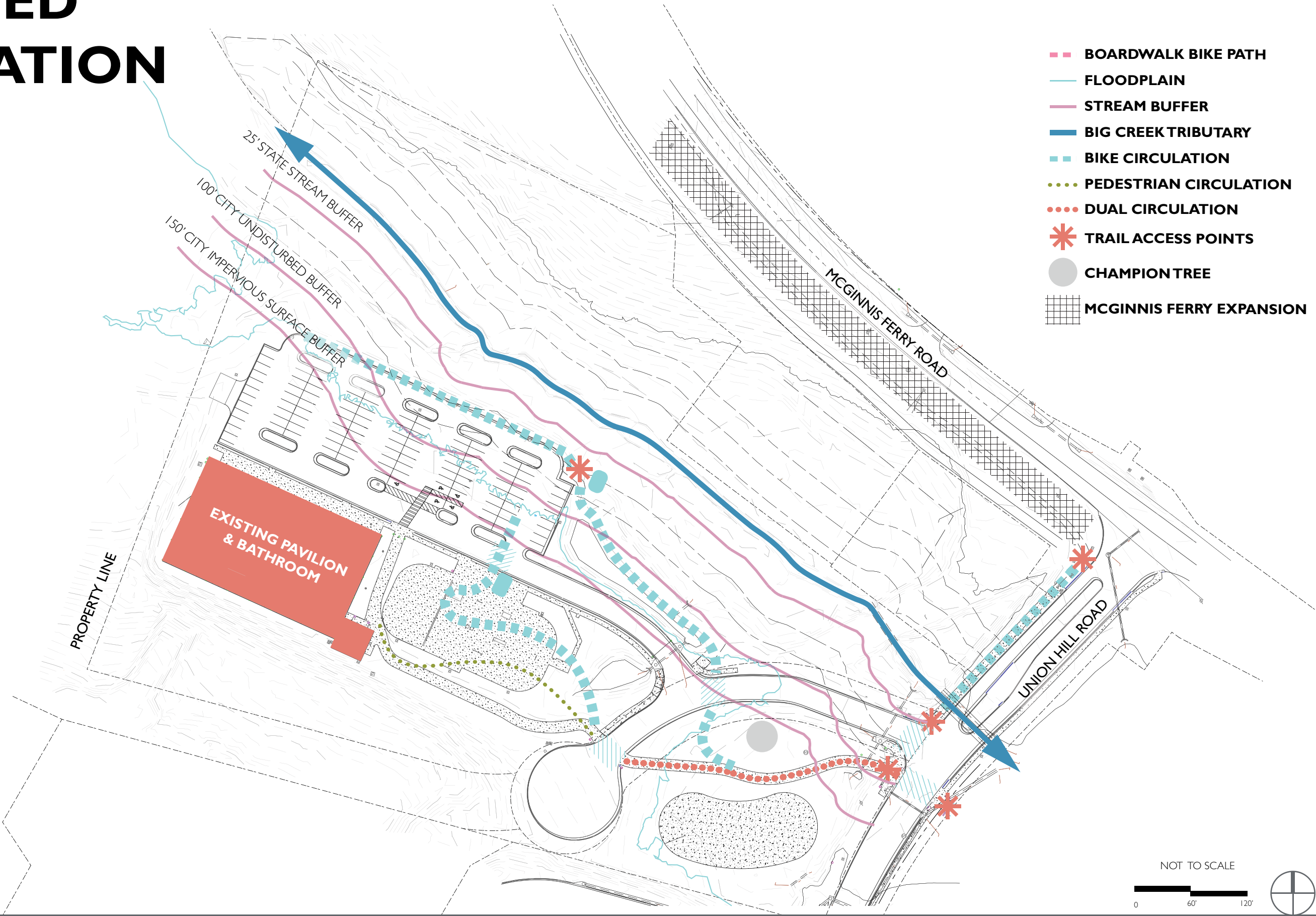
CONS

- NUMEROUS INTERSECTIONS SHARED BY BIKES AND PEDESTRIANS

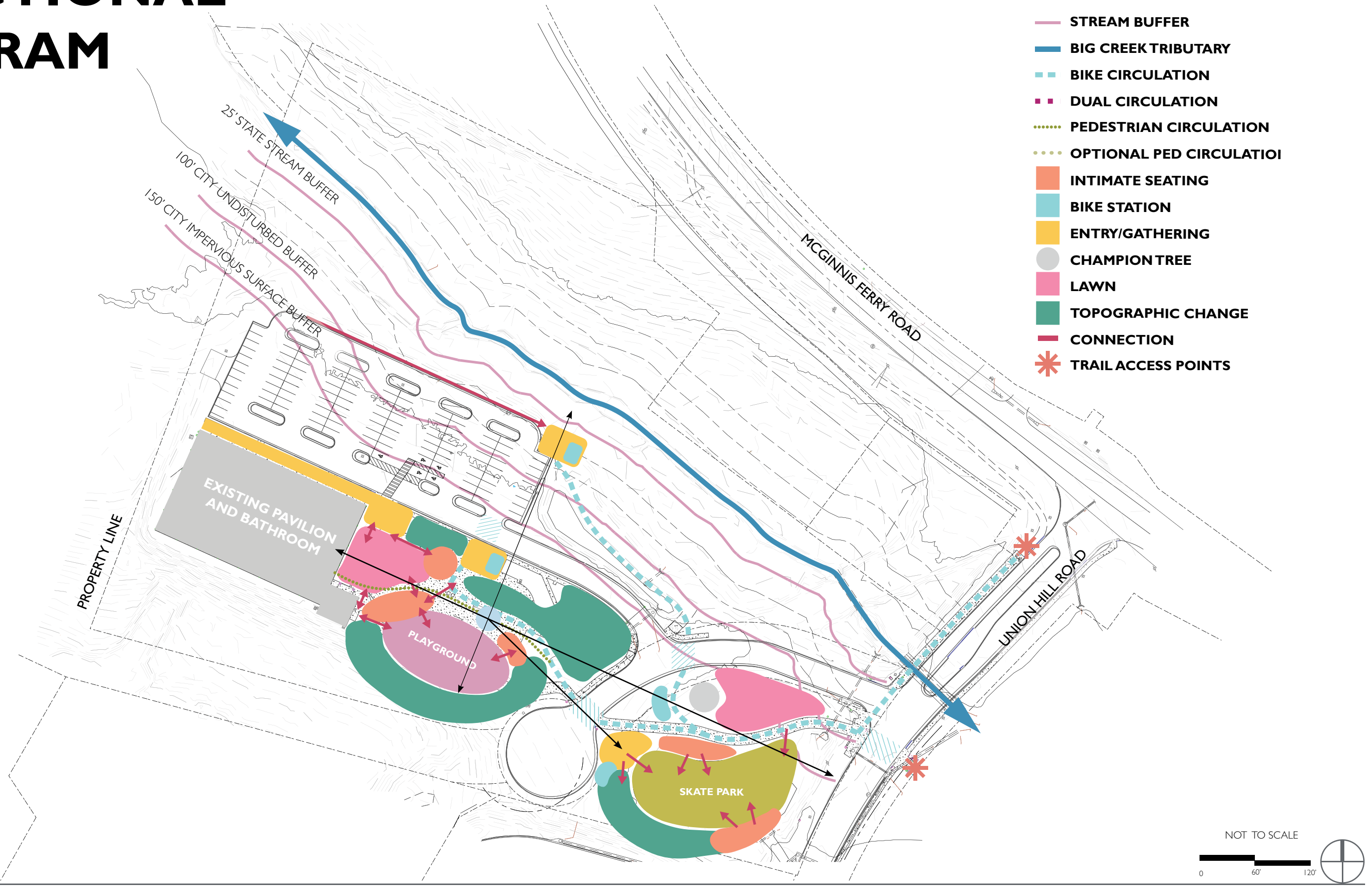
DISTANCE TO HALCYON TRAILHEAD:
- 30 MIN WALK
- 6 MIN CAR RIDE



2023-02-28



FUNCTIONAL DIAGRAM





2023-02-28



DESIGN PROGRAM

“EVERY ACT OF CREATION IS FIRST OF ALL AN
ACT OF DESTRUCTION” - PABLO PICASSO

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





VIEW TO PAVILION



2023-02-28

DESIGN PROGRAM: PLAY

- 1 LARGE GROUP SWING
- 2 PATHWAY TO SLIDES
- 3 CLIMBING PLAY
- 4 LOOKOUT POINT
- 5 DUAL SLIDE
- 6 SINGLE SLIDES/ADVENTURE CLIMBING
- 7 PLAY/CLIMBING ELEMENT
- 8 SEATING
- 9 STAIR ACCESS TO SLIDES
- 10 SINGLE SWING
- 11 ADVENTURE STEPPER PLAY





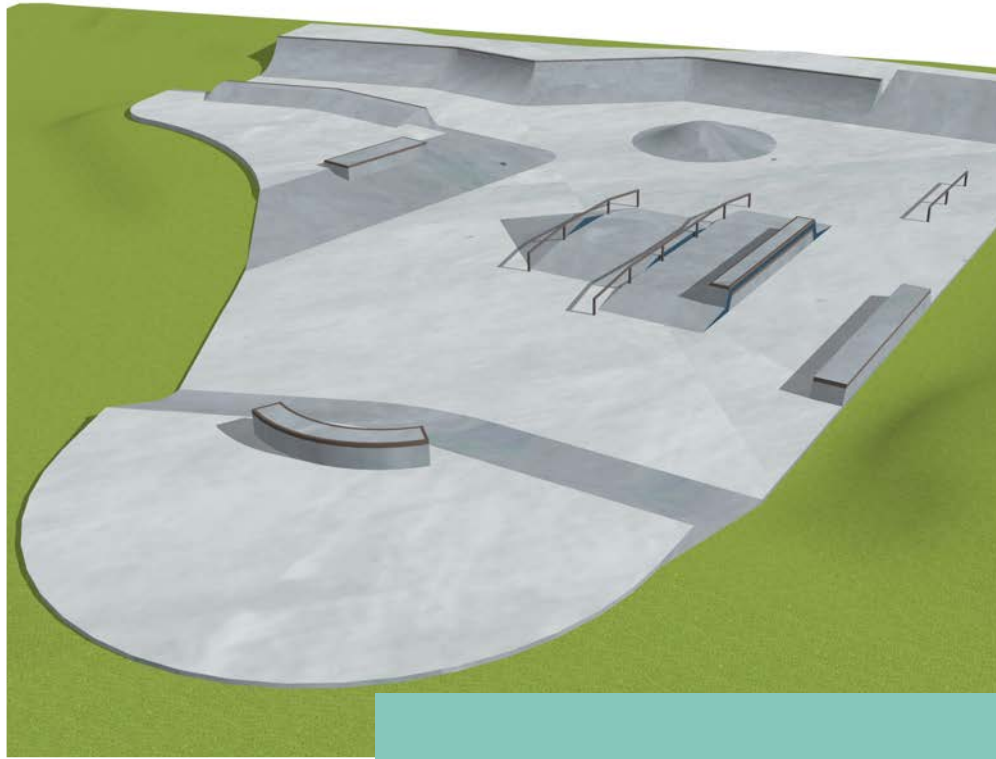
VIEW TO SLIDES



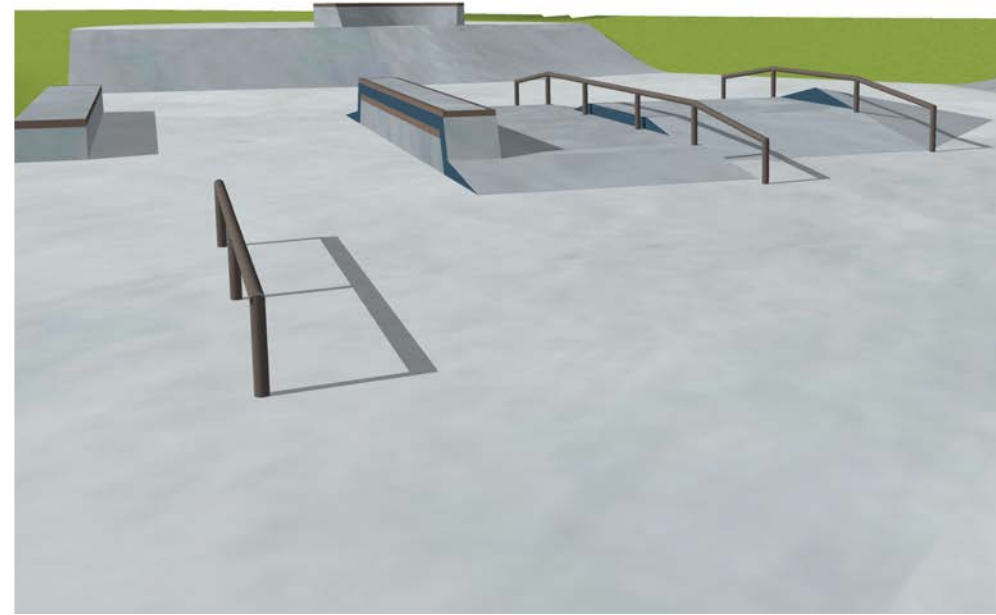
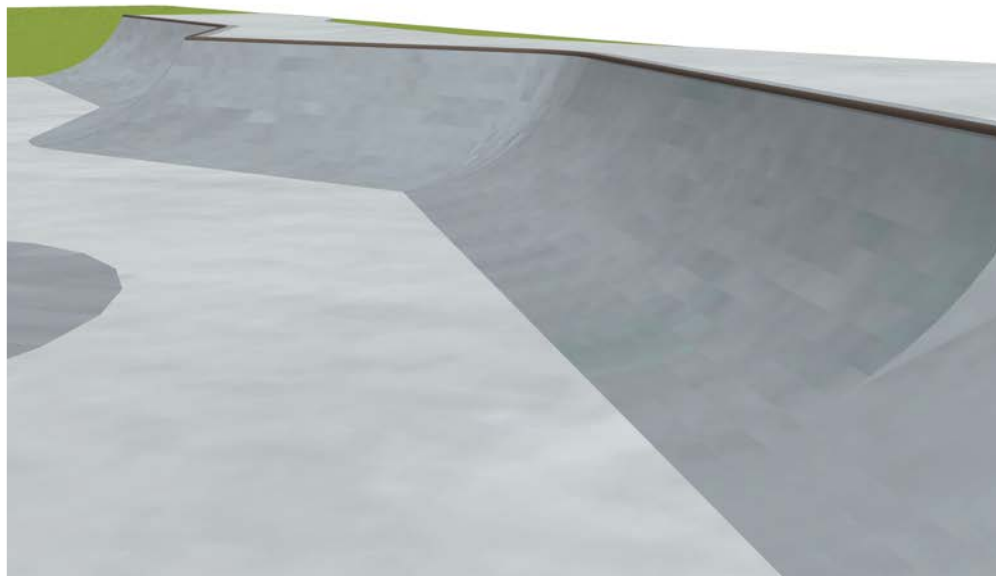
DESIGN PROGRAM: RECREATION

- 1 PAVING ORGANIZATION FOR CYCLISTS
- 2 CYCLIST TRAIL ACCESS
- 3 BIKE STAGING
- 4 TABLETOP CROSSING
- 5 SKATEPARK





SKATEPARK VIEWS



DESIGN PROGRAM: SEATING

- 1 PERMANENT PLAZA SEATING
- 2 SWING SEATING
- 3 PLAY SEATING
- 4 SKATEPARK SEATING
- 5 TYPICAL PARK SEATING



DESIGN PROGRAM: PARKING

- 1 CONCRETE EVENT STAGING AREA
- 2 PAVING ORGANIZATION FOR CYCLISTS
- 3 PAVILION/EVENT LARGE VEHICLE PARKING
- 4 SAFER ADA SPACES
- 5 ONE-WAY LOT WITH ANGLED SPACES
- 6 GAIN IN NUMBER + HEALTH OF TREES
- 7 NET GAIN IN PARKING; APPROXIMATELY 116 SPACES (+11)
- 8 RELOCATED - MATERIAL STORAGE SHED





UNION HILL PARK PARKING EXPANSION CONCEPT
FEBRUARY 16, 2024
+49 SPACES





**A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF
ALPHARETTA, GEORGIA REGARDING USE OF BOND FUNDS FOR
UNION HILL PARK**

WHEREAS, the City of Alpharetta, a lawfully created municipal corporation in Fulton County, Georgia, is authorized pursuant to Article IX, Section V, Paragraph 1 of the Constitution of the State of Georgia to incur bond indebtedness with the assent of the qualified voters of the City voting in an election held for that purpose and in the manner provided in Sections 36-82-1 through 36-82-28 of the Official Code of Georgia Annotated ("O.C.G.A."); and

WHEREAS, in June 2021, the City Council adopted Ordinance No. 830 which provided for the calling of an election to determine the issuance or non-issuance of City of Alpharetta general obligation bonds in the principal amount of \$29,500,000.00; and

WHEREAS, in November 2021, City of Alpharetta voters approved a Referendum authorizing the issuance of those general obligation bonds for the purpose of providing funds to pay, or to be applied or contributed towards, the costs specified projects, including, but not limited to Union Hill Park (the "Referendum"); and

WHEREAS, O.C.G.A. § 36-82-1(d) provides:

Every legal advertisement of a bond election shall contain a reference that any brochures, listings, or other advertisements issued by the governing body of any...municipality...shall be deemed to be a statement of intention of the governing body of such...municipality...concerning the use of the bond funds; and such statement of intention shall be binding on the governing body of such...municipality...in the expenditure of any such bond funds or interest received from such bond funds which have been invested...

WHEREAS, certain informational materials published prior to the adoption of the relevant Referendum and issuance of related bonds indicated that the City intended to use \$3.25 million for the Union Hill Park redevelopment/trailhead ("Union Hill Park"), with a portion of those funds being used to develop a playground at the site; and

WHEREAS, certain informational materials published prior to the adoption of the relevant Referendum and issuance of related bonds indicated that the City intended to use a portion of the Union Hill Park funds to develop a parking lot at the site; and

WHEREAS, since the issuance of the bonds approved by the Referendum, costs for construction of the planned playground areas have increased such that the bond proceeds are insufficient to fund the construction of the planned playground areas; and

WHEREAS, since the issuance of the bonds approved by the Referendum, circumstances have changed such that the area originally contemplated for construction of a playground at Union Hill Park is now better served to be utilized for a larger parking lot for citizens seeking to use the amenities and facilities located at Union Hill Park; and

WHEREAS, the Alpharetta City Council finds that, due to the lack of adequate funds, it is no longer practicable or feasible to construct or install the planned playground areas; and

WHEREAS, O.C.G.A. § 36-82-4.2 provides that “[w]hen, subsequent to the issuance of any bonds pursuant to the provisions of this article, the governing authority of any...municipality...adopts by a two-thirds’ majority vote a resolution declaring that:

- (1) A portion of the bond funds remains after the purpose stated in the notice required by subsection (b) of Code Section 36-82-1 has been achieved or accomplished;
- (2) The purpose stated in such notice is no longer necessary; or
- (3) Circumstances have changed such that the expenditure of all or part of such bond funds is no longer practicable or feasible,

the governing authority shall be authorized to expend such bond funds, including interest, for purposes of a nature substantially similar to the purpose stated in such notice . . .”; and

WHEREAS, the above-referenced determinations regarding Union Hill Park amount to a change in circumstances such that the expenditure of bond funds as originally contemplated, including construction or installation of playground areas, is no longer practicable or feasible; and

WHEREAS, the use of bond funds to construct a larger parking lot area is of a nature substantially similar to the purpose stated in the notice provided pursuant to O.C.G.A. 36-82-1(b); and

WHEREAS, the City Council has determined that it is in the best interest of the City and its residents to utilize the bond funds originally planned to fund the construction of the playground areas to instead construct a larger parking lot at Union Hill Park for citizens to accommodate citizens use and enjoyment of the Park; and

WHEREAS, expenditure of bond funds for the expanded parking lot is substantially similar to the purpose stated in the original notice provided pursuant to O.C.G.A. § 36-82-1(b); and

WHEREAS, in an abundance of caution, the City Council has determined to adopt this Resolution pursuant to O.C.G.A. § 36-82-4.2.

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

Section 1. Change in Circumstances.

