

# Operating and Capital Budget for Fiscal Year 2025

July 1, 2024 through June 30, 2025



*City of Alpharetta, GA*

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# Recommended Annual Operating & Capital Budget

for Fiscal Year 2025

(July 1, 2024 through June 30, 2025)

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# MAYOR AND CITY COUNCIL

## Mayor and City Council

DONALD MITCHELL  
CITY COUNCIL (POST 1)



DMitchell@alpharetta.ga.us

BRIAN WILL  
CITY COUNCIL (POST 2)



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DOUGLAS DERITO  
CITY COUNCIL (POST 3)



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JIM GILVIN  
MAYOR



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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)



DMerkel@alpharetta.ga.us



# VISION

## Vision

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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 to identify the link between the city's Community Vision and the goals and objectives of our various departmental activities.

## Mission

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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



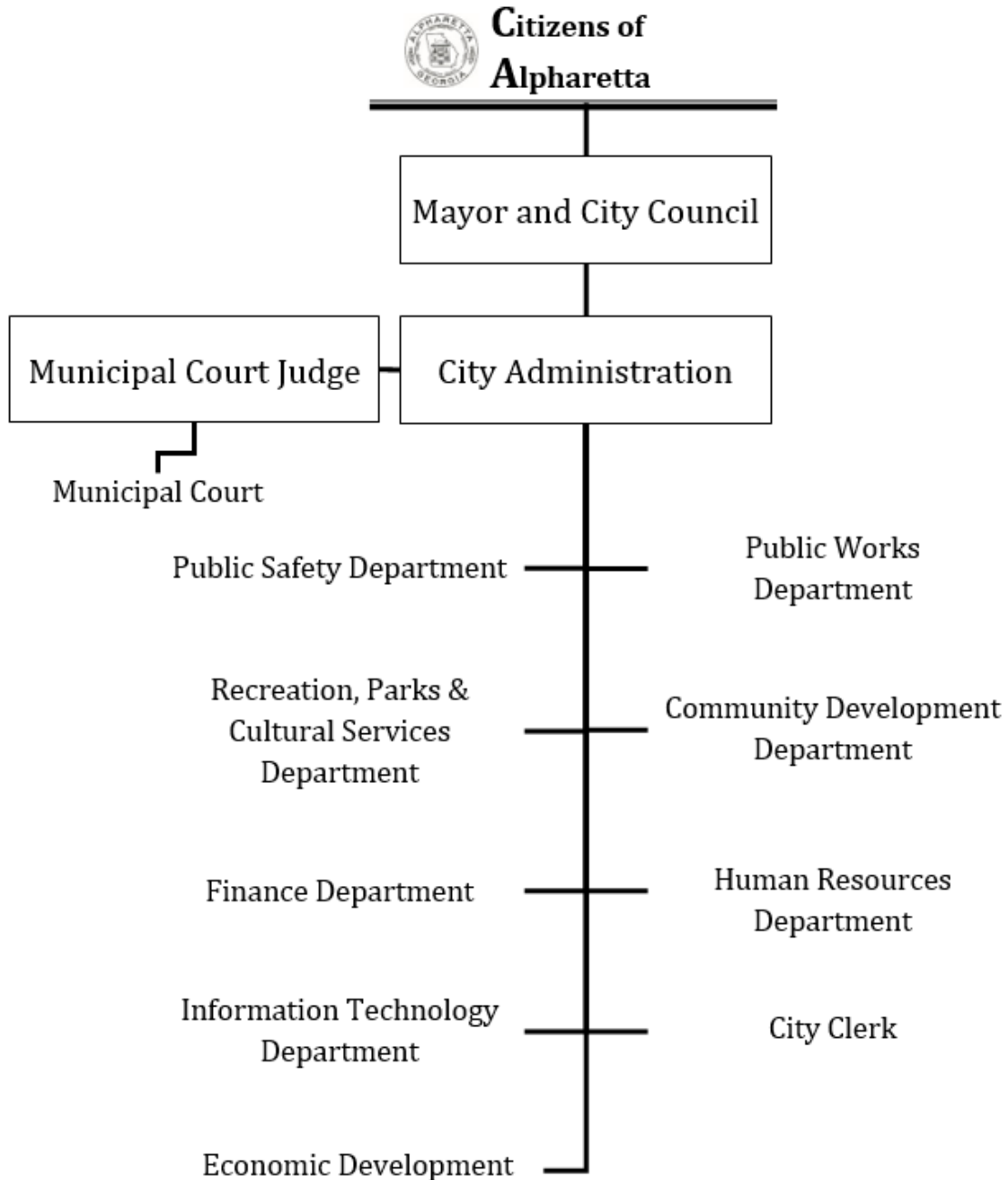
CLagerbloom@alpharetta.ga.us

### EXECUTIVE STAFF

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

# ORGANIZATIONAL STRUCTURE

## Organizational Structure



## Reader's Guide

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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**

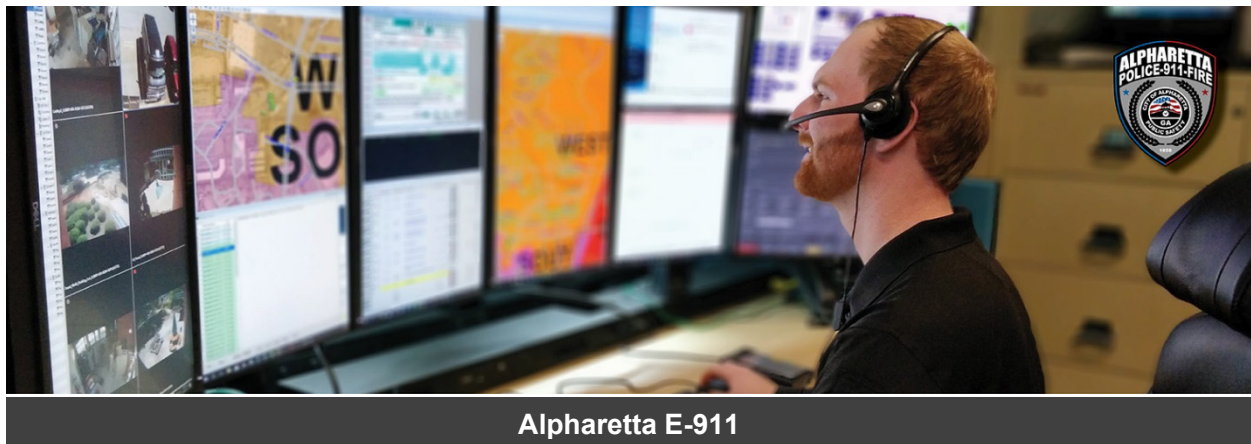
### **Glossary**

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

# READER'S GUIDE

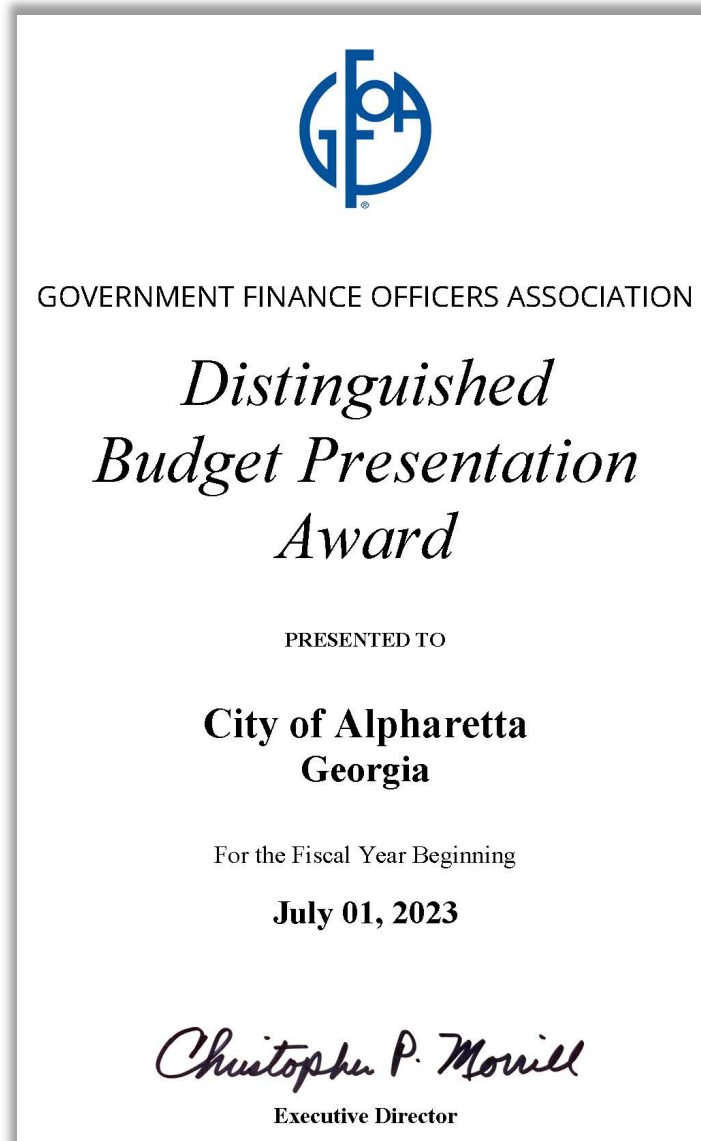
## Acronyms and Abbreviations

<b>ABC</b>	Alpharetta Business Community	<b>GAGAS</b>	Generally Accepted Governmental Auditing Standards
<b>BRC</b>	Budget Review Committee	<b>GASB</b>	Governmental Accounting Standards Board
<b>ACFR</b>	Annual Comprehensive Financial Report	<b>GDOT</b>	Georgia Department of Transportation
<b>CF</b>	Carryforward	<b>GF</b>	General Fund
<b>CIP</b>	Capital Improvement Plan	<b>GFOA</b>	Government Finance Officers Association
<b>CO</b>	Change Order	<b>GO Bonds</b>	General Obligation Bonds
<b>CPI</b>	Consumer Price Index	<b>HX</b>	Homestead Exemption
<b>CY</b>	Current Year	<b>IT</b>	Information Technology Department
<b>DCA</b>	Department of Community Affairs (Georgia)	<b>LOST</b>	Local Option Sales Tax
<b>DEA</b>	Drug Enforcement Administration (Federal)	<b>M&amp;O</b>	Maintenance and Operations
<b>DOR</b>	Department of Revenue (Georgia)	<b>MPP</b>	Minimum Premium Plan
<b>DSF</b>	Debt Service Fund	<b>NTV</b>	Net Taxable Value
<b>E-911</b>	Emergency 911	<b>O.C.G.A.</b>	Official Code of Georgia Annotated
<b>EPD</b>	Georgia Environmental Protection Division	<b>OMB</b>	Office of Management and Budget (Federal)
<b>FT</b>	Full-Time	<b>PAFR</b>	Popular Annual Financial Report
<b>FTE</b>	Full-Time Equivalent	<b>PO</b>	Purchase Order
<b>FY</b>	Fiscal Year	<b>PT</b>	Part-Time
<b>GAO</b>	General Accounting Office (Federal)	<b>PY</b>	Prior-Year
<b>GAAP</b>	Generally Accepted Accounting Principals	<b>SWAT</b>	Special Weapons and Tactics (team)
<b>GAAS</b>	Generally Accepted Auditing Standards	<b>TV</b>	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.



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ALPHARETTA, GA 30009  
PHONE: 678.297.6000  
WWW.ALPHARETTA.GA.US

May 3, 2024

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

We are pleased to present our Recommended Annual Operating and Capital Budget for Fiscal Year 2025 (the “Budget”) of the City of Alpharetta, Georgia. Our recommendations are based on direction provided at the City Council Retreat (compiled as the “Annual Action Plan”) as well as a thorough review of our current financial status, revenue trends, economic data, and our standard of providing top level service while maintaining our focus on keeping Alpharetta an affordable option for our citizens and stakeholders.

As detailed herein through our discussion of revenue and expenditure trends, the City’s budget is in the midst of multiple disruptive economic pressures. As quickly as the COVID- 19 pandemic and its associated social distancing measures drove a decline in economic activity, the corresponding phase of post-lockdown economic activity coupled with Federal stimulus resulted in a spike of economic growth that is still impacting the labor force through wage growth and staffing availability (both through our staff as well as labor-intensive contracts such as landscape maintenance, janitorial, etc.) and other market-based inflationary cost pressures (e.g., fuel, steel, concrete, wood, etc.).

In an effort to slow inflation, the Federal Reserve’s monetary policy actions have resulted in increased interest rate targets (e.g. mortgage rates, commercial borrowing rates, etc.) that is slowing economic growth. This slowing of economic activity has impacted many of the City’s revenue streams including LOST, building permits, intangibles taxes, etc.

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

Alpharetta’s 2025 budget is focused on City Council priorities (including the 2025 Annual Action Plan) and responding to market conditions in a prudent manner including maintaining a competitive compensation package for our staff and keeping up with market prices from private service providers.

MAYOR  
JIM GILVIN

MAYOR PRO TEM  
DAN MERKEL

COUNCIL MEMBERS  
FERGAL M. BRADY  
DOUGLAS J. DERITO  
JOHN HIPES  
DONALD F. MITCHELL  
BRIAN WILL

CITY ADMINISTRATOR  
CHRIS LAGERBLOOM



# INTRODUCTION AND OVERVIEW

Highlights include:

- Tax-burden reductions for our homeowners in excess of \$8.6 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., maintenance of our stormwater infrastructure).
- 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 (\$22.6 million when including potential grant sources) while reserving sufficient funds to provide flexibility for future prioritized capital investment (\$3.6 million) and described in detail under the *Capital Project Fund Summaries* section of this document.
- Continuation of the same high service levels our citizenry, business owners, and stakeholders expect from our city.

## Fiscal Year 2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 budget including operations and capital investment. These priorities were condensed into an Annual Action Plan and are detailed within the section of this document entitled *2025 Annual Action Plan* with the components set forth below:

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

# INTRODUCTION AND OVERVIEW

## Budget Process and Overview

The Fiscal Year 2025 Budget process began with an update of the city’s financial condition, which was presented to the Mayor and City Council during the January 2024 City Council retreat.

As previously detailed, the City Council Retreat set forth priorities (Annual Action Plan) that guided our departmental decision making and resource allocation during construction of the FY 2025 budget.

The FY 2025 Budget is balanced for all funds and totals \$164 million with the breakdown by fund type as follows:

FUNDS BY TYPE	\$	
General Fund	\$103,466,577	
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	1,038,340	
Total	\$163,536,353	

*(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 467.5 full-time equivalents “FTE” (citywide) with the funding breakdown as follows:
    - 466.5 full-time equivalents (funded). This does not include the additional personnel requests included within the *Operating Initiative Requests* section of this report. These positions (and associated appropriations) will be added to the departmental operating budgets upon direction from the Mayor/City Council.
    - 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): The HR team is focused on maintaining Alpharetta's compensation competitiveness within the market and is reviewing the base budget proposal (above) relative to competing jurisdictions to see if additional market-based personnel compensation adjustments are warranted 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. This request is detailed within the *Operating Initiative Requests* section of this document. Funding is currently allocated within the Operating Initiatives Reserve account and will not be disbursed to departmental budgets until conclusion of the HR Team's findings and direction from the City Council.
- Increase (5% or \$1.2 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:
  - Decrease in professional services of -\$247,000 (6% reduction) due primarily to the following:
    - 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 \$174,485 (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 \$294,900 (9% 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 in IT professional services costs of \$815,038 (22% 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).
- Increase in utility expenses of \$242,600 (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.
- Increase in uniform expenses of \$58,232 (15% 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 \$54,323 due to a renewed focus on maintaining professional knowledge across all departments 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

# INTRODUCTION AND OVERVIEW

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.

## 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>
May 27, 2024	Special Called City Council Budget Workshop (if needed)
June 3, 2024	1 <sup>st</sup> Public Hearing and Council Meeting (Budget/Millage)
	<i>1<sup>st</sup> reading of Budget Ordinance</i>
	<i>1<sup>st</sup> reading of Millage Rate Ordinance</i>
June 24, 2024	2 <sup>nd</sup> Public Hearing (Budget/Millage; 11:30am)
June 24, 2024	3 <sup>rd</sup> Public Hearing and Council Meeting (Budget/Millage)
	<i>2<sup>nd</sup> reading of Budget Ordinance</i>
	<i>2<sup>nd</sup> reading of Millage Rate Ordinance</i>

# INTRODUCTION AND OVERVIEW

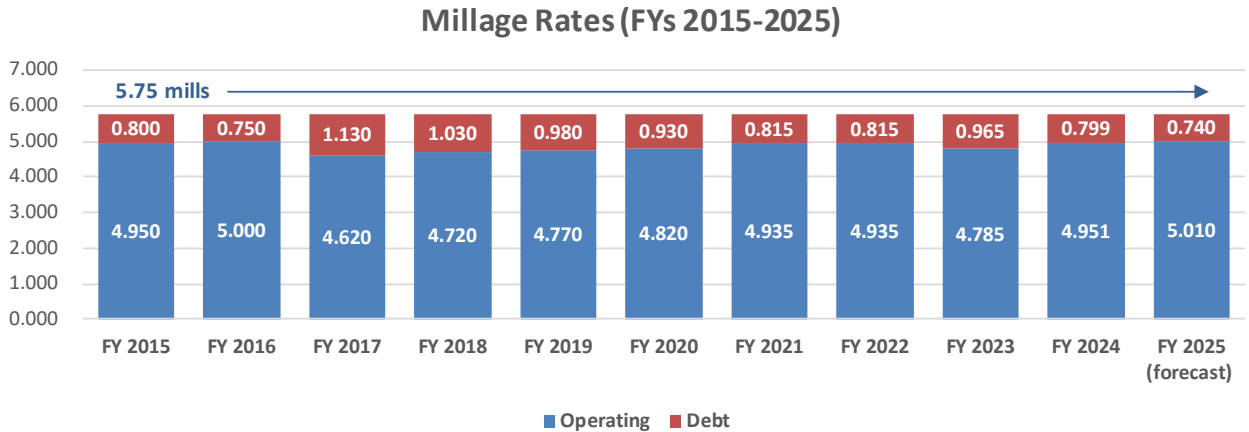
## Budget Issues and Priorities

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.
- ✓ Maintaining an effective capital improvement program.
- ✓ Proper use of fund balance.
- ✓ Funding recurring capital from operating budget.

### Cost of Government

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



## INTRODUCTION AND OVERVIEW

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 \$8.6 million annually and include:

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

### **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

# INTRODUCTION AND OVERVIEW

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 - 2041<sup>1</sup>: \$8.8 million (annual average); 2042-2046<sup>2</sup> totaling \$1.6 million (annual average). These figures include city and Development Authority obligations and span multiple Funds.

### **Expansion of Departmental Service Levels (Operating Initiatives)**

Recommended operating initiatives total \$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 a non-allocated account within the General Fund pending review and approval by the City Council. Please refer to the *Operating Initiatives Request* section of this document for details of the requests.

### **Proper Use of Fund Balance**

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

<sup>1</sup> Represents the final maturity of the Series 2016 Alpharetta Parks and Transportation Bonds and the Series 2016 Development Authority Revenue Bonds.

<sup>2</sup> Represents the final maturity of the Series 2022 General Obligation Bonds.

# INTRODUCTION AND OVERVIEW

## 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 \$22.6 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 \$3.6 million is being reserved to provide flexibility for future prioritized capital investment.

<b>FY 2025 Capital Source &amp; Use Summary</b>	<b>Capital Project Fund</b>	<b>Stormwater Capital Fund</b>	<b>2022 Parks Bond Fund</b>	<b>TSPLOST 1 Capital Fund</b>	<b>TSPLOST 2 Capital Fund</b>	<b>Asset Forfeiture Fund</b>	<b>Impact Fee Fund</b>	<b>Subtotal</b>	<b>Other Sources (grants, etc.)</b>	<b>Total</b>
<b>Sources</b>										
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
<b>Total Sources</b>	<b>\$ 15,573,766</b>	<b>\$ 2,000,000</b>	<b>\$ 900,000</b>	<b>\$ 500,000</b>	<b>\$ 300,000</b>	<b>\$ 43,800</b>	<b>\$ 353,820</b>	<b>\$ 19,671,386</b>	<b>\$ 6,537,832</b>	<b>\$ 26,209,218</b>
<b>Uses</b>										
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 & Economic Development	649,400	-	-	-	-	-	-	649,400	24,000	673,400
<b>Total Uses</b>	<b>\$ 13,670,180</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,800</b>	<b>\$ 353,820</b>	<b>\$ 16,067,800</b>	<b>\$ 6,537,832</b>	<b>\$ 22,605,632</b>
<b>Non-Allocated (Sources - Uses)</b>	<b>\$ 1,903,586</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ 500,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,603,586</b>	<b>\$ -</b>	<b>\$ 3,603,586</b>

## INTRODUCTION AND OVERVIEW

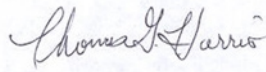
Please refer to the *Capital Project Fund Summaries* and *Appendix A (Detailed 5-Year Capital Improvement Plan)* sections of this document for details of the requests.

**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

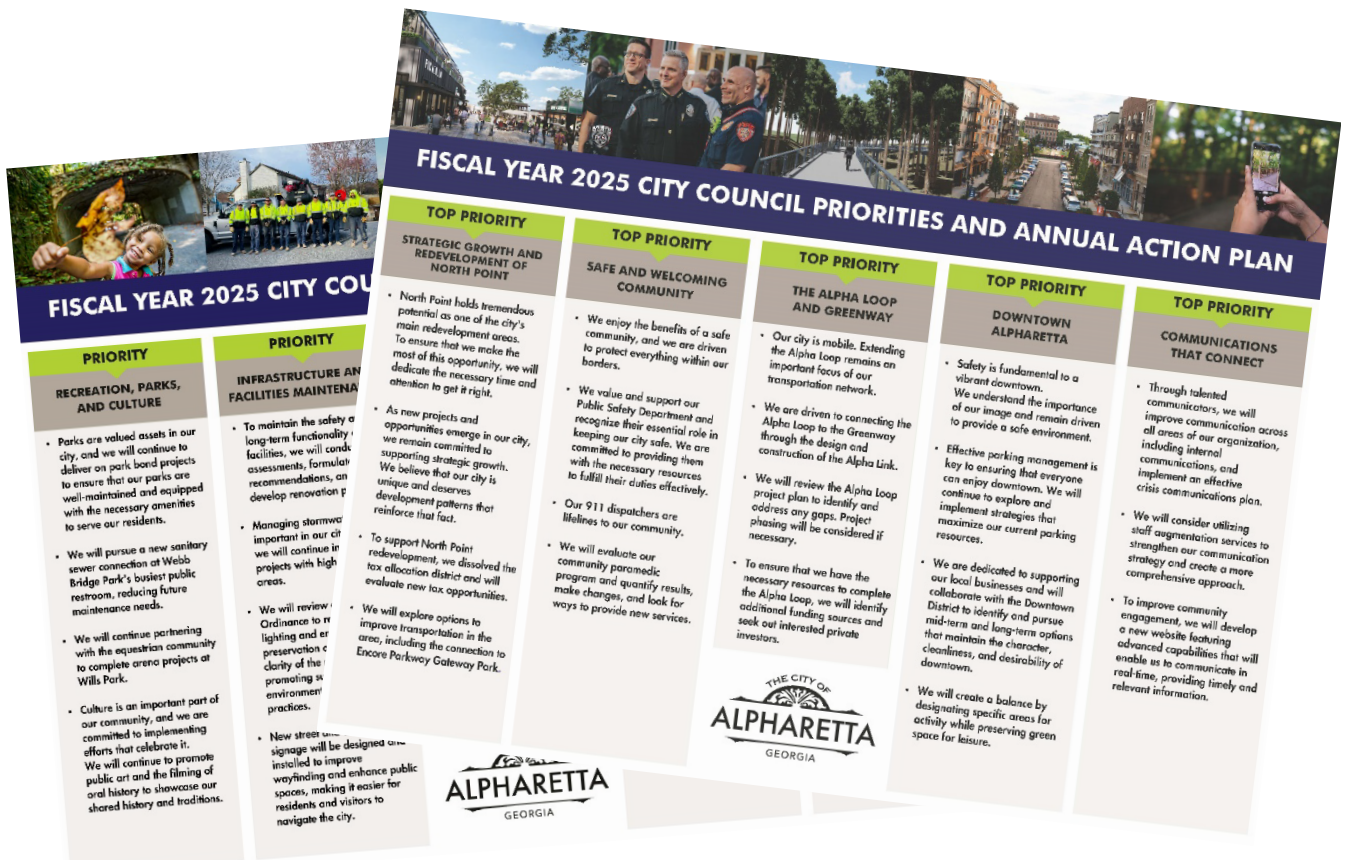


# FISCAL YEAR 2025 ANNUAL ACTION PLAN

## 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

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#### History<sup>3</sup>

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

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<sup>3</sup> 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.

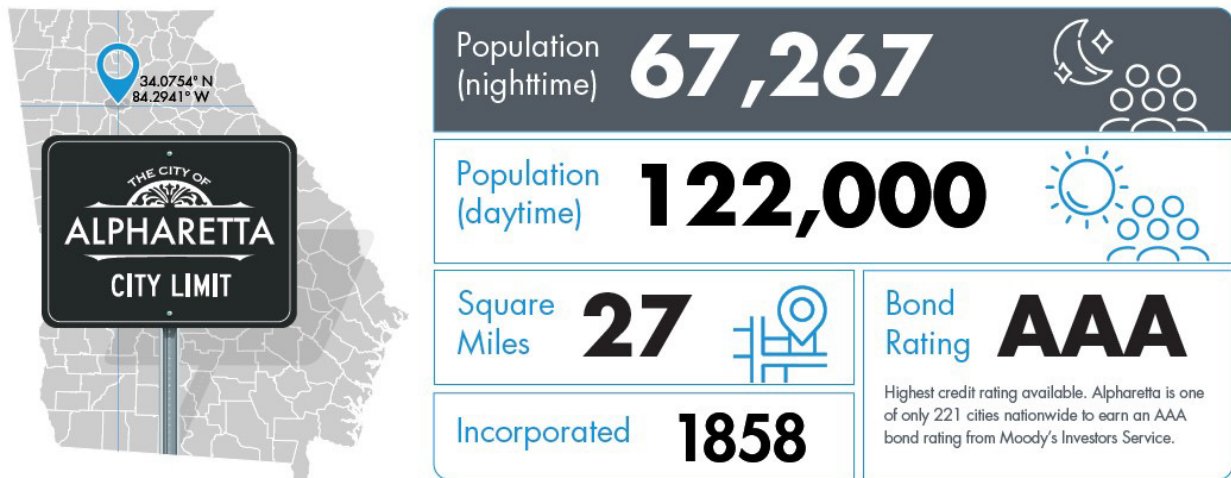
When the depression of the early 1930's devastated the nation's economy, Milton County found itself near bankruptcy. In order to save the area from disaster, it was decided that a merger of Milton County with Fulton County would be to everyone's advantage. It was because of this merger that the first 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 2<sup>nd</sup> immediately following the date of election into office. Council members elected for three (3) consecutive terms are not eligible for the succeeding term. A mayor elected and qualified for two (2) consecutive terms is not eligible for a succeeding term. Elections are held every two (2) years and are conducted by the Fulton County Board of Elections. The Mayor and City Council appoint a City Administrator to carry out the day-to-day operations of the city.

## ABOUT ALPHARETTA

The city provides a full range of services, including police and fire protection; the construction and maintenance of highways, streets, and other infrastructure; and recreational activities and cultural events. Sanitation services are provided through relationships with private operators.

The city relies heavily on its dedicated volunteers that provide their expertise and time through serving on our various board and commissions which include.

### **Board of Ethics**

Meeting Day:	As Needed
Meeting Time:	Case-By-Case Based on Member Availability
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	City Clerk

The Board of Ethics is charged with conducting investigations and hearings of complaints of unethical behaviors by City Officials. The City of Alpharetta adopted an Ethics Ordinance to ensure that City Officials will work for the common good of the people of Alpharetta and not for any private or personal interest, they will assure fair and equal treatment of all persons, claims and transactions coming before City Council, Boards, and Commissions.

When a verified complaint is submitted, the Mayor and Council, at the next public meeting, will draw names randomly from a list of fourteen (14) qualified citizens, until five (5) members of the Board have been appointed to investigate said complaint. The five appointed members will serve until the complaint is resolved and then will no longer be eligible to serve in the pool of fourteen qualified citizens. At that time, the Mayor and City Council will then appoint a new citizen to serve on the Board.

### **Board of Zoning Appeals**

Meeting Day:	Third Thursday of the Month
Meeting Time:	5:30 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Board of Zoning Appeals hears and decides appeals of determinations made by the Director of Community Development and may authorize a hardship variance or an exception from the City's Unified Development Code. The Board of Zoning Appeals may hear variance or exceptions that fall between a 20% and 50% variance or exception from the City's stipulated code requirement.

## ABOUT ALPHARETTA

### **Code Enforcement Board**

Meeting Day:	Fourth Thursday of the Month
Meeting Time:	3:30 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Code Enforcement Board was created with the intent to promote, protect, and improve the health, safety, and welfare of the citizens of Alpharetta. The Code Enforcement Board has the authority to impose administrative fines and non-criminal penalties as a method of enforcing City codes and ordinances where a pending, or repeated violation continues to exist.

### **Cultural Arts Commission**

Meeting Day:	Fourth Tuesday of the Month
Meeting Time:	6:00 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Recreation, Parks, and Cultural Services

The Cultural Arts Commission was created with the intent to promote, protect, and support the growth of cultural arts in the City of Alpharetta. The Commission reviews and recommends the acquisition of all works of art to be purchased by or gifted to the City, encourages cultural enrichment programs, supports existing local arts and culture organizations, and works to expand public understanding, appreciation, and enjoyment of cultural activities and art forms.

Further, the Commission advises City Council on art acquisition, strategic arts planning, local art groups, sponsoring artistic performances and programs, preservation of city cultural landmarks, and design and location of current or future statutory or art works owned by the City.

### **Design Review Board**

Meeting Day:	Third Friday of the Month
Meeting Time:	8:30 AM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Design Review Board is charged with conducting a public hearing for all design applications for non-single family detached buildings, structures, sites, and property areas that are located within the Downtown Overlay, Corridors of Influence, Interchange Districts, and any other applications forwarded to the Board by the Director of

## ABOUT ALPHARETTA

Community Development. Further, the Design Review Board hears and decides appeals of administrative decisions, where the Director of Community Development has denied sign design approval.

The Board reviews design applications for exterior features of new construction or changes to existing structures, exterior modifications, new paint selection, and signage applications for master plans or properties within the Downtown Overlay. The Board grants or denies applications based upon a review of the application's compliance with the City's design standards and preservation of the historical, cultural, and aesthetic heritage of the City.

### **Development Authority**

Meeting Day:	Third Tuesday of the Month
Meeting Time:	5:00 PM
Meeting Location:	Alpharetta City Hall – Executive Conference Room (3 <sup>rd</sup> 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 <sup>st</sup> Floor)
City Department:	Public Works / Community Development

The Natural Resources Commission advises City Council, provides leadership in the development and understanding of the tree program, and assists the Director of Community Development and Director of Public Works in the development and maintenance of technical specifications. Further, the Commission maintains a list of proposed changes to the kinds and species of trees described in the City's Tree Planting List. Any changes are presented before City Council by way of resolution.



## ABOUT ALPHARETTA

### **Planning Commission**

Meeting Day:	First Thursday of the Month
Meeting Time:	6:30 PM
Meeting Location:	Alpharetta City Hall – Council Chambers
City Department:	Community Development

The Planning Commission is charged with the responsibility of conducting a public hearing for all applications for zoning changes, Comprehensive Land Use Plan amendments, and amendments to the City’s Unified Development Code. During the public hearing, the Commission reviews applications and makes an appropriate recommendation (based on the City’s Unified Development Code) to City Council.

Further, the Commission may also initiate proposed changes to the Comprehensive Land Use Plan and the City’s Unified Development Code when said changes are necessary or desirable.

### **Recreation Commission**

Business Meeting Day:	Second Tuesday of the Month
Business Meeting Time:	5:30 PM
Business Meeting Location:	Alpharetta City Hall – Council Chambers
Workshop Meeting Day:	Third Wednesday following the Regularly Scheduled Recreation Commission Business Meeting
Workshop Meeting Time:	5:30 p.m.
Workshop Meeting Location:	Alpharetta City Hall–Community Room
City Department:	Recreation, Parks, and Cultural Services

The Recreation Commission has the authority to adopt rules and regulations for the proper conduct of City parks, playgrounds, and recreation activities. The Commission may also initiate any form of recreation or cultural activity for all Alpharetta Citizens to enjoy, whether on public property owned by the City or on private property with approval of the property owner.