Pursuant to preconstruction analysis, the City Council has concluded as follows:

- (a) Since the issuance of the bonds approved by the Referendum, costs for construction of the planned playground areas have increased such that the bond proceeds are insufficient to fund the construction of the planned playground areas; and
- (b) Due to the change in circumstances caused by the increased costs, it would be impracticable and infeasible to fund Union Hill Park according to the plans originally contemplated in informational materials published prior to the adoption of the Referendum and issuance of the related bonds, specifically to construct or install the playground areas as depicted in those plans; and
- (c) It would be substantially less expensive and would be substantially more beneficial, practicable and feasible to use the bond funds to construct a larger parking lot area at Union Hill Park; and
- (d) Expenditure of bond funds for the expanded parking lot is substantially similar to the purpose stated in the original notice provided pursuant to O.C.G.A. § 36-82-1(b).

Section 2. Updated Purpose.

The purpose for which the relevant bond funds shall be expended is hereby updated, with the funds originally to be used for a playground at Union Hill Park now to be used to expand the parking lot area on the site. These changes from the original plans are undertaken based upon preconstruction analysis and input from various professionals, committees, and staff working on this project and are substantially similar to the purposes stated in the original notice of the Referendum.

Section 3. Effective Date.

The effective date of this Resolution shall be the date of adoption.

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

Molly Esswein City Attorney



RECREATION COMMISSION
WORK SESSION
OFFICIAL MINUTES
MAY 29, 2024
ALPHARETTA CITY HALL
COMMUNITY ROOM | 2 PARK PLAZA | 5:30 PM

OFFICIAL MINUTES

The public is advised that the following minutes are not a verbatim transcription of business presented at the Council Meeting of the date shown; but are a synopsis of pertinent information. The public is further advised that the video recording for said meeting is a matter of public record and is available to be viewed at the City Clerk's office during normal business hours or viewed online at <https://www.youtube.com/user/alpharettagov>.

I. CALL TO ORDER

- ❖ Chairman Mitchell called the meeting to order at 5:30 p.m.

II. ROLL CALL

• **Recreation Commissioners Present**

- Dennis Mitchell (Chair)
- Jit Saha (Vice Chair)
- Derek Kaighin
- Paul Slavik
- John Norton
- Cheryl Rand
- Shuntel Beach

• **Recreation Commissioners Absent**

- Karla Piedrahita
- Brad Bowers

• **Staff**

- Morgan Rodgers, Director, Recreation, Parks & Cultural Services
- Kiersten VanHorn, Assistant City Clerk
- Sarah Bausano, Administrative Office Coordinator, Recreation, Parks & Cultural Services

III. WORK SESSION ITEMS

a. Union Hill Park Design and Parking Proposal

- Dennis Mitchell, Chair for the Recreation Commission, introduced the item.
- Members of the Board and Commission discussed the existing Union Hill Park design and proposed future design for more parking at Union Hill Park.

RECREATION COMMISSION DISCUSSION:

RE: Union Hill Park redesign

- Chairman Mitchell brought up a recap of the project for everyone. Commissioner Kaighin asked if any of the Playground design could be put on the back burner and redevelopment could go ahead and begin. Chairman Mitchell's main concern was that if the Commission moves forward with the Playground Design, the playground would be a stripped-down playground that would look bad. He also stated that there is not a right or wrong answer between Playground or Parking lot.
- Commissioner Slavik asked if Union Hill Park is the largest covered outdoor venue in Alpharetta. Director Morgan said yes, but people that would like to rent it are turned off by it when they find out it only holds 250 due to limited parking. Director Rodgers stated there is other parking, but with that parking comes hiring a police officer, walking across Windward Parkway, or having to hire shuttle busses.
- Commissioner Rand stated that she would like to see the park converted to something that would be multi-use down the road in case the outdoor entertainment venue loses its shine. She also stated that she is not keen on it being converted to more parking, she would prefer something more park related.
- Commissioner Kaighin and Commissioner Norton both agreed that the City does not need another playground.
- Commissioner Saha stated that the Community Survey did not mention that the Park needed more parking. Commissioner Slavik stated that parking is not an issue until it is an issue.
- Director Rodgers stated that the skate park would remain part of the Union Hill Park plan and they could convert the current skate park space to a few additional parking spaces. Commissioner Mitchell stated that converting the current skate park to parking would not look that nice, and he would not like to do the redesign halfway.
- Commissioner Slavik stated that we need to capitalize on having one of the only covered event venues in Alpharetta. Commissioner Saha asked how many events take place there now. Director Rodgers answered with about one per month, the size of the parking lot is what is deterring people from renting the venue. Commissioner Saha also asked if the rental rate would be higher with more parking. Director Rodgers said it would go up; he could not confirm by how much.
- Chairman Mitchell asked if it would save any money to convert the redesign parking to gravel. Director Rodgers stated it would not save much.
- Chairman Mitchell recapped the budget at \$3,250,000 and the expenses thus far have been around \$650,000 on renovations to the space. The current design costs is around \$3,900,000.
- Commissioner Kaighin asked for a timeline for this item. Director Rodgers stated that it would go to vote at the June 11th Recreation Commission meeting, then it would go to City Council towards the end of June. Commissioner Saha stated that

at the next meeting we are voting on the current design or redesign unless any other recommendations come forward.

- Commissioner Slavik pointed out that it would still be considered a park due to the Skate Park aspect.
- Director Rodgers stated that with the additional parking the City can promote the space more to bigger events and try to put together a mid-week farmers market and summer camps.
- Director Rodgers stated that the current redesign plans will cost around \$3,900,000. The parking redesign will cost around \$2,700,000. The Park Bond currently has \$2,567,595.06.

IV. ADJOURNMENT

❖ Chairman Mitchell adjourned the meeting at 6:30 p.m.

Respectfully submitted,

Sarah Bausano

Sarah Bausano
Administrative Office Coordinator
Recreation, Parks & Cultural Services



RECREATION COMMISSION MEETING

UNOFFICIAL MINUTES

JUNE 11, 2024

ALPHARETTA CITY HALL
COUNCIL CHAMBERS | 2 PARK PLAZA | 5:30 PM

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I. CALL TO ORDER

- ❖ Chairman Mitchell called the meeting to order at 5:30 p.m.

II. ROLL CALL

• Recreation Commissioners Present

- Dennis Mitchell (Chair)
- Jit Saha (Vice Chair)
- Karla Piedrahita
- Cheryl Rand
- Derek Kaighin
- John Norton
- Paul Slavik

• Recreation Commissioners Absent

- Brad Bowers
- Shuntel Beach

• Staff

- James Drinkard, Assistant City Administrator
- Lauren Shapiro, City Clerk
- Kurt Kirby, Senior Operations Manager, Recreation, Parks & Cultural Services
- Christine Young, Recreation Services Division Manager, Recreation, Parks & Cultural Services
- Matt Casey, Park Services Division Manager (Western District & Equestrian), Recreation, Parks & Cultural Services
- Sarah Bausano, Administrative Office Coordinator, Recreation, Parks & Cultural Services

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MEETING MINUTES

a. Recreation Commission Minutes from May 14, 2024

- ❖ Chairman Mitchell called for a motion.
 - Commissioner Rand offered a motion to approve the minutes, as presented, from May 14, 2024, Recreation Commission meeting.
 - Commissioner Saha seconded the motion.
- ❖ The motion was approved (6-0-1; with Commission Kaighin abstaining).

b. Recreation Commission Work Session Minutes from May 29, 2024

- ❖ Chairman Mitchell called for a motion.
 - Commissioner Rand offered a motion to approve the minutes, as presented, from May 29, 2024, Recreation Commission meeting.
 - Commissioner Norton seconded the motion.
- ❖ The motion was approved (6-0-1; with Commissioner Piedrahita abstaining).

V. UNFINISHED BUSINESS

a. Union Hill Park Design and Parking Proposal

- Kurt Kirby presented on behalf of Morgan Rodgers.
- Chairman Mitchell put the motion on the floor for discussion.
 - Commissioner Saha stated that the survey liked the playground and the options as:
 1. Move forward with parking and charge more.
 2. Value engineer a solution for the playground.
 3. Move the current skate park to make it parking lot.
 - Commissioner Piedrahita stated that she has strong feelings about the project. She stated that we are the Recreation and Park Commission, not the Recreation and Parking Commission. She also stated that Mid Broadwell Park has been a huge success, and it is used by all. There are plenty of music venues and playgrounds serving all ages. Parking is an issue at any music venue and currently the parking is accommodating at Union Hill Park. She also stated that Mid Broadwell Park did away with their parking lot and people still visit it.
 - Commissioner Norton stated that he would like to have a playground everywhere, but the cost is too over budget. He also stated that the city is not able to do away with the skate park, it is used too often. Commissioner Norton would like to know the breakdown cost of just the playground. Mr. Kirby stated that it is not a traditional playground, and the cost is more than normal.
 - Commissioner Slavik stated that the budget does not allow for a playground and Union Hill Park would be a great music venue for Alpharetta.
 - Commissioner Rand stated that people will find parking, is the city just trying to accommodate for Home By Dark?

- Commissioner Kaighin asked if there is an option to do a parking garage now or downstream. Assistant City Administrator Drinkard stated that a parking garage costs around \$35,000 per parking space and that is not in the budget.
- Commissioner Saha asked if there is a way to value engineer a playground with the bond interest.
- Commissioner Piedrahita stated that she would use the playground because there are not any playgrounds on the Greenway. She also asked if there is an option to scale back on the playground. Mr. Kirby stated that there are options.
- Chairman Mitchell called for a vote one way or the other. The city will not be able to get more money.
- ❖ **Chairman Mitchell called for a motion.**
 - Commissioner Norton moved to approve the redesign to allow for additional parking at Union Hill Park, as presented.
 - Commissioner Slavik seconded the motion.
 - The motion was denied (3-4; with Commissioners Rand, Piedrahita, Kaighin, and Saha in opposition).
- ❖ **Commissioner Piedrahita made a subsequent motion to deny additional parking and do a modified playground park plan for Union Hill Park.**
 - Commissioner Rand seconded the sub-motion.
 - The motion was approved (4-3; with Commissioners Slavik, Norton, and Mitchell in opposition).

VI. STAFF PRESENTATIONS & WORKSHOP DISCUSSION

b. DIVISIONS

- i. Community Services Division Monthly Report – June 2024**
 - Amanda Musilli, Community Services Division Manager for the Recreation, Parks & Cultural Services Department was not present, and the Commission has the Staff Report to review.
- ii. Cultural Services Division Monthly Report – June 2024**
 - Kim Manning, Cultural Services Division Manager for the Recreation, Parks & Cultural Services Department was not present, and the Commission has the Staff Report to review.
- iii. Recreation Services Division Monthly Report – June 2024**
 - Christine Young, Recreation Services Division Manager for the Recreation, Parks & Cultural Services Department came forward to present the item.
 - Christine Young stated that Recreation Services is having a great start to Summer. Big Shout Out to James Drinkard for his amazing help with the Memorial Day Celebration.

MONTHLY HIGHLIGHTS:

- Summer Camp Kick-Off

- Sharks dominated in their first swim meet!
- Memorial Day Event
- Free Fitness on the Town Green

MONTHLY HAPPENINGS:

- July 4th in Wills Park is top priority right now
- Farmers Market – Saturdays, April 6th through November 30th from 8:30 a.m. to 12:30 p.m.
- Food Truck Alley – Fourth Thursday of each month from April 25th through October 24th from 5:00 p.m. to 9:00 p.m. – Downtown
- CornholeATL Summer Leagues began on June 5th and will be every Wednesday and Thursday through August 1st from 6:30 p.m. to 9:00 p.m. on the Town Green
- Summer Evening in the Park; Saturday, June 22nd, August 24th, and September 28th from 6:30 p.m. to 10:30 p.m. at Brooke Street Park
- Home By Dark Concert Series: Saturday, July 13th at 7:30 p.m. at Brooke Street Park
- K-9 5K will be Saturday, June 15th, from 7:00 a.m. to 11:00 a.m. – North Point Race Route
- Run4DAD 5K will be Sunday, June 16th, from 7:00 a.m. to 10:00 a.m. – Wills Park Race Route
- ACC Father's Day Mini Golf will be Sunday, June 16th, 11:00 a.m. to 2:00 p.m. on the Town Green
- Scovery Jubilee Event will be June 30th from 11:00 a.m. to 7:00 p.m. at Union Hill Park
- Fourth of July Fireworks will be Thursday, July 4th at Wills Park
- Windward July 4th 1K, Fun Run, and Parade will be Thursday, July 4th – Windward Race Route

RECREATION COMMISSION Q&A:

RE: 4th of July

Q Are fireworks only held on Thursday, July 4th, rain or shine? (Piedrahita)

A Yes, unless it is monsoon conditions. (Young)

RE: Wills Park Camp

C Great energy with the staff. (Piedrahita)

C One of my kids are working the Summer Camps and really enjoying it and the other is enjoying the camps. (Saha)

RE: Wills Park Pool

Q Do the Sharks meet every Thursday? (Piedrahita)

A Yes, they meet every Thursday, and we have three meets at Wills Park Pool. (Young)

Q How many people use Wills Park Pool regularly? I drove by and it was packed. (Norton)

- A Always full but I will get a number for you at the next meeting. (Young)
- Q Have you had any trouble hiring good lifeguards? (Norton)
- A No, we have an excellent staff and they did great during training. (Young)

iv. Park Services Division Monthly Report (Part I) – June 2024

- Eric Milley, Park Services Division Manager for the Recreation, Parks & Cultural Services Department was not present, and the Commission has the Staff Report to review.

v. Park Services Division Monthly Report (Part II) – June 2024

- Matt Casey, Park Services Division Manager for the Recreation, Parks & Cultural Services Department came forward to present the item.

MONTHLY HIGHLIGHTS:

- The outdoor play area in The Grove has been completed. Also, the purple playground behind field 7 has been expanded. This greatly expands the playability in that area.
- Camps have started and the park is being utilized to the fullest.
- The Equestrian Center shows have been well attended
- Large overgrown junipers were removed along Wills Road, this helps with visibility and opens up the space.

MONTHLY INITIATIVES:

- We will be focusing on preparing the park for the July 4th Celebration.

vi. Senior Operations Manager Monthly Report – June 2024

- Kurt Kirby, Senior Operations Manager for the Recreation, Parks & Cultural Services Department came forward to present the item.

PARK ENHANCEMENTS AND REPAIRS:

- Webb-Zone Playground Replacement has been completed.
- The latest phase of the Alpha Loop is now open.
- Wills Park “Purple” playground has a new border.

BOND PROJECTS:

- Mid-Broadwell Park is open
- Waters Road Park is open
- Webb Bridge Synthetic Turf – Turf installation is in the contract phase

PUBLIC SERVICE ANNOUNCEMENTS:

- Summer Is Here!! Kid sightings in the parks
- Dinosaur Sightings in Wills Park

VII. RECREATION COMMISSIONER REPORTS

- Commissioner Piedrahita asked for an update on Wacky World. Assistant City Administrator Drinkard stated that there is no update at this time.
- Commissioner Piedrahita wanted to know how much money had been raised towards Wacky World. City Clerk Shapiro stated that there is \$496,000 with a goal of \$750,000.
- Commissioner Saha stated that the 4th of July VIP seats should help with the Wacky World fundraising. City Clerk Shapiro stated that VIP seats have been canceled due to accommodations with Public Safety, hopeful to do it in the future.
- Commissioner Rand stated that she would like to see Partner Associations at the meetings.
- Commissioner Norton wanted to know how the sign ups were going for football and cheer. Christine Young responded with; they are ongoing.
- Commissioner Piedrahita stated that she serves on the Wacky World committee and would like to have the Commission let her know if they know of anyone that would like to help.

VIII. PUBLIC COMMENT

- None.

IX. ADJOURNMENT

- ❖ Chairman Mitchell called for a motion to adjourn the meeting.
 - Commissioner Rand made a motion to adjourn.
 - Commissioner Saha seconded the motion.
- ❖ The motion was approved unanimously (7-0).
- ❖ With there being no further business to consider or discuss, Chairman Mitchell adjourned the meeting at 6:10 p.m.

Respectfully submitted,

Sarah Bausano

Administrative Office Coordinator
Recreation, Parks & Cultural Services



STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Morgan Rodgers

Meeting Date: June 24, 2024

AGENDA ITEM:

Resolution: Union Hill Park 2021 Bond Referendum Funds

Consideration of adoption of a resolution regarding use of bond funds for Union Hill Park.

STAFF RECOMMENDATION:

Adopt a resolution regarding use of bond funds for Union Hill Park 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:

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:

Union Hill Park was built in 1995 as a special use facility for roller hockey. Since then, the popularity of roller hockey faded, and the park usage was almost nonexistent. With the development of the Alpharetta Greenway from Marconi Road Park to Union Hill Park, the purpose of the park was re-imagined. The new design included the renovation of the covered roller hockey rink into a special event/music venue, a Greenway trailhead and connection to the Forsyth County Greenway, redesign of the parking lot, a new skate park, and playground area. The conceptual design was shown to citizens at public input meetings and was approved by the Recreation Commission and the City Council. \$3.25 million was allocated in the 2021 Bond Referendum for redevelopment of Union Hill Park.

The renovation and conversion of the roller hockey rink into a special event/music venue was completed in 2023 (using the 2021 Bond Funds) and has since increased overall park utilization. Since the renovation of the covered event venue, the Recreation, Parks, and Cultural Services Department has experienced an increase in the number of requests for larger events to be held at Union Hill Park. This event venue is unique to Alpharetta, and it creates a weather-friendly event space for up to 500 attendees. This year, several special events have occurred at the renovated venue, including: Shamrockin' for a Cure, Atlanta Magazine's Grill Fest, and a few Home By Dark concerts; iCan Bike Camp, Camp Momentum, and the Home By Dark Union Hill Park Summer Concert Series are scheduled for later this summer. With greater utilization, staff (and park guests) have realized there is a need for additional parking to accommodate the event programming at this Park.

Concurrently, while utilization of the event venue of Union Hill Park increased, the costs for construction of the planned playground area also increased, such that the bond proceeds are insufficient to fund the construction of the planned playground area.

Today, there are 107 parking spaces at Union Hill Park. The most recently approved design would improve traffic flow and add 11 parking spaces, for a total of 118 parking spaces. Recently, the City executed a Memorandum of

Understanding (MOU) with ZKTeco (the company adjacent to Union Hill Park), and that MOU allows the City to utilize 72 additional ZKTeco parking spaces to accommodate events at Union Hill Park on Friday evenings, Saturdays, and Sundays.

With the growing popularity of the event venue at Union Hill Park, the current design was revisited to see if it would be possible to add more than the 11 parking spaces. City staff determined that a potential new design of Union Hill Park could add an additional 49 parking spaces as opposed to only 11. It would not only be beneficial for individuals using and reserving the event venue to have additional parking, but it would also be less expensive to design and construct additional parking than the originally proposed playground area.

City Council discussed the possibility of adding additional parking during Work Session on April 15, 2024. City Council directed staff to review this proposed park design change with the Recreation Commission. The Recreation Commission discussed the proposed design change during a Recreation Commission Work Session on May 29, 2024. At the regular scheduled Recreation Commission on June 11, the Recreation Commission voted to deny the proposed Union Hill Park plan to allow for the 49 additional parking spaces and instead modify the original playground plans for Union Hill Park (vote 4-3).

Staff recommends that the current design plan for Union Hill Park be modified to include an additional parking area instead of the current plan which includes construction of a playground area. Pursuant to O.C.G.A. 36-82-4.2, in order to modify the current design plan for Union Hill Park which was promoted prior to the adoption of the 2021 Bond Funds, it is necessary for Mayor and City Council to adopt a resolution regarding use of bond funds for Union Hill Park, which is attached here.

ALTERNATIVES:

Do not adopt a resolution and proceed with the current design of Union Hill Park and allocating additional funds in order to cover the additional costs associated with the playground construction.

ATTACHMENTS:

1. Resolution Park Bond Union Hill Park
2. 05.29.24 - RC WS Minutes (Official)
3. 06.11.2024 - RC Minutes (UNOFFICIAL)



STAFF REPORT

Department: Public Works
Submitted By: Krista McDowell
Meeting Date: July 15, 2024

AGENDA ITEM:

Purchase Approval: Freightliner M2 106 Plus with a Shortstop 3.5 Truck Mounted Mixer

Consideration of approval of the purchase of a Freightliner M2 106 Plus with a Shortstop 3.5 Truck Mounted Mixer utilizing State Contract 9999-SPDSPD0000155-007 from Peach State Truck Center in the amount of \$165,703.00 and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve the purchase of a Freightliner M2 106 Plus with a Shortstop 3.5 Truck Mounted Mixer utilizing State Contract 9999-SPDSPD0000155-007 from Peach State Truck Center in the amount of \$165,703.00 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: YES

TOTAL PROJECT COST: \$165,703.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
PW Fleet/ 30141100-542200-C1223	\$165,703.00

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
0	\$0.00

ITEM DESCRIPTION:

As part of the Fiscal Year 2025 Capital Budget, the Public Works Department budgeted for the purchase of a new concrete truck, which would replace the department's 1997 F-800 Asphalt Truck. This asphalt truck is overdue to be replaced, as it is 27 years old, and repair parts are increasingly difficult to get.