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

All meetings are subject to change. Please confirm the dates/times on the city’s website: <https://www.alpharetta.ga.us/government/meeting-manager-portal>.

# ALPHARETTA BY THE NUMBERS

## Alpharetta by the Numbers

### OUR COMMUNITY



Population (nighttime) **67,267**



Population (daytime) **122,000**



Square Miles **27**



Bond Rating **AAA**

Highest credit rating available. Alpharetta is one of only 221 cities nationwide to earn an AAA bond rating from Moody's Investors Service.

Incorporated **1858**

### INFRASTRUCTURE

#### ADVANTAGES

Our story goes like this: During the late-90s dot-com boom, the City of Alpharetta started to grow from the ground up—literally. Hundreds of miles of fiber optic cables were buried throughout the city, and the state's largest electricity provider, Georgia Power, took it a step further by establishing a series of redundant electric networks throughout the city.

Nearly **700** Tech Companies

**60%** Download Speeds Above U.S. Average

**25M** Total Sq. Feet Office Space

#### ACCESSIBILITY

Because Alpharetta is just a quick drive from Atlanta, businesses are conveniently positioned right by the world's busiest airport. And if that's not enticing enough, there are plenty of other ways to get around whether you prefer to drive by car or ride public transit, Alpharetta makes sure businesses and their workers get to where they need to go.

**22** Miles from Alpharetta to Downtown Atlanta

**4** Major Highways

A diagram showing four major highways: 372, 400, 120, and 9.

**4** MARTA Routes to Atlanta

# ALPHARETTA BY THE NUMBERS

## BUSINESS CLIMATE

### LOCAL COMPANIES

There's a reason why more than 700 technology-based businesses have made their home in Alpharetta, and it's not just the nice houses and great weather. Our fiber-optic network is the most extensive and redundant in the Southeast, and we work closely with state and local economic development agencies to provide tax credits and incentives to complement any brand of business. Some of the biggest and most recognized names in the tech industry are thriving here in Alpharetta.

We could talk about Alpharetta's exceptional business climate all day long, but nothing speaks to our success quite like our track record. Here are just a few names we're proud to work with.

### TOP 10 EMPLOYERS

Providing a strong economic foundation for our community, the City of Alpharetta is pleased to recognize the top 10 employers – based on the number of employees.



<i>Employer</i>	<i>No. of Employees</i>
ADP, INC. . . . .	2,231
FISERV, INC. . . . .	2,088
EQUIFAX INFORMATION SERVICES . . . . .	1,734
LEXIS NEXIS RISK SOLUTIONS . . . . .	1,384
VERIZON . . . . .	1,095
UPS SUPPLY CHAIN SOLUTIONS . . . . .	1,051
E*TRADE FINANCIAL . . . . .	878
JACKSON HEALTHCARE . . . . .	870
ERNST & YOUNG U. S. LLP . . . . .	806
HEWLETT PACKARD ENTERPRISE COMPANY . . . . .	738

Source: City of Alpharetta Finance Department

# ALPHARETTA BY THE NUMBERS

## WORKFORCE

### COMPETITIVE EDGE

Every business on the planet, from Mom & Pop stores to Fortune 500 companies, is only as good as its employees. And in Alpharetta, we're proud to be home to some of the smartest minds in the world of tech.

**65.0 percent** of Alpharetta's residents own a bachelor's degree or higher, which is nearly double the national average for young adults. And there are plenty of them, too. With a **daytime population over 122,000**, Alpharetta boasts close to 3,000 workers per square mile; that's more than major metropolitan areas like Charlotte, Dallas, Austin, or Phoenix.

### EDUCATION

When it comes to college degrees, our workforce has credentials that are hard to compete with. No matter what heights our businesses desire to reach, our workers come equipped with the invaluable knowledge it takes to get there.

**26.4%**  
Graduate or  
Professional Degree



**64.6%**  
Bachelor's  
Degree



**6.6%**  
Associate's  
Degree

### PROFESSIONS

Need more proof that Alpharetta is a rising hub in the business world? Consider that 82% of Alpharetta residents are employed in professional, managerial, technical, sales and administrative positions. Our citizens don't just have degrees—they've got the experience and working knowledge needed to take any business to the next level.

**20%**  
Individuals Earn  
\$100K or More



**82%**  
Employed in Professional/  
Technical Sector

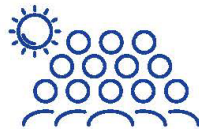


**67K**  
Total City  
Population

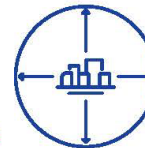
### PERSONNEL

Alpharetta's consistent population nearly doubles during the day. That means that employees are coming from throughout the region to work for Alpharetta's rising tech companies. With great accessibility and a superior quality of life, it's no wonder we're one of the fastest-growing cities in the nation, and it's getting better every day.

**122K**  
Daytime  
Population



**1M+**  
People With  
30-Minute Drive Time



**2,923**  
Workers Per  
Square Mile

**Top City in the Nation  
For Health IT**

**Healthcare  
Informatics**  
Delivering IT Leadership. Value. Integrity.

**The Best Small Cities to  
Start a Small Business**

**verizon**✓

# ALPHARETTA BY THE NUMBERS

## RECOGNITION

 <p><b>Certificate of Achievement for Excellence in Financial Reporting</b> for fiscal year 2022 from the Government Finance Officers Association (GFOA)</p>	 <p><b>Distinguished Budget Presentation Award</b> for fiscal year 2023 from GFOA.</p>	 <p><b>Tree City USA</b> from the National Arbor Day Foundation for the 33<sup>rd</sup> consecutive year.</p>
 <p><b>Insurance Services Office (ISO) Class 1 Rating</b></p> <p>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.</p>	 <p><b>Special Needs Certified Community</b> from the Special Needs Certified Organization</p> <p>Recognizing communities that are better able to understand, engage, and serve people with special needs.</p>	

## 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*

<p><b>Best Places to Live in Georgia</b> 2023</p> 	<p><b>#1 Place to Live in Georgia</b> 2023</p> 	<p><b>Best Places to Raise a Family in Georgia</b> 2023</p> 
<p><b>Best Places to Live on the East Coast</b> 2021</p> 	<p><b>The South's Best Cities 2023</b></p> 	<p><b>5 of Georgia's Top 15 High Schools</b></p> 

Source: <https://www.awesomealpharetta.com/about/>

# ALPHARETTA BY THE NUMBERS

## CITY DEPARTMENTS BY THE NUMBERS



# ALPHARETTA BY THE NUMBERS

## Mission<sup>4</sup>

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.



## Vision<sup>5</sup>

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.



<sup>4</sup> The Mission Statement details our City's reason for existence and embodies our philosophies, goals, ambitions, and character.

<sup>5</sup> 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**

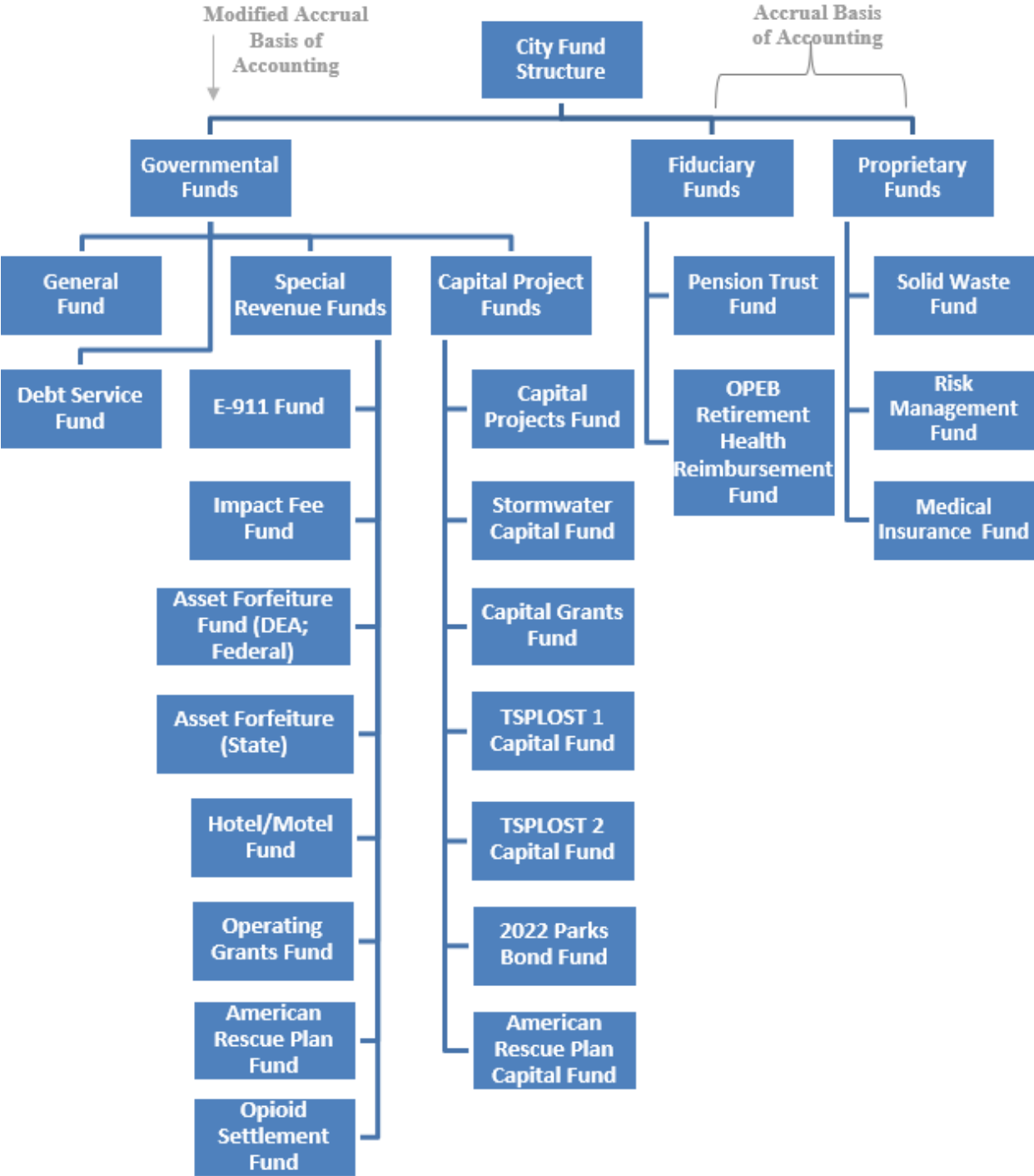
These funds are used to account for assets held by the city in a trustee capacity or as an agent for other governmental units and for other funds.



# 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).

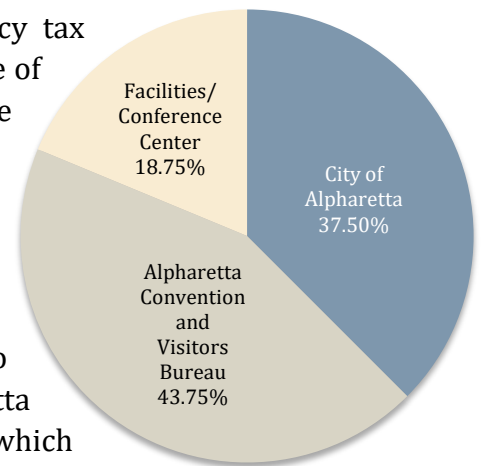
### **Special Revenue Funds (Governmental Funds)**

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 Bonds<sup>6</sup> 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](http://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



<sup>6</sup> 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 six (6) 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](http://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](http://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

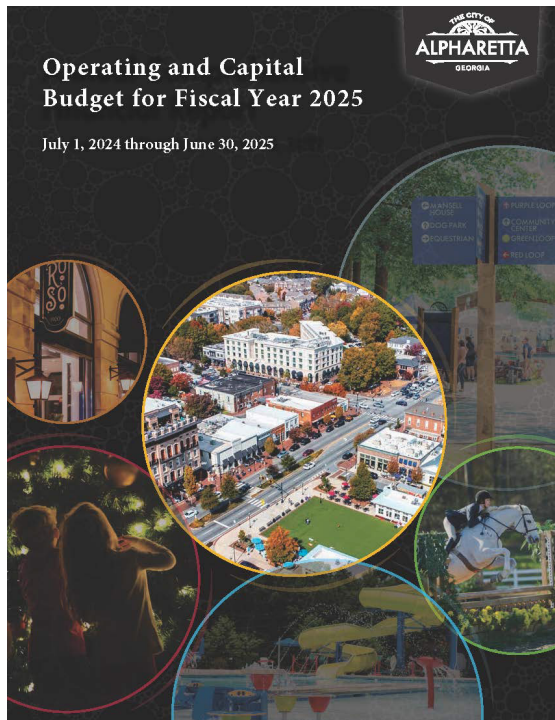
The city maintains two different proprietary fund types. Enterprise Funds are used to account for business-type activities whose operations are primarily funded by customer fees. Internal Service Funds are used to accumulate and allocate costs internally among the city's various functions. Proprietary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

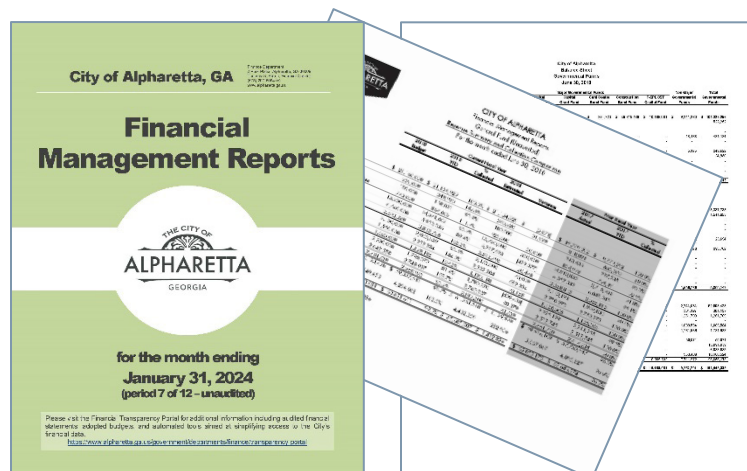
### Operating and Capital Budget<sup>7</sup> (June-August)

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 Council<sup>8</sup> (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.

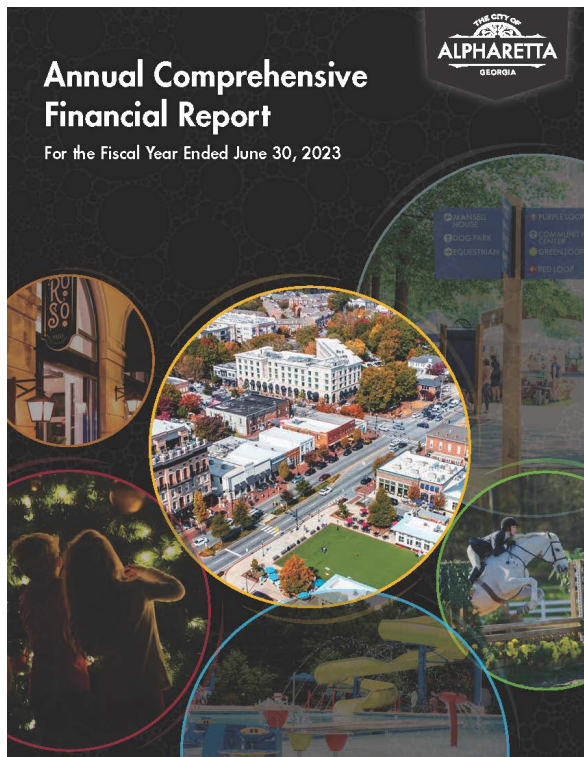


<sup>7</sup> Available for download from the City's website: [www.alpharetta.ga.us](http://www.alpharetta.ga.us).

<sup>8</sup> Available for download from the City's website: [www.alpharetta.ga.us](http://www.alpharetta.ga.us).



# FINANCIAL REPORTING

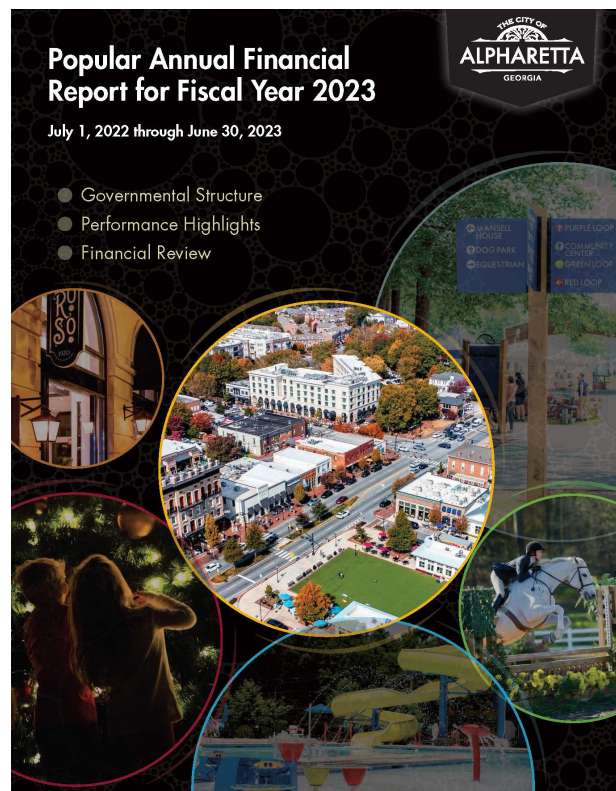


## Annual Comprehensive Financial Report<sup>9</sup> (November-December)

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 Report<sup>10</sup> (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.



<sup>9</sup> Available for download from the City's website: [www.alpharetta.ga.us](http://www.alpharetta.ga.us).

<sup>10</sup> Available for download from the City's website: [www.alpharetta.ga.us](http://www.alpharetta.ga.us).

## Budget Process

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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 1<sup>st</sup> through June 30<sup>th</sup>, 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 a central repository reporting system.

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 programs, services, improvements to current services, and capital improvement projects are

## BUDGET PROCESS

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 (recurring capital 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



### City of Alpharetta

Fiscal Year 2025 Budget Calendar




**2023** 

**SEPTEMBER-DECEMBER**


- Capital Improvement Plan (CIP) and FY 2025 Capital Investment review and update by Departments.

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**2024** 


**JANUARY 21-22**

- City Council Planning Retreat




**JANUARY-FEBRUARY**

- FY 2025 Budget kickoff
- FY 2025 Budget target data distributed to departments:
  - Phase II (maintenance and operations).
  - Phase III (operational budget initiatives).
  - Performance Measurement (“PM”) template:
    - FY 2023 actual vs. target (results).
    - FY 2024 target.
    - FY 2025 target.
  - Departmental organizational charts.
  - Departmental goals and objectives.
- CIP and FY 2025 Capital Investment review by the Finance Department.



**FEBRUARY-MARCH**

- FY 2025 Budget review by the Finance Department.
- CIP and FY 2025 Capital Investment refresh by Departments.



**MARCH-APRIL**

FY 2025 Budget, CIP, and FY 2025 Capital Investment Review by City Leadership including City Administration and Departments.

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# BUDGET PROCESS



## City of Alpharetta

Fiscal Year 2025 Budget Calendar



2024



### May 3, 2024

- FY 2025 Budget (including CIP and Capital Investment) release including:
  - Budget Document (bookmarked pdf).
    - <https://www.alpharetta.ga.us/government/publications/publications/annual-operating-capital-budget-narrative>
  - Online Transparency Portal:
    - ClearGov - Revenue and Expense category totals.
      - <https://cleargov.com/georgia/fulton/city/alpharetta>
    - OpenGov - Revenue and Expense line-item detail.
      - <https://alpharettaga.opengov.com>

Workshops



### May 20, 2024

### May 27, 2024 (Special Called Mtg - if needed)

- FY 2025 Budget Workshop with City Council
  - FY 2025 Budget

Public Hearing 1



### June 3, 2024 (6:30pm)

- FY 2025 Budget
  - Public Hearing
  - 1st Reading of Budget Ordinance
  - 1st Reading of Millage Rate Ordinance

Public Hearing 2



### June 24, 2024 (11:30am)

- FY 2025 Budget
  - Public Hearing

Public Hearing 3



### June 24, 2024 (6:30pm)

- FY 2025 Budget
  - Public Hearing
  - 2nd Reading of Budget Ordinance
  - 2nd Reading of Millage Rate Ordinance

FY 2025



### July 1, 2024

- FY 2025 Begins!

# 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

<b>General Fund</b>	<b>Revenue</b>	<b>Expense</b>	<b>Net Cost</b>	<b>Capital Component</b>
<b>Funding Available for Operating Initiatives:</b>			<b>\$ 2,035,930</b>	
<b>Recommended Initiatives:</b>				
<i>Citywide</i>				
Wage Adjustments (+2.0%)	\$ -	\$ 913,800	\$ 913,800	\$ -
AMR North Fulton Subsidy	-	380,000	380,000	-
<i>City Administration (incl. City Clerk and Economic Dev.)</i>				
Economic Development Director (+1 FTE)	-	245,000	245,000	-
Administrative Assistant I (+1 FTE)	-	79,800	79,800	-
<i>Finance</i>				
Reorganization of the Budget & Procurement Division (+1 FTE)				
<b>January 1, 2025 Hire Date</b>	-	70,500	70,500	-
<i>Municipal Court</i>				
Administrative Assistant I (new position; +1 FTE; Milton cost sharing)	33,620	86,050	52,430	-
<i>Public Safety</i>				
Fire Training Lieutenant (new position; +1 FTE)				
<b>January 1, 2025 Hire Date</b>	-	65,100	65,100	50,000
<i>Public Works</i>				
Sr. Urban Forestry Assistant (new position +1 FTE)				
<b>January 1, 2025 Hire Date</b>	-	59,550	59,550	50,000
<i>Recreation, Parks, and Cultural Services</i>				
AED Replacement and Expansion	-	50,000	50,000	-
Parks Supervisor II – Greenway (new position; +1 FTE)				
<b>January 1, 2025 Hire Date</b>	-	55,050	55,050	-
The Spotlight Community Theater Alpharetta - North Point Mall	15,000	79,700	64,700	-
	<b>\$ 48,620</b>	<b>\$ 2,084,550</b>	<b>\$ 2,035,930</b>	<b>\$ 100,000</b>

Recommended operating initiatives total \$2 million with an additional capital requirement of \$100,000 that is included within the Capital Initiative requests for 2025 and have been programmed into the departmental operating budgets. Operating Initiative funding has been programmed into a non-allocated account within the General Fund pending review and approval by the City Council. Operating Initiatives not recommended for funding at this time total \$1.2 million and include capital investment requirements of \$210,000.

Please Note: The new personnel recommendations included above with a January 1, 2025, hire date are contingent upon a mid-year review of revenue trends and corresponding approval by the City Administrator before the hiring and recruitment process can commence.

# OPERATING INITIATIVE REQUESTS

## Fiscal Year 2025 Annual Action Plan

The City Council Retreat during January 2024 set forth priorities to guide the construction of the FY 2025 budget including operations and capital investment. These priorities were condensed into an Annual Action Plan and are detailed within the section of this document entitled *Fiscal Year 2025 Annual Action Plan* with the components set forth below:

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

## Detail (Recommended Operating Initiatives)

### Citywide

**Wage Adjustments (2% on average; General Fund) \$913,800**

2025 City Council Priorities and Annual Action Plan:

- People Focused Workforce.

Description: The current budget proposal programs wage growth of 4% on July 1, 2024.

The HR team is focused on maintaining Alpharetta’s compensation competitiveness within the market and is reviewing the base budget proposal relative to competing jurisdictions to ensure Alpharetta maintains its capacity to retain and attract our most valuable assets – namely, the team members that deliver excellent service to our community on a daily basis.

Preliminary HR analysis highlights additional market-based personnel compensation adjustments are warranted in the range of 2%, on average, with the General Fund impact approximating \$913,800. Should adjustments be warranted within the 911 Fund and/or Sanitation Fund, current budgetary allocations can absorb the related impacts. The forecasted cost reflects salary adjustments and those impacted benefit line items (e.g., FICA, pension, etc.).

**AMR North Fulton Subsidy \$380,000**

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: AMR provides emergency medical response service to the cities of North Fulton County. AMR has provided the cities of North Fulton with a subsidy request (\$2.1 million) based on their operational needs. Alpharetta’s portion is based on relative calls for service and totals 18% or \$380,000 annually and growing at a market inflation rate thereafter.

# OPERATING INITIATIVE REQUESTS

## **General Fund**

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

**Economic Development Director (new position; +1 FTE) \$245,000**

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: As set forth in the Fiscal Year 2025 City Council Priorities and Annual Action Plan, an Economic Development Director is essential to lead efforts in promoting business growth and creating new opportunities for our City.

This position will focus on:

- Developing/implementing a strategic economic development plan.
- Attracting and retaining businesses of all sizes.
- Building relationships with business leaders, investors, and community stakeholders.
- Overseeing economic development programs and initiatives.
- Securing funding and resources to support economic development activities.
- Advocating for policies that promote business growth and job creation.

Personnel costs are estimated at \$215,000 annually and reflect salary and benefit costs only. Annual operational costs include professional development, travel, general office supplies and technology equipment/software (e.g., computer, desk phone, etc.) totaling \$30,000.

**Administrative Assistant I (new position; +1 FTE) \$79,800**

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: City Administration is requesting the addition of an Administrative Assistant I position (pay grade 303).

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

Personnel costs are estimated at \$77,300 annually and reflect salary and benefit costs only. Annual operational costs include general office supplies and technology equipment/software (e.g., computer, desk phone, etc.) totaling \$2,500.

# OPERATING INITIATIVE REQUESTS

## **Finance**

### **Reorganization of the Budget & Procurement Division**

**\$70,500**

#### **January 1, 2025, Effective Date**

#### **(1 new position; reclassify 2 existing positions)**

#### **2025 City Council Priorities and Annual Action Plan:**

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

**Description:** The Finance Department is proposing a reorganization of the Budget & Procurement Division to better serve the City of Alpharetta and its current and forecasted needs.

The Finance Department has had no growth in personnel in over 20-years despite significant growth in its service population (both in terms of citizens as well as City staff). More specifically, Finance Department staffing has declined over that period. Most recently, Finance is the only department that still has not recovered staffing removed during the COVID budget reductions.

The Finance Team has adapted to demand growth over the last two decades through automation and efficiency measures in lieu of staffing growth. The most impactful measures being the implementation of technology that has removed the vast majority of paper-based processes for the department which greatly improved the efficiency of our existing staff. That said, there are still other initiatives that the Department would like to improve upon but is not possible given staffing constraints (e.g. user-department training, vendor outreach, etc.).

#### **Current Status**

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

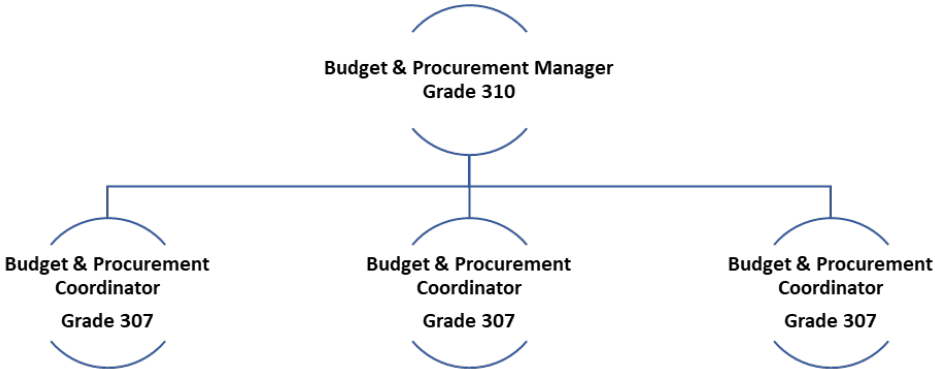
- Managing and facilitating the financial transaction lifecycle (liaison to our departments)
  - *budget planning, preparation, and management.*
  - *purchasing (including quotes, bids, RFP, etc.).*
  - *invoice/payment verification and processing.*
- Managing and facilitating the city's financial reporting
  - *annual budget documents.*
  - *monthly financial management reports.*

# OPERATING INITIATIVE REQUESTS

- *annual citizens report (PAFR).*
- *immigration reporting to State.*
- Administering city contracts.
- Developing revenue/expenditure forecasting models, financial impact of proposed city activities, and long-range financial planning.
- Administering the financial transparency program (OpenGov, Socrata capital project dashboard, etc.).

The Division is structured to provide a liaison approach to service delivery for our departments. Specifically, one team member is assigned to each of our customer departments and assists with the entire lifecycle needs (budgeting, procurement, invoice review, receipt review, compliance, etc.).

The Division includes 4 full time positions with the organizational structure as follows:



Staffing has declined from 5 full time positions over the referenced 20-year period to the staffing level of 4 positions.

On an annual basis, the Division reviews over 800 purchase order requests, over 13,000 invoices, over 8,800 procurement card transactions, 40 formal procurement solicitations (varies), in addition to the general budget (preparation, review, amendments), procurement, and reporting obligations (e.g. monthly financial management reporting, State immigration reporting (e-verify), TSPLOST capital reporting, etc).

**Issues**

The growth in existing service demand coupled with potential avenues for improvement has resulted in this proposed reorganization.

- Existing Service Demand – existing service demand has necessitated that staff focus on core functions to ensure delivery of the vital services needed to run City operations. Specifically, transaction-level review (invoices, procurement-card transactions, requisitions, budget amendments) and formal procurement solicitation review, issuance, and management. Just maintaining existing service



## OPERATING INITIATIVE REQUESTS

demand often requires staff to work in excess of the normal work week including the occasional weekends.

- **Dedicated Procurement Team** – while the current Budget & Procurement liaison structure provides benefits for our user departments (e.g. one-stop-shop for questions, contacts, etc.), it has the added effect of limiting the specialization needed for those highly technical professions such as procurement. The desire is to have a team dedicated, trained, and certified for procurement activities.
- **Vendor Outreach** – the Division desires to engage in a more active vendor outreach program that educates vendors on the government procurement process with the ultimate goal of increasing vendor participation on City contracts. Current staffing constraints limit vendor outreach capabilities.
- **Employee Recruitment** – the Division has benefited from low turnover. This has masked a weakness in the current organizational structure. Namely, procurement and budget are two separate professions and rarely do employees have experience in both (unless they are coming from smaller organizations that do not allow for specialization or have operated as finance department managers/directors). The result is that it limits the attractiveness of position openings to professionals. Effectively, you end up having to hire one specialization and train for the other. This limits employee effectiveness in the short-term.
- employees trained in procurement remains a weak point from an employee recruitment perspective.
- **City training** – the Division desires to engage in a more structured training program for City staff that includes (a) on demand recorded training sessions along with (b) in person training held throughout the year. Current staffing constraints limit City training to one-on-one questions/answers with those department team members directly responsible for the purchasing/budget functions. An expanded training presence would allow for the education of team members throughout the organization that may benefit from the knowledge.

### **Reorganization**

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

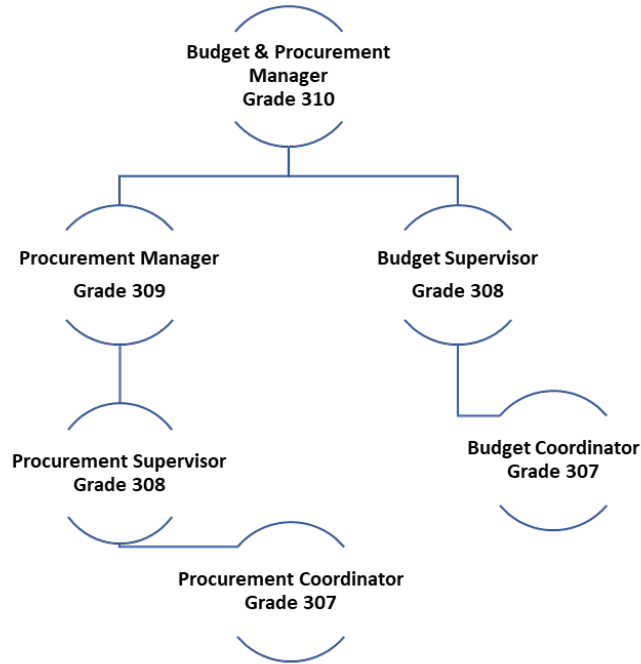
Inherent in this reorganization is the following:

- Addition of 2 positions:
  - Procurement Manager (pay grade 309) – requested in FY 2025.
  - Procurement Coordinator (pay grade 307) – requested in FY 2026.