Staff recommends the purchase of a Freightliner M2 106 Plus with a Shortstop 3.5 Truck Mounted Mixer by utilizing State Contract 9999-SPDSPD0000155-007 from Peach State Truck Center in the amount of \$165,703. If approved, this vehicle would be a new addition to the city's fleet operations and would allow infrastructure crews to pour concrete for sidewalk and stormwater repairs. This will improve efficiency and reduce the time required to complete repairs, as Public Works crews would not have to rely on the delivery of concrete to job sites by private concrete providers. It has become very challenging to obtain concrete and schedule deliveries on a day and time that aligns with project schedules, and it is now common for deliveries to not be delivered on schedule.

Public Works compared pricing and delivery time of other vendors and has confirmed that what the recommended vendor is providing under State contract is a lower cost than what can be obtained on the open market. Delivery time for the vehicle under State contract is comparable to that of the open market, and delivery is expected by October 2025.

If this purchase is approved, the 1997 F-800 Asphalt Truck will be surplus by the City's Finance Department.

ALTERNATIVES:

Do not approve the purchase of the Freightliner M2 106 Plus with Shortstop Truck Mounted Mixer by utilizing the state contract, and use other procurement methods to purchase a replacement vehicle.

ATTACHMENTS:

1. Peach State Quote- Concrete Truck

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Prepared by:
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STATE CONTRACT
99999-SPD-SPD0000155-0007
Q U O T A T I O N

M2 106 PLUS CONVENTIONAL CHASSIS

SET BACK AXLE - TRUCK	10,000# TAPERLEAF FRONT SUSPENSION
CUM B6.7 300 HP @ 2600 RPM, 2600 GOV, 660 LB-FT @ 1600 RPM	106 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION	4175MM (164 INCH) WHEELBASE
CUMMINS-MERITOR RS-21-160 21,000# R-SERIES SINGLE REAR AXLE	NO FIFTH WHEEL
23,000# FLAT LEAF SPRING REAR SUSPENSION WITH HELPER AND RADIUS ROD	11/32X3-1/2X10-3/16 INCH STEEL FRAME (8.73MMX258.8MM/0.344X10.19 INCH) 120KSI; LIMITED TO 26,000 LB GVW
DETROIT DA-F-10.0-3 10,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE	1775MM (70 INCH) REAR FRAME OVERHANG

			PER UNIT		TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (1)	\$	104,016	\$	104,016
EXTENDED WARRANTY		\$	230	\$	230
SHORTSTOP 3.5 TRANSIT MIXER		\$	59,618	\$	59,618
CUSTOMER PRICE BEFORE TAX		\$	163,864	\$	163,864

TAXES AND FEES

1% DOAS STATE CONTRACT FEE	\$	1,639	\$	1,639
DOC FEE	\$	200	\$	200

TRADE-IN

TRADE-IN ALLOWANCE	\$	(0)	\$	(0)
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BALANCE DUE	(LOCAL CURRENCY)	\$	165,703	\$	165,703
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COMMENTS:

Projected delivery on ___ / ___ / ___ provided the order is received before ___ / ___ / ___.

APPROVAL:

Please indicate your acceptance of this quotation by signing below:

Customer: X_____ Date: ___ / ___ / ___.

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A proposal for
GADOAS ALPHARETTA CITY OF

Prepared by
PEACH STATE TRUCK CENTERS
Joshua Little

Jun 18, 2024

Freightliner M2 106 Plus



Components shown may not reflect all spec'd options and are not to scale

Application Version 11.9.708
Data Version PRL-28M.047
GADOAS - Alpharetta - 3.5 Mixer



06/18/2024 11:22 AM

Page 1 of 16

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SPECIFICATION PROPOSAL

Description	Weight Front	Weight Rear
Price Level		
M2 PRL-28M (EFF:MY25 ORDERS)		
Data Version		
SPECPRO21 DATA RELEASE VER 047		
Vehicle Configuration		
M2 106 PLUS CONVENTIONAL CHASSIS	5,709	3,450
2025 MODEL YEAR SPECIFIED		
SET BACK AXLE - TRUCK		
STRAIGHT TRUCK PROVISION, NON-TOWING		
LH PRIMARY STEERING LOCATION		
General Service		
TRUCK CONFIGURATION		
DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)		
EPA EMISSIONS CERTIFICATION FOR REGISTRATION IN EPA OR ACT STATES - EPA CLEAN IDLE (INCLUDES 6X4 INCH LABEL ON LEFT OF HOOD)		
NONE		
CONSTRUCTION SERVICE		
GOVERNMENT BUSINESS SEGMENT		
DIRT/SAND/ROCK COMMODITY		
TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS		
MAXIMUM 8% EXPECTED GRADE		
SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE		
MEDIUM TRUCK WARRANTY		
EXPECTED FRONT AXLE(S) LOAD : 10000.0 lbs		
EXPECTED REAR DRIVE AXLE(S) LOAD : 21000.0 lbs		



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Description	Weight Front	Weight Rear
EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 31000.0 lbs		
Truck Service		
MIXER BODY CUSTOM PRODUCTS EXPECTED BODY/PAYLOAD CG HEIGHT ABOVE FRAME "XX" INCHES : 32.0 in		
Engine		
CUM B6.7 300 HP @ 2600 RPM, 2600 GOV, 660 LB-FT @ 1600 RPM		
Electronic Parameters		
70 MPH ROAD SPEED LIMIT CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT PTO MODE ENGINE RPM LIMIT - 900 RPM PTO RPM WITH CRUISE SET SWITCH - 900 RPM PTO MODE CANCEL VEHICLE SPEED - 7 MPH PTO GOVERNOR RAMP RATE - 250 RPM PER SECOND FUEL DOSING OF AFTERTREATMENT ENABLED IN PTO MODE-CLEANS HYDROCARBONS AT HIGH TEMPERATURES ONLY ONE TEM PTO SPEED PTO SPEED 1 SETTING - 900 RPM PTO MINIMUM RPM - 900 REGEN INHIBIT SPEED THRESHOLD - 5 MPH PTO 1, DASH SWITCH, ENGAGE BEFORE DRIVING ENGINE MOUNT PTO, TEM SUPPLIED REQUEST, DRIVING OPERATION		
Engine Equipment		
EPA 2010/GHG 2024 CONFIGURATION STANDARD OIL PAN ENGINE MOUNTED OIL CHECK AND FILL SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER DR 12V 160 AMP 28-SI QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE (2) DTNA GENUINE, FLOODED STARTING, MIN 2000CCA, 370RC, THREADED STUD BATTERIES	10	

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Description	Weight Front	Weight Rear
BATTERY BOX FRAME MOUNTED		
STANDARD BATTERY JUMPERS		
SINGLE BATTERY BOX FRAME MOUNTED LH SIDE UNDER CAB		
WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN		
NON-POLISHED BATTERY BOX COVER		
POSITIVE LOAD DISCONNECT WITH CAB MOUNTED CONTROL SWITCH MOUNTED OUTBOARD DRIVER SEAT	2	
POSITIVE AND NEGATIVE POSTS FOR JUMPSTART LOCATED ON FRAME NEXT TO STARTER	2	
PROGRESSIVE LOW VOLTAGE DISCONNECT AT 12.3 VOLTS FOR DESIGNATED CIRCUITS		
CUMMINS TURBOCHARGED 18.7 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE		
STANDARD MECHANICAL AIR COMPRESSOR GOVERNOR		
AIR COMPRESSOR DISCHARGE LINE		
ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM		
CUMMINS ENGINE INTEGRAL BRAKE WITH VARIABLE GEOMETRY TURBO ON/OFF		
RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE	30	25
ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND VIRTUAL REGENERATION REQUEST SWITCH IN CLUSTER		
10 FOOT 06 INCH (126 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT		
RH CURVED VERTICAL TAILPIPE B-PILLAR MOUNTED ROUTED FROM STEP		
6 GALLON DIESEL EXHAUST FLUID TANK		
100 PERCENT DIESEL EXHAUST FLUID FILL		
LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION		
STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING		
STANDARD DIESEL EXHAUST FLUID TANK CAP		
ALUMINUM AFTERTREATMENT DEVICE/MUFFLER/TAILOUT SHIELD(S)		



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Description	Weight Front	Weight Rear
AIR POWERED ON/OFF ENGINE FAN CLUTCH		
AUTOMATIC FAN CONTROL WITHOUT DASH SWITCH, NON ENGINE MOUNTED		
CUMMINS SPIN ON FUEL FILTER		
FULL FLOW OIL FILTER		
700 SQUARE INCH ALUMINUM RADIATOR		
ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT		
GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT		
CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES		
RADIATOR DRAIN VALVE		
LOWER RADIATOR GUARD		
ALUMINUM FLYWHEEL HOUSING		
ELECTRIC GRID AIR INTAKE WARMER		
DELCO 12V 29MT STARTER WITH INTEGRATED MAGNETIC SWITCH		

Transmission

ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION	200	60
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Transmission Equipment

ALLISON VOCATIONAL PACKAGE 223 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODELS RDS, HS, MH AND TRV

ALLISON VOCATIONAL RATING FOR ON/OFF HIGHWAY APPLICATIONS AVAILABLE WITH ALL PRODUCT FAMILIES

PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY

SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY

PRIMARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE

SECONDARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE

PRIMARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE



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Description	Weight Front	Weight Rear
SECONDARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
ENGINE BRAKE RANGE PRESELECT RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
ENGINE BRAKE RANGE ALTERNATE PRESELECT RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
FUEL SENSE 2.0 DISABLED - PERFORMANCE - TABLE BASED		
DRIVER SWITCH INPUT - DEFAULT - NO SWITCHES		
QUICKFIT BODY LIGHTING CONNECTOR UNDER CAB, WITH BLUNTCUTS		
ELECTRONIC TRANSMISSION WIRING TO CUSTOMER INTERFACE CONNECTOR		
CUSTOMER INSTALLED CHELSEA 280 SERIES PTO		
PTO MOUNTING, LH SIDE OF MAIN TRANSMISSION ALLISON		
MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN		
PUSH BUTTON ELECTRONIC SHIFT CONTROL, DASH MOUNTED		
TRANSMISSION PROGNOSTICS - ENABLED 2013		
WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK		
TRANSMISSION OIL CHECK AND FILL WITH CROSSOVER TO CLEAR LH PTO AND DIRECT MOUNT PUMP		
SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)		

Front Axle and Equipment

DETROIT DA-F-10.0-3 10,000# FF1 71.5 KPI/3.74
 DROP SINGLE FRONT AXLE
 MERITOR 16.5X5 Q+ CAST SPIDER CAM FRONT
 BRAKES, DOUBLE ANCHOR, FABRICATED
 SHOES
 NON-ASBESTOS FRONT BRAKE LINING
 CAST IRON OUTBOARD FRONT BRAKE DRUMS
 FRONT OIL SEALS



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Description	Weight Front	Weight Rear
VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL STANDARD SPINDLE NUTS FOR ALL AXLES MERITOR AUTOMATIC FRONT SLACK ADJUSTERS TRW THP-60 POWER STEERING POWER STEERING PUMP 2 QUART SEE THROUGH POWER STEERING RESERVOIR CURRENT AVAILABLE SYNTHETIC 75W-90 FRONT AXLE LUBE		
Front Suspension		
10,000# TAPERLEAF FRONT SUSPENSION MAINTENANCE FREE RUBBER BUSHINGS - FRONT SUSPENSION FRONT SHOCK ABSORBERS		
Rear Axle and Equipment		
CUMMINS-MERITOR RS-21-160 21,000# R-SERIES SINGLE REAR AXLE		180
6.14 REAR AXLE RATIO		
IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING		
RPL10 MERITOR SERVICE-FREE MAIN DRIVELINE WITH HALF ROUND (16T) YOKES	-20	-20
DRIVER CONTROLLED TRACTION DIFFERENTIAL - SINGLE REAR AXLE		20
(1) DRIVER CONTROLLED DIFFERENTIAL LOCK REAR VALVE FOR SINGLE DRIVE AXLE		
INDICATOR LIGHT FOR EACH DIFFERENTIAL LOCKOUT SWITCH		
MERITOR 16.5X7 Q+ CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR, FABRICATED SHOES		
NON-ASBESTOS REAR BRAKE LINING		
BRAKE CAMS AND CHAMBERS ON REAR SIDE OF DRIVE AXLE(S)		
CAST IRON OUTBOARD REAR BRAKE DRUMS		
REAR OIL SEALS		
WABCO TRISTOP D LONGSTROKE 1-DRIVE AXLE SPRING PARKING CHAMBERS		
MERITOR AUTOMATIC REAR SLACK ADJUSTERS		



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Description	Weight Front	Weight Rear
CURRENT AVAILABLE SYNTHETIC 75W-90 REAR AXLE LUBE		
Rear Suspension		
23,000# FLAT LEAF SPRING REAR SUSPENSION WITH HELPER AND RADIUS ROD SPRING SUSPENSION - NO AXLE SPACERS STANDARD AXLE SEATS IN AXLE CLAMP GROUP FORE/AFT CONTROL RODS		120
Pusher / Tag Equipment		
NO PUSHER/TAG BRAKE DUST SHIELDS		
Brake System		
AIR BRAKE PACKAGE WABCO 4S/4M ABS WITH TRACTION CONTROL REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES FIBER BRAID PARKING BRAKE HOSE STANDARD BRAKE SYSTEM VALVES STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM STD U.S. FRONT BRAKE VALVE RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE WABCO SYSTEM SAVER HP WITH INTEGRAL AIR GOVERNOR AND HEATER AIR DRYER MOUNTED UNDER HOOD STEEL AIR BRAKE RESERVOIRS PULL CABLES ON ALL AIR RESERVOIR(S)		
Trailer Connections		
NO TRAILER AIR HOSE NO AIR HOSE HANGER NO TRAILER ELECTRICAL CABLE		
Wheelbase & Frame		
4175MM (164 INCH) WHEELBASE 11/32X3-1/2X10-3/16 INCH STEEL FRAME (8.73MMX258.8MM/0.344X10.19 INCH) 120KSI; LIMITED TO 26,000 LB GVW 1775MM (70 INCH) REAR FRAME OVERHANG	-70	110

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Description	Weight Front	Weight Rear
FRAME OVERHANG RANGE: 61 INCH TO 70 INCH		
CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 98.82 in		
CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 95.82 in		
CALC'D FRAME LENGTH - OVERALL : 273.25 in		
CALCULATED FRAME SPACE LH SIDE : 64.1 in		
CALCULATED FRAME SPACE RH SIDE : 66.2 in		
SQUARE END OF FRAME		
FRONT CLOSING CROSSMEMBER		
STANDARD WEIGHT ENGINE CROSSMEMBER		
STANDARD CROSSMEMBER BACK OF TRANSMISSION		
STANDARD MIDSHIP #1 CROSSMEMBER(S)		
STANDARD REARMOST CROSSMEMBER		
STANDARD SUSPENSION CROSSMEMBER		
Chassis Equipment		
THREE-PIECE 14 INCH PAINTED STEEL BUMPER WITH COLLAPSIBLE ENDS	30	
FRONT TOW HOOKS - FRAME MOUNTED	15	
SINGLE LICENSE PLATE BUMPER MOUNTING ON LH SIDE		
NO MUDFLAP BRACKETS		
NO REAR MUDFLAPS		
FENDER AND FRONT OF HOOD MOUNTED FRONT MUDFLAPS		
GRADE 8 THREADED HEX HEADED FRAME FASTENERS		
EXTERIOR HARNESES WRAPPED IN ABRASION TAPE		
CLEAR FRAME RAILS FROM BACK OF CAB TO FRONT REAR SUSPENSION BRACKET, BOTH RAILS OUTBOARD		
Fifth Wheel		
NO FIFTH WHEEL		
Fuel Tanks		
50 GALLON/189 LITER SHORT RECTANGULAR ALUMINUM FUEL TANK - LH	20	
RECTANGULAR FUEL TANK(S)		

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Description	Weight Front	Weight Rear
PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS FUEL TANK(S) FORWARD PLAIN STEP FINISH FUEL TANK CAP(S) DETROIT FUEL/WATER SEPARATOR WITH WATER IN FUEL SENSOR, HAND PRIMER AND 12 VOLT PREHEATER" EQUIFLO INBOARD FUEL SYSTEM HIGH TEMPERATURE REINFORCED NYLON FUEL LINE	-5	
Tires		
GOODYEAR FUEL MAX RSA 11R22.5 14 PLY RADIAL FRONT TIRES	6	
GOODYEAR G182 RSD 11R22.5 14 PLY RADIAL REAR TIRES		88
Hubs		
CONMET PRESET PLUS PREMIUM IRON FRONT HUBS CONMET PRESET PLUS PREMIUM IRON REAR HUBS		
Wheels		
MAXION WHEELS 91262 22.5X8.25 10-HUB PILOT 6.20 INSET 5-HAND STEEL DISC FRONT WHEELS	10	
MAXION WHEELS 91262 22.5X8.25 10-HUB PILOT 5-HAND STEEL DISC REAR WHEELS FRONT WHEEL MOUNTING NUTS REAR WHEEL MOUNTING NUTS		20
Cab Exterior		
106 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB AIR CAB MOUNTING SAFETY YELLOW LH AND RH INTERIOR GRAB HANDLES AND LH AND RH EXTERIOR GRAB HANDLES WITH SINGLE RUBBER INSERT MOLD-IN COLOR GRILLE MOLD-IN COLOR HOOD MOUNTED AIR INTAKE GRILLE FIBERGLASS HOOD		

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Description	Weight Front	Weight Rear
TUNNEL/FIREWALL LINER		
SINGLE 14 INCH ROUND HADLEY AIR HORN UNDER LH DECK	4	
SINGLE ELECTRIC HORN		
SINGLE HORN SHIELD		
REAR LICENSE PLATE MOUNT END OF FRAME		
INTEGRAL HEADLIGHT/MARKER ASSEMBLY		
LED AERODYNAMIC MARKER LIGHTS		
HEADLIGHTS ON WITH WIPERS, NO DAYTIME RUNNING LIGHTS		
INTEGRAL STOP/TAIL/BACKUP LIGHTS		
STANDARD FRONT TURN SIGNAL LAMPS		
DUAL WEST COAST MOLDED-IN COLOR HEATED MIRRORS WITH LH AND RH REMOTE		
DOOR MOUNTED MIRRORS		
102 INCH EQUIPMENT WIDTH		
LH AND RH 8 INCH MOLDED-IN COLOR CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS		
RH 8 INCH STAINLESS STEEL FENDER MOUNTED CONVEX MIRROR WITH TRIPOD BRACKETS	4	
STANDARD SIDE/REAR REFLECTORS		
63X14 INCH TINTED REAR WINDOW		
TINTED DOOR GLASS LH AND RH WITH TINTED NON-OPERATING WING WINDOWS		
RH AND LH ELECTRIC POWERED WINDOWS		
1-PIECE SOLAR GREEN GLASS WINDSHIELD		
2 GALLON WINDSHIELD WASHER RESERVOIR WITH FLUID LEVEL INDICATOR, FRAME MOUNTED		
Cab Interior		
RUGGED TRIM PACKAGE		
GRAY & CARBON VINYL INTERIOR "RUGGED"		
CARBON WITH PREMIUM GUNMETAL ACCENT (RUGGED)		
MOLDED PLASTIC DOOR PANEL		
MOLDED PLASTIC DOOR PANEL		
BLACK MATS WITH SINGLE INSULATION		
ASH CUP AND (1)LIGHTER, (1)12V POWER OUTLET, (1)DASH MTD DUAL USB-C OUTLET		

Prepared for:
 Krista McDowell
 GADOAS ALPHARETTA CITY
 OF
 1790 Hembree Road
 Alpharetta, GA 30009
 Phone: 770-480-0314

Prepared by:
 Joshua Little
 PEACH STATE TRUCK
 CENTERS
 6535 CRESCENT DRIVE
 NORCROSS, GA 30071
 Phone: 7704495300