# OPERATING INITIATIVE REQUESTS

- Reclassifying of 2 positions:
  - Procurement Supervisor (pay grade 308; reclassify a current Budget & Procurement Coordinator position) – requested in FY 2025.
  - Budget Supervisor (pay grade 308; reclassify a current Budget & Procurement Coordinator position) – requested in FY 2025.

The reorganized Division would include 6 full time positions with the organizational structure as follows:



**FY 2025:** Annualized personnel costs associated with the new Procurement Manager position and two reclassifications are estimated at \$135,000 annually and reflect salary and benefit costs only. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$67,500. Operational costs include \$3,000 for professional development and small equipment costs (e.g. cell phone). No additional investment is needed in computer costs or equipment.

## **Municipal Court**

**Administrative Assistant I (new position; +1 FTE) \$52,430 (Alpharetta’s portion)**  
2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: The Municipal Court is requesting the addition of an Administrative Assistant I position (pay grade 303; assumed 10% above paygrade minimum).

This position will be located at the clerk window and will assist citizens in closing cases, processing open records requests, scheduling of court dates, and processing incoming

# OPERATING INITIATIVE REQUESTS

mail. The volume of calls and emails has grown along with the total number of cases processed by the court. When court is in session, a clerk is pulled from their desk and placed at the counter to process payments. An additional employee will allow the clerks to remain at their workstations and focus on their assigned duties. The Municipal Court is currently researching the benefits of bringing probation-related services in-house which may save costs overall but will also increase the number of payments processed at the clerk window.

Personnel costs are estimated at \$84,050 annually and reflect salary and benefit costs only. If approved, the personnel costs would be shared with the City of Milton based on existing operational cost sharing percentages of 60% City of Alpharetta (\$50,430) and 40% City of Milton (\$33,620). Annual operational costs include professional development totaling \$2,000. No additional investment is needed for technology devices (will utilize existing computer, etc.).

## **Public Safety**

**Fire Training Lieutenant (new position; +1 FTE) \$65,100 (net)**  
**January 1, 2025, Effective Date**  
**(\$65,100 operations [net]/\$50,000 capital)**

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of a Fire Training Lieutenant position (pay grade 1219-P) to the Fire Training Division to address the challenge of providing the required annual training hours for each Fire Department employee efficiently.

The Training Division currently consists of two full-time positions. The goal is to provide approximately 106 certified members with the required 228 annual training hours and seven (7) medical certifications, totaling approximately 24,168 hours.

The current staff size is insufficient to meet the training needs, leading to the utilization of off-shift employees. The use of off-shift employees for training maintenance is incurring overtime costs.

This additional position is intended to facilitate and instruct each member's required annual training hours, ensuring compliance with certification requirements. A Fire Training Captain position has also been requested to assist with these needs.

The Training Division aims to fulfill the annual training requirements and provides instruction for specialty and innovative training classes at the training center for both Department members and surrounding agencies.

Personnel costs are estimated at \$130,000 annually and reflect salary and benefit costs only. There is an anticipated savings in overtime (off-shift employees) associated with both training positions requests (Captain + Lieutenant) that is estimated at \$48,000 annually. For the purposes of this narrative, each training position request is estimated



# OPERATING INITIATIVE REQUESTS

to result in overtime savings of \$24,000 annually. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$53,000. Operational costs include uniforms, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$12,100. There is a companion one-time capital request for \$50,000 that includes funding for a vehicle purchase (and upfitting).

## **Public Works**

**Sr. Urban Forestry Assistant (new position +1 FTE) \$59,550**

**January 1, 2025, Effective Date**

**(\$59,550 operations/\$50,000 capital)**

2025 City Council Priorities and Annual Action Plan:

- Infrastructure and Facilities Maintenance.

Description: Public Works is requesting the addition of a Senior Urban Forestry Assistant position (pay grade 306; assumed 10% above paygrade minimum).

This position would assist the Urban Forestry Program Manager (UFPM) with tasks related to the City-wide Landscape Maintenance of Right-of-Way and Facilities contract, the On-Call Landscape Installation and Construction contract and the Arboricultural On-Call contract. Also assists with urban forest management, general right-of-way maintenance, landscape-related traffic safety, data collection and analysis related to the urban forest and public landscapes.

Over the last decade, the City has invested in large-scale landscape improvements that have added more than 20 acres of high-quality landscape within its rights-of-way. These projects have been implemented in conjunction with roadway reconstruction projects such as Rucker Road and Kimball Bridge Road, and within existing roadways not associated with larger improvement projects including segments of Old Milton Parkway and Westside Parkway. In the near future, a large amount of similar landscape will be installed as part of the Webb Bridge Road and Highway 9 roadway improvements.

The UFPM plays an extensive role in the design, contracting, and construction management of these new landscapes. Once the projects are completed, the UFPM then oversees maintenance of these areas as part of the overall Citywide Landscape Maintenance of Right-of-Way and Facilities contract, which includes 150+ acres spread throughout the city limits. As the quality and quantity of these public assets have grown, so has the time required to effectively manage them. In addition to the responsibilities described above, the UFPM oversees landscape maintenance in the SR 400 interchanges (in partnership with True North 400, formally North Fulton CID), manages the On-Call Arboricultural Services contract for Public Works, manages annual landscape maintenance for Resthaven Cemetery, acts as Supervisor to a three-person Public Works crew, and assists other groups at Public Works with tree and landscape related issues on an ongoing basis. The proposed Urban Forestry Assistant position is intended to remove some of the less complicated tasks from the UFPM. This will allow the UFPM more time to focus on design, contract procurement and management, and improving the City's

# OPERATING INITIATIVE REQUESTS

urban forestry program, particularly in the areas of emergency planning and liability reduction.

Personnel costs are estimated at \$104,100 annually and reflect salary and benefit costs only. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$52,050. Operational costs in year one includes technology equipment (computer, phone, iPad, etc.), professional development, uniforms, general supplies, and fuel costs totaling \$7,500. There is a companion one-time capital request for \$50,000 that includes funding for a vehicle purchase (and upfitting).

## **Recreation, Parks, and Cultural Services**

**AED Replacements and Expansion** **\$50,000**

- Safe and Welcoming Community.
- Communications that Connect.
- Recreation, Parks, and Culture.

Description: This request is the result of a wholistic review of our AED (automated external defibrillator) infrastructure within our parks and recreation facilities. The Recreation, Parks & Cultural Services team worked with the Public Safety team to review the AED infrastructure and produce these findings.

This request involves the purchase of 69 AED devices. Of this total, 26 devices are replacements and 43 are new devices.

### Background

The AED devices currently installed throughout the park system (parks and facilities) are reaching end of life and in need of replacement. Additionally, many of the devices throughout the parks system have limited access due to their location within concession stands or other areas limited to employee-access only, who may not be present as they tend to their duties within the parks. Many of these locations have signs marking an AED that may not be accessible. Additionally, many locations are without an AED, including the Greenway, Alpha-loop, parks maintenance sheds, and around City Center.

Another problem encountered is multiple different device brands found at facilities. Currently, four different models of AED may be found: though similar, each model functions differently. By replacing all devices at once, we ensure continuity and ease of use in the event of an emergency.

### Purchase Request

Location for the 26 replacement devices include:

- 15 replacement devices throughout our park system (e.g. Wills Park, North Park, Webb Bridge Park, Rock Mill Park).
- 11 replacement devices throughout all our park facilities (excluding the log-cabin which will receive a new unit).

# OPERATING INITIATIVE REQUESTS

Location for the 43 new devices include:

- 23 new devices throughout our park system (e.g. Mid-Broadwell Park, Old Rucker Park, Brooke Street Park, Water Road Park, Town Green, etc.).
- 6 new devices along our Greenway system.
- 3 new devices along our Alpha Loop system.
- 1 new device for the Log Cabin.
- 4 new devices for City Hall.
- 1 new device for Public Works Headquarters.
- 5 new devices for special events, reserve.

Historically, AEDs are purchased outright and owned by the City. The plan herein is to purchase the units under an operating lease that will allow the units to be replaced at the end of their lease term (typically 5-years) with a minimal budget impact (as the lease payment is built into the budget).

Costs for FY 2025 are estimated at \$50,000 and include the following:

- Annual AED lease costs (\$24,500).
- Annual AED inspection/training costs (\$10,000).
- One-time AED installation costs (\$15,500) – includes charging cabinets, spare pads, etc.

Annual costs for FY 2026 and beyond are estimated at \$35,000.

**Parks Supervisor II – Greenway (new position; +1 FTE) \$55,050**  
**January 1, 2025, Effective Date**

2025 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Safe and Welcoming Community.
- The Alpha Loop and Greenway.
- Recreation, Parks, and Culture.
- Infrastructure and Facilities Maintenance.

Description: Recreation, Parks, and Cultural Services is requesting the addition of a Parks Supervisor II position (pay grade 306; assumed 10% above paygrade minimum).

This position will oversee the maintenance and operations of the Southern District (Greenway). The Southern District has been operating without a team supervisor since 2019. In 2020, the City added an additional two (2) miles of trail to extend the Greenway to Union Hill Park. The additional demand on this division requires the addition of a supervisor to achieve the high service demands of this area.

This Supervisor would also be responsible for all parks in the Southern District: Beaver Creek Park, Big Creek Greenway, Brookside Park, Haynes Bridge Park, Marconi Park, Memorial Park, Mt. Adams Bike Park, North Point Park, Preston Ridge Park, Preston

## OPERATING INITIATIVE REQUESTS

Ridge Community Center, Rock Mill Park, Waters Road Park, Maxwell Park and providing Program/Event support.

Personnel costs are estimated at \$104,100 annually and reflect salary and benefit costs only. Assuming a January 1, 2025, hire date results in a Fiscal Year 2025 funding need of \$52,050. Operational costs in year one includes technology equipment (computer and/or phone, etc.), uniforms, general supplies, etc. totaling \$3,000. No additional vehicle is needed with this request.

**The Spotlight Community Theater Alpharetta - North Point Mall      \$64,700 (net)  
(\$79,700 expenses/\$15,000 revenue)**

2025 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Safe and Welcoming Community.
- Communications that Connect.
- Recreation, Parks, and Culture.
- Economic Development.

Background: The City has a real need for a performance space that can seat up to 150 attendees. The Department has been looking for an indoor location to set up a flexible performance space for cultural events. The City approached North Point Mall about the possibility of utilizing existing, empty retail space. The leadership of the Mall was excited about the possibility. They felt that it would be an ideal usage of the space for a Community Theater with a seating capacity of up to 150 attendees. Alpharetta does not currently have a similar indoor space for cultural events.

The Theater: Usage of the stage would include but not be limited to City Programs (i.e.- Improv Classes or Movie Star Camp), Art Leader Groups (i.e. - ACT 1 Theater Performances or Alpharetta Symphony Orchestra - Quartet), and 3<sup>rd</sup> party applications (Cultural Events – Diwali). As mentioned, the theater, consisting of 5,700 square feet, will have a capacity of up to 150 attendees. The proposed location is near the food court of the mall to allow easy accessibility to restrooms, parking, and refreshments. While North Point Mall will not charge for rental of the space, the City would be financially responsible for the cost of utilities and trash service. The equipment, lighting, and staging equipment purchased by the City for the proposed performance space is entirely modular to allow the items to be relocated to another location or repurposed if North Point Mall or the City of Alpharetta should decide the partnership is no longer beneficial.

The Memorandum of Understanding (MOU): The MOU formalizes the agreement between North Point Mall and the City of Alpharetta regarding the use of space at North Point Mall for a community stage. In summary, the City agrees to refurbish the space for use as a community stage (tenant space # 2208, more commonly known as the Old Foot Locker location), only permit live performances within the space, and cover the cost for utilities and trash service. In exchange, North Point Mall will lease the space free of charge, cover routine maintenance and repairs, and permit the City to retain any revenues and fees generated from facility usage. Further details pertaining to stage hours

## OPERATING INITIATIVE REQUESTS

of operation, cross-promotion responsibilities, termination, etc. may be found in the MOU. The MOU would be valid for a period of three years from the date of commencement, after which the City and North Point Mall may explore the possibility of extension.

Recommendation: Currently, a void exists for indoor performance space with lighting and stage equipment for the groups referenced herein. Often, the spaces available for productions are too grand to capture the intimacy and ambiance perfect for smaller, bespoke performances or are too small to be adaptable to the ideal number of ticketholders for maximum profit. The space proposed by North Point Mall and City staff provides flexibility to capture the balance of a larger gathering while preserving the essence of an intimate stage setting. Additionally, the City has minimal overhead cost and most investment is in modular equipment that can be repurposed upon the end of the agreement and North Point Mall benefits from the increased foot traffic (as the mall awaits the impending redevelopment).

Operations: Personnel costs are estimated at \$45,200 annually and reflect seasonal salary and benefit costs only. Operational costs in year one includes professional services, equipment repair & maintenance, advertising, printing, supplies, utilities, and equipment totaling \$34,500. Total estimated costs for year 1 equal \$79,700 and are forecasted to grow to \$112,000 by year 5.

The Community Theater will generate program revenue to partially offset operational costs. Specifically, revenue generation in year 1 is estimated at \$15,000 and is forecasted to grow to \$50,000 by year 5.



# OPERATING INITIATIVE REQUESTS

## Detail (Unfunded Operating Initiatives)

### **Human Resources**

**Employee Training & Development software (NEOGOV module)      \$19,900 (net)**

2025 City Council Priorities and Annual Action Plan:

- People Focused Workforce.

Description: NEOGOV LEARN is a training management software that increases productivity, safety, and retention of workforce with engaging training. NEOGOV's learning management system eliminates the administrative burden of managing multiple employee training programs by providing a centralized online platform designed for the specific needs of the public sector.

LEARN also reduces risk and liability claims with consistent, trackable courses, and license/certification renewal reminders. It stores results, completions, and generates the reports needed to show compliance. It can also provide quick visual indicators of progress across or within departments and displays status of course enrollment, completion, and overdue courses. The LEARN module will be utilized not only for compliance training but also to cultivate employee growth and promote excellence.

LEARN will serve as a versatile tool across various departments for the facilitation and documentation of employee training. Specifically, the Finance Department will leverage LEARN for essential worker's compensation and drug-free workplace mandated trainings. Similarly, the Public Safety Department can efficiently utilize the software to record and monitor mandatory training sessions and certifications.

This supplementary NEOGOV module represents a positive advancement for our existing HRIS system, offering a notable upgrade from the outdated NAVEX Global platform, which the City has relied on for several years. The replacement of NAVEX Global's annual subscription (\$10,000) with this innovative NEOGOV module not only signifies a cost-effective solution but also addresses the shortcomings of NAVEX.

Unlike NAVEX, which has lagged in technological advancements, the NEOGOV module is designed to align seamlessly with the City's current requirements. NAVEX's inadequacies in keeping pace with evolving technology render it unsuitable for meeting the City's present needs. Moreover, NAVEX necessitates continuous maintenance efforts from both HR and IT staff to ensure proper functionality, placing an additional burden on resources.

By transitioning to the NEOGOV module, we not only eliminate the financial commitment associated with NAVEX Global but also embrace a more sophisticated and user-friendly solution that aligns with modern technological standards. This strategic move will enhance efficiency and effectiveness in managing workforce development, ultimately contributing to the City's overall operational excellence.

FY 2025 costs for LEARN include \$24,900 (on-going) for licensing/support and \$5,000 (one-time) for implementation (\$29,900 total). Annualized costs for future budget years would approximate \$25,000 for licensing/support.

# OPERATING INITIATIVE REQUESTS

However, implementation of LEARN will result the discontinuation of the NAVEX service (costs savings of \$10,000 annually). As such, the net request for FY 2025 totals \$19,900 with future budget years totaling \$15,000 (net).

## **Public Safety**

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

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.
- Communications that Connect.
- People Focused Workforce.

Description: The Public Safety Department is requesting the addition of an Emergency Management Coordinator position (pay grade 310; assumed 10% above paygrade minimum). There is a recognized need to elevate the role of Emergency Management Coordinator to a full-time position due to the increasing complexity and frequency of significant incidents in the City. Historically, this role has been an additional responsibility for individuals holding other positions, such as Fire Logistics and Police Accreditation. However, with the City's growth and the rise in natural and manmade incidents, there is a call for dedicated attention to emergency management.

Elevating the Emergency Management Coordinator role to a full-time position has several potential benefits:

- **Increased Focus and Dedication:** Having a dedicated Emergency Management Coordinator allows for a more focused and dedicated approach to addressing emergency preparedness, response, and recovery. This is crucial in managing the growing challenges associated with significant incidents.
- **Enhanced Coordination:** A full-time coordinator can better facilitate coordination and collaboration among various departments and agencies involved in emergency response. This can lead to more efficient and effective emergency management efforts.
- **Community Resilience:** A dedicated coordinator can work on community engagement and resilience-building initiatives. This proactive approach can help the community better prepare for emergencies and recover more swiftly when incidents occur.
- **Alignment with Best Practices:** Bringing the City in line with other local jurisdictions suggests a commitment to aligning with best practices in emergency management. This can enhance interoperability and coordination during regional responses.
- **Resource Allocation:** A full-time position enables the allocation of human and financial resources, specifically for emergency management. This ensures that

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

## OPERATING INITIATIVE REQUESTS

the tools, personnel, and technology are in place to address emergencies effectively.

- **Adaptability to Changing Threats:** With a dedicated Emergency Management Coordinator, the city can adapt more quickly to evolving threats, whether natural disasters, public health crises, or other emergencies.

Personnel costs are estimated at \$141,000 annually and reflect salary and benefit costs only. Operational costs include professional services, professional development, uniforms, general supplies, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$15,500. There is a companion one-time capital request for \$60,000 that includes funding for a vehicle purchase (and upfitting).

**Fire Training Captain (new position; +1 FTE) \$128,100 (net)  
(\$128,100 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 Captain position (pay grade 1202-P) to the Fire Training Division to address the challenge of providing the required annual training hours for each Fire Department employee efficiently.

The Training Division currently consists of two full-time positions. The goal is to provide approximately 106 certified members with the required 228 annual training hours and seven (7) medical certifications, totaling approximately 24,168 hours.

The current staff size is insufficient to meet the training needs, leading to the utilization of off-shift employees. The use of off-shift employees for training maintenance is incurring overtime costs.

This additional position is intended to facilitate and instruct each member's required annual training hours, ensuring compliance with certification requirements. A Fire Training Lieutenant position has also been requested to assist with these needs.

The Training Division not only aims to fulfill the annual training requirement but also provides instruction for specialty and innovative training classes at the training center for both Department members and surrounding agencies.

Personnel costs are estimated at \$140,000 annually and reflect salary and benefit costs only. There is an anticipated savings in overtime (off-shift employees) associated with both training positions requests (Captain + Lieutenant) that is estimated at \$48,000 annually. For the purposes of this narrative, each training position request is estimated to result in overtime savings of \$24,000 annually. Operational costs include uniforms, software licensing, equipment (e.g., laptop, iPad, cell phone, etc.), fuel, etc. and totals \$12,100. There is a companion one-time capital request for \$50,000 that includes funding for a vehicle purchase (and upfitting).



## OPERATING INITIATIVE REQUESTS

### **Administrative Assistant I position (from PT to FT; +0.5 FTE) \$50,500 (net)**

#### 2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: The Public Safety Department is requesting the reclassification and upgrade of the part-time Records Clerk to a full-time Administrative Assistant I position (maintain existing pay grade of 303).

A full-time Administrative Assistant will further improve the overall functioning of the Police Training Division by significantly reducing the time sworn training officers spend on administrative functions. This allows sworn training officers to develop and administer the highest quality training. The Training Division has continued to experience an increase in the overall workload due to the hiring of new sworn officers (both lateral and non-certified candidates), the operations of the Crabapple Training Center, and the overall increase in the amount of training. Hiring new officers requires this position to complete P.O.S.T P2 forms. This process could take a few days to a week to get approved per new officer who must attend the police academy, and the current part-time position coordinates with regional academies to enroll the new officers in the class. The overwhelming majority of recent hires have been new officers who are non-certified and must attend a police academy.

Another task that has increased the workload of current part-time position is when out-of-state new officers are required to complete Equivalency of Training (EOT). In the last two (2) years, our department has sought qualified candidates nationwide, which has caused an increase in EOT processes. This process is similar to the P2 process, which could take a few days to a week to get approved per application. Once the P2 process is completed, the current part-time position coordinates with various academies for scheduling and progress reports, as well as handling any issues with the officers while they're attending the academy. After completion of the academy, the current part-time position must schedule various training for the new officers prior to them starting Field Training and complete data entry for all the training they attend (P.O.S.T.).

The current part-time position is responsible for scheduling all training conducted at the Crabapple Training Center and acts as the Registrar, which entails scheduling classes, registering students, maintaining class rosters, coordinating with outside agencies for training scheduling purposes, all P.O.S.T entry, and record management. The current part-time position is responsible for tracking and submitting any work-order maintenance in the building, maintaining the Training Staff schedule for officers assigned to the Training Division, and tracking all classes/training hours conducted at the Crabapple Training Center.

In 2024, annual in-service training increased to 70 hours per officer, and career advancement classes will be taught monthly. This is an increase of 75% in annual training the officers will receive. This will cause the current part-time position's data entry requirement to increase due to officers being assigned to different units because outside training has increased, which then causes an influx of travel requests and travel settlements to be processed. The current part-time position tracks all budget

# OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

expenditures for the fiscal year, corresponds with the department's Finance & Budget Coordinator for any account inquiries, and meets with the Training Division Coordinator to balance/review the budget quarterly.

Personnel costs for the full-time position are estimated at \$78,500 annually and reflect salary and benefit costs. Personnel costs for the existing part-time position total \$28,000 annually leaving a net operational impact of \$50,500 for personnel costs associated with the transition from part-time to full-time. Operational costs are minor as this position currently has city-assigned technology (e.g., computer) and professional development will be covered through existing travel/training budget allocations.

**Public Safety Inventory Software \$24,000**

2025 City Council Priorities and Annual Action Plan:

- People Focused Workforce.

Description: Currently the Department tracks tangible property in individual spreadsheets and numerous software applications with no high-level oversight to see property that is approaching expiration or need for reorder. This initiative expands the use of the current city Collective Data contract, from tracking of vehicles to all tangible property for the Department - first aid kits to radar units to AEDs to fire extinguishers. Annual operating costs are estimated at \$24,000.

**Alpharetta Real Time Information Center Software/Cameras \$105,000**

2025 City Council Priorities and Annual Action Plan:

- Safe and Welcoming Community.

Description: The Alpharetta Real Time Information Center (ARTIC) brings together a wide range of technologies and capabilities to enhance law enforcement response and reduce the criminal activity felt by our community. Building off last year, we are furthering our sensor and software platforms. We have substantially added to our License Plate Reader (LPR) camera capability, inherited primary ownership of the City camera infrastructure, as well as added business and community partners to increase our access to private camera systems. This request is for analytical/investigative software (\$65,000 annual licensing/support costs). Also, to buildout the City camera infrastructure, the Department requests \$40,000 to add and improve the Avigilon camera system, primarily focusing on the downtown area. This is to improve public safety and increase crime prevention.

# OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

## **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

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Personnel costs for the three new positions are estimated at \$259,000 annually and reflect salary and benefit costs only. Operational costs in year one includes technology equipment (computer, phone, iPad, etc.), professional development, uniforms, general supplies, and fuel costs totaling \$10,000. A one-time cost of \$3,000 would outfit an existing F-350 vehicle with tools and other equipment needed to complete the assigned tasks.

## **Recreation, Parks, and Cultural Services**

**Administrative Assistant II – Operations (new position; +1 FTE) \$91,950**

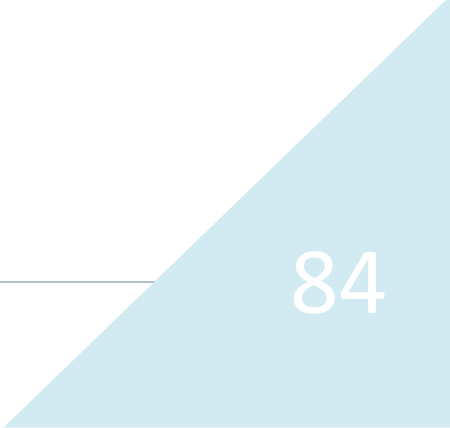
2025 City Council Priorities and Annual Action Plan:

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

Description: Recreation, Parks, and Cultural Services is requesting the addition of an Administrative Assistant II position (pay grade 304; assumed 10% above paygrade minimum).

Additional Parks have been developed and brought online: Alpha Loop, Innovation Academy Park, Mid Broadwell Park, Waters Road Park, and The Farm on Old Rucker Road. With these coming online there has been additional program development. Wills Park and the Wills Park Equestrian Center are undergoing a massive redevelopment. This position would relieve the Western Division Manager of the Administrative functions of the Equestrian Center. It would also support the department's Scholarship Program, Outreach and Public Relations, procurement and budgeting process, GIS development, and perform department administrative projects as directed.

Personnel costs are estimated at \$89,700 annually and reflect salary and benefit costs only. Annual operational costs include professional development and technology equipment (e.g., computer, etc.) totaling \$2,250.



## OPERATING INITIATIVE REQUESTS

### **Administrative Assistant II – Arts & Culture (new position; +1 FTE) \$91,950**

#### 2025 City Council Priorities and Annual Action Plan:

- Strategic Growth and Redevelopment of North Point.
- Safe and Welcoming Community.
- The Alpha Loop and Greenway.
- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- People Focused Workforce.

Description: Recreation, Parks, and Cultural Services is requesting the addition of an Administrative Assistant II position (pay grade 304; assumed 10% above paygrade minimum).

During 2020 covid, Cultural Services Division had an Administrative Assistant retire and city staff were unable to replace retired staff positions during this time frame. Until 2022, the Cultural Services Division was able to sustain daily operations with part-time staff as we were in a post-covid rebuilding programs period, but from 2022-2023, Cultural Services has doubled in programs, projects and events that run citywide. We now have almost three facilities: Arts Center, Log Cabin, and a potential third location with the Community Stage at North Point Mall MOU. City Staff also rent and manage two of these facilities to outside groups. The Division is open to the public in three gallery spaces, classes/camps, and event rentals for all three facilities. These hours range most weekdays from 8am-9pm, open Saturdays, and some Sundays. In addition, the Division offer our local cultural non-profit groups usage of all city facilities as performance and rehearsal locations, plus help manage this process with Recreation & Events Staff (example- Preston Ridge Facility, Brooke Street Park, etc.).

If the Cultural Services Manager & Supervisors could have administrative support, we could allocate needed time to support city departments initiatives. This would provide cohesiveness with citywide projects that connect in Arts & Culture initiatives (Alpha Loop, Community Development with Developer Requirements for Public Art, Public Works - Cemetery Wall Repair, Crosswalk Murals, Music, Dog Park in Webb Bridge Park, and so on). This could be through locating artists, curating art, performance space assistance, supporting developers with public art process, identifying public art locations, working with potential partners, and so on. To align and maintain expectations with growth in Cultural Services-Arts & Culture in Alpharetta, we are requesting an Administrative Assistant II that will allow the current staff to focus efforts on initiatives, partnerships, funding opportunities, planning and implementation of projects.

Personnel costs are estimated at \$89,700 annually and reflect salary and benefit costs only. Annual operational costs include professional development and technology equipment (e.g., computer, etc.) totaling \$2,250.

## Citywide Budget Summaries

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### 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.

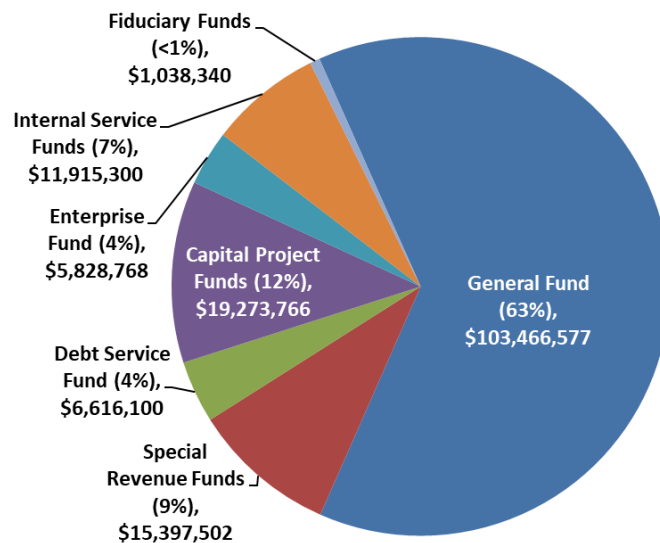
- **Citywide Budget Summary by Expenditure Category**

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

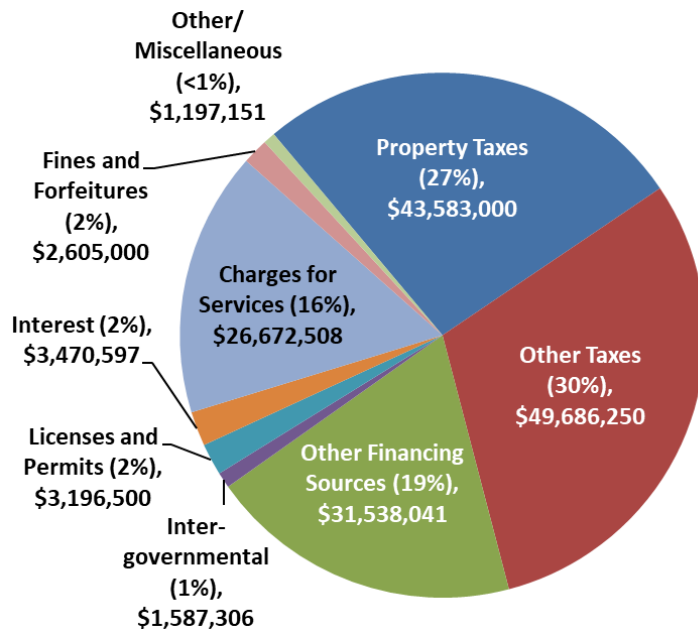
	Revenues*	Expenditures	Balanced Budget
<b>General Fund</b>	<b>\$ 103,466,577</b>	<b>\$ 103,466,577</b>	√
<b>Special Revenue Funds:</b>			
Asset Forfeiture Fund	\$ 43,800	\$ 43,800	√
E-911 Fund	5,729,882	5,729,882	√
Impact Fee Fund	353,820	353,820	√
Hotel/Motel Fund	9,270,000	9,270,000	√
	<b>\$ 15,397,502</b>	<b>\$ 15,397,502</b>	√
<b>Capital/Grant Funds:</b>			
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	√
	<b>\$ 19,273,766</b>	<b>\$ 19,273,766</b>	√
<b>Debt Service Fund</b>	<b>\$ 6,616,100</b>	<b>\$ 6,616,100</b>	√
<b>Enterprise Fund:</b>			
Solid Waste Fund	\$ 5,828,768	\$ 5,828,768	√
<b>Internal Service Funds:</b>			
Risk Management Fund	\$ 2,015,300	\$ 2,015,300	√
Medical Insurance Fund	9,900,000	9,900,000	√
	<b>\$ 11,915,300</b>	<b>\$ 11,915,300</b>	√
<b>Fiduciary Funds:</b>			
OPEB Reimbursement Benefit Fund	\$ 1,038,340	\$ 1,038,340	√
	<b>\$ 1,038,340</b>	<b>\$ 1,038,340</b>	√
<b>Total</b>	<b>\$ 163,536,353</b>	<b>\$ 163,536,353</b>	√

\* 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.

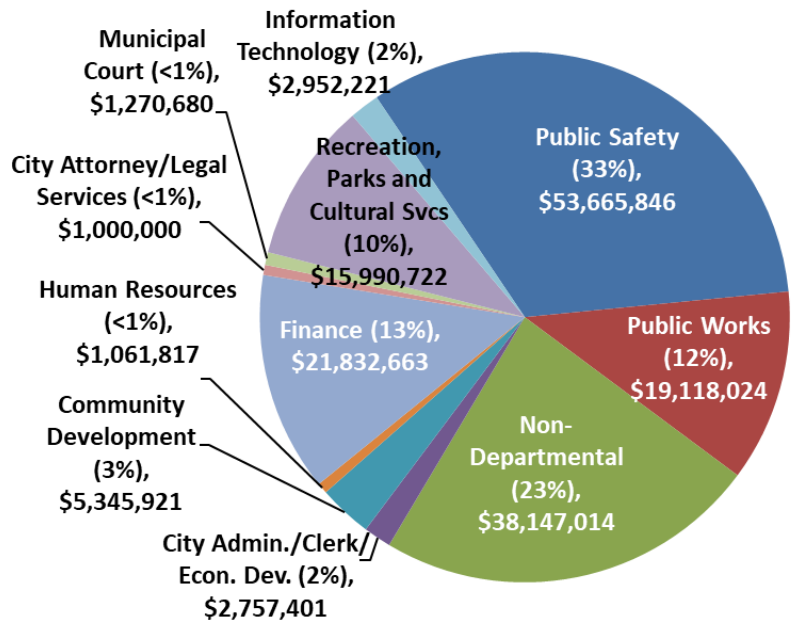
**Other/Miscellaneous:** Includes the sale of surplus assets, donations, internal funding allocations for OPEB Reimbursement benefits, and other miscellaneous revenues.

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

# CITYWIDE BUDGET SUMMARIES

## Summary by Department Expenditures

**FY 2025 Citywide Budget totals \$164 Million**



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)

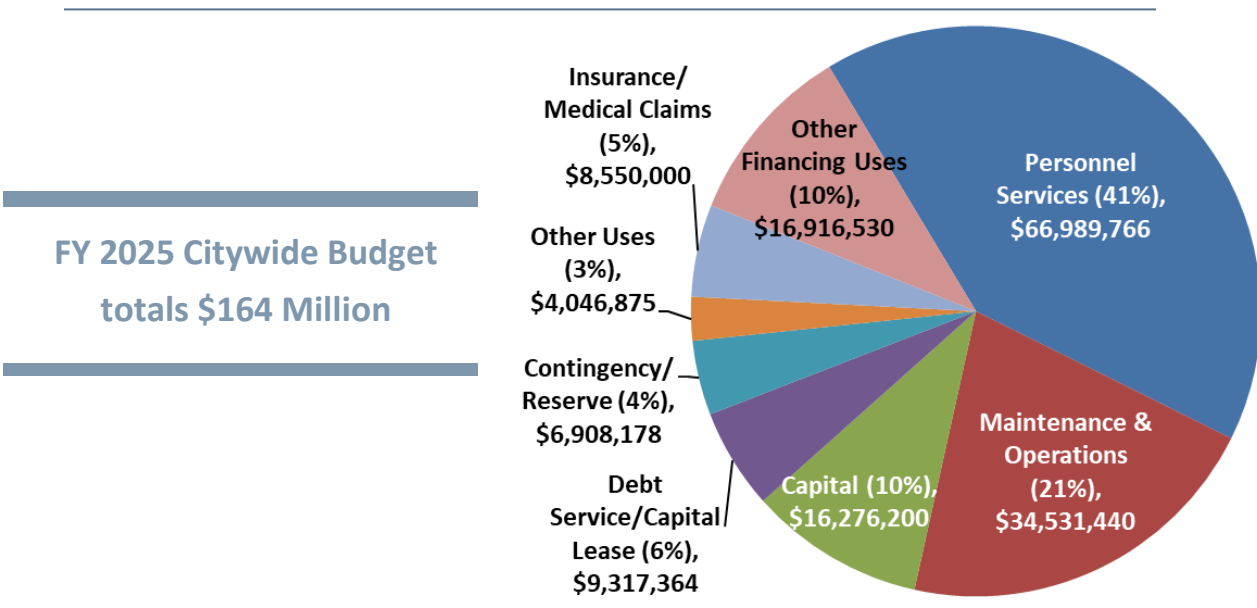
**Recreation, Parks & Cultural Services**

**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



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
<b>REVENUES:</b>								
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	337,306	-	1,250,000	-	-	-	-	-
Charges for Services	5,200,130	-	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>	<b>\$ 90,550,047</b>	<b>\$ -</b>	<b>\$ 5,287,857</b>	<b>\$ -</b>	<b>\$ 9,270,000</b>	<b>\$ 325,000</b>	<b>\$ 110,000</b>	<b>\$ 900,000</b>
<b>Other Financing Sources</b>								
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>	<b>\$ 12,916,530</b>	<b>\$ 43,800</b>	<b>\$ 442,025</b>	<b>\$ 353,820</b>	<b>\$ -</b>	<b>\$ 15,248,766</b>	<b>\$ 1,890,000</b>	<b>\$ -</b>
<b>Total Revenues</b>	<b>\$ 103,466,577</b>	<b>\$ 43,800</b>	<b>\$ 5,729,882</b>	<b>\$ 353,820</b>	<b>\$ 9,270,000</b>	<b>\$ 15,573,766</b>	<b>\$ 2,000,000</b>	<b>\$ 900,000</b>
<b>EXPENDITURES:</b>								
Mayor and City Council	\$ 394,044	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Administration/City Clerk/Econ. Dev.	2,757,401	-	-	-	-	-	-	-
Finance	4,033,095	-	-	-	-	-	-	-
Legal Services	1,000,000	-	-	-	-	-	-	-
Information Technology	2,512,221	-	-	-	-	440,000	-	-
Human Resources	1,061,817	-	-	-	-	-	-	-
Municipal Court	1,270,680	-	-	-	-	-	-	-
Public Safety	42,638,764	43,800	5,729,882	170,000	-	5,083,400	-	-
Public Works	11,075,024	-	-	-	-	6,043,000	2,000,000	-
Recreation, Parks and Cultural Services	14,352,522	-	-	183,820	-	1,454,380	-	-
Community Development	4,696,521	-	-	-	-	649,400	-	-
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	-	-	-
Operating Initiative Reserve	2,035,930	-	-	-	-	-	-	-
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	1,903,586	-	900,000
<i>subtotal</i>	<b>\$ 90,018,797</b>	<b>\$ 43,800</b>	<b>\$ 5,729,882</b>	<b>\$ 353,820</b>	<b>\$ 5,801,250</b>	<b>\$ 15,573,766</b>	<b>\$ 2,000,000</b>	<b>\$ 900,000</b>
<b>Other Financing Uses</b>								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750	\$ -	\$ -	\$ -
Interfund Transfer to Capital Funds	13,447,780	-	-	-	-	-	-	-
<i>subtotal</i>	<b>\$ 13,447,780</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,468,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 103,466,577</b>	<b>\$ 43,800</b>	<b>\$ 5,729,882</b>	<b>\$ 353,820</b>	<b>\$ 9,270,000</b>	<b>\$ 15,573,766</b>	<b>\$ 2,000,000</b>	<b>\$ 900,000</b>

\* 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	TOTAL
	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Reimb. Fund	
<b>REVENUES:</b>								
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	-	-	-	-	-	-	-	1,587,306
Charges for Services	-	-	-	5,811,025	1,761,353	9,900,000	-	26,672,508
Fines and Forfeitures	-	-	-	-	-	-	-	2,605,000
Interest Earnings	500,000	300,000	27,000	17,743	53,947	-	80,000	3,470,597
Other/Miscellaneous	-	-	-	-	-	-	958,340	1,197,151
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,173,000	\$ 5,828,768	\$ 1,815,300	\$ 9,900,000	\$ 1,038,340	\$ 131,998,312
<b>Other Financing Sources</b>								
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
<b>Total Revenues</b>	<b>\$ 500,000</b>	<b>\$ 300,000</b>	<b>\$ 6,616,100</b>	<b>\$ 5,828,768</b>	<b>\$ 2,015,300</b>	<b>\$ 9,900,000</b>	<b>\$ 1,038,340</b>	<b>\$ 163,536,353</b>
<b>EXPENDITURES:</b>								
Mayor and City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 394,044
City Administration/City Clerk/Econ. Dev.	-	-	-	-	-	-	-	2,757,401
Finance	-	-	-	5,828,768	2,015,300	9,900,000	55,500	21,832,663
Legal Services	-	-	-	-	-	-	-	1,000,000
Information Technology	-	-	-	-	-	-	-	2,952,221
Human Resources	-	-	-	-	-	-	-	1,061,817
Municipal Court	-	-	-	-	-	-	-	1,270,680
Public Safety	-	-	-	-	-	-	-	53,665,846
Public Works	-	-	-	-	-	-	-	19,118,024
Recreation, Parks and Cultural Services	-	-	-	-	-	-	-	15,990,722
Community Development	-	-	-	-	-	-	-	5,345,921
Non-Departmental	-	-	8,000	-	-	-	982,840	996,340
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
Operating Initiative Reserve	-	-	-	-	-	-	-	2,035,930
Non-Allocated (Reserve); One-Time Usage	500,000	300,000	-	-	-	-	-	3,603,586
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,038,340	\$ 146,619,823
<b>Other Financing Uses</b>								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750
Interfund Transfer to Capital Funds	-	-	-	-	-	-	-	13,447,780
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,916,530
<b>Total Expenditures</b>	<b>\$ 500,000</b>	<b>\$ 300,000</b>	<b>\$ 6,616,100</b>	<b>\$ 5,828,768</b>	<b>\$ 2,015,300</b>	<b>\$ 9,900,000</b>	<b>\$ 1,038,340</b>	<b>\$ 163,536,353</b>

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

# CITYWIDE BUDGET SUMMARIES

## Consolidated Summary (Revenues by Source/Expenditures by Category)

	Special Revenue Funds					Capital Project Funds		
	General Fund	Asset Forfeiture Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Project Fund	Stormwater Capital Fund	2022 Parks Bond Fund
<b>REVENUES:</b>								
<b>Property Taxes</b>	\$ 37,437,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Local Option Sales Taxes/TSPLOST</b>	22,250,000	-	-	-	-	-	-	-
<b>Other Taxes</b>	18,185,300	-	950	-	9,250,000	-	-	-
<b>Licenses and Permits</b>	3,196,500	-	-	-	-	-	-	-
<b>Intergovernmental Revenue</b>	337,306	-	1,250,000	-	-	-	-	-
<b>Charges for Services</b>	5,200,130	-	4,000,000	-	-	-	-	-
<b>Fines and Forfeitures</b>	2,605,000	-	-	-	-	-	-	-
<b>Interest Earnings</b>	1,100,000	-	36,907	-	20,000	325,000	110,000	900,000
<b>Other/Miscellaneous</b>	238,811	-	-	-	-	-	-	-
<i>subtotal</i>	<b>\$ 90,550,047</b>	<b>\$ -</b>	<b>\$ 5,287,857</b>	<b>\$ -</b>	<b>\$ 9,270,000</b>	<b>\$ 325,000</b>	<b>\$ 110,000</b>	<b>\$ 900,000</b>
<b>Other Financing Sources</b>								
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>	<b>\$ 12,916,530</b>	<b>\$ 43,800</b>	<b>\$ 442,025</b>	<b>\$ 353,820</b>	<b>\$ -</b>	<b>\$ 15,248,766</b>	<b>\$ 1,890,000</b>	<b>\$ -</b>
<b>Total Revenues</b>	<b>\$ 103,466,577</b>	<b>\$ 43,800</b>	<b>\$ 5,729,882</b>	<b>\$ 353,820</b>	<b>\$ 9,270,000</b>	<b>\$ 15,573,766</b>	<b>\$ 2,000,000</b>	<b>\$ 900,000</b>
<b>EXPENDITURES:</b>								
<b>Personnel Services</b>	\$ 62,195,101	\$ -	\$ 3,714,053	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Maintenance and Operations</b>	23,576,322	-	1,789,822	-	5,500	-	-	-
<b>Capital/Interest</b>	208,400	43,800	-	353,820	-	13,670,180	2,000,000	-
<b>Bond/Capital Lease Debt Service*</b>	1,066,044	-	226,007	-	1,417,213	-	-	-
<b>Other</b>								
Insurance/Medical Claims	-	-	-	-	-	-	-	-
Alpharetta Convention and Visitors Bureau	-	-	-	-	4,046,875	-	-	-
Contingency	937,000	-	-	-	331,662	-	-	-
Operating Initiative Reserve	2,035,930	-	-	-	-	-	-	-
Non-Allocated (Reserve); One-Time Usage	-	-	-	-	-	1,903,586	-	900,000
<i>subtotal</i>	<b>\$ 90,018,797</b>	<b>\$ 43,800</b>	<b>\$ 5,729,882</b>	<b>\$ 353,820</b>	<b>\$ 5,801,250</b>	<b>\$ 15,573,766</b>	<b>\$ 2,000,000</b>	<b>\$ 900,000</b>
<b>Other Financing Uses</b>								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750	\$ -	\$ -	\$ -
Interfund Transfer to Capital Funds	13,447,780	-	-	-	-	-	-	-
<i>subtotal</i>	<b>\$ 13,447,780</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,468,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 103,466,577</b>	<b>\$ 43,800</b>	<b>\$ 5,729,882</b>	<b>\$ 353,820</b>	<b>\$ 9,270,000</b>	<b>\$ 15,573,766</b>	<b>\$ 2,000,000</b>	<b>\$ 900,000</b>

\* 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	TOTAL
	TSPLOST 1 Capital Fund	TSPLOST 2 Capital Fund	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Reimb. Fund	
<b>REVENUES:</b>								
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	-	-	-	-	-	-	-	1,587,306
Charges for Services	-	-	-	5,811,025	1,761,353	9,900,000	-	26,672,508
Fines and Forfeitures	-	-	-	-	-	-	-	2,605,000
Interest Earnings	500,000	300,000	27,000	17,743	53,947	-	80,000	3,470,597
Other/Miscellaneous	-	-	-	-	-	-	958,340	1,197,151
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,173,000	\$ 5,828,768	\$ 1,815,300	\$ 9,900,000	\$ 1,038,340	\$ 131,998,312
<b>Other Financing Sources</b>								
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
<b>Total Revenues</b>	<b>\$ 500,000</b>	<b>\$ 300,000</b>	<b>\$ 6,616,100</b>	<b>\$ 5,828,768</b>	<b>\$ 2,015,300</b>	<b>\$ 9,900,000</b>	<b>\$ 1,038,340</b>	<b>\$ 163,536,353</b>
<b>EXPENDITURES:</b>								
Personnel Services	\$ -	\$ -	\$ -	\$ 97,772	\$ -	\$ -	\$ 982,840	\$ 66,989,766
Maintenance and Operations	-	-	8,000	5,730,996	1,265,300	2,100,000	55,500	34,531,440
Capital/Interest	-	-	-	-	-	-	-	16,276,200
Bond/Capital Lease Debt Service*	-	-	6,608,100	-	-	-	-	9,317,364
<b>Other</b>								
Insurance/Medical Claims	-	-	-	-	750,000	7,800,000	-	8,550,000
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	-	4,046,875
Contingency	-	-	-	-	-	-	-	1,268,662
Operating Initiative Reserve	-	-	-	-	-	-	-	2,035,930
Non-Allocated (Reserve); One-Time Usage	500,000	300,000	-	-	-	-	-	3,603,586
<i>subtotal</i>	\$ 500,000	\$ 300,000	\$ 6,616,100	\$ 5,828,768	\$ 2,015,300	\$ 9,900,000	\$ 1,038,340	\$ 146,619,823
<b>Other Financing Uses</b>								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,468,750
Interfund Transfer to Capital Funds	-	-	-	-	-	-	-	13,447,780
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,916,530
<b>Total Expenditures</b>	<b>\$ 500,000</b>	<b>\$ 300,000</b>	<b>\$ 6,616,100</b>	<b>\$ 5,828,768</b>	<b>\$ 2,015,300</b>	<b>\$ 9,900,000</b>	<b>\$ 1,038,340</b>	<b>\$ 163,536,353</b>

\* 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
<b>Detail by Department:</b>						
<b>General Fund</b>						
Mayor & City Council	3.5	3.5	3.5	3.5	3.5	-
City Administration	6.0	6.0	6.0	9.0	10.0	1.0
* Finance	21.5	21.5	21.5	21.5	21.5	-
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	6.5	-
Public Safety	226.5	232.5	238.5	243.5	243.5	-
Public Works	52.0	51.0	51.0	50.0	50.0	-
Recreation, Parks & Cultural Services	51.0	48.0	49.0	49.5	49.5	-
Community and Economic Development	32.0	32.0	32.0	33.0	31.0	(2.0)
<b>subtotal</b>	<b>415.0</b>	<b>417.5</b>	<b>425.0</b>	<b>433.5</b>	<b>433.5</b>	<b>-</b>
<b>E-911 Fund (Special Revenue Fund)</b>						
Public Safety	32.0	32.0	32.0	32.0	32.0	-
Information Technology	1.0	1.0	1.0	1.0	1.0	-
<b>subtotal</b>	<b>33.0</b>	<b>33.0</b>	<b>33.0</b>	<b>33.0</b>	<b>33.0</b>	<b>-</b>
<b>Solid Waste Fund (Enterprise Fund)</b>						
Finance	1.0	1.0	1.0	1.0	1.0	-
<b>Full-Time Equivalent (FTE)</b>						
<b>Positions</b>	<b>449.0</b>	<b>451.5</b>	<b>459.0</b>	<b>467.5</b>	<b>467.5</b>	<b>-</b>

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.
- These counts do reflect authorized staffing only. Please refer to the *Operating Initiative Requests* section for new staffing requests

# GENERAL FUND SUMMARY

## General Fund Summary

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### 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**

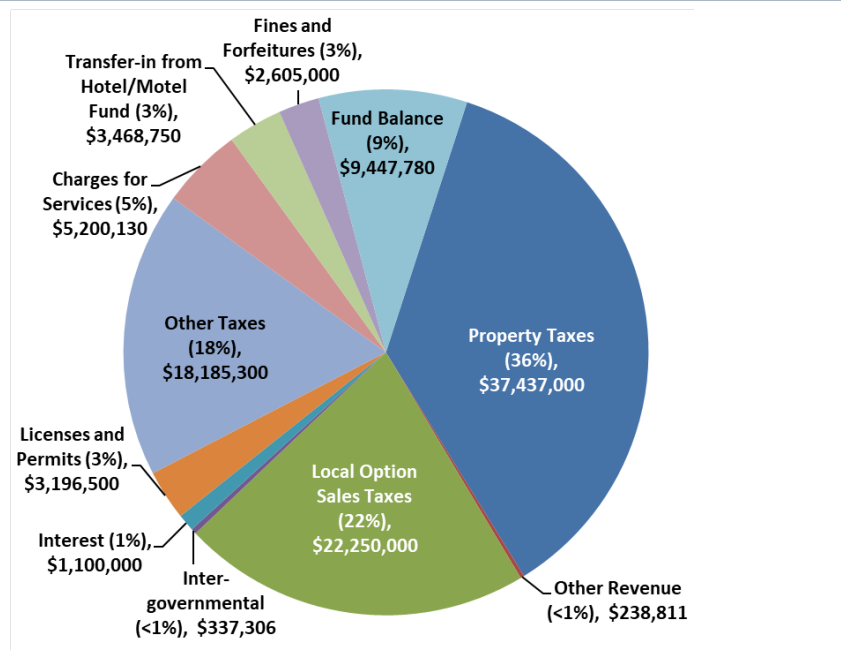
This section provides a narrative of General Fund revenue and expenditure trends including historical information.

# GENERAL FUND SUMMARY

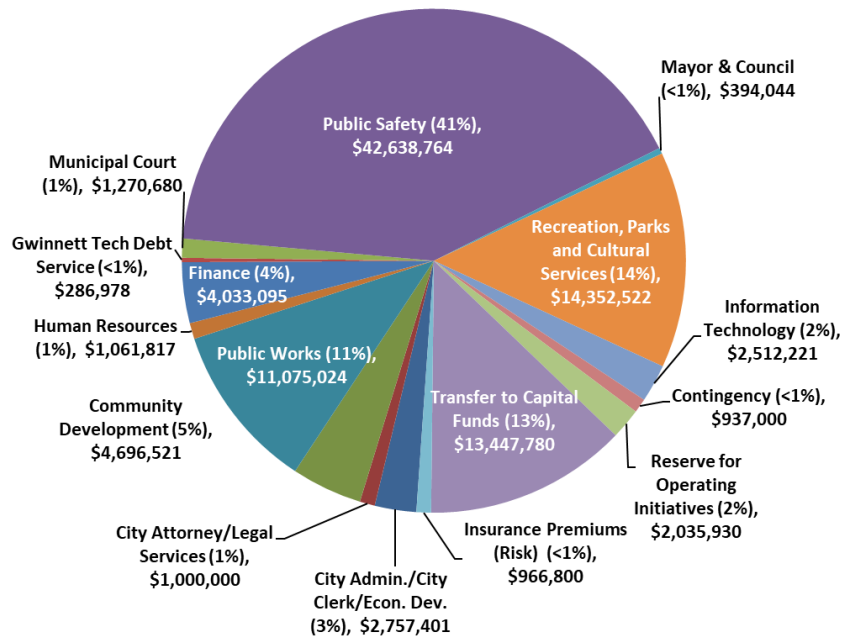
The General Fund is the city's largest fund and includes governmental activities such as police, fire, recreation, and other general governmental functions that are primarily funded with property taxes, utility taxes, franchise fees, state shared revenues, and charges for services, such as recreation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

## Summary by Revenue Source

FY 2025 General Fund Budget  
 totals \$103 Million



## Summary by Department Expenditures



# GENERAL FUND SUMMARY

## Statement of Budgetary Comparisons

	FY 2024 AMENDED BUDGET	FY 2025 RECOMMENDED BUDGET	\$ Variance	% Variance
<b>Revenues:</b>				
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	337,306	171,758	103.8%
Charges for Services	4,969,187	5,200,130	230,943	4.6%
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%
<b>Total Operating Revenues</b>	<b>\$ 90,855,812</b>	<b>\$ 94,018,797</b>	<b>\$ 3,162,985</b>	<b>3.5%</b>
Fund Balance Carryforward	10,547,818	9,447,780		
<b>Total Revenues</b>	<b>\$ 101,403,630</b>	<b>\$ 103,466,577</b>		
<b>Expenditures (by Category):</b>				
Personnel Services:				
Salaries/Overtime/Seasonal	\$ 38,707,474	\$ 39,908,382	\$ 1,200,908	3.1%
Group Insurance	9,940,392	10,203,428	263,036	2.6%
Pension (Defined Benefit)	3,187,015	3,333,349	146,334	4.6%
Pension (401A)	3,531,072	3,895,236	364,164	10.3%
OPEB Health Reimbursement Benefit	872,010	896,541	24,531	2.8%
Miscellaneous Benefits	3,897,411	3,958,165	60,754	1.6%
<i>subtotal</i>	<b>\$ 60,135,374</b>	<b>\$ 62,195,101</b>	<b>\$ 2,059,727</b>	<b>3.4%</b>
Maintenance and Operations:				
Professional Services	\$ 3,863,039	\$ 3,616,039	\$ (247,000)	-6.4%
Repair/Maintenance	2,152,215	2,326,700	174,485	8.1%
Maintenance Contracts	3,486,041	3,780,941	294,900	8.5%
Professional Services (IT)	3,710,133	4,525,171	815,038	22.0%
General Supplies	1,197,537	1,282,735	85,198	7.1%
Utilities	3,026,225	3,268,825	242,600	8.0%
Fuel	666,000	671,500	5,500	0.8%
Uniforms	384,068	442,300	58,232	15.2%
Travel/Training	651,460	705,783	54,323	8.3%
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	989,528	(115,090)	-10.4%
<i>subtotal</i>	<b>\$ 22,370,221</b>	<b>\$ 23,576,322</b>	<b>\$ 1,206,101</b>	<b>5.4%</b>
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>subtotal</i>	<b>\$ 1,237,016</b>	<b>\$ 1,223,978</b>	<b>\$ (13,038)</b>	<b>-1.1%</b>
<b>Total Operating Expenditures</b>	<b>\$ 84,955,142</b>	<b>\$ 87,982,867</b>	<b>\$ 3,027,725</b>	<b>3.6%</b>
Operating Initiative Reserve	-	2,035,930		
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	-		
<b>Total Expenditures</b>	<b>\$ 101,403,630</b>	<b>\$ 103,466,577</b>		

# 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
<b>Beginning Fund Balance:</b>	\$ 26,626,051	\$ 35,676,599	\$ 42,887,619	\$ 42,565,605	\$ 32,017,787
<b>Revenues:</b>					
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	337,306
Charges for Services	3,374,786	4,028,980	4,475,005	4,969,187	5,200,130
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
	<b>\$ 72,901,670</b>	<b>\$ 78,067,082</b>	<b>\$ 84,097,398</b>	<b>\$ 87,199,562</b>	<b>\$ 90,500,047</b>
<b>Expenditures:</b>					
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	2,757,401
Finance	3,363,629	3,451,127	3,644,561	3,998,838	4,033,095
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	2,512,221
Human Resources	521,820	606,075	765,239	971,316	1,061,817
Municipal Court	905,796	1,080,027	1,114,535	1,222,688	1,270,680
Public Safety	29,352,576	32,217,831	35,338,050	40,195,439	42,638,764
Public Works	8,536,228	8,853,638	9,455,806	10,804,932	11,075,024
Recreation, Parks & Cultural Services	8,866,601	10,281,112	11,925,670	14,014,857	14,352,522
* Community Development	3,868,757	4,081,289	4,305,559	5,010,278	4,696,521
<b>Non-Departmental:</b>					
(1) 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
Operating Initiatives/Reserve	-	-	-	-	2,035,930
	<b>\$ 60,891,695</b>	<b>\$ 66,448,261</b>	<b>\$ 72,307,068</b>	<b>\$ 84,955,142</b>	<b>\$ 90,018,797</b>
<b>Other Financing Sources (Uses):</b>					
Proceeds from the sale of Capital Assets	\$ 123,658	\$ 103,210	\$ 46,548	\$ 75,000	\$ 50,000
<b>Interfund Transfer:</b>					
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)	(9,793,416)
Stormwater Capital Fund	(1,385,000)	(1,520,000)	(4,200,000)	(3,950,000)	(3,654,364)
TAD2 Fund	-	-	-	(105,670)	-
	<b>\$ (2,959,423)</b>	<b>\$ (4,407,802)</b>	<b>\$(12,112,350)</b>	<b>\$(12,792,238)</b>	<b>\$ (9,929,030)</b>
<b>Rounding (ACFR Reconciliation)</b>	(4)	2	6	-	-
<b>Ending Fund Balance: (2)</b>	<b>\$ 35,676,599</b>	<b>\$ 42,887,619</b>	<b>\$ 42,565,605</b>	<b>\$ 32,017,787</b>	<b>\$ 22,570,007</b>
<i>Changes in Fund Balance (actual/est.)</i>	<i>\$ 9,050,548</i>	<i>\$ 7,211,020</i>	<i>\$ (322,014)</i>	<i>\$ (10,547,818)</i>	<i>\$ (9,447,780)</i>
<i>Personnel (full-time-equivalent)</i>	<i>415.0</i>	<i>417.5</i>	<i>425.0</i>	<i>433.5</i>	<i>433.5</i>

**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:

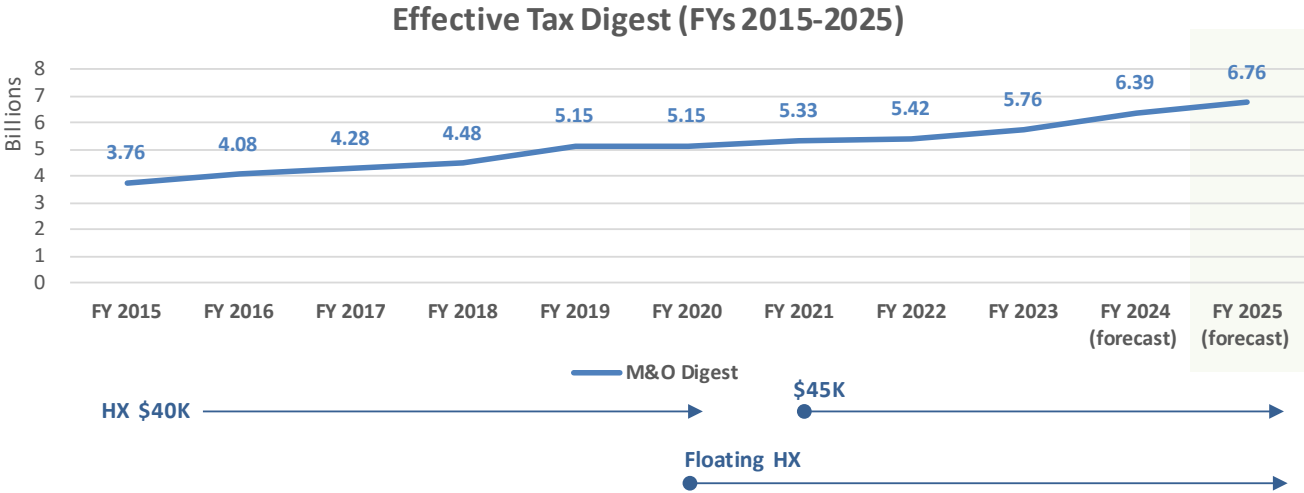
Revenues:	FY 2024 AMENDED BUDGET	FY 2025 RECOMMENDED BUDGET	\$ Variance	% Variance
Property Taxes:				
Current Year	\$ 30,645,000	\$ 33,180,000	\$ 2,535,000	8.3%
Motor Vehicle Title Tax Fee	3,500,000	3,950,000	450,000	12.9%
Prior Year/Delinquent/MV	257,000	307,000	50,000	19.5%
Local Option Sales Tax	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	337,306	171,758	103.8%
Charges for Services	4,969,187	5,200,130	230,943	4.6%
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%
<b>Total Operating Revenues</b>	<b>\$ 90,855,812</b>	<b>\$ 94,018,797</b>	<b>\$ 3,162,985</b>	<b>3.5%</b>
Fund Balance Carryforward	10,547,818	9,447,780		
<b>Total Revenues</b>	<b>\$ 101,403,630</b>	<b>\$ 103,466,577</b>		

# 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

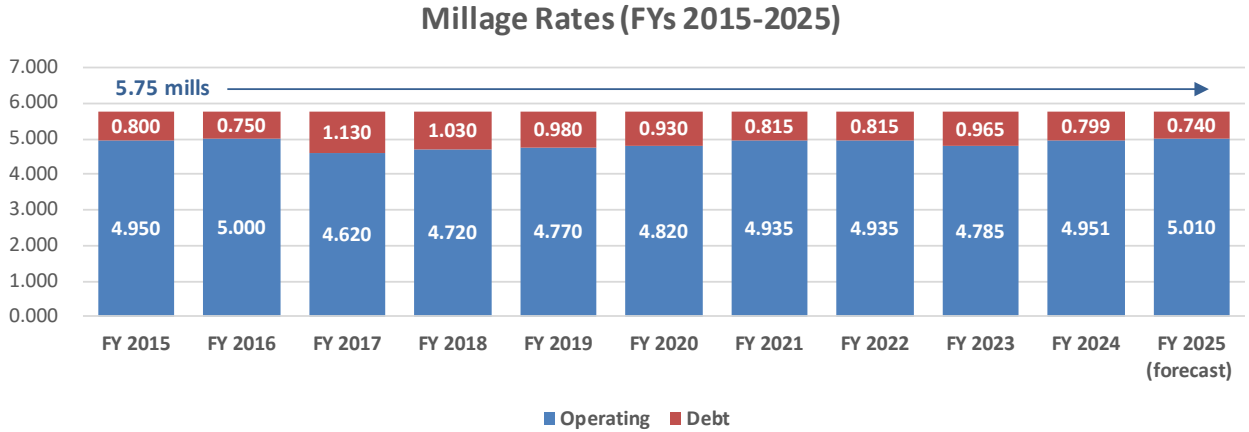
The forecast for FY 2025 builds upon the FY 2024 estimate with the following growth factors coupled with a collection rate of 98% which approximates the historical average:

- 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

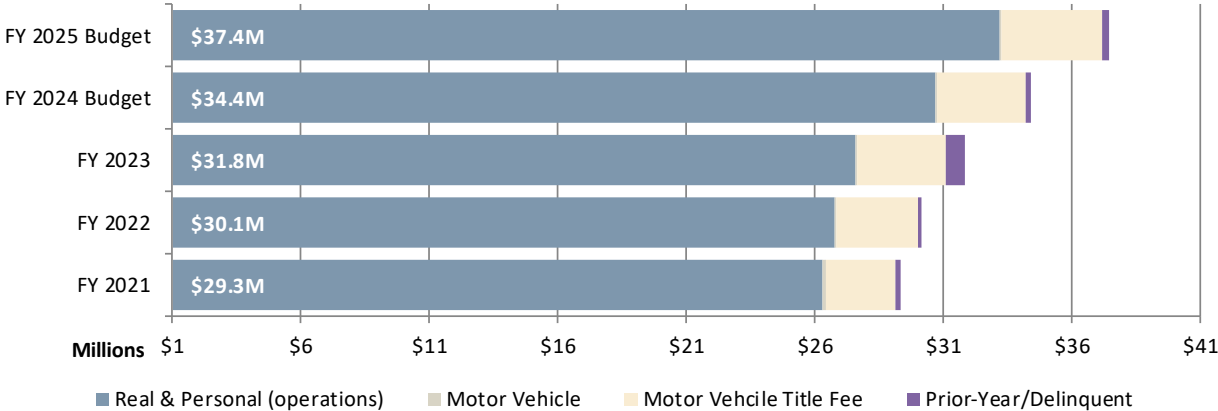
debt service obligations are relatively flat, growth in the tax digest allows for a reduction in the debt service millage rate. The decrease in tax revenue associated with the debt service millage shift is estimated at -\$485,000.