Description	Weight Front	Weight Rear
FORWARD ROOF MOUNTED CONSOLE		
LH AND RH KICKPLATES		
DIGITAL ALARM CLOCK IN DRIVER DISPLAY		
(2) CUP HOLDERS LH AND RH DASH		
M2/SD DASH		
2-1/2 LB. FIRE EXTINGUISHER	5	
HEATER, DEFROSTER AND AIR CONDITIONER		
STANDARD HVAC DUCTING		
MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH		
STANDARD HEATER PLUMBING		
VALEO HEAVY DUTY A/C REFRIGERANT COMPRESSOR		
BINARY CONTROL, R-134A		
STANDARD INSULATION		
SOLID-STATE CIRCUIT PROTECTION AND FUSES		
12V NEGATIVE GROUND ELECTRICAL SYSTEM		
STANDARD LED CAB LIGHTING		
NO SECURITY DEVICE		
DOOR LOCKS AND IGNITION SWITCH KEYED THE SAME		
KEY QUANTITY OF 4		
LH AND RH ELECTRIC DOOR LOCKS		
TRIANGULAR REFLECTORS KIT WITHOUT FLARES SHIPPED LOOSE IN CAB	10	
BASIC ISRINGHAUSEN HIGH BACK AIR SUSPENSION DRIVERS SEAT WITH MECHANICAL LUMBAR AND INTEGRATED CUSHION EXTENSION	30	
2 MAN TOOL BOX MID BACK NON SUSPENSION PASSENGER SEAT, SEATS INC	20	
LH AND RH INTEGRAL DOOR PANEL ARMRESTS		
BLACK VINYL DRIVER SEAT COVER		
BLACK VINYL PASSENGER SEAT COVER		
BLACK SEAT BELTS		
ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN		
4-SPOKE 18 INCH (450MM) LEATHER WRAPPED STEERING WHEEL WITH CHROME SWITCH BEZELS		



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Description	Weight Front	Weight Rear
DRIVER AND PASSENGER INTERIOR SUN VISORS		
Instruments & Controls		
ELECTRONIC ACCELERATOR CONTROL		
INTEGRATED UPPER & LOWER STORAGE PANELS		
ENGINE REMOTE INTERFACE WITHOUT INTERLOCKS		
BRIGHT ARGENT FINISH GAUGE BEZELS		
LOW AIR PRESSURE INDICATOR LIGHT AND AUDIBLE ALARM		
DUAL NEEDLE PRIMARY AND SECONDARY AIR PRESSURE GAUGE		
INTAKE MOUNTED AIR RESTRICTION INDICATOR WITH GRADUATIONS		
87 DECIBELS TO 112 DECIBELS AUTOMATIC SELF-ADJUSTING BACKUP ALARM		3
ELECTRONIC CRUISE CONTROL WITH CONTROLS ON STEERING WHEEL SPOKES		
KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY		
PREMIUM INSTRUMENT CLUSTER WITH 5.0 INCH TFT COLOR DISPLAY		
DIGITAL PANEL LAMP DIMMER SWITCH IN DRIVER DISPLAY		
HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH		
2 INCH ELECTRIC FUEL GAUGE		
ENGINE REMOTE INTERFACE FOR REMOTE THROTTLE		
QUICKFIT POWERTRAIN INTERFACE CONNECTOR UNDER CAB WITH BLUNTCUTS		
NO ADDITIONAL EXTRA SWITCH ACTUATORS		
QUICKFIT PROGRAMMABLE INTERFACE CONNECTOR(S) UNDER CAB WITH BLUNTCUTS		
ENGINE REMOTE INTERFACE CONNECTOR AT POWERTRAIN INTERFACE CONNECTOR		
ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE		
2 INCH TRANSMISSION OIL TEMPERATURE GAUGE		



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 6535 CRESCENT DRIVE
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 Phone: 7704495300

Description	Weight Front	Weight Rear
ELECTRONIC OUTSIDE TEMPERATURE SENSOR DISPLAY IN DRIVER MESSAGE CENTER		
ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY		
PTO CONTROLS FOR ENHANCED VEHICLE ELECTRIC/ELECTRONIC ARCHITECTURE		
NO OBSTACLE DETECTION SYSTEM		
NO REVERSE PROXIMITY SENSOR		
NO DR ASSIST SYSTEM		
NO VEHICLE STABILITY ADVISOR OR CONTROL		
NO LANE DEPARTURE WARNING SYSTEM		
ELECTRIC ENGINE OIL PRESSURE GAUGE		
1 QUICKFIT PROGRAMABLE MODULE (QPM/XMC)	10	
TOP OF DASH RAM MOUNT WITHOUT POWER OR GROUND, FOR CUSTOMER FURNISHED DEVICE		
AM/FM/WB WORLD TUNER RADIO WITH BLUETOOTH, USB AND AUXILIARY INPUTS, J1939		
DASH MOUNTED RADIO		
(2) RADIO SPEAKERS IN CAB		
AM/FM ANTENNA MOUNTED ON FORWARD LH ROOF		
STANDARD RADIO WIRING WITH STEERING WHEEL CONTROLS		
ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER		
STANDARD VEHICLE SPEED SENSOR		
ELECTRONIC 3000 RPM TACHOMETER		
DETROIT CONNECT PLATFORM HARDWARE		
3 YEARS DAIMLER CONNECTIVITY BASE PACKAGE ON (FEATURES VARY BY MODEL) POWERED BY DETROIT CONNECT ON CUMMINS ENGINES		
(2) TMC RP1226 ACCESSORY CONNECTORS: (1) LOCATED BEHIND PASSENGER SIDE REMOVABLE DASH PANEL (1) CENTER OF OVERHEAD CONSOLE		
IGNITION SWITCH CONTROLLED ENGINE STOP		
NO HARDWIRE SWITCH #1		
NO HARDWIRE SWITCH #2		



Prepared for:
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Phone: 7704495300

Description	Weight Front	Weight Rear
NO HARDWIRE SWITCH #3		
NO HARDWIRE SWITCH #4		
PRE-TRIP INSPECTION FEATURE FOR EXTERIOR LAMPS AND SERVICE BRAKES		
(1) OVERHEAD MOUNTED LANYARD CONTROL FOR DRIVER AIR HORN		
NO TRAILER HAND CONTROL BRAKE VALVE		
DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY		
SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY WHEN PARK BRAKE SET, TRANSITION TO SLOWEST SPEED		
ROTARY HEADLAMP SWITCH, MARKER LIGHTS/HEADLIGHTS SWITCH WITH PULL OUT FOR OPTIONAL FOG/ROAD LAMPS		
ONE VALVE PARKING BRAKE SYSTEM WITH WARNING INDICATOR		
SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, HEADLAMP FLASH, WASH/WIPE/INTERMITTENT		
INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH 40 AMP (20 AMP PER SIDE) TRAILER LAMP CAPACITY		

Design

PAINT: ONE SOLID COLOR

Color

CAB COLOR A: L0006EY WHITE ELITE EY
BLACK, HIGH SOLIDS POLYURETHANE CHASSIS
PAINT
POWDER WHITE (N0006EA) FRONT
WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)
POWDER WHITE (N0006EA) REAR
WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)
BUMPER PAINT: FP24812 ARGENT SILVER
DUPONT FLEX
NO CAB/BODY EXTERIOR DECALS
STANDARD E COAT/UNDERCOATING

Certification / Compliance

U.S. FMVSS CERTIFICATION, EXCEPT SALES
CABS AND GLIDER KITS

Sales Programs

BUSINESS QUOTE SALES PROGRAM

Application Version 11.9.708
Data Version PRL-28M.047
GADOAS - Alpharetta - 3.5 Mixer



06/18/2024 11:22 AM

Page 15 of 16

Prepared for:
 Krista McDowell
 GADOAS ALPHARETTA CITY
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 Alpharetta, GA 30009
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 Phone: 7704495300

TOTAL VEHICLE SUMMARY

Weight Summary

	Weight Front	Weight Rear	Total Weight
Factory Weight ⁺	6022 lbs	4056 lbs	10078 lbs
Dealer Installed Options	0 lbs	0 lbs	0 lbs
Total Weight ⁺	6022 lbs	4056 lbs	10078 lbs

Extended Warranty

TOWING: 1 YEAR/UNLIMITED MILES/KM EXTENDED TOWING
 COVERAGE \$750 CAP FEX APPLIES

Dealer Installed Options

	Weight Front	Weight Rear
SS3.5 SHORTSTOP 3.5 TRANSIT MIXER	0	0
Total Dealer Installed Options	0 lbs	0 lbs

(+) Weights shown are estimates only.
 If weight is critical, contact Customer Application Engineering.

(***) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.



Ernest Industries LLC

1160 Paige Ave, Warren OH 44483

Peach State Freightliner
6535 Crescent Drive
Norcross, GA 30071

Josh Little
jlittle@peachstatetrucks.com
+16784765660

Reference: 20240617-131008411

Quote created: June 17, 2024

Quote expires: July 17, 2024

Quote created by: Chuck Zarbaugh

czarbaugh@arsrecycling.com
+13305404248

Comments:

Products & Services

Item & Description	Quantity	Unit Price	Total
Shortstop 3.5 Truck Mounted Mixer SS3.5 Shortstop® 3.5 transit mixer, 3.5 yard capacity, heavy duty planetary drive powered by closed loop hydraulic pump, 80 gallon water system, discharge chutes for 12' reach, hydraulic cylinder with manual pump to raise and lower discharge chutes, truck fenders, electronic drum speed and direction controls in chassis cab and rear, standard charging chute, installed on chassis ready to mix concrete.	1	\$45,500.00	\$45,500.00

Item & Description	Quantity	Unit Price	Total
OE3.5-4 - Pressurized Water Tank Pressurized water tank in lieu of standard zero pressure tank. Includes 90 US gallon carbon steel water tank with flapper fill lid, chassis frame mounting brackets and all equipment to interface with air brake system on chassis.	1	\$3,342.00	\$3,342.00
OE3.5-18 - Rear PTO for Allison Rear PTO for Allison RDS3000 & RDS3500 automatic transmission, includes fabricated pump mounting bracket, Chelsea PTO gear, driveline and electronic controls.	1	\$3,434.00	\$3,434.00
OE3.5-1 - Power Discharge Chute Control Power discharge chute control, 12VDC hydraulic pump and cylinder for automatic rear chute height control, controls in chassis cab and rear operators' station.	1	\$900.00	\$900.00
OE3.5-3H -Charge Chute Extension Charging chute extension for loading from standard height batch plant, T-6 aluminum construction, easily removable at job site	1	\$3,442.00	\$3,442.00
Training - includes all travel expenses	1	\$3,000.00	\$3,000.00
One-time subtotal			\$59,618.00
Total			\$59,618.00
Total contract value			\$59,618.00

- **FOB:** Warren, Ohio
- **Terms:** 50% deposit balance due prior to delivery

Questions? Contact me



Chuck Zarbaugh
czarbaugh@arsrecycling.com
+13305404248

Ernest Industries

,



**CONTRACT AMENDMENT # 5
EXTENSION # 1**

This amendment by and between the Contractor and State Entity defined below shall be effective as of the date this Amendment is fully executed.

STATE OF GEORGIA CONTRACT	
State Entity's Name:	Department of Administrative Services
Contractor's Full Legal Name:	Peach State Truck Centers, LLC
Contract No.:	99999-SPD-SPD0000155-0007
Solicitation Title/Event Name:	Truck Chassis and Truck Bodies
Contract Award Date:	07/17/2018
Current Contract Term:	09-01-2022 – 08/31/2023

BACKGROUND AND PURPOSE. The Contract is in effect through the Current Term provided above. The parties hereto now desire to amend the contract to extend for an additional term of twelve months.

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

1. **CONTRACT EXTENSION.** The parties hereby agree that the contract will be extended for an additional period of time as follows:

NEW CONTRACT TERM	
Beginning Date of New Contract Term:	09//01/2023
End Date of New Contract Term:	08/31/2024

Revised 7/1/15

SPD-CP010

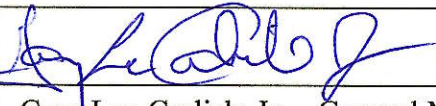
CONTRACT NUMBER: 99999-SPD-SPD0000155-0007

The parties agree the contract will expire at midnight on the date defined as the "End Date of the New Contract Term" unless the parties agree to extend the contract for an additional period of time.

2. SUCCESSORS AND ASSIGNS. This Amendment shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.
3. ENTIRE AGREEMENT. Except as expressly modified by this Amendment, the contract shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding and enforceable obligations to the parties. This Amendment and the contract (including any written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto. Should the State of Georgia (DOAS) enter into a new contract for these products and/or services, during the term of this Extension, the new contract shall supersede this Extension.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives.

CONTRACTOR

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	Peach State Truck Centers LLC.
Authorized Signature:	
Printed Name and Title of Person Signing:	Gary Lee Carlisle Jr. – General Manager
Date:	05/24/2023
Company Address:	6535 Crescent Drive Norcross, Ga 30071

STATE ENTITY

Authorized Signature:	
Printed Name and Title of Person Signing:	Jim Barnaby Deputy Commissioner State Purchasing Division
Date:	6/9/2023
Company Address:	200 Piedmont Avenue, S.E., Suite 1302, West Tower Atlanta, Georgia 30334-9010



Statewide Information Sheet

Statewide Contract Number		99999-001-SPD00000155		
Name of Contract	Truck Chassis and Truck Bodies			
Effective Date	08/08/2018	Effective Date	08/31/2024	
Contract Table of Contents				
Vendors Awarded	7	Contract Information:	Mandatory Contract	
Contract Information for Vendor			Page Number	
Rush Truck Center of Ga, Inc.			2	
MHC Kenworth-Atlanta			3	
Hardy Chevrolet, Inc.			4	
Hardy Family Ford, Inc.			5	
Wade Ford, Inc			6	
Peach State Truck Centers, LLC.			7	
Additional Contract Information				
General Contract Information			8	
Specifications			9	
Pricing			10	
Changes/Renewals/Extension			11	



Vendor Information Sheet

Contract Information	
Statewide Contract Number	99999-SPD-SPD000155-0001
PeopleSoft Vendor Number	0000496074
Vendor Name & Address	
Rush Truck Centers of GA, Inc. 2560 Moreland Avenue Atlanta, GA 30315	
Contract Administrator	
Kurt Hohlstein hohlsteinw@rushenterprises.com Telephone: 678-420-7530 Fax: 678-420-7694	
Contact Details	
Ordering Information	Fleet Manager 2560 Moreland Avenue Atlanta, GA 30315
Remitting Information	<u>Rush Truck Centers of GA</u> <u>Fleet Manager</u> <u>2560 Moreland Avenue</u> <u>Atlanta, Georgia 30315</u>
Delivery Days	Determined at time of order
Discounts	None
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Purchase Order



Vendor Information Sheet

Contract Information	
Statewide Contract Number	99999-SPD-SPD0000155-0002
PeopleSoft Vendor Number	0000445640
Vendor Name & Address	
MHC Kenworth-Atlanta 5860 Riverview Road Mableton, GA 30126	
Contract Administrator	
Bryon Franklin New Truck Sales byron.franklin@mhc.com Telephone: 706-847-0480 Fax: 404-691-0057	
Contact Details	
Ordering Information	MHC Kenworth-Atlanta Bryon Franklin 5860 Riverview Road Mableton, GA 30126
Remitting Information	MHC Kenworth-Atlanta 5860 Riverview Road Mableton, GA 30126
Delivery Days	Determined at time of order
Discounts	None
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Purchase Order



Vendor Information Sheet

Contract Information	
Statewide Contract Number	99999-SPD-SPD000155-0003
PeopleSoft Vendor Number	0000066877
Vendor Name & Address	
Hardy Chevrolet, Inc. 1249 Charles Hardy Parkway Dallas, GA 30157	
Contract Administrator	
Juan Lizano jlizano@hardyautomotive.com Telephone: 770-445-9411 X 198 Fax: 770-445-9659	
Contact Details	
Ordering Information	Juan Lizano GM Fleet Manager jlizano@hardyautomotive.com Telephone: 770-445-9411 X 198 Fax: 770-445-9659
Remitting Information	Hardy Chevrolet, Inc. 1249 Charles Hardy Parkway Dallas, GA 30157
Delivery Days	Determined at time of order
Discounts	None
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Purchase Order



Vendor Information Sheet

Contract Information	
Statewide Contract Number	99999-SPD-SPD0000155-0005
PeopleSoft Vendor Number	0000012021
Vendor Name & Address	
Hardy Family Ford 1249 Charles Hardy Parkway Dallas, GA 30157	
Contract Administrator	
Alex Arnold aarnold@hardyautomotive.com Telephone: 770-445-8891 X 206 Fax: 770-445-9659	
Contact Details	
Ordering Information	Alex Arnold aarnold@hardyautomotive.com Telephone: 770-445-8891 X 206 Fax: 770-445-9659
Remitting Information	Hardy Family Ford, Inc. 1249 Charles Hardy Parkway Dallas, GA 30157
Delivery Days	Determined at time of order
Discounts	None
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Purchase Order



Vendor Information Sheet

Contract Information	
Statewide Contract Number	99999-SPD-SPD0000155-0006
PeopleSoft Vendor Number	0000011786
Vendor Name & Address	
Wade Ford Inc 38600 South Cobb Drive Smyrna, GA 30080 TIN: 58-1544317	
Contract Administrator	
Roger Moore 678-460-3881 rmoore@wade.com	
Contact Details	
Ordering Information	Wade Ford Inc 38600 South Cobb Drive Smyrna, GA 30080
Remitting Information	<u>Fleet and Government Sales</u> <u>3680 South Cobb Drive</u> <u>Smyrna, Georgia 30080</u>
Delivery Days	Orders will be shipped within 120 days after receipt of Purchase Order
Discounts	<u>Determined at time of order</u>
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Purchase Ordere



Vendor Information Sheet

Contract Information	
Statewide Contract Number	99999-SPD-SPD0000155-0007
PeopleSoft Vendor Number	0000010849
Vendor Name & Address	
Peach State Truck Centers 6535 Crescent Drive Norcross, GA 30071	
Contract Administrator	
Joshua Little Government Sales Manager jlittle@peachstatetrucks.com Telephone: 678-476-5660 Fax: 770-449-1136	
Contact Details	
Ordering Information	Government Sales Manager 6535 Crescent Drive Norcross, Georgia 30071
Remitting Information	<u>Government Sales Manager</u> <u>6535 Crescent Drive</u> <u>Norcross, Georgia 30071</u>
Delivery Days	Determined at time of order
Discounts	None
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Purchase Order



General Contract Information:

This contract provides a variety of Truck Chassis and Truck Bodies in the following Gross Vehicle Weight Rating (GVWR) categories: 12,500 GVWR, 15,000 GVWR, 19,500 GVWR, 19,500 GVWR DOT HERO, 26,000 GVWR, 36,000 GVWR, 52,000 GVWR, and 56,000 GVWR.

Each awarded supplier provided Truck Bodies with their pricing sheets. For a description and price of the available bodies per GVWR on each awarded pricing sheet for that weight category. To find the bodies available, review the suppliers pricing sheet that are linked to the pricing pages.



Specifications

See Specifications in Team Georgia Marketplace (TGM)
TGM



Pricing:

See Pricing Sheets in Team Georgia Marketplace (TGM)



Renewals/Extensions:

Base Term: 8/8/2018 – 8/31/2019

Renewal #1: 9/1/2019-8/31/2020

Renewal #2: 9/1/2020-8/31/2021

Renewal #3: 9/1/2021-8/31/2022

Renewal #4: 9/1/2022-8/31/2023

Changes:

Akins Ford did not renew this contract for FY23.



**CONTRACT AMENDMENT # 5
EXTENSION # 1**

This amendment by and between the Contractor and State Entity defined below shall be effective as of the date this Amendment is fully executed.

STATE OF GEORGIA CONTRACT	
State Entity's Name:	Department of Administrative Services
Contractor's Full Legal Name:	Peach State Truck Centers, LLC
Contract No.:	99999-SPD-SPD0000155-0007
Solicitation Title/Event Name:	Truck Chassis and Truck Bodies
Contract Award Date:	07/17/2018
Current Contract Term:	09-01-2022 – 08/31/2023

BACKGROUND AND PURPOSE. The Contract is in effect through the Current Term provided above. The parties hereto now desire to amend the contract to extend for an additional term of twelve months.