- 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 \$8.6 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.

**Property Tax Collection History (General Fund) in millions**



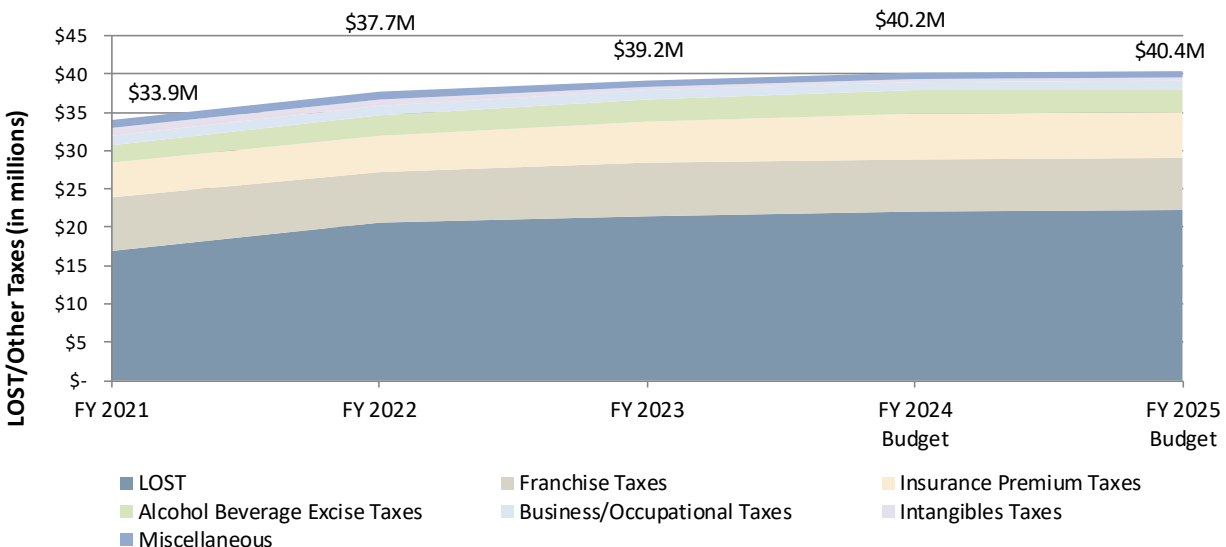
Motor vehicle tax is experiencing declines due to House Bill 386 which phased out motor vehicle taxes on all vehicles titled on or after March 1, 2013. The city is still receiving motor vehicle taxes on vehicles titled before March 1, 2013, until the vehicle is sold/transferred. Accordingly, the city 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%<sup>11</sup> and is shared between the State and local governments (county, city, and school boards; local share approaches 65% of collections). An increase of 12% 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

<sup>11</sup> 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%; 1<sup>st</sup> 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 1<sup>st</sup>

## 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**

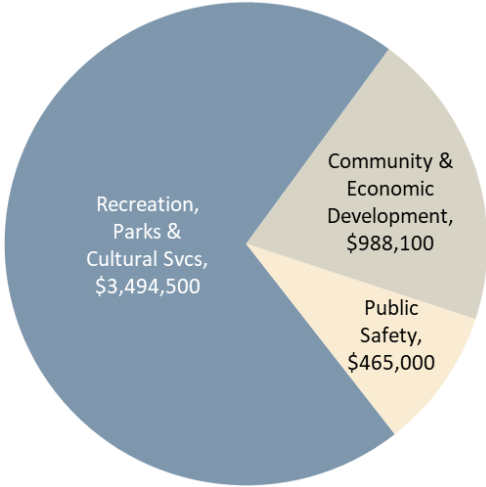
Licenses & permits account for 3%, or \$3.2 million, of total General Fund revenue for FY 2025. Licenses and permit revenues include alcoholic beverage permit fees, development permit and related fees, building permit fees, occupancy permit fees, sign permit fees, etc. A reduction of -4% is forecasted 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 \$337,306, 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.



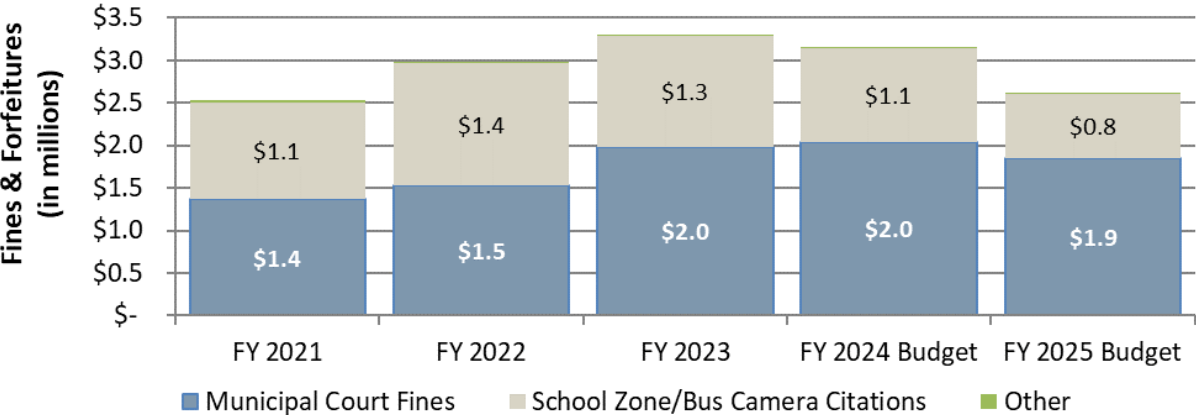
## Charges for Services

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 reduction of -7% that reflects a forecast of continued declines in the school zone citation

## GENERAL FUND SUMMARY

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 4% over FY 2024. This figure does not include the operating initiative funding for FY 2025<sup>12</sup>. Said initiatives would be added to the departmental operating budgets upon direction from the Mayor/City Council. 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	2,757,401	577,978	26.5%
Finance	3,998,838	4,033,095	34,257	0.9%
Legal Services	1,200,000	1,000,000	(200,000)	-16.7%
Information Technology	2,792,116	2,512,221	(279,895)	-10.0%
Human Resources	971,316	1,061,817	90,501	9.3%
Municipal Court	1,222,688	1,270,680	47,992	3.9%
Public Safety	40,195,439	42,638,764	2,443,325	6.1%
Public Works	10,804,932	11,075,024	270,092	2.5%
Recreation, Parks & Cultural Services	14,014,857	14,352,522	337,665	2.4%
* Community Development	5,010,278	4,696,521	(313,757)	-6.3%
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%
<b>Total Operating Expenditures</b>	<b>\$ 84,955,142</b>	<b>\$ 87,982,867</b>	<b>\$ 3,027,725</b>	<b>3.6%</b>
Reserve for Operating Initiatives	-	2,035,930		
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	10,547,818	9,793,416		
Capital Program	5,795,000	3,654,364		
TAD2 Fund	105,670	-		
<b>Total Expenditures</b>	<b>\$ 101,403,630</b>	<b>\$ 103,466,577</b>		

Notes:

\* Economic Development function was funded within the Community Development Department in FY 2024.

<sup>12</sup> 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
<b>Expenditures (by Category):</b>				
Personnel Services:				
Salaries/Overtime/Seasonal	\$ 38,707,474	\$ 39,908,382	\$ 1,200,908	3.1%
Group Insurance	9,940,392	10,203,428	263,036	2.6%
Pension (Defined Benefit)	3,187,015	3,333,349	146,334	4.6%
Pension (401A)	3,531,072	3,895,236	364,164	10.3%
OPEB Health Reimbursement Benefit	872,010	896,541	24,531	2.8%
Miscellaneous Benefits	3,897,411	3,958,165	60,754	1.6%
<i>sub total</i>	<b>\$ 60,135,374</b>	<b>\$ 62,195,101</b>	<b>\$ 2,059,727</b>	<b>3.4%</b>
Maintenance and Operations:				
Professional Services	\$ 3,863,039	\$ 3,616,039	\$ (247,000)	-6.4%
Repair/Maintenance	2,152,215	2,326,700	174,485	8.1%
Maintenance Contracts	3,486,041	3,780,941	294,900	8.5%
Professional Services (IT)	3,710,133	4,525,171	815,038	22.0%
General Supplies	1,197,537	1,282,735	85,198	7.1%
Utilities	3,026,225	3,268,825	242,600	8.0%
Fuel	666,000	671,500	5,500	0.8%
Uniforms	384,068	442,300	58,232	15.2%
Travel/Training	651,460	705,783	54,323	8.3%
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	989,528	(115,090)	-10.4%
<i>sub total</i>	<b>\$ 22,370,221</b>	<b>\$ 23,576,322</b>	<b>\$ 1,206,101</b>	<b>5.4%</b>
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>	<b>\$ 1,237,016</b>	<b>\$ 1,223,978</b>	<b>\$ (13,038)</b>	<b>-1.1%</b>
<b>Total Operating Expenditures</b>	<b>\$ 84,955,142</b>	<b>\$ 87,982,867</b>	<b>\$ 3,027,725</b>	<b>3.6%</b>
Reserve for Operating Initiatives	-	2,035,930		
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	-		
<b>Total Expenditures</b>	<b>\$ 101,403,630</b>	<b>\$ 103,466,577</b>		



# 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 467.5 full-time equivalents “FTE” (citywide) with the funding breakdown as follows:
    - 466.5 full-time equivalents (funded). This does not include the additional personnel requests included within the *Operating Initiative Requests* section of this report. These positions (and associated appropriations) will be added to the departmental operating budgets upon direction from the Mayor/City Council.
    - 1 full-time equivalent (unfunded; budgetary savings of \$120,000); position to remain vacant pending an identified funding source and workload justification.
  - Staffing compensation adjustments aimed at maintaining competitiveness in an inflationary labor market include:
    - Recent compensation adjustments:
      - July 1, 2021: Continuation of the annual performance-based merit program (3% on average) in an estimated cost of \$1 million annually.
      - November 19, 2021: Mid-year 2022 adjustments (combined) in an estimated cost of \$1.9 million annually.
        - Across-the-board 3% salary adjustment for all employees.
        - Additional across-the-board 10% salary adjustment for 911 personnel and sworn Police Officers to maintain market competitiveness in recruitment and retention.
      - July 1, 2022: Increase in the annual performance-based merit program (4% on average) in a total estimated cost of \$1.6 million.
      - July 1, 2022: Salary compression adjustments in an amount totaling \$825,000 annually (including taxes/benefits). Specifically, this initiative represents a continuation of the City’s

## GENERAL FUND SUMMARY

salary adjustment process and follows the recent adjustments related to maintaining competitiveness within the market. This phase is focused on adjusting internal compression issues within our pay structure to ensure we maintain a fair and equitable compensation plan for our employees.

- July 1, 2023: Continuation of the annual performance-based compensation program (4% on average) in a total estimated cost of \$1.8 million.
- July 1, 2023: This initiative represents a continuation of the City's salary adjustment process aimed at maintaining competitiveness within the market and is estimated at \$1.73 million. Specifically, market-based personnel compensation adjustments are proposed to ensure Alpharetta maintains its capacity to retain and attract our most valuable assets – namely, the team members that deliver excellent service to our community on a daily basis. The forecasted cost reflects salary adjustments and those impacted benefit line items (e.g., FICA, pension, etc.).
- Proposed compensation adjustments:
  - July 1, 2024: Continuation of the annual performance-based compensation program (4% on average) in a total estimated cost of \$2.2 million. This figure is included within departmental operating budgets.
  - July 1, 2024 (Operating Initiative): The HR team is focused on maintaining Alpharetta's compensation competitiveness within the market and is reviewing the base budget proposal (above) relative to competing jurisdictions to see if additional market-based personnel compensation adjustments are warranted 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. This request is detailed within the *Operating Initiative Requests* section of this document. Funding is currently allocated within the Operating Initiatives Reserve account and will not be disbursed to departmental budgets until conclusion of the HR Team's findings and direction from the City Council.

## GENERAL FUND SUMMARY

- Increase (5% or \$1.2 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:
  - Decrease in professional services of -\$247,000 (6% reduction) due primarily to the following:
    - 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 \$174,485 (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

## GENERAL FUND SUMMARY

- the Equestrian Center as well as landscape improvements system-wide (e.g. invasive plant removal, etc.).
- Increase in maintenance contract costs of \$294,900 (9% 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 in IT professional services costs of \$815,038 (22% 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

# GENERAL FUND SUMMARY

moving forward will be required to have a City issued and managed cell phone (approx. 61 new cell devices).

- Increase in utility expenses of \$242,600 (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.
- Increase in uniform expenses of \$58,232 (15% 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 \$54,323 due to a renewed focus on maintaining professional knowledge across all departments 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

## General Fund Departmental Summaries

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### Overview

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

This section segments departmental budgets into the following components:

- *Mission Statement* – the statement must identify the particular purpose for the department and how it relates to the city’s overall mission.
- *Goals & Objectives* – a listing of the fundamental goals and objectives which aid the department in achieving its mission. Goals stretch and challenge the department, but they must also be SMART (Specific, Measurable, Achievable, Relevant, and Timed).  
  
Direct linkages are identified between the city’s vision/strategic priorities and departmental goals & objectives.
- *Revenue/Expenditure Summary* – the budget for the department summarized by expenditure category:
  - Personal Services: salaries, overtime, and other compensation related expenditures.
  - Maintenance & Operations: professional fees, repair & maintenance, general supplies, communications, and other operational related expenditures.
  - Capital: departmental machinery & equipment expenses.
- *Statement of Service and Performance Measures* – multi-year summary of departmental performance measurements.

# GENERAL FUND DEPARTMENTAL SUMMARIES

## Mayor and City Council

DONALD MITCHELL  
CITY COUNCIL (POST 1)



DMitchell@alpharetta.ga.us

BRIAN WILL  
CITY COUNCIL (POST 2)



BWill@alpharetta.ga.us

DOUGLAS DERITO  
CITY COUNCIL (POST 3)



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JIM GILVIN  
MAYOR



JGilvin@alpharetta.ga.us

### Mission Statement

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

JOHN HIPES  
CITY COUNCIL (POST 4)



JHipes@alpharetta.ga.us

FERGAL BRADY  
CITY COUNCIL (POST 5)



FBrady@alpharetta.ga.us

DAN MERKEL  
CITY COUNCIL (POST 6)



DMerkel@alpharetta.ga.us

# GENERAL FUND DEPARTMENTAL SUMMARIES

## Mayor and City Council

### **Mission Statement**

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

### **Core Values**

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

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

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

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

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

### **Community Vision**

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



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



Fostering strong sense of community including safety and security.



Providing a business climate that attracts the top echelon companies.



# GENERAL FUND DEPARTMENTAL SUMMARIES

## Statement of Revenues and Expenditures

### Mayor and City Council General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
<b>REVENUES</b>					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
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>	<b>\$ 336,426</b>	<b>\$ 317,166</b>	<b>\$ 293,822</b>	<b>\$ 325,400</b>	<b>\$ 317,694</b>
<b>Maintenance &amp; Operations:</b>					
* 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>	<b>\$ 32,290</b>	<b>\$ 33,181</b>	<b>\$ 31,982</b>	<b>\$ 73,954</b>	<b>\$ 76,350</b>
<b>Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 368,717</b>	<b>\$ 350,347</b>	<b>\$ 325,804</b>	<b>\$ 399,354</b>	<b>\$ 394,044</b>

\* 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*
<b>REVENUES</b>					
<b>Licenses and Permits:</b>					
Alcohol Beverage Permits	\$ 1,700	\$ 2,000	\$ 2,300	\$ -	\$ 1,000
<b>Charges for Services:</b>					
Other	274	1,651	3,818	250	1,500
<b>Other Revenue:</b>	2,178	2,178	-	-	-
<b>TOTAL</b>	<b>\$ 4,152</b>	<b>\$ 5,829</b>	<b>\$ 6,118</b>	<b>\$ 250</b>	<b>\$ 2,500</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
Salaries (incl. Temp. Svcs)	\$ 713,685	\$ 727,620	\$ 755,789	\$ 1,048,634	\$ 1,201,449
Overtime	36	-	-	-	-
Group Insurance	125,388	119,329	108,947	179,169	208,324
FICA	44,954	46,446	56,010	80,955	92,651
Pension (Defined Benefit)	102,738	112,581	99,998	64,009	62,497
Pension (401A Cont./Match)	38,893	47,896	95,587	142,109	171,062
Workers Compensation	18,347	18,817	18,610	23,259	24,698
OPEB Contribution	15,483	13,682	16,089	26,215	30,036
Miscellaneous	12,134	12,386	50,444	15,600	21,678
<i>subtotal</i>	<b>\$ 1,071,658</b>	<b>\$ 1,098,756</b>	<b>\$ 1,201,474</b>	<b>\$ 1,579,950</b>	<b>\$ 1,812,395</b>
<b>Maintenance &amp; Operations:</b>					
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	32,750
Employee Travel	328	2,526	5,300	13,000	26,500
General Supplies	27,659	25,682	45,843	48,224	95,650
Maint. Contracts/IT Services	71,593	80,974	81,187	297,424	313,656
Miscellaneous		600	4,938	27,530	9,500
<i>subtotal</i>	<b>\$ 195,459</b>	<b>\$ 341,552</b>	<b>\$ 229,641</b>	<b>\$ 599,473</b>	<b>\$ 945,006</b>
<b>TOTAL</b>	<b>\$ 1,267,117</b>	<b>\$ 1,440,308</b>	<b>\$ 1,431,114</b>	<b>\$ 2,179,423</b>	<b>\$ 2,757,401</b>

**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 \$2.8 million and represents an increase of 27%, or \$577,978 compared to FY 2024. This increase is solely related to the reorganization of the Economic Development function from the Community Development Department in FY 2025 (+\$576,103).

The Personnel Services category increased 15%, or \$232,445, due to multiple factors including:

- Reorganization of the Economic Development function (2 positions totaling \$259,841) from the Community Development Department in FY 2025.
- 4% performance-based merit program scheduled for July 1, 2024.
- 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 10 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 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	10.0	1.0

\* These counts reflect authorized staffing only. Please refer to the *Operating Initiative Requests* section for new staffing requests.

\*\* 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 58%, or \$345,533, 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 \$35,426 (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), 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
<b>REVENUES</b>					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>					
<b>Maintenance &amp; Operations:</b>					
Professional Fees	\$ 762,682	\$ 1,062,905	\$ 789,935	\$ 1,200,000	\$ 1,000,000
<b>TOTAL</b>	<b>\$ 762,682</b>	<b>\$ 1,062,905</b>	<b>\$ 789,935</b>	<b>\$ 1,200,000</b>	<b>\$ 1,000,000</b>

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

# GENERAL FUND DEPARTMENTAL SUMMARIES

**Performance Measurement**

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

- **City Administration**

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

City Administration Performance Measurements	Actual FY 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 <sup>(1)</sup>	N/A <sup>(1)</sup>	54.18%	50.00%	50.00%
Newsletter Subscribers	N/A <sup>(1)</sup>	N/A <sup>(1)</sup>	7,212	7,500	7,800
Average Newsletter Opens	N/A <sup>(1)</sup>	N/A <sup>(1)</sup>	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

<sup>(1)</sup> 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



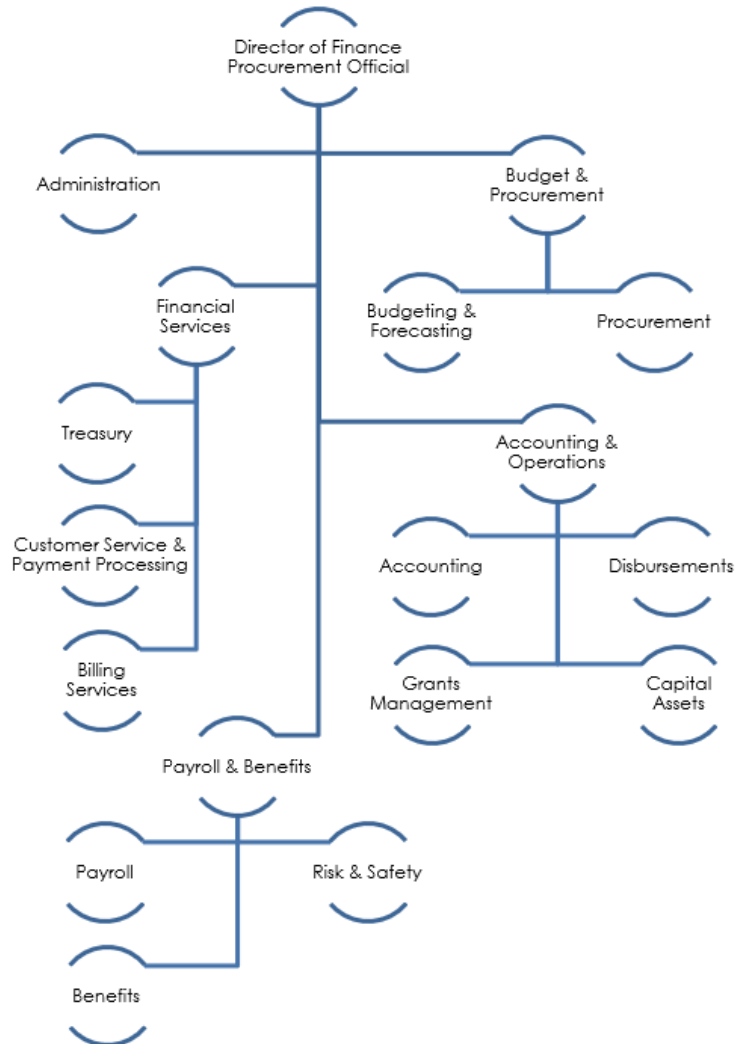
# GENERAL FUND DEPARTMENTAL SUMMARIES

## Finance

THOMAS G. HARRIS  
DIRECTOR



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*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
<b>REVENUES</b>					
N/A	\$ -	\$ -	\$ -		\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
Salaries (incl. Temp Svcs)	\$ 1,568,519	\$ 1,673,138	\$ 1,766,970	\$ 1,936,687	\$ 1,978,273
Overtime	495	900	-	-	-
Group Insurance	422,875	401,786	412,756	444,605	477,765
FICA	110,056	118,683	122,721	148,215	151,362
Pension (Defined Benefit)	199,706	186,526	197,829	205,437	225,761
Pension (401A Cont./Match)	104,995	132,774	142,328	166,422	180,668
Workers Compensation	46,539	47,149	48,145	43,390	41,007
OPEB Contribution	39,279	34,273	38,438	48,418	49,456
Miscellaneous	542	774	1,161	776	312
<i>subtotal</i>	<b>\$ 2,493,005</b>	<b>\$ 2,596,003</b>	<b>\$ 2,730,349</b>	<b>\$ 2,993,950</b>	<b>\$ 3,104,604</b>
<b>Maintenance &amp; Operations:</b>					
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	6,950
Employee Training	9,290	5,822	9,250	9,318	11,150
Maint. Contracts/IT Services	328,845	277,010	305,407	324,564	331,327
General Supplies	37,873	39,418	43,135	43,224	51,780
Wellness Programs	113,032	112,904	113,949	119,942	50,000
Miscellaneous	21,859	9,545	6,988	35,066	7,000
<i>subtotal</i>	<b>\$ 870,624</b>	<b>\$ 854,953</b>	<b>\$ 909,288</b>	<b>\$ 997,388</b>	<b>\$ 920,991</b>
<b>Capital/Lease/Other:</b>					
Int. on Property Tax Refunds		\$ 171	\$ 4,924	\$ 7,500	\$ 7,500
<i>subtotal</i>	<b>\$ -</b>	<b>\$ 171</b>	<b>\$ 4,924</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>
<b>TOTAL</b>	<b>\$ 3,363,629</b>	<b>\$ 3,451,127</b>	<b>\$ 3,644,561</b>	<b>\$ 3,998,838</b>	<b>\$ 4,033,095</b>

# GENERAL FUND DEPARTMENTAL SUMMARIES

**Budget Narrative**

The FY 2025 Budget for Finance totals \$4 million and represents an increase of 1%, or \$34,257 compared to FY 2024.

The Personnel Services category increased 4%, or \$110,654, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- 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 21.5 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	3.0	-
Budget & Procurement Manager	1.0	1.0	1.0	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	-
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	21.5	-

\* Position adjustments occurred during FY 2024.  
 \* 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.  
 \* These counts reflect authorized staffing only. Please refer to the *Operating Initiative Requests* section for new staffing requests.

## GENERAL FUND DEPARTMENTAL SUMMARIES

The Maintenance & Operations category totals \$920,991 and represents a reduction of -8%, or -\$76,397 compared to FY 2024 due primarily to the following:

- Reduction in Wellness Program contract funding of -\$69,942 (-58%) as these program activities will now be provided through our health insurance carrier and supplemented by City staff.
- Increase in employee travel/training of \$5,032 (39% growth) due to a focus on continued development of professional staff.
- Increase in maintenance contracts/IT professional services of \$6,763 (2% growth) due to coverage of general software inflationary cost growth and 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 \$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.



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 9<sup>th</sup> out of 25.

The magazine's "South's Best" lists are selected from nominations and votes from readers.

# GENERAL FUND DEPARTMENTAL SUMMARIES

**Performance Measurement**

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

- **Administration**

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

Finance Admin Performance Measurements	Actual FY 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:

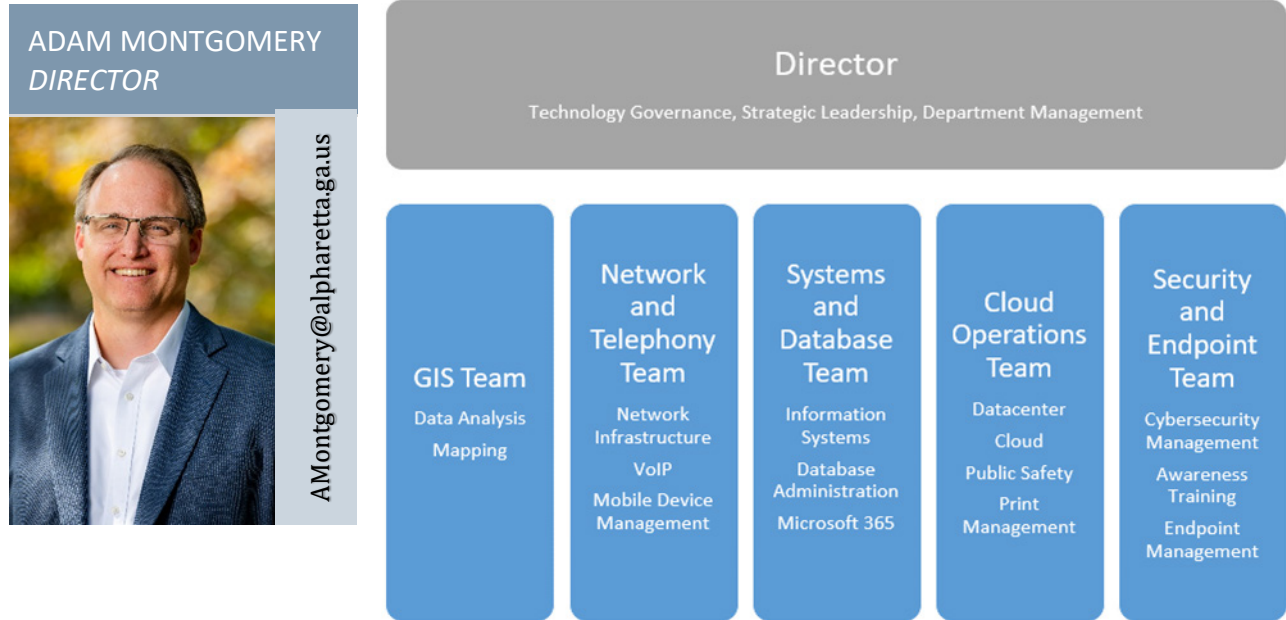
- *Budget & Procurement:* The purpose of the budget/procurement division is to facilitate the financial planning process. This is accomplished through the budgeting and expenditure monitoring process in order to effectively distribute available resources consistent with city objectives and priorities.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

Accounting, Budget, Procurement Performance Measurements	Actual FY 2021	Actual FY 2022	Actual FY 2023	Target FY 2024	Target FY 2025
Audited CAFR to be published w ithin 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 w ithin 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.

# GENERAL FUND DEPARTMENTAL SUMMARIES

## Information Technology



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# 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
<b>REVENUES</b>					
N/A	\$ -	\$ -	\$ -		\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
Salaries (incl. intern svcs.)	\$ 1,123,438	\$ 1,161,795	\$ 1,273,133	\$ 1,509,504	\$ 1,462,736
Group Insurance	255,783	237,272	246,383	296,748	294,219
FICA	82,160	85,919	93,595	115,530	111,341
Pension (Defined Benefit)	121,870	131,986	116,670	134,952	135,984
Pension (401A Cont./Match)	83,283	95,898	106,121	143,292	145,642
Workers Compensation	33,441	33,810	33,173	33,859	30,194
OPEB Contribution	28,223	24,579	26,369	37,738	36,368
Miscellaneous	-	310	232	697	698
<i>subtotal</i>	<b>\$ 1,728,197</b>	<b>\$ 1,771,569</b>	<b>\$ 1,895,677</b>	<b>\$ 2,272,320</b>	<b>\$ 2,217,182</b>
<b>Maintenance &amp; Operations:</b>					
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>	<b>\$ 301,409</b>	<b>\$ 122,476</b>	<b>\$ 183,263</b>	<b>\$ 519,796</b>	<b>\$ 295,039</b>
<b>TOTAL</b>	<b>\$ 2,029,606</b>	<b>\$ 1,894,045</b>	<b>\$ 2,078,939</b>	<b>\$ 2,792,116</b>	<b>\$ 2,512,221</b>

# GENERAL FUND DEPARTMENTAL SUMMARIES

**Budget Narrative**

The FY 2025 Budget for Information Technology totals \$2.5 million and represents a decrease of -10%, or -\$279,895, compared to FY 2024.

The Personnel Services category decreased -2%, or -\$55,138, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- 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	-

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 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.

# GENERAL FUND DEPARTMENTAL SUMMARIES

## Performance Measurement

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

- **Information Technology**

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

## Information Technology Department Performance Measures for Calendar Year 2023 (Calendar Year Stats)

	2023	Department Target	Results	%
<b>IT Operations</b>				
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%
<b>GIS</b>				
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%
<b>OTHER MEASURES</b>				
<b>Emails</b>				
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%	
<b>Servers</b>				
Avg. number			0	
% availability (including maint.)	99.97%	99.90%	A+	100%

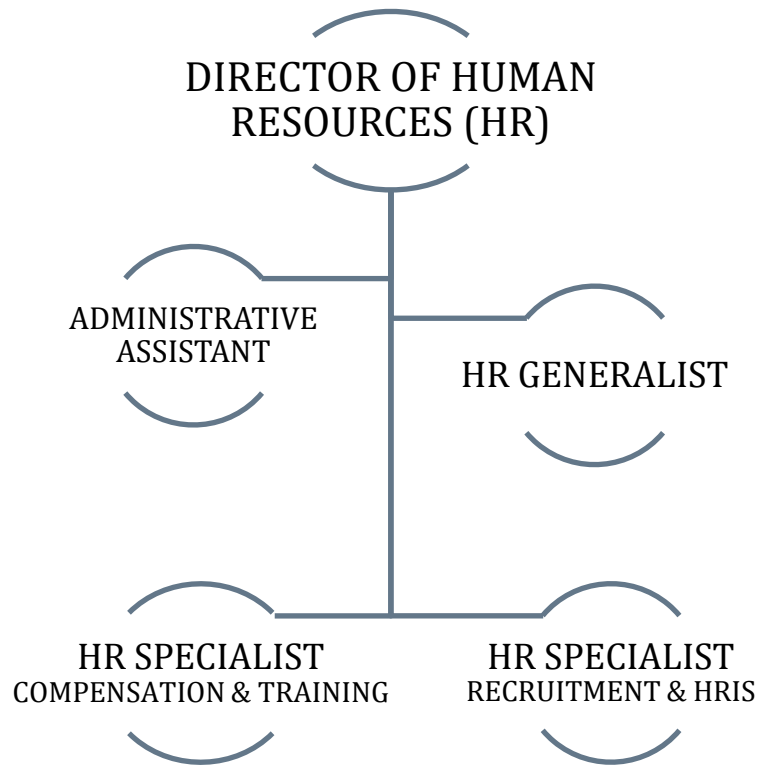
# GENERAL FUND DEPARTMENTAL SUMMARIES

## 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
<b>REVENUES</b>					
Public Records Requests	\$ -	\$ -	\$ 85	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
Salaries	\$ 274,267	\$ 290,925	\$ 373,097	\$ 403,652	\$ 476,440
Overtime	-	62	-	-	-
Group Insurance	26,318	26,124	35,628	86,267	98,375
FICA	23,594	24,892	31,132	30,885	36,448
Pension (Defined Benefit)	26,117	28,666	29,529	21,942	14,585
Pension (401A Cont./Match)	22,457	26,671	33,690	45,158	61,264
Workers Compensation	7,633	7,857	7,897	9,073	9,918
OPEB Contribution	6,438	5,701	7,982	7,969	11,911
Tuition Reimbursement	15,389	20,726	11,621	55,000	55,000
Miscellaneous	-	387	232	78	-
<i>subtotal</i>	<b>\$ 402,212</b>	<b>\$ 432,011</b>	<b>\$ 530,807</b>	<b>\$ 660,024</b>	<b>\$ 763,941</b>
<b>Maintenance &amp; Operations:</b>					
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>	<b>\$ 119,608</b>	<b>\$ 174,064</b>	<b>\$ 234,432</b>	<b>\$ 311,292</b>	<b>\$ 297,876</b>
<b>TOTAL</b>	<b>\$ 521,820</b>	<b>\$ 606,075</b>	<b>\$ 765,239</b>	<b>\$ 971,316</b>	<b>\$ 1,061,817</b>



# GENERAL FUND DEPARTMENTAL SUMMARIES

**Budget Narrative**

The FY 2025 Budget for Human Resources totals \$1.1 million and represents an increase of 9%, or \$90,501, compared to FY 2024.

The Personnel Services category increased 16%, or \$103,917, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- 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 and personnel.

- **Administration**

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

Human Resources Performance Measurements	Actual FY 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
<b>Employment &amp; Retention</b>					
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
<b>Workforce Management</b>					
% 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
<b>Education Incentive - Professional Development</b>					
# 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
<b>Other Metrics</b>					
# Payroll action forms processed	1,412	1,823	1,578	1,650	1,700

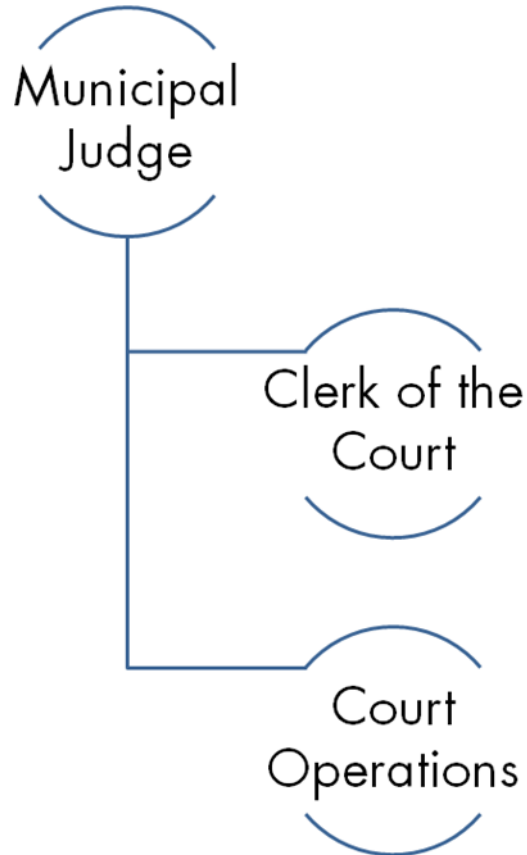
# GENERAL FUND DEPARTMENTAL SUMMARIES

## Municipal Court

BROOKE LAPPIN  
DIRECTOR



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*Fostering strong sense of community including safety and security.*



*Providing a business climate that attracts the top echelon companies.*

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# GENERAL FUND DEPARTMENTAL SUMMARIES

## Municipal Court

*Administration, Employee Recruitment and Retention*

### **Mission Statement**

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

### **Goals and Objectives**

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

# GENERAL FUND DEPARTMENTAL SUMMARIES

## Statement of Revenues and Expenditures

### Municipal Court General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
<b>REVENUES</b>					
Milton IGA	\$ 37,665	\$ 75,637	\$ 142,065	\$ 133,748	\$ 145,006
<b>TOTAL</b>	<b>\$ 37,665</b>	<b>\$ 75,637</b>	<b>\$ 142,065</b>	<b>\$ 133,748</b>	<b>\$ 145,006</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
Salaries	\$ 371,878	\$ 428,443	\$ 476,608	\$ 568,403	\$ 585,111
Overtime	4,678	25,728	107,924	110,000	105,000
Group Insurance	70,526	109,172	119,785	107,904	130,525
FICA	27,896	32,291	43,019	51,898	52,674
Pension (Defined Benefit)	31,311	18,145	19,584	11,417	13,783
Pension (401A Cont./Match)	30,613	39,847	55,201	71,831	77,945
Workers Compensation	10,778	11,655	8,655	10,145	9,701
OPEB Contribution	9,105	8,470	6,891	11,271	11,650
Miscellaneous	542	-	77	-	-
<i>subtotal</i>	<b>\$ 557,326</b>	<b>\$ 673,750</b>	<b>\$ 837,745</b>	<b>\$ 942,869</b>	<b>\$ 986,389</b>
<b>Maintenance &amp; Operations:</b>					
Professional Services	\$ 227,434	\$ 230,791	\$ 80,430	\$ 67,500	\$ 47,100
Land/Building Rental	-	74,525	81,300	81,300	81,300
Printing	10,269	7,386	5,338	7,191	9,800
Employee Training	880	3,941	4,253	15,000	15,000
Employee Travel	1,502	1,849	1,005	13,000	15,000
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>	<b>\$ 348,470</b>	<b>\$ 406,276</b>	<b>\$ 276,790</b>	<b>\$ 279,819</b>	<b>\$ 284,291</b>
<b>TOTAL</b>	<b>\$ 905,796</b>	<b>\$ 1,080,027</b>	<b>\$ 1,114,535</b>	<b>\$ 1,222,688</b>	<b>\$ 1,270,680</b>

# GENERAL FUND DEPARTMENTAL SUMMARIES

**Budget Narrative**

The FY 2025 Budget for Municipal Court totals \$1.3 million and represents an increase of 4%, or \$47,992, compared to FY 2024.

The Personnel Services category increased 5%, or \$43,520, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- 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 6.5 full-time-equivalents (“FTE”) and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025*	Variance
Administrative Assistant I*	1.0	-	-	-	1.0	1.0
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	6.5	-

\* These counts reflect authorized staffing only. Please refer to the *Operating Initiative Requests* section for new staffing requests.

The Maintenance and Operations category increased 2%, or \$4,472, 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 and personnel.

- **Violations Bureau**

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

Municipal Court Performance Measurements	Actual FY 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**

ALPHARETTA DEPARTMENT OF PUBLIC SAFETY  
E-COMMERCE SAFE TRADE ZONE  
VIDEO SURVEILLANCE

**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



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



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



*Fostering strong sense of community including safety and security.*



*Providing a business climate that attracts the top echelon companies.*

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

# GENERAL FUND DEPARTMENTAL SUMMARIES

## Public 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
<b>REVENUES</b>					
<b>Licenses and Permits</b>	\$ (1,041)	\$ 1,325	\$ 7,051	\$ 500	\$ 20,000
<b>Intergovernmental:</b>					
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
<b>Charges for Services:</b>					
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
<b>Fines &amp; Forfeitures:</b>					
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
<b>Other Revenue</b>	10,405	9,358	200	-	-
<b>TOTAL</b>	<b>\$ 3,111,429</b>	<b>\$ 3,723,684</b>	<b>\$ 3,795,804</b>	<b>\$ 3,658,050</b>	<b>\$ 3,295,300</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
Salaries	\$ 14,638,844	\$ 15,870,401	\$ 17,430,569	\$ 19,687,372	\$ 20,234,460
Overtime	1,736,876	2,196,476	2,661,952	2,288,000	2,525,000
Group Insurance	4,877,695	4,721,024	4,934,803	5,841,425	5,975,270
FICA	1,188,219	1,314,104	1,468,436	1,684,583	1,741,786
Pension (Defined Benefit)	1,529,222	1,631,525	1,725,035	1,971,259	2,053,775
Pension (401A Cont./Match)	1,135,079	1,470,121	1,628,790	1,944,957	2,175,968
Miscellaneous	730,361	747,257	850,178	1,007,382	1,000,170
<i>subtotal</i>	<b>\$ 25,836,297</b>	<b>\$ 27,950,908</b>	<b>\$ 30,699,763</b>	<b>\$ 34,424,978</b>	<b>\$ 35,706,429</b>
<b>Maintenance &amp; Operations:</b>					
Professional Services	\$ 86,065	\$ 86,779	\$ 114,089	\$ 261,189	\$ 201,990
Fuel/Repair & Maint. (Vehicles)	659,673	984,450	1,058,162	937,500	1,041,500
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	3,097,571
General Supplies	219,962	290,324	298,799	384,791	406,200
Uniforms	176,718	179,589	259,827	327,884	387,550
Miscellaneous	375,883	295,519	338,883	366,754	439,525
<i>subtotal</i>	<b>\$ 2,930,414</b>	<b>\$ 3,591,030</b>	<b>\$ 3,978,436</b>	<b>\$ 4,760,999</b>	<b>\$ 5,986,369</b>
<b>Capital/Leases:</b>					
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>	<b>\$ 585,866</b>	<b>\$ 675,893</b>	<b>\$ 659,852</b>	<b>\$ 1,009,462</b>	<b>\$ 945,966</b>
<b>TOTAL</b>	<b>\$ 29,352,576</b>	<b>\$ 32,217,831</b>	<b>\$ 35,338,050</b>	<b>\$ 40,195,439</b>	<b>\$ 42,638,764</b>

# GENERAL FUND DEPARTMENTAL SUMMARIES

**Budget Narrative**

The FY 2025 Budget for Public Safety totals \$42.6 million and represents an increase of 6%, or \$2.4 million, compared to FY 2024.

The Personnel Services category increased 4%, or \$1.3 million, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- 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 243.5 full-time-equivalents (“FTE”) and represent the following:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
<b>Sworn Police Officers</b>						
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)
<b>Certified Firefighters</b>						
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	6.0	-
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	107.0	-

## GENERAL FUND DEPARTMENTAL SUMMARIES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Variance
<b>Civilian Positions</b>						
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
	<b>226.5</b>	<b>232.5</b>	<b>238.5</b>	<b>243.5</b>	<b>243.5</b>	<b>-</b>

\* Position adjustments occurred during FY 2024.

\* These counts reflect authorized staffing only. Please refer to the *Operating Initiative Requests* section for new staffing requests.

The Maintenance and Operations category increased 26%, or \$1.2 million, due primarily to the following activity:

- Increase in vehicle repair/maintenance of \$99,500 (24% growth) based on current cost trends. Specifically, the city replaces 1/7<sup>th</sup> 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.

## GENERAL FUND DEPARTMENTAL SUMMARIES

- Increase in maintenance contracts/IT professional services of \$974,043 (46% 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.
  - 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).
  - 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 \$59,666 (18% 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.

# GENERAL FUND DEPARTMENTAL SUMMARIES

## Performance Measurement

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

- **Police Services**

**Statement of Service:** Alpharetta's Police Services include criminal investigations, uniform patrol, traffic patrol, and training activities.

### National Incident Based Reporting System

#### Patrol Division

Offenses	FY 2020	FY 2021	FY 2022	FY 2023
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
<b>FIRES</b>				
Structure Fires	41	61	54	55
Vehicle Fires	25	22	24	22
Other Fires	30	35	44	23
<b>Total Fires</b>	<b>96</b>	<b>118</b>	<b>122</b>	<b>125</b>
Pressure Ruptures, Explosion, Overheat	0	4	3	1
<b>RESCUE CALLS</b>				
Emergency Medical Treatment	3442	3510	3946	4365
All Others	54	145	528	567
<b>Total Rescue Calls</b>	<b>3496</b>	<b>3655</b>	<b>4474</b>	<b>0</b>
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
<b>FALSE CALLS</b>				
Malicious Calls	19	13	7	19
Other False Calls	768	847	1174	850
<b>Total False Calls</b>	<b>787</b>	<b>860</b>	<b>1181</b>	<b>869</b>
<b>TOTAL CALLS .....</b>	<b>6251</b>	<b>6801</b>	<b>8115</b>	<b>9068</b>

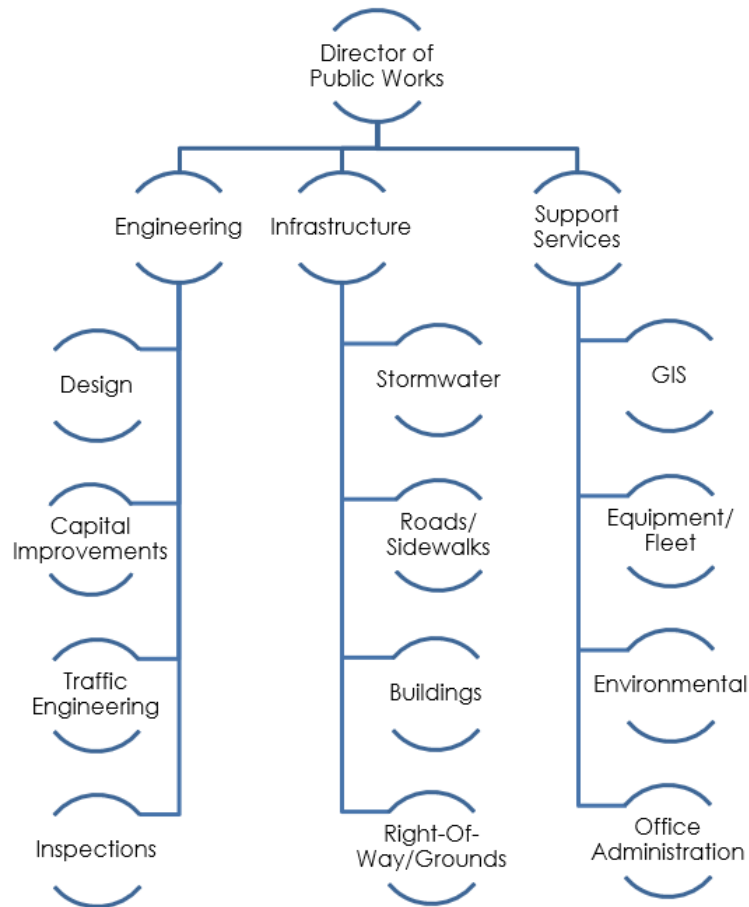
# GENERAL FUND DEPARTMENTAL SUMMARIES

## Public Works

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



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



*Fostering strong sense of community including safety and security.*



*Providing a business climate that attracts the top echelon companies.*

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

# GENERAL FUND DEPARTMENTAL SUMMARIES








## Public Works

*Administration, Public Works, and Conservation*

### **Mission Statement**

The Department of Public Works is committed to providing cost effective engineering, maintenance and design solutions through the highest possible professionalism which protects, preserves, and improves the City of Alpharetta’s infrastructure. Our focus shall include facilities, traffic, streets, stormwater, and environmental conservation.

### **Goals and Objectives**

-  ✓ Improve and maintain the City of Alpharetta infrastructure at the highest possible level and to enhance and promote the quality of life.
-  ✓ Provide engineering professionalism to ensure growth and progress for the City of Alpharetta.
-  ✓ Provide consistent Public Works functions and operations that afford future excellence in growth and expansion for the City of Alpharetta.
-  ✓ Improve intergovernmental relations.
-  ✓ Provide more efficient support and response for the citizens of Alpharetta.
-  ✓ Develop strategic, long-range plans for the future.
-  ✓ Ensure timely completion of repairs on work projects so the disruption of service to the customer is minimal.

# GENERAL FUND DEPARTMENTAL SUMMARIES

## Statement of Revenues and Expenditures

### Public Works General Fund

	FY2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
<b>REVENUES</b>					
<b>Other Revenue:</b>					
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
<b>TOTAL</b>	<b>\$ 130,979</b>	<b>\$ 85,171</b>	<b>\$ 103,769</b>	<b>\$ 92,073</b>	<b>\$ 96,806</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
Salaries	\$ 2,924,482	\$ 3,090,806	\$ 3,358,554	\$ 3,720,865	\$ 3,822,953
Overtime	20,406	41,865	52,018	45,000	55,000
Group Insurance	895,540	893,505	875,935	1,037,971	1,021,398
FICA	216,601	230,220	251,367	285,618	296,829
Pension (Defined Benefit)	306,128	323,670	296,195	333,160	365,091
Pension (401A Cont./Match)	203,358	259,486	281,588	353,316	381,448
Workers Compensation	88,360	91,966	91,661	83,243	79,200
OPEB Contribution	74,549	66,877	73,455	92,962	95,574
Miscellaneous	1,161	3,251	1,625	1,628	2,171
<i>subtotal</i>	<b>\$ 4,730,585</b>	<b>\$ 5,001,646</b>	<b>\$ 5,282,398</b>	<b>\$ 5,953,763</b>	<b>\$ 6,119,664</b>
<b>Maintenance &amp; Operations:</b>					
Professional Services	\$ 5,383	\$ 9,673	\$ -	\$ 50,000	\$ 16,000
Fuel/Repair & Maint. (Vehicles)	117,014	150,818	170,762	170,000	190,000
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	1,767,810
General Supplies	103,166	106,595	105,228	166,950	154,750
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	149,500
<i>subtotal</i>	<b>\$ 3,805,644</b>	<b>\$ 3,851,992</b>	<b>\$ 4,173,408</b>	<b>\$ 4,720,162</b>	<b>\$ 4,955,360</b>
<b>Capital/Lease/Other</b>					
City Hall HVAC	\$ -	\$ -	\$ -	\$ 131,007	\$ -
<i>subtotal</i>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 131,007</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 8,536,228</b>	<b>\$ 8,853,638</b>	<b>\$ 9,455,806</b>	<b>\$ 10,804,932</b>	<b>\$ 11,075,024</b>

# GENERAL FUND DEPARTMENTAL SUMMARIES

**Budget Narrative**

The FY 2025 Budget for Public Works totals \$11.1 million and represents an increase of 2%, or \$270,092, compared to FY 2024.

The Personnel Services category increased 3%, or \$165,901, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- 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 50 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	-
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 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	50.0	-

\* Position adjustments occurred during FY 2024.

\* These counts reflect authorized staffing only. Please refer to the *Operating Initiative Requests* section for new staffing requests.

## GENERAL FUND DEPARTMENTAL SUMMARIES

The Maintenance and Operations category increased 5%, or \$235,198, 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 \$121,848 (6% 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.).
- 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.



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

**Performance Measurement**

The following section provides detailed information on Engineering and Public Works programs including performance measures and personnel.

- **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.

<b>Public Works</b>					
<b>Public Works Operations</b>					
<b>Performance Measurements</b>	<b>Actual FY 2021</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Target FY 2024</b>	<b>Target FY 2025</b>
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



Aerial view of  
Downtown  
Alpharetta.



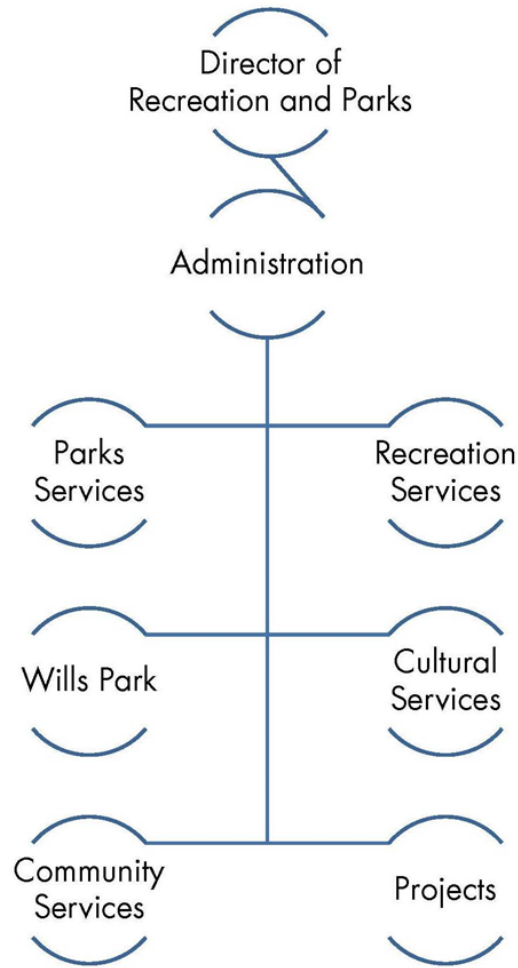
# GENERAL FUND DEPARTMENTAL SUMMARIES

## Recreation, Parks & Cultural Services

MORGAN RODGERS  
DIRECTOR



MRodgers@alpharetta.ga.us



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



*Offering the highest quality of life for our residents and businesses.*



*Fostering strong sense of community including safety and security.*



*Providing a business climate that attracts the top echelon companies.*

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

# GENERAL FUND DEPARTMENTAL SUMMARIES











## Recreation, Parks & Cultural Services

*Administration, Parks Services, Recreation Services, Wills Park, Cultural Services, Community Services, Projects*

### **Mission Statement**

The Alpharetta Recreation, Parks & Cultural Services Department strives to provide the highest quality recreation activities, cultural programs, and park facilities to our citizens, consistent with our core values of Excellence, Stewardship, Integrity, Service, and Loyalty.

### **Goals and Objectives**

-   ✓ Continue to work towards completion of the nine (9) Park improvement/Development projects prioritized by the 2021 Parks Bond Referendum.
-   ✓ Connect with residents and seek out ideas for new programs and services and implement when possible; and
-   ✓ Increase revenues through increased participation, sponsorships, and donations.
-   ✓ Actively engage in improving access and usability of all parks and facilities through ongoing maintenance, beautification, and facility enhancement; and
-   ✓ Expand existing and seek out new partnerships with adjoining cities, Fulton County, Fulton County Schools, and businesses throughout the City.



# GENERAL FUND DEPARTMENTAL SUMMARIES

## Statement of Revenues and Expenditures

### Recreation, Parks & Cultural Services General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Recommended Budget
<b>REVENUES</b>					
<b>Intergovernmental</b>	\$ 2,486	\$ 3,390	\$ 2,260	\$ 3,000	\$ 2,000
<b>Charges for Services:</b>					
Aquatics Activity Fees	114,299	201,502	168,968	216,000	225,000
Athletics Activity Fees	342,519	282,234	254,103	230,000	240,000
Arts Services	96,622	183,402	206,466	253,800	243,000
Community Center Activity Fees	567,756	814,956	977,584	1,047,000	1,223,000
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	170,500
Equestrian Center Activity Fees	318,494	296,202	223,756	310,000	325,000
Wills Park Rec. Ctr Activity Fees	198,119	272,018	286,457	318,338	180,000
Community Garden Fees	-	-	-	45,000	45,000
Non-Resident Fees	209,891	309,390	454,528	350,000	400,000
Taste of Alpharetta	-	-	-	300,000	300,000
Other	153,992	72,036	75,184	73,749	68,000
<b>Other Revenue</b>	13,508	31,994	21,105	36,296	25,000
<b>TOTAL</b>	<b>\$ 2,048,787</b>	<b>\$ 2,598,041</b>	<b>\$ 2,826,105</b>	<b>\$ 3,437,433</b>	<b>\$ 3,521,500</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
Salaries	\$ 2,504,452	\$ 2,577,076	\$ 2,901,771	\$ 3,360,243	\$ 3,433,475
Seasonal/Temp. Svcs	532,875	725,346	859,192	974,000	989,000
Overtime	74,527	181,458	203,086	207,000	220,500
Group Insurance	811,101	770,471	857,163	1,009,749	1,085,943
FICA	229,058	259,164	295,173	344,408	355,287
Pension (Defined Benefit)	210,321	223,610	206,704	253,603	255,266
Pension (401A Cont./Match)	215,485	258,212	276,714	364,550	396,680
Miscellaneous	155,799	132,043	136,794	160,472	158,368
<i>subtotal</i>	<b>\$ 4,733,618</b>	<b>\$ 5,127,379</b>	<b>\$ 5,736,597</b>	<b>\$ 6,674,025</b>	<b>\$ 6,894,519</b>
<b>Maintenance &amp; Operations:</b>					
Professional Services	\$ 1,088,980	\$ 1,688,903	\$ 1,919,243	\$ 2,655,098	\$ 2,493,715
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	2,085,895
General Supplies	358,631	368,560	420,637	483,098	505,965
Uniforms	15,934	12,880	21,096	23,970	25,250
Utilities	654,217	649,033	728,330	739,050	811,300
Miscellaneous	170,649	196,742	294,258	323,838	296,135
<i>subtotal</i>	<b>\$ 4,120,389</b>	<b>\$ 5,152,233</b>	<b>\$ 6,173,885</b>	<b>\$ 7,276,270</b>	<b>\$ 7,424,003</b>
<b>Capital/Other</b>	\$ 12,594	\$ 1,500	\$ 15,188	\$ 64,562	\$ 34,000
<b>TOTAL</b>	<b>\$ 8,866,601</b>	<b>\$ 10,281,112</b>	<b>\$ 11,925,670</b>	<b>\$ 14,014,857</b>	<b>\$ 14,352,522</b>

# GENERAL FUND DEPARTMENTAL SUMMARIES

**Budget Narrative**

The FY 2025 Budget for Recreation, Parks & Cultural Services totals \$14.4 million and represents an increase of 2%, or \$337,665, compared to FY 2024.

The Personnel Services category increased 3%, or \$220,494, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- 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 49.5 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
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	4.0	-
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	49.5	-

\* Position adjustments occurred during FY 2024.

\* These counts reflect authorized staffing only. Please refer to the *Operating Initiative Requests* section for new staffing requests.

## GENERAL FUND DEPARTMENTAL SUMMARIES

The Maintenance and Operations category increased 2%, or \$147,733, due primarily to the following activity:

- Decrease in professional services of -\$161,383 (-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 \$140,063 (9% 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 (+\$6,000), equestrian shavings/manure removal (+\$25,000), trash collection/removal (+\$31,000), fountain maintenance (+\$15,000), etc.
- Increase in IT professional services of \$58,890 (15% growth) due to additional funding for the RecWare Park Program Registration software (+\$20,000 as it is funded on a per customer basis and grows along with program participation), and the allocations of new initiatives approved in FY 2024 (eXtended Detection and Response software, Asset Management and Vulnerability Mitigation System software, etc.) that were fully budgeted within the IT Department in FY 2024 (pending implementation) and have now been allocated to user departments.
- Increase in utility expenses of \$72,250 (10% growth) in electricity, natural gas, water/sewer, and miscellaneous utilities (e.g., cable and garbage). The main driver is electric utility cost growth and is based on usage trends coupled with adjustments for approved GA Power rate increases.

The Capital/Other category includes funding for general repair/replacement capital and equipment needs.

# GENERAL FUND DEPARTMENTAL SUMMARIES



Equestrian Center

## **Performance Measurement**

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

- **Administration**

**Statement of Service:** The administrative arm of the Recreation & Parks Department provides short/long-term capital projects planning, oversees the effective distribution of the department’s resources, and provides professional guidance to each division.

Recreation, Parks & Cultural Services - Rec Admin					
Performance Measurements	Actual FY 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

## GENERAL FUND DEPARTMENTAL SUMMARIES

- **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

- **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 (resident / non-resident)	0 (resident / non-resident)	542 339/203	N/A N/A	N/A* N/A*	N/A N/A
Swim teams participants (resident / non-resident)	121 76/45	188 121/67	223 149/74	250 175/75	250 175/75
C.O.A.S.T. participants (resident / non-resident)	0 (resident / non-resident)	46 18/28	19 13/6	25 20/5	25 20/5
# of Pool passes sold (resident / non-resident)	0 (resident / non-resident)	544 233/311	598 257/341	550 250/300	550 250/300

\* 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 (resident/Milton/non-resident)	196 96/100	210 110/100	345 225/120	250 140/110	380 266/114
# of Participants in adult art classes (resident/Milton/non-resident)	265 199/66	296 210/86	661 430/181	325 230/95	727 508/219
# of Participants in summer camp (resident/Milton/non-resident)	193 130/63	232 155/77	651 423/219	250 165/85	716 501/215

# 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 & (resident / non-resident)	132	N/A	N/A	N/A	N/A
	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
<b># of Total Approved Events:</b>					
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		
<b>Estimated Attendance for:</b>					
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
<b>Volunteer Recruitment:</b>					
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	
<b>TOTAL</b>	<b>668</b>	<b>766</b>	<b>8</b>	<b>775</b>	

# 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.

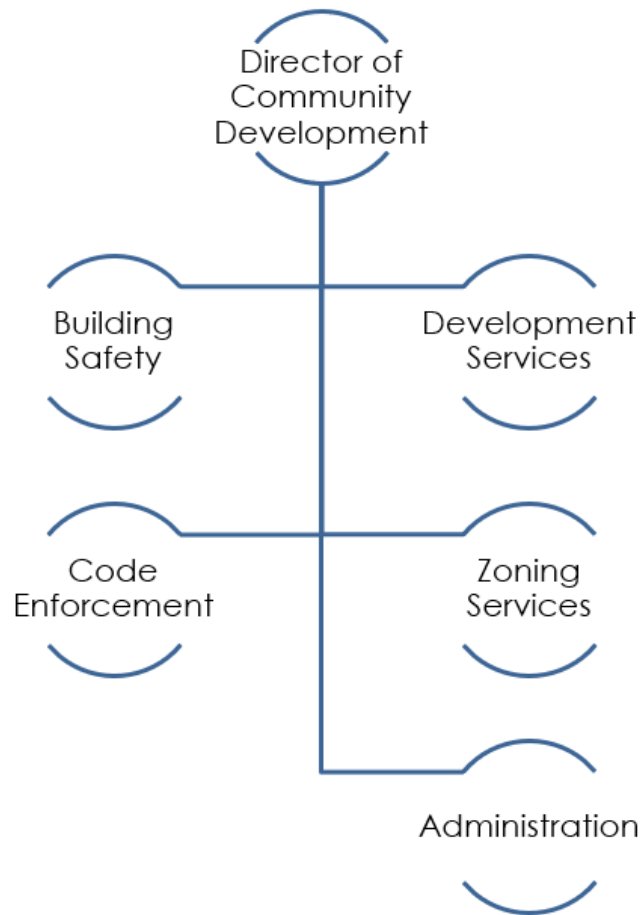
# GENERAL FUND DEPARTMENTAL SUMMARIES

## 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.

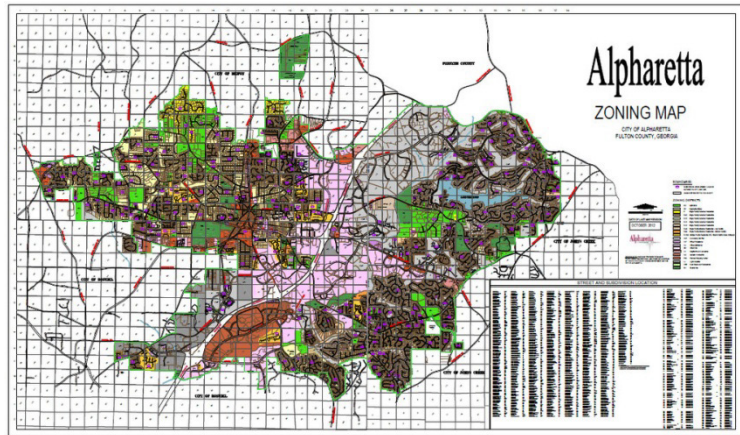
# GENERAL FUND DEPARTMENTAL SUMMARIES

## 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
<b>REVENUES</b>					
<b>Business Taxes:</b>					
Occupational License Fees	\$ 1,171,692	\$ 1,083,893	\$ 1,178,045	\$ 1,165,000	\$ 1,230,000
<b>Licenses &amp; Permits:</b>					
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
<b>Charges for Services:</b>					
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
<b>Fines &amp; Forfeitures</b>					
	18,175	3,250	7,000	3,000	5,000
<b>TOTAL</b>	<b>\$ 5,242,572</b>	<b>\$ 5,369,151</b>	<b>\$ 6,092,932</b>	<b>\$ 5,628,800</b>	<b>\$ 5,394,100</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
Salaries (incl. Temp. Svcs)	\$ 2,040,849	\$ 2,168,038	\$ 2,377,330	\$ 2,721,457	\$ 2,693,985
Overtime	132	6,377	1,777	6,657	5,000
Group Insurance	709,983	645,344	673,881	766,733	750,490
FICA	147,651	158,447	173,841	208,813	206,531
Pension (Defined Benefit)	144,877	161,951	178,168	191,236	206,607
Pension (401A Contribution/Matcl)	171,879	198,734	209,585	282,637	286,559
Miscellaneous	106,757	110,738	113,779	130,562	123,112
<i>subtotal</i>	<b>\$ 3,322,128</b>	<b>\$ 3,449,628</b>	<b>\$ 3,728,361</b>	<b>\$ 4,308,095</b>	<b>\$ 4,272,284</b>
<b>Maintenance &amp; Operations:</b>					
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	244,787
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>	<b>\$ 546,629</b>	<b>\$ 631,661</b>	<b>\$ 577,198</b>	<b>\$ 702,183</b>	<b>\$ 424,237</b>
<b>Capital/Other</b>					
	\$ -				\$ -
<b>TOTAL</b>	<b>\$ 3,868,757</b>	<b>\$ 4,081,289</b>	<b>\$ 4,305,559</b>	<b>\$ 5,010,278</b>	<b>\$ 4,696,521</b>

**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 -\$313,757, 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 decreased -1%, or -\$35,811, due primarily to the following:

- 4% performance-based merit program scheduled for July 1, 2024.
- 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 -40%, or -\$277,946, 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) and funding for a Business Summit sponsorship (\$12,000).
- 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 and personnel.

- **Administration**

**Statement of Service:** The purpose of Community Development Administration is to provide effective, efficient, and responsive services to account for the resources allocated to the Planning & Zoning and Code Enforcement division of the department.

Community Development - Administration					
Performance Measurements	Actual FY 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

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### 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**

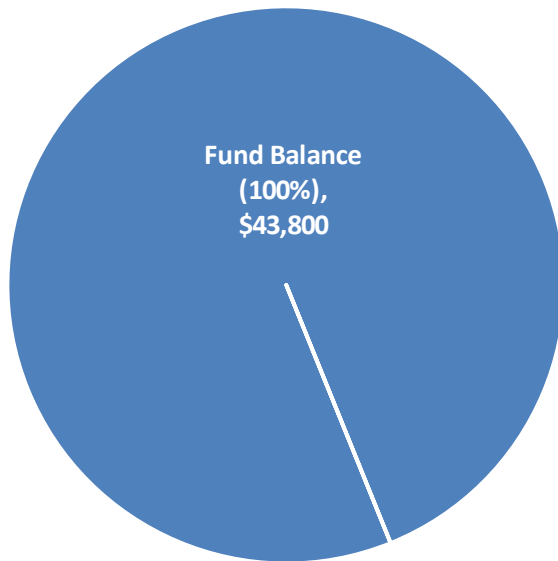
This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. Also included are changes in fund balance.

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.

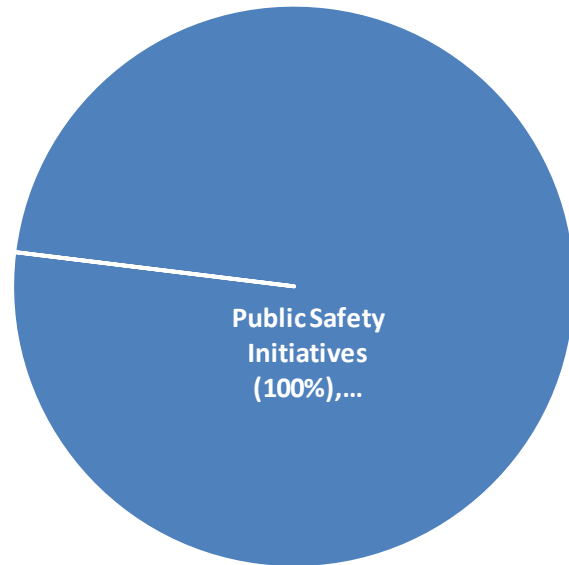
# SPECIAL REVENUE FUND SUMMARIES

## Asset Forfeiture Fund Summary

FY 2025 Budget: \$43,800



Revenues by Source



Expenditures by Use

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 2024<sup>13</sup>.

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.

<sup>13</sup> 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
<b>REVENUES</b>					
<b>Fines &amp; Forfeitures</b>					
Asset Forfeiture Distributions	\$ 68,793	\$ 236,585	\$ 59,719	\$ 40,379	\$ -
<b>Investment Earnings</b>	1,091	1	-	-	-
<b>Other</b>					
Sale of Capital Assets	7,825	-	-	-	-
Miscellaneous Earnings	-	-	-	-	-
Fund Balance	-	-	-	278,523	43,800
<b>TOTAL</b>	<b>\$ 77,709</b>	<b>\$ 236,586</b>	<b>\$ 59,719</b>	<b>\$ 318,902</b>	<b>\$ 43,800</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
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>	<b>\$ 170,498</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Maintenance &amp; Operations:</b>					
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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,105</b>	<b>\$ 117,446</b>	<b>\$ -</b>
<b>Capital</b>					
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>	<b>\$ 50,724</b>	<b>\$ 7,708</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,800</b>
<b>Non-Allocated</b>					
Reserve	\$ -	\$ -	\$ -	\$ 201,456	\$ -
<i>subtotal</i>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 201,456</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 221,222</b>	<b>\$ 7,708</b>	<b>\$ 84,105</b>	<b>\$ 318,902</b>	<b>\$ 43,800</b>

# 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
<b>REVENUES BY CATEGORY</b>					
Fines and Forfeitures	\$ 68,793	\$ 236,585	\$ 59,719	\$ 40,379	\$ -
Investment Earnings	1,091	1	-	-	-
Other	7,825	-	-	-	-
<b>TOTAL</b>	<b>\$ 77,709</b>	<b>\$ 236,586</b>	<b>\$ 59,719</b>	<b>\$ 40,379</b>	<b>\$ -</b>
<b>EXPENDITURES BY FUNCTION</b>					
Public Safety	\$ 221,222	\$ 7,708	\$ 84,105	\$ 117,446	\$ 43,800
<b>TOTAL</b>	<b>\$ 221,222</b>	<b>\$ 7,708</b>	<b>\$ 84,105</b>	<b>\$ 117,446</b>	<b>\$ 43,800</b>
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)

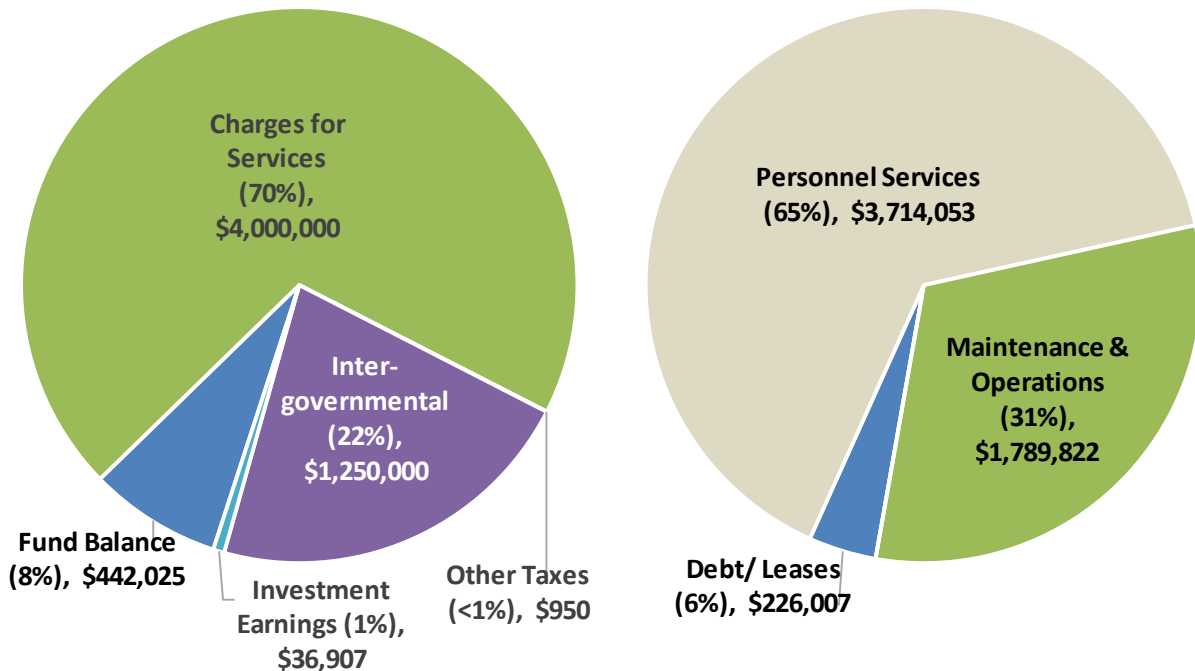
Notes:

- (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 2024<sup>14</sup> 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.

<sup>14</sup> 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.
- 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 current Hexagon implementation timeline indicates that access to the legacy OSSI software is only needed for 6-months within FY 2025.

# SPECIAL REVENUE FUND SUMMARIES

## 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
<b>REVENUES</b>					
<b>Charges for Services:</b>					
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
<b>Other Taxes:</b>					
Excise Tax	-	808	932	800	950
<b>Intergovernmental:</b>	1,157,905	965,885	1,107,857	1,250,000	1,250,000
<b>Investment Earnings</b>	342	(26,247)	35,567	32,180	36,907
<b>Other</b>					
Miscellaneous	8,520	-	-	-	-
Mobile Radio Lease Financing	-	1,565,705	-	-	-
Fund Balance	-	-	-	1,416,869	442,025
<b>TOTAL</b>	<b>\$ 4,406,685</b>	<b>\$ 6,007,552</b>	<b>\$ 4,952,794</b>	<b>\$ 6,649,849</b>	<b>\$ 5,729,882</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
Salaries	\$ 1,558,457	\$ 1,690,679	\$ 1,763,516	\$ 1,867,639	\$ 2,013,446
Overtime	232,851	265,688	379,745	275,000	300,000
Group Insurance	420,166	421,234	427,351	591,622	646,168
FICA	132,230	144,564	158,468	182,871	177,002
Pension (Defined Benefit)	103,689	115,365	130,289	137,370	175,278
Pension (401A Cont./Match)	143,586	183,299	195,281	245,954	282,130
Miscellaneous	92,575	87,264	98,973	110,432	120,029
<i>subtotal</i>	<b>\$ 2,683,553</b>	<b>\$ 2,908,092</b>	<b>\$ 3,153,623</b>	<b>\$ 3,410,888</b>	<b>\$ 3,714,053</b>
<b>Maintenance &amp; Operations:</b>					
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>	<b>\$ 1,219,274</b>	<b>\$ 1,206,969</b>	<b>\$ 1,258,080</b>	<b>\$ 1,674,307</b>	<b>\$ 1,789,822</b>
<b>Capital/Leases:</b>					
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>	<b>\$ 76,777</b>	<b>\$ 1,905,328</b>	<b>\$ 392,728</b>	<b>\$ 735,514</b>	<b>\$ 226,007</b>
<b>Non-Allocated</b>					
Reserve	\$ 39,934	\$ -	\$ -	\$ 829,140	\$ -
<i>subtotal</i>	<b>\$ 39,934</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 829,140</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 4,019,538</b>	<b>\$ 6,020,389</b>	<b>\$ 4,804,431</b>	<b>\$ 6,649,849</b>	<b>\$ 5,729,882</b>



# 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
<b>REVENUES BY CATEGORY</b>					
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	-	-	-
<b>TOTAL</b>	<b>\$ 4,406,685</b>	<b>\$ 6,007,552</b>	<b>\$ 4,952,794</b>	<b>\$ 5,232,980</b>	<b>\$ 5,287,857</b>
<b>EXPENDITURES BY FUNCTION</b>					
Public Safety	\$ 4,019,538	\$ 6,020,389	\$ 4,804,431	\$ 5,820,709	\$ 5,729,882
<b>TOTAL</b>	<b>\$ 4,019,538</b>	<b>\$ 6,020,389</b>	<b>\$ 4,804,431</b>	<b>\$ 5,820,709</b>	<b>\$ 5,729,882</b>
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)

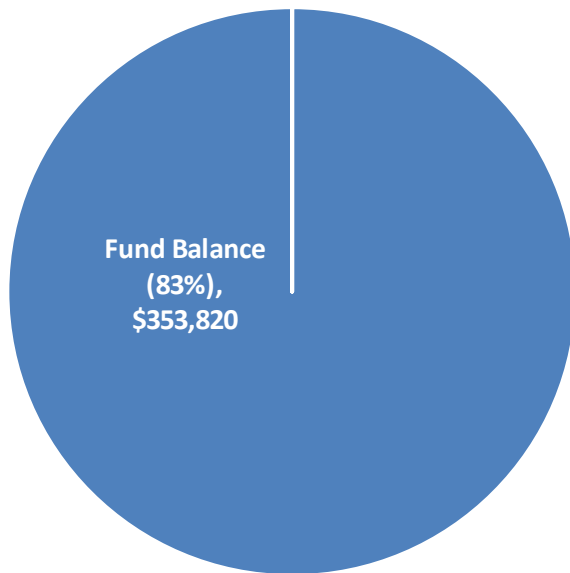
Notes:

- (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.

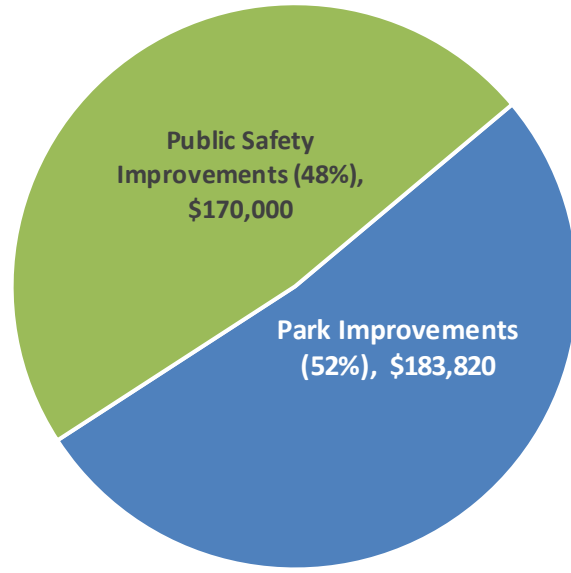
# SPECIAL REVENUE FUND SUMMARIES

## 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
<b>REVENUES</b>					
<b>Charges for Services:</b>					
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	-
<b>Investment Earnings</b>	2,496	(64,245)	108,181	-	-
<b>Other</b>					
Fund Balance	-	-	-	3,712,044	353,820
<b>TOTAL</b>	<b>\$ 2,101,242</b>	<b>\$ 1,874,942</b>	<b>\$ 573,457</b>	<b>\$ 4,159,101</b>	<b>\$ 353,820</b>
<b>EXPENDITURES</b>					
<b>Capital/Leases:</b>					
Impact Fee Study Update	\$ -	\$ 2,780	\$ 29,195	\$ 37,525	\$ -
<b>Roads</b>					
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	-
<b>Parks</b>					
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
<b>Public Safety</b>					
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>
<b>Non-Allocated</b>					
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>
<b>TOTAL</b>	<b>\$ 1,549,831</b>	<b>\$ 781,381</b>	<b>\$ 1,764,689</b>	<b>\$ 4,159,101</b>	<b>\$ 353,820</b>

# 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
<b>REVENUES BY CATEGORY</b>					
Charges for Services	\$ 2,098,746	\$ 1,939,187	\$ 465,276	\$ 447,057	\$ -
Investment Earnings	2,496	(64,245)	108,181	-	-
Other	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,101,242</b>	<b>\$ 1,874,942</b>	<b>\$ 573,457</b>	<b>\$ 447,057</b>	<b>\$ -</b>
<b>EXPENDITURES BY FUNCTION</b>					
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
<b>TOTAL</b>	<b>\$ 1,549,831</b>	<b>\$ 781,381</b>	<b>\$ 1,764,689</b>	<b>\$ 3,585,405</b>	<b>\$ 353,820</b>
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:

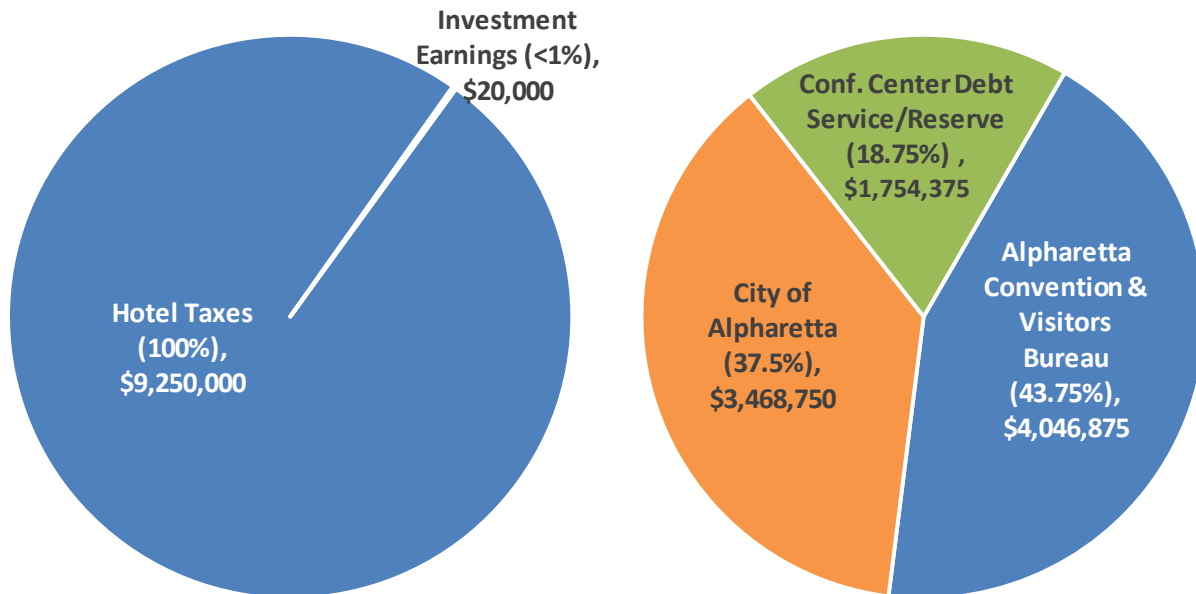
In order to accurately measure anticipated fund balance usage, this schedule omits Carryforward Fund Balance and Non-Allocated/Reserve (1) accounts. Please note, the city does not materially base Impact Fee investment on forecasted revenues. Instead, opting to utilize actual collections. Hence, a forecast 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
<b>REVENUES</b>					
<b>Other Taxes</b>					
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	-	-
<b>Investment Earnings</b>	1,582	(25,697)	-	-	20,000
<b>Other</b>					
Fund Balance	-	-	-	962,046	-
<b>TOTAL</b>	<b>\$ 3,891,676</b>	<b>\$ 7,915,067</b>	<b>\$ 9,307,239</b>	<b>\$ 10,512,046</b>	<b>\$ 9,270,000</b>
<b>EXPENDITURES</b>					
<b>ACVB/City</b>					
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>
<b>Facility</b>					
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>
<b>TOTAL</b>	<b>\$ 4,546,996</b>	<b>\$ 8,083,208</b>	<b>\$ 9,488,366</b>	<b>\$ 10,512,046</b>	<b>\$ 9,270,000</b>

# 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
<b>REVENUES BY CATEGORY</b>					
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	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,891,676</b>	<b>\$ 7,915,067</b>	<b>\$ 9,307,239</b>	<b>\$ 9,550,000</b>	<b>\$ 9,270,000</b>
<b>EXPENDITURES BY FUNCTION</b>					
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	-
<b>TOTAL</b>	<b>\$ 4,546,996</b>	<b>\$ 8,083,208</b>	<b>\$ 9,488,366</b>	<b>\$ 9,172,658</b>	<b>\$ 8,938,338</b>
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](http://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.
  - 4,000,000 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 \$22.6 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 \$3.6 million is being reserved to provide flexibility for future prioritized capital investment.

Capital Initiatives not recommended for funding total \$9.6 million. Detailed narratives for the Staff Recommended and Unfunded Capital Initiatives are included herein.

<b>FY 2025 Capital Source &amp; Use Summary</b>	<b>Capital Project Fund</b>	<b>Stormwater Capital Fund</b>	<b>2022 Parks Bond Fund</b>	<b>TSPLOST 1 Capital Fund</b>	<b>TSPLOST 2 Capital Fund</b>	<b>Asset Forfeiture Fund</b>	<b>Impact Fee Fund</b>	<b>Subtotal</b>	<b>Other Sources (grants, etc.)</b>	<b>Total</b>
<b>Sources</b>										
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
<b>Total Sources</b>	<b>\$ 15,573,766</b>	<b>\$ 2,000,000</b>	<b>\$ 900,000</b>	<b>\$ 500,000</b>	<b>\$ 300,000</b>	<b>\$ 43,800</b>	<b>\$ 353,820</b>	<b>\$ 19,671,386</b>	<b>\$ 6,537,832</b>	<b>\$ 26,209,218</b>
<b>Uses</b>										
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 & Economic Development	649,400	-	-	-	-	-	-	649,400	24,000	673,400
<b>Total Uses</b>	<b>\$ 13,670,180</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,800</b>	<b>\$ 353,820</b>	<b>\$ 16,067,800</b>	<b>\$ 6,537,832</b>	<b>\$ 22,605,632</b>
<b>Non-Allocated (Sources - Uses)</b>	<b>\$ 1,903,586</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ 500,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,603,586</b>	<b>\$ -</b>	<b>\$ 3,603,586</b>

# 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
<b>Sources</b>										
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
<b>Total Sources</b>	<b>\$ 15,573,766</b>	<b>\$ 2,000,000</b>	<b>\$ 900,000</b>	<b>\$ 500,000</b>	<b>\$ 300,000</b>	<b>\$ 43,800</b>	<b>\$ 353,820</b>	<b>\$ 19,671,386</b>	<b>\$ 6,537,832</b>	<b>\$ 26,209,218</b>
<b>Uses</b>										
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

<b>FY 2025 Capital Source &amp; Use Detail</b>	<b>Capital Project Fund</b>	<b>Stormwater Capital Fund</b>	<b>2022 Parks Bond Fund</b>	<b>TSPLOST 1 Capital Fund</b>	<b>TSPLOST 2 Capital Fund</b>	<b>Asset Forfeiture Fund</b>	<b>Impact Fee Fund</b>	<b>Subtotal</b>	<b>Other Sources (grants, etc.)</b>	<b>Total</b>
<b>Uses</b>										
Capital/One-Time Initiatives										
Public Works										
Milling and Resurfacing North Point Parkway Corridor (ROW Phase) - Surface Transportation Block Grant	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 1,513,832	\$ 4,013,832
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

<b>FY 2025 Capital Source &amp; Use Detail</b>	<b>Capital Project Fund</b>	<b>Stormwater Capital Fund</b>	<b>2022 Parks Bond Fund</b>	<b>TSPLOST 1 Capital Fund</b>	<b>TSPLOST 2 Capital Fund</b>	<b>Asset Forfeiture Fund</b>	<b>Impact Fee Fund</b>	<b>Subtotal</b>	<b>Other Sources (grants, etc.)</b>	<b>Total</b>
<b>Uses continued</b>										
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
	<b>\$ 6,043,000</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,043,000</b>	<b>\$ 6,513,832</b>	<b>\$ 14,556,832</b>
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
	<b>\$ 1,454,380</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 183,820</b>	<b>\$ 1,638,200</b>	<b>\$ -</b>	<b>\$ 1,638,200</b>

# 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
<b>Uses continued</b>										
Capital/One-Time Initiatives										
Community & Economic 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)	150,000	-	-	-	-	-	-	150,000	-	150,000
	\$ 649,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 649,400	\$ 24,000	\$ 673,400
<b>Total Uses</b>	<b>\$ 13,670,180</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,800</b>	<b>\$ 353,820</b>	<b>\$ 16,067,800</b>	<b>\$ 6,537,832</b>	<b>\$ 22,605,632</b>

<b>Non-Allocated (Future Capital/One-Time Initiatives)</b>	<b>\$ 1,903,586</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ 500,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,603,586</b>
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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.
- 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.

# 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.
- $\$207k * 570 \text{ lane miles} = \$118 \text{ million}$ .
- 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 2<sup>nd</sup> 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) \$150,000**

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 charettes and stakeholder meetings as well as determining the best 8 locations for initial construction/installation. This request is for design funding only. Construction/installation of the entry monuments will be requested as part of a future capital plan with the cost dependent upon design and undeterminable at this time. Operating Budget Impact: Maintenance costs are highly dependent upon the design and are undeterminable at this time.



# CAPITAL PROJECT FUND SUMMARIES

## Detail (Unfunded Capital Initiatives)

### **Human Resources**

**HR Office Improvements** **\$55,000**

Fiscal Year 2025 Annual Action Plan:

- People Focused Workforce.

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

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

### **Public Safety**

**Public Safety Evidence Building Repairs & Plan for Expansion** **\$110,000**

Fiscal Year 2025 Annual Action Plan:

- Safe and Welcoming Community.
- Infrastructure and Facilities Maintenance.
- People Focused Workforce.

Description: The Public Safety Department, specifically the Police Property and Evidence Building, needs essential repairs to prevent further deterioration of this structure. This structure houses evidence during investigations, emergency vehicles, department property, and arrestee's property when arrested due to an investigation.

The repairs consist of cracking in the structural walls and at least two visible cracks in the walls of this building. Of the two visible cracks, one over an entry door is longer than 10 feet, and the other near a roll-up door is about five feet long. There may be more cracking that is not visible since there is paint on the walls. Water leaks into the evidence areas, causing mold and ceiling tiles to fall; this has been reported to public works for repair. However, it is likely an issue in other areas of the building because the paint in other regions has visible damage. The lighting in the open areas containing the vehicles has been a consistent problem. The fixtures have been retrofitted for LED lighting but continue to malfunction. The fixtures should be replaced with a unit made for LED area lights, and the wiring should be investigated to see if it is malfunctioning. Several windows have hazed or clouded over. All the glass should be replaced for a uniform appearance. The window frames are likely in very poor condition due to the condition of the glass; the seal for the

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

## CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

glass on the windows has broken and may be leaking. The paint on the interior of the building is flaking and bubbling from what is believed to be water damage. There are more than a dozen areas where this is obvious. One area of paint blistering is more than fourteen feet high by over three feet wide. Some of this damage is located near windows, indicating the window frame seal to the cinder block walls has failed.

During a contractor's appraisal to get a ballpark figure on what these repairs may cost, they indicated there needed to be some preventative maintenance completed on the roofing. It is beginning to show signs of deterioration that, if not addressed, will require a new roof in the near future. The anticipated cost for this project is \$80,000 without knowing if the structural cracking has caused any other damage.

Also, in FY 2025, we would like to do an RFP for design services to obtain a plan and cost estimate to expand the current building to add storage and workspace. We are unsure what this might cost, but we are adding another \$30,000 for the expansion design scope. Operating Budget Impact: This request decreases building maintenance costs through repairs. Operating budget impact associated with expansion is highly dependent upon design and undeterminable at this time.

### **Public Safety Headquarters Bathroom Renovations**

**\$163,000**

#### Fiscal Year 2025 Annual Action Plan:

- Infrastructure and Facilities Maintenance.
- People Focused Workforce.

Description: Public Safety Headquarters' first and second-floor restrooms and locker rooms require updating and repairs. The restrooms of the Department of Public Safety Headquarters Building (not including the 911 center) have not been updated in years. Since the bathrooms were built, the Public Safety Department has seen growth in the number of employees and the square footage the bathrooms serve. It is needed to redesign, remodel, and renovate the bathrooms to repair and update the aging fixtures, to meet and exceed the Americans with Disabilities Act (ADA) requirements, and to provide our employees with an adequate sanitization station.

On both the first and second floors, the men's and women's restroom countertops and partitions are sagging, delaminating, and showing their age. Due to the growth in employees in the building, more sinks and toilets must also be added to the areas to serve the current building capacity. The second-story locker rooms were reorientated a few years ago; the sinks, tiles, and showers are original to the building, outdated, and showing signs of deterioration.

Completing a remodel of the Public Safety Headquarters restrooms and locker rooms, we will ensure we are compliant with ADA requirements, improve sanitation and cleanliness, make our facility a more efficient facility to use, and save money with updated lighting and the installation of water-saving fixtures.

The anticipated cost of this project is \$78,000 for the first-floor bathrooms and \$85,000 for the second-floor restrooms, showers, and locker rooms. The cost of this project could

## CAPITAL PROJECT FUND SUMMARIES

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

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

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

## **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 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 INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

## CAPITAL PROJECT FUND SUMMARIES

### **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.

### **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.

# CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING 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.

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

# CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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 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



# CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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.

## **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.

# CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

## **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.

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.

# CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

## **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.

## **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.

# CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

- 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.

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

# CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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.

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.

## CAPITAL PROJECT FUND SUMMARIES

CAPITAL 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.

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 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 PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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 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.

# CAPITAL PROJECT FUND SUMMARIES

## **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.

### **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

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME



# CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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.

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.

# CAPITAL PROJECT FUND SUMMARIES

## **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:

- 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.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

# CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

## **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, 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

# CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

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.

**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.

# CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

## **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).

**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

# CAPITAL PROJECT FUND SUMMARIES

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

construction of the park improvements (including art amenities) is tentatively estimated at \$700,000 and would be part of a future capital request.

Operating Budget Impact: Maintenance costs are highly dependent upon the design and are undeterminable at this time.

**South Main Street Park Entrances (monuments) \$100,000**

Fiscal Year 2025 Annual Action Plan:

- Downtown Alpharetta.
- Recreation, Parks, and Culture.
- Transportation and Traffic.

Description: This request is for the design and construction of park entry monuments providing connectivity into Wills Park. The City of Alpharetta can introduce major or minor gateways into Wills Park that fit in well with the overall style of the area, as well as the Wills Park Master Plan. These major and minor gateways are recommended to be visible from South Main Street. This was part of the South Main Street LCI Study adopted by Council in March of 2023. Operating Budget Impact: Maintenance costs are minimal and coverable through existing budget appropriations.



# CAPITAL PROJECT FUND SUMMARIES

## Summary 5-Year CIP

A summary version of the city’s five-year capital improvement plan (“CIP”) is included below. The CIP forecasts the city’s available funding for capital investment over a five-year period and provides a preliminary project prioritization (subject to adjustment in future years). These figures do not include the city’s existing capital initiatives (i.e., initiatives funded prior to FY 2025) and do not represent full funding of departmental capital project requests. Please refer to Appendix A for the detailed 5-Year CIP.

### FY 2025-2029 Capital Improvement Plan

April 24, 2024

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
<b>Sources</b>						
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
	<b>\$ 13,447,780</b>	<b>\$ 7,883,675</b>	<b>\$ 12,361,422</b>	<b>\$ 13,654,762</b>	<b>\$ 13,558,346</b>	<b>\$ 60,905,985</b>
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
	<b>\$ 6,223,606</b>	<b>\$ 380,000</b>	<b>\$ 600,000</b>	<b>\$ 7,440,000</b>	<b>\$ 7,450,000</b>	<b>\$ 22,093,606</b>
<b>Capital Lease</b>						
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
<b>Grant/Contribution</b>						
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
	<b>\$ 6,537,832</b>	<b>\$ 11,514,000</b>	<b>\$ 1,442,000</b>	<b>\$ 730,000</b>	<b>\$ 2,496,000</b>	<b>\$ 22,719,832</b>
<b>Total Sources</b>	<b>\$ 26,209,218</b>	<b>\$ 19,777,675</b>	<b>\$ 14,403,422</b>	<b>\$ 21,824,762</b>	<b>\$ 23,504,346</b>	<b>\$ 105,719,423</b>

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
<b>Uses (by Department)</b>						
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 & Economic Development	673,400	248,600	144,900	230,200	153,500	1,450,600
<b>Total Uses</b>	<b>\$ 22,605,632</b>	<b>\$ 19,775,800</b>	<b>\$ 14,398,100</b>	<b>\$ 21,824,600</b>	<b>\$ 21,510,600</b>	<b>\$ 100,114,732</b>
<b>Non-Allocated (Sources-Uses)</b>	<b>\$ 3,603,586</b>	<b>\$ 1,875</b>	<b>\$ 5,322</b>	<b>\$ 162</b>	<b>\$ 1,993,746</b>	<b>\$ 5,604,691</b>
<b>Total Uses + Non-Allocated</b>	<b>\$ 26,209,218</b>	<b>\$ 19,777,675</b>	<b>\$ 14,403,422</b>	<b>\$ 21,824,762</b>	<b>\$ 23,504,346</b>	<b>\$ 105,719,423</b>

(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.

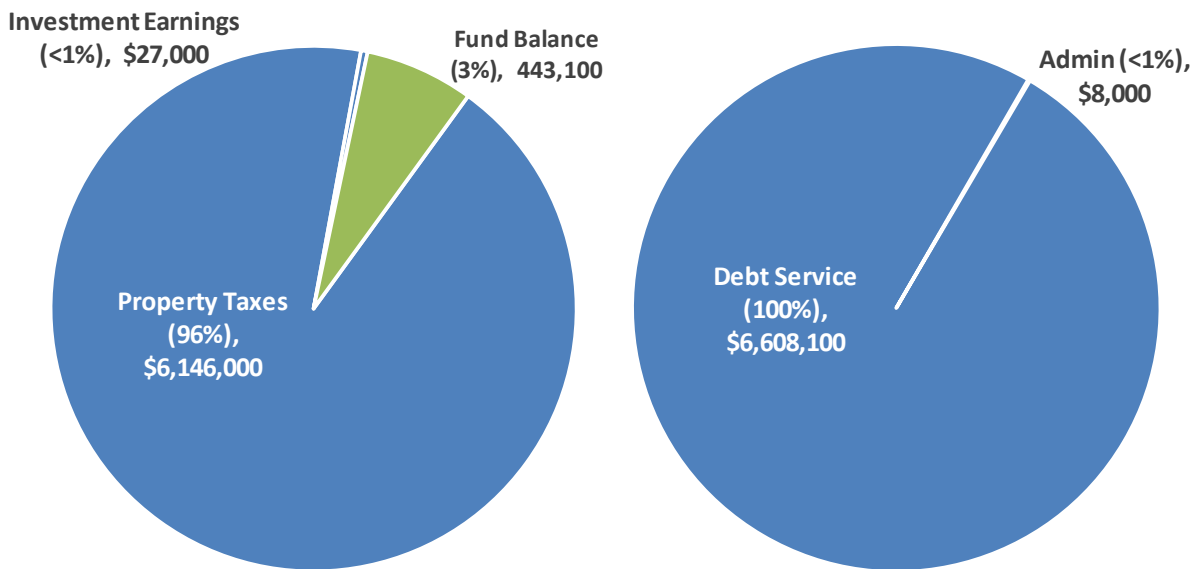
# DEBT SERVICE FUND SUMMARY

## 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 <sup>15</sup>	\$ 2,210,000
Revenue Bonds, Series 2016 <sup>18</sup>	21,825,000
Total Development Authority Debt	\$ 24,035,000

<sup>15</sup> This obligation is funded out of the General Fund (Series 2013) and Hotel/Motel Fund (Series 2016) and shown herein for the purposes of providing a comprehensive overview of all bond debt obligations.



## DEBT SERVICE FUND SUMMARY

### Debt Issuance Methodology

The city's preferred method for funding the acquisition and construction of major items, such as buildings, infrastructure, parks, streets, and other major capital facilities shall be through current revenue when available (i.e., pay-as-you-go) or from outside funding sources such as grant funding and related aid.

General obligation bonds have been issued to fund numerous large-scale projects including public safety facilities, parks and recreation facilities, and transportation improvements that continue to define Alpharetta as a desirable community to work and live. The city issues general obligation bonds to provide capital improvement funding when the project(s) are of sufficiently large scale, and it is appropriate to achieve a fair allocation of costs between current and future beneficiaries.

### Debt Issuance Activity

**GO Bonds, Series 2022:** In November 2021, the voters of the City of Alpharetta approved the issuance of General Obligation Bonds (the "2022 Alpharetta Parks Bonds") to fund \$29.5 million in improvements aimed at constructing a variety of park enhancements and projects including:

- Wills Park Equestrian renovation build out (50% match), \$5 million.
- Turf for Webb Bridge Park large soccer field, \$1 million.
- Wills Park Master Plan projects, \$6 million.
- Union Hill Park redevelopment/trailhead, \$3.25 million.
- Mid Broadwell Park build out, \$500,000.
- Old Rucker Park design and build out, \$3 million.
- Farmhouse Park design and build out, \$2 million.
- Waters Road Park design & build out \$1.25 million.
- Alpha Loop, \$7.5 million.

The 2022 Alpharetta Parks Bonds were issued in February 2022 in a par amount of \$27 million (not including a \$2.5 million premium which assisted in funding the \$29.5 million in project improvements) with a 25-year term and a true-interest cost of 2.38%.

**GO Refunding Bonds, Series 2020:** In April 2020, the city issued \$18 million (par) of City of Alpharetta General Obligation Bonds Refunding Bonds, Series 2020, for refunding of the outstanding Series 2012 General Obligation Bonds (saving over \$300,000 annually).

The Series 2012 General Obligation Bonds funded the redevelopment of 22-acres in the heart of Downtown Alpharetta (the "City Center" project) to include a vibrant environment of parks and civic spaces that serve as a gathering place for citizens and attract business and investment to this important area of our community.

## DEBT SERVICE FUND SUMMARY

The Public portion of City Center includes: new Fulton County Library (funded separately through Fulton County); 5-acre Public Park; Town Square; new Alpharetta City Hall; and 450+/- space Public Parking Garage. These components create a place and an atmosphere where people naturally want to be.



City Center

While there, many also patronize the unique shops and restaurants that call Downtown Alpharetta home.

The environment created through these civic elements attracted private investment that drove the second phase of the development (mixed-use residential, retail, and office).

**GO Bonds, Series 2016:** In May 2016, the voters of the

City of Alpharetta approved the issuance of General Obligation Bonds (the “2016 Alpharetta Parks and Transportation Bonds”) to fund \$52 million in improvements aimed at alleviating traffic congestion, expanding sidewalk connectivity, improving park amenities, extending the Big Creek Greenway north to connect with Forsyth County’s Greenway, and securing parkland for future passive and active park systems.

The 2016 Alpharetta Parks and Transportation Bonds were issued in July 2016 in a par amount of \$52 million (including premium) with a 25-year term and a true-interest cost of 2.83%.

**Development Authority Revenue Bonds, Series 2016:** The purpose of this bond issue was to fund the new state-of-the-art 44,000 square foot Conference Center through a public-private partnership with North American Properties (developer of Avalon). Along with the Conference Center, North American Properties constructed a 330-room Marriott Autograph hotel abutting the Center. North American Properties is operating the Conference Center that includes the largest meeting room in the north Fulton market. Economic impact studies have indicated that a conference center could bring in almost \$23.5 million in visitor spending, generating 545 jobs with more than \$15.7 million in earnings and over \$51.3 million in total economic output annually. The FY 2024 budget includes funding within the Hotel/Motel Fund to cover debt service associated with bonds issued to fund construction of the Center. The debt service is fully funded through the hotel/motel tax.

The Series 2016 Development Authority Revenue Bonds were issued in May 2016 in a par amount of \$25.9 million (including premium) with a 25-year term and a true-interest cost of 2.88%.

## DEBT SERVICE FUND SUMMARY



### Bond Ratings

The city's AAA bond rating was reaffirmed by Moody's and Standard & Poor's ("S&P") during January 2022 in conjunction with the sale of \$27 million (par) of Series 2022 General Obligation Bonds to fund a variety of park enhancements and projects. The AAA rating represents the highest rating available to municipalities and translates to significant savings to our citizens and stakeholders through reduced borrowing costs. This rating demonstrates the strongest creditworthiness relative to other US municipal or tax-exempt issuers and reflects the city's current sound financial position as well as strong financial management practices guiding our ongoing decision making. These practices are supported by formal policies to guide budget and procurement practices, capital investment, and debt management. Other positive factors include a relatively strong economic base and manageable debt/pension burdens. The FY 2025 Budget is mindful of these factors and the importance of maintaining the highest rating, not only for our citizens but also our bondholders.

### Bond Smoothing

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

The Alpharetta Development Authority, a component unit of the city that is focused on economic development within our borders, issued bonds in 2016 to fund construction of our state-of-the-art Conference Center. These bonds are funded by a portion of the Hotel/Motel Tax.

Principal and interest payments for fiscal year 2025 are budgeted at \$8.3 million with the following forecast: 2026 - 2041<sup>16</sup>: \$8.8 million (annual average); 2042-2046<sup>17</sup> totaling \$1.6 million (annual average). These figures include city and Development Authority obligations and span multiple Funds.

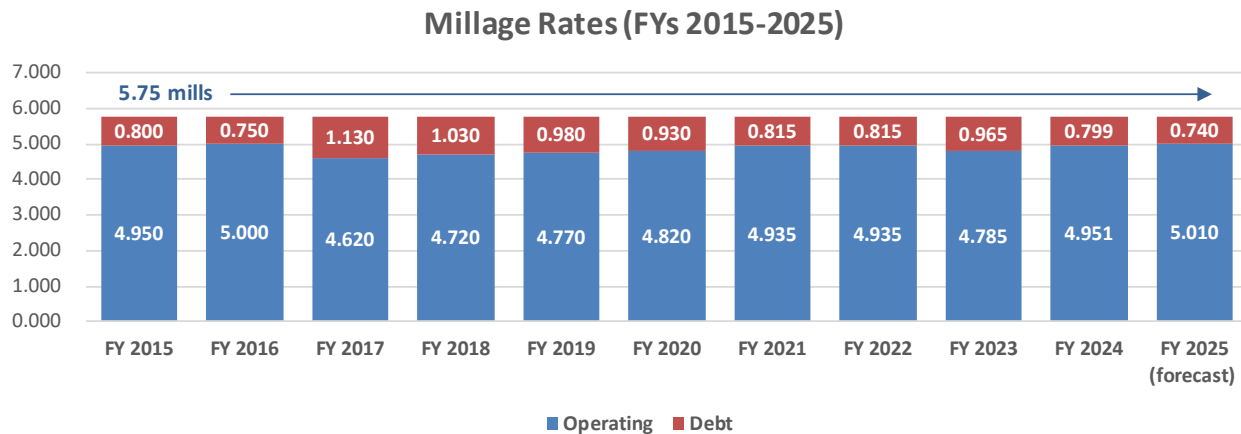
<sup>16</sup> Represents the final maturity of the Series 2016 Alpharetta Parks and Transportation Bonds and the Series 2016 Development Authority Revenue Bonds.

<sup>17</sup> 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)

	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>
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	-	-	\$ -
	<b>\$ 93,815,000.00</b>	<b>\$ 31,798,806.50</b>	<b>\$ 125,613,806.50</b>

## 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)

	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>
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	-	-	\$ -
	<b>\$ 24,035,000.00</b>	<b>\$ 6,976,230.00</b>	<b>\$ 31,011,230.00</b>

# 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
<b>REVENUES</b>					
<b>Property Taxes</b>					
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
<b>Investment Earnings</b>	582	(60,509)	114,853	28,000	27,000
<b>Other</b>					
Miscellaneous	15	-	-	-	-
Fund Balance	-	-	-	1,529,393	443,100
<b>TOTAL</b>	<b>\$ 5,147,049</b>	<b>\$ 5,195,727</b>	<b>\$ 7,031,694</b>	<b>\$ 7,928,393</b>	<b>\$ 6,616,100</b>
<b>EXPENDITURES</b>					
<b>Maintenance &amp; Operations:</b>					
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>
<b>Debt Service</b>					
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>
<b>Non-Allocated</b>					
Reserve	\$ -	\$ -	\$ -	\$ 1,324,991	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 1,324,991</i>	<i>\$ -</i>
<b>TOTAL</b>	<b>\$ 4,943,739</b>	<b>\$ 4,951,381</b>	<b>\$ 6,598,157</b>	<b>\$ 7,928,423</b>	<b>\$ 6,616,100</b>



# 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
<b>Beginning Fund Balance:</b>	\$ 648,200	\$ 851,509	\$ 1,095,855	\$ 1,529,393	\$ 1,324,961
<b>REVENUES BY CATEGORY</b>					
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	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,147,049</b>	<b>\$ 5,195,727</b>	<b>\$ 7,031,694</b>	<b>\$ 6,399,000</b>	<b>\$ 6,173,000</b>
<b>EXPENDITURES BY FUNCTION</b>					
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
<b>TOTAL</b>	<b>\$ 4,943,739</b>	<b>\$ 4,951,381</b>	<b>\$ 6,598,157</b>	<b>\$ 6,603,432</b>	<b>\$ 6,616,100</b>
ACFR Rounding Adjustments	\$ (1)	\$ -	\$ -	\$ -	\$ -
<b>Ending Fund Balance: (1)</b>	<b>\$ 851,509</b>	<b>\$ 1,095,855</b>	<b>\$ 1,529,393</b>	<b>\$ 1,324,961</b>	<b>\$ 881,861</b>
<b>Changes in Fund Balance (actual/est.)</b>	<b>\$ 203,309</b>	<b>\$ 244,347</b>	<b>\$ 433,538</b>	<b>\$ (204,432)</b>	<b>\$ (443,100)</b>

Notes:

(1) Fund Balance is utilized to offset debt service requirements.

# ENTERPRISE FUND SUMMARY

## Enterprise Fund Summary

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### Overview

The *Enterprise Fund Summary* section is intended to provide readers with an overall understanding of the fiscal year 2025 budget for the city's Solid Waste Fund.

Enterprise Funds are used to account for business-type activities whose operations are primarily funded by customer fees. The enterprise fund utilizes the accrual basis of budgeting and accounting.

The following schedules are set forth by Fund and provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Budgetary Comparisons**

This statement provides a detailed comparison of revenues and expenditures across multiple fiscal years. Revenues are presented by source and expenditures are presented by use.

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

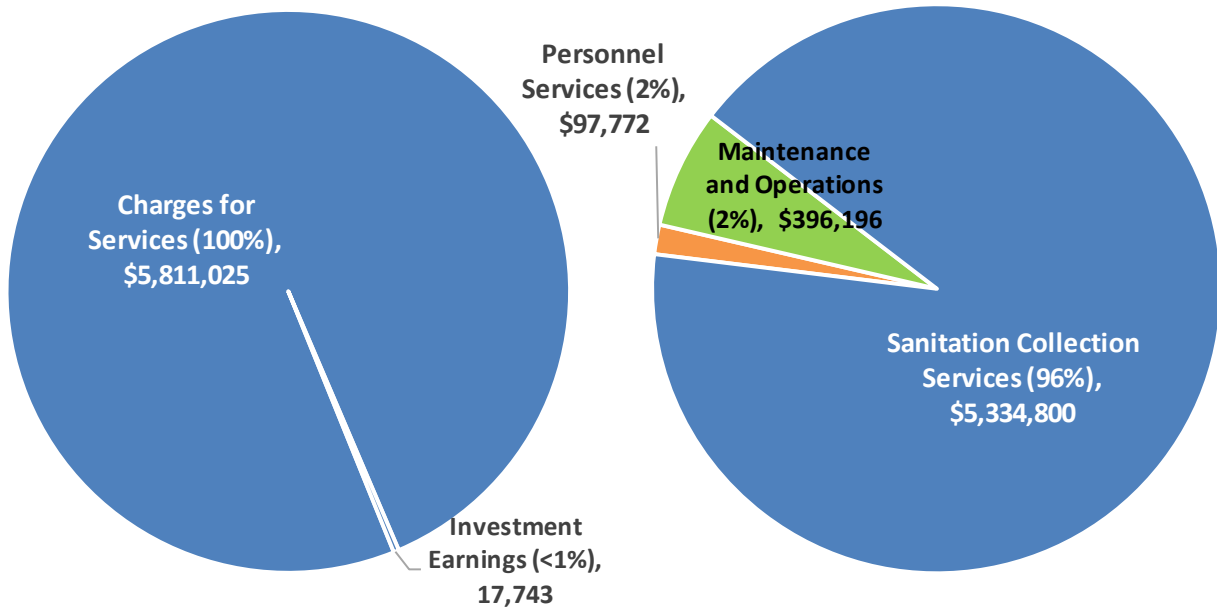
This statement provides a historical comparison of revenues and expenditures for fiscal years 2021-2025. Also included are changes in fund balance.



# ENTERPRISE FUND SUMMARY

## Solid Waste Fund Summary

FY 2025 Budget: \$5,828,768



Revenues by Source

Expenditures by Use

The Solid Waste Fund accounts for fees received from users of the city’s residential solid waste program (i.e., garbage, yard waste, and recycling collection). It is important to note as you review historical data for Solid Waste operations that glass recycling services were ended in August 2022 while all other services continue as normal. That is to say, the actuals through FY 2022 reflect glass services.

Services are provided on a user charge basis and managed through a contract with a private operator. The Finance Department manages the Solid Waste Program including billing, collection, and customer service functions. Commercial solid waste customers are authorized to contract for commercial solid waste collection and disposal services from any contractor that has obtained a solid waste collection permit from the city.

### Trends

The FY 2025 Budget for the Solid Waste Fund totals \$5.8 million and represents an increase of 5%, or \$289,184, compared to FY 2024 due primarily to contractual cost growth for our private sanitation hauler of 4% annually.

As it relates to private sanitation hauler services, the City issued an RFP in 2021 for sanitation services to ensure optimal value for customers. Republic Services (our current provider) was the highest-ranking vendor and the most cost effective (\$1 million lower on

# ENTERPRISE FUND SUMMARY

an annual basis than other proposers). Republic Services was awarded the contract with an annual 4% inflation adjustment.

The Personnel Services category increased 3%, or \$3,207, due to multiple factors including:

- 4% performance-based merit program scheduled for July 1, 2024.
- 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 \$290,511, 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
<b>REVENUES</b>					
<b>Licenses and Permits</b>					
Penalties and Interest	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Charges for Services:</b>					
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
<b>Investment Earnings</b>	1,623	(27,994)	15,066	7,359	17,743
<b>Other</b>					
Miscellaneous			1,405		-
<b>TOTAL</b>	<b>\$ 4,404,761</b>	<b>\$ 5,101,962</b>	<b>\$ 5,184,812</b>	<b>\$ 5,539,584</b>	<b>\$ 5,828,768</b>
<b>EXPENDITURES</b>					
<b>Personnel Services:</b>					
Salaries	\$ 39,203	\$ 44,636	\$ 38,462	\$ 56,839	\$ 58,526
Overtime	135	434	-	750	750
Group Insurance	20,413	23,990	21,363	21,326	22,319
FICA	2,970	3,301	2,681	4,406	4,546
Pension (401A Cont./Match)	3,770	6,029	5,441	8,552	8,803
Miscellaneous	2,170	2,102	2,376	2,692	2,828
<i>subtotal</i>	<b>\$ 68,661</b>	<b>\$ 80,492</b>	<b>\$ 70,322</b>	<b>\$ 94,565</b>	<b>\$ 97,772</b>
<b>Maintenance &amp; Operations:</b>					
Professional Services (e.g. haulers)	\$ 4,599,341	\$ 5,615,708	\$ 5,156,260	\$ 5,375,800	\$ 5,653,000
Miscellaneous	81,992	92,077	63,265	64,685	77,996
<i>subtotal</i>	<b>\$ 4,681,332</b>	<b>\$ 5,707,785</b>	<b>\$ 5,219,526</b>	<b>\$ 5,440,485</b>	<b>\$ 5,730,996</b>
<b>Non-Allocated</b>					
Reserve	\$ -	\$ -	\$ -	\$ 4,534	\$ -
<i>subtotal</i>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,534</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 4,749,994</b>	<b>\$ 5,788,277</b>	<b>\$ 5,289,848</b>	<b>\$ 5,539,584</b>	<b>\$ 5,828,768</b>

# 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
<b>REVENUES BY CATEGORY</b>					
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	-	-
<b>TOTAL</b>	<b>\$ 4,404,761</b>	<b>\$ 5,101,962</b>	<b>\$ 5,184,812</b>	<b>\$ 5,539,584</b>	<b>\$ 5,828,768</b>
<b>EXPENDITURES BY FUNCTION</b>					
Solid Waste Operations	\$ 4,749,994	\$ 5,788,277	\$ 5,289,848	\$ 5,535,050	\$ 5,828,768
<b>TOTAL</b>	<b>\$ 4,749,994</b>	<b>\$ 5,788,277</b>	<b>\$ 5,289,848</b>	<b>\$ 5,535,050</b>	<b>\$ 5,828,768</b>
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

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### 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

## 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
<b>REVENUES</b>					
<b>Charges for Services:</b>					
Risk Management Allocations	\$ 793,361	\$ 830,149	\$ 855,000	\$ 832,136	\$ 794,553
Insurance Premium Funding	720,250	779,750	823,300	928,885	966,800
<b>Investment Earnings</b>	1,200	(25,605)	54,868	25,279	53,947
<b>Other</b>					
Insurance Proceeds	33,611	45,216	210,549	-	-
Fund Balance	-	-	-	2,030,411	200,000
<b>TOTAL</b>	<b>\$ 1,548,421</b>	<b>\$ 1,629,510</b>	<b>\$ 1,943,717</b>	<b>\$ 3,816,711</b>	<b>\$ 2,015,300</b>
<b>EXPENDITURES</b>					
<b>Maintenance &amp; Operations:</b>					
Professional Services	\$ 82,015	\$ 97,737	\$ 75,694	\$ 100,000	\$ 98,500
<b>Insurance Premiums</b>					
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>	<b>\$ 1,521,328</b>	<b>\$ 1,459,876</b>	<b>\$ 1,254,846</b>	<b>\$ 2,057,294</b>	<b>\$ 2,015,300</b>
<b>Non-Allocated</b>					
Reserve	\$ -	\$ -	\$ -	\$ 1,759,417	\$ -
<i>subtotal</i>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,759,417</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 1,521,328</b>	<b>\$ 1,459,876</b>	<b>\$ 1,254,846</b>	<b>\$ 3,816,711</b>	<b>\$ 2,015,300</b>

# 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
<b>REVENUES BY CATEGORY</b>					
Charges for Services	\$ 1,513,611	\$ 1,609,899	\$ 1,678,300	\$ 1,761,021	\$ 1,761,353
Investment Earnings	1,200	(25,605)	54,868	25,279	53,947
Other	33,611	45,216	210,549	-	-
<b>TOTAL</b>	<b>\$ 1,548,421</b>	<b>\$ 1,629,510</b>	<b>\$ 1,943,717</b>	<b>\$ 1,786,300</b>	<b>\$ 1,815,300</b>
<b>EXPENDITURES BY USE</b>					
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
<b>TOTAL</b>	<b>\$ 1,521,328</b>	<b>\$ 1,459,876</b>	<b>\$ 1,254,846</b>	<b>\$ 2,057,294</b>	<b>\$ 2,015,300</b>
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

## 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
<b>REVENUES</b>					
<b>Charges for Services:</b>					
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
<b>Investment Earnings</b>	806	-	-	-	-
<b>Other</b>					
Fund Balance	-	-	-	75,608	-
<b>TOTAL</b>	<b>\$ 7,909,143</b>	<b>\$ 7,756,189</b>	<b>\$ 8,064,455</b>	<b>\$ 9,075,608</b>	<b>\$ 9,900,000</b>
<b>EXPENDITURES</b>					
<b>Maintenance &amp; Operations:</b>					
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>
<b>Other</b>					
Transfer to OPEB Fund	\$ -	\$ -	\$ -	\$ -	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<b>Non-Allocated</b>					
Reserve	\$ -	\$ -	\$ -	\$ 75,608	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 75,608</i>	<i>\$ -</i>
<b>TOTAL</b>	<b>\$ 7,950,966</b>	<b>\$ 7,757,419</b>	<b>\$ 7,948,244</b>	<b>\$ 9,075,608</b>	<b>\$ 9,900,000</b>

# 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
<b>REVENUES BY CATEGORY</b>					
Charges for Services	\$ 7,908,337	\$ 7,756,189	\$ 8,064,455	\$ 9,000,000	\$ 9,900,000
Investment Earnings	806	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 7,909,143</b>	<b>\$ 7,756,189</b>	<b>\$ 8,064,455</b>	<b>\$ 9,000,000</b>	<b>\$ 9,900,000</b>
<b>EXPENDITURES BY USE</b>					
Medical Premiums/Claims	\$ 7,950,966	\$ 7,757,419	\$ 7,948,244	\$ 9,000,000	\$ 9,900,000
Transfer to OPEB Fund	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 7,950,966</b>	<b>\$ 7,757,419</b>	<b>\$ 7,948,244</b>	<b>\$ 9,000,000</b>	<b>\$ 9,900,000</b>
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

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### 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

## 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
<b>REVENUES</b>					
Investment Earnings	\$ 890,436	\$ (578,424)	\$ 704,445	\$ 78,500	\$ 80,000
<b>Other</b>					
OPEB Health Reimbursement Funding					
Employer Contribution	574,502	590,928	686,459	926,297	958,340
Fund Balance	-	-	-	2,518,630	-
<b>TOTAL</b>	<b>\$ 1,464,938</b>	<b>\$ 12,504</b>	<b>\$ 1,390,904</b>	<b>\$ 3,523,427</b>	<b>\$ 1,038,340</b>
<b>EXPENDITURES</b>					
<b>Maintenance &amp; Operations:</b>					
OPEB Reimbursement Benefit	\$ 56,852	\$ 47,676	\$ 118,012	\$ 926,297	\$ 982,840
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>\$ 1,038,340</i>
<b>Non-Allocated</b>					
Reserve	\$ -	\$ -	\$ -	\$ 2,518,530	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 2,518,530</i>	<i>\$ -</i>
<b>TOTAL</b>	<b>\$ 75,755</b>	<b>\$ 79,328</b>	<b>\$ 194,632</b>	<b>\$ 3,523,427</b>	<b>\$ 1,038,340</b>



# 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
<b>REVENUES BY CATEGORY</b>					
OPEB Health Reimb. Benefit Funding	\$ 574,502	\$ 590,928	\$ 686,459	\$ 926,297	\$ 958,340
Investment Earnings	890,436	(578,424)	704,445	78,500	80,000
<b>TOTAL</b>	<b>\$ 1,464,938</b>	<b>\$ 12,504</b>	<b>\$ 1,390,904</b>	<b>\$ 1,004,797</b>	<b>\$ 1,038,340</b>
<b>EXPENDITURES BY USE</b>					
OPEB Health Reimb. Benefit	\$ 56,852	\$ 47,676	\$ 118,012	\$ 926,297	\$ 982,840
Miscellaneous (Professional Services)	18,903	31,652	76,620	78,600	55,500
<b>TOTAL</b>	<b>\$ 75,755</b>	<b>\$ 79,328</b>	<b>\$ 194,632</b>	<b>\$ 1,004,897</b>	<b>\$ 1,038,340</b>
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

April 24, 2024

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
<b>Sources</b>						
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
	<b>\$ 13,447,780</b>	<b>\$ 7,883,675</b>	<b>\$ 12,361,422</b>	<b>\$ 13,654,762</b>	<b>\$ 13,558,346</b>	<b>\$ 60,905,985</b>
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
	<b>\$ 6,223,606</b>	<b>\$ 380,000</b>	<b>\$ 600,000</b>	<b>\$ 7,440,000</b>	<b>\$ 7,450,000</b>	<b>\$ 22,093,606</b>
<b>Capital Lease</b>						
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
<b>Grant/Contribution</b>						
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
	<b>\$ 6,537,832</b>	<b>\$ 11,514,000</b>	<b>\$ 1,442,000</b>	<b>\$ 730,000</b>	<b>\$ 2,496,000</b>	<b>\$ 22,719,832</b>
<b>Total Sources</b>	<b>\$ 26,209,218</b>	<b>\$ 19,777,675</b>	<b>\$ 14,403,422</b>	<b>\$ 21,824,762</b>	<b>\$ 23,504,346</b>	<b>\$ 105,719,423</b>

# APPENDIX A (DETAILED 5-YEAR CIP)

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
<b>Uses (by Project)</b>						
<b>Information Technology</b>						
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>
<b>Public Safety</b>						
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>
<b>Public Works</b>						
(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 Pavement Resurfacing and Preservation for Parks	5,000,000	5,000,000	-	-	-	10,000,000
(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
	<b>\$ 14,556,832</b>	<b>\$ 9,989,000</b>	<b>\$ 8,957,000</b>	<b>\$ 16,318,000</b>	<b>\$ 14,156,000</b>	<b>\$ 63,976,832</b>
<b>Recreation, Parks &amp; Cultural Services</b>						
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
<b>Uses (by Project)</b>						
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 & Economic 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 <sup>(2)</sup>	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)	150,000	-	-	-	-	150,000
Fleet Replacement (Community Development)	-	85,000	80,000	84,000	86,000	335,000
	<u>\$ 673,400</u>	<u>\$ 248,600</u>	<u>\$ 144,900</u>	<u>\$ 230,200</u>	<u>\$ 153,500</u>	<u>\$ 1,450,600</u>
<b>Total Uses</b>	<b><u>\$ 22,605,632</u></b>	<b><u>\$ 19,775,800</u></b>	<b><u>\$ 14,398,100</u></b>	<b><u>\$ 21,824,600</u></b>	<b><u>\$ 21,510,600</u></b>	<b><u>\$ 100,114,732</u></b>
<b>Non-Allocated (Sources-Uses)</b>	<b><u>\$ 3,603,586</u></b>	<b><u>\$ 1,875</u></b>	<b><u>\$ 5,322</u></b>	<b><u>\$ 162</u></b>	<b><u>\$ 1,993,746</u></b>	<b><u>\$ 5,604,691</u></b>
<b>Total Uses + Non-Allocated</b>	<b><u>\$ 26,209,218</u></b>	<b><u>\$ 19,777,675</u></b>	<b><u>\$ 14,403,422</u></b>	<b><u>\$ 21,824,762</u></b>	<b><u>\$ 23,504,346</u></b>	<b><u>\$ 105,719,423</u></b>

(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)

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#### 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
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>4,548,475</b>
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
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>4,548,475</b>

## APPENDIX C (GLOSSARY OF TERMS)

### Appendix C (Glossary of Terms)

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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 <sup>st</sup> and ends of June 30 <sup>th</sup> .
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 <sup>th</sup> 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 \$5,000 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 <sup>st</sup> to June 30 <sup>th</sup> 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.

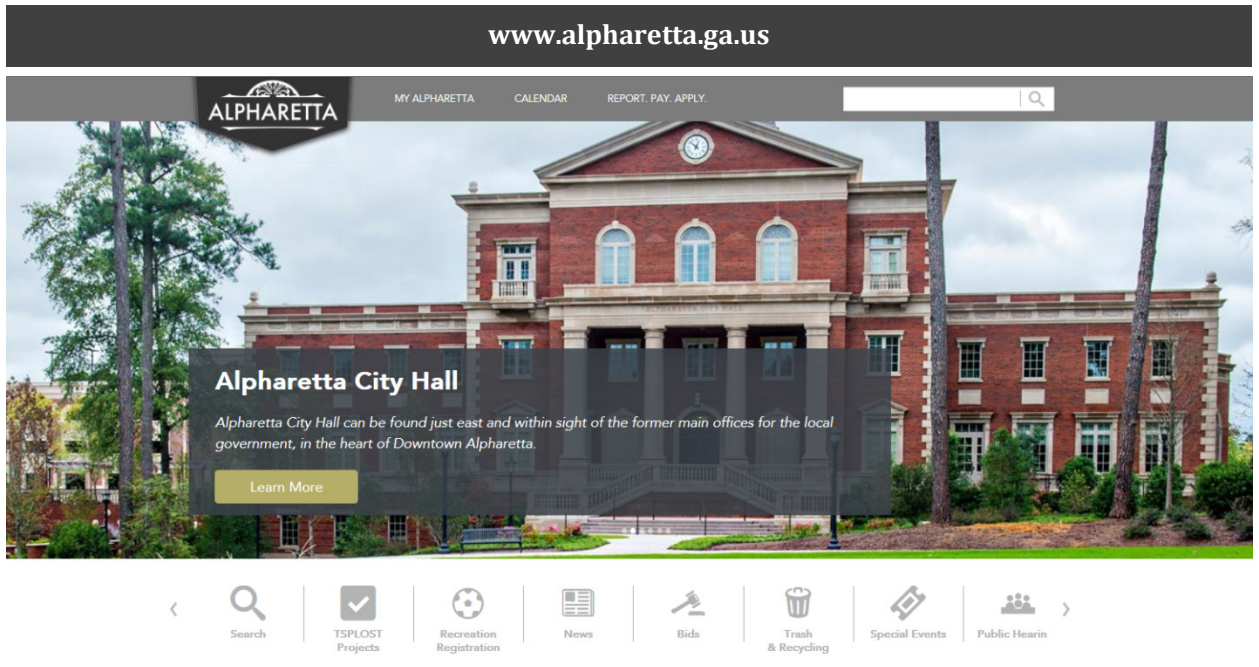


## APPENDIX C (GLOSSARY OF TERMS)

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

Alphairetta 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, Alphairetta is setting the standard for what city life will look like as we move through the connected decade.

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