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

1. **CONTRACT EXTENSION.** The parties hereby agree that the contract will be extended for an additional period of time as follows:

NEW CONTRACT TERM	
Beginning Date of New Contract Term:	09//01/2023
End Date of New Contract Term:	08/31/2024

Revised 7/1/15

SPD-CP010

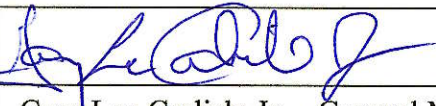
CONTRACT NUMBER: 99999-SPD-SPD0000155-0007

The parties agree the contract will expire at midnight on the date defined as the "End Date of the New Contract Term" unless the parties agree to extend the contract for an additional period of time.

2. SUCCESSORS AND ASSIGNS. This Amendment shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.
3. ENTIRE AGREEMENT. Except as expressly modified by this Amendment, the contract shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding and enforceable obligations to the parties. This Amendment and the contract (including any written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto. Should the State of Georgia (DOAS) enter into a new contract for these products and/or services, during the term of this Extension, the new contract shall supersede this Extension.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives.

CONTRACTOR

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	Peach State Truck Centers LLC.
Authorized Signature:	
Printed Name and Title of Person Signing:	Gary Lee Carlisle Jr. – General Manager
Date:	05/24/2023
Company Address:	6535 Crescent Drive Norcross, Ga 30071

STATE ENTITY

Authorized Signature:	
Printed Name and Title of Person Signing:	Jim Barnaby Deputy Commissioner State Purchasing Division
Date:	6/9/2023
Company Address:	200 Piedmont Avenue, S.E., Suite 1302, West Tower Atlanta, Georgia 30334-9010



STAFF REPORT

Department: Public Works
Submitted By: Pam Bush
Meeting Date: July 15, 2024

AGENDA ITEM:

Invitation to Bid 24-1004: Cumming Street Pedestrian Bridge Design

Consideration of approval of an award of a contract for Invitation To Bid 24-1004 to Moffatt & Nichol for the performance of the Cumming Street Pedestrian Bridge Design Services project in an amount not to exceed \$143,600.00 and authorize the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve the contract award of Invitation To Bid 24-1004 to Moffatt & Nichol for the performance of the Cumming Street Pedestrian Bridge Design Services project in an amount not to exceed \$143,600.00 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: \$143,600

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
TSPLOST 2, 33641100-541410-C2230	\$143,600

EXTERNAL FUNDING SOURCES:

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

ITEM DESCRIPTION:

The award of this project is for design services associated with the addition of one pedestrian bridge along Cumming Street at the Big Creek tributary.

BACKGROUND:

Currently, there is no pedestrian access across the creek along the south side of Cumming Street.

Public Works staff is currently designing a sidewalk to fill in the existing sidewalk gaps between Cricket Lane and Clairmonte Avenue. With the construction of this sidewalk, a bridge needs to be added that can accommodate bicycle as well as pedestrian traffic.

This bridge will be substantially similar in style to the recent bridges constructed as part of the Big Creek Greenway extension from Marconi Drive to Union Hill Park. It will provide a concrete trail surface and metal handrails atop a steel-truss frame. The new bridge will provide a minimum of 8' clear width.

PROCUREMENT PROCESS:

A scoping document was prepared by the Public Works Department and Request for Qualifications (RFQ) No. 24-1004 was issued on February 29, 2024. The response deadline for the advertised RFQ was March 28, 2024, and a total of five submissions were received by that deadline.

Staff from the Public Works Department evaluated and scored each submittal based on the following criteria:

Experience And Qualifications	60%
Example Projects And References	40%

The scores and resulting ranking of the proposals is as follows:

Vendor	Score
Moffatt & Nichol	85.33
Axis Infrastructure, LLC	79.33
BCC Engineering, LLC d/b/a Heath & Lineback	76.67
Buro Happold Engineering	60.67
Bridgefarmer and Associates	55.33

The top three scoring firms were short-listed and invited to bid on the design of the pedestrian bridge. The Invitation to Bid No. 24-1004 (the “ITB”) was issued on April 25, 2024, and responding bids were received on May 23, 2024. The following table shows the list of top three firms and their proposed costs.

Company/Bidder	Proposed Price
Moffatt & Nichol	\$143,600.00
Axis Infrastructure, LLC	\$209,160.00
BCC Engineering, LLC d/b/a Heath & Lineback	\$250,736.00

RECOMMENDED VENDOR:

Moffatt & Nichol is an experienced design firm that has worked on several projects with similar elements in Georgia, including the Gateway Trail Pedestrian Bridge over SR 54 project for Peachtree City, the South Lumpkin Multi-Use Trail in Columbus, GA, and the Demorest Pedestrian Bridge over SR 385 on the campus of Piedmont College in Habersham County. They also designed the Windward Parkway Pedestrian Bridges at Big Creek and the nearby tributary.

A pre-award meeting was scheduled with Moffatt & Nichol on July 2, 2024, and the project scope was reviewed in more detail.

PROJECT TIMELINE:

Once a contract with Moffatt & Nichol is finalized and executed, design may begin immediately. The anticipated completion date of the pedestrian bridge design is six months from notice to proceed.

ALTERNATIVES:

Do not award ITB 24-1004 for the Cumming Street pedestrian bridge design and direct Staff to rebid the project.

ATTACHMENTS:

1. 24-1004 Moffatt-Nichol Contract

CONTRACT AGREEMENT DESIGN SERVICES FOR CUMMING STREET PEDESTRIAN BRIDGE

This Contract for Services (the "Contract") for the City of Alpharetta is made and entered into and is effective _____, made by, and between **CITY OF ALPHARETTA, GEORGIA**, a municipal corporation of the State of Georgia (hereinafter, the "CITY"), and **MOFFATT & NICHOL**, a California corporation with its principal office located at 4225 E. Conant Street, Long Beach, CA 90808 (hereinafter, "CONSULTANT").

1. Contract Documents. The Contract Documents consist of this Contract, the City's Request for Qualifications No. 24-1004 dated February 29, 2024 (the "RFQ"), the Consultant's Statement of Qualifications dated March 28, 2024 (the "SOQ"), the City's Invitation to Bid No. 24-1004 dated April 25, 2024, including any addenda thereto (the "ITB"), and the Consultant's Bid dated May 23, 2024 (the "Bid"), all of which collectively are incorporated herein by reference (collectively, the "Contract Documents"). In the event of any conflict in the Contract Documents, the provisions and requirements set forth in this Contract shall govern; provided, however, to the extent any of Consultant's obligations or duties set forth in the Proposal exceed the requirements provided within the ITB or this Contract, or the City finds any of the terms set forth in the Proposal more desirable, the terms set forth in the Proposal shall control. Subject to the foregoing, in the event of a conflict between the language in the ITB and the Proposal, the language in the former shall govern.
2. Scope of Services. The Consultant's duties and scope of services (the "Work"), in general, include the following: **DESIGN SERVICES FOR CUMMING STREET PEDESTRIAN BRIDGE** to provide project deliverables for design of one pedestrian bridge along Cumming Street over a tributary of Big Creek and connecting sidewalk from the bridge to Clairmonte Avenue, including, but not limited to, geotechnical investigation, design, permitting, and construction phase services, within the City of Alpharetta, GA, (hereafter called the "PROJECT").
3. Contract Prices. In accordance with the costs established in Consultant's Cost Proposal and as finally awarded by the City, the City shall pay Consultant a fixed fee in the amount of **ONE HUNDRED FORTY-THREE THOUSAND, SIX HUNDRED DOLLARS AND 00/100 (\$143,600.00)** for Consultant's performance of Work. This price includes the full development and provision of all deliverables as specified in the Proposal, as further supplemented or modified by the City's requirements. The City will process approved payment requests under this project to the Consultant. Payment to sub-consultants and suppliers is the responsibility of the Consultant. The City will not entertain any other payment arrangements.

Invoices shall be submitted to:

City of Alpharetta
Public Works Department
1790 Hembree Road
Alpharetta, Georgia 30009
Attn: Pam Bush, pbush@alpharetta.ga.us

Payments may be made in the manner and on the periodic basis agreed to by the City prior to the Commencement of Work (defined in Section 4). Upon completion of the Work

or, if agreed to by the City, upon completion of certain portions thereof, the Consultant shall submit an invoice detailing the appropriate charges as currently allowed. Upon receipt of Consultant's invoice and following inspections and confirmation of the performance of the subject portion of the Work, the City will render payment. Upon receipt of Consultant's final invoice and following final inspection and final acceptance of the Work, the City will render final payment. Subject to the withholding of any amounts due to the City as further set forth herein, all such invoices will be paid within forty-five (45) days by the City unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Consultant will provide complete cooperation during any such investigation. No price adjustments shall be made during the term or any extension of this Contract except upon mutual consent of the parties. Notwithstanding any other provision of this Contract, and without prejudice to any of City's other rights and remedies, City shall have the right at any time or times to deduct and withhold from any payment for services that may become due under this Contract, such amount or amounts as may reasonably appear necessary to compensate the City for any portion of the Work that is defective, damaged, flawed, unsuitable, non-conforming or incomplete and/or for any liquidated damages due to the City. Acceptance of final payment shall constitute a waiver of all claims against the City by the Consultant except for those claims previously made in writing against the City by the Consultant, pending at the time of final payment, and identified in writing by the Consultant as unsettled at the time of its request for final payment.

4. Commencement of Services and Final Completion.

- (a) Commencement of Services. The City shall not become obligated to pay for the Work prior to execution of this Contract, and the Consultant shall not proceed to perform the Work until a written authorization to proceed ("Notice to Proceed") has been sent to the Consultant from the City. The Consultant shall commence performance of the Work ("Commencement of Work") as set forth in the Notice to Proceed.
- (b) Final Completion. When all the Work is complete and the Consultant is ready for a final inspection, the Consultant shall notify the City in writing, and the parties shall coordinate, in good faith, a time to conduct the final inspection. Thereupon, the City will make final inspection of the Work and, if the Work is complete in full accordance with this Contract and this Contract has been fully performed ("Final Completion"), subject to other terms and provisions hereof, the Consultant shall be entitled to payment of the Contract Price following submittal of the invoice as set forth in Section 3. Warranty of the materials/product and labor required by this Contract, as applicable, shall commence upon the date of Final Completion.
 - i. Time for Performance and Contract Term. Consultant shall promptly commence the Work with adequate force and equipment **within ten (10) calendar days** from receipt of Notice to Proceed, or as otherwise specified in the Notice to Proceed, continuously pursue the Work without undue interruption to completion.
 - ii. The term of the Contract may be extended by the City, with the written consent of the Consultant, for such added period as may be necessary or advantageous to the City.

- iii. The Contract price(s) and/or rates for the above-stated contract term will remain as offered in the Consultant'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.
 - (c) Delay Caused by City. If the completion of the Work is delayed by actions of the City, then and in such event, the required time for completion of the Work shall be extended for such additional time within which to complete performance as is required by such delay.
 - (d) Time is of the Essence. All limitations of time set forth in this Contract are of the essence.
5. Termination. This Contract may be terminated prior to the term ending by either party in the event of substantial failure or default of the other party to fulfill its obligations under this Contract. Prior to such termination, the non-defaulting party shall give notice to the defaulting party of the failure or default. Such party shall 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 immediately upon the provision of written notice as provided in Section 16 (*Notices*). The Contract may also be terminated 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 the event of such termination, the Consultant shall be compensated for services performed prior to termination. Such amount shall 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 shall survive termination of this Contract.
6. Representations and Warranties. Consultant represents and warrants that Consultant has full power and authority to perform its obligations hereunder and to deliver the products and services set forth in the Contract Documents to the City without the consent of any other person or entity, and the products and services shall be delivered free and clear of any lien, encumbrance, security interest or other claim, of whatever nature.
7. Covenants. Consultant covenants that Consultant shall:
- a. Comply with all applicable statutes, rules, regulations and requirements of any governmental agency or authority, whether now or hereafter enacted, in performing its obligations hereunder, and the products and services shall comply with all such statutes, rules, regulations and requirements in effect at the time of delivery to and acceptance by the City. The Consultant shall be responsible for any fines or penalties that arise due to non-compliance with such statutes, rules, regulations, and requirements;
 - b. Perform its obligations hereunder in a good, professional and workman-like manner and in strict accordance with City's specifications and the terms of this Contract;

- c. Perform all services under this Contract in a manner consistent with the level of care and skill ordinarily exercised by other members of Consultant's profession or trade currently practicing in the same locality under similar conditions; and
 - d. Owe its primary duty of loyalty to the City in the performance of its duties under this Contract, including but not limited to, its dealings with property owners, developers, consultants, contractors, architects, and any local, state or federal governmental agency or political subdivision. This duty of loyalty includes, but is not limited to, acting in the best interest of the City, avoiding conflicts of interest, and disclosing any potential conflicts of interest to the City.
- 8. Licenses, Registrations, Certifications and Permits. The Consultant shall be responsible for obtaining and maintaining in a valid status all licenses, registrations, certifications and permits necessary to perform the Work as required by law. Consultant represents to the City that the Consultant and its employees are properly licensed and/or registered within the State of Georgia for the performance of the services required herein, provided such licensure and/or registration is required by applicable law. Consultant shall provide copies of any such licenses, certifications or permits to the City upon request.
- 9. Insurance.
 - (a) Insurance Generally. Consultant shall obtain and shall continuously maintain during the term of this Contract insurance of the kind and in the minimum amounts as specified in the RFP, as follows, and shall provide the City with proof of such insurance upon request:
 - i. Statutory Worker's Compensation and Employers Liability Insurance with limits as required by the State of Georgia and Employers' Liability limits of \$1,000,000 (one million dollars) per occurrence or disease or as required by applicable law, whichever is greater, for all employees and other persons as may be required by Georgia law. If Consultant is self-insured, Consultant shall additionally provide the City with a certificate from the Georgia Board of Workers' Compensation stating that the Consultant qualifies to pay its own workers' compensation claims.
 - ii. Comprehensive General Liability insurance with minimum combined single limits of One Million Dollars (\$1,000,000) per occurrence and in the aggregate. The policy shall be applicable to all premises and all operations of the Consultant. The policy shall include coverage for bodily injury, broad form property damage (including completed operations coverage for a minimum term of two (2) years following final completion), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. Further, the policy shall be endorsed to provide "all risks" coverage. The policy shall contain a severability of interests provision. Coverage shall be provided on an "occurrence" basis as opposed to a "claims made" basis. Such insurance shall be endorsed to name the City and its elected officials, officers, employees and agents as additional insured parties.
 - iii. Comprehensive Automobile Liability insurance (owned or hired) with minimum combined single limits for bodily injury of not less than One Million Dollars

(\$1,000,000) per occurrence, Two Million Dollars (\$2,000,000) aggregate, and property damage of not less than One Hundred Thousand Dollars (\$100,000) per occurrence with respect to each of the Consultant's owned, hired and non-owned vehicles assigned to or used in performance of the Work. The policy shall contain a severability of interests provision. Such insurance coverage must extend to all of Consultant's subconsultants. Such coverage must include all automotive equipment used in the performance of the Contract, both on and off any work site, and such coverage shall include non-ownership and hired cars (vehicles and equipment) coverage. Such insurance shall be endorsed to name the City and its elected officials, officers, employees and agents as additional insured parties.

- iv. Umbrella/Excess Liability insurance with minimum combined single limits of One Million Dollars (\$1,000,000) per occurrence and in the aggregate. Such policy shall provide the same coverage set forth in the Comprehensive General Liability insurance policy. Such insurance shall be endorsed to name the City and its elected officials, officers, employees and agents as additional insured parties.
- vi. Professional Liability (Errors & Omissions) insurance with minimum combined single limits of One Million Dollars (\$1,000,000) per occurrence and in the aggregate, covering professional services rendered by the Consultant 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 Commencement of Work 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 Consultant's performance of the professional services under this Contract, Consultant 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.

(b) Requirements of Insurance.

- i. Insurance shall be procured and maintained with insurers with an A- or better rating as determined by Best's Key Rating Guide. All insurance shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Consultant.
- ii. No policy of insurance shall contain any exclusion for bodily injury or property damage arising from completed operations.
- iii. Every policy of insurance shall provide that the City will receive notice no less than thirty (30) calendar days prior to any cancellation, termination, or a material change in such policy.
- iv. Proof of required insurance shall be maintained in all equipment and motor vehicles insured in accordance with the provisions of this Contract.

- v. Consultant will ensure that any and all policies of insurance procured hereunder shall provide for a waiver of subrogation against the City, and Consultant waives any claim against the City arising in contract or tort which is covered by its insurance hereunder.
 - (c) Failure to Obtain or Maintain Insurance. The Consultant's failure to obtain and continuously maintain policies of insurance in accordance with this Section and its subsections shall not limit, prevent, preclude, excuse, or modify any liability, claims, demands, or other obligations of the Consultant arising from performance or non-performance of this Contract. Failure on the part of the Consultant to obtain and to continuously maintain policies providing the required coverage, conditions, restrictions, notices, and minimum limits shall constitute a material breach of this Contract upon which the City may immediately terminate this Contract without advance notice.
 - (d) Insurance Certificates. Consultant shall provide proof of such insurance to the City contemporaneously with the execution of this Contract. Prior to the commencement of Work, the Consultant shall submit to the City certificates of insurance for all required insurance. Insurance limits, term of insurance, insured parties, and other information sufficient to demonstrate conformance with this Section and its subsections shall be indicated on each certificate of insurance. Acceptance of a certificate or proof of insurance does not constitute approval or agreement by the City that the insurance requirements have been satisfied.
 - (e) Other Insurance. Consultant shall maintain such other types and/or amounts of insurance as reasonably required by the City from time to time.
10. Indemnification. Consultant shall, to the fullest extent permitted by law, indemnify and hold harmless the City, including its elected officials, officers, employees, and agents, from and against any and all claims, demands, losses, liabilities, suits, actions, costs, expenses (including expenses of litigation and attorneys' fees) and damages ("Claims") of any type or nature, including, but not limited to, Claims for injury to person or property, provided, that this indemnification obligation shall only apply to the extent Claims are caused by or result from the negligence, recklessness, or intentionally wrongful conduct of the Consultant or other persons employed or utilized by the Consultant in the performance of this Contract. Nothing in this Section 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.
12. No Subconsultants. No subconsultant or consultant shall be retained by Consultant to perform services under this Contract without the prior written consent of the City, except for those subconsultants previously identified in the Proposal. Essential staff members assigned to the performance of the Work shall not be reassigned without the consent of the City, which consent shall not be unreasonably withheld. Administration of any approved subconsultant shall be the Consultant's responsibility, and all subcontracts shall require each subconsultant to be bound by all pertinent portions of this Contract and to assume all applicable obligations and responsibilities that the Consultant by this Contract assumes toward the City. In particular, and not by way of limitation, all indemnification and insurance provisions shall be fully binding upon any subconsultant providing a

portion of the services, for all intents and purposes, as if said subconsultant were a party to this Contract.

13. Independent Consultant. The Consultant shall always act as an independent contractor and not be considered or deemed an agent, employee, joint venture or partner of the City. Consultant shall have no authority to contract for or bind City in any manner. Consultant shall have and maintain the responsibility for and control of the rendition of the Work, the discipline of its employees, and other matters incident to the performance of the Work (services, duties and responsibilities as described and contemplated herein). Notwithstanding the provisions of Section 12 (*No Subconsultants*) hereof or any other provision(s) of this Contract to the contrary, no employee, consultant or subconsultant of Consultant shall be considered an "employee" of the City during the performance of this Contract (the term "employee" shall have the same meaning as provided in IRS Publication No. 15 (2014)(Circular E).
14. Conflict of Interest. The Consultant represents that it has not, within two (2) years preceding the execution of this Contract, made or agreed to make any valuable gift, whether in the form of service, loan, thing, or promise, to any person (including any member of such person's immediate family) having the duty to recommend, the right to vote upon, or any other direct influence on the selection of the Consultant to provide products and services to the City. This provision shall not apply to legal campaign contributions, provided that such contributions have been disclosed in Consultant's response to the City's RFP.
15. 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 shall 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 shall accrue to the City, provided the City has paid for the services in full.

City shall grant Consultant a perpetual, non-exclusive license to reproduce, use and distribute the Work Product or portions thereof for its own internal and marketing purposes. Notwithstanding the foregoing, the Consultant shall, upon City's written request, refrain from reproducing, using or distributing such portions of the Work Product as are deemed by the City to constitute sensitive or proprietary information.
16. Notices. All contractual notices and communications under this Contract shall be deemed sufficient if given by certified mail or statutory overnight mail with return receipt requested or hand delivered:

(a) If to the Consultant, at the following address:

Moffatt & Nichol
4225 E. Conant Street
Long Beach, CA 90808
Attention: David Huchel
(562) 308-5370
dhuchel@moffattnichol.com

- (b) If to the City, at the following address:

City of Alpharetta
Public Works Department
1790 Hembree Road
Alpharetta, GA 30009
Attention: Pete Sewczwicz
678-297-6200
psewczwicz@alpharetta.ga.us

- (c) With a copy to City's Project Manager:

City of Alpharetta
Public Works Department
1790 Hembree Road
Alpharetta, GA 30009
Attention: Pam Bush
678-297-6200
pbush@alpharetta.ga.us

- (d) With a copy to:

Alpharetta City Attorney
Jarrard & Davis LLP
222 Webb Street
Cumming, GA 30040

For the purposes of this Contract, the effective date of notice shall be the date that the notice is placed in certified or statutory overnight mail or placed with a courier for hand delivery.

16. Public Records. Consultant understands that in accordance with O.C.G.A. § 50-18-70, *et seq.*, the public has a right of reasonable access to all public records of the City, subject to certain exceptions set forth therein or as otherwise provided by law and agrees to allow access by the City to all documents subject to disclosure under applicable law. Consultant's willful failure or refusal to comply with the provisions of this Section shall result in the immediate termination of this Contract by the City. Further, Consultant agrees to retain all public records in accordance with the City's records retention and disposal policies, O.C.G.A. § 50-18-92, *et seq.*, and the Georgia Administrative Code. Notwithstanding the foregoing, nothing contained herein shall limit the Consultant's or the City's right to defend against disclosure of records alleged to be public.

17. Compliance with Illegal Immigration Reform and Enforcement Act:

E-Verify Program: The City 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 shall not enter into a contract for the "physical performance of services" (as defined in O.C.G.A. § 13-10-90) unless the Consultant registers and participates in a federal work authorization program (E-Verify). The E-Verify affidavit or the secure identifiable document submitted by the Consultant will become part of the Contract Documents.

- (a) Requirement to Participate in a Federal Work Authorization Program (E-Verify):

- i. Pursuant to O.C.G.A. § 13-10-91, Consultant represents, warrants, acknowledges, and/or agrees that:

The Consultant has registered and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees;

Subconsultants shall not enter into any contract with the Consultant for the physical performance of services within the State of Georgia unless such subconsultant registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees; and

Sub-subconsultants shall 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 participates in a federal work authorization program to verify the employment eligibility of all newly hired employees.

- ii. 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?\[S=YES\]](https://e-verify.uscis.gov/enroll/StartPage.aspx?[S=YES])) operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security. Information and instructions regarding E-Verify program registration, corporate administrator registration, and designated agent registration can be found at that website address.

(b) Consultant, Subconsultant, and Sub-subconsultant Evidence of Compliance:

- i. Consultant, if providing the physical performance of services under this contract, shall comply with the requirements of O.C.G.A. § 13-10-91.
- ii. Pursuant to O.C.G.A. § 13-10-91, in the event the Consultant employs or contracts with a subconsultant in connection with the covered contract, the Consultant shall 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 included in Appendix A of the RFP, and will maintain a record of such attestation for inspection by the City at any time. Such subconsultant affidavit shall become a part of the Consultant/subconsultant agreement. Further, it shall be the duty of the 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.
- iii. 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 included in Appendix A of the RFP, and maintain records of such attestation for inspection by the City at any time. Such sub-subconsultant affidavit shall become a part of the subconsultant/sub-subconsultant agreement. Any subconsultant receiving an affidavit from a sub-subconsultant shall forward notice to the Consultant of the receipt, within five (5) business days of receipt, of such affidavit. Further, it

shall be the duty of any sub-subconsultant to forward notice of receipt of any affidavit from a sub-subconsultant to the subconsultant or sub-subconsultant with whom such receiving sub-subconsultant has privity of contract. Any subconsultant receiving notice of receipt of an affidavit from any sub-subconsultant that has contracted with a sub-subconsultant shall also forward, within five (5) business days of receipt, a copy of such notice to the Consultant.

- iv. In lieu of the affidavit required by this Section, if Consultant, or any subconsultant or sub-subconsultant, as applicable, has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of the Contract (or the subconsultant's or sub-subconsultant's portion of work utilized to perform part of the Contract with the City), such party shall instead provide a copy of his or her state issued driver's license or state-issued identification card.
- (c) The Consultant shall comply with any and all other applicable requirements and provisions of O.C.G.A. § 13-10-91 and other applicable rules and regulations promulgated in relation thereto.
- (d) All portions of contracts pertaining to compliance with O.C.G.A. § 13-10-91 and these rules, and any affidavit related hereto, shall be open for public inspection in this State at reasonable times during normal business hours.

18. Miscellaneous.

- (a) Compliance with Laws; No Discrimination. The Consultant, including any approved subconsultants, shall, in performance of the Work, fully comply with all applicable federal, state, or local laws, rules, and regulations, including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In performance of the Work, the Consultant shall not discriminate against any person on the basis of race, color, religion, sex, national origin or ancestry, age or disability and shall further ensure that Consultant's agents and/or subconsultants comply with same. Further, Consultant, its agents and subconsultants shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any employee, applicant or person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot lawfully be used as a basis for the provision or denial of employment or service delivery.
- (b) Governing Law. This Contract is executed and shall be performed in the State of Georgia, and this Contract shall be construed and enforced in accordance with the laws of the State of Georgia. Subject to Subsection (j) below (*Arbitration*), venue for any action arising out of this Contract shall lie in the appropriate court of Fulton County, Georgia.
- (c) Captions. Titles or captions of sections contained in this Contract are inserted only as a matter of convenience and for reference, and in no way define, limit, extend or prescribe the scope of this Contract or the intent of any provision.

- (d) Counterparts. This Contract may be executed in three (3) or more counterparts, each of which shall be deemed an original, but all of which shall together constitute one (1) and the same instrument.
- (e) Severability. In the event that any provision hereof is held to be invalid or unenforceable, such provision shall be severed from this Contract and shall not affect the validity or enforceability of the remainder of this Contract.
- (f) Entire Agreement. This Contract supersedes all prior discussions and agreements between the parties with respect to the matters contained herein and constitutes the sole and entire agreement between the parties.
- (g) Persons Bound. This Contract shall be binding upon and shall inure to the benefit of the parties, their respective successors, successors in title, legal representatives, heirs and permitted assigns. This Contract may not be assigned by the Consultant without the prior written consent of the City.
- (h) Amendment. No term or provision of this Contract may be amended, waived, supplemented, modified or terminated except by an instrument in writing signed by the party against whom the enforcement of the amendment, waiver, supplement, modification or termination is sought.
- (i) Waiver. The City's failure or forbearance to enforce any term hereof shall not be deemed to be a waiver of such right or claim, or any right of claim hereunder. Moreover, the City's waiver of any term hereof shall not operate or be construed as a waiver of any subsequent breaches of the same or any other term.
- (j) Arbitration. Any dispute arising out of this Contract shall, at the option of the City of Alpharetta, be submitted to binding arbitration conducted in Atlanta, Georgia, in accordance with the rules of the American Arbitration Association.
- (k) Annual Appropriation. Notwithstanding any other provision or provisions of this Contract, pursuant to O.C.G.A. § 36-60-13, this Contract will terminate immediately and absolutely if the City determines 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 shall be conclusive.
- (l) Additional Terms of Consultant. The City shall not be bound by any terms and conditions included in any Consultant invoice, packaging, catalog, brochure, technical data sheet, or other document which attempts to impose any condition in variance with or in addition to the terms and conditions contained herein.
- (m) Presumptions and Interpretations. The parties further agree that should any provision of this Contract require interpretation or construction, the court, administrative body or other entity interpreting or construing this Contract shall not apply a presumption that the provisions hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agents prepared same, it being agreed that all parties and/or their respective attorneys and agents have been fully afforded the opportunity to review all provisions of this Contract.

- (n) No Third Party Beneficiaries. Nothing contained in this Contract is intended to or shall create a contractual relationship with, cause of action in favor of, or claim for relief for, any third party, including any agent, sub-consultant, or sub-contractor of the Consultant. Absolutely no third-party beneficiaries are intended by this Contract. Any third party receiving a benefit from this Contract is an incidental and unintended beneficiary only.
- (o) No Waiver of Governmental Immunity. Nothing in this Contract shall be construed to waive, limit, or otherwise modify any governmental or sovereign immunity that may be available by law to the City, its elected officials, officers, employees, contractors, or agents, or any other person acting on behalf of the City and, in particular, governmental or sovereign immunity afforded or available pursuant to Georgia Statutes.
- (p) Publicity Provision. Consultant shall not use any trademarks, service marks, or logos of the City without the City's express prior written consent. In particular, Consultant shall not identify or make reference to the City in any advertising or other promotional modality, regardless of its form, without the express prior written consent of the City.
- (q) Survival. Any and all provisions of this Contract creating obligations extending beyond the term of this Contract, including, without limitation, Consultant's warranty of products and labor and the indemnification provisions contained herein, shall survive the expiration or termination of this Contract, regardless of the reason for such termination.

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.

[signatures begin on next page]

CONTRACT NAME: Design Services for Cumming Street Pedestrian Bridge
CONTRACT NO. 24-1004

CITY OF ALPHARETTA, GEORGIA

By: _____
Jim Gilvin, Mayor

Date: _____

Approved as to Substance:

Chris Lagerbloom, City Administrator

Approved as to form:
JARRARD & DAVIS, LLP

Ed Howden, City Attorney

MOFFATT & NICHOL

By: _____
Ronald Osterloh, PE, Vice President

Attest:

By: _____
David Huchel, Secretary

Date: _____

Exhibit "A"

COST SCHEDULE OF ITEMS

DESIGN SERVICES FOR CUMMING STREET PEDESTRIAN BRIDGES

ITB #24-1004

Bidding Firm's Name:	Moffatt & Nichol
-----------------------------	-----------------------------

Instructions for Bid Form Completion:

1. This form **MUST** be used to submit cost.
2. Complete all the fields: Bidder's Name at top of form; end of form for bid authorization and contact info.
3. Verify all amounts entered. This form will be used for bid price award.
4. During bid opening, only bid grand total will be called.

Task	Fee
Geotechnical Investigation	\$ 27,500.00
Design	\$ 99,000.00
Utility Coordination	\$ 3,500.00
Permitting	\$ 7,500.00
Construction Phase Services	\$ 6,100.00
GRAND TOTAL	\$ 143,600.00

By completing and submitting this bid price form in response to the City of Alpharetta's ITB 24-020, Windward

A. Bidder has carefully read and understands Bidding Documents;

B. 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 City's judgment, is in City's own best interests.

C. Award of this project will be by grand total base bid plus any selected alternates.

Moffatt & Nichol	Company Name:
1201 Peachtree Street NE, Suite 1106, Atlanta, GA 30361	Address:
Ron Osterloh, PE, Vice President	Name(s) and Title(s) Authorized
(404) 419-5620	Contact Info - Phone Number:
rosterloh@moffattnichol.com	Contact Info - Email Address:



STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Morgan Rodgers

Meeting Date: July 15, 2024

AGENDA ITEM:

Request for Proposal 24-119: On Call Electrical Services

Consideration of approval of an award of a contract for Request For Proposal 24-119 to Meer Electric, Inc. for a 5-year service contract to provide electrical services on an on-call basis for the Recreation, Parks and Cultural Service Department's special events and authorize the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve an award of a contract for Request For Proposal 24-119 to Meer Electric, Inc. for a 5-year service contract to provide electrical services on an on-call basis for the Recreation, Parks and Cultural Service Department's special events and authorize the Mayor to execute all necessary documents.

BUDGET & PROCUREMENT:

BUDGETED ITEM: YES

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: YES

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: \$64,000.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
Professional Services/10061900 521200	\$1,000.00
Professional Services-Downtown Decor/10061900 521200 RSE00	\$1,600.00
Professional Services-Streetfest/10061900 521200 RSE01	\$1,600.00
Professional Services-Mayor's Challenge/10061900 521200 RSE03	\$3,500.00
Professional Services-Taste of Alpharetta/10061900 521200 RSE05	\$35,000.00
Professional Services-Season of Celebration/10061900 521200 RSE06	\$6,600.00
Professional Services-Wire and Wood/10061900 521200 RSE13	\$11,000.00
Professional Services-Brew Moon Fest (Summer)/10061900 521200 RSE19	\$1,500.00
Professional Services-Food Trucks/10061900 521200 RSE23	\$200.00
Professional Services-Brooke Street Park Concert Series/10061900 521200 RSE26	\$500.00
Professional Services-Brew Moon Fest (Fall)/10061900 521200 RSE27	\$1,500.00

EXTERNAL FUNDING SOURCES:

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

ITEM DESCRIPTION:

BACKGROUND:

Since last contracting for On-Call Electric for Special Events, the city's electrical needs for special events have increased due to the expanded footprint of Taste of Alpharetta, increase in stages at Wire & Wood, and larger production of performances and decorations at the Alpharetta Tree Lighting. With these growing needs, it is imperative to have an electrical services contractor on-call to provide the flexibility needed for the Community Services Division to quickly and efficiently address unforeseen electrical needs during events that may occur during the year.

RECOMMENDATION EXPLANATION:

The award of Request For Proposal ("RFP") 24-119 is for licensed and qualified electrical contractors to provide electrical services on an on-call basis for the Recreation, Parks, and Cultural Service Department's special events. The scope-of-work includes providing all labor, services, logistical planning, safety measures, supervision, equipment, tools, materials, and incidentals required to meet the on-call electrical service needs of the City's special events and holiday decorations. All services shall be performed in accordance with the standard electrical codes and all applicable Federal, State, and Local laws, ordinances, rules as well as regulations and codes. The contract will not guarantee a certain number of hours or annual sum, rather, services will be performed and billed on an hourly basis in accordance with the cost submission provided in response to RFP 24-119. Subcontractors are not allowed for this contract.

In an effort to lock-in service pricing and give staff a formalized point-of-contact for on-call electrical services, an RFP was prepared by a Committee including representatives from the Recreation Department as well as Finance. RFP 24-119 was issued April 4, 2024, with proposals received May 2, 2024. The City received a total of two (2) responses which were submitted to the Evaluation Committee for review and ranking. The Evaluation Committee met on May 23, 2024, to tabulate the overall scores. Each proposal was evaluated based on the following criteria: statement of qualifications, experience, references (35 pts); technical proposal, project approach, method of providing services (22 pts); local vendor preference (3 pts); and cost (40 pts). The resulting scores were as follows:

1. 77.90 pts Meer Electric, Inc.
2. 61.83 pts Face N Sons, LLC

The recommended firm, Meer Electric, is the most recent electrical services provider for special events. Staff has found them to be knowledgeable, responsive, and focused on delivering excellent service, and have a strong institutional knowledge of the City's special events requirements and logistics. From a cost perspective, Meer Electric has proposed higher hourly rates per classification (Master, Journeyman, and Apprentice labor rates) than Face N Sons, LLC. The most important factor that differentiates the two vendors is Meer Electric's proven festival and outdoor event experience that Face N Sons, LLC did not substantiate. Additionally, Face N Sons, LLC demonstrated a lack of attention to detail by addressing a different city in its proposal in multiple sections.

With this in mind, staff recommends the award of RFP 24-119 to Meer Electric, Inc.

ALTERNATIVES:

Do not award a contract for RFP 24-119 to Meer Electric and re-advertise the RFP.

ATTACHMENTS:

1. 24-119 City of Alpharetta Documents
2. 24-119 On-Call Electrical Services-Special Events Record of Receipt
3. 24-119 Meer Proposal Documents
4. 1-CCF 000267

CITY OF ALPHARETTA REQUEST FOR PROPOSALS (RFP)

RFP Number: 24-119

RFP Title: On-Call Electrical Services for Special Events

RFP SCOPE OF WORK & PROPOSAL SUBMISSION

1. RFP Period of No Communication

The No Communication period starts on the issue date of this RFP April 4, 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 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

- A. **Proposal Close Date, Deadline for Submissions: May 2, 2024, 2:00 PM.** We may change this date during the RFP process. We will post any change in an addendum. Review web page for addenda.
- B. Link to Bonfire Project Web Page: <https://cityofalpharetta.bonfirehub.com/>
- C. This project web page has the important dates and all project documents for this RFP.
- D. Enter all questions, comments, requests for information before the Questions Due Date using ☒ **Message – Opportunity Q&A** at the project web page.
- E. In each question, clearly tell the RFP document and section that is in question.
- F. 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.
- G. 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:

- A. 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.
- B. We will first review all proposals to be sure that proposal have basic requirements and information.
- C. Some scoring may simply be Pass/Fail. Any proposal that Fails any part or section that is required will be removed from further review and scoring.
- D. The Review Team will only get correct proposals for review and scoring.
- E. 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.
- F. 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.

Evaluation Criteria	Maximum Points
Statements of Qualifications, Experience, References	35
Technical Proposal, Project Approach, Method of Providing Services	22
Local Vendor Preference	3
Cost Proposal (evaluated based on Sample One-Day Project within the Cost proposal. This is not an actual task-order or event and does not guarantee any hours or items for any actual event.)	40
Total Maximum point score	100

WHAT WE WANT TO DO

1. General Description

The City of Alpharetta hosts several public special events for our citizens and community throughout the year. We are requesting proposals from licensed electrical contractors to provide electrical services on an On-Call basis for special events offered by our Recreation, Parks and Cultural Service Department's Community Services division. Currently, the City offers seven larger special events throughout the year which require electric services. In addition, the City provides smaller or weekly events April through October and the Brooke Street Concert Series. All events are subject to change. In addition to the special events, there are electrical service needs associated with the holiday decorations in downtown. The contract does not guarantee a certain number of hours nor guaranteed annual costs. Subcontractors are not allowed for this contract.

2. Scope of Work

- A. The contractor will be expected to provide all labor, services, security, supervision, equipment, tools, materials, and incidentals required to meet the on-call electrical service needs for the City's special events.
- B. All services will be expected to be performed in accordance with the industry and safety standards. All applicable Federal, State, and local laws, ordinances, rules as well as regulations and codes.
- C. The contractor is responsible for pulling all necessary electrical permits for the events.
- D. All work performed under this contract is subject to inspection.
- E. All work to be performed by State of Georgia licensed electrician.
- F. The contractor's employees must wear company uniforms, identification badges and appropriate safety equipment as well as be fluent in English.
- G. Two months prior to each event, the contractor must test all permanently installed outlets at the locations specified by Recreation Services staff. Refer to Project Specific Requirements for exceptions.
- H. The contractor must meet in person with Recreation Services staff, the event management services staff, the event coordinator, or other City contracted vendors, starting at a minimum of two months prior to the event for logistical planning/consultation services. Depending on the complexity of the event(s), additional meetings or site inspection(s) may be required. Refer to Project Specific Requirements for details.
- I. Prior to each event, the contractor will ensure the existing outlets as provided on the event layout are in proper working order. If they are not in proper working order, contractor must advise Recreation Services staff with quote to complete the work. This may include the downtown area, City Center, Village Green, Brooke Street Park, etc. Upon completion, the contractor will notify the Recreation Services staff, event management service provider, event coordinator or other designated party.
- J. Upon arrival on event day, the contractor must check in with Recreation Services staff, the event management services provider, event coordinator or other parties as designed by the City,
- K. The contractor must have all tools and items on-site on the event day(s) to address the event's electrical needs as time is of the essence.
- L. Contractor may be required to handle portable walkie-talkie radio to be in constant contact with Recreation Services team or another event coordinator.
- M. All electrical equipment shall be installed in a neat, safe, and professional manner. All equipment, temporary panels, shorelines, extension cords, etc. must be removed at the close of the event.
- N. Contractor will be expected to ensure that the work area is clean and free of any debris at the end of each day's work. All debris must be disposed of offsite by the contractor in accordance with all applicable codes, ordinances, and laws pertaining to the disposal of the material.

- O. Contractor must work with the City's event management services company, holiday décor contractor, staging contractors, other city contracted vendors, and Georgia Power to facilitate electrical services to the special events.
- P. Contractor must be available by phone, email, or in person to answer all participating vendor, holiday décor contractor, staging contractor, and other city contracted vendor's questions, regarding power needs before and during the special event.
- Q. All events are rain or shine.
- R. The contractor will provide quotes to Recreation Services staff for budgetary estimates prior to the start of the new fiscal year and/or as events are modified.

3. Special Events

The following events regularly require electrical services.

A. Taste of Alpharetta May

Event Description: This is Alpharetta's largest food festival with more than (65) restaurants, participating in a "taste-of" sampling. It includes fun outdoor activities for all ages, live music, culinary competitions, and dinner "sampling" with a large variety of cuisine. It occurs on the first Thursday of May each year. The event hours are 5 pm- 10 pm. The estimated attendance is 35,000 people.

Sample One-Day Project in cost proposal is based on May 2023 event and billable hours and items. This is not an actual task-order or event and does not guarantee any hours or items for any actual event.

Specifications:

- Logistical planning meetings start four months prior to the event with a maximum of ten meetings.
- Electrician to check all permanently installed outlets three months prior to event at the locations specified by Recreation Services staff.
- Electrician to provide onsite staff for the day of event. Current estimated staffing needs are (6) staff members onsite from 9 am – midnight.
- Electrician to provide total (50) dedicated Quad 20-amp GFCI outlets, connected to existing power.
- Electrician to provide (28) spider boxes with 10 – 20 amp dedicated GFCI outlets, connected to existing power source.
- Electrician to provide (5) portable light plants with (4) 1000-watt light bulbs, and place on-site at location provided by Recreation Services staff.
- Electrician to provide (4) 3 KW, (2) 20 KW and (1) 80 KW generators for use.
- Electrician to provide (2) 20 KW and (3) 50 KW generators for back-up at event, if needed.

- Electrician to manage and handle electrician calls (radio provided by City and phone) during event for the (100+) vendors at event. Approximately (60 – 65) of these vendors are restaurants with multiple electrical needs such as ovens, coolers, fryers, etc.
- Electrician to have final check of outlets two weeks prior to event and report to Recreation Services staff and Georgia Power when completed.
- Upon request of the Recreation Services Manager, city staff or the event management service contractor, some power lines on ground will need to be properly covered.
- Electrician to remove all their equipment at the close of event. This may be at 2 a.m. the following morning.

B. Alpharetta Arts Streetfest**May**

Event Description: This is a 2-day arts festival, featuring more than (80) artisans, musicians, sponsors, and children's activities over Memorial Day Weekend. The event includes a approximately 5 food truck and food vendors. Vendor/artist set-up is Friday; Event is Saturday and Sunday. The event hours are 10 am – 5 pm for both days. The estimated attendance is 15,000 people across the weekend.

Specifications:

- Logistical planning meetings start three months prior to the event with a maximum of six meetings.
- Contractor is to provide onsite staff for the day of the event. Current estimated staffing need is (1) staff member for a minimum of three hours. Times are approximately 7 am – 12 noon.
- Electrician to provide all necessary temporary panels for a variety of vendors as well as provide (20) temporary quad GFCI outlets connected to existing services.
- Electrician to have final check of outlets three days prior to event and report to Recreation Services Events staff when completed.
- Electrician to ensure that existing outlets in downtown area are in working order, as specified on event layout.
- Electrician to contact Georgia Power representative and facilitate all electrical services to ensure all power needs are addressed.
- Power lines on ground at the stage and at one or two additional locations, as specified by Recreation Services Manager, city staff, or event management service contractor, will need to be properly covered.

C. Brew Moon Fest - Summer**June**

Event Description: This event features music, dancing, brews, wine, food vendors, and much more in downtown Alpharetta. The event hours are 5:30 pm – 10:30 pm. The estimated average attendance is 6,000 people.

Specifications:

- There will be a maximum of four logistical planning meetings.
- Electrician is to provide onsite staff for the day of the event for a minimum of five hours.
- Electrician to provide all necessary panels for a variety of vendors, including stage vendor, one to three food trucks and other food vendors, etc.
- Electrician to have final check of outlets two weeks prior to the event and report to Event Coordinator when completed.

D. Mayor's Challenge

Aug or Sept

Event Description: This is a one day, 5K event, attracting local employees, residents, and runners. It is a night of food, music and friendly competition, benefitting local and international charities. The event hours are 5 pm – 9 pm. The estimated average attendance is 1,500 people.

Specifications:

- Electrician to check permanently installed outlets one month prior to event at the locations specified by Recreation Services staff.
- Electrician to provide onsite staff for day of event for a minimum of three hours. Electrician arrival at time to be determined by Recreation Services staff.
- Electrician to provide all necessary panels for a variety of vendors, including but not limited to inflatables, food trucks with 240-volt requirements, stage, other food vendors, etc.
- Electrician to have final check of outlets 3 days prior to event and report to Special Events staff when completed.

E. Brew Moon Fest – Fall

Sept

Event Description: This event features music, dancing, brews, wine, food vendors, and much more in downtown Alpharetta. The event hours are 5:30 pm – 10:30 pm. The estimated average attendance is 6,000 people.

Specifications:

- There will be a maximum of four logistical planning meetings.
- Electrician is to provide onsite staff for the day of the event for a minimum of five hours.
- Electrician to provide all necessary panels for a variety of vendors, including stage vendor, one to three food trucks and other food vendors, etc.
- Electrician to have final check of outlets two weeks prior to the event and report to Event Coordinator when completed.

F. Wire and Wood

Oct

Event Description: This is a Friday and Saturday singer/songwriter event, featuring more than (20) artists, performing on six outdoor and one to two indoor stages in the

downtown area. Event times are Friday, 6 pm – 10 pm, and Saturday, 11am – 11pm. Event times and stages may vary. The estimated average attendance is 12,000 people per day.

Specifications:

- Logistical planning meetings start four months prior to the event.
- Electrician must work closely with sound and stage production team prior and during event.
- Electrician to provide onsite staff for both days of event, including for sound checks and onsite problem resolution. Friday's estimated arrival time is 8 am and Saturday's estimated arrival time is 11 am.
- Electrician to provide a minimum of (6) spider boxes with 10-20-amp dedicated GFCI outlets as, connected to existing services. There will be six stages, 1-2 indoor listening rooms, and an artist market.
- Electrician to provide a (6) 10 KW and (1) 50 KW generators for use.
- Electrician to have final check of outlets three days prior to event and report to Recreation Services staff upon completion.

G. Season of Celebration

Nov - Dec

Our Season of Celebration has multiple events and needs for electrical services. Three of the main service needs are listed below.

i. Alpharetta Tree Lighting Dec

Event Description: This is an annual community event celebrating the holiday season with a 50-ft tree lighting, snow falling, visits from Santa, live music on a main stage, marshmallow roasting, an activity for kids, and charitable donations. The event hours are 5 pm until 9 pm. The estimated average attendance is 2,000 people.

Specifications:

- Logistical planning meetings start three months prior to the event with a maximum of eight meetings.
- Test run of holiday tree and other lights several times before actual event. (Lighting and installation not part of this scope of work.)
- Electrician to provide onsite staff for day of event for a minimum of six hours, including activating the switch for the lighting at the designated time.
- Electrician is to provide (1) 20 KW generator for stage use. Electrician to work directly with stage company to coordinate the stage logistics.
- Install up to 14 City-owned and maintained snow machines on City-owned and vendor maintained temporary poles. Provide personnel to refill and operate the machines for the duration of the event, disassemble and prep for storage post-event.

- Electrician to provide (1) portable light plant with (4) 1000-watt light bulbs and place on-site at location designated by Recreation Services staff.
- Electrician to have final check of outlets three days prior to event and report to Recreation Services upon completion.
- Electrician to ensure existing outlets in downtown area, including in the downtown city park, are in working order as specified on the event layout.

ii. **Snow on Town Green** **Dec**

Event Description: This is small, snow day activation will take place on one to three Saturday(s) following the Alpharetta Tree Lighting, bringing families out for photos and play. The estimated attendance is 300 people each.

Specifications:

- Install 8 City-owned and maintained snow machines on City-owned and vendor maintained temporary poles. Provide personnel to refill and operate the machines for the duration of the event, disassemble and prep for storage post-event.

iii. **Holiday Decorations** **Nov - Dec**

Specifications:

- Electrician must meet with Recreation Services and/or city contracted vendor(s), starting four months prior to Thanksgiving Day to discuss and plan for downtown holiday lighting.
- Electrician to meet with Holiday Lighting décor staff as needed.
- Electrician to verify all light photocells are properly covered to ensure holiday lights and décor do not turn on until the designated date and time.
- Electrician to work directly with Georgia Power representative to facilitate electrical service to downtown area outlets.
- From approximately November 14 through January 14, electrician must be on call to drive downtown every Saturday and Sunday night to ensure all lights are working at Brooke Street Park, Alpharetta City Hall, City Center, Town Green, Main Street and Milton Avenue. Additional areas may be added as needed.
- During normal business hours, electrician must be available to test and reset GFCIs after rainstorms and/or upon request of the Recreation Services staff. This will include all GFCIs in the downtown area that are affected by the holiday decor. Coordinate this schedule with Recreation Services staff.
- Electrician to connect peripheral lighting on the downtown businesses.
- Electrician to remove all their equipment at the close of holiday season on January 14 or as specified by Recreation Services staff.

4. Other City Events

The following events may occasionally require electrical services such as pre-checks or unexpected repairs or other needs that may occur.

- A. Food Trucks** **April - Oct**
Event Description: This is a monthly event on the fourth Thursday from 5 pm to 9 pm, April - Oct. It includes food trucks, music, games, and community spirit in an outdoor setting. There are seven food truck events each year. The estimated average attendance is 1,000 people per event.
- B. Farmers Market** **April - Nov**
Event Description: This is a weekly event held on Saturdays from April - November. There are approximately (35) individual events each year. The event times are 8:30 am - 12:30 pm. The estimated average attendance is 2,500 people per event.
- C. Brooke Street Park Concert Series** **April - Sept**
Event Description: This is an outdoor concert series on Saturday evenings, featuring a variety of musicians and acts in Brooke Street Park behind City Hall. The event hours are 6 pm - 10 pm. At this time, there are (6) concerts planned for calendar year 2024. The estimated attendance is approximately 1,000 people per concert.
- D. Grilling & Gridiron** **Sept or Oct**
Event Description: This is a one-day event, benefitting the Lionheart School, where attendees watch Southeastern Conference Football on a giant LED screen while participating in grilling companionships and enjoying tailgating samples. The event hours are 12pm - 8 pm. The estimated attendance is 1,500 people.
- E. FitLife EXPO** **Oct**
Event Description: This is a one-day event featuring 50+ health & wellness vendors and fitness classes on the Town Green. The event runs from 12-5pm and average attendance is 1,500 people.
- F. Boo Bash** **Oct**
Event Description: This is a one-day event featuring music, games, and sponsor booths in The Grove at Wills Park. The event runs from 5-8pm and average attendance is 2,000 people.

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 may 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, photos, charts, and headers.
 - formatted to single space lines,
 - 10 to 12-point font size,
 - black font color, and
 - upload proposal documents in PDF format unless otherwise requested.
 - OK, but not necessary, to bookmark PDF files by sections included.

3. Proposal Submittal Instructions

What We Want You To Provide To Us In Your Proposal

- We have outlined information to be submitted in this technical portion of your response.
- The following are required sections for each proposal submitted in response to our request.
- For each section there are certain topics listed to be included within each section.
- Evaluation criteria maximum review points are provided with sections that will be scored.
- Each section must begin on a new page.
- Each proposal must be responsive to all requested information.
- Note and follow any direction concerning page number limits.

Cover Letter

Required but not scored.

Limited to two (2) page maximum.

A. Provide a brief company introduction and business profile.

B. Include the following information:

- i. Brief business profile.
- ii. Office Location.
- iii. Number of years in business.
- iv. Single point of contact for your proposal
 - Name, including business title,
 - mailing address,
 - telephone number, cell phone number, and
 - e-mail address.

Statements of Qualifications, Project Team, References

35 Review Points

Limited to seven (7) page maximum.

- i. Identify the electricians with your company that would be providing Electrical Services for Special Events to our City. For each person listed, include a short resume, and identify the following:
 - a. Each electrician's license type / certification level (Master, Journeyman, Apprentice).
 - b. Class II license issued by the Georgia State Construction Industry Licensing Board. Include a copy of the current license or approved four-year apprenticeship training program. Include copy of program completion.
- ii. For each electrician noted above, provide a summary of qualifications, work experience, education, skills, etc., which emphasizes previous experience in this area.
- iii. Provide at least three (3) references from the last three years where your company provided services similar to those detailed in this document:
 - Describe the services provided.
 - Provide contact name, phone number, and email address for each reference provided.

NOTE: We contact references to verify your ability to do the work. We also reserve the right to use any information or other references to decide your ability to perform the work in this RFP. Poor references from any source are grounds to disqualify a proposal.

Technical Proposal, Project Approach, Method of Providing Services

22 Review Points

Limited to three (3) page maximum.

In this section, provide narrative to present how your firm would approach supplying of Electrical Services for our Special Events as noted in this document, pages 2 – 9. Include how you would approach each requirement before, during, and after the event and to assure the electrical needs of each are in place and consistently available during each event. Note communication processes before, during, and after an event to keep our City staff and your team informed of the status of the work.

4. Cost Proposal

40 Review Points

Do not include Cost proposal with other Proposal documents.

- Submit Cost Proposal separately using the Excel formatted cost proposal provided.
- A Sample One-Day Project in the cost proposal is provided and will be used for cost evaluation, comparing all proposals. It is based on May 2023 Taste of Alpharetta event with billable hours and items. This is not an actual task-order or event and does not guarantee any hours or items for any actual event.

- Bidder's rates are inclusive of all associated costs, including, but not limited to, fuel/trip charges, overhead, storage, etc. Additional items such as these will not be paid as separate line items on invoices.

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 three required forms. You must complete these forms and return to us with every proposal.
- 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)

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, C's.
 - ⊗ 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.

- ❖ ***E-Verify side note:*** Companies return this form to us incorrectly more often than anything else we request in our RFPs.
- ❖ State of Georgia law requires that we have this completed form before we can review a bid or bid.
- ❖ A form with errors doesn't fulfill this requirement.
- ❖ Top mistakes include:
 - Wrong number or missing information.
 - Not notarized.
 - Not signed.
 - Wrong form returned.

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.

You will fill out the questionnaire provided.

Questionnaire 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: 24-119

RFP Title: On-Call Electrical Services for Special Events

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

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 Contract is for a term of Five [5] years starting [insert date], and ending [insert date], as further provided for in the Contract and in accordance with O.C.G.A. § 36-60-13.

Unless extended in writing by agreement of the Parties, the Contract will be effective for a period of no longer than (5) years, starting [Month, Day, 2024], and ending at 11:59 p.m. (Eastern Time) on [Month, Day, 2029] (the "End Date"). In accordance with O.C.G.A. § 36-60-13, the initial term of the Contract shall be for a period of one year running from [Start Date: Month Day, 2024] through 11:59 p.m. (Eastern Time) on [1-yr End date Month Date, 2025], and will automatically renew for additional one (1) year terms, each beginning on [Month date Ex May 1] following the existing term year and ending at 11:59 (Eastern Time) on [Month Day - Ex. April 30] of the following year, unless the City delivers written notice of non-renewal to Consultant at least thirty (30) days prior to the expiration of the relevant term year, such renewals not to exceed the End Date, unless otherwise agreed to, in writing, by the Parties. If written notice of non-renewal is given for any then-existing term, this Contract will terminate upon expiration of that term.

The foregoing notwithstanding, this Contract shall terminate absolutely and without further obligation of the City at the close of the fiscal year in which it was executed and at the close of each succeeding fiscal year if the City Council fails to appropriate funding for the Contract for any such succeeding fiscal year, which such non-appropriation will be treated equivalently to a written notice of non-renewal, without regard to any notice requirements to the contrary. Also notwithstanding the foregoing, this Contract will terminate immediately and absolutely if the City determines 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 shall be conclusive, also without regard to any notice requirements to the contrary.

Any Contract term will not exceed the End Date. The End Date of the Contract may be extended by written agreement of the Parties. Consultant shall have no right to extend the End Date or any term of the Contract except as may be agreed to, in writing, by the City.

The Contract hourly rates for the above-stated contract term will remain as offered by the Consultant, incorporated herein as Exhibit A, 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, except as provided below.

For any such renewal term commencing after the first two (2) years of this Contract, hourly rates may be increased by the lesser of five percent (5%) or the Consumer Price Index factor (US City Average - All Items; most recent month). Consultant must provide the City with the subsequent rates for any renewal term, if different from the then existing rates, at least ninety (90) days prior to the expiration of the then existing term. Subsequent rates are guaranteed for a minimum of twelve (12) months.

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

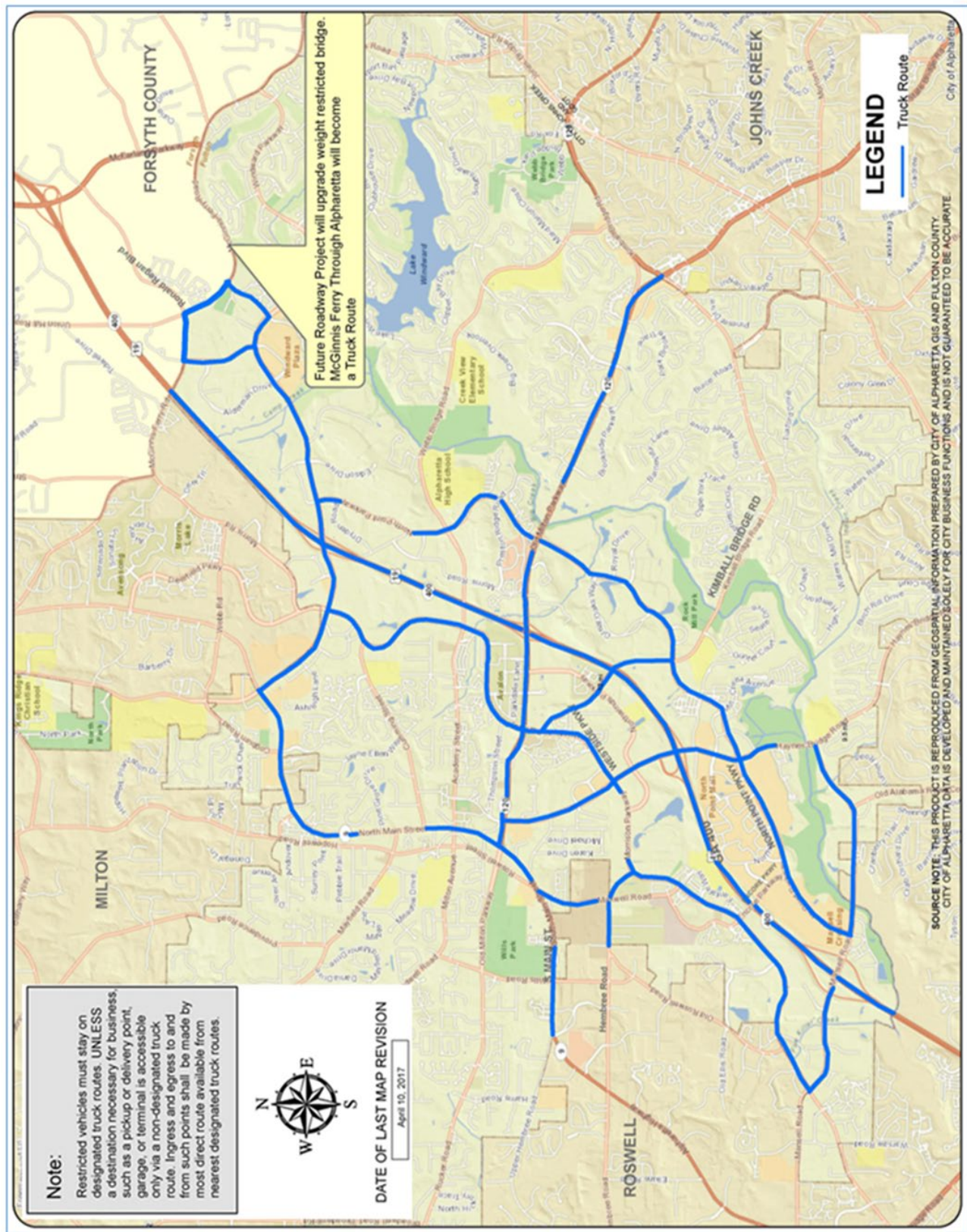
Certain trucks may travel in and through the City of Alpharetta using only those streets and roads highlighted in the Truck Route Map provided in Appendix A of this document and available for review online at:

<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



24-119 - On-Call Electrical Services for Special Events

Project Overview

Project Details	
Reference ID	24-119
Project Name	On-Call Electrical Services for Special Events
Project Owner	Debora Westbrook
Project Type	RFP
Department	Recreation, Parks and Cultural Services
Budget	\$0.00 - \$0.00
Project Description	The City of Alpharetta hosts several public special events for our citizens and community throughout the year. We are requesting proposals from licensed electrical contractors to provide electrical services on an On-Call basis for special events offered by our Recreation, Parks and Cultural Service Department's Community Services division. Currently, the City offers seven larger special events throughout the year which require electric services. In addition, the City provides smaller or weekly events April through October and the Brooke Street Concert Series. All events are subject to change. In addition to the special events, there are electrical service needs associated with the holiday decorations in downtown. The contract does not guarantee a certain number of hours nor guaranteed annual costs. Subcontractors are not allowed for this contract. State of Georgia DOAS Event ID: PE-66085-NONST-2024-000000027 (24-119, On-Call Electrical Services for Special Events)
Open Date	Apr 04, 2024 8:00 AM EDT
Close Date	May 02, 2024 2:00 PM EDT

Submissions

Supplier	Date Submitted
Meer Electric	May 02, 2024 1:08 PM EDT
Face N Sons llc	May 01, 2024 8:33 PM EDT

OFFEROR QUALIFICATIONS

Meer Electrical Contractors, Inc. (Meer Electric) was established and incorporated in March of 1984 by Rick and Judy Meer in Roswell, Georgia, as a commercial, new construction electrical contracting company. We completed electrical installations in hotels, schools, office buildings and other commercial buildings. In 1989/1990, we phased into doing primarily commercial and residential service work. In 2013, Meer Electric relocated to 405 Tidwell Drive in Alpharetta. In the years since we became a service company, Meer Electric has been awarded On-Call Service Contracts in Roswell, Alpharetta, Milton, Cherokee County, Sandy Springs, and several other counties and municipalities for many different types of services including Special Events.

As a member of the Independent Electrical Contractors Association, we are able to educate and train our personnel in the Apprenticeship Program offered by the Association. The Apprenticeship Program is a four-year program which includes at least 4,000 hours of on-the-job training in addition to class time. As our Apprentices progress and are qualified, they are promoted to Technician at Meer Electric. Several of our Technicians have moved up to Sales and Supervisor positions, including our son, Peter, who is now Vice President and Chief Operations Officer. Every employee has undergone a background and E-Verify check, drug testing, and is required to wear a Meer Electric uniform. Many of our employees have been with Meer Electric for over 5 years, some as long as 28 years. Six members of our team hold Master Electrical Licenses in the State of Georgia. Only one license is required by the State for the company.

As our company has grown over the past 35 years, we pride ourselves in earning a reputation for dependability, professionalism, expertise, and our customer satisfaction attitude. We understand the importance of quick response time and getting the job done right when a business or organization has an electrical problem or need, or an event that needs uninterrupted power to be a success for the participants. We have the highly qualified personnel and specialty equipment needed to get the job done. Peter Meer will continue to be the single point of contact. He is always available by cell at 404-550-7658 or peter@meerelectric.com. Our mailing address is 405 Tidwell Drive, Alpharetta, GA 30004.

The Authorized Signer – Electronic Signature is Peter Meer, President of Meer Electric. His email address is peter@meerelectric.com.

Over the years, we have provided the City of Alpharetta with quality service for maintenance of city facilities as well as for the wonderful events sponsored by the City. We appreciate the opportunity to submit this Proposal in order to continue providing dependable service for Alpharetta's Special Events.

Thank you,

REFERENCES

City of Roswell
Roswell Town Square
Taylor Smith, Parks Services Manager
tsmith@roswellgov.com
Cell: 678-794-5109

9/15/23 – 9/16/23

Roswell Arts Festival – Set up for Event. Provide generator and 3 panels. Pick up and Clean up.
Technicians on call if needed. Total Amount: \$1,906.16

11/28/23 – 12/5/23

City of Roswell Christmas Tree Lighting in The Square – Replaced GFCI's in Park not working. Checked
Christmas Tree Lights and ran new extension cord. Technicians on call if needed.
Total Amount: \$1,174.44

Star House Foundation
Roswell Town Square
Stephanie Christiansen, Executive Director
Stephanie.c@starhousefoundation.org
Phone: 678-571-0558

Roswell Beer Festival – Set up for Event. Provide generator. Ensure that vendors set up without issues.
Total Amount: Donation

Home by Dark concerts
James Castro
Phone: 678-665-0040
james@homebydark.com

Provide power for concerts.

RESUMES AND EXPERIENCE OF KEY PERSONNEL

Peter F. Meer

Peter has 35 years of experience in all aspects of electrical work with Meer Electric. He attended Southern Technical Institute from 1989 to 1991 at which time he came to work at Meer Electric full time. He holds a State of Georgia Electrical Contractors License – Non Restricted, EN214347. It expires 6/30/2024. Peter is the President of the company and is responsible for Customer Relations, Estimating, and Project Management for contractor and specialty electrical jobs.

Richard L. McClure

Richard joined the Meer Electric team in 2001 and has been one of our best Technicians. He has learned through on-the-job training and is also experienced in all aspects of electrical work. In 2018, he was promoted to Field Supervisor. Customer service and satisfaction is his personal goal. Richard also holds a State of Georgia Electrical Contractors License – Non Restricted, EN215989. It expires 6/30/2024.

Sahand Shakeri

Sahand was hired in 2020 with 10 years experience and enrolled in the Independent Electrical Contractors Association Apprenticeship Program. He graduated from the 2 year Program in 2023 and has become a valuable member of the Meer Electric Team. He is knowledgeable, responsible, and ready to take on challenging work. He enjoys being part of the Special Events projects.

METHOD OF PROVIDING SERVICES

Peter Meer is the Project Manager and will be available for meetings or emails to schedule and coordinate the work plan. Meer Electric has been providing On-Call Electrical Services for Events to the City of Alpharetta since 2006. We not only know what is required for each event, but we have created a Special Events Unit (see pictures) that is equipped with 28 temporary panels with 10 GFCI protected outlets on each one. We have miles of special cables with connectors ready to be safely installed to get power to the panels. We also provide generators, if necessary. Our technicians and helpers have had experience in arriving at the appointed set up time and work efficiently to get everything ready before the start time. Depending on the size of the Event, the necessary number of staff will be sent to prepare the site. They will return when the Event is scheduled to conclude to do the disconnect and clean up. When it is required, especially for the larger Events, there will be technicians onsite for the duration and clean up at the end. On-call response times when Meer Electric personnel are not on site, should be under an hour. Peter Meer can be reached at 404-550-7658 and he will dispatch someone to the Event Site as quickly as possible if he is unable to be there sooner.

Meer Electric has reviewed and understands the requirements for all Special Events listed. As we have been providing power for these Special Events for over 20 years, we are well aware of the challenges that are involved in successfully meeting the power needs for each Event. We have created a "Special Events Unit", as seen below, to be prepared for any temporary power applications. Peter Meer, President of Meer Electric, has been coordinating with City of Alpharetta Community Services Staff to meet all vendor power requirements prior to, during and after the Events. We provide Electricians and Helpers as needed based on the size and scope of the Event. The Meer Electric Team is dedicated to ensuring the success of all City of Alpharetta Special Events.



Cabling with Connectors



Electrical Subpanels



Available Resources

Resources: Meer Electric employs 14 Technicians and 18 Helpers. We do not use Subcontractors. As stated in Section 2.4 and Section 3.2.4, we have specialized materials and equipment designed to be used for power sources for Special Events applications. All Technicians are supplied with company cell phones for communication. We use an ATV when needed on site for quick response to any issues.

Meer Electric is located 4.7 miles from Downtown Alpharetta.

CITY OF ALPHARETTA
RFP 24-119, ON-CALL ELECTRICAL SERVICES FOR SPECIAL EVENTS
On-Call Rate Sheet

Company Name: **Meer Electric**

CONTRACT PRICING

Line Number		Per hour rate
<u>Licensed Master Electrician Hourly Labor Rates:</u>		
101	Regular Hourly Rate, Monday – Friday, 8:00 am – 5:00 pm	\$ 96.00
102	After Hours Rate, Monday – Friday, after 5 pm	\$ 96.00
103	Weekend Rate	\$ 96.00
104	Holiday Rate	\$ 96.00
<u>Licensed Journeyman Hourly Labor Rates:</u>		
201	Regular Hourly Rate, Monday – Friday, 8:00 am – 5:00 pm	\$ 96.00
202	After Hours Rate, Monday – Friday, after 5 pm	\$ 96.00
203	Weekend Rate	\$ 96.00
204	Holiday Rate	\$ 96.00
<u>Apprentice (Helper) Hourly Labor Rates:</u>		
301	Regular Hourly Rate, Monday – Friday, 8:00 am – 5:00 pm	\$ 58.00
302	After Hours Rate, Monday – Friday, after 5 pm	\$ 58.00
303	Weekend Rate	\$ 58.00
304	Holiday Rate	\$ 58.00
401	<u>Consultation Services, including logistical planning services, Hourly Rate</u>	\$ 154.00
<u>Other Fees:</u>		
501	Mark-up on Materials: Contractor to supply invoice for backup of this cost	75.00%
<u>Equipment Rental:</u>		
		Per day rate
601	50 ft extension cord	\$ 5.00
602	100 ft extension cord	\$ 10.00
603	20 ft heavy duty cord cover	\$ 80.00
604	5 ft pedestrian cord cover	\$ 20.00
605	Light plants with (4) 1000-watt light bulbs, each	\$ 245.00
606	Heavy duty outdoor timer, each	\$ 40.00

<u>Equipment Rental, continued:</u>		Per day rate
607	Standrd Cables per foot	\$ 0.75
608	Cam Lock Cables per foot	\$ 1.50
609	3 KW generator, each	\$ 250.00
610	10 KW generator, each	\$ 525.00
611	20 KW generator, each	\$ 655.00
612	50 KW generator, each	\$ 975.00
613	80 KW generator, each	\$ 1,250.00
614	Quad 20-amp GFCI outlet, each	\$ 20.00
615	Spider box with 10 - 20 amp dedicated GFCI outlet, each	\$ 30.00
616	Temporary Panel: 120 volt requirements, each	\$ 30.00
617	Temporary Panel: 240 volt requirements, each	\$ 30.00
<u>List other common rental items not included above.</u>		Per day rate
701		\$ -
702		\$ -
703		\$ -
704		\$ -
705		\$ -
706		\$ -
707		\$ -
708		\$ -
709		\$ -
710		\$ -

By completing and submitting this proposal rate sheet in response to the City of Alpharetta's RFP 242-119, On-Call Electrical Service for City Events, Bidder certifies that:

A. Bidder has carefully read and understands RFP Project Documents;

B. Bidder has visited site or otherwise become familiar with local conditions under which Work is to be performed.

C. Bidder has correlated Bidder's personal observations with requirements of RFP Project Documents;

D. Bidder's rates are inclusive of all associated costs, including, but not limited to fuel/trip charges, overhead, storage, etc. Additional items such as these will not be paid as separate lines items on invoices.

E. Bidder understands that Bid may not be withdrawn within One Hundred Twenty (120) days after due date, and Bidder guarantees that the City has the right to waive informalities and irregularities in Proposal received and to accept Proposal which, in City's judgment, is in City's own best interests.

Company Name: Meer Electric

Address: 405 Tidwell Dr Alpharetta GA 30004

Name and Title Authorized
Signer: Peter Meer President

Contact Info - Phone Number: 404-550-7658

Contact Info - Email Address: peter@meerelectric.com

CITY OF ALPHARETTA
RFP 24-119, ON-CALL ELECTRICAL SERVICES FOR SPECIAL EVENTS

Company Name: **Meer**

Sample One-Day Project for cost evaluation - Not an actual task-order or event.

This form will populate automatically from rates entered in the On-Call Rate Sheet.

Labor					
Sample cost line number	DESCRIPTION	Total Labor Hours	Labor Rate	Total Cost Per Line Item	Note here if you would use a Journeyman or Apprentice for this work.
INSTRUCTIONS: All Labor rates in this smple are from the Sample cost line number "Licensed Master Electrician Hourly Labor Rates" listed in your Rate Sheet. If you might use Journeyman or Apprentice for these items, please note in the column to the right of the Total which other designation may be used.					
1	Event Set Up: Licensed Master Electrician, Regular rate Mon-Fri	44	\$ 96.00	\$ 4,224.00	Apprentice
2	Provide labor during day of event: Licensed Master Electrician, Regular rate Mon-Fri	26	\$ 96.00	\$ 2,496.00	Apprentice
3	Install temp outlets at panels: Licensed Master Electrician, After Hours Mon-Fri	25	\$ 96.00	\$ 2,400.00	Apprentice
4	Install temp panel: Licensed Master Electrician, Regular rate Mon-Fri	28	\$ 96.00	\$ 2,688.00	Apprentice
5	Remove temp outlets: Licensed Master Electrician, Weekend Rate	25	\$ 96.00	\$ 2,400.00	Apprentice
6	Event breakdown: Licensed Master Electrician, Regular rate Mon-Fri	28	\$ 96.00	\$ 2,688.00	Apprentice
7	<i>Subtotal - Labor</i>			\$ 16,896.00	
Generator Rental					
	DESCRIPTION	QTY	Cost Each Per One Day Event	Total Cost Per Line Item	
8	Provide 3 kw generator (per generator per day)	4	\$ 250.00	\$ 1,000.00	
9	Provide 20 kw generator (per generator per day)	4	\$ 655.00	\$ 2,620.00	
10	Provide 50 kw generator (per generator per day)	3	\$ 975.00	\$ 2,925.00	
11	Provide 80 kw generator (per generator per day)	1	\$ 1,250.00	\$ 1,250.00	
12	<i>Subtotal - Generator Rental</i>			\$ 7,795.00	

Other Equipment Rental				
	DESCRIPTION	QTY	Rental Rate Per Foot Per One Day Event	Total Cost Per Line Item
13	Heavy duty cord covers (rental per 20 feet)	12	\$ 80.00	\$ 960.00
14	Cam lock cables (rental per foot)	600	\$ 1.50	\$ 900.00
15	Standard cables (rental per foot)	3800	\$ 0.75	\$ 2,850.00
16	Provide light plants with (4) 1000-watt light bulbs	5	\$ 245.00	\$ 1,225.00
17	Quad 20-amp GFCI outlets	50	\$ 20.00	\$ 1,000.00
18	Spider box with 10 - 20 amp dedicated GFCI outlet	28	\$ 30.00	\$ 840.00
19	Subtotal Other Equipment Rental			\$ 7,775.00
20	Sample Project Quote Total for Evaluation Purposes ONLY			\$ 32,466.00



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.

107624

Federal Work Authorization User Identification Number

Meer Electric

Name of Contractor

03/17/2008

Date of Authorization

On-Call Electrical Services for Special Events

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed date 04/04/2024 in Alpharetta (city), GA (state).

Signature of Authorized Officer or Agent

Peter Meer President

Printed Name and Title of Authorized Officer or Agent

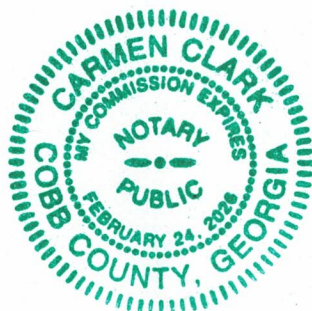
SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE 4th DAY OF April, 2024.

Carmen Clark
NOTARY PUBLIC

My Commission Expires: 2/24/2024

(Notary Stamp)





STAFF REPORT

Department: Information Technology
Submitted By: Adam Montgomery
Meeting Date: July 15, 2024

AGENDA ITEM:

Purchase Approval for Item A: Cybersecurity Subscription Renewal with Layer 3 Communications
Consideration of approval of a purchase order to Layer 3 Communications in the amount of \$98,523.24, as discussed in the Executive Session at the June 24th Council Meeting.

STAFF RECOMMENDATION:

Approve Layer 3 Communications in the amount of \$98,523.24.

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: \$98,523.24

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
IT Prof Services/523900	\$98,523.24

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
IT Prof Services/523900	\$98,523.24

ITEM DESCRIPTION:

As discussed in the Executive Session at the June 24th Council meeting, this renewal is funded in the Fiscal Year 2025 budget. Three quotes were obtained, with Layer 3 Communications providing the lowest and recommended quote. The anticipated increase of \$23,578.83 over Fiscal Year 2024 is due to the purchase of additional functionality prorated for the 2024 mid-year.

Pursuant to Georgia codes 50-18-72 and 50-14-3, the cybersecurity details of this renewal do not require public release or discussion.

Layer 3:	\$98,523.24
CDWG:	\$178,659.02
SHI:	\$185,661.22

ALTERNATIVES:

While two other vendors were considered, Layer 3 Communications (the recommended vendor) provided the lowest cost.

ATTACHMENTS:



STAFF REPORT

Department: Information Technology
Submitted By: Adam Montgomery
Meeting Date: July 15, 2024

AGENDA ITEM:

Purchase Approval for Item B: Cybersecurity Subscription Renewal with SHI International Inc.

Consideration of approval of a purchase order to SHI International Inc. in the amount of \$62,509.29, as discussed in Executive Session at the June 24th Council meeting.

STAFF RECOMMENDATION:

Approve SHI International Inc. in the amount of \$62,509.29.

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: \$62,509.29

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
IT Prof Services/523900	\$62,509.29

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
IT Prof Services/523900	\$62,509.29

ITEM DESCRIPTION:

As discussed in the Executive Session at the June 24th Council meeting, this renewal is funded in the Fiscal Year 2025 budget. Three quotes were obtained, with SHI International Inc. providing the lowest and recommended quote. Therefore, SHI International Inc. is recommended for purchase approval. This renewal adds 150 licenses, which explains the \$11,287.07 increase over the Fiscal Year 2024 renewal.

Pursuant to Georgia codes 50-18-72 and 50-14-3, the cybersecurity details of this renewal do not require public release or discussion.

SHI:	\$62,509.29
CDWG:	\$65,916.38
Verinext:	\$76,399.15

ALTERNATIVES:

While two other vendors were considered, SHI International Inc. (the recommended vendor) provided the lowest cost.

ATTACHMENTS:



STAFF REPORT

Department: Information Technology
Submitted By: Adam Montgomery
Meeting Date: July 15, 2024

AGENDA ITEM:

Purchase Approval for Item C: Cybersecurity Subscription Renewal with CDWG

Consideration of approval of a purchase order to CDWG in the amount of \$51,264.00, as discussed in Executive Session at the June 24th Council meeting.

STAFF RECOMMENDATION:

Approve CDWG in the amount of \$51,264.00.

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: \$51,264.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
IT Prof Services/523900	\$51,264.00

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
IT Prof Services/523900	\$51,264.00

ITEM DESCRIPTION:

As discussed in the Executive Session at the June 24th Council meeting, this renewal is funded in the Fiscal Year 2025 budget. Three quotes were obtained, with CDWG providing the lowest and recommended quote. This renewal is \$1,699 lower than the Fiscal Year 2024 renewal.

Pursuant to Georgia codes 50-18-72 and 50-14-3, the cybersecurity details of this renewal do not require public release or discussion.

CDWG:	\$51,264.00
SHI:	\$52,065.00
Verinext:	\$55,892.00

ALTERNATIVES:

While two other vendors were considered, CDWG (the recommended vendor) provided the lowest cost.

ATTACHMENTS:



STAFF REPORT

Department: Information Technology
Submitted By: Adam Montgomery
Meeting Date: July 15, 2024

AGENDA ITEM:

Purchase Approval for Item D: Cybersecurity Subscription Renewal with SHI International, Inc.
Consideration of approval of a purchase order to SHI International, Inc., in the amount of \$320,000.00, as discussed in the Executive Session at the June 24th Council meeting.

STAFF RECOMMENDATION:

Approve the purchase order to renew SHI International Inc. in the amount of \$320,000.00.

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: \$320,000.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
IT Prof Services/523900	\$320,000.00

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
IT Prof Services/523900	\$320,000.00

ITEM DESCRIPTION:

As discussed in the Executive Session at the June 24th Council meeting, this renewal is funded in the Fiscal Year 2025 budget. This renewal is being purchased on a Georgia state contract and is the same amount as the Fiscal Year 2024 renewal.

Pursuant to Georgia codes 50-18-72 and 50-14-3, the cybersecurity details of this renewal do not require public release or discussion.

ALTERNATIVES:

To not approve the renewal of this cybersecurity infrastructure subscription.

ATTACHMENTS: