

City of Alpharetta

Annual Operating and Capital Budget

For Fiscal Year 2008

(July 1, 2007 through June 30, 2008)





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Alpharetta

G E O R G I A U S A

FINANCIAL PLAN

Including the Annual Operating and Capital Project Budgets
For Fiscal Year 2008 with Projected Budgets
For Fiscal Years 2009 and 2010

ANNUAL OPERATING & CAPITAL BUDGET

Fiscal Year 2008
July 1, 2007 through June 30, 2008

Prepared by Authority of City Council
City of Alpharetta, Georgia

Arthur Letchas, Mayor
Robert J. Regus, City Administrator
Thomas G. Harris, Director of Finance



List of Principal Officers and Elected Officials



Arthur G. Letchas, Mayor



D.C. Aiken
Councilmember



David Belle Isle
Councilmember



Doug DeRito
Councilmember



Debbie Gibson
Councilmember



John Monson
Councilmember



Jim Paine
Councilmember



City Administrator, Department
Directors, and Municipal Judge



Robert J. Regus
City Administrator

Professional Staff

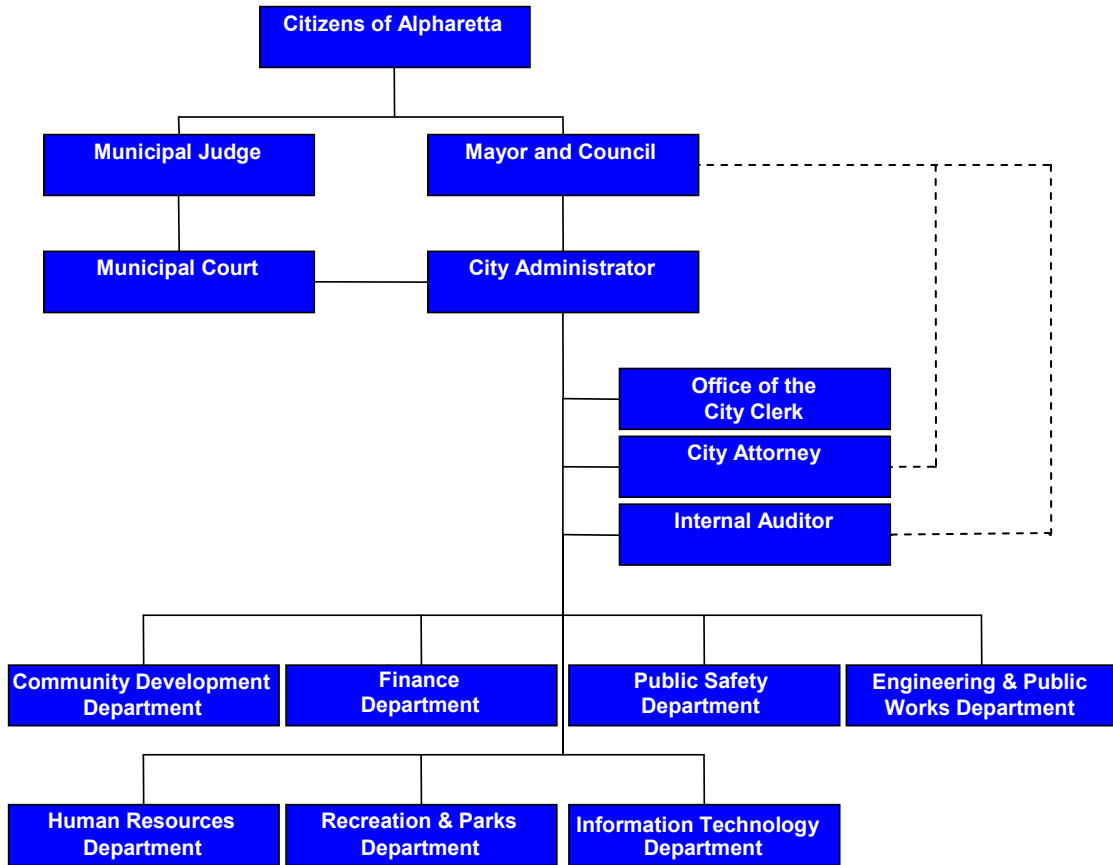
Randy Bundy	Information Technology Director
Ed Densmore	Police Chief
Gary George	Director of Public Safety
Thomas G. Harris	Director of Finance
Carl S. Mays	Internal Auditor
Dr. M. John Moskaluk	Director of Engineering and Public Works
Mike Perry	Director of Recreation and Parks
Sue Rainwater	City Clerk
Robbie Rokovitz	Assistant City Administrator/Director of Human Resources
Elizabeth Sahlin	Clerk of Courts
Keith Sanders	Fire Chief
Sam Thomas	City Attorney
Diana Wheeler	Director of Community Development

Additional Elected Officials

Jim Matoney

Municipal Court Judge

City of Alpharetta Organizational Chart



MAYOR
Arthur Letchas

COUNCIL
D.C. Aiken
David Belle Isle
Douglas J. DeRito
Debbie Gibson
John Monson
Jim Paine

CITY ADMINISTRATOR
Robert Regus

City Hall
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24-Hour Information
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June 18, 2007

To the City Council and the Citizens of Alpharetta:

We are pleased to present the Annual Operating and Capital Budget for fiscal year 2008 of the City of Alpharetta, Georgia. The objective of the City's budget is to provide a management tool in which our local government can unite in its efforts to provide quality services while operating under available resources. The process results in the updating of the City's on-going financial plan, providing a vehicle for management decisions to be made as a result of the formulation of the respective data.

ABOUT ALPHARETTA

Located approximately 25 miles north of the City of Atlanta, Alpharetta was incorporated in 1858. Originally chartered as the county seat of Milton County, its name was derived from the Greek words "alpha" meaning first and "retta" meaning town. In 1932, Milton County was merged into Fulton County and today, Alpharetta remains one of thirteen local governments within Fulton County.

Currently, the City occupies a land area of approximately 27 square miles and serves an estimated population of 51,045. The City is empowered to levy a property tax on both real and personal properties located within its boundaries. It also is empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the governing council.

Policy-making and legislative authority are vested with the governing council and mayor. The governing council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring both the government's administrator and city clerk. The government's administrator is responsible for carrying out the policies and ordinances of the governing council, for overseeing the day-to-day operations of the government, and for appointing the heads of the various departments. The council is elected on a non-partisan basis.

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 private carriers. The City created a legally separate entity, the Development Authority of Alpharetta, to assist with, among other things, capital funding. Financial information for the authority has not been included within this document due to the City Council not having appropriation authority for this entity.



The City is comprised of a property digest encompassing 65% commercial and 35% residential by valuation. Commercial development consists primarily of professional office parks. Major businesses with headquarters or divisions located within the government's boundaries include computer software, telecommunications, financial, and professional service companies. The average resident is 36 years old, occupies a home with a median sale price of \$265,000, and has a household income of \$86,528.

BUDGET OBJECTIVE

The objective of the City's budget is to provide a management tool in which our local government can unite its budgeting efforts to provide quality services while operating under available resources. The process results in the updating of the City's on-going financial plan and provides a vehicle in which management decisions can be made as a result of the formulation of the respective data. As this document indicates, through the utilization of all available revenue sources, the City of Alpharetta continues to demonstrate its commitment to provide a tremendous array of city services to the constituents, businesses, and stakeholders of our community. Through this proven commitment, the City remains a highly desired area to live, work, recreate, and retire.

FINANCIAL POLICIES

The City has adopted a series of financial policies. These financial policies when taken as a whole are referred to as the Financial Management Program. A portion of this program is included in the policies section of this document. In addition, the Georgia state law provides local governments with direct guidance on the adoption of annual budgets and state requirements. The state law is also included within the appendix of this document for reference.

The City's fiscal year 2008 budget is fully compliant with state requirements (total revenues and other financing sources are equal to or in excess of total expenses/expenditures and other financing uses). Nonetheless, one operating fund falls short in meeting our own internally set standards – operating expenditures being financed with operating revenues. This fund is shown below:

Emergency 911 Fund

(Please see the Public Safety Department section of this document for additional fund specific information.)

Appropriations in the E-911 Fund are as follows:

Operating Revenues	\$	1,521,500
Operating Expenditures	\$	1,840,805
Operating Shortfall	\$	(319,305)
Inter-fund Transfer	\$	319,305
Effect on Fund Balance	\$	-

The inter-fund transfer above comes from the General Fund. As a result of improved telecommunications, commercial entities are using the internet and web-based applications to deliver telephone services previously delivered through wired lines. As a result, the City has seen a dramatic decrease in our revenues. In an attempt to maximize the revenue due the City, the Internal Auditor's Office is in the process of

reviewing telecommunication providers' compliance in remitting required fees to the City. Additionally, the City may possibly be seeking an amendment to the state law in order to address collection on improved technology practices. The goal of these efforts is to reduce, if not eliminate, the need for the subsidy to this fund in subsequent years.

LONG TERM GOALS/STRATEGIC PLANNING

The City Council has adopted a strategic plan, centered on specific goals and objectives for the next five years. After a careful review of the city's strengths, weakness, opportunities, and threats, the City Council developed for following long term goals for the City of Alpharetta:

- It is safe, secure and livable;
- It offers recreational, educational and cultural opportunities for all ages;
- It leads with a proactive, environmentally sensitive community;
- It is a responsive, open government;
- It has a strong economic base to minimize taxes;
- It maintains its small town feel;
- It fosters strong business partnerships in a corporate campus environment; and
- It supports a comprehensive transportation system, balancing greenways and walkways with road and rail.

In summary, these goals are focused at making Alpharetta a Signature City. These goals are identified throughout this document, including behind the Mayor and City Council tab. Additionally, each department's goals and objectives are linked to the council's strategic plan as well as the five year capital improvement plan. The City Council reviews these goals annually at the retreat, comparing departmental performance towards these goals in determining the allocation of resources.

BUDGET PROCESS AND OVERVIEW

The fiscal year 2008 budget process began with an update of the City's financial condition, which was presented to the Mayor and City Council during the February 2007 City Council retreat. During this update, a financial plan was established which prioritized the use of available fund balance to most effectively position the City for financial success in the future. This information was also shared with the City's department directors during budget kick-off meetings.

Commensurate with the fiscal year 2008 budget process, departments were asked to submit an initial operating budget, mirroring the same level of service as the current fiscal year. In addition, improvements to the existing service levels, requiring budgetary appropriations, were submitted via operating initiatives and capital improvement requests.

During the week of March 26, 2007, each department presented their fiscal year 2008 budget requests to the Mayor, City Administrator, and Director of Finance. These meetings provided the conduit for reviews of the base-line operating and maintenance budgets, capital improvement requests, operating initiatives, and existing or previously funded capital improvement projects.

Subsequent to the department presentations, the Mayor and City Administrator provided feedback on funding decisions, resulting in the balancing of available resources with the needs of the government. The outcome of this process culminates within this document and transmittal to the City Council. The following information is the compilation of these efforts.

As required by Georgia law on local government budgets and the City of Alpharetta Code, citizen input will be solicited during the process of adopting the budget through publicly advertised meetings. The legally required Public Hearings on the budget will be held on June 4, 2007, with the First Reading of the Ordinance, another public hearing on June 11, 2007, for millage rate purposes and the Second Ordinance Reading and final adoption occurring on June 18, 2007. Simultaneously with the budget adoption, the City Council will set the millage rate for ad valorem taxes for the upcoming fiscal year. The above referenced meetings will serve as official notice to our citizens for the establishment of this millage rate.

BUDGET ISSUES AND PRIORITIES

The fiscal year 2008 budget formalized several key financial factors which have been themes for several years within the government:

- Bond ratings;
- Sustainability of existing services;
- Cost of government;
- Tax payer savings;
- Debt service payments / bond smoothing;
- Use of available fund balance;
- Commitment to funding recurring capital projects from operating budget;
- City Hall financing;
- Meeting the internal needs of operating departments; and
- Maintaining the quality of life through an effective Capital Improvement Program.

Bond Ratings

In conjunction with the sale of \$26.3 million of G.O. Bonds in 2006, Moody's issued a rating of Aaa on all outstanding general obligation (G.O.) debt of the City. Likewise, Standard & Poor's issued a rating of AAA. These ratings represent the highest credit

rating of each respective agency and reflect a sound financial position and performance as well as good management practices. These practices are supported by formal policies to guide budget practices, capital spending, and debt management. Other positive factors include: a vibrant local economy, strong residential and commercial building activity, a moderate debt burden, and manageable capital needs. The 2008 budget is mindful of these factors and the importance of maintaining the highest rating, not only for our citizens but also our bondholders.

Sustainability of Existing Services

Governments across the country have experienced economic downturns, which have resulted in decreased services and deferred maintenance of assets and infrastructure. Although many of the circumstances which led to such downturns were not always in the control of the government, Alpharetta has deployed a philosophy of budgetary evaluation which reviews the needs of the City to the standard which realizes that services and associated costs should not be appropriated if they are not justified as long-term goals of the organization. This philosophy is solidified during the budget process, with a multi-year financial outlook that provides the conduit to evaluate government priorities, realign and diversify revenue structures, and provide the data for decision making for continued financial success.

Cost of Government

The City has historically acknowledged the need to provide a taxation rate commensurate with the government’s level of service. The table below illustrates the annual millage rates levied by the City of Alpharetta since 2004. The millage rate of 6.248 is a decrease of .352 mills, reflecting our current estimate of the rollback rate based on approximately \$212 million of reassessments. The millage rate is split to fund both operations and debt service requirements as the chart below details:

<u>Fiscal Year</u>	<u>Operations</u>	<u>Debt</u>	<u>Total</u>
2008	4.508	1.74	6.248
2007	4.15	2.45	6.60
2006	4.55	2.45	7.00
2005	4.70	2.30	7.00
2004	4.75	2.25	7.00

The taxes generated from a levy of 6.248 mills provide approximately \$2,047,585 in additional property tax revenue due to new development and annexations over last year’s budget, yielding total taxes of approximately \$23.65 million. Of this amount, \$6.59 million will be utilized by the debt service fund to cover annual payments on bonds, and \$17.06 million will be utilized by the General Fund. Additional revenue to the General Fund amounts to \$2,254,644 over the 2007 budget. As further explained below this additional revenue is used to maintain the current level of service as well as provide for some additional initiatives such as department requests (\$714,360), on-going milling and resurfacing (\$700,000), and City Hall financing (\$350,000). Furthermore, such increase was partially offset by a reduction in the red light camera revenue (\$481,139) and is used to fund a 33% increase in the annual requirement to the defined benefit pension plan (\$561,408). On the other hand, property taxes of the Debt Service Fund are reduced from the previous budget year by \$1.77 million based on the millage rate above as explained in more detail below.

Based on current estimates, by adopting a millage rate of 6.248, the City will not need to advertise a “Property Tax Increase” as described by the Georgia Taxpayer Bill of Rights.

Taxpayer Savings

Based on a preliminary estimated tax base (net digest) of \$3.98 billion, the decreased millage rate of 0.352 mills accounts for approximately \$1,402,479 of tax savings for the citizens of Alpharetta. Additionally, the City Council raised the homestead exemption from \$20,000 to \$30,000 effective as of fiscal year 2008, resulting in an additional taxpayer savings of \$665,000. This total of over \$2.1 million in taxpayer savings is reflected within the budget.

Debt Service Payments/Bond Smoothing

The City utilizes general obligation bond proceeds as a method for financing large-scale capital improvement projects. Bond projects have provided for public safety facilities, transportation improvements, and recreation facilities among many other improvements that continue to define Alpharetta as a desirable community. Over the past few years, the annual budget has included transfers from the General Fund in order to establish a Fund Balance Reserve within the Debt Service Fund. The intent of such reserve, together with impact fees, is to stabilize the required taxes needed to fund the debt service, which virtually peaks in 2008. The year-end projected balance for fiscal year 2007 is approximately \$10.2 million. Of this amount, \$1.0 million is to be utilized in fiscal year 2008 in lieu of taxes, leaving a projected Fund Balance of \$9.2 million at the end of 2008. Principal and interest payments for fiscal year 2008 are budgeted at \$9,694,901 with the following five-year forecast:

2009 -	\$9,694,484
2010 -	\$9,698,907
2011 -	\$9,705,828
2012 -	\$7,329,360
2013 -	\$2,176,561

It is projected that tax revenue can remain steady at \$6.5 million through 2011, providing sufficient monies to fund the debt payments above. Depending on the amount of reassessments and new construction, the millage rate levied for debt may be able to be lowered during these years. Tax revenue, thereafter, will be significantly reduced to \$2.2 million, beginning in 2013.

Use of Available General Fund Balance

Based on audited financial statements for the year ended June 30, 2006, the City’s unreserved fund balance was \$11.48 million. Of this amount, approximately \$7.4 million has been designated as an emergency account based on a conservative policy of 18% of total appropriations (roughly 2 ½ months). It has been the City’s policy to utilize the remaining fund balance above the emergency requirement for one-time capital expenditures as part of our long-term Capital Improvement Plan.

Maintaining the Quality of Life through an effective Capital Improvement Program

The City’s capital improvement program has the most visible and long-term effect on the quality of life for constituents, businesses and citizens. Through an aggressive capital improvement 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.

As part of the capital planning process for fiscal year 2008, departments submitted capital initiative requests. Of approximately \$13,000,000 in capital requests, \$4,082,558 will be funded in the upcoming budget, leaving \$8,848,160 as unfunded requests. The submitted requests were compiled and prioritized, with maintenance and repair of the City's current assets. Priority was given to 1) funding repair, maintenance & replacement of current assets, 2) additional funding needed for active projects, and 3) new projects. The fiscal year 2008 budget has \$4,082,558 available for the following capital projects.

Commitment to Funding Recurring Capital Projects from Operating Budget

As noted above, the City has historically used available fund balance to pay for recurring capital projects. While this is an acceptable practice, it is more fiscally prudent to appropriate on-going capital requirements within the operating budget. Therefore, the 2008 budget begins this commitment by appropriating \$700,000 to recurring capital projects such as milling and resurfacing of roads. This amount may need to increase to \$1.5 million or \$2.0 million in the future.

Additionally, the operating budget includes \$250,000 for a ten-year lease of two replacement fire engines (#1 and #5) along with a ladder truck replacement. Leases provide an excellent financing tool to buy such large cost assets purchased infrequently. These vehicles are designed to last over ten years and by funding, via a lease, the City will be committed to providing an adequate fleet of these vehicles without relying on one-time monies (i.e. fund balance) to pay for the purchases. The lease will be designed at a competitive municipal interest rate. The cost of these trucks is estimated at \$1,635,000. In the future, the operating budget may need to be increased to provide an on-going appropriation for city-wide fleet replacement.

New City Hall Funding

At the City Council retreat, the Community Development department presented an update on the City Center project in combination with financing projections for Alpharetta's new City Hall. The projected costs range from \$10.2 million to \$12.2 million, depending on the funding approach for the land. The applicable debt service requirements for the proposals range from \$750,000 to \$925,000 annually through 2027. The 2008 budget prepares for such annual cost by allocating \$350,000 to begin the funding for this project. Based on the estimates above, the 2009 budget will need to provide, at a minimum, an additional \$400,000.

Meeting the Internal Needs of Operating Departments

During the fiscal year 2008 budget process, departments were asked to submit budget requests based on continuing to provide the current level of service to constituents, including increases or decreases due to the fluctuation in the cost of doing business. The departments also submitted separate requests for changes to service levels, improvements in service, or new services/programs. These requests were considered as initiatives and were funded as available budget allowed.

Salary and Benefits

For fiscal year 2008, \$22,940,918 has been budgeted for salaries and \$9,750,944 for benefits, making benefit costs 42.5% of salaries. The total salary/benefits budgeted are 65.0% of the City's total operating expenditures. For comparison, in fiscal year 2007, the benefit costs were 38.3% of salaries, with the total being 68.8% of expenditures. In fiscal year 2006, the actual percent of benefits-to-salary was 36.2% with the total being 67.5% of total expenditures.

The budgeted components of salaries and benefits are as follows:

Regular Salaries	\$21,267,767
Overtime	\$895,408
Paid Time Off	\$257,593
Holiday Pay	\$420,150
FICA	\$1,669,148
Pension	\$2,247,472
Deferred Compensation	\$797,147
Group Insurance – \$5,449,774 less an employee contribution of \$782,579 (Net: \$4,667,195)	
Workers' Compensation	\$313,382
Tuition Reimbursement	\$50,200
Service Awards	\$6,400

Below are highlights of the personnel-related expenses which significantly affect the fiscal year 2008 budget's salaries and benefits.

Health Insurance

The Human Resources Department, along with Bryant Wharton, proposed the addition of a second medical plan option for plan year 2007-2008 to the City Council on May 14, 2008. After careful contemplation, the Human Resources Department believes adding a high deductible health plan (HDHP) paired with a health reimbursement arrangement (HRA) will provide cost savings for the employees. Additionally, adding the HDHP is projected to lower the medical trend applied to our renewal each year. The HDHP will be offered to employees at a lower per pay cost. In a best and worst case scenario (personal health year), employees financially come out on top when enrolled in the HDHP option. This option will not materially amend the amounts currently budgeted and noted above.

Merit Increase

As in fiscal year 2007, the City is budgeting a 4.0% merit increase per approved position for fiscal year 2008. The total projected cost of the merit increase for fiscal year 2008 is \$583,018.

Pension

There are no scheduled pension benefit changes in fiscal year 2008. As noted on the fiscal year 2007 budget amendment and during the City Council retreat, the cost to fund the City's defined benefit plan is scheduled to increase from \$1,682,000 (the 2007 original budget) to approximately \$2,250,000, increasing \$568,000 (34%). The annual funding requirement was estimated by the City's

pension actuary. The large increase is primarily due to more accurate actuarial assumptions since the City is no longer participating in the GMA plan. Additionally, the City's match to the deferred compensation plans is \$797,147.

New Employees

New employee requests were scrutinized, using the sustainability philosophy, and were only added as operational needs were justified as being a long-term need and not just a temporary operational shortfall. A total of five full time staff additions are recommended. The positions by department are as follows:

Engineering and Public Works Department:

Public Works Division	1 PW Crew Leader
	1 PW Tech II
	1 PW Tech I
Engineering Division	1 Performance Management Technician

Public Safety Department:

Police Services Division	1 Evidence and Property Technician (Intergovernmental Agreement with Milton)
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Departmental Budget Funding Highlights

Significant to the operating environment for fiscal year 2008, the following are presented by department. In addition to providing departmental budgetary highlights, this section also includes operating initiatives and capital project appropriations.

Mayor and City Council

The annual expense appropriation will remain at \$5,000 annually for all Councilmembers, with the Mayor's expense appropriation being \$9,000. From fiscal year 2007 to fiscal year 2008, in total, salary/benefits are budgeted at a 30.55% increase (\$53,563), and maintenance & operating is budgeted at a 2.59% decrease (-\$1,275). The increase in salary/benefits is due to a more applicable allocation of group insurance to reflect actual usage.

City Administration

Operating initiatives appropriations include the following:

- Alpharetta Sesquicentennial Celebration – The costs associated with the year-long observance of our 150th birthday is \$70,320. This celebration is comprised of events, activities, and exhibits that honor our past, celebrate our present, and imagine our future.

In fiscal year 2008, the City Administration department's salary & benefit budget increased by 8.34% (\$67,151), while maintenance & operating increased by 28.13% (\$106,526). Of the increase in maintenance and operating expenditures, \$70,320 is attributable to the Alpharetta Sesquicentennial Celebration, as noted above, with the remaining increases explained as follows: a 110% increase in fees associated with Georgia Municipal Association's membership dues and franchise fee administration for a total of \$25,184; ICMA

Performance Measurement Consortium for \$5,250 plus the additional associated travel costs; and \$10,995 for Alphaweb and website functioning improvements.

City Clerk

The office of the City Clerk did not request any operating initiatives. The City Clerk's salary/benefits are budgeted at the same level as fiscal year 2007, while maintenance & operating is budgeted at a 9.49% increase (\$9,735). The increases in maintenance and operating costs can be attributed to the following: a 60% increase (\$1,275) in maintenance contracts for the reallocation of the main city hall copier, a request for a color copier for \$9,500, and a 5% increase (\$400) for the postage rate change. During fiscal year 2007, a summer intern position was reallocated to City Administration.

Community Development Department

The Community Development department did not request any operating initiatives. The Department request for 2008 is down from the amended 2007 budget by 3.31% decrease (-\$66,929). In total, salary/benefits are budgeted at a 1.68% decrease (-\$28,234) while maintenance & operating is budgeted at an 11.31% decrease (-\$38,695).

Capital project appropriations include the following:

- City Hall: New Building Design Fees \$652,450
- Downtown Partners Program \$27,000

Engineering and Public Works Department

Operating initiatives appropriations include the following:

- One Additional Engineering/Public Works Crew - To maintain the current service level to our population and meet the needs of the expanding geographical size of our city, the Engineering/Public Works department will be adding one additional crew, consisting of 1 Crew Leader, 1 PW Tech II, & 1 PW Tech I. In recent years, the City has annexed 50 additional street miles (approximately 26% increase in the road mileage) while the crew level has remained consistent for seven years. The cost to the General Fund for these additions is \$136,540.
- Performance Management Technician – To ensure Engineering/Public Works is effectively and efficiently working to face the engineering and infrastructure needs of our community, this position has been included in the fiscal year 2008 budget. Over the past several months, the department has been working with a consultant in the development/measurement of key performance indicators (KPI). This initiative would bring the consultant in-house as an employee of the city with the long-term plan of developing other city-wide operational performance standards. The cost of this initiative is \$97,500.

- Recurring Milling and Resurfacing – To maintain the city’s existing roads, the City’s General Fund will provide \$700,000 towards the annual milling and resurfacing. Additional funding will be provided through the capital improvement program. See page 11 for the details.

In total, Engineering/Public Works Department’s salary/benefits are budgeted at a 12.66% increase (\$488,563) and maintenance & operating is budgeted at a 46.77% increase (\$965,353). Of the \$965,353 increase in maintenance and operating, \$700,000 is dedicated to milling and resurfacing of our streets throughout the upcoming budget year. Additional information, related to the recurring milling and resurfacing can be found on page 11. Due to an increase in the number of traffic and streetlights in the newly-annexed areas, utilities are projected to be up \$171,000. Additionally, emergency repairs at the police buildings exceeded projections, leading to increased requests in facility repair and maintenance for fiscal year 2008 (\$33,000 increase).

Capital project appropriations include the following:

• Ford F-650 Crew Cab Bucket Truck	\$140,000
• Two Variable Message Boards	\$40,000
• Fleet Replacement	\$95,000
• Shady Grove Lane/Pebble Trail Drainage Improvements	\$32,000
• Windward Parkway at Highway 9	\$150,000
• Windward Pkwy at North Point Parkway	\$250,000
• North Point Parkway at Kimball Bridge Road	\$650,000
• Mid-Broadwell Sidewalk-Broadwell Oaks to Foe Killer Creek	\$240,000
• Milling and Resurfacing	\$577,079
• Traffic Control Equipment	\$150,000
• Pavement Striping and Traffic Control	\$12,000
• Communication Radios	\$30,000
• Traffic Loop Detectors	\$75,000
• Six Solar Speed Signs	\$24,029

Finance Department

The Finance department did not request any operating initiatives. In total, salary/benefits are budgeted at a 12.15% decrease (-\$219,133) and maintenance & operating is budgeted at a 2.68% increase (\$17,445). In 2007, the Mid-Year Budget amendment appropriated the full pension impact, per the actuarial, to the Finance department, in lieu of allocation to other departments. The increases in maintenance and operating expense can be attributed to the following: 5% increase for postage costs in supplies; 12.32% increase (\$23,600) for audit, banking, and red light processing professional fees; and \$5,000 for machinery and equipment to cover the costs of 3 additional printers.

Finance Department - Solid Waste Fund

In total, the Finance department solid waste fund’s salary/benefits are budgeted at a 3.24% decrease (-\$1,657) while maintenance & operating is budgeted at a 22.21% increase (\$457,998). This maintenance and operating

budgetary increase is directly associated with increases in the professional fees for the refuse collection fees due to annexations. Otherwise, the expenses are projected to remain consistent with fiscal year 2007.

Human Resources

In total, the Human Resources department's salary/benefits are budgeted at a 19.30% decrease (-\$119,461), while maintenance & operating is budgeted at a 0.25% decrease (-\$745). The decrease in salary/benefits is primarily due to the elimination of the Human Resources Director position in 2007. The duties of which are now absorbed by the Assistant City Administrator position. Additionally, the fiscal year 2008 budget for risk management is at a 6.98% decrease (-\$91,293) from fiscal year 2007.

Internal Audit

Internal Audit has no operating initiatives. In total, salary/benefits are budgeted at a 5.19% increase (\$6,453) and maintenance & operating is budgeted at a 1.42% decrease (-\$100). This reduction is associated with a decreased professional development request for the fiscal year.

Municipal Court

Operating initiatives appropriations include the following:

- The budget proposes that the salary for the Judge be amended from \$40,000 to \$50,000 annually. In addition, the corresponding benefits were increased \$4,000 as well.

In total, Municipal Court's salary/benefits are budgeted at a 14.21% increase (\$71,109); maintenance & operating is budgeted at a 16.18% increase (\$43,355). In Mid-Year 2007, one Deputy Clerk I position was added and 2008 represents the full year impact (\$30,000). For fiscal year 2008, there will be approximately 224 court sessions with 250 cases being heard per session, totaling a projected 56,000 cases heard throughout the fiscal year. The increase in maintenance and operating is primarily attributed to increases in the professional fees account and the machinery/equipment for a copier replacement.

Public Safety Department

Operating initiatives appropriations include the following:

- Evidence & Property Technician – As a result of the intergovernmental agreement with the City of Milton, the City of Alpharetta will employ an Evidence & Property Technician for the processing, storage, and control of police evidence. There will be no fiscal impact on the fiscal year 2008 budget related to this position. See below for more detail on the intergovernmental agreements.

- Replacement of Engine 1, Engine 5, and the Ladder Truck – Through a ten-year lease agreement, the City of Alpharetta will purchase (3) fire equipment vehicles for the replacement of Engine 1, Engine 5, and the Ladder Truck in the Public Safety department. For the budget year, lease costs are projected as \$250,000. The cost of these vehicles is estimated as \$1,635,000.
- Public Safety Software Platform - This software platform includes Computer Aided Dispatch (CAD), Records Management (RMS), mobile dispatch and property management reporting and analysis, and citizen access. In lieu of a direct purchase, this system will be financed (leased) over 5 years with payments ranging from \$160,000 (2008) to \$260,000 (thereafter).

In the spirit of cooperation and goodwill with our neighboring city, the City of Alpharetta’s Public Safety department has joined with the City of Milton in two intergovernmental agreements. The intergovernmental agreements involve the processing, storage, and control of police evidence; and the requesting, sharing, and modification of the information from the Georgia Crime Information Center (GCIC) and subsidiary information systems. Since the City of Milton has agreed to pay \$60,200 for evidence-related services and the City of Alpharetta agrees to employ one additional Investigative Technician; the additional position will have no fiscal impact on our budget. Additionally, the City of Alpharetta will receive \$18,252 annually from the City of Milton for the shared information from GCIC.

In total, the Public Safety department’s salary/benefits are budgeted at a 13.40% increase (\$1,983,558) and maintenance & operating is budgeted at a 15.98% increase (\$542,573). Salary/benefits are up primarily due to five new positions added during the fiscal year 2007, with partial year funding. Fiscal year 2008 will absorb the full impact of these additional positions. Beyond salary/benefits, one of the main contributors to the increase in maintenance and operating is related to the additional five red light camera locations. They have equated to \$62,196 increase over the fiscal year 2007 budget request. With the additional approaches, the City pays approximately \$58,000/month, not including the DMV charges. Additionally, there is an increase for \$60,000 for the replacement of extrication equipment. Public Safety is also cross-training police personnel to provide first responder services in emergency situations. The cross-training costs include increased professional development costs and increased supplies to equipment each police vehicle accordingly. Also, \$160,000 of the increase in maintenance and operating is due to the platform lease as described above.

Capital project appropriations include the following:

- | | |
|--|-----------|
| • Motorola Radio Replacement | \$180,000 |
| • Fleet Replacement Vehicles for Fire and Police | \$558,000 |

Public Safety - Emergency 911 Division

A special revenue fund of the City, the E-911 Fund, is responsible for managing the incoming emergency calls and dispatching of public safety in response to such calls. For fiscal year 2008, the City’s General Fund will budget an operating subsidy to the E-911 Fund in the amount of \$319,305. In total, salary/benefits are budgeted at a 7.83% increase (\$94,243) and maintenance & operating is budgeted at a 16.40% increase (\$76,464). Large increases can be seen in the machinery/equipment and communications accounts. Currently, the E-911 recording system has some lines that are inoperable and it is out of warranty. The recorder replacement is projected at \$50,000. As this is a regulatory issue, the system replacement is very important. In addition, for communications, there is a \$30,000 increase for additional lines from BellSouth for the upcoming fiscal year.

Recreation and Parks Department

In total, the Recreation & Parks Department salary/benefits are budgeted at an 11.21% increase (\$364,756) and maintenance & operating is budgeted at a 4.08% increase (\$121,187). The main increases in maintenance and operating can be attributed to the following: an increase in the number of the Leisure Guides to be printed; an increase in maintenance contracts for stall cleaning, the Fourth of July firework display, the cleaning of the park restrooms, and the landscaping contract; and an increase in supplies for the postal rate change, stall shavings costs, and pool supplies.

Capital project appropriations include the following:

- North Park Drainage Improvement/Erosion Control \$200,000

Information Technology

In total, Information Technology’s salary/benefits are budgeted at a 4.11% decrease (-\$34,627), while maintenance & operating is budgeted at 16.89% increase (\$55,978). The majority of the maintenance and operating increase is due to computer workstation and server replacements.

In addition to the departmental funding highlights, the following represent the non-departmental appropriations:

New City Hall Financing	\$ 350,000
Contribution to the Police Athletic League (P.A.L.)	\$ 35,000
Contribution to the Friends of the Library	\$ 10,000
Contingency	\$ 470,000

Beyond the funding for the pay-as-you-go projects listed above, the City will also receive an estimated \$521,875 from the Alpharetta Business Community (ABC). This amount represents the city’s portion of hotel/motel taxes collected to fund sidewalks within the city. This amount may be appropriated towards the Northern Greenway Extension project.

PLANNING PROCESSES

The City's annual budget process provides a financial plan for the upcoming year. Throughout the process, future year projections are reviewed to proactively adjust spending trends which creates the ability to actively manage future year appropriations. Planning processes from other functions including Council retreats, departmental goal setting, and operating plans such as the Comprehensive Development Plan (Community Development Department), Transportation Improvement Plan (Engineering and Public Works Department), Recreation Master Plan (Recreation and Parks Department), and the Information Technology Strategic Plan (Technology Services Department) are incorporated into the budget process, where applicable. Although important, these plans are used as a guideline to reach goals. Funds are not appropriated as a result of the study/plans. Rather, the plans are used as a vision where appropriations can be directed.

BUDGET POLICY

Annual budgets are adopted on a basis consistent with accounting practices as defined by generally accepted accounting principles for all funds. All annual appropriations lapse at year end except those capital project funds (Bond III – 1998 G.O. Bond, Bond IV – 2006 G.O. Bond, Capital Project Fund, and the Operating and Capital Grants Funds), which adopt project-length budgets.

Financial policies as they relate to the budget process have been included within the Financial Policies section of this document. Discussions regarding how this budget was prepared in conjunction with those policies, as well as other operating procedures which are not necessarily disclosed within the financial policies are discussed below.

FUND BALANCE/RETAINED EARNINGS

During the review of funds available for appropriation for the fiscal year 2008 budget, the Finance Department took a conservative approach in relation to the current financial condition of the City. As budgetary practice in previous years dictated the use of budgeted fund balance for non-operating appropriations only, the fiscal year 2008 budget again reflects this practice.

The General Fund ended fiscal year 2006 with an unreserved fund balance of \$11.48 million. Of this amount, \$7.4 million has been designated as an emergency account based on a conservative policy of 18% of total appropriations. Year end projections estimate that the city will have an operational surplus for fiscal year ending June 30, 2007. In fiscal year 2008, approximately \$4.1 million of excess fund balance is budgeted for pay-as-you-go capital projects, as detailed later in this publication.

In the Impact Fee Fund and Debt Service Fund, carry forward fund balance is appropriated for the fiscal year 2008 budget, allocating \$1,000,000 and \$973,828 of fund balance respectively.

In both grant funds, budgeted fund balance is appropriated for fiscal year 2008, \$73,360 in the Capital Grants Fund and \$39,125 in the Operating Grants Fund. All grant appropriations occur in aggregate and funds are placed in unallocated revenue

and expenditure accounts. These unallocated accounts are used to draw funds needed as grants are awarded. Fund balance occurs in these funds due to grants not approved and awarded as anticipated. For this reason, all available fund balance in both the Operating and Capital Grant Funds is re-appropriated each year.

REVENUE ANTICIPATION

With taxes being the primary source of revenue for the City (see statistical section of this document), the budgetary process again aimed to provide diversification of available funding sources. Although not always successful, the City's objective is to rely on diversified revenue sources equally in order to prevent an unsustainable loss due to an unforeseeable event. Additional revenue sources were identified during the fiscal year 2008 budget process and will be pursued during the fiscal year. Although all sources newly identified will be included in current categories, such as Taxes or Charges for Service, diversification within each category is also beneficial. Future year anticipations are based upon available data at the time the budget is adopted, with further details found within the Statistical/Overview section of this document.

Potential New Revenue Sources

As the City continues to project into the future, the need to examine revenue streams has become increasingly important. Several new or increased revenues have been explored during the budget process and are recommended in order to facilitate the financing of sustained services. These revenues include:

- Modifications to the business license fees,
- A review of current impact fees,
- A processing charge associated with tickets adjudicated through the municipal court, and
- A review of all exchange like revenues/transactions (charges for service) to occur during the fiscal year.

Although individually these revenue sources may not equate to substantial income, combined they allow for services in future years to not be jeopardized.

REPORTING ENTITY

The City of Alpharetta is a Georgia municipal corporation led by an elected body of officials. As required by generally accepted accounting principles (GAAP), the financial statements of the reporting entity include those of the City of Alpharetta and its component units. In the annual publication of audited financial statements (Comprehensive Annual Financial Report), the City reports the Development Authority of Alpharetta as a discretely presented component unit due to its financial dependence upon the City.

This document does not include the Development Authority, as no appropriation capacity exists with the City Council or staff. The City Council does appoint all Authority members, but does not have operating control over the board or Authority.

AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Alpharetta for its

comprehensive annual financial report (CAFR) for the fiscal year ending June 30, 2006. This was the eighteenth consecutive year that the government has received this prestigious award. In order to be awarded a Certificate of Achievement, the government published an easily readable and efficiently organized CAFR. This report satisfied both GAAP and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. We believe that our fiscal year 2007 CAFR continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

The government also received the GFOA's Distinguished Budget Presentation Award for its annual budget document dated June 30, 2006. In order to qualify for the Distinguished Budget Award Presentation Award, the government's budget document was judged to be proficient in several categories, including as a policy document, a financial plan, an operations guide, and a communications device. We believe our current budget continues to meet the Distinguished Budget Presentation Program's requirements and have submitted it to the GFOA to determine its eligibility for another certificate.

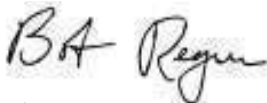
Further, the government also received the GFOA's Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR) for its annual citizen's report dated June 30, 2006. This was the fifth consecutive year we received this award since the creation of this publication to our citizens, stakeholders, and business of our community. In order to receive an Outstanding Achievement in Popular Annual Financial Reporting, a government must publish a Popular Annual Financial Report, whose contents conform to program standards of creativity, presentation, understandability, and reader appeal. We believe our current PAFR continues to meet the Outstanding Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

We would like to express our appreciation to our Councilmembers and staff. While this budget is conveyed on behalf of the Mayor, this document is in large part our staff, citizen, and Council's budget due to the insights provided during its preparation. We would also like to thank our elected officials for your effectiveness as leaders and for your commitment, despite the many demands on your time and interests.

Respectfully Submitted,



Arthur G. Letchas
Mayor



Robert J. Regus
City Administrator



Thomas G. Harris
Finance Director

It's all in the name ...



FROM THE NORTH GEORGIA MOUNTAINS to the Chattahoochee River along a Cherokee Indian trail, a tiny village named New Prospect Camp Ground 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 farming land, 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. In 1932, Milton County merged into Fulton County and Alpharetta is one of thirteen governments in the county today.



THE CITY OF ALPHARETTA IS governed by a Mayor and six Council members. Elections are held every two years and are conducted by Fulton County. A candidate must be a resident of the City for six (6) months prior to the date of the election; shall continue to reside in the city during the member's period of service; and shall be registered and qualified to vote in municipal elections of the city in order to be eligible to serve as the Mayor or City Council Member. The Mayor is chosen by popular vote. Council members run for a specific post but are elected by a City-wide vote. City of Alpharetta elected officials serve for terms of four (4) years and until their respective successors are elected and qualified. Terms of office begin on January 2nd immediately following the date of election to office. Council members elected and qualified 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 the succeeding term.

City of Alpharetta Mission Statement



TO PROVIDE ALL CITIZENS OF THE City of Alpharetta with quality, cost-effective services and leadership delivered by highly competent professionals in a manner consistent with planned growth and future economic development.



City of Alpharetta Long Term Goals/Strategic Plan



TO BE THE SIGNATURE CITY OF THE REGION, the City of Alpharetta has developed the following long term goals:

- It is safe, secure and livable;
- It offers recreational, educational and cultural opportunities for all ages;
- It leads with a proactive, environmentally sensitive community;
- It is a responsive, open government;
- It has a strong economic base to minimize taxes;
- It maintains its small town feel;
- It fosters strong business partnerships in a corporate campus environment; and
- It supports a comprehensive transportation system, balancing greenways and walkways with road and rail.

These characteristics distinguish Alpharetta from the surrounding municipalities and make this a great place to live, work, recreate, and retire. These long term goals serve as guiding principles for our departments, operational objectives, and resource allocation.



REGULARLY SCHEDULED PUBLIC meetings of the Alpharetta City Council, boards, and commissions are listed below. All meetings and public hearings are open to the public. City of Alpharetta residents are encouraged to attend.

City Council Meetings

First Monday of each month, 7:30 pm, business meeting - City Hall

Second Monday of each month, 7:00 pm, workshop – City Hall

Third Monday of each month, 7:30 pm, business meeting - City Hall

Fourth Monday of each month, 7:30 pm, public hearing - City Hall

Recreation Commission Meetings

Second Thursday of each month, 7:30 pm in the City Hall Council Chambers

Planning Commission Meetings:

First Thursday of each month, 7:30 pm in the City Hall Council Chambers

Design Review Board Meetings

Second and fourth Friday of each month, 9:00 am in the City Hall Council Chambers

Board of Zoning Appeals Meetings

Third Thursday of each month as needed, 5:30 pm in the City Hall Council Chambers

Tree Commission

Second Tuesday of each month, 7:00 pm in the Engineering/Public Works Building

Code Enforcement Board

Fourth Thursday of each month, 3:30 pm in the City Hall Council Chambers

Development Authority

Quarterly meetings, 8:00 am in the Community Development Conference Room

The Budget Process



VIEWED AS AN ANNUAL FINANCIAL plan for the city, the purpose of this document is to detail the appropriations as necessary with respect to the municipal services provided and accurately reflect the sources of revenue used to fund those activities. To that regard, all funds under the responsibility of the Department of Finance have been accounted for throughout this document, with the exception of the 1998 and 2005 general obligation bond funds. These funds receive appropriation upon the successful voter referendum approving the general obligation bond. The City's fiscal year runs from July 1 through June 30, with the official fiscal year taken from the year ending date. As an example, this document is prepared for the year July 1, 2007 through June 30, 2008, thereby being the Fiscal Year 2008 Budget.

Responsibility for the recommendation of funding rests with the Budget Review Panel, comprised of the Mayor, City Administrator, and Finance Director. The review panel maintains the primary responsibility for ensuring that City Council's objectives are examined for available funding and department requests for initiative funding are in alignment with the mission and goals of the City. Further, they perform a detailed review of revenue and expenditures in order to produce the Mayor's recommended budget for City Council to review and approve.

Early each year, the City Council convenes in a retreat with the City Administrator and key departmental staff to discuss goals and objectives in the context of the upcoming budget process. During this time, the long-term financial plan is discussed in detail, including the areas of debt service, millage rates, capital needs, merit increases, personnel needs, and other service-related issues or operational improvements needing to be addressed. The results from this retreat lead to an update in the financial plan and parameters for which the current budget process should operate.

At the staff level, budget preparation, analysis, and reporting is managed and facilitated on an annual basis by the Finance Department. Included within those responsibilities is the annual budget process which eventually results with the publication of the budget document, consisting of the Annual Operating and Capital Budget. The City's expenditure budget process begins in February. The Finance Department's team of budget analysts prepares a recommended budget for each department based on current activity for each function. The budget calendar and budget documents are provided to city departments for review and revision.

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 complete salary and benefits budgeting. Departments submit requests relating to personnel 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 review the operations within the department and submit budget requests based on the expenditures required to maintain current levels of service and operations relating to the functions of the department. Phase three, the final phase of data collection, includes budget requests for new programs or services and improvements to current service levels.

Simultaneous to expenditure request formulation, is revenue analysis and projection for the upcoming budget year. Each revenue source for every fund is analyzed by the Finance Department, using the expert judgment of department directors and staff, trend analysis, and economic forecasts to project conservative revenue estimates. The philosophy of revenue budgeting for the City of Alpharetta takes a conservative approach to mitigate the over-appropriation of expenditures based on inflated revenue estimates. The City maintains an aggressive pay-as-you-go capital program that is supported by this conservative revenue approach in building available fund balance each year.

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 Mayor and City Administrator for initial review. From this point, department directors are scheduled for a discussion period with the budget review panel. During these meetings, the emphasis is on discussion of phase three budget requests, which are those requests that relate to any new programs, services, or improvements to current services. After all departments are heard, the budget panel makes decisions on the funding of the phase three requests and the budget is balanced and prepared for presentation to the City Council.

In mid-April, the first council budget workshop is held. At this workshop, the City Council is presented with the Mayor's balanced budget, along with a detail review of the process and the results contained in the balanced budget. The budget period moves forward with Council questions, debates, and revisions to budget requests with the entire process ending in presentations to the citizenry through public hearings and final City Council adoption via an ordinance in June.

Fiscal Year 2008 Budget Calendar

February 12 th	City Council retreat
February 19 th -23 rd	Budget informational meetings and distribution of budget data to all city departments
March 16 th	Phase I and II Budget Requests due to Finance
March 23 rd	Phase III, operating initiatives and capital requests due to Finance
Week of March 26 th	Budget Review Panel meetings with department directors and key staff to review initial budget requests
May 7 th	Council Meeting

May 14 th	Council Workshop
June 4 th	Public Hearing and Initial Readings of Millage Rate, Budget, and E911 Ordinances
June 11 th	Final Budget Workshop
June 18 th	Public Hearing and Final Readings of Millage Rate, Budget and E911 Ordinances

The budgetary level of control resides at the departmental level; therefore, after appropriation, reallocation of appropriated budgets between line items is allowable within the respective departments with a few exceptions. In order to amend the budget within their department, a director submits a budget amendment form to the Finance Department. Finance staff reviews the amendment for policy compliance and forwards to the City Administrator's office for final approval. Departmental budget reallocations exclude the transfer of salary and benefit budget appropriations, which are fixed. Savings realized from vacant positions cannot be used to fund operating activities. Further, items budgeted under machinery and equipment cannot be used for purposes other than those specified when the budget was adopted.

Budget estimates for specific activities that result in savings to the department are moved to an unallocated expenditure account during the year and used during the mid-year budget process based upon Council's funding priorities. An example of this process would be a \$40,000 budget appropriation based upon the estimation of a maintenance contract with the bid/contract actually awarded at \$37,000. The resulting savings of \$3,000 is recalled into an unappropriated account and that can be used to fund unforeseeable expenditures or requests during the annual mid-year budget adjustment process.

Amendments to the budget that cross departmental lines must be approved by the City Council. These amendments are generally held for the mid-year budget review and re-appropriated based on public input and City Council approval.

Capital Budgeting

The Capital Project Fund is used to accumulate resources available and expenditures approved for items that have an estimated life of three or more years and with an anticipated cost of \$25,000 or more, including vehicles and large equipment. In providing additional detail on the criteria of operating verses capital, projects that are appropriated may be continuations of previously completed projects. Projects resulting in improvements to enterprise or special revenue funds are paid directly from those funds.

The majority of the City's capital projects are financed on a pay-as-you-go basis. The financing mechanism for pay-as-you-go capital is an inter-governmental fund transfer, originating from the General Fund and using the prior year's undesignated/unreserved fund balance. Additional revenue sources include: grant funds, contributions from private sources, and interest earnings. As a matter of practice, the City does not enter into contracts creating improvement districts for citizens whereby a re-payment is required for capital work to be completed. These types of projects customarily are qualified as the responsibility of the appropriate party.

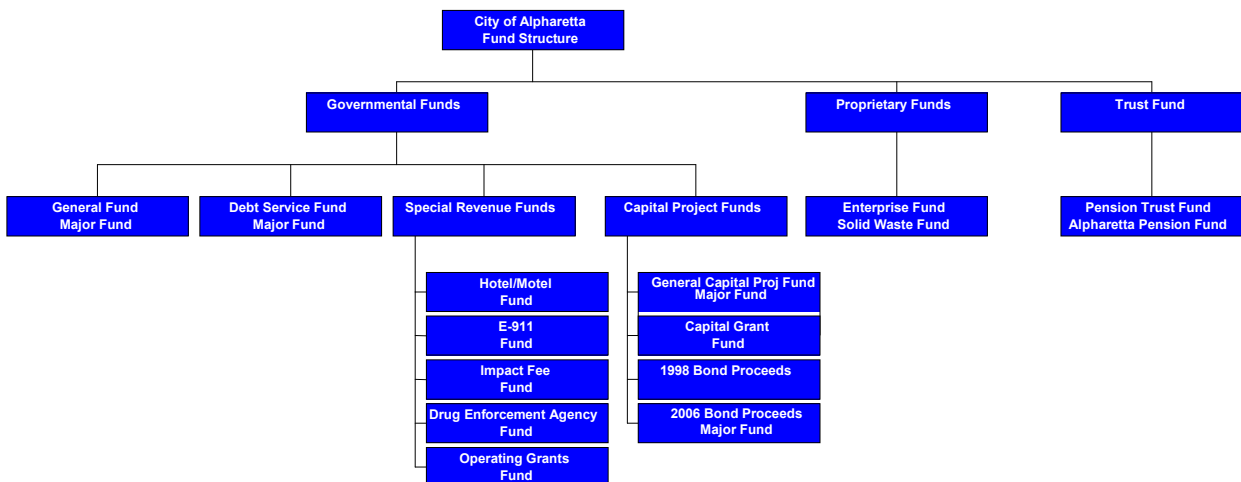
Newly identified capital projects are accumulated throughout the year and are added to the unfunded project list. Each of these unfunded projects is prioritized on an ongoing basis to allow for direct funding when available. The annual budget process appropriates project-specific items, as funding is available. When funded capital projects are complete, the remaining balance is transferred to an unallocated capital project expenditure account. Routinely and as a result of City Council discussions, unallocated capital funds are applied during the year to additional projects or projects that were under-funded. The annual budget document includes a summary page for each newly funded capital project in fiscal year 2008, providing a project scope, financial operating impact, and specific funding source.

Budgeting by Funds

In the early 1900’s, state and local governments often used separate bank accounts, commonly known as funds, to control resources set aside for specific purposes. This has evolved into modern day fund accounting used for the purposes of controlling governmental monetary resources that are legally restricted or earmarked for special purposes. Financial reporting treats each government as a collection of separate funds rather than one single entity. For this reason, government budgets are prepared using the fund structure. The Governmental Accounting Standards Board defines a fund as:

A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial transactions, together with all 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.

All funds are classified into fund types and the number of funds a government uses can vary. The City of Alpharetta currently uses eleven governmental funds, one proprietary fund, and one fiduciary fund to account for the use of financial resources. The city’s funds are detailed below by fund type.



General Fund

The General Fund is the principal operating fund of a government, accounting for the majority of a government's operations. The General Fund uses the modified accrual basis of accounting and budgeting. The modified accrual basis of accounting and budgeting recognizes revenue when a transaction is measurable and available. Available refers to revenues collected soon after year-end to pay for the current year's liabilities. Expenditures are recognized when they are measurable, when the liability is incurred, and when the liability will be liquidated with current resources. All three of these criteria must be met in order for the expenditure to be recognized.

Debt Service Funds

Debt Service funds are used to account for accumulations of resources that will be used to pay debt obligations of the general government. The City of Alpharetta has one debt service fund, which uses the modified accrual basis of accounting and budgeting. The modified accrual basis of accounting and budgeting is explained in detail above in the general fund section.

Special Revenue Funds

Special revenue funds are used to account for specific revenue sources that can be legally spent for designated purposes only. All Special Revenue Funds use the modified accrual basis of accounting and budgeting. The modified accrual basis of accounting and budgeting is explained in detail above in the general fund section. The City uses the following special revenue funds:

Drug Enforcement Agency (DEA) Fund: The DEA Fund was established to account for funds received from shared revenues resulting from confiscation of property from drug offender's arrests. The revenues are restricted to law enforcement and cannot be used to supplant the normal operating budget of the Public Safety Department. Operationally, this fund is included within Public Safety, specifically the Police Department, and used to track equipment and machinery acquisitions. Appropriations in the DEA fund are presented in the Public Safety Department Section of this document.

Emergency 911 Fund: Established to account for funds received from users of the Emergency 911 System, these funds are to be used for expenditures necessary to maintain the City's emergency call center. Operationally, this fund is a department within Public Safety, specifically the Police Division, and collects revenues from wired and wireless communication providers on a monthly basis. Appropriations in the E-911 fund are presented in the Public Safety Department Section of this document.

Impact Fees: This fund is used to account for the revenues derived from residential and commercial development within Alpharetta. Revenues received are used as an offset to City expenditures to fund system improvements, mainly infrastructure, as detailed within the City's Impact Fee Ordinance. Operationally, impact fees are collected by the Community Development Department. Revenues

are transferred annually to the Debt Service Fund. Appropriations in the Impact Fee fund are presented in the Financial Summary Section of this document.

Hotel/Motel Fund: This fund accounts for the levy and collection of excise tax upon hotels and motels for the purposes of promoting conventions, tourism, and trade shows, while also providing funds to develop economic vitality in downtown areas. Currently, the City levies a 6% tax to 22 area hotels and motels, with 43 1/3 % of the tax allocated to the Alpharetta Convention and Visitors Bureau, 16 2/3 % of the tax allocated to the Downtown Business District, and the remainder allocated to the City's General Fund. Appropriations in the Hotel/Motel fund are presented in the Financial Summary Section of this document.

Operating Grants Fund: This fund accounts for resources received from state and federal grants that are earmarked for specific purposes outlined in the grant award. The Operating Grants fund accounts for transactions related to grants that supplement maintenance and operating projects. Appropriations in the Operating Grants fund are presented in the Financial Summary Section of this document.

Capital Projects Funds

Capital projects funds are used to account for major capital construction or acquisition. The City has four capital project funds, one to account for general capital projects and fleet acquisition, two funds to account for projects financed through bond proceeds, and a fourth to account for resources received from state and federal grants that are earmarked for specific capital purposes outlined in the grant award. For the purposes of this budget document, only the general capital project fund and the grants capital project fund are presented, as appropriations for bond projects do not occur during the annual budget process. Capital project funds use the modified accrual basis of accounting and budgeting. The modified accrual basis of accounting and budgeting is explained in detail on the previous page in the general fund section. Appropriations in the Capital funds are presented in the Financial Summary Section of this document.

General Capital Grant Fund: This fund is the used to account for the acquisition of capital expenditures greater than \$25,000 funded by sources other than general obligation bond proceeds, including capital construction and fleet acquisitions.

Capital Grant Fund: This fund tracks capital projects as they relate to grant awards from the federal and state government with the city's matching funds for these grant projects.

1998 Bond Proceeds (Bond III): This fund is used to account for the proceeds and associated expenditures of the 1998 general obligation bond referendum for several public works projects.

2006 Bond Proceeds (Bond IV): This fund accounts for the proceeds and the associated expenditures of the 2004 general obligation bond referendum for public safety, public works, and culture and recreation projects.

Enterprise Funds

Enterprise funds are used to account for business-type activities whose operations are primarily financed by fees collected from customers. All Enterprise Funds use the accrual basis of accounting and budgeting. The accrual basis of accounting and budgeting recognizes transactions when they occur, regardless of the timing of their corresponding cash flows. Revenue and expenses are recognized without regard to when they receive or disburse cash. Revenues must be earned and measurable and the goods and services must have been provided. Expenses must be incurred and measurable. Goods must have been received and used. The City of Alpharetta currently has one enterprise fund.

Solid Waste Fund: This fund records the transactions, revenue earned, and expenses incurred in association with providing residents with garbage collection services. Services are provided on a user charge basis and managed through an independent company under contract with the City. Operationally, the Department of Finance manages this system including billing, collection, and customer service related to services provided to citizens. Appropriations in the Solid Waste fund are presented in the Department of Finance section of this document.

Fiduciary Funds

Fiduciary funds account for assets held by a local government in a trustee or agency capacity for other entities such as individuals, private organizations, other governmental units, or other funds. All Fiduciary Funds use the accrual basis of accounting and budgeting. The assets in a Fiduciary Fund cannot be used to support government programs or activities. The City of Alpharetta has one Fiduciary Fund, a Pension Trust Fund.

Pension Trust Fund: This fund is a sub-fund of the Fiduciary Fund category and accounts for the assets maintained for employer pension plans. The City of Alpharetta reports in this fund all assets held for retirement payments to its employees who have or will retire.

The Budget Document



THE BUDGET DOCUMENT is intended to provide a comprehensive review of the City's financial position with respect to goals and objectives of the budget year. In addition, as a communication tool, significant impacts to the budget process and figures contained herein are detailed to fully disclose information that is necessary in order for staff to provide a true and accurate financial picture. The annual budget document is organized into following sections:

GENERAL INFORMATION: Included within the general information section is a presentation of current elected officials and staff, a City organizational chart, the Budget Message from the Director of Finance, a statistical/overview section providing

charts and graphs of significant trends, and an informational section providing details of City history and structure. The general information section also gives an overview of the budget process. The Financial Policies that govern fiscal operations of the City are also detailed. This section provides a strong background to the process, methods, and means in which the City of Alpharetta completes the annual budget process.

FINANCIAL POLICIES: The Department of Finance actively manages and maintains the Financial Management System comprised of comprehensive financial policies pertaining to all financial operations in the City. The policy section of this document contains the policies that relate to the budget process, both before and after appropriation.

FINANCIAL SUMMARIES: A total financial summary of revenue and expenditure appropriations is presented at the beginning of this section. Following are Statements of Revenues and Expenditures by fund with historical data and a two year projection of future budgets. Additionally, appropriations are presented by classification, providing readers a review of revenue and expenditures/expenses by classification.

BUDGET DETAIL: After the financial summaries, each department's appropriations are presented in detail. Each department is tabbed for ease of use, including the department's organization chart and director. Next, the department's mission statement and goals/objectives are outlined. Following is a summary of the department's appropriations for the fiscal year 2007, including historical data and two year budget projections. The summaries are presented by fund where applicable and include historical accounts of positions allocated to the department.

The department section then presents information related to the significant functions within the department. Each function has a distinct statement of service followed by the presentation of performance measurement data, personnel data, and financial data relating to the function.

DEBT SERVICE: Next is a section relating to debt service. In the debt service section, the City's long-term debt obligations are explained and outstanding debt obligations are presented. This section also includes a debt service fund summary, statistical information, debt retirement schedule, and the computation of the legal debt margin.

CAPITAL PROJECTS: Following debt service, new capital project appropriations are presented both in summary form and in detail by the project.

ALPHARETTA CONVENTION & VISITORS BUREAU: The budget detail is completed with the Alpharetta Convention and Visitors Bureau's (ACVB) Annual Budget. Required by Ordinance, the ACVB budget must be adopted and incorporated with the City's annual operating budget.

APPENDIX: The appendix provides the Georgia law on local government budgets as a reference for the public as well as internal users of the document. A glossary of terms is also included for reference purposes.

Important contributions to financial information contained within this document



THE FIGURES REPRESENTED WITHIN THIS DOCUMENT reflect internal practices associated with operations and the preparation of the annual budget. As analysis occurs with respect to forecasting, certain factors are used that affect the understanding of the figures represented. All such factors are disclosed below.

Organizational Chart: The City's organizational chart reflects the Citizens of Alpharetta, and Elected Officials of the City, as well as operational departments under the direction of the City Administrator. The Municipal Court Judge is shown within this chart for presentation purposes of structure; however, this elected position holds no fiduciary capacity over the appropriation of expenditures or anticipation of revenues.

Statistical/Overview Section: Figures represented within the statistical/overview section are representative of both actual history, anticipated revenue, and appropriated expenditures. For comparison purposes, these figures are presented in accordance with the basis of accounting or basis of budgeting for each fund type as defined by the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).

Financial Policies: The financial policies contained within the policy section represent only those policies that relate to the budget process, both before and after appropriation. Current financial policies were adopted by the City Council during fiscal year 2003. For a complete policy document, please contact the City of Alpharetta Department of Finance, 678-297-6060.

Financial Summaries: Each fund is represented within this section by providing both prior year history and future year anticipations. Major funds are designated as such. The two left columns of each statement provide prior year audited figures that have been reported in the City's Comprehensive Annual Financial Report (CAFR). The revised budget column includes the original appropriation and any mid-year appropriations for the prior fiscal year. The current year projected budget details the revenue anticipated and expenditures appropriated for the fiscal year as described. Finally, two future fiscal years are shown in order to provide a financial outlook and planning tool.

Current and future years revenue is anticipated based upon the prior three years of history, complimented by any economic indicators available during the current year process. Examples of such indicators are the financial markets with respect to interest earnings or property tax digest growth that may continue to increase revenue in future years. All future year tax revenue is projected using the same taxing rate as currently approved through ordinance. Such rates are subject to change based upon the City Council's direction and state laws.

Property tax revenue makes up a significant portion of the revenue for the City. Both the General and Debt Service funds rely heavily on this funding source. The personal,

real, and public utility assessments are received from Fulton County; however, are uncertified by the Georgia Department of Revenue at the time the millage rate and budget are adopted. The uncertified digest figures are used for publication purposes and carried forward into the budget process. The City anticipates collecting 95-97% of the revenue projected from the uncertified digest in the current year. Delinquent tax collection from subsequent fiscal years is not anticipated, providing for any variances that may occur in the initial year between the uncertified digest and the final billing. Possible changes to the uncertified digest include appeals, bankruptcies, parcels not in the City limits, and incorrectly classified tax status.

Expenditures are shown by department and future year projections include increases in the salary and benefit expense categories. Operating expense accounts (known as maintenance and operating, or M & O) are carried forward for the two projected fiscal years modeling projected increases from the past three years of history. Detail relating to the future year projections can be found within the departmental section of the document.

Departmental Sections: Current year operating expenses are reflected by line-item accounts, with the exception of salaries and benefits. These figures are summarized as one line item, and reflect the anticipated costs associated with employee pay, FICA paid by the City on behalf of the employee, pension, 457 contributions made by the City on behalf of the employee, health insurance, short-term and long-term disability insurance, life insurance, worker's compensation, paid time off accrual, and tuition reimbursement. Employee pay is budgeted at the current rate for occupied positions with a four percent average merit increase. Positions vacant at the time of budget adoption are budgeted at the minimum pay level for that grade.

Employer paid benefits as detailed above, include FICA, defined contribution pension, deferred compensation contribution, insurance, worker's compensation, paid time off, tuition reimbursement, and service awards. FICA expense is split 50/50 with each employee, leaving the City's portion at 7.65% of gross pay. The defined benefit pension plan is a self-directed pension plan offered to all full-time employees. The plan has a five year vesting period and the benefit payout varies based upon age, total years of service, and annual salary for the last three years of employment. Contributions to this benefit are made directly by the City at no cost to the employee and are based on an annual actuary report. Further, an IRS-compliant deferred compensation plan is in place. This plan, known as a 457, allows employees to contribute a portion of their pay with the City matching the employee's contribution up to four percent of the employee's salary. Benefits extended to each employee include major medical, dental, vision, disability, workers' compensation, and life insurance. Insurance is provided via several carriers including United Health Care, Jefferson Pilot, Guardian, and Eye Med. Employees contribute a portion of insurance costs based on a tiered cost schedule.

OVERVIEW/STATISTICAL INFORMATION

The overview/statistical section is designed to provide an increased level of understanding of the budget document. In addition, it is a management tool, showing significant impacts on our city’s current and future operations. Included within this section are city wide revenue and expenditure allocations, discussions of major funds’ revenue and expenditure allocations, property tax history and related information, personnel history, and other significant financial trends.

City Wide Revenues

Revenue projections for future years are strictly completed based upon trend information available at the time the document is published. Due to the complexity of revenue trending and projecting, current year anticipations followed by one future year are presented.

The budget staff reviews all revenue anticipations and begins research for future year anticipations once the second quarter of the current year is complete. Property tax is anticipated based upon the uncertified digest figures multiplied by the proposed millage rate. Annually, finance staff publishes a revenue handbook that details the legal authority, method of collection, and characteristics in terms of stability, growth, sensitivity to inflation, or business cycle effects for each revenue type.

City Wide Revenues by Source

The table below reflects a 4-year review of city wide revenues by source. An explanation of each revenue source and a graph of the fiscal year 2008 anticipated revenues provided on the next page.

City Wide Revenues by Source:	Actual 2005	Actual 2006	Amended Budget 2007	Anticipated 2008
Property Taxes	\$ 18,723,148	\$ 19,495,414	\$ 21,763,218	\$ 22,645,747
Other Taxes	\$ 18,895,096	\$ 22,284,287	\$ 20,938,912	\$ 22,728,701
Licenses and Permits	\$ 2,276,965	\$ 2,428,768	\$ 2,401,000	\$ 2,546,513
Intergovernmental	\$ 196,873	\$ 416,454	\$ 4,664,241	\$ 740,265
Charges for Service	\$ 10,539,153	\$ 6,897,550	\$ 7,170,328	\$ 8,096,722
Fines and Forfeitures	\$ 1,952,446	\$ 2,820,272	\$ 3,512,300	\$ 3,231,161
Interest	\$ 998,069	\$ 1,132,959	\$ 642,500	\$ 824,000
Other	\$ 540,942	\$ 527,782	\$ 1,074,693	\$ 604,875
Other Financing Sources	\$ 6,508,265	\$ 35,092,330	\$ 47,977,284	\$ 14,383,684
Total Revenues	\$ 60,630,957	\$ 91,095,816	\$ 110,144,476	\$ 75,801,668

OVERVIEW/STATISTICAL INFORMATION

Revenue Sources:

Property Taxes revenue consists of an assessed millage rate on real and personal property owned in the City of Alpharetta.

Other Taxes include local option sales and use (LOST) tax, franchise fees, hotel/motel taxes, utility taxes, etc.

Licenses and Permits include revenues such as: occupational licenses, building permits, and building fees.

Intergovernmental revenues consist of state revenue sharing, gasoline taxes, state and federal grants, county revenues, and interfund transfers.

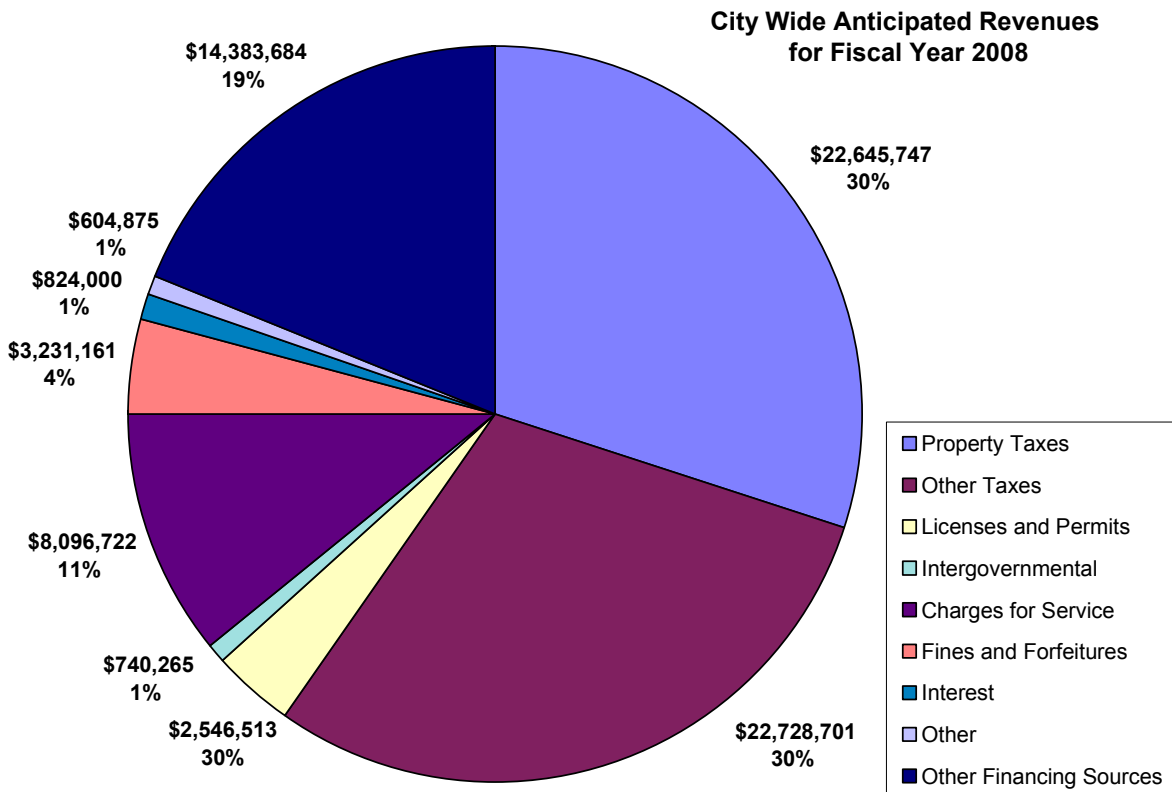
Charges for Service include revenues for user fees. Examples include: recreation enrollment fees, payment for garbage service, etc.

Fines and forfeitures represents for traffic violations, code violations, etc.

Interest earnings are revenues generated by city funds that are invested in safe and secure investment vehicles.

Other revenue includes contributions, donations, and miscellaneous revenues.

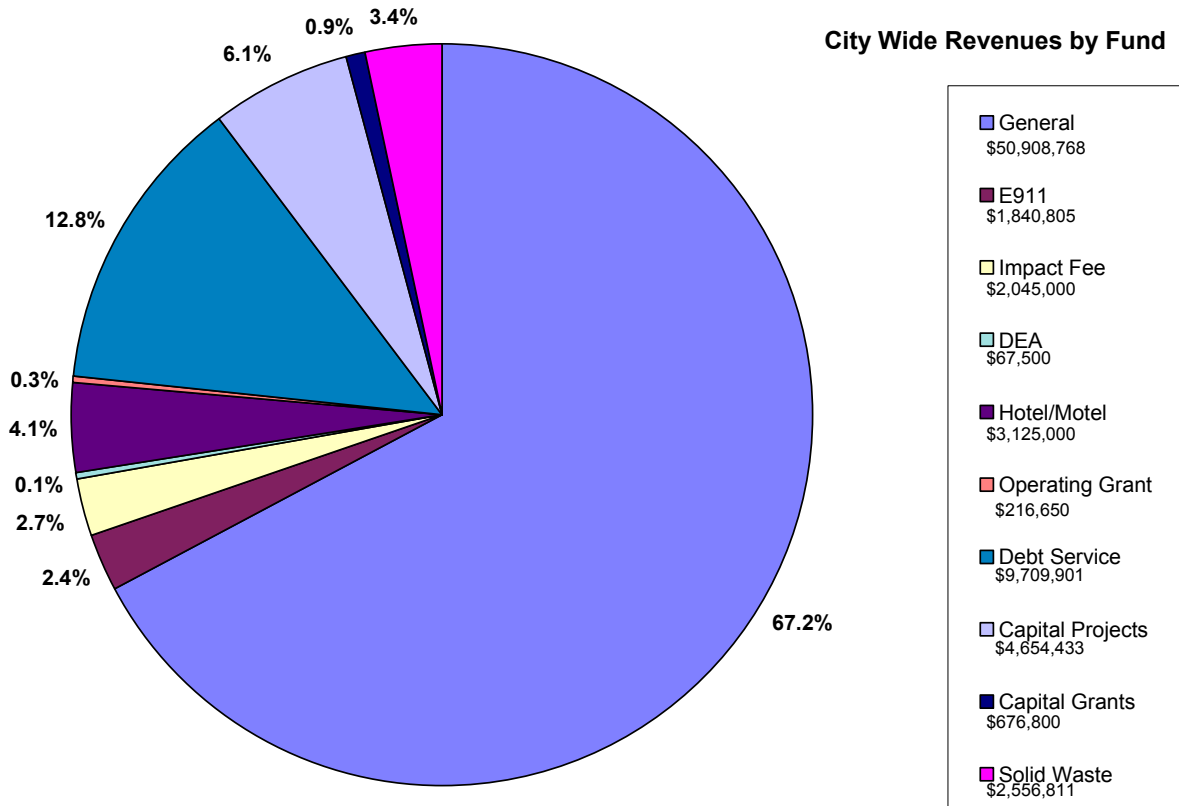
Other Financing Sources includes interfund transfers, capital asset and insurance proceeds, and budgeted fund balance.



OVERVIEW/STATISTICAL INFORMATION

City Wide Revenues by Fund

The pie chart below depicts the anticipated revenues of the city by the fund for the fiscal year 2008 budget. Information on the fund structure, fund types, and explanations of each fund can be found in the General Information tab of this publication.



City Wide Revenues by Fund Type and Revenue Source

The table shows the revenue sources for each fund type. Information on the fund structure, fund types, and an explanation for each fund can be found within the General Information section of this document. In addition, information on the revenue sources are available on the previous page.

City Wide Revenues by Fund Type and Sources

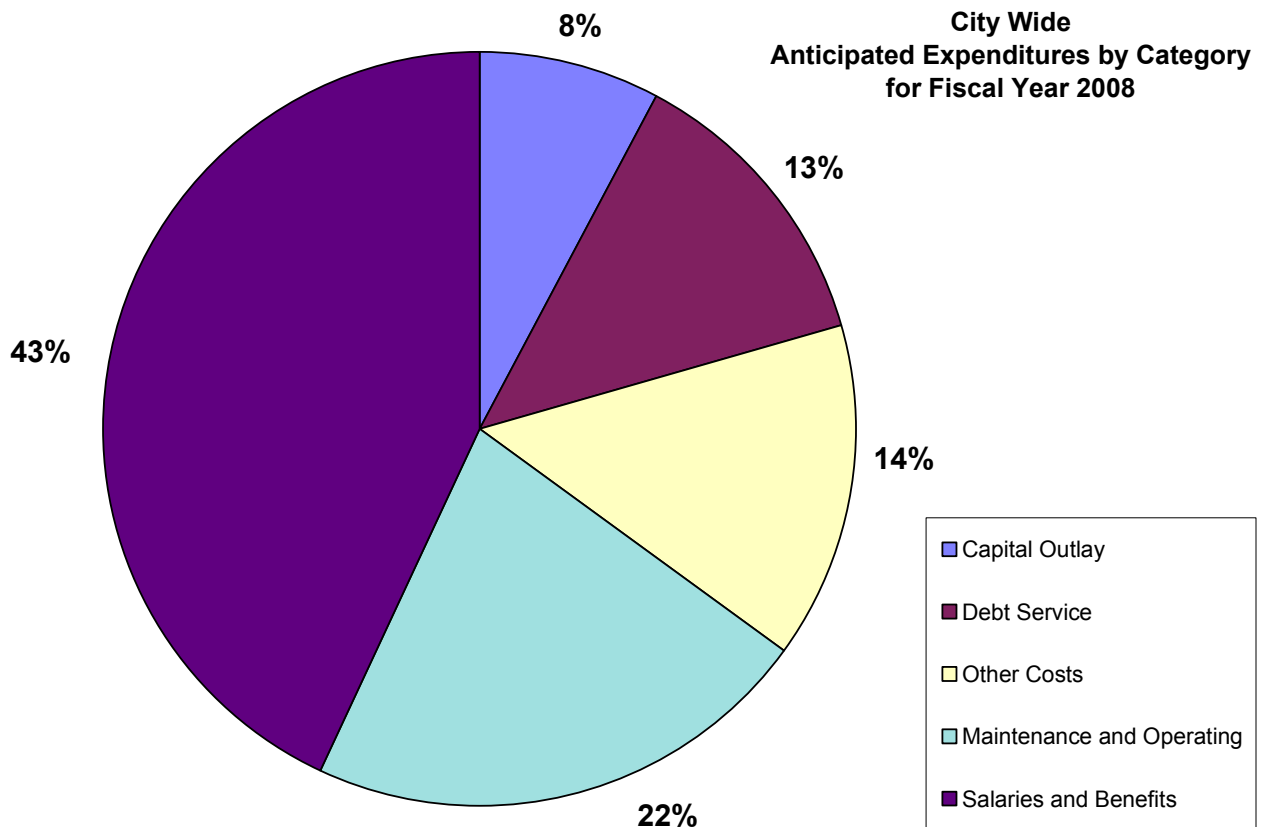
Revenue Sources	General Fund	Special Revenue Funds	Debt Service Fund	Capital Project Funds	Enterprise Fund	Total
Property Taxes	\$ 16,059,674	\$ -	\$ 6,586,073	\$ -	\$ -	\$ 22,645,747
Other Taxes	\$ 19,603,701	\$ 3,125,000	\$ -	\$ -	\$ -	\$ 22,728,701
Licenses and Permits	\$ 2,546,513	\$ -	\$ -	\$ -	\$ -	\$ 2,546,513
Intergovernmental	\$ 27,250	\$ 129,575	\$ -	\$ 583,440	\$ -	\$ 740,265
Charges for Services	\$ 3,039,911	\$ 2,520,000	\$ -	\$ -	\$ 2,536,811	\$ 8,096,722
Fines and Forfeitures	\$ 3,166,161	\$ 65,000	\$ -	\$ -	\$ -	\$ 3,231,161
Interest	\$ 555,000	\$ 49,000	\$ 150,000	\$ 50,000	\$ 20,000	\$ 824,000
Other	\$ 78,000	\$ 5,000	\$ -	\$ 521,875	\$ -	\$ 604,875
Other Financing Sources	\$ 5,832,558	\$ 1,401,380	\$ 2,973,828	\$ 4,175,918	\$ -	\$ 14,383,684
Total Revenues:	\$ 50,908,768	\$ 7,294,955	\$ 9,709,901	\$ 5,331,233	\$ 2,556,811	\$ 75,801,668

OVERVIEW / STATISTICAL INFORMATION

City Wide Expenditures

A 4-yr review of the city wide expenditures by category is provided below. The chart highlights the anticipated expenditures for fiscal year 2008 as well. Information on the expenditure types can be found on the next page.

City Wide Expenditures by Category:	Actual 2005	Actual 2006	Amended Budget 2007	Anticipated 2008
Capital Outlay	\$ 9,131,423	\$ 10,045,594	\$ 37,239,211	\$ 5,846,873
Debt Service	\$ 6,609,698	\$ 6,863,253	\$ 8,727,210	\$ 9,694,901
Other Costs	\$ 12,502,634	\$ 10,195,807	\$ 19,622,106	\$ 10,900,709
Maintenance and Operating	\$ 13,614,576	\$ 12,145,863	\$ 14,673,683	\$ 16,724,895
Salaries and Benefits	\$ 23,321,659	\$ 25,372,115	\$ 29,882,266	\$ 32,634,290
Total Expenditures	\$ 65,179,990	\$ 64,622,633	\$ 110,144,476	\$ 75,801,668



OVERVIEW/STATISTICAL INFORMATION

Expenditure Types:

Capital Outlay expenditures are related to the acquisition of or addition to a capital asset or capital construction project, typically for items over \$25,000. Examples include: construction of a city facility, acquisition of a city park, etc.

Debt Service expenditures involve the repayment of the city's long term outstanding debt, including principle and interest.

Other Costs expenditures include payments to other entities,

contingencies, and operating transfers out to other funds.

Maintenance and Operating expenditures account for routine purchases for small dollar items made a regular basis, including general supplies, travel, utilities, etc.

Salaries and Benefits expenditures include the employee-related costs, accounting for more than 60% of the city's total operating expenses.

City Wide Expenditures by Fund Type and Function

The table below shows the city wide expenditure appropriations by fund type and function for the fiscal year 2008 budget. The five special revenue funds, E911 Fund, Impact Fee Fund, DEA Fund, Hotel/Motel Fund, and the Operating Grant Fund, have been consolidated and shown as Special Revenue Funds. In addition, the Capital Project Funds includes: the General Capital Project Fund, Bond III, Bond IV, and the Capital Grant Fund.

City Wide Expenditures by Fund Type and Function

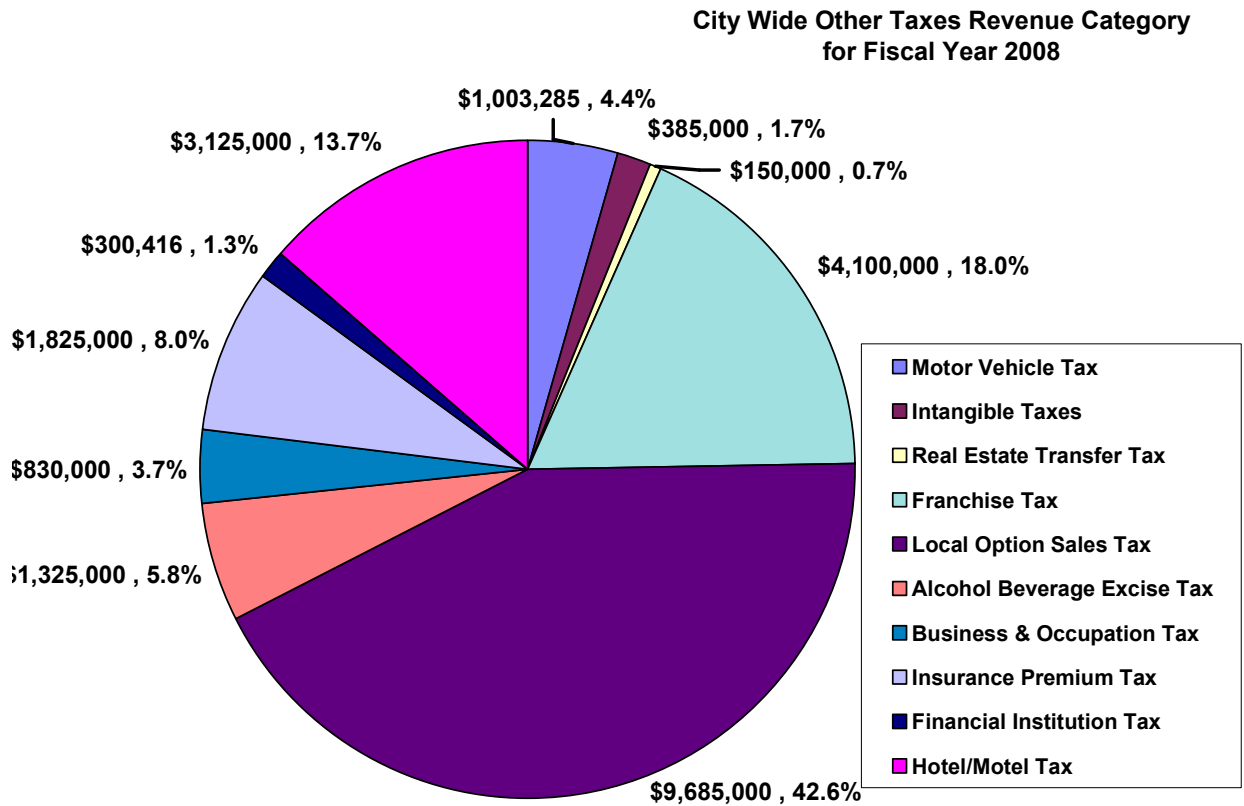
Function	General Fund	Special Revenue Funds	Debt Service Fund	Capital Project Funds	Solid Waste Fund	Total Government
Expenditures by Function:						
General Government	\$ 9,682,546	\$ 2,154,150	\$ 15,000	\$ 521,875	\$ 2,549,440	\$ 14,923,011
Community Development	\$ 1,954,456	\$ -	\$ -	\$ 679,450	\$ -	\$ 2,633,906
Public Works	\$ 7,376,828	\$ -	\$ -	\$ 2,715,108	\$ -	\$ 10,091,936
Public Safety	\$ 20,721,587	\$ 1,890,805	\$ -	\$ 1,104,800	\$ -	\$ 23,717,192
Recreation and Parks	\$ 6,708,538	\$ -	\$ -	\$ 260,000	\$ -	\$ 6,968,538
Subtotal:	\$ 46,443,955	\$ 4,044,955	\$ 15,000	\$ 5,281,233	\$ 2,549,440	\$ 58,334,583
Other Financing Uses:						
I/F Transfer to Capital Project Fund	\$ 4,082,558	\$ -	\$ -	\$ -	\$ -	\$ 4,082,558
I/F Transfer to General Fund	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -	\$ 1,250,000
I/F Transfer to E-911 Fund	\$ 319,305	\$ -	\$ -	\$ -	\$ -	\$ 319,305
I/F Transfer to Grant Funds	\$ 62,950	\$ -	\$ -	\$ -	\$ -	\$ 62,950
I/F Transfer to Debt Service Fund	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000
Reserve for Fund Balance	\$ -	\$ -	\$ -	\$ 50,000	\$ 7,371	\$ 57,371
Sub-total Other Financing Uses:	\$ 4,464,813	\$ 3,250,000	\$ -	\$ 50,000	\$ 7,371	\$ 7,772,184
Debt Service Expenditures:						
Bond Principal	\$ -	\$ -	\$ 7,008,325	\$ -	\$ -	\$ 7,008,325
Interest on Bonds	\$ -	\$ -	\$ 2,686,576	\$ -	\$ -	\$ 2,686,576
Subt-total Debt Service Expenditures:	\$ -	\$ -	\$ 9,694,901	\$ -	\$ -	\$ 9,694,901
Total Expenditures:	\$ 50,908,768	\$ 7,294,955	\$ 9,709,901	\$ 5,331,233	\$ 2,556,811	\$ 75,801,668

OVERVIEW/STATISTICAL INFORMATION

City Wide Major Revenue Sources Trends and Estimates

Other Taxes Revenue

City wide, the largest source of revenue is Other Taxes, which includes Local Option Sales Tax (LOST), General Sales/Use Taxes, Selective Sales/Use Taxes (Alcohol Beverage Excise Tax) and Business Taxes. These sources account for \$22,728,701 or approximately 29.98% of the city wide anticipated revenue for fiscal year 2008. Detailed on the following graph is the specific break out of the Other Taxes category.



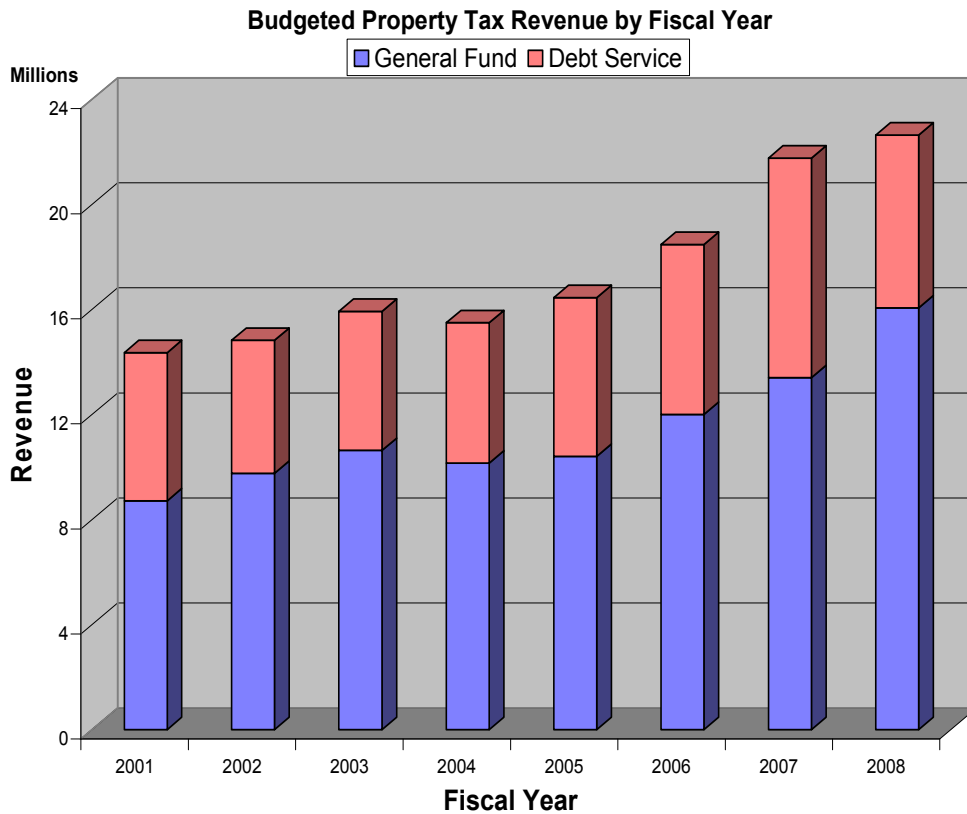
As mentioned, sales/use tax is a part of Other Taxes. Sales tax in Fulton County is collected at 7%. Alpharetta and twelve other municipalities, residing within Fulton County, receive a regular monthly distribution of this tax, known as Local Option Sales Tax (LOST). The tax rate is levied and certified in ten-year increments. The LOST distribution is based upon each jurisdiction’s population, with the 2000 Census as the basis for the current distribution agreement. Due to the recent formation of new cities within Fulton County and our growth in our population, the distribution agreement was adjusted during fiscal year 2007. The City’s current distribution percentage is 4.4515% of the amount shared by local governments, representing a 1.5% increase in distribution over the previous year. For the next three years, we project that this distribution will increase another 2%. Additionally, the strength of the local economy is predicted to continue to increase a 3% as well, providing revenue estimates to exceed a 5% growth rate.

OVERVIEW/STATISTICAL INFORMATION

In addition to the sales/use tax, the franchise tax and the hotel/motel tax are other significant components of the Other Taxes revenue category. The franchise tax is collected from electric, gas, cable, and telecommunication service providers within the City of Alpharetta for the usage of city streets and other city property to provide cable and non-cable telecommunication services to the public. For the fiscal year 2008 budget, the projected franchise tax is \$4,100,000. The hotel/motel tax is assessed to each occupant or guest in a hotel or motel room within the City of Alpharetta at a rate of six percent of the total rental charges. The collected amount of this tax is allocated as follows: 43.33% to the Alpharetta Visitor’s and Convention Bureau, 40.00% to the City of Alpharetta’s General Fund, and 16.67% to the Alpharetta Business Community Sidewalk Account. The City’s portion of the hotel/motel tax revenues is estimated as \$3,125,000 for the fiscal year 2008 budget.

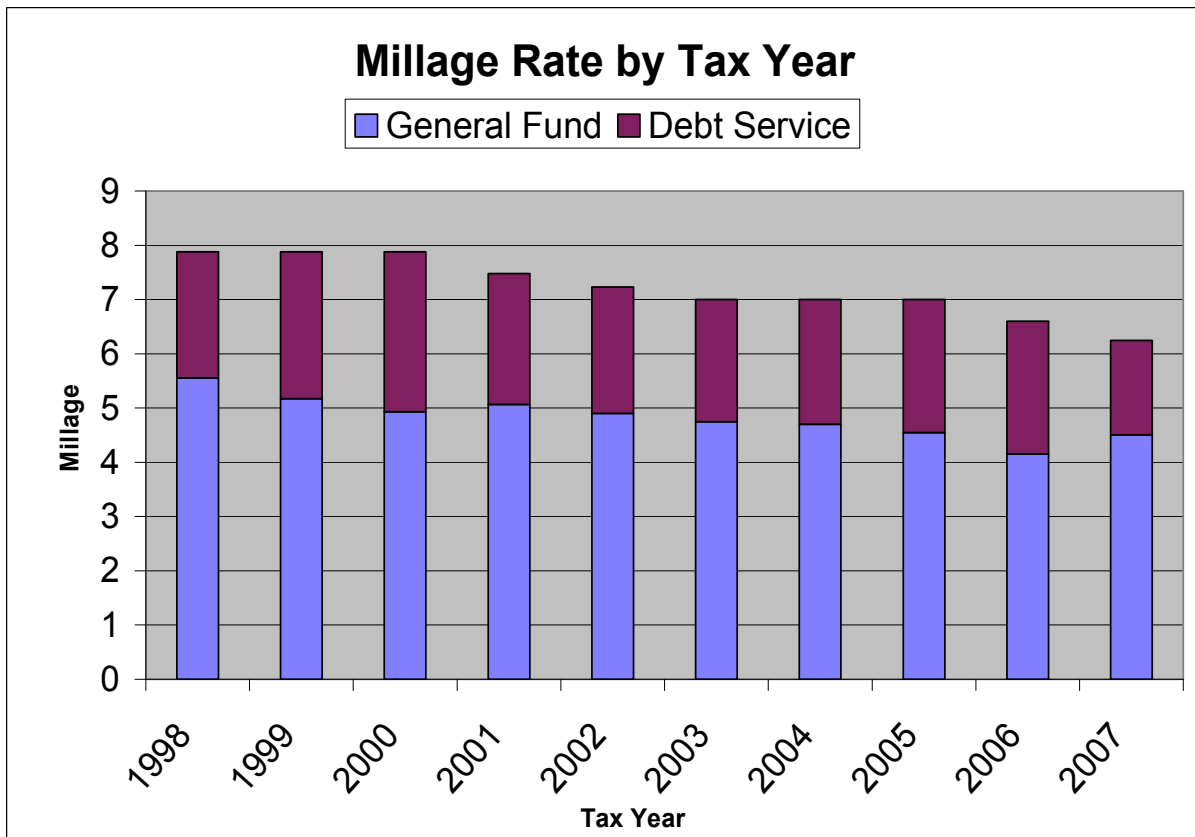
Property Taxes

After the Other Tax revenue category, the city’s second largest major revenue source is property tax revenue, accounting for 29.87% of the city wide total projected revenues of the fiscal year 2008 budget. Real and personal property tax, as well as public utility taxes are included with the property tax revenue category. Property tax anticipations for fiscal year 2008 are \$22,645,747. The following chart depicts trends in this category over the last several fiscal years. While property values are expected to increase in the range of 5 – 10% over the next few years, property taxes are predicted to only increase 3 – 5% due to City Council’s direction to lower millage rates.



OVERVIEW/STATISTICAL INFORMATION

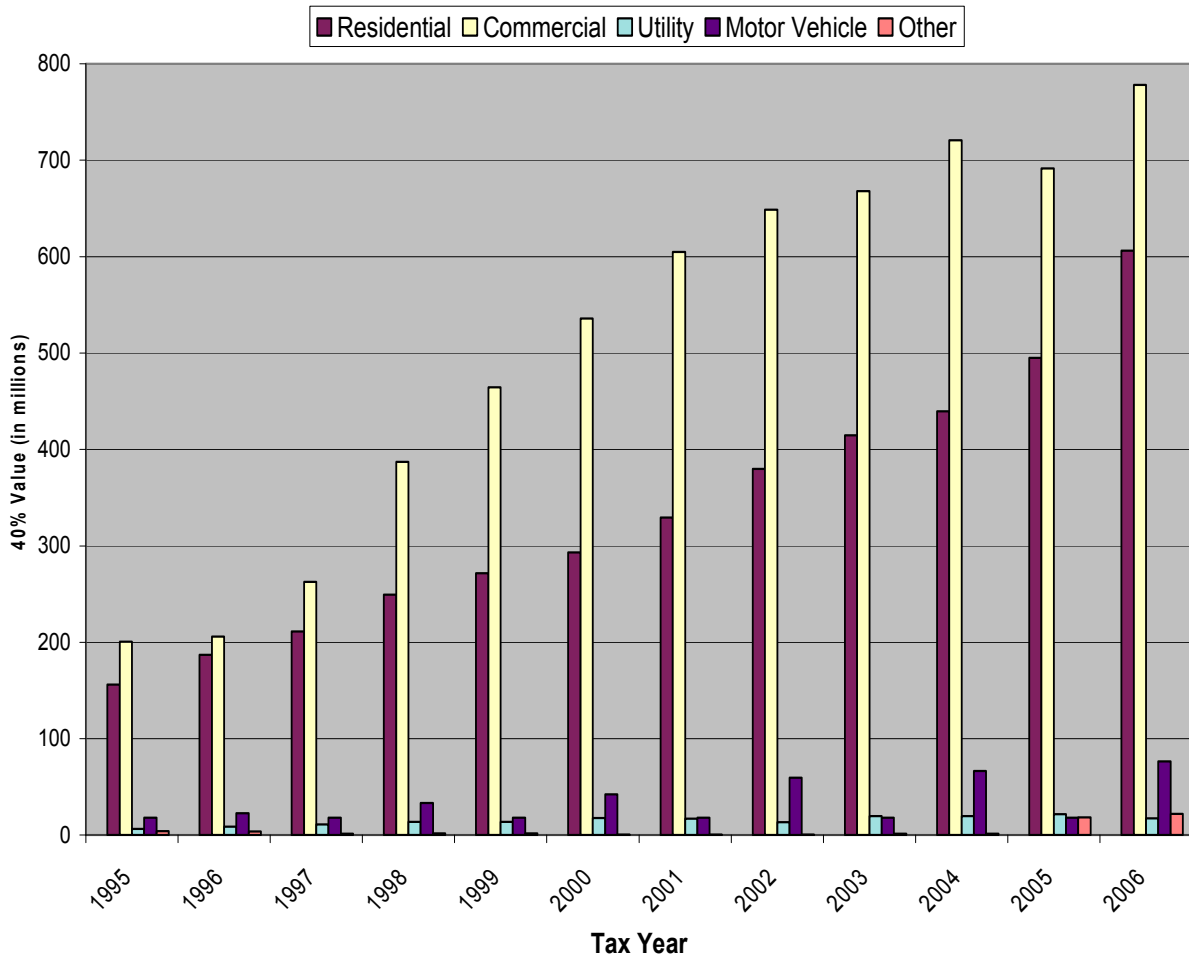
Property assessments are completed by Fulton County on an annual basis and are provided to the City after the tax digest is approved by the Georgia Department of Revenue, usually in July. In conjunction with the annual budget process, the City Council adopts a millage rate to be applied to the assessments in order to determine the billed amount. The City Council adopted a millage rate of 6.248 for fiscal year 2008 (tax year 2007), down 0.352 mills from the millage rate of 2007 of 6.60 mills. The application of the millage rate to the general fund increased from 4.15 mills to 4.508 mills. The debt service fund millage rate was lowered from 2.45 mills to 1.74 mills. A ten year history of the millage rate is detailed below. Taxable assessments provide the base in which the millage rate is applied and therefore have a significant impact on the revenue derived from this source.



OVERVIEW/STATISTICAL INFORMATION

The graph below depicts the certified assessed values of residential, commercial, utility, motor vehicle, and other (miscellaneous) categories from tax year 1995 to 2006. The remarkable increase of nearly 300% is attributable to growth, annexation, and reassessments. Tax year 2007 (fiscal year 2008) assessments have not been certified by the State of Georgia Department of Revenue, Property Tax Division, and are therefore not published.

Assessments by Category and Tax Year



OVERVIEW/STATISTICAL INFORMATION

Other Financing Sources

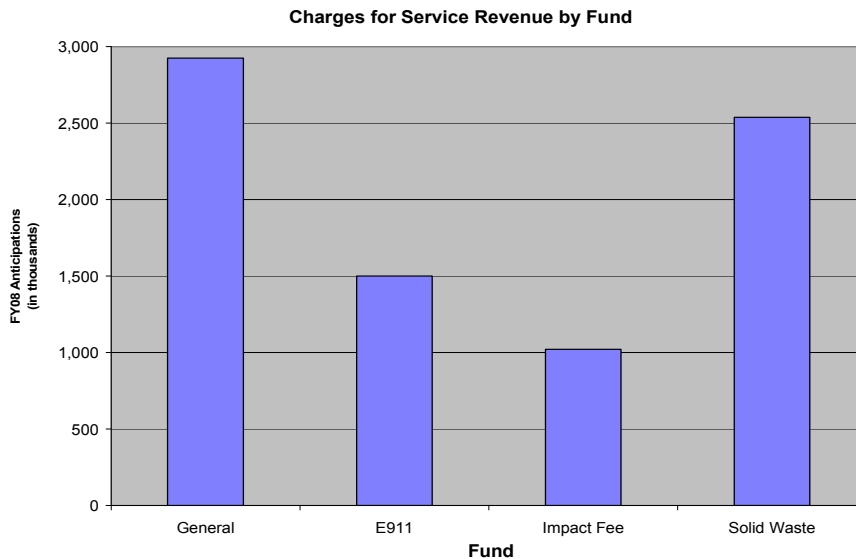
After taxes, the second largest component of the city’s total projected revenues is Other Financing Sources. For the fiscal year 2008 budget, the Other Financing Sources revenue category is projected as \$14,383,684 or 18.98% of total city wide revenues. This revenue category includes: interfund transfers between city funds, proceeds from the sale of capital and non-capital assets, insurance proceeds, and budgeted fund balance. The table below highlights the usage of the Other Financing Sources within the fiscal year 2008 budget.

Other Financing Sources:	General Fund	Special Revenue Funds			Debt Service Fund *	Capital Projects Fund *	Capital Grants Fund	Total Government
		E-911 Fund	Impact Fee Fund	Operating Grants Fund				
I/F Transfer from General Fund	\$ -	\$ 319,305	\$ -	\$ 42,950	\$ -	\$ 4,082,558	\$ 20,000	\$ 4,464,813
I/F Transfer from Hotel/Motel Fund	1,250,000	-	-	-	-	-	-	1,250,000
I/F Transfer from Impact Fee Fund	-	-	-	-	2,000,000	-	-	2,000,000
I/F Transfer from Capital Grants Fund	-	-	-	-	-	-	-	-
Budgeted Fund Balance	4,582,558	-	1,000,000	39,125	973,828	-	73,360	6,668,871
Total Other Financing Sources:	\$ 5,832,558	\$ 319,305	\$ 1,000,000	\$ 82,075	\$ 2,973,828	\$ 4,082,558	\$ 93,360	\$ 14,383,684
Total Revenues:	\$ 51,408,768	\$ 1,840,805	\$ 2,045,000	\$ 216,650	\$ 9,709,901	\$ 4,654,433	\$ 676,800	\$ 76,301,668

* Denotes a major fund

Charges for Service

The final significant category, encompassing 10.68% of total city wide anticipated revenue, is classified as Charges for Service. Other than interest earnings, this revenue source appears in more funds than any other revenue category and is comprised of fees related to exchange transactions. Exchange transactions are those accounted for when goods or services are delivered for a fee, such as enrollment in a recreation program or payment for garbage service. In addition, this category is the major source of revenue for the Solid Waste Fund, comprising 99.22% of its total revenue. The graph below details charges for service revenue as it is associated with each applicable fund. These revenues are predicted to increase modestly (2 – 3%) over the next few years due to new development (usage).

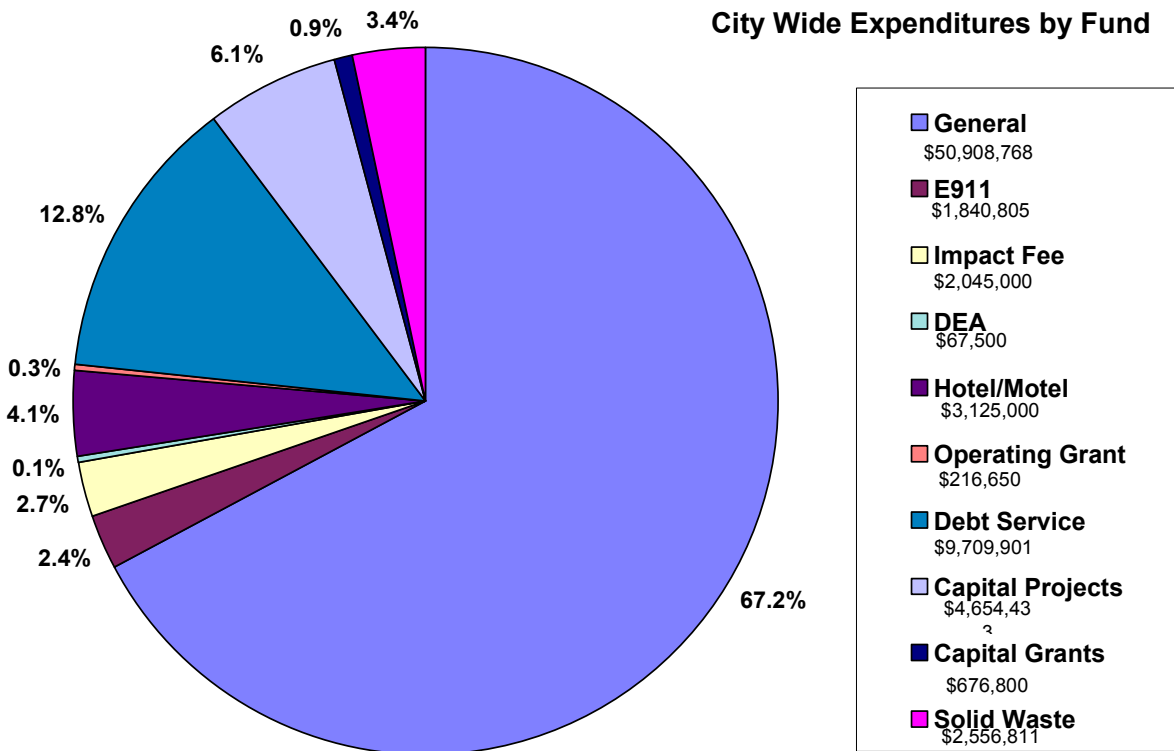


OVERVIEW/STATISTICAL INFORMATION

City Wide Major Expenditure Allocations Detail

The city wide total anticipated expenditures for fiscal year 2008 are \$75,801,668. Of this amount, operating expenditures account for \$60,760,534, representing -6.11% change from fiscal year 2007’s budget. Personnel and maintenance/operating costs account for 79.50% of the city’s expenditures for the new budget year. The remaining 20.50% of the fiscal year 2008 budget is allocated as follows: 7.71% to capital outlay and 12.79% to debt service. Refer to the City Wide Expenditure Table on page 28 for more details.

Currently, the city utilizes 10 funds to record and track expenditures in order to provide sound fiscal administration in accordance with Generally Accepted Accounting Principles (GAAP). The pie chart below graphically depicts the allocation of each funds’ expenditures. A general description of the fund structure, fund types, and information on each fund is available in the General Information section of this document.



The next section of the statistical information focuses on the City’s three major funds: the General Fund, the Debt Service Fund, and the Capital Projects Fund.

OVERVIEW/STATISTICAL INFORMATION

General Fund Summary of Revenues and Expenditures by Type

In the General Fund, the largest single source of revenue is Property Taxes at \$16,059,674 or 31.55% of the fiscal year 2008 budget. Local Option Sales Tax (L.O.S.T.) accounts for \$9,685,000 (19.02%) and the Other Taxes revenue category accounts for \$9,918,704 (19.48%) of the budget. The Other Taxes revenue category includes Selective Sales/Use Taxes, such as the Alcohol Beverage Excise Tax, and Business Taxes. Combined, Property Taxes, L.O.S.T, and Other Taxes account for \$35,663,375 or approximately 70% of the citywide anticipated revenue for fiscal year 2008.

Revenues:

	ACTUAL FY 2006	REVISED BUDGET FY 2007	PROJECTED FY 2008
Property Taxes	\$ 14,096,517	\$ 13,408,585	\$ 16,059,674
L.O.S.T.	\$ 8,838,133	\$ 8,313,570	\$ 9,685,000
Other Taxes	\$ 8,892,759	\$ 9,625,342	\$ 9,918,701
Licenses & Permits	\$ 2,428,718	\$ 2,401,000	\$ 2,546,513
Intergovernmental	\$ 24,398	\$ 25,000	\$ 103,502
Charges for Service	\$ 2,964,283	\$ 2,554,591	\$ 2,923,159
Fines & Forfeitures	\$ 2,720,371	\$ 3,507,300	\$ 3,206,161
Interest	\$ 591,631	\$ 500,000	\$ 555,500
Other Financing Sources	\$ 1,258,796	\$ 11,700,000	\$ 5,832,558
Miscellaneous Revenues	\$ 238,329	\$ 62,600	\$ 78,000
Total Revenues	\$ 42,053,935	\$ 52,097,988	\$ 50,908,768

Expenditures:

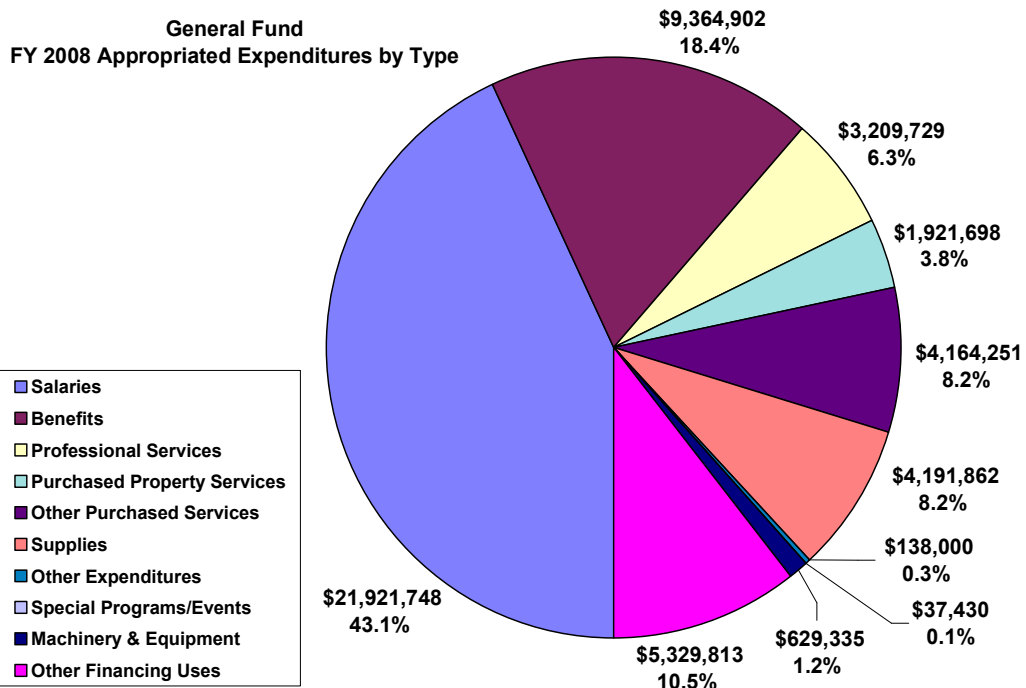
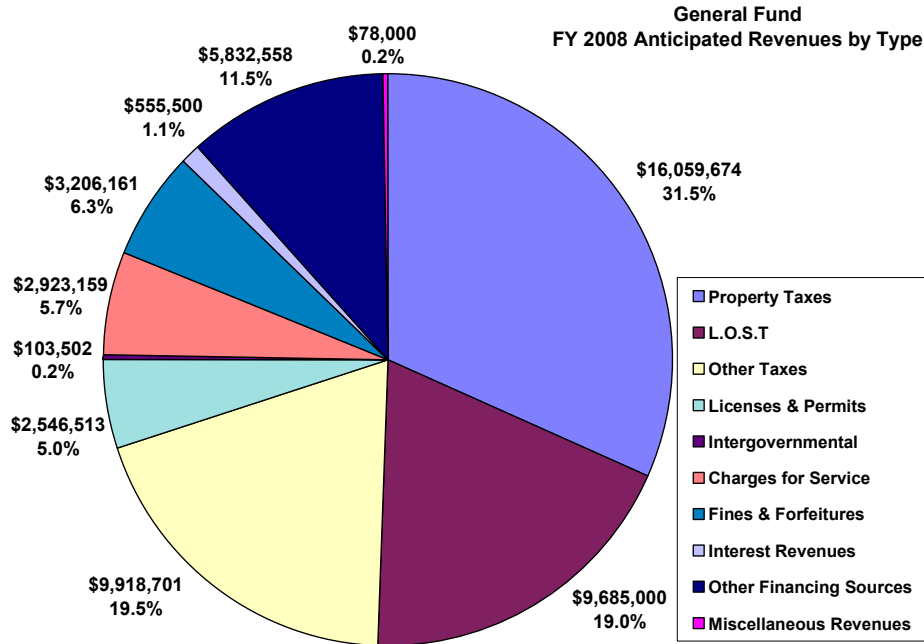
	ACTUAL FY 2006	REVISED BUDGET FY 2007	PROJECTED FY 2008
Salaries	\$ 17,549,659	\$ 20,519,410	\$ 21,921,748
Benefits	\$ 6,651,979	\$ 8,107,802	\$ 9,364,902
Professional Services	\$ 2,477,407	\$ 3,091,460	\$ 3,209,729
Purchased Property Services	\$ 1,594,116	\$ 1,716,811	\$ 1,921,698
Other Purchased Services	\$ 2,673,361	\$ 3,797,258	\$ 4,164,251
Supplies	\$ 2,760,215	\$ 3,235,402	\$ 4,191,862
Other Expenditures	\$ 128,723	\$ 133,280	\$ 138,000
Special Programs/Events	\$ 25,803	\$ 43,973	\$ 37,430
Machinery & Equipment	\$ 537,616	\$ 558,077	\$ 629,335
Other Financing Uses	\$ 6,195,678	\$ 10,894,515	\$ 5,329,813
Total Expenditures	\$ 40,594,556	\$ 52,097,988	\$ 50,908,768

Expenditure allocations within the General Fund total \$50,908,768 for fiscal year 2008, reflecting a -2.28% decrease from the fiscal year 2007 budget. The revised budget for fiscal year 2007 and the projected budget for fiscal year 2008 recognize carryforward fund balance of \$10,500,000 and \$4,582,558, respectively. Of this \$50.9 million in total expenditures, personnel costs, including salaries and benefits, are 61.46%. Supplies, Other Purchased Services, and Professional Services represent 6.30%, 8.18%, and 8.231% respectively of the fiscal year 2008 budget for this fund. In

OVERVIEW/STATISTICAL INFORMATION

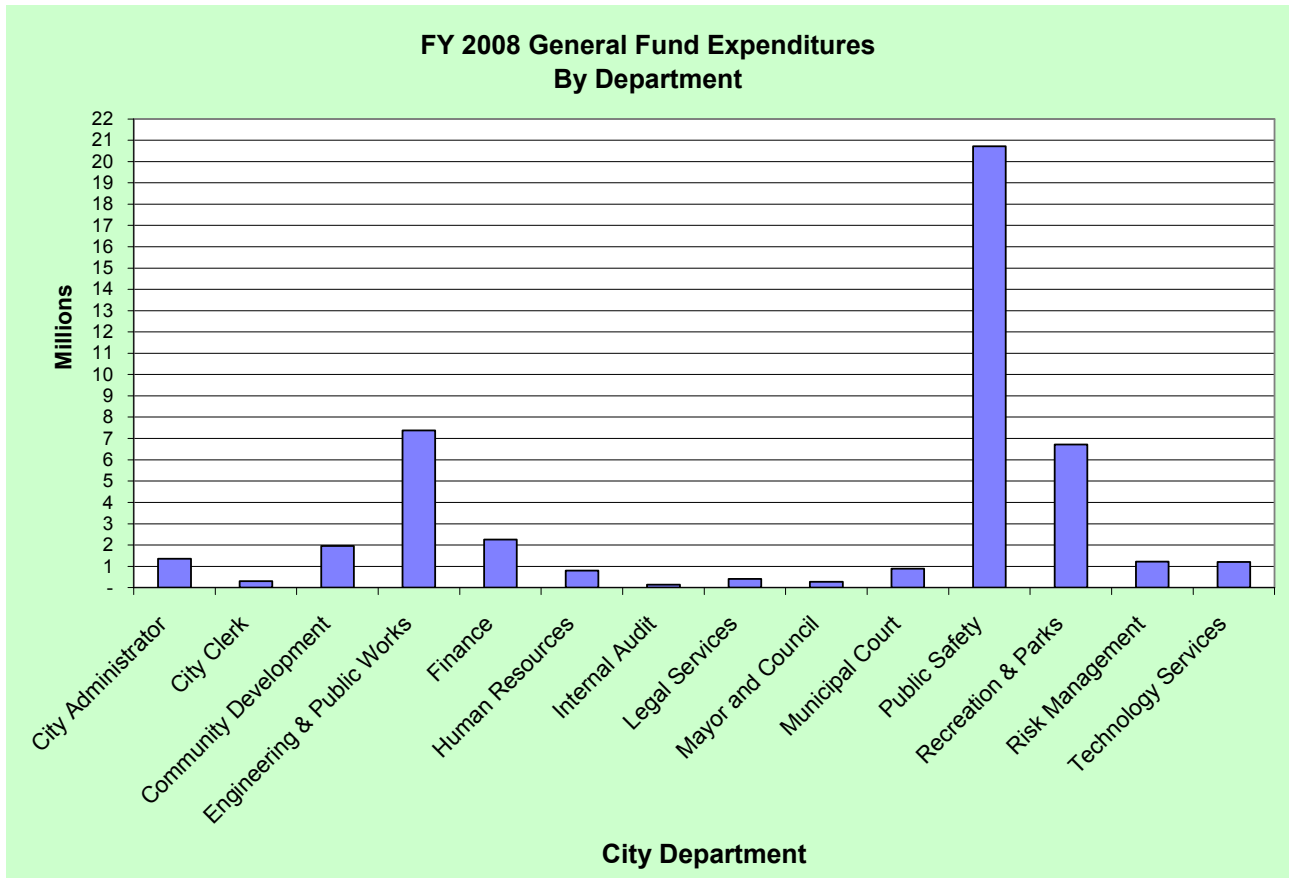
In addition, the Other Financing Uses category includes: interfund transfers to the Capital Project Fund, Emergency 911 Fund, Operating Grant Fund, and the Capital Grant Fund, as well as expenditures for the new city hall for \$350,000, donations to the Police Athletic League and the Friends of the Library for \$45,000, and \$470,000 for contingency.

The following graphs present revenue anticipations and expenditure appropriations by type.



OVERVIEW/STATISTICAL INFORMATION

Expenditure allocations by function can provide an overall look at the government’s focus in service delivery strategies. With the goal of providing a safe, secure, and livable city, the City of Alpharetta focuses its largest appropriations in the General Fund towards the public safety function, allocating \$20,721,587 of its budget to the Public Safety Department. Following public safety, the appropriations by largest dollar amount are the Engineering & Public Works Department at \$7,376,828 and Recreation & Parks Department with \$6,708,538. The allocation of General Fund appropriations are shown by department in the next graph.



OVERVIEW/STATISTICAL INFORMATION

Debt Service Fund Summary of Revenues and Expenditures by Type

The largest source of revenue in the Debt Service Fund is property taxes. The debt service fund receives an interfund transfer from the general fund to offset the future spikes in debt service payments. Debt service expenditures consist of 72.18% bond principal and 27.67% bond interest payments.

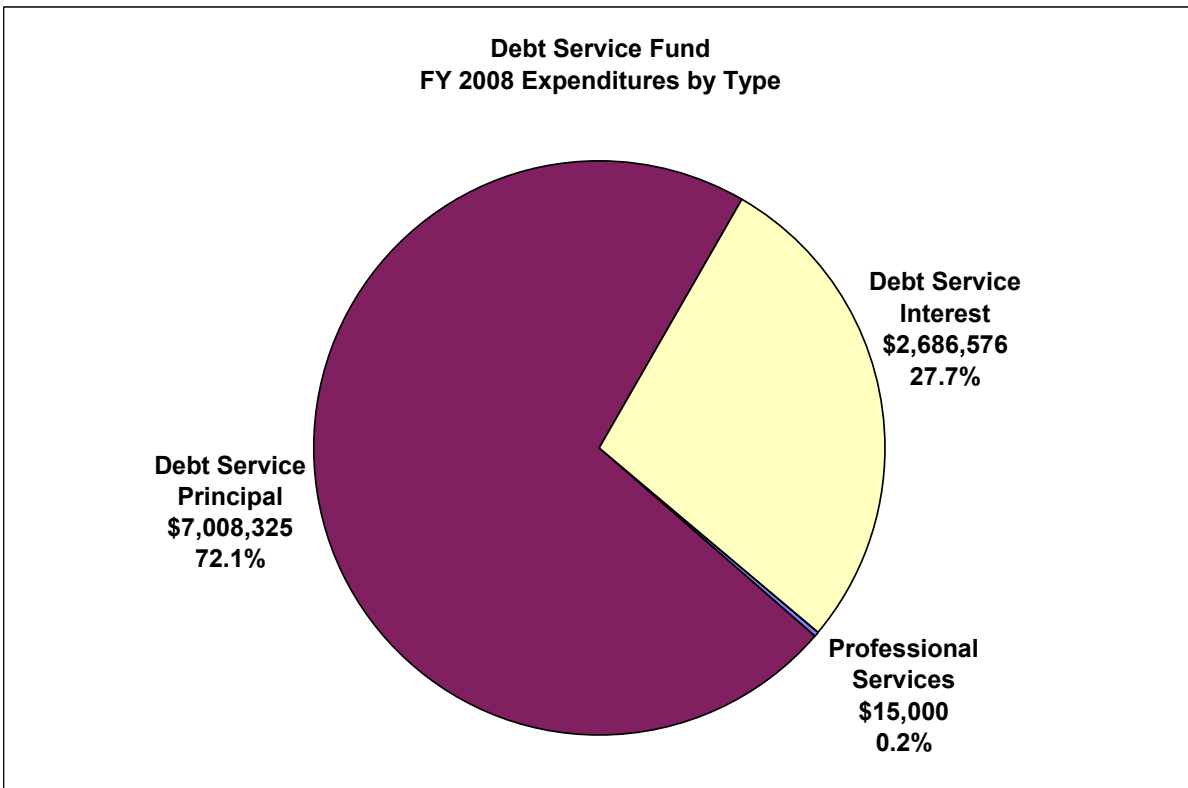
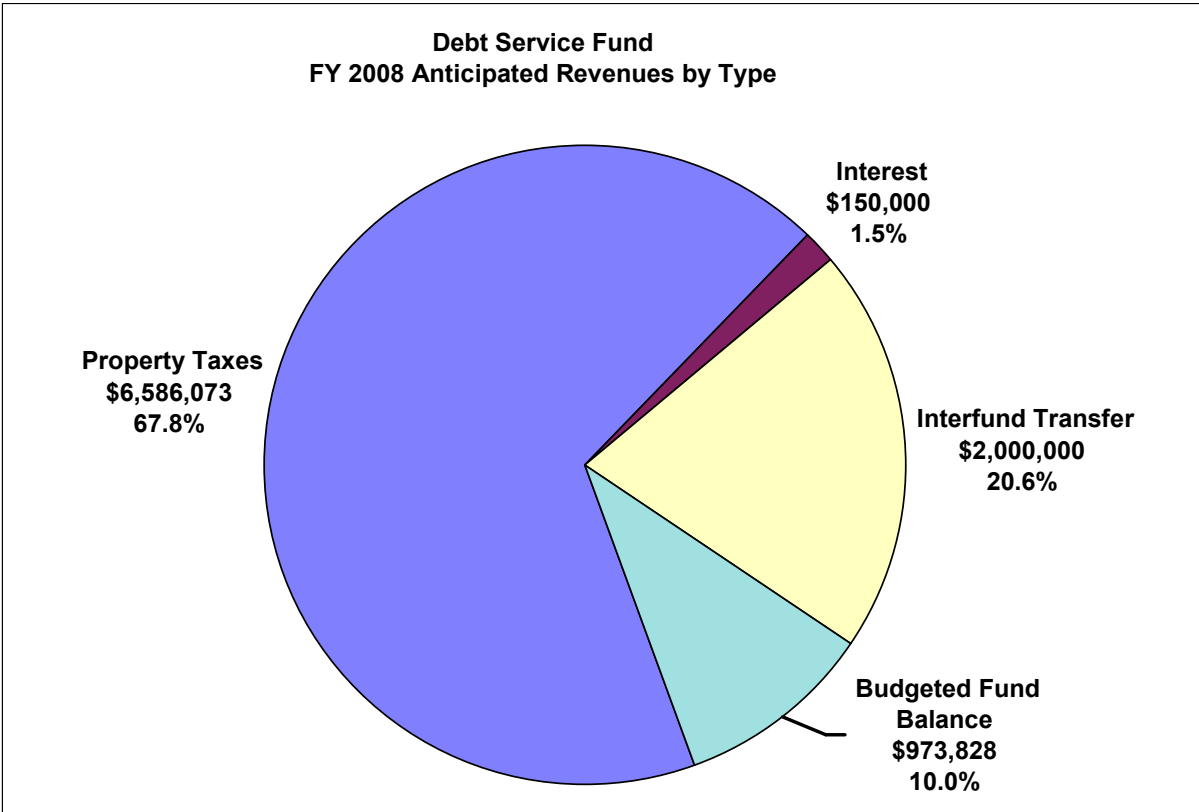
Revenues:

	ACTUAL FY 2006	REVISED BUDGET FY 2007	PROJECTED FY 2008
Property Taxes	\$ 6,821,554	\$ 8,354,633	\$ 6,586,073
L.O.S.T.	\$ -	\$ -	\$ -
Other Taxes	\$ -	\$ -	\$ -
Licenses & Permits	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Charges for Service	\$ -	\$ -	\$ -
Fines & Forfeitures	\$ -	\$ -	\$ -
Interest	\$ 238,976	\$ 50,000	\$ 150,000
Other Revenues	\$ -	\$ -	\$ -
Interfund Transfers	\$ 3,050,000	\$ 3,980,000	\$ 2,000,000
Budgeted Fund Balance	\$ -	\$ -	\$ 973,828
Total Revenues	\$ 10,110,530	\$ 12,384,633	\$ 9,709,901

Expenditures:

	ACTUAL FY 2006	REVISED BUDGET FY 2007	PROJECTED FY 2008
Professional Services	\$ 15,000	\$ 15,000	\$ 15,000
Debt Service Principal	\$ 4,856,725	\$ 6,196,436	\$ 7,008,325
Debt Service Interest	\$ 2,007,637	\$ 2,530,774	\$ 2,686,576
Other Costs/Contingencies	\$ -	\$ 3,642,423	\$ -
Total Expenditures	\$ 6,879,362	\$ 12,384,633	\$ 9,709,901

OVERVIEW/STATISTICAL INFORMATION



OVERVIEW/STATISTICAL INFORMATION

Capital Project Fund Summary of Revenues and Expenditures by Type

The largest source of revenue in the General Capital Projects Fund is the interfund transfer from the General Fund at \$4,082,558, representing 87.71% of total revenue. For fiscal year 2008, the Engineering/Public Works Department receives the largest percentage of capital expenditure appropriations with 52.96%, followed by Public Safety with 15.86%.

Revenues:

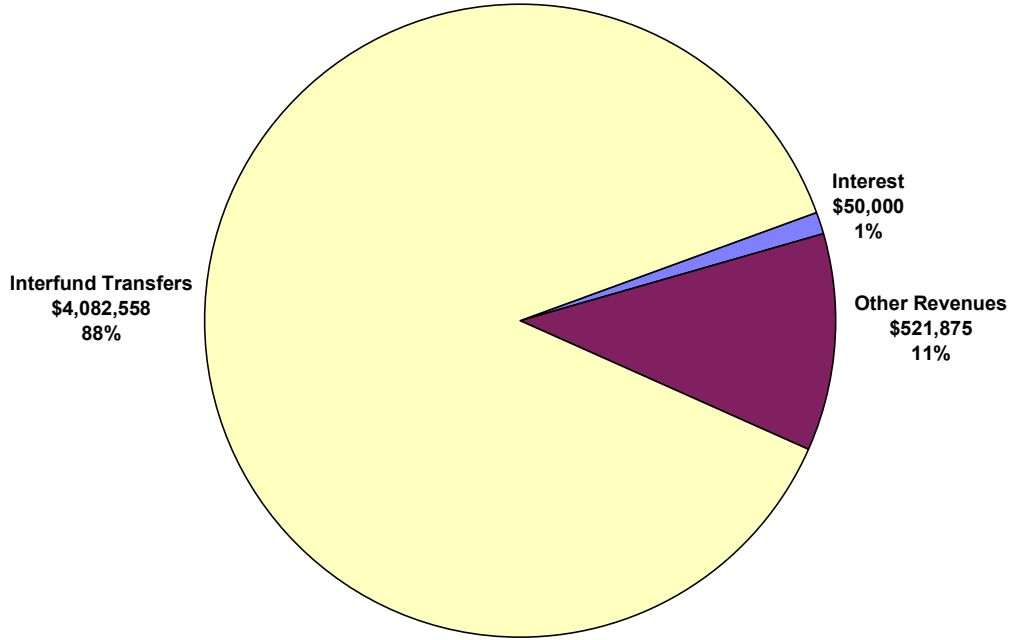
	ACTUAL FY 2006	REVISED BUDGET FY 2007	PROJECTED FY 2008
Property Taxes	\$ -	\$ -	\$ -
L.O.S.T.	\$ -	\$ -	\$ -
Other Taxes	\$ -	\$ -	\$ -
Licenses & Permits	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Charges for Service	\$ -	\$ -	\$ -
Fines & Forfeitures	\$ -	\$ -	\$ -
Interest	\$ 139,502	\$ 50,000	\$ 50,000
Other Revenues	\$ 310,400	\$ 1,000,000	\$ 521,875
Interfund Transfers	\$ 2,889,455	\$ 7,000,000	\$ 4,082,558
Budgeted Fund Balance	\$ -	\$ -	\$ -
Total Revenues	\$ 3,339,357	\$ 8,050,000	\$ 4,654,433

Expenditures:

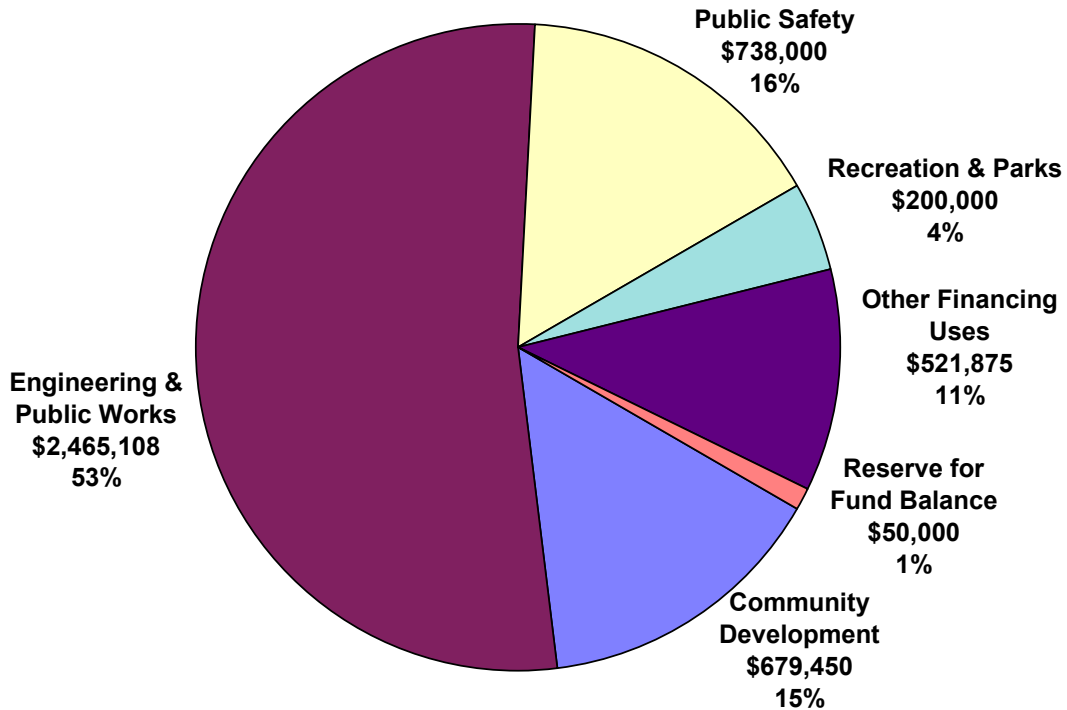
	ACTUAL FY 2006	REVISED BUDGET FY 2007	PROJECTED FY 2008
Professional Services	\$ -	\$ -	\$ -
Purchased Property Services	\$ -	\$ -	\$ -
Other Purchased Services	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -
Other Expenditures	\$ -	\$ -	\$ -
Special Programs/Events	\$ -	\$ -	\$ -
Machinery & Equipment	\$ -	\$ -	\$ -
Capital Outlay	\$ 3,952,647	\$ 7,000,000	\$ 4,082,558
Other Financing Uses	\$ -	\$ 1,000,000	\$ 521,875
Reserve for Fund Balance	\$ -	\$ 50,000	\$ 50,000
Total Expenditures	\$ 3,952,647	\$ 8,050,000	\$ 4,654,433

OVERVIEW / STATISTICAL INFORMATION

Capital Project Fund
FY 2008 Anticipated Revenue by Type



Capital Project Fund
FY 2008 Appropriated Capital Outlay Expenditures by Department



OVERVIEW/STATISTICAL INFORMATION

Personnel Position Control

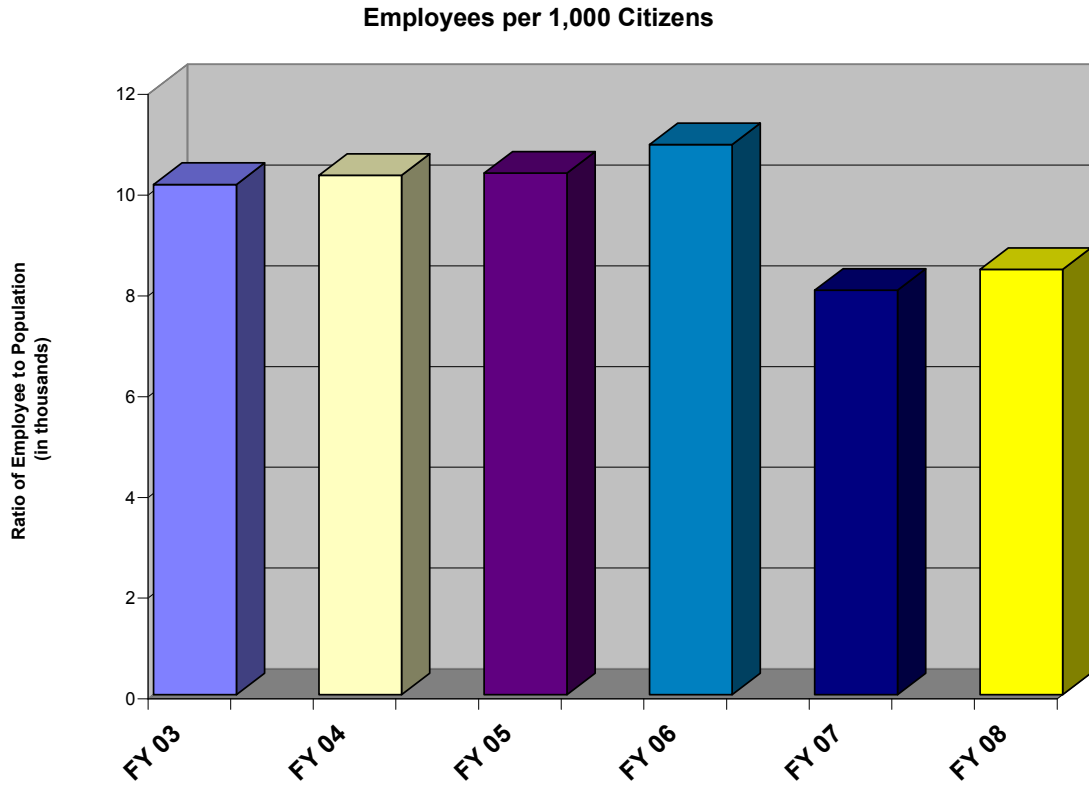
Included within the internal control process between the Department of Finance and the Human Resources Department is the allocation of approved positions. Although recruitment and retention resides with the Human Resource Department, payroll resides with the Department of Finance, creating a common need for information. This information originates with the appropriated positions as shown in the chart below.

Department	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08
City Administrator	10.5	8	6	7.5	7.5	7.5
City Clerk	0	0	3	2	2	2
Community Development	20	20	20	20	21	21
Engineering & Public Works	56	56	57	57	58	63
Finance	21.5	23.5	21	22	22	22
Human Resources	6	6	6	7	6	6
Mayor & Council	7	7	7	7	7	7
Municipal Court	7	7	7.5	7.5	9	9
Public Safety	181	187.5	197.5	216	233	237.5
Recreation	50	50	50	50	51	51
Technology	5.5	6	8	8	9	9
Total Full-Time Equivalent						
Approved Positions	364.5	371	383	404	425.5	435
Estimated Population						
Shown in Thousands	36	36	37	37	53	51 *

* Our Community Development Department has been working with the Census Bureau to update the City's population for the newly annexed areas. The FY 07 estimate was found to be high and was adjusted for FY 08 based on the information from the Census Bureau's Geographic Certification of Population.

OVERVIEW/STATISTICAL INFORMATION

As a measure of service levels to citizens, the City reflects the number of employees per 1,000 on the chart below. Although salary and benefit expense accounts for a majority of expenditures city-wide, if economical and efficient service delivery strategies are utilized, the benefits of such services are dramatically increased.

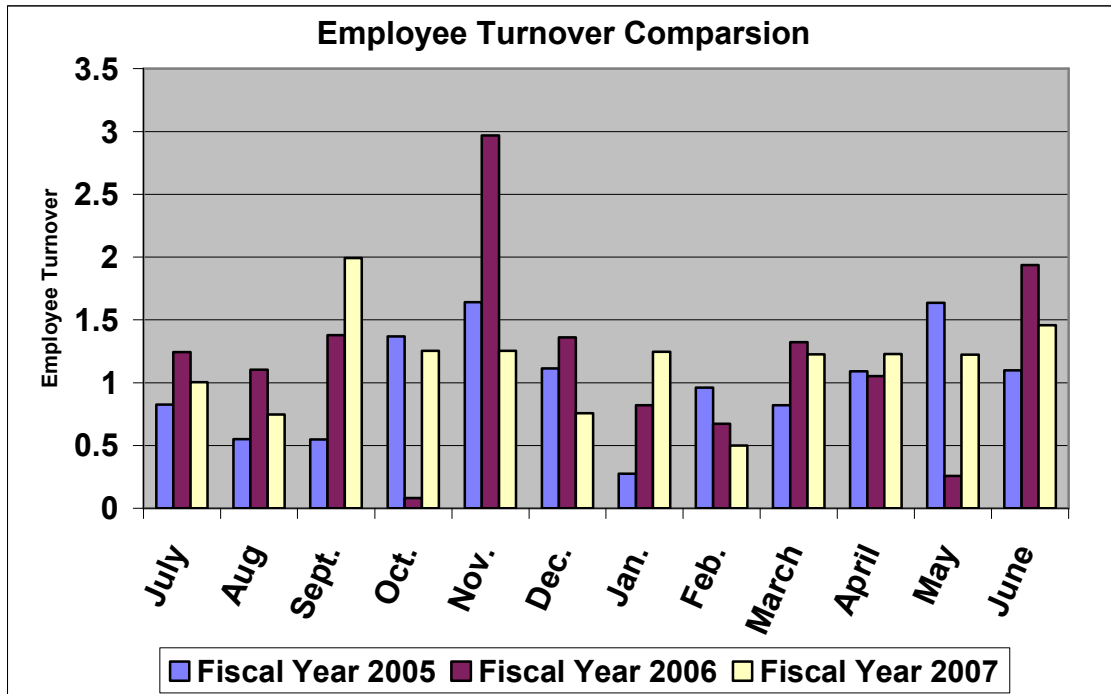


During the fiscal year 2008 budget process, changes to approved positions included the addition of five full time employees, including one full-time position with no fiscal impact on the budget resulting from an intergovernmental agreement with the City of Milton. The additional positions included:

- 1 Public Works Crew Leader
- 1 Public Works Tech II
- 1 Public Works Tech 1
- 1 Performance Management Technician
- 1 Evidence and Property Technician

OVERVIEW/STATISTICAL INFORMATION

For comparative measures, the City began tracking and analyzing turnover by department and on a city-wide basis. Due to the creation of nearby cities, Sandy Springs, City of Milton, and Johns Creek, the city has faced the challenge of increased employee turnover over the past few years. The graph below depicts a comparison of the number of employees who left employment with the City for the past three fiscal years.



OVERVIEW / STATISTICAL INFORMATION

**City of Alpharetta General Information
and Demographic Statistics**

Date of Incorporation:		1858
Date First Charter Adopted:		1858
Date Present Charter Adopted:		July 1, 1981
Form of Government:		Mayor and City Council
Population:		51,045
	<i>(Source: City Community Development Department)</i>	
Median Age:		35.69
Median Household Income:		\$86,528
Median Family Income:		\$111,315
Per Capita Income:		\$46,700
Area:	<i>(Source: City Community Development Department)</i>	
		27 square miles
Bond Rating:	Moody's Investor Service	Aaa
	Standard & Poor's	AAA
Miles of Streets:	<i>(Source: City Engineering & Public Works Department)</i>	
	Streets – Paved	260 miles
	Streets – Unpaved	2 miles
	Drainage – Piped	35 miles
	Drainage – Open	143 miles
Police Protection:	<i>(Source: City Public Safety Department)</i>	
	Number of Sworn Police Officers	117
	Number of Sworn Reserve Officers	10
	Number of Communication Officers	18
	Number of Civilian Positions	12
	Number of Stations	1
	Number of Uniform Patrol Officers	95
	Number of Traffic Patrol Officers	12
Fire Protection:	<i>(Source: City Public Safety Department)</i>	
	Number of Stations	6
	Number of Suppression Employees	96
	Insurance Services Office	
	(ISO) Fire Classification	2

OVERVIEW / STATISTICAL INFORMATION

Recreation:	<i>(Source: City Recreation Department)</i>	
	Number of Parks and Playgrounds	9
	Acreage Parks and Playgrounds	769
	Number of Swimming Pools	2
	Number of Athletic Fields	28
	Number of Recreation Buildings	32
	Number of Tennis Courts	17
	Number of Hockey Rinks	2
Education:	<i>(Source: City Community Development)</i>	
	Number of Schools by Type:	
	Elementary	3
	Middle School	2
	High School	1
	College	2
Municipal Sanitation Service:	<i>(Source: City Finance Department)</i>	
	Number of Consumers	12,836
Elections:	<i>(Source: City Clerk's Office)</i>	
	Number of Registered Voters	20,185
	Number of Votes Cast in last Municipal Election	2,595
	Percentage of Registered Voters Participation Voting in Last Municipal Election	13%

OVERVIEW/STATISTICAL INFORMATION

**City of Alpharetta
Principal Employers
for Fiscal Year 2006**

Employer	Number of Employees	Rank	Percentage of Total City Employment
AT & T	2,000	1	1.67%
ADP	1,800	2	1.50%
McKesson HBOC	1,400	3	1.17%
Hewlett Packard	1,251	4	1.04%
Cingular	1,200	5	1.00%
Choice Point	1,102	6	0.92%
Radiant Systems	925	7	0.77%
Lucent	906	8	0.76%
General Electric	848	9	0.71%
UPS Supply Chain Solutions	758	10	0.63%
Total	12,190		10.16%

Source: City of Alpharetta Community Development Department

**City of Alpharetta
Demographic and Economic Statistics
Last Ten Fiscal Years**

Fiscal Year	Population¹	Personal Income	Per Capita Personal Income²	Unemployment Rate²
1997	23,246	\$718,045,694	\$30,889	3.1%
1998	24,536	803,504,928	32,748	2.8
1999	30,000	1,041,570,000	34,719	2.6
2000	30,000	1,182,960,000	39,432	2.5
2001	35,406	1,435,465,458	40,543	2.9
2002	36,079	1,445,649,451	40,069	4.4
2003	37,090	1,462,532,880	39,432	2.4
2004	37,124	1,463,873,568	39,432	2.1
2005	38,274	1,509,220,368	39,432	4.5
2006	48,240	1,902,199,680	39,432	3.5

Sources:

¹ Bureau of the Census/County Regional Planning Commission

² State Department of Labor

Note: Population information is based on surveys conducted during the last quarter of the calendar year. Personal income information is a total for the year. Unemployment rate information is an adjusted yearly average.

OVERVIEW / STATISTICAL INFORMATION

**City of Alpharetta
Property Tax Levies and Collections
Last Ten Fiscal Years**

Fiscal Year Ended June 30	Tax Year	Total Tax Levy for Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
			Amount	Percentage of Levy		Amount	Percentage of Levy
1997	1996	8,328,413	7,651,942	91.88%	304,599	7,956,541	95.53%
1998	1997	10,006,902	8,852,299	88.46%	231,402	9,083,701	90.77%
1999	1998	12,177,953	9,695,428	79.61%	2,476,710	12,172,138	99.95%
2000	1999	13,992,591	13,194,833	94.30%	789,964	13,984,797	99.94%
2001	2000	15,596,114	15,143,169	97.10%	444,363	15,587,532	99.94%
2002	2001	16,654,812	16,279,679	97.75%	308,146	16,587,825	99.60%
2003	2002	17,449,713	17,136,171	98.20%	275,017	17,411,188	99.78%
2004	2003	17,242,314	16,935,962	98.22%	270,822	17,206,784	99.79%
2005	2004	18,264,892	18,188,800	99.58%	67,128	18,255,928	99.95%
2006	2005	19,464,408	19,277,210	99.04%	-	19,277,210	99.04%

**City of Alpharetta
Principal Property Taxpayers
Fiscal Year 2006**

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
GNP Northpont	\$ 29,149,600	1	1.05%
Imperatum Georgia LLC	18,636,160	2	0.67%
H B O & Company	18,137,590	3	0.65%
Gardner Drive LLC	17,996,340	4	0.65%
AT & T Resource Mgmt Corp	14,606,710	5	0.53%
Allianz Life Insurance Company	14,551,000	6	0.52%
Digital Equipment	12,594,720	7	0.45%
AMLI at Milton Park LLC	12,247,880	8	0.44%
Weeks Realty L P	11,329,120	9	0.41%
C P Venture Two LLC	11,166,600	10	0.40%
Total	<u>\$ 160,415,720</u>		<u>5.77%</u>

OVERVIEW / STATISTICAL INFORMATION

City of Alpharetta
Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

Fiscal Year	Governmental Activities			Business-Type Activities			Total Primary Government	Percentage of Personal Income ¹	Per Capita ¹
	General Obligation Bonds	Capital Leases	Notes Payable	Revenue Bonds	Notes Payable	Capital Leases			
1997	35,405,000	3,116,898	-	-	2,424,422	14,135	40,960,455	5.70%	1,762
1998	58,785,000	2,567,797	-	-	2,306,729	9,549	63,669,075	7.92%	2,595
1999	57,190,000	1,579,740	-	2,470,000	-	4,701	61,244,441	5.88%	2,041
2000	55,500,000	1,288,188	1,749,000	2,320,000	-	18,328	60,875,516	5.15%	2,029
2001	53,640,000	899,897	1,707,750	2,160,000	-	12,627	58,420,274	4.07%	1,650
2002	51,185,000	455,810	1,641,750	1,995,000	-	-	55,277,560	3.82%	1,532
2003	48,865,000	-	1,573,275	1,825,000	-	-	52,263,275	3.57%	1,409
2004	45,135,000	-	1,502,325	1,645,000	-	-	48,282,325	3.30%	1,301
2005	40,900,000	-	1,428,075	-	-	-	42,328,075	2.80%	1,106
2006	62,410,000	-	1,351,350	-	-	-	63,761,350	3.35%	1,322

Note: Details regarding the city's outstanding debt can be found in the notes to the financial statements.

¹See the Schedule of Demographic and Economic Statistics within this section for personal income and population data.

FINANCIAL POLICIES

SECTION I. GENERAL BUDGET POLICIES

The budget process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided within estimated resources. Budget policy guides this process. Budget policy also directs the City’s financial health and stability. Georgia law (e.g., O.C.G.A. 36-81-2 et seq.) provides the budget requirements for Georgia local governments. The information below provides an outline of the City’s application of those laws.

The City’s goal will be to adopt operating budgets where current revenues equal anticipated expenditures. All departments supported by the resources of this City must function within the limits of the financial resources identified or available specifically to them. A balance must be struck between revenues and expenditures, so that the public can realize the benefits of a strong and stable government. It is important to understand that this policy is applied to budget entities over periods of time which extend beyond current appropriations. By law, budgets cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Temporary shortages, or operating deficits, can and do occur, but they are not tolerated as extended trends.

A. SCOPE

This policy applies to all budgeted funds, which are the responsibility, and under the management of the City of Alpharetta and its Department of Finance.

B. FINANCING CURRENT COSTS

Current costs shall be financed with current revenues, including the use of authorized fund balances. The City shall avoid balancing current expenditures through the obligation of future year’s resources. The City shall strive to avoid short-term borrowing to meet cash flow requirements. However, the City may enter into short-term borrowing should a critical need arise.

C. BUDGET OBJECTIVE BY TYPE OF FUND

The following budget objectives are established for the different funds the City uses:

1. **General Fund** – The annual budget for the General Fund shall provide for general government operations of the City and maintain working capital necessary for the City’s financial health and stability.
2. **Special Revenue Fund(s)** – The City adopts annual budgets for each special revenue fund that demonstrates that any legally restricted revenue sources are used consistent with the applicable laws and/or regulations (i.e. Emergency 911 Fund, Impact Fee Fund, etc.).
3. **Capital Project Fund(s)** – The City adopts project budgets for each of its capital project funds. These adopted appropriations do not lapse at the end of a fiscal year; rather they remain in effect until project completion or re-appropriation by City Council.

FINANCIAL POLICIES

4. **Debt Service Fund(s)** – The City adopts annual budgets for its debt service funds. Any remaining fund balances from prior years plus current years projected revenues shall be sufficient to meet all annual debt service requirements.

5. **Enterprise Fund(s)** - Although generally accepted accounting principles (GAAP) or Georgia statutes do not require the City to adopt budgets for enterprise funds, the City does adopt budgets for its enterprise funds in order to monitor revenues and control expenses. The City uses a business approach when budgeting enterprise funds. Enterprise funds shall be self-supporting whenever possible and subsidized losses will be minimized when break-even is not possible. See revenue policies in Section VII.

Additionally, the City classifies funds as either operating funds or non-operating funds. Operating funds are those funds that include appropriations for the payment of salary/benefits and whose maintenance & operating appropriations are necessary to continue the daily operations of the City. The General Fund will always be an operating fund. Other examples of operating funds are the Emergency 911 Fund and the Solid Waste Fund. Non-operating funds are those funds that do not include appropriations for the payment of salary/benefits and whose maintenance & operating appropriations are not critical to the daily operations of the City. Examples of non-operating funds are the Hotel/Motel Fund, Impact Fee Fund, and the Drug Enforcement Agency Fund.

SECTION II. OPERATING BUDGET

The operating budget shall be prepared on an annual basis and include those funds detailed in Section I that are subject to annual appropriation (all funds excluding the Capital Project Funds). Prior year budget appropriations and prior year actual data will be provided as reference data, with the current year appropriation and two years projection of expenditures. At a minimum, the City shall adopt annual balanced budgets for the general fund, each special revenue fund, and each debt service fund in accordance with O.C.G.A. 36-81-3.

The annual proposed budget should be submitted to the governing authority while being held by the Department of Finance for public review/inspection in accordance with O.C.G.A. 36-81-3. Public meetings will be conducted after proper advertisement prior to the City Council adopting and approving the annual budget document. (O.C.G.A. 36-81-5 and 36-81-6).

A. DEPARTMENTAL APPROPRIATIONS

The budget shall be developed based upon “line-item” expenditures within each department. This type of budget focuses on categories of expenditures such as personal services, contractual services, supplies, equipment, etc. within each department. At a minimum, each department’s appropriation in each fund shall be detailed within the budget document. (O.C.G.A. 36-81-3 and 36-81-5).

FINANCIAL POLICIES

B. PERFORMANCE BUDGET

In addition to requesting expenditures by line item, the budget document shall include “performance” budget information. A performance budget provides information of each of the departments’ goals and objectives to be accomplished in the upcoming budget year. A performance budget also utilizes “Service Efforts and Accomplishments” which measure services rendered and department efficiency/effectiveness on a historical basis and project targets of the indicators for the upcoming budget year. The City shall strive to minimize and reduce, if possible, staffing levels required to accomplish its service delivery.

C. BUDGET PREPARATION CATEGORIES

Each department shall submit budget requests separately for:

- Current services - A current services budget is defined as that level of funding which is necessary to provide the same level of service for the upcoming year that is currently being provided. The current services budget will include replacement capital equipment.
- Expanded services - An expanded services budget includes funding requests associated with new services, additional personnel or new capital projects/equipment.

D. BALANCED BUDGET

The budget shall be balanced for each budgeted fund. Total anticipated revenues plus that portion of fund balance in excess of authorized reserves (see operating budget policy H below) designated as a budget-funding source shall equal total estimated expenditures for each fund.

E. BASIS OF BUDGETING

Neither GAAP nor Georgia statutes address a required budgetary basis of budgeting; the City adopts budgets in conformity with GAAP for all budgeted funds. All governmental funds use the modified accrual basis of accounting and proprietary fund budgets use the accrual basis of accounting.

F. LEVEL OF BUDGET ADOPTION AND CONTROL

All budgets shall be adopted at the legal level of budgetary control, which is the department level within each individual fund. See policy K below for amending the budget.

G. BUDGET STABILIZATION RESOURCES

The City shall establish a fund balance reserve in all operating funds (defined in Section I of this policy) for working capital. The purpose of working capital is to cover the cost of expenditures caused by unforeseen emergencies, cover shortfalls caused by revenue declines, and to eliminate any short-term borrowing for cash flow purposes. This reserve shall accumulate and then be maintained at an amount, which represents no less than two (2) months of operating and debt expenditures (approximately 16% of budgeted expenditures).

FINANCIAL POLICIES

H. UTILIZATION OF PRIOR YEAR'S FUND BALANCE IN BUDGET

If necessary, the City may use fund balance in excess of the reserve for working capital (see budget policy G above) as a funding source for that fund's budget. The amount of unreserved fund balance shall be estimated conservatively, taking into consideration future year needs. The minimum requirement for the reserve for working capital, equal to two (2) months of operating and debt expenditures, must first be met before utilizing the excess fund balance as a funding source for the budget.

I. APPROPRIATION LAPSES AT YEAR END

All operating budget appropriations (including encumbered appropriations) shall lapse at the end of a fiscal year. Purchases encumbered in the current year, but not received until the following year, must be charged against a department's subsequent year appropriation.

J. BUDGET CONTROL REPORTS

The City shall maintain a system of budgetary control reports to assure adherence to the budget. The City will prepare and distribute to departments, timely monthly financial reports comparing actual revenues, and outstanding encumbrances and expenditures with budgeted amounts.

K. AUTHORIZATION OF BUDGET ADJUSTMENTS AND AMENDMENTS

The budget is a dynamic rather than static plan, which requires adjustments and formal budget amendments as circumstances change. The City Council must approve all increases in total departmental appropriations, increases in the personal services budgets (i.e., moving salary or employee benefit budget to other line items), and increases in the number of authorized positions (full and part-time).

Department heads must submit budget amendment requests transferring appropriations from one line item to another, other than those prohibited above, and obtain approval by the Director of Finance and the City Administrator. Adjustments from appropriations that have been obligated, committed, or reserved for a designated purpose shall not be transferred until a formal de-obligation occurs.

At the mid-point of each year, any necessary budgetary appropriations, including budgets for any projects authorized but not funded during the year, shall be appropriated through a supplementary budget ordinance. This mid-point adjustment is limited to requesting additional resources. Such supplemental appropriations shall be balanced with additional revenues for each fund. A justification for each requested change must be prepared (O.C.G.A. 38-81-3).

FINANCIAL POLICIES

L. CONTINGENCY LINE-ITEM

The City shall establish an appropriated contingency of one percent of the total annual expenditure appropriation in all operating funds (defined in Section I of this policy) in order to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the budget was prepared. Non-operating funds (defined in Section I of this policy) shall not require a contingency reserve appropriation.

This contingency reserve appropriation will be a separate line item within the budget. This amount shall be subject to annual appropriation. The approval of the Mayor and the City Administrator is required before this appropriation can be expended. If approved, the Finance Department will transfer the appropriation from the contingency line item to the applicable line item(s) with the applicable department's budget.

M. MAINTENANCE AND REPLACEMENT OF CAPITAL EQUIPMENT

The City Council will give budget priority to requests that provide for adequate maintenance of capital equipment and facilities and for their orderly replacement.

N. CONTRIBUTIONS

Unless authorized by City Council, outside contributions to programs operated by City departments shall be subject to the City's accounting and budgetary policies. The City welcomes both unrestricted and restricted contributions compatible with the City's programs and objectives. Any material contribution shall be appropriated by City Council prior to expenditure. Material contributions shall be defined as one-time contributions exceeding one percent of the department's annual maintenance and operating expenditure appropriation or \$10,000, whichever is less.

O. ADMINISTRATIVE SERVICE FEE/COST ALLOCATION

Whenever possible, the City may assess an administrative service fee from the General Fund to any other fund, based upon documentation and/or an outside independent study. This assessment will be based upon a percentage of the operating revenues, or services provided to the fund and shall be used to reimburse the General Fund for the administrative and support services provided to the assessed fund.

SECTION III. CASH FLOW BUDGET

For analysis and internal management purposes, the City shall prepare an annual cash flow budget in conjunction with the Operating Budget. The purpose of this document will be to provide the necessary guidelines to insure that cash will be available to pay budget costs on a timely basis.

FINANCIAL POLICIES

A. BUDGET ALLOTMENTS

Budget allocations (i.e., budget allotments) are used in the operating budget, when needed to manage cash flows. The annual appropriation may be divided into segments in order to insure that the projected revenue streams will be adequate to fund the appropriated expenditures. The cash flow budget will provide details as to the periods in which the revenues will be collected, and thereby providing for available resources to pay obligations.

SECTION IV. CAPITAL PROJECT IMPROVEMENT PLAN

The City will prepare a five-year capital project improvement plan (CIP) which they will update annually. This plan will assist in the planning, acquisition, and financing of capital projects. A major 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, computer systems, land acquisitions, trucks, and vehicles.

Major capital projects will be budgeted in the Capital Improvement Fund consist with all available resources. With the involvement of the responsible departments, the Finance Department will prepare the capital budget in conjunction with the operating budget.

A. PROJECT LENGTH BUDGET

The CIP budget shall be developed based upon defined projects approved by the Mayor and City Council. Budget appropriation shall include the complete project costs with contingency amounts as appropriate and if available. (O.C.G.A. 36-81-3)

B. BUDGET PREPARATION

Each department, in conjunction with the Mayor and City Council, will identify potential capital projects throughout the year. All identified projects will be added to the CIP document, regardless of available funding. These needed projects will provide a method of tracking and planning for the future needs of the City. Every effort will be made to identify those projects committed by the City Council through legislative action.

C. BUDGET CONTROL REPORTS

The City shall maintain a system of budgetary control reports to assure adherence to the budget. The City will prepare and distribute to departments, timely monthly financial reports comparing actual revenues, and outstanding encumbrances and expenditures with budgeted amounts.

FINANCIAL POLICIES

D. AUTHORIZATION OF BUDGET ADJUSTMENTS AND AMENDMENTS

Department heads must submit budget amendment requests transferring appropriations from one line item to another within the same project. The Director of Finance and the City Administrator shall review and approve all requests for budget adjustments. Adjustments from appropriations that have been obligated, committed, or reserved for a designated purpose shall not be transferred until a formal de-obligation occurs. The de-obligation of budget dollars to a specific project will only occur after the completion of the project or when a project was identified and budget and funding is no longer necessary.

E. APPROPRIATIONS AT YEAR END

Capital project appropriations shall carry forward to the subsequent budget period an equal amount of any encumbrances/purchase orders issued as of the close of the fiscal year. Purchases encumbered in the current year, but not received until the following year, must be charged against each department's subsequent year carry-over appropriation. Any remaining appropriation available by project at year-end must be re-appropriated.

F. CONTINGENCY ACCOUNT

The City shall include an appropriated contingency of three percent of the total annual expenditure appropriation in the Capital Project Fund in order to accommodate expenditures that may not have been expected during the duration of a capital project. Expenditure of contingency funds shall only be authorized in accordance with the Change Order Policy outlined within the purchasing section of this document. Any contingency budgets shall be subject to annual appropriation.

FINANCIAL POLICIES

REVENUE ADMINISTRATION

The City levies, collects, and records certain taxes, license and permit fees, intergovernmental revenues, charges for service, investment income, fines and forfeitures, and other miscellaneous revenues and financing sources. This policy provides direction in the application, acceptance, and administration of revenues the City receives.

A. DIVERSIFICATION AND STABILITY

All revenues have particular characteristics in terms of stability, growth, sensitivity to inflation or business cycle effects, and impact on the tax and ratepayers. A diversity of revenue sources can improve a City's ability to handle fluctuations in revenues and potentially help to better distribute the cost of providing services.

The City shall strive to maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any primary revenue source. When possible, the revenue mix shall combine elastic and inelastic revenue sources to minimize the effect of economic downturns. The City will work towards diversifying its revenue base in order to reduce its dependence upon property taxes.

B. CONSERVATIVE REVENUE ESTIMATES

As part of the annual budget process, an objective analytical process will estimate revenues realistically and prudently. The City will estimate revenues of a volatile nature conservatively.

C. USER BASED FEES AND CHARGES (Exchange Revenue)

The level of user fee cost recovery should consider the *community-wide* versus *special service* nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees are appropriate for services that are of special benefit to easily identified individuals or groups.

The City will strive to keep the revenue system simple that will result in a decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay. The City will avoid nuisance taxes, fees, or charges as revenue sources.

The City's revenue system will strive to maintain equity in its structure. That is, the City will seek to minimize or eliminate all forms for subsidization between entities, funds, services, utilities, and customers. However, it is recognized that public policy decisions may lead to subsidies in certain circumstances (e.g., senior citizen partial tax abatement).

FINANCIAL POLICIES

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery. The Finance Department will forward any proposed changes to the City Council for approval.

For services associated with a user fee or charge, a fee shall offset the costs of that service, where possible. Costs of services include direct and indirect costs such as operating and maintenance costs, administrative costs, and charges for the use of capital (e.g., depreciation and/or debt service).

D. ALTERNATIVE REVENUE SOURCES

The City shall seek alternative funding sources whenever possible to reduce the required revenue from non-exchange transactions (e.g., property taxes). Such alternative sources include private and public grants, federal or state assistance, and public and private contributions.

E. REVENUE COLLECTION

The City will follow an aggressive policy of collecting revenues, consistent with state and federal laws. This policy includes charging of penalties and interest, revoking City licenses, and providing for the transferring and assignment of tax executions.

F. RATES AND CHARGES

The City Council shall approve all revenue rates, charges, and processes in association with receipted funds that are deposited by the City, in accordance with the Code of Ordinances.

G. REVENUE HANDBOOK

A revenue handbook will be established and updated, as necessary, annually as part of the budget process. This handbook will be utilized to adjust fees and user charges. The handbook will include at least the following information:

- The revenue source
- Legal authorization
- Method of collection
- Department responsible for collection
- Rate or charge history
- Total revenue history

FINANCIAL POLICIES

CAPITAL ASSETS

A. INTRODUCTION

The Capital Asset Policy is designed to provide a comprehensive description of the capital asset and property systems of the City of Alpharetta. The primary purpose of the policies are to provide for consistent and uniform accounting of capital asset transactions throughout the City; guidelines for physical control and accountability of capital assets; and guidelines for disposal and depreciation of capital assets.

B. DEFINITIONS

Asset Acquisition: There are various methods by which the City acquires assets. These methods include, but are not limited to: purchase, donation, lease/purchase, trade-in, forfeiture, condemnation, internal/external construction, transfers from other governments, or any other method which transfers title of any property to the City.

Leased Assets: The City capitalizes assets, acquired under capital lease, provided they meet the capitalization threshold and a buy-out option is included in the lease agreement. The capital lease must meet accounting standards for capitalization purposes. For capital leases, where the title of the asset will ultimately be transferred to the City, the asset will be capitalized at the net present value of future minimum lease payments. The City does not capitalize assets they acquired under operating leases.

Gifts/Donations: The City capitalizes all equipment acquired through donations at fair market value on the date of the transaction, provided such gift or donation meets the capitalization threshold of this policy. If the equipment is new and the donor can furnish an invoice, the invoice would determine the fair market value. If the equipment is used or no information is available regarding the cost of new equipment on date of acquisition, an appraisal will be conducted to establish the capitalization amount.

Property: Property is divided into several classes including:

- Real property: Land and whatever is attached to the land that cannot be readily removed, such as buildings and permanent improvements to the land. Infrastructure is included within this classification.
- Personal property: Property that is movable and further classified as tangible and intangible.
- Tangible personal property: Property that is moveable such as furniture, machinery, automobiles, or works of art.
- Intangible personal property: The right of ownership in property such as bonds, notes, contracts, computer software, programs, and proprietary assets that are created or purchased and owned by the City.

Capital Asset: Any real or personal property acquired by the City which has an estimated useful life of three (3) or more years with an acquisition value of \$5,000 or more. This includes land, improvements to land, easements,

FINANCIAL POLICIES

buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in the operations of the government.

Asset Capitalization Amount: The City will capitalize purchased assets at acquisition cost plus costs incurred in preparing the asset for use. The City will recognize acquisition costs based on individual unit prices.

Generally Accepted Accounting Principles (GAAP) Reporting: All assets capitalized under this policy shall be included in the financial statements issued by the City and in the annual external audit.

Gifts/Donations: Gifts and donations are capitalized at fair market value on the date donated, if the value of the asset meets the threshold levels.

ASSET CLASSIFICATION CATEGORIES

Land: The City will capitalize all costs incurred to acquire land (without regard to a dollar threshold) and to place it in use. The acquisition costs of land should include: (1) the purchase price; (2) ancillary charges; (3) the assumption of any liens or mortgages on the property; and (4) improvements made to the land that are permanent in nature. Examples of ancillary charges to be included in the capitalization costs are: legal and title fees, closing costs, appraisal and negotiation fees, surveying fees, site preparation fees, demolition costs, architect and accounting fees, insurance premiums during construction phase, and transportation charges.

Improvements other than Buildings (IMP): The City classifies improvements to land with limited lives, such as fences, parking lots, and walkways as land improvements. These improvements will be depreciated over their estimated useful lives.

Buildings (BLD): If the City purchases a building, the capitalized cost should include the purchase price and other incidental expenses incurred at the time of acquisition. If the building is constructed, the capitalized cost should include material, labor, supervision, and overhead, or the contract price, including costs such as: permits and licenses, architectural and engineering fees, insurance, title costs, and interest incurred on tax exempt debt (the latter is applicable to enterprise funds only).

Building Improvements: The City capitalizes costs of improvements to a building if the following criteria are met: (1) the expenditures increase the service potential of the building and (2) the total improvement costs, including the contract price, engineering, architectural, and attorney's fees, etc., meet the capitalization threshold of this policy.

- Items considered as improvements include: ramps, fire escapes, truck doors or other appurtenances; modifications to comply with fire, health, or safety codes; conversion of unusable to useable floor space, upgrade of the space.

FINANCIAL POLICIES

- Repairs to a building are not considered an improvement unless it extends the useful life of the structure or increases the value of the structure (i.e., a betterment). The City considers ordinary repairs as operating costs.

Construction in Progress (CIP): Construction in progress includes accumulation of on-going project costs that increase the value or life of the asset. Upon project completion, the construction account in progress will be closed out and costs will be capitalized into the appropriate asset category (infrastructure, land improvement, building).

Moveable Equipment (EQP): Expenditures for individual items or pieces of equipment meeting the capitalization threshold shall be capitalized, consistent with the designations of personal property, both tangible and intangible outlined above.

Infrastructure: Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets shall be capitalized based on the capitalization threshold requirement of this policy. Examples of infrastructure include roads, bridges, drainage systems, sidewalks, etc.

C. ANNUAL INVENTORY

Annually, an asset listing is sent to each department for their verification of the existence of their department's capital assets. The department should identify any assets that their department has, which are not included on the asset listing. Also, the department should identify any missing assets. The Finance Department will investigate any missing items with the assistance of the department. Significant unaccounted losses of assets will be brought to the attention of the Finance Director and/or the City Administrator for further actions. The Finance Department, with the cooperation of the department, may make an annual physical inventory to verify the accuracy of inventory records.

D. TRANSFER OR DISPOSAL OF ASSETS

All capital assets are the property of the City. They may not be donated, discarded or transferred to another owner without the Finance Department's direct authorization. Departments should send all surplus assets to the Finance Department for disposition. Transfer or disposal of vehicles must be coordinated with Fleet Services.

The disposition of capital assets the City purchased with Federal grant must follow Federal Guidelines. The guidelines of the specific grant, or Federal general guidelines, will dictate the duration of time that the asset must remain property of the City. The guidelines also will indicate the disposition of the proceeds of from the sale of the asset.

FINANCIAL POLICIES

All sales by the City of real property or personal property with an assigned value of more than \$500 must be offered for purchase, either by sealed bids or by auction to the highest bidder. Notice of the sale must be published once in the official newspaper of the City or in a newspaper of general circulation in the City. The legal notice must appear not less than 15 days or more than 60 days prior to the date of the sale. The notice must contain a brief description of the property and the conditions of the sale. If the sale is by sealed bid, the bids shall be opened in public at the time and place stated in the legal notice. The bids shall be kept available for public inspection for 60 days. The City may reject any and all bids or cancel a proposed sale. Property with an estimated value of less than \$ 500.00 may be sold without regard to the above provisions. Such sales may be made in the open market without advertisement and without acceptance of bids. The City has the power to estimate the value of the property being sold.

E. DEPRECIATION

The City records depreciation for its capital assets monthly. Depreciation is calculated using the straight-line method with no estimated salvage values. For purchased capital assets, the City uses the invoice date as the in service date.

F. ESTIMATED USEFUL LIFE

For purposes of depreciation, each asset is assigned an estimated useful life. Useful lives are based upon the category of assets. The life of the asset begins when it is put into service, which is recognized as the invoice date. The estimated lives shall be based upon those recommended by the Governmental Accounting Standards Board, the Government Finance Officers Association, and the City's experience.

G. RESPONSIBILITY FOR CAPITAL ASSET AND PROPERTY INVENTORY AND CONTROL

It is the responsibility of the Finance Department to establish and maintain an accurate accounting of capital assets, and to design and implement continually improved operating procedures for activities required as a result of this policy. It shall be the responsibility of all City departments to cooperate in the capitalization process and to perform the annual inventory.

NON-CAPITAL OPERATING INVENTORY

The primary purpose of the Non-Capital Inventory Policy is to provide:

- Consistent and uniform tracking of assets which are not capitalized under the Capital Asset policy;
- Guidelines for physical control and accountability of items which should be inventoried and tracked based upon purpose; and
- Guidelines for disposal and yearly reporting of inventoried, non-capital assets.

FINANCIAL POLICIES

A. DEFINITIONS

Operating Inventory Acquisition: There are various methods by which the City acquires operating inventories. The acquisition means may require different methods to identify inventories. The City acquires inventories in the following ways:

New Purchases	Donations	Transfers from other department
City Surplus	Lease Purchase	Internal/External Construction

Operating Inventory Criteria: The City will track inventories when one of the following criteria is met:

1. Goods or supplies are purchased with use scheduled for a future date. Examples of this type of inventory include water meters purchased for future installation or bulk paper purchased with the intent to distribute to departments when previous stock has been depleted; or
2. The operating inventory is such that for non-financial related reasons, the tracking of the item(s) is beneficial to the safekeeping of governmental property. Examples of this type of inventory include firearms or official uniforms. Further, specialized tools and equipment may be determined applicable to this policy.

B. CLASSIFICATION CATEGORIES

All inventories shall be classified and reported in compliance with Generally Accepted Accounting Principals (GAAP). Classifications and categories shall be compliant with the Georgia Department of Community Affairs chart of accounts.

C. ANNUAL INVENTORY

Annually, an inventory listing shall be sent from all departments to the Department of Finance for verification of the existence of their department's non-capitalized assets. The department should identify any inventories that their department has that are not included on the capitalized asset listing. Also, the department should identify any missing items from inventory. The Department of Finance will investigate any missing items with the assistance of the department. Significant unaccounted losses of assets will be brought to the attention of the Finance Director and/or the City Administrator for further actions. The Department of Finance, with the cooperation of the department, may make an annual physical inventory to verify the accuracy of inventory records.

D. TRANSFER OR DISPOSAL OF ASSETS

All inventory assets are the property of the City. They may not be donated, discarded, transferred, or consumed to/by another department without the Finance Department's notification. Departments should notify Finance for assistance in the disposal of all surplus inventories. Disposal of inventories to surplus is accomplished by completing the "*Inventory/Transfer*" form and indicating that the asset is being transferred to surplus.

FINANCIAL POLICIES

All sales by the City of real property or personal property with an assigned value of more than \$500 must be offered for purchase, either by sealed bids or by auction, to the highest bidder. Notice of the sale must be published once in the official newspaper of the City or in a newspaper of general circulation in the City. The legal notice must appear not less than 15 days or more than 60 days prior to the date of the sale. The notice must contain a description of the property and the conditions of the sale. If the sale is by sealed bid, the bids shall be opened in public at the time and place stated in the legal notice. The

bids shall be kept available for public inspection for 60 days. The City may reject any and all bids or cancel a proposed sale.

Property with an estimated value of less than \$ 500.00 may be sold without regard to the above provisions. Such sales may be made in the open market without advertisement and without acceptance of bids. The City has the power to estimate the value of the property being sold.

FINANCIAL POLICIES

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

SECTION I. ACCOUNTING

The City shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide an effective means of ensuring that financial integrity is not compromised. In addition, such practices shall provide City officials with the necessary resources in order to make sound financial decisions.

A. SCOPE

This policy applies to all accounting records that are the responsibility and under the management of the City's Department of Finance.

B. GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

The City will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting principles of the United States as promulgated by the Governmental Accounting Standards Board (GASB). The City will also follow the Financial Accounting Standards Board's pronouncements, as applicable.

C. FUND STRUCTURE

The City will maintain the minimum number of funds consistent with legal compliance and sound financial administration. The City will adhere to the mandatory fund structure included in the Georgia Department of Community Affairs' (DCA) chart of accounts (see below). Funds shall be classified in conformity with GAAP. Further, all funds shall be reported within the annual financial statements.

D. CHART OF ACCOUNTS

The Georgia General Assembly passed the Local Government Uniform Chart of Accounts and Reporting act in 1997 (House Bill 491). This law requires the DCA to prepare and issue a standardized chart of accounts for Georgia governments. It shall be the policy of the City to implement and utilize the account classifications as the chart of accounts prescribes.

SECTION II. AUDITING

Georgia Law on Local Government Audits, O.C.G.A. Section 36-81-7, requires an independent annual audit for the City. The annual independent audit shall be conducted in accordance with generally accepted auditing standards (GAAS) and generally accepted governmental auditing standards (GAGAS). In addition, the City shall comply with the requirements of the General Accounting Office (GAO) and the Office of Management and Budget (OMB) when audits are conducted relating to federal funding consistent with the 1996 (and any future) amendments to the Single Audit Act.

A. SCOPE

This policy applies to all funds that are the responsibility and under the management of the City of Alpharetta and its Department of Finance.

FINANCIAL POLICIES

B. AUDITOR QUALIFICATIONS

A properly licensed Georgia independent public accounting firm shall conduct the audit.

C. CHOOSING THE AUDIT FIRM

Every three to five years, the City will issue a request for proposal to choose an audit firm for a period of three years with two one year options. The City will request two proposals from qualified public accounting firms. One proposal shall contain the firm's costs and a second will contain the firm's qualifications. The cost proposals shall only be opened after three qualified firms are determined. When awarding the contract for the independent audit, not less than 70% of the decision will be based upon technical qualifications rather than cost.

D. AUDITING AGREEMENT

The agreement between the independent auditor and the City shall be in the form of a written contract or an engagement letter. The contract or engagement letter shall include the request for proposal as an appendix to the written document and all issues addressed in the request for proposal shall be required as part of the contract or engagement letter.

E. INTERNAL AUDIT

The City shall develop and maintain a strong internal audit function whereby applying financial practices and policies to transactions. The City shall develop accounting practices and procedures which will be documented for use in internal control evaluation.

F. MALFEASANCE AND EMBEZZLEMENT

Any employee will be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act such as theft.

SECTION III. FINANCIAL REPORTING

The Department of Finance shall develop and maintain an ongoing system of financial reporting to meet the information needs of the government, authorities, and regulatory agencies. 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.

A. COMPREHENSIVE ANNUAL FINANCIAL REPORT

In conjunction with the annual independent audit, the City shall prepare and publish a Comprehensive Annual Financial Report (CAFR). The City shall prepare the CAFR in conformity with GAAP and the Government Finance Officers Association's (GFOA) program requirements. The City will submit its annual CAFR to the GFOA to determine its eligibility to receive the GFOA's "Certificate of Achievement for Excellence in Financial Reporting." The City shall make this report available to the elected officials, bond rating agencies, creditors, and citizens. All financial statements and schedules contained within

FINANCIAL POLICIES

the CAFR shall be audited with the purpose to effectively communicate the complete financial affairs of the City to all interested readers.

B. ANNUAL BUDGET DOCUMENT

The City shall prepare and publish an annual budget document in accordance with the policies contained within this document. This budget shall measure the annual funding and forecast the financial position of the City for the two subsequent fiscal years.

C. ANNUAL CITIZEN'S REPORT

In order to provide citizens with financial information that is easily disseminated, the Finance Department shall coordinate the publication of an annual report to the citizen's (e.g., a popular report). This report is in addition to the CAFR. This report shall be in conformance with GAAP and follow the recommendations of the GFOA's "Popular Annual Financial Report" (PAFR) program guidelines. The City shall submit the Annual Citizen's Report to the PAFR program to determine if it is eligible to receive the award.

D. FINANCIAL REPORTING TO THE CITY COUNCIL

On a monthly basis, the Finance Department shall prepare and present a summarized "*Statement of Revenues and Expenditures*" to the City Council for all of the City's operating funds. This report shall detail prior year comparisons to provide data for analysis. In addition, this report shall include all checks issued in dollar amounts over \$5,000, and all purchase orders with an estimated cost of over \$5,000 but less than \$25,000 (see purchasing policies for purchases with an estimated cost in excess of \$25,000). The City also shall prepare a "Capital Project" report outlining appropriations (if any), expenses, outstanding encumbrances, and available appropriable balances.

E. FINANCIAL REPORTING TO THE ADMINISTRATION

In addition to the external reporting detailed above, the Finance Department shall coordinate the reporting needs of each department in order to design and implement those reports which the departments need to make sound business decisions. At a minimum, departments will receive reports detailing monthly department financial activity including expenses, any personnel costs in excess of the approved budget, and recommended budget line-item re-allocations.

G. EXTERNAL FINANCIAL REPORTING

The City shall report in conformity with O.C.G.A Section 36-81-7. A copy of the City's annual audit (i.e., the CAFR) shall be submitted to the Georgia Department of Audits and Accounts within 180 days of year-end as required.

FINANCIAL POLICIES

DEBT MANAGEMENT

The goal of the City’s debt policy is to maintain a sound fiscal position; thereby only utilizing long-term debt to provide resources to finance needed capital improvements, while accumulating adequate resources to repay the debt. In addition, it is the City’s goal to maintain and improve its credit rating through strong financial administration. The City acknowledges that failure to meet the demands of growth may inhibit its continued economic viability but also realizes that excess outstanding debt may have detrimental effects on the ability of the City to meet its continuing operational needs. Issuing debt commits the City’s revenues several years into the future and may limit its flexibility to respond to changing service priorities, revenue inflows, or cost structures. Adherence to this debt policy helps ensure that the City issues and manages its debt prudently in order to maintain a sound financial position and protect its credit rating. Credit ratings are the rating agencies’ assessment of the City’s ability and willingness to repay debt on a timely basis. Credit ratings are an important indicator in the credit markets and can influence interest rates a borrower must pay. Implementing debt management practices will be viewed positively by the rating agencies and could influence the City’s credit rating and ultimately lower borrowing costs.

A. CONDITIONS FOR ISSUING LONG-TERM DEBT

Debt financing for capital improvements and equipment will be generally used when at least one of the following conditions exist:

1. When one-time, non-continuous projects (those not requiring annual appropriations) are desired;
2. When the City determines that future users will receive a benefit from the capital improvement that the debt financed;
3. When the project is necessary to provide basic services to the City residents;
4. When total debt, including debt issued by overlapping governments (e.g., the county), does not constitute an unreasonable burden to the taxpayers; and
5. Exhaustion of the use of all other possible revenue sources provides no alternative funding for capital projects.

The City will limit its short-term borrowing to cover cash flow shortages through the issuance of tax anticipation notes.

B. SOUND FINANCING OF DEBT

When the City utilizes debt financing, the following will occur to ensure that the debt is soundly financed:

1. Analysis of the financial impact, both short-term and long-term, of issuing the debt;
2. Conservatively projecting the revenue sources that the City will use to repay the debt;
3. Insuring that the term of any long-term debt the City incurs shall not exceed the expected useful life of the asset the debt financed;
4. Maintaining a debt service coverage ratio (i.e., for revenue secured debt) that ensures that the revenues pledged for the repayment of the

FINANCIAL POLICIES

outstanding debt will be adequate to make the required debt service payments.

C. DEBT RETIREMENT

Generally, borrowings by the City should be of a duration that does not exceed the economic life of the capital improvement that it finances and, where feasible, should be shorter than the projected economic life. To the extent possible, the City should design the repayment of debt so as to recapture rapidly its credit capacity for future use.

D. DISCLOSURE

The City shall follow a policy of full disclosure in financial reporting and with the preparation of a bond prospectus.

E. LEGAL COMPLIANCE

When issuing debt, the City shall comply with all legal and regulatory requirements, including the continuing disclosure requirements. This compliance includes adherence to local, state, and federal legislation and bond covenants. More specifically, the Director of Finance is responsible for maintaining a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code. This effort includes tracking investment earnings on bond proceeds, calculating rebate payments in compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the City's outstanding debt issues. Additionally, general financial reporting and certification requirements embodied in bond covenants are monitored to ensure that all covenants are complied with. The City will comply with Amended SEC Rule 15c2-12 (the "Rule") by providing secondary market disclosure for all long-term debt obligations which are subject to the Rule. As required, the City will submit annual financial information to all nationally recognized municipal securities repositories.

F. CREDIT RATINGS

The Director of Finance is responsible for maintaining relationships with the rating agencies that assign ratings to the City's various debt obligations. This effort includes providing periodic updates on the City's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issuance.

G. OTHER POLICIES

All bond issue requests shall be coordinated by the Department of Finance. Requests for new bonds must be identified during the Capital Improvement Program (CIP) process. Opportunities for refunding outstanding bonds shall be communicated by the Department of Finance. Annual budget appropriations shall include debt service payments (interest and principal) and reserve requirements for all debt currently outstanding. Long-term borrowing shall be incorporated into the City's capital improvement plan (see above).

FINANCIAL POLICIES

GRANTS MANAGEMENT

This policy provides direction in the application, acceptance and administration of funds awarded through grants to the City from other local governments, the state or federal government, non-profit agencies, philanthropic organizations and the private sector.

A. GRANT APPLICATIONS

The City’s Grants Administrator is responsible for the submission of all grant applications on behalf of the City of Alpharetta. Departments who wish to submit grant applications must work in conjunction with the Grants Administrator. Once a grant opportunity has been identified, the Grants Administrator must notify the Department of Finance of the application, the financial reporting requirements, and any required matching funds or other City resources needed to meet the grant requirements. Prior to the acceptance of the grant, the Finance Department, in cooperation with the submitting/receiving department shall complete an analysis of financial requirements to ensure the City can meet the grant program’s financial requirements and the City can fulfill the applicable obligations required by the grant. All grant revenues and expenditures, including matching requirements, must be appropriated, either in the current budget or included for appropriation in the subsequent budget. The Mayor and City Council shall approve grant applications and submissions by adopting an official resolution, certified by the City Clerk that will allow both the submission of the grant application and the acceptance of the grant award.

B. GRANT ADMINISTRATION

The Grants Administrator is responsible for fulfilling the financial reporting and accountability requirements of each grant the City accepts. The Grants Administrator and receiving departments are responsible for adhering to the grant program requirements and tracking all applicable expenditures for reporting purposes. The Department of Finance is responsible for accounting for grant transactions according to the Accounting, Auditing, and Financial Reporting Policy and in compliance with Generally Accepted Accounting Principles (GAAP).

The Grants Administrator is responsible for maintaining the following records for each grant award.

- a. Copy of Grant Application
- b. Resolutions authorizing application and acceptance
- c. Notification of Grant Award
- d. Financial reporting and accounting requirements
- e. Schedule of funding needs

C. AUDITING

The Finance Department shall comply with all local, state, and federal requirements with respect to the auditing of information as they pertain to the acceptance of grant funds. This includes the Single Audit Act with any future revisions or additional that may be applicable to City grant projects.

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REVENUE ANTICIPATIONS AND

	Special Revenue Funds					
	General Fund*	E-911 Fund	Impact Fee Fund	DEA Fund	Hotel/Motel Fund	Operating Grants Fund
Revenues:						
Property Taxes	\$ 16,059,674	\$ -	\$ -	\$ -	\$ -	\$ -
L.O.S.T	9,685,000	-	-	-	-	-
Franchise Tax	4,100,000	-	-	-	-	-
Insurance Premium Tax	1,825,000	-	-	-	-	-
Motor Vehicle Tax	1,003,285	-	-	-	-	-
Alcohol Beverage Tax	1,325,000	-	-	-	-	-
Other Taxes	1,665,416	-	-	-	3,125,000	-
Licenses & Permits	2,546,513	-	-	-	-	-
Intergovernmental	103,502	-	-	-	-	134,575
Charges for Service	2,923,159	1,500,000	1,020,000	-	-	-
Fines & Forfeitures	3,206,161	-	-	65,000	-	-
Interest	555,500	21,500	25,000	2,500	-	-
Other Revenue	78,000	-	-	-	-	-
Subtotal:	\$ 45,076,210	\$ 1,521,500	\$ 1,045,000	\$ 67,500	\$ 3,125,000	\$ 134,575
Other Financing Sources:						
Interfund Transfer from General Fund	\$ -	\$ 319,305	\$ -	\$ -	\$ -	\$ 42,950
Interfund Transfer from Hotel/Motel Fund	1,250,000	-	-	-	-	-
Interfund Transfer from Impact Fee Fund	-	-	-	-	-	-
Interfund Transfer from Capital Grants Fund	-	-	-	-	-	-
Budgeted Fund Balance	4,082,558	-	1,000,000	-	-	39,125
Fund Balance Reserve - Risk Mgmt	500,000	-	-	-	-	-
Total Other Financing Sources:	\$ 5,832,558	\$ 319,305	\$ 1,000,000	\$ -	\$ -	\$ 82,075
Total Revenues:	\$ 50,908,768	\$ 1,840,805	\$ 2,045,000	\$ 67,500	\$ 3,125,000	\$ 216,650
Expenditures:						
City Administrator	\$ 1,357,707	\$ -	\$ -	\$ -	\$ -	\$ -
City Clerk	302,820	-	-	-	-	-
Community Development	1,954,456	-	-	-	-	-
Engineering/Public Works	7,376,828	-	-	-	-	-
Finance	2,253,371	-	-	-	-	-
Human Resources	794,729	-	-	-	-	-
Internal Audit	137,646	-	-	-	-	-
Legal Services	400,000	-	-	-	-	-
Mayor and Council	276,864	-	-	-	-	-
Municipal Court	882,965	-	-	-	-	-
Public Safety	20,721,587	1,840,805	-	50,000	-	-
Recreation and Parks	6,708,538	-	-	-	-	-
Risk Management	1,216,707	-	-	-	-	-
Technology Services	1,194,737	-	-	-	-	-
Non-Departmental	395,000	-	45,000	17,500	-	-
Contingency	470,000	-	-	-	-	216,650
Subtotal:	\$ 46,443,955	\$ 1,840,805	\$ 45,000	\$ 67,500	\$ -	\$ 216,650
Other Financing Uses:						
Interfund Transfer to Capital Project Fund	\$ 4,082,558	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfer to General Fund	-	-	-	-	1,250,000	-
Interfund Transfer to Solid Waste Fund	-	-	-	-	-	-
Interfund Transfer to Operating Grants Fund	-	-	-	-	-	-
Interfund Transfer to E-911 Fund	319,305	-	-	-	-	-
Interfund Transfer to Grant Funds	62,950	-	-	-	-	-
Interfund Transfer to Debt Service Fund	-	-	2,000,000	-	-	-
Inter-governmental Alpharetta Business Community Sidewalks	-	-	-	-	-	-
Payments to Other Entities	-	-	-	-	1,875,000	-
Bond Principal	-	-	-	-	-	-
Interest on Bonds	-	-	-	-	-	-
Reserve for Fund Balance	-	-	-	-	-	-
Total Other Financing Uses:	\$ 4,464,813	\$ -	\$ 2,000,000	\$ -	\$ 3,125,000	\$ -
Total Expenditures:	\$ 50,908,768	\$ 1,840,805	\$ 2,045,000	\$ 67,500	\$ 3,125,000	\$ 216,650

* Denotes a major fund

EXPENDITURE APPROPRIATIONS

		Enterprise Fund						
Debt Service Fund *	Capital Projects Fund *	Capital Grants Fund	Solid Waste Fund	Total Government	Elimination of Interfund Activity	Net Total Government		
\$ 6,586,073	\$ -	\$ -	\$ -	\$ 22,645,747	\$ -	\$ 22,645,747		
-	-	-	-	9,685,000	-	9,685,000		
-	-	-	-	4,100,000	-	4,100,000		
-	-	-	-	1,825,000	-	1,825,000		
-	-	-	-	1,003,285	-	1,003,285		
-	-	-	-	1,325,000	-	1,325,000		
-	-	-	-	4,790,416	-	4,790,416		
-	-	-	-	2,546,513	-	2,546,513		
-	-	583,440	-	821,517	-	821,517		
-	-	-	2,536,811	7,979,970	-	7,979,970		
-	-	-	-	3,271,161	-	3,271,161		
150,000	50,000	-	20,000	824,500	-	824,500		
-	521,875	-	-	599,875	-	599,875		
\$ 6,736,073	\$ 571,875	\$ 583,440	\$ 2,556,811	\$ 61,417,984	\$ -	\$ 61,417,984		
\$ -	\$ 4,082,558	\$ 20,000	\$ -	\$ 4,464,813	\$ 4,464,813	\$ -		
-	-	-	-	1,250,000	1,250,000	-		
2,000,000	-	-	-	2,000,000	2,000,000	-		
-	-	-	-	-	-	-		
973,828	-	73,360	-	6,168,871	-	6,168,871		
-	-	-	-	500,000	-	500,000		
\$ 2,973,828	\$ 4,082,558	\$ 93,360	\$ -	\$ 14,383,684	\$ 7,714,813	\$ 6,668,871		
\$ 9,709,901	\$ 4,654,433	\$ 676,800	\$ 2,556,811	\$ 75,801,668	\$ 7,714,813	\$ 68,086,855		
\$ -	\$ -	\$ -	\$ -	\$ 1,357,707	\$ -	\$ 1,357,707		
-	-	-	-	302,820	-	302,820		
-	679,450	-	-	2,633,906	-	2,633,906		
-	2,465,108	250,000	-	10,091,936	-	10,091,936		
-	-	-	2,549,440	4,802,811	-	4,802,811		
-	-	-	-	794,729	-	794,729		
-	-	-	-	137,646	-	137,646		
-	-	-	-	400,000	-	400,000		
-	-	-	-	276,864	-	276,864		
-	-	-	-	882,965	-	882,965		
-	738,000	366,800	-	23,717,192	-	23,717,192		
-	200,000	60,000	-	6,968,538	-	6,968,538		
-	-	-	-	1,216,707	-	1,216,707		
-	-	-	-	1,194,737	-	1,194,737		
15,000	-	-	-	472,500	-	472,500		
-	-	-	-	686,650	-	686,650		
\$ 15,000	\$ 4,082,558	\$ 676,800	\$ 2,549,440	\$ 55,937,708	\$ -	\$ 55,937,708		
\$ -	\$ -	\$ -	\$ -	\$ 4,082,558	\$ 4,082,558	\$ -		
-	-	-	-	1,250,000	1,250,000	-		
-	-	-	-	-	-	-		
-	-	-	-	-	-	-		
-	-	-	-	319,305	319,305	-		
-	-	-	-	62,950	62,950	-		
-	-	-	-	2,000,000	2,000,000	-		
-	521,875	-	-	521,875	-	521,875		
-	-	-	-	1,875,000	-	1,875,000		
7,008,325	-	-	-	7,008,325	-	7,008,325		
2,686,576	-	-	-	2,686,576	-	2,686,576		
-	50,000	-	7,371	57,371	-	57,371		
\$ 9,694,901	\$ 571,875	\$ -	\$ 7,371	\$ 19,863,960	\$ 7,714,813	\$ 12,149,147		
\$ 9,709,901	\$ 4,654,433	\$ 676,800	\$ 2,556,811	\$ 75,801,668	\$ 7,714,813	\$ 68,086,855		

* Denotes a major fund

GENERAL FUND

GENERAL FUND Statement of Revenues and Expenditures

	ACTUAL FY 2004	ACTUAL FY 2005	ACTUAL FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Beginning Fund Balance:	\$ 13,928,632	\$ 19,194,687	\$ 20,946,358	\$ 22,405,741	\$ 12,405,741	\$ 8,323,183	\$ 8,279,334
Revenues:							
Property Taxes	\$ 11,687,893	\$ 12,574,059	\$ 14,096,517	\$ 13,408,585	\$ 16,059,674	\$ 17,344,448	\$ 18,732,004
L.O.S.T.	7,353,813	7,748,031	8,838,133	8,313,570	9,685,000	10,459,800	11,296,584
Franchise Tax	3,209,350	2,938,193	4,170,781	3,560,000	4,100,000	4,223,000	4,349,690
Insurance Premium Tax	1,497,158	1,622,512	1,886,529	1,750,000	1,825,000	1,879,750	1,936,143
Motor Vehicle Tax	1,273,631	1,259,788	1,422,656	1,400,000	1,003,285	1,033,384	1,064,385
Alcohol Beverage Tax	1,071,032	1,144,076	1,247,570	1,300,000	1,325,000	1,364,750	1,405,693
Other Taxes	1,490,756	1,476,930	165,223	1,615,342	1,665,416	1,715,378	1,766,840
Licenses & Permits	1,321,281	2,276,966	2,428,720	2,401,000	2,546,513	2,622,908	2,701,596
Intergovernmental	632,229	22,150	24,398	25,000	103,502	106,607	109,805
Charges for Service	2,346,698	2,919,912	2,964,285	2,554,591	2,923,159	3,010,854	3,101,179
Fines & Forfeitures	2,266,367	1,843,348	2,720,371	3,507,300	3,206,161	3,302,346	3,401,416
Interest	139,091	412,956	591,631	500,000	555,500	572,165	589,330
Other Revenues	450,884	147,303	238,329	62,600	78,000	80,340	82,750
Fund Balance Reserve - Risk Mgmt	-	-	-	500,000	500,000	515,000	530,450
Total Operating Revenue:	\$ 34,740,183	\$ 36,386,224	\$ 40,795,143	\$ 40,897,988	\$ 45,576,210	\$ 48,230,730	\$ 51,067,864
Expenditures:							
City Administrator	\$ 1,114,916	\$ 919,274	\$ 952,664	\$ 1,184,030	\$ 1,357,707	\$ 1,398,438	\$ 1,440,391
City Clerk *	158,132	263,895	277,350	293,362	302,820	308,876	311,965
Community Development	1,549,660	1,652,124	1,678,989	2,021,385	1,954,456	2,052,179	2,144,937
Engineering and Public Works	4,210,861	4,834,220	5,130,903	5,922,912	7,376,828	7,874,764	8,429,147
Finance	1,571,362	1,710,779	1,687,985	2,455,059	2,253,371	2,386,320	2,511,602
Human Resources	705,703	765,274	777,154	914,935	794,729	810,624	826,836
Internal Audit **	-	-	60,838	131,293	137,646	140,399	141,803
Legal Services	350,000	429,790	557,167	400,000	400,000	400,000	400,000
Mayor and Council	152,618	157,905	184,650	224,576	276,864	282,401	285,310
Municipal Court	521,007	576,093	612,836	768,501	882,965	900,624	918,637
Police Services	6,243,866	6,638,708	7,918,206	-	-	-	-
Fire & Emergency Services	5,726,310	6,432,424	7,497,595	-	-	-	-
Public Safety Administration	-	-	-	-	-	-	-
Public Safety Department ***	-	-	-	18,195,456	20,721,587	22,120,294	23,673,139
Risk Management	337,840	466,672	515,129	1,308,000	1,216,707	1,253,208	1,290,804
Recreation and Parks	5,024,002	5,192,761	5,454,734	6,222,595	6,708,538	7,161,364	7,644,756
Technology Services	1,012,413	975,447	1,000,805	1,173,386	1,194,737	1,230,579	1,267,496
Non-Departmental	35,000	545,000	45,000	45,000	395,000	402,900	406,929
Contingency	-	-	-	353,177	470,000	479,400	484,194
Total Operating Expenditures:	\$ 28,713,690	\$ 31,560,366	\$ 34,352,005	\$ 41,613,667	\$ 46,443,955	\$ 49,202,371	\$ 52,177,948
Other Financing Sources (Uses):							
Sale of Assets	\$ 14,095	\$ 227,259	\$ 6,500	\$ -	\$ -	\$ -	\$ -
I/F Transfer to Capital Project Fund	(2,408,088)	(2,494,274)	(3,010,710)	(7,000,000)	(4,082,558)	-	-
I/F Transfer to Emergency 911 Fund	-	(499,215)	(451,163)	(484,321)	(319,305)	(359,708)	(406,293)
I/F Transfer to Grant Funds	-	(918,500)	-	-	(62,950)	-	-
I/F Transfer to Debt Service Fund	-	(500,000)	(2,525,000)	(3,000,000)	-	-	-
I/F Transfer from Hotel/Motel Fund	1,024,992	1,110,543	1,252,296	1,200,000	1,250,000	1,287,500	1,326,125
I/F Transfer to Solid Waste Fund	-	-	(255,678)	-	-	-	-
I/F Transfer to Fleet Fund	-	-	-	-	-	-	-
Total Other Financing Sources(Uses)	\$ (1,369,001)	\$ (3,074,187)	\$ (4,983,755)	\$ (9,284,321)	\$ (3,214,813)	\$ 927,792	\$ 919,832
Fund Balance, June 30	\$ 18,586,124	\$ 20,946,358	\$ 22,405,741	\$ 12,405,741	\$ 8,323,183	\$ 8,279,334	\$ 8,089,083
Reserved/Designated Fund Balance	\$ -	\$ -	\$ 7,407,017	\$ 7,407,017	\$ -	\$ -	\$ -

* City Clerk became independent department midyear FY04

** Was previously included in Finance Department budget

*** Public Safety Department consolidation in FY07

GENERAL FUND

Statement of Expenditures to Revenues by Classification

	EXPENDITURE APPROPRIATIONS	REVENUE ANTICIPATIONS	NET EFFECT
Expenditure:			
City Administrator	\$ 1,357,707	\$ 353,820	\$ (1,003,887)
City Clerk	302,820	430,000	127,180
Community Development	1,954,456	2,637,552	683,096
Engineering and Public Works	7,376,828	52,500	(7,324,328)
Finance	2,253,371	-	(2,253,371)
Human Resources	794,729	-	(794,729)
Internal Audit	137,646	-	(137,646)
Legal Services	400,000	-	(400,000)
Mayor and Council	276,864	-	(276,864)
Municipal Court	882,965	-	(882,965)
Public Safety	20,721,587	3,475,913	(17,245,674)
Recreation and Parks	6,708,538	1,829,050	(4,879,488)
Risk Management	1,216,707	-	(1,216,707)
Technology Services	1,194,737	-	(1,194,737)
Non-Departmental	395,000	-	(395,000)
Contingency	470,000	-	(470,000)
Subtotal:	<u>\$ 46,443,955</u>	<u>\$ 8,778,835</u>	<u>\$ (37,665,120)</u>
General Revenues:			
Property Tax	\$ -	\$ 16,059,674	\$ 16,059,674
L.O.S.T.	-	9,685,000	9,685,000
Franchise Tax	-	4,100,000	4,100,000
Insurance Premium Tax	-	1,825,000	1,825,000
Motor Vehicle Tax	-	1,003,285	1,003,285
Alcohol Beverage Tax	-	1,325,000	1,325,000
Other Taxes	-	1,665,416	1,665,416
Transfer in from Hotel/Motel Fund	-	1,250,000	1,250,000
Interest	-	555,500	555,500
Other Revenues	-	78,500	78,500
Subtotal:	<u>\$ -</u>	<u>\$ 37,547,375</u>	<u>\$ 37,547,375</u>
Other Financing Sources & Uses:			
Budgeted Fund Balance	\$ -	\$ 4,082,558	\$ 4,082,558
Budgeted Fund Balance - Risk Mgmt	-	500,000	500,000
I/F Transfer to Debt Service Fund	-	-	-
Transfer out to E-911 Fund	319,305	-	(319,305)
I/F Transfer to Grant Funds	62,950	-	(62,950)
I/F Transfer to Capital Project Fund	4,082,558	-	(4,082,558)
Subtotal:	<u>\$ 4,464,813</u>	<u>\$ 4,582,558</u>	<u>\$ 117,745</u>
Grand Total	<u>\$ 50,908,768</u>	<u>\$ 50,908,768</u>	<u>\$ -</u>

EMERGENCY 911 FUND

Special Revenue Fund (operating fund)

**Emergency 911
Statement of Revenues and Expenditures**

	ACTUAL FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Beginning Fund Balance:	\$ 806,225	\$ 1,139,317	\$ 1,139,317	\$ 1,139,317	\$ 1,139,317
Revenues:					
Charges for Service	\$ 1,225,202	\$ 1,170,777	\$ 1,500,000	\$ 1,550,000	\$ 1,600,000
Interest	28,454	15,000	21,500	22,000	\$ 22,000
Subtotal:	\$ 1,253,656	\$ 1,185,777	\$ 1,521,500	\$ 1,572,000	\$ 1,622,000
Other Financing Sources:					
I/F Transfer from General Fund	\$ 451,163	\$ 484,321	\$ 319,305	\$ 359,708	\$ 406,293
Total Revenue:	\$ 1,704,819	\$ 1,670,098	\$ 1,840,805	\$ 1,931,708	\$ 2,028,293
Expenditures:					
Police Services	\$ 1,371,727	\$ 1,670,098	\$ 1,840,805	\$ 1,931,708	\$ 2,028,293
Total Expenditures:	\$ 1,371,727	\$ 1,670,098	\$ 1,840,805	\$ 1,931,708	\$ 2,028,293
Fund Balance, June 30	\$ 1,139,317	\$ 1,139,317	\$ 1,139,317	\$ 1,139,317	\$ 1,139,317
Reserved/Designated Fund Balance	\$ 1,139,317	\$ 1,139,317	\$ 1,139,317	\$ 1,139,317	\$ 1,139,317

Statement of Expenditures to Revenues by Classification

	EXPENDITURE APPROPRIATIONS	REVENUE ANTICIPATIONS	NET EFFECT
Expenditures:			
E-911 Operations	\$ 1,840,805	\$ -	\$ (1,840,805)
Contingency	-	-	-
Subtotal:	\$ 1,840,805	\$ -	\$ (1,840,805)
General Revenues:			
Charges for Service	\$ -	\$ 1,500,000	\$ 1,500,000
Interest	-	21,500	21,500
Subtotal:		\$ 1,521,500	\$ 1,521,500
Other Financing Sources & Uses:			
I/F Transfer from General Fund	\$ -	\$ 319,305	\$ 319,305
Grand Total:	\$ 1,840,805	\$ 1,840,805	\$ -

DEBT SERVICE FUND

Debt Service Fund Statement of Revenues and Expenditures

	ACTUAL FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Beginning Fund Balance:	\$ 3,635,721	\$ 6,867,998	\$ 10,184,160	\$ 9,210,332	\$ 6,875,848
Revenues:					
General Property Taxes	\$ 6,821,554	\$ 8,354,633	\$ 6,586,073	\$ 6,500,000	\$ 6,500,000
Interest	238,976	150,000	150,000	125,000	100,000
Other	-	-	-	-	-
Subtotal:	<u>\$ 7,060,530</u>	<u>\$ 8,504,633</u>	<u>\$ 6,736,073</u>	<u>\$ 6,625,000</u>	<u>\$ 6,600,000</u>
Other Financing Sources:					
Budgeted Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -
I/F Transfer from General Fund	2,525,000	3,000,000	-	-	-
I/F Transfer from Impact Fee Fund	525,000	980,000	2,000,000	750,000	500,000
I/F Transfer - Residual Equity	-	-	-	-	-
Total Revenue:	<u>\$ 10,110,530</u>	<u>\$ 12,484,633</u>	<u>\$ 8,736,073</u>	<u>\$ 7,375,000</u>	<u>\$ 7,100,000</u>
Expenditures:					
Bond Principal	\$ 4,856,725	\$ 6,345,025	\$ 7,008,325	\$ 7,351,625	\$ 7,724,925
Interest	2,006,528	2,808,446	2,686,576	2,342,859	1,973,982
Administrative Charges	15,000	15,000	15,000	15,000	15,000
Total Expenditures	<u>\$ 6,878,253</u>	<u>\$ 9,168,471</u>	<u>\$ 9,709,901</u>	<u>\$ 9,709,484</u>	<u>\$ 9,713,907</u>
Fund Balance, June 30	<u>\$ 6,867,998</u>	<u>\$ 10,184,160</u>	<u>\$ 9,210,332</u>	<u>\$ 6,875,848</u>	<u>\$ 4,261,941</u>
Reserved/Designated Fund Balance	\$ 6,867,998	\$ 10,184,160	\$ 9,210,332	\$ 6,875,848	\$ 4,261,941

Statement of Expenditures to Revenues by Classification

	EXPENDITURE APPROPRIATIONS	REVENUE ANTICIPATIONS	NET EFFECT
Expenditure:			
Bond Repayment	\$ 9,694,901	\$ -	\$ (9,694,901)
Administration	15,000	-	(15,000)
Subtotal:	<u>\$ 9,709,901</u>	<u>\$ -</u>	<u>\$ (9,709,901)</u>
General Revenues:			
Property Taxes	\$ -	\$ 6,586,073	\$ 6,586,073
Interest	-	150,000	150,000
Subtotal:	<u>\$ -</u>	<u>\$ 6,736,073</u>	<u>\$ 6,736,073</u>
Other Financing Sources:			
I/F Transfer from General Fund	\$ -	\$ -	\$ -
I/F Transfer from Impact Fee Fund	-	2,000,000	2,000,000
Carry Forward Fund Balance	-	973,828	973,828
Subtotal:	<u>\$ -</u>	<u>\$ 2,973,828</u>	<u>\$ 2,973,828</u>
Grand Total	<u>\$ 9,709,901</u>	<u>\$ 9,709,901</u>	<u>\$ -</u>

**Impact Fee Fund
Statement of Revenues and Expenditures**

	ACTUAL FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Beginning Fund Balance:	\$ 1,409,594	\$ 1,638,704	\$ 1,937,409	\$ 937,409	\$ 937,409
Revenues:					
Impact Fees	\$ 724,847	\$ 1,296,861	\$ 1,020,000	\$ 770,000	\$ 520,000
Interest	50,596	25,000	25,000	25,000	25,000
Subtotal:	\$ 775,443	\$ 1,321,861	\$ 1,045,000	\$ 795,000	\$ 545,000
Expenditures:					
Administration	\$ 21,333	\$ 43,156	\$ 45,000	\$ 45,000	\$ 45,000
Subtotal:	\$ 21,333	\$ 43,156	\$ 45,000	\$ 45,000	\$ 45,000
Other Financing Uses:					
I/F Transfer to Debt Service Fund	\$ 525,000	\$ 980,000	\$ 2,000,000	\$ 750,000	\$ 500,000
Total Expenditures	\$ 546,333	\$ 1,023,156	\$ 2,045,000	\$ 795,000	\$ 545,000
Fund Balance, June 30	\$ 1,638,704	\$ 1,937,409	\$ 937,409	\$ 937,409	\$ 937,409
Reserved/Designated Fund Balance	\$ 1,638,704	\$ 1,937,409	\$ 937,409	\$ 937,409	\$ 937,409

Statement of Expenditures to Revenues by Classification

	EXPENDITURE APPROPRIATIONS	REVENUE ANTICIPATIONS	NET EFFECT
Expenditure:			
Community Development	\$ 45,000	\$ -	\$ (45,000)
General Revenues:			
Impact Fees	\$ -	\$ 1,020,000	\$ 1,020,000
Interest	-	25,000	25,000
Subtotal:	\$ -	\$ 1,045,000	\$ 1,045,000
Other Financing Sources & Uses:			
I/F Transfer to Debt Service Fund	\$ 2,000,000	\$ -	\$ (2,000,000)
Carry Forward Fund Balance	-	\$ 1,000,000	\$ 1,000,000
Subtotal:	\$ 2,000,000	\$ 1,000,000	\$ (1,000,000)
Grand Total	\$ 2,045,000	\$ 2,045,000	\$ -

**Drug Enforcement Agency Fund
Statement of Revenues and Expenditures**

	ACTUAL FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Beginning Fund Balance:	\$ 121,308	\$ 112,309	\$ 62,309	\$ 79,809	\$ 79,809
Revenues:					
Forfeiture Income	\$ 99,902	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Interest	2,939	2,500	2,500	2,500	2,500
Subtotal:	\$ 102,841	\$ 67,500	\$ 67,500	\$ 67,500	\$ 67,500
Total Revenue:	\$ 102,841	\$ 67,500	\$ 67,500	\$ 67,500	\$ 67,500
Expenditures:					
Public Safety	\$ 111,840	\$ 117,500	\$ 50,000	\$ 67,500	\$ 67,500
Total Expenditures	\$ 111,840	\$ 117,500	\$ 50,000	\$ 67,500	\$ 67,500
Fund Balance, June 30	\$ 112,309	\$ 62,309	\$ 79,809	\$ 79,809	\$ 79,809
Reserved/Designated Fund Balance	\$ 112,309	\$ 62,309	\$ 79,809	\$ 79,809	\$ 79,809

Statement of Expenditures to Revenues by Classification

	EXPENDITURE APPROPRIATIONS	REVENUE ANTICIPATIONS	NET EFFECT
Expenditure:			
Public Safety	\$ 50,000	\$ -	\$ (50,000)
Unallocated	17,500		\$ (17,500)
Subtotal:	\$ 67,500	\$ -	\$ (67,500)
General Revenues:			
Confiscation	\$ -	\$ 65,000	\$ 65,000
Interest	-	2,500	2,500
Subtotal:	\$ -	\$ 67,500	\$ 67,500
Other Financing Sources:			
Budgeted Fund Balance	\$ -	\$ -	\$ -
Grand Total	\$ 67,500	\$ 67,500	\$ -

Hotel/Motel Fund
Statement of Revenues and Expenditures

	ACTUAL FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Beginning Fund Balance:	\$ 10,722	\$ 10,722	\$ 10,722	\$ 10,722	\$ 10,722
Revenues:					
Hotel/Motel Tax	\$ 3,130,740	\$ 3,000,000	\$ 3,125,000	\$ 3,125,000	\$ 3,125,000
Total Revenue:	<u>\$ 3,130,740</u>	<u>\$ 3,000,000</u>	<u>\$ 3,125,000</u>	<u>\$ 3,125,000</u>	<u>\$ 3,125,000</u>
Expenditures:					
Alpharetta Convention & Visitors	\$ 1,356,654	\$ 1,299,000	\$ 1,353,125	\$ 1,353,125	\$ 1,353,125
Alpharetta Business Community	521,790	501,000	521,875	521,875	521,875
Subtotal:	<u>\$ 1,878,444</u>	<u>\$ 1,800,000</u>	<u>\$ 1,875,000</u>	<u>\$ 1,875,000</u>	<u>\$ 1,875,000</u>
Other Financing Sources:					
I/F Transfer to General Fund:	\$ 1,252,296	\$ 1,200,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000
Total Expenditures:	<u>\$ 3,130,740</u>	<u>\$ 3,000,000</u>	<u>\$ 3,125,000</u>	<u>\$ 3,125,000</u>	<u>\$ 3,125,000</u>
Fund Balance, June 30	<u>\$ 10,722</u>	<u>\$ 10,722</u>	<u>\$ 10,722</u>	<u>\$ 10,722</u>	<u>\$ 10,722</u>
Reserved/Designated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

Statement of Expenditures to Revenues by Classification

	EXPENDITURE APPROPRIATIONS	REVENUE ANTICIPATIONS	NET EFFECT
Expenditures:			
Administration	\$ 1,875,000	\$ -	\$ (1,875,000)
Other Financing Sources & Uses:			
I/F Transfer to General Fund	\$ 1,250,000	\$ -	\$ (1,250,000)
General Revenues:			
Hotel/Motel Tax	\$ -	\$ 3,125,000	\$ 3,125,000
Grand Total	<u>\$ 3,125,000</u>	<u>\$ 3,125,000</u>	<u>\$ -</u>

**Statement of Expenditures to Revenues by Classification
Operating Grant Fund**

	EXPENDITURE APPROPRIATIONS	REVENUE ANTICIPATIONS	NET EFFECT
Expenditures:			
Council Approved Grant Applications:			
Public Safety : Bulletproof Vest Replacements	\$ 15,900	\$ -	\$ (15,900)
Engineering: Filemaker	27,000		(27,000)
Engineering: Recycling and Waste Reduction	47,500		(47,500)
Community Development: LCI Supplemental Study	75,000	-	(75,000)
Administration: Access to Artistic Excellence	46,250	-	(46,250)
Administration: Trailblazer Assistance Grant	5,000	-	(5,000)
Subtotal:	<u>\$ 216,650</u>	<u>\$ -</u>	<u>\$ (216,650)</u>
Revenues:			
Council Approved Grant Applications:			
Public Safety : Bulletproof Vest Replacements	\$ -	\$ 7,950	\$ 7,950
Engineering: Filemaker		13,500	13,500
Engineering: Recycling and Waste Reduction		45,000	45,000
Engineering: Recycling and Waste Reduction - Intergovernmental from City of Roswell		2,500	2,500
Community Development: LCI Supplemental Study	-	37,500	37,500
Administration: Access to Artistic Excellence	-	23,125	23,125
Administration: Trailblazer Assistance Grant	-	5,000	5,000
Subtotal:	<u>\$ -</u>	<u>\$ 134,575</u>	<u>\$ 134,575</u>
Other Financing Sources & Uses:			
Interfund Transfer from General Fund	\$ -	\$ 42,950	\$ 42,950
Budgeted Fund Balance	-	39,125	39,125
Subtotal:	<u>\$ -</u>	<u>\$ 82,075</u>	<u>\$ 39,125</u>
Grand Total:	<u>\$ 216,650</u>	<u>\$ 216,650</u>	<u>\$ -</u>

CAPITAL PROJECTS FUND

Capital Project Fund Statement of Revenues and Expenditures

	ACTUAL FY 2006	REVISED BUDGET FY 2007	RECOMMENDED 2008	PROJECTED FY 2009	PROJECTED FY 2010
Beginning Fund Balance:	\$ 4,035,953	\$ 3,543,923	\$ 3,593,923	\$ 3,643,923	\$ 3,693,923
Revenues:					
Intergovernmental (ABC Projects)	\$ -	\$ 501,000	\$ -	\$ 521,875	\$ 521,875
Donations	310,400	-	521,875	-	-
Interest Income	139,502	50,000	50,000	50,000	50,000
Subtotal:	\$ 449,902	\$ 551,000	\$ 571,875	\$ 571,875	\$ 571,875
Other Financing Sources:					
I/F Transfer from General Fund	\$ 3,010,710	\$ 7,000,000	\$ 4,082,558	\$ -	\$ -
Budgeted Fund Balance	-	-	-	-	-
Total Other Financing Sources:	\$ 3,010,710	\$ 7,000,000	\$ 4,082,558	\$ -	\$ -
Total Revenue:	\$ 3,460,612	\$ 7,551,000	\$ 4,654,433	\$ 571,875	\$ 571,875
Expenditures:					
Capital Outlay	\$ 3,952,642	\$ 7,000,000	\$ 4,082,558	\$ -	\$ -
ABC Sidewalk Projects	-	501,000	521,875	521,875	521,875
Total Expenditures:	\$ 3,952,642	\$ 7,501,000	\$ 4,604,433	\$ 521,875	\$ 521,875
Fund Balance, June 30	\$ 3,543,923	\$ 3,593,923	\$ 3,643,923	\$ 3,693,923	\$ 3,743,923
Reserved/Designated Fund Balance	\$ 3,543,923	\$ 3,593,923	\$ 3,643,923	\$ 3,693,923	\$ 3,743,923

Statement of Expenditures to Revenues by Classification

	EXPENDITURE APPROPRIATIONS	REVENUE ANTICIPATIONS	NET EFFECT
Expenditure:			
Capital Outlay:			
City Administration	\$ -	\$ -	\$ -
Community Development	679,450	-	(679,450)
Engineering/Public Works	2,465,108	-	(2,465,108)
Finance	-	-	-
Public Safety	738,000	-	(738,000)
Recreation & Parks	200,000	-	(200,000)
Technology Services	-	-	-
Unallocated Capital Projects	-	-	-
ABC Sidewalk Projects	521,875	-	(521,875)
Subtotal:	\$ 4,604,433	\$ -	\$ (4,604,433)
General Revenues:			
Donations (ABC)	\$ -	\$ 521,875	\$ 521,875
Interest	-	50,000	50,000
Subtotal:	\$ -	\$ 571,875	\$ 571,875
Other Financing Sources & Uses:			
Reserve for Fund Balance	\$ 50,000	\$ -	\$ (50,000)
I/F Transfer from General Fund	-	4,082,558	4,082,558
Subtotal:	\$ 50,000	\$ 4,082,558	\$ 4,032,558
Grand Total	\$ 4,654,433	\$ 4,654,433	\$ -

**Statement of Expenditures to Revenues by Classification
Capital Grant Fund**

	EXPENDITURE APPROPRIATIONS	REVENUE ANTICIPATIONS	NET EFFECT
Expenditures:			
Council Approved Grant Applications:			
Fire: Assistance to Firefighters Grant	\$ 316,800	\$ -	\$ (316,800)
Fire: Fire Prevention and Safety Grant	50,000	-	(50,000)
Engineering: 319(h)	250,000	-	(250,000)
Recreation: 2007 CDBG	60,000	-	(60,000)
Subtotal:	<u>\$ 676,800</u>	<u>\$ -</u>	<u>\$ (676,800)</u>
Revenues:			
Council Approved Grant Applications:			
Fire: Assistance to Firefighters Grant	\$ -	\$ 253,440	\$ 253,440
Fire: Fire Prevention and Safety Grant	-	40,000	40,000
Engineering: 319(h)	-	230,000	230,000
Recreation: 2007 CDBG	-	60,000	60,000
Subtotal:	<u>\$ -</u>	<u>\$ 583,440</u>	<u>\$ 583,440</u>
Other Financing Sources & Uses:			
Interfund Transfer from General Fund	-	\$ 20,000	\$ 20,000
Budgeted Fund Balance	\$ -	73,360	73,360
Subtotal:	<u>\$ -</u>	<u>\$ 93,360</u>	<u>\$ 93,360</u>
Grand Total:	<u>\$ 676,800</u>	<u>\$ 676,800</u>	<u>\$ -</u>

SOLID WASTE FUND

Enterprise Fund (operating fund)

Solid Waste Fund Statement of Revenues and Expenditures

	ACTUAL FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Beginning Retained Earnings:	\$ 435,139	\$ 467,185	\$ 467,185	\$ 474,556	\$ 474,556
Operating Revenues:					
Charges for Service	\$ 1,985,355	\$ 2,098,099	\$ 2,536,811	\$ 2,540,000	\$ 2,550,000
Non-Operating Revenues:					
Interest Income	\$ 27,483	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000
Other Financing Sources					
I/F Transfer from General Fund	250,868	-	-	-	-
Total Revenue:	\$ 2,263,706	\$ 2,113,099	\$ 2,556,811	\$ 2,560,000	\$ 2,570,000
Operating Expenses:					
Solid Waste Operations	\$ 2,231,660	\$ 2,113,099	\$ 2,549,440	\$ 2,560,000	\$ 2,570,000
Contingency	-	-	-	-	-
Total Expenses:	\$ 2,231,660	\$ 2,113,099	\$ 2,549,440	\$ 2,560,000	\$ 2,570,000
Retained Earnings, June 30	\$ 467,185	\$ 467,185	\$ 474,556	\$ 474,556	\$ 474,556

Statement of Expenditures to Revenues by Classification

	EXPENDITURE APPROPRIATIONS	REVENUE ANTICIPATIONS	NET EFFECT
Expenditure:			
Solid Waste Administration	\$ 2,549,440	\$ -	\$ (2,549,440)
Contingency	-	-	-
Subtotal:	\$ 2,549,440	\$ -	\$ (2,549,440)
General Revenues:			
Charges for Service	\$ -	\$ 2,536,811	\$ 2,536,811
Interest	-	20,000	20,000
Subtotal:	\$ -	\$ 2,556,811	\$ 2,556,811
Other Financing Sources & Uses:			
I/F Transfer from General Fund	\$ -	\$ -	\$ -
Reserve for Fund Balance	7,371	-	\$ (7,371)
Subtotal:	\$ 7,371	\$ -	\$ (7,371)
Grand Total	\$ 2,556,811	\$ 2,556,811	\$ -

MAYOR AND COUNCIL

City of Alpharetta

Mayor and Council's Mission Statement:

To provide the Citizens of Alpharetta with:

- Quality, cost-effective services;
- Leadership delivered by highly competent professionals in a manner consistent with planned growth; and
- Future economic development.



Goals & Objectives:

In five years, Alpharetta will be the Signature City in the Region, distinguished by the following characteristics:

- It is safe, secure and livable;
- It offers recreational, educational and cultural opportunities for all ages;
- It leads with a proactive, environmentally sensitive community;
- It is a responsive, open government;
- It has a strong economic base to minimize taxes;
- It maintains its small town feel;
- It fosters strong business partnerships in a corporate campus environment; and
- It supports a comprehensive transportation system, balancing greenways and walkways with road and rail.

Mayor and Council - General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries / Benefits	\$ 174,038	\$ 175,301	\$ 228,864	\$ 233,441	\$ 235,845
Promotional Items	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Post 1 – Doug DeRito	\$ 712	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Post 2 - Jim Paine	\$ 1,492	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Post 3 - John Monson	\$ 1,692	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Post 4 - Debbie Gibson	\$ 432	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Post 5 – David Belle Isle	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Post 6 – D.C. Aiken	\$ 414	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Mayor – Arthur Letchas	\$ 5,373	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Non-recurring Expenditures	\$ 496	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Machinery & Equipment		\$ 1,275	\$ -	\$ -	\$ -
	\$ 184,649	\$ 224,576	\$ 276,864	\$ 281,441	\$ 283,845

Employee Summary:

FISCAL YEAR	2004	2005	2006	2007	2008 Proposed
Mayor	1	1	1	1	1
Council	6	6	6	6	6
Total	7	7	7	7	7









CITY ADMINISTRATION

City of Alpharetta

City Administrator's Mission Statement:

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

Goals and Objectives:

- To improve quality of service to citizens of the City of Alpharetta; 
- To improve morale and promote teamwork among all employees; 
- To improve coordination and administration of interdepartmental activities; 
- To promote better communication between all levels of government and the citizens; 
- To use technology to improve processes for citizen input into facets of governance; 
- To expand funding opportunities through grant resources; 
- To selectively create new events while sustaining existing events and promotions that draws the community closer together and maintains our distinctive character; and 
- To increase the public/government interaction through the City's web site 

Key Issues:

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

City Clerk’s Mission Statement:

The City Clerk’s Office pledges to be the professional link between the citizens and city government. The City Clerk’s office is ever mindful of neutrality and impartiality, rendering equal service to everyone. In addition, the City Clerk’s office is committed to maintaining accurate records and quality record retention.

Goals and Objectives:

- Continued efforts to improve records retention processes through document imaging; 🏠
- Continue to improve meeting agenda reports and updates using Internet and document imaging technology; and 🏠
- Encourage improved efficiency on consent agenda items to allow adequate time on primary agenda items. 🏠



Legal Services Mission Statement:

The mission of the Office of the City Attorney is to efficiently deliver a broad range of legal services of the highest quality to the City of Alpharetta, its elected officials, staff, boards, and commissions. The City Attorney devotes his practice almost exclusively to City matters. The City Attorney and the law firm of which he is a member regard the City as a client to whom they owe a primary duty of loyalty. Accordingly, neither the City Attorney nor the firm undertakes the representation of any other client if such representation could create even the appearance of a conflict of interest. The City Attorney recognizes an obligation to keep City officials informed as to any changes in the law that could impact the City, and the City Attorney directs his representation and counseling activities proactively to address legal issues before such issues become problems.

Goals and Objectives:

The City of Alpharetta contracts with Bovis, Kyle, Burch, LLC, a law firm within the metropolitan Atlanta area, to provide legal services for the City. This cost center was initiated to allow for the centralized management of that service as work is performed on the City’s behalf. This firm is responsible for all legal services the City incurs.

- Update City Codes; 🏠
- Emphasis on Risk Management – Avoiding Litigation; 🏠
- Support internal personnel operations and policies; 🏠
- Ensure compliance with State and Federal Employment Laws; 🏠 and
- Respond to pertinent internal/external legal inquiries. 🏠

City Administrator-General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries / Benefits	\$ 719,948	\$ 805,372	\$ 872,523	\$ 898,699	\$ 925,660
Professional Development	\$ 9,575	\$ 17,379	\$ 11,440	\$ 11,783	\$ 12,137
Professional Fees	\$ 194,372	\$ 176,851	\$ 222,889	\$ 229,576	\$ 236,463
Equipment R & M	\$ 321	\$ 500	\$ 500	\$ 515	\$ 530
Rental Equipment	\$ 17,989	\$ 33,977	\$ 31,920	\$ 32,878	\$ 33,864
Communications	\$ 3,091	\$ 3,760	\$ 3,100	\$ 3,193	\$ 3,289
Advertising	\$ 13,471	\$ 22,348	\$ 20,440	\$ 21,053	\$ 21,685
Printing	\$ 41,981	\$ 41,983	\$ 106,845	\$ 110,050	\$ 113,352
Travel	\$ 5,781	\$ 11,717	\$ 13,665	\$ 14,075	\$ 14,497
Maintenance Contracts	\$ 7,354	\$ 6,189	\$ 7,015	\$ 7,225	\$ 7,442
General Supplies	\$ 21,630	\$ 23,555	\$ 31,390	\$ 32,332	\$ 33,302
Utilities	\$ 13,976	\$ 19,545	\$ 11,110	\$ 11,443	\$ 11,787
Food/Meals	\$ 2,664	\$ 4,521	\$ 5,450	\$ 5,614	\$ 5,782
Non-recurring Expenditures	\$ 1,065			\$ -	\$ -
Promotions	\$ 11,906	\$ 11,723	\$ 11,350	\$ 11,691	\$ 12,041
Machinery & Equipment	\$ 300	\$ 4,610	\$ 8,070	\$ 8,312	\$ 8,561
Taste of Alpharetta				\$ -	\$ -
	\$ 1,065,424	\$ 1,184,030	\$ 1,357,707	\$ 1,398,438	\$ 1,440,391

Employee Summary:

FISCAL YEAR	2004	2005	2006	2007	2008 Proposed
	8	6	8.5	7.5	7.5

Internal Audit – General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries / Benefits	\$ 53,254	\$ 124,243	\$ 130,696	\$ 133,310	\$ 134,643
Professional Development	\$ 3,233	\$ 2,900	\$ 2,800	\$ 2,856	\$ 2,885
Equipment R & M	\$ 0	\$ 200	\$ 200	\$ 204	\$ 206
Communications	\$ 0	\$ 50	\$ 50	\$ 51	\$ 52
Travel	\$ 4,014	\$ 3,000	\$ 3,100	\$ 3,162	\$ 3,194
General Supplies	\$ 336	\$ 900	\$ 800	\$ 816	\$ 824
	\$ 60,837	\$ 131,293	\$ 137,646	\$ 140,399	\$ 141,803

Employee Summary:

FISCAL YEAR	2004	2005	2006	2007	2008 Proposed
	0	0	1	1	1

City Clerk - General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries / Benefits	\$ 189,394	\$ 190,756	\$ 190,479	\$ 194,289	\$ 196,231
Professional Development	\$ 202	\$ 1,500	\$ 1,500	\$ 1,530	\$ 1,545
Professional Fees	\$ 74,890	\$ 44,300	\$ 45,300	\$ 46,206	\$ 46,668
Equipment R & M		\$ 500	\$ 500	\$ 510	\$ 515
Communications	\$ 20	\$ 100	\$ 100	\$ 102	\$ 103
Advertising	\$ 10,998	\$ 11,800	\$ 11,800	\$ 12,036	\$ 12,156
Printing	\$ 25	\$ 100	\$ 100	\$ 102	\$ 103
Travel		\$ 1,000	\$ 1,000	\$ 1,020	\$ 1,030
Maintenance Contracts	\$ 5,667	\$ 8,025	\$ 9,300	\$ 9,486	\$ 9,581
General Supplies	\$ 8,851	\$ 14,500	\$ 14,900	\$ 15,198	\$ 15,350
Utilities	\$ 6,922	\$ 10,646	\$ 9,846	\$ 10,043	\$ 10,143
Food/Meals	\$ 863	\$ 1,500	\$ 1,600	\$ 1,632	\$ 1,648
Promotions	\$ 841	\$ 500	\$ 500	\$ 510	\$ 515
Non-recurring Expenditures	\$ 2,937	\$ 5,100	\$ 5,100	\$ 5,202	\$ 5,254
Machinery & Equipment	\$ 475	\$ 3,035	\$ 10,795	\$ 11,011	\$ 11,121
	\$ 302,085	\$ 293,362	\$ 302,820	\$ 308,876	\$ 311,965

<i>Employee Summary:</i> FISCAL YEAR	2004	2005	2006	2007	2008 Proposed
	0	3	2	2	2

Legal Services - General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Attorney Fees *	\$ 557,167	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
	\$ 557,167	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000

* These services are provided by Bovis, Klye, & Burch LLC

CITY ADMINISTRATOR'S PERFORMANCE MEASUREMENTS

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. Through the grants administrator, the City's Administrator's office identifies revenue sources for the City via grant funding.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
City Administration Department annual turnover percentage	6.9%	0.0%	0.0%	0.0%
# of Public meetings held	50	50	50	50
Number of website hits	2,650,000	2,800,000	3,937,311	3,200,000
Number of newsletters distributed	48,000	49,500	55,000	54,000
# of Grant applications prepared	23	15	19	15
# of Grants received	12	5	10	8
% of successful grant applications	53%	54%	53%	54%
Total value of grants received	\$2,187,395	\$1,000,000	\$624,599	\$700,000
# of Grants managed	26	20	34	28
# of Audit reports issued	3	2	2	2
# of Audit management letters issued	4	2	5	2
# of Audit recommendations	9	8	12	8
Personnel Assigned:	7.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE
	City Administrator	City Administrator	City Administrator	City Administrator
	Assistant to the City Administrator	Assistant City Administrator	Assistant City Administrator	Assistant City Administrator
	Executive Assistant	Executive Assistant	Executive Assistant	Executive Assistant
	Grants Manager	Grants Manager	Grants Manager	Grants Manager
	Internal Auditor	Internal Auditor	Internal Auditor	Internal Auditor
	Webmaster	Webmaster	Webmaster	Webmaster
	Public Information Director			
Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Projected FY 2008
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	556,572	696,275	658,426	728,358
Maintenance & Operating	135,170	103,449	93,707	134,609
Total Direct Expenditures	691,742	799,724	752,134	862,967
Net Revenues Over Expenditures	(691,742)	(799,724)	(752,134)	(862,967)

SPECIAL EVENTS - Statement of Service: To enhance the quality of life and reputation of the City of Alpharetta by providing special event opportunities for citizens and visitors of Alpharetta.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
# of Total approved events:				
Exclusive City Events	35	35	35	37
City Partnered Events	10	10	13	12
Other	12	12	15	13
Approximate attendance for:				
New City Marathon	N/A	N/A	3,000	3,000
Taste of Alpharetta	56,000	58,000	65,000	85,000
Mayor's Challenge	700	850	950	1,000
Old Soldier's Day Parade	8,500	9,000	8,000	10,000
Annual Tree Lighting	3,500	4,500	4,500	4,500
Alpharetta Arts StreetFest Spring	7,500	9,000	12,500	15,000
Alpharetta Arts StreetFest Fall	N/A	8,000	7,000	N/A
Old Milton Country Fair	4,200	3,000	5,000	5,000
# of Special events applications processed	1,900	1,950	1,950	2,100
# of Volunteers recruited	330	350	350	375
# of Special event sponsors	17	14	20	25
# of Event vendors managed	253	255	255	260
Personnel Assigned:	1.5 FTE	1.5 FTE	1.5 FTE	1.5 FTE
	Special Events Manager	Special Events Manager	Special Events Manager	Special Events Manager
	Admin Asst. (.5)	Special Events Coordinator (.5)	Special Events Coordinator (.5)	Special Events Coordinator (.5)
Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Projected FY 2008
Direct Revenue				
Special Events	241,799	234,500	314,410	353,820
Total Direct Revenue	241,799	234,500	314,410	353,820
Direct Expenditures				
Salary & Benefits	58,137	240,241	115,806	274,861
Maintenance & Operating	206,333	282,259	292,993	357,525
Total Direct Expenditures	264,470	522,500	408,800	632,386
Net Revenues Over Expenditures	(22,671)	(288,000)	(94,390)	(278,566)



LEGISLATIVE SUPPORT - Statement of Service: To serve the citizens and employee of the City of Alpharetta by effectively and efficiently maintaining accurate and accessible records and responding to requests for records. The City Clerk also issues and collects alcohol beverage licenses and revenues.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual 2007	FY	Projected FY 2008
City Clerk annual turnover percentage	0.0%	0.0%	0.0%		0.0%
# of Ordinances prepared	25	30	30		35
# of Open records requests processed	30	30	30		30
# of New alcohol license applications	20	25	25		25
Personnel Assigned:	2.0 FTE	2.0 FTE	2.0 FTE	2.0 FTE	2.0 FTE
	City Clerk	City Clerk	City Clerk	City Clerk	City Clerk
	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I
Financial Information:	Actual FY 2006	Budget FY 2007	Actual 2007	FY	Recommended FY 2008
Direct Revenue					
Alcohol License Admin Fee	12,094	5,000		6,206	5,000
Alcohol Beverage Licenses *	422,814	-		419,330	425,000
Total Direct Revenue	434,908	5,000		425,536	430,000
Direct Expenditures					
Salary & Benefits	172,522	192,459		176,735	190,479
Maintenance & Operating	103,253	102,606		40,022	112,341
Total Direct Expenditures	275,775	295,065		216,758	302,820
Net Revenues Over Expenditures	159,133	(290,065)		208,779	127,180

COMMUNITY DEVELOPMENT











Administration, Planning/Zoning, Economic Development, and Code Enforcement

City of Alpharetta

Community Development's Mission Statement:

To protect and enhance the lives of Alpharetta citizens, guiding the City's growth and safeguarding the built environment.

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; 
- Maintain and update demographic, statistical and other data, maps and materials; 
- Process all public hearings in the most efficient manner possible; 
- Oversee the Economic Development efforts for the City; and  
- Maintain and process business licenses for the City.  



Community Development - General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries / Benefits	\$ 1,423,283	\$ 1,679,144	\$ 1,650,910	\$ 1,733,456	\$ 1,811,807
Professional Development	\$ 5,971	\$ 14,000	\$ 14,000	\$ 14,700	\$ 15,364
Professional Fees	\$ 20,934	\$ 28,634	\$ 31,100	\$ 32,655	\$ 34,131
Board Member Fees	\$ 12,325	\$ 11,250	\$ 11,250	\$ 11,813	\$ 12,346
Equipment R & M	\$ 993	\$ 2,000	\$ 2,000	\$ 2,100	\$ 2,195
Vehicle R & M	\$ 11,492	\$ 17,173	\$ 17,173	\$ 18,032	\$ 18,847
Rental of Land/Buildings	\$ 74,191	\$ 77,248	\$ 79,596	\$ 83,576	\$ 87,353
Communications	\$ 9,901	\$ 21,041	\$ 6,800	\$ 7,140	\$ 7,463
Advertising	\$ 11,222	\$ 14,500	\$ 14,500	\$ 15,225	\$ 15,913
Printing	\$ 12,906	\$ 12,650	\$ 12,800	\$ 13,440	\$ 14,047
Travel	\$ 2,875	\$ 5,385	\$ 4,000	\$ 4,200	\$ 4,390
Maintenance Contracts	\$ 31,416	\$ 35,783	\$ 35,632	\$ 37,414	\$ 39,105
General Supplies	\$ 34,432	\$ 36,365	\$ 39,875	\$ 41,869	\$ 43,761
Uniforms	\$ 3,864	\$ 9,256	\$ 7,000	\$ 7,350	\$ 7,682
Utilities	\$ 12,349	\$ 13,700	\$ 13,700	\$ 14,385	\$ 15,035
Food/Meals	\$ 4,171	\$ 7,250	\$ 5,250	\$ 5,513	\$ 5,762
Non-recurring Expenditures	\$ 908	\$ 3,800	\$ 3,000	\$ 3,150	\$ 3,292
Machinery & Equipment	\$ 5,762	\$ 32,206	\$ 5,870	\$ 6,164	\$ 6,442
	\$ 1,678,995	\$ 2,021,385	\$ 1,954,456	\$ 2,052,179	\$ 2,144,937

Employee Summary:

FISCAL YEAR	2004	2005	2006	2007	2008 Proposed
	20	20	20	21	21

COMMUNITY DEVELOPMENT'S PERFORMANCE MEASUREMENTS

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.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
Community Development annual turnover percentage	10.3%	3.0%	5.0%	5.0%
# of Special projects managed	3	3	4	4
# of Community image enhancement projects	2	2	2	2
Personnel Assigned:	2.0 FTE	2.0 FTE	2.0 FTE	2.0 FTE
	Director of Comm Development Admin Asst. II	Director of Comm Development Admin Asst. II	Director of Comm Development Admin Asst. II	Director of Comm Development Admin Asst. II
Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	208,121	259,403	243,084	261,805
Maintenance & Operating	67,009	79,373	75,689	71,732
Total Direct Expenditures	275,130	338,776	318,772	333,537
Net Revenues Over Expenditures	(275,130)	(338,776)	(318,772)	(333,537)

PLANNING AND ZONING - Statement of Service: The Planning and Zoning division guides the growth and development of the City in a manner that enhances the quality of life and recognizes the City's historic & natural features.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
# of New public hearings filed	83	78	71	66
Total # of public hearings processed	157	150	146	142
# of parcels annexed	6004	20	36	0
Personnel Assigned:	5.0 FTE	5.0 FTE	5.0 FTE	4.0 FTE
	Drafting Technician Boards Administrator Plans Administrator Zoning Administrator Recording Secretary	Plans Technician Boards Administrator Plans Administrator Zoning Administrator Recording Secretary	Plans Technician Boards Administrator Plans Administrator Zoning Administrator Recording Secretary	Plans Technician Boards Administrator Recording Secretary Zoning & Plans Administrator
Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Planning & Development Fees	182,043	135,000	229,435	202,039
Development Permits	347,329	205,000	297,803	325,000
Impact Fee Administration	21,333	23,156	33,455	35,000
Impact Fees (Impact Fee Fund)	724,846	1,271,861	1,115,178	1,020,000
Total Direct Revenue	1,275,551	1,635,017	1,675,872	1,582,039
Direct Expenditures				
Salary & Benefits	354,368	374,175	297,165	339,511
Maintenance & Operating	123,137	168,155	160,220	155,896
Total Direct Expenditures	477,505	542,330	457,386	495,407
Net Revenues Over Expenditures	798,046	1,092,687	1,218,486	1,086,632

ECONOMIC DEVELOPMENT - Statement of Service: To promote the economic growth of Alpharetta.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
# of Existing business contacts	224	230	228	235
# of New projects	6	6	5	5
# of Major business prospects recruited	5	5	3	5
Personnel Assigned:	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE
	Economic Dvmt Coordinator	Economic Dvmt Coordinator	Economic Dvmt Coordinator	Economic Dvmt Coordinator
Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	80,166	85,527	83,630	89,498
Maintenance & Operating	7,797	14,000	5,277	11,650
Total Direct Expenditures	87,963	99,527	88,906	101,148
Net Revenues Over Expenditures	(87,963)	(99,527)	(88,906)	(101,148)

CODE ENFORCEMENT - Statement of Service: To protect the public health, safety, and welfare by ensuring compliance with City building and land-use codes and ordinances.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
# of New building permits issued	4,999	5,100	4,821	5,000
# of Building inspections completed	17,200	17,800	20,094	21,200
# of Code enforcement inspections completed	4,051	4,100	2,874	3,400
Personnel Assigned:	12.0 FTE	12.0 FTE	14.0 FTE	14.0 FTE
	Building Official	Building Official	Building Official	Building Official
	Admin Asst. II (2)	Admin Asst. II (2)	Admin Asst. II (2)	Admin Asst. II (2)
	Plans Inspector(2)	Plans Inspector(2)	Plans Inspector(2)	Plans Inspector(2)
	Building Inspector(4)	Building Inspector(4)	Building Inspector(5)	Building Inspector(5)
	Code Enforcement Officer(3)	Code Enforcement Officer(3)	Code Enforcement Officer(4)	Code Enforcement Officer(4)
Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Business Occupation Tax *	794,529			-
Building Permits	1,342,767	1,500,000	1,629,011	1,500,000
Occupancy Permits	191,169	175,000	182,188	185,000
Sign Permits	34,433	32,000	41,020	39,013
Fire Plan Review	313,744	250,000	429,527	350,000
Code Enforcement Fines	2,050	1,500	1,600	1,500
Total Direct Revenue	2,678,692	1,958,500	2,283,344	2,075,513
Direct Expenditures				
Salary & Benefits	777,828	930,038	828,197	960,101
Maintenance & Operating	51,330	106,113	89,926	75,738
Total Direct Expenditures	829,158	1,036,151	918,122	1,035,839
Net Revenues Over Expenditures	1,849,534	922,349	1,365,222	1,039,674

ENGINEERING AND PUBLIC WORKS DEPARTMENT

Administration, Conservation, Engineering, and Public Works

City of Alpharetta

Engineering and Public Works Department's Mission Statement:

The Department of Engineering and 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 traffic, streets, stormwater, conservation, protection of trees and records management.

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 that the disruption of customer's service is minimal.



Engineering and Public Works Department - General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries-Regular	\$ 3,318,971	\$ 3,858,869	\$ 4,347,432	\$ 4,640,884	\$ 4,967,602
Professional Development	\$ 16,004	\$ 22,300	\$ 23,300	\$ 24,873	\$ 26,624
Professional Fees	\$ 68,022	\$ 55,874	\$ 66,174	\$ 70,641	\$ 75,614
Board Member Fees	\$ 3,500	\$ 5,000	\$ 5,000	\$ 5,338	\$ 5,713
Equipment R & M	\$ 22,778	\$ 20,000	\$ 20,000	\$ 21,350	\$ 22,853
Vehicle R & M	\$ 118,290	\$ 140,000	\$ 120,000	\$ 128,100	\$ 137,118
Facilities R & M	\$ 123,355	\$ 112,000	\$ 145,000	\$ 154,788	\$ 165,685
Equipment Rental	\$ 86	\$ 3,000	\$ 3,000	\$ 3,203	\$ 3,428
Communications	\$ 20,924	\$ 27,380	\$ 21,100	\$ 22,524	\$ 24,110
Printing	\$ 7,815	\$ 13,000	\$ 13,000	\$ 13,878	\$ 14,854
Advertising	\$ 7,356	\$ 5,000	\$ 7,000	\$ 7,473	\$ 7,999
Travel	\$ 9,117	\$ 8,970	\$ 9,400	\$ 10,035	\$ 10,741
Maintenance Contracts	\$ 298,085	\$ 455,229	\$ 483,707	\$ 516,357	\$ 552,709
General Supplies	\$ 141,910	\$ 181,700	\$ 925,000	\$ 987,438	\$ 1,056,953
Uniforms	\$ 16,036	\$ 26,205	\$ 27,625	\$ 29,490	\$ 31,566
Food/Meals	\$ 4,177	\$ 909,000	\$ 1,080,000	\$ 1,152,900	\$ 1,234,064
Utilities	\$ 889,474	\$ 4,425	\$ 5,400	\$ 5,765	\$ 6,170
Non-recurring Expenditures	\$ 101	\$ 1,500	\$ 1,500	\$ 1,601	\$ 1,714
Machinery & Equipment	\$ 4,170	\$ 11,200	\$ 5,780	\$ 6,170	\$ 6,605
Promotions	\$ 60,730	\$ 62,260	\$ 67,410	\$ 71,960	\$ 77,026
	\$ 5,130,901	\$ 5,922,912	\$ 7,376,828	\$ 7,874,764	\$ 8,429,147

Employee Summary FISCAL YEAR

	2004	2005	2006	2007	2008 Proposed
	62	56	57	58	63

ENGINEERING & PUBLIC WORK'S PERFORMANCE MEASUREMENTS

ADMINISTRATION - Statement of Service: Engineering/Public Works Administration provides oversight and guidance to all public works operating functions in order to provide the citizens and visitors of Alpharetta skillful, courteous, and prompt stormwater, traffic, and construction services.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
Engineering/PW Department annual turnover percentage	21.9%	10.0%	19.8%	10.0%
Personnel Assigned:	6.0 FTE	6.0 FTE	6.0 FTE	8.0 FTE
	Director of Eng/PW	Director of Eng/PW	Director of Eng/PW	Director of Eng/PW Deputy Director Performance Management Technician
	PW Sr. Operations Manager	PW Sr. Operations Manager	PW Sr. Operations Manager	PW Sr. Operations Manager
	Office Manager	Office Manager	Office Manager	Office Manager
	Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II
	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I
	Engineering Tech	Records Manager	Engineering Tech	Records Manager
Financial Information:	Actual FY 2006	Recommended FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	475,675	622,798	464,205	585,674
Maintenance & Operating	99,180	1,097,330	1,087,018	1,253,363
Total Direct Expenditures	574,855	1,720,128	1,551,223	1,839,037
Net Revenues Over Expenditures	(574,855)	(1,720,128)	(1,551,223)	(1,839,037)

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.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
# of Events coordinated	16	15	17	15
# of Students reached	2,039	2,100	1,696	1,800
# of Volunteers	1,916	1,000	706	800
Personnel Assigned:	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE
	Environmental Education Coord.	Environmental Education Coord.	Environmental Education Coord.	Environmental Education Coord.
Financial Information:	Actual FY 2006	Recommended FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Private Contributions	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	71,818	72,589	79,539	84,326
Maintenance & Operating	8,876	17,645	7,307	15,175
Total Direct Expenditures	80,694	90,234	86,847	99,501
Net Revenues Over Expenditures	(80,694)	(90,234)	(86,847)	(99,501)

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.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
# of Stormwater plans reviewed	208	150	224	150
% of Stormwater plans reviewed within 10 calendar days	77%	70%	90%	70%
# of capital/bond contracts managed	58	62	61	55
Total amount of capital/bond projects under contract	\$14,833,000	\$18,000,000	\$19,014,733	\$13,000,000
Contract expenditures on capital/bond projects *	\$8,046,000	\$11,500,000	\$13,051,957	\$10,000,000
% of contracts completed within 10% of original budget contract	90%	90%	90%	90%
% of contracts completed within 10% of original contract time	65%	70%	78%	90%
# of Water quality samples analyzed	117	100	9	100
# of Land disturbance inspections	5377	5000	6216	5500
# of traffic/signal projects inspected	9	8	16	20
# of traffic signals timed	73	60	82	90
# of Traffic complaint responses	229	200	412	400

* Capital contracts include traffic, stormwater, sidewalks, infrastructure, community development, and facilities projects.

Personnel Assigned:	20.0 FTE	21.0 FTE	21.0 FTE	21.0 FTE
Arborist	Arborist	Arborist	Arborist	Arborist
Civil Engineer (3)	Civil Engineer (3)	Civil Engineer (3)	Civil Engineer (3)	Civil Engineer (3)
Sr. Engineer (3)	Sr. Engineer (3)	Sr. Engineer (3)	Sr. Engineer (3)	Sr. Engineer (3)
Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.
Construction Inspector (2)	Construction Inspector (2)	Construction Inspector (2)	Construction Inspector (2)	Construction Inspector (2)
		Sr. Engineering Technician	Sr. Engineering Technician	Sr. Engineering Technician
Engineering Technician (5)	Engineering Technician (4)	Engineering Technician (4)	Engineering Technician (4)	Engineering Technician (5)
Land Disturbance Inspector (3)	Land Disturbance Inspector (3)	Land Disturbance Inspector (3)	Land Disturbance Inspector (3)	Land Disturbance Inspector (3)
Water Resources Technician	Water Resources Technician	Water Resources Technician	Water Resources Technician	Water Resources Technician
PW Tech I	Fleet Coordinator	Fleet Coordinator	Fleet Coordinator	Fleet Coordinator

Financial Information:	Actual FY 2006	Recommended FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Section 319 EPA Grant	-	-	-	250,000
Tree Removal Permit	13,271	7,000	9,004	7,500
Soil Erosion Permit	59,609	45,000	47,832	45,000
Total Direct Revenue	72,880	52,000	56,836	302,500
Direct Expenditures				
Salary & Benefits	1,353,592	1,611,729	1,377,598	1,675,056
Maintenance & Operating	143,105	130,915	104,784	135,020
Total Direct Expenditures	1,496,697	1,742,644	1,482,383	1,810,076
Net Revenues Over Expenditures	(1,423,817)	(1,690,644)	(1,425,547)	(1,507,576)

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.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
Average # of days to complete sidewalk work order	25	8	20	18
Average # of days to complete pothole & curb/gutter work order	7	2	2.4	2
Average # of days to complete curb and gutter work order	79	7	44	30
Average # of days to complete ROW., mowing, limb work order	8	2	6	6
Average # of days to complete drainage sink hole work order	33	7	10	10
Average # of days to complete sign replacement/upgrade work order	5	2	4.4	4
Average # of days to complete signal light maintenance work order	4	2	4.6	5
Average # of days to complete striping work order	10	3	3	3
Average # of days to complete catch basin work order	17	2	7.3	7
Average # of days to complete storm drain work order	42	5	15.3	15
Average # of days to complete facilities work order	8	4	7.4	7
Personnel Assigned:	30.0 FTE	30.0 FTE	30.0 FTE	33.0 FTE
	PW Supervisor (3)	PW Supervisor (3)	PW Supervisor (3)	PW Supervisor (3)
	Crew Leader (6)	Crew Leader (6)	Crew Leader (6)	Crew Leader (7)
	PW Tech II (6)	PW Tech II (8)	PW Tech II (8)	PW Tech II (9)
	PW Tech I (6)	PW Tech I (7)	PW Tech I (7)	PW Tech I (7)
	PW Tech (9)	PW Tech (6)	PW Tech (6)	PW Tech (7)
Financial Information:	Actual FY 2006	Recommended FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	1,399,008	1,585,740	1,560,332	2,002,376
Maintenance & Operating	669,595	818,153	764,952	1,625,838
Total Direct Expenditures	2,068,603	2,403,893	2,325,284	3,628,214
Net Revenues Over Expenditures	(2,068,603)	(2,403,893)	(2,325,284)	(3,628,214)



Finance Department





Administration, Internal Services, and External Services

City of Alpharetta

Finance Department's 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, moral, 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:

- Expansion of the financial planning process – continue the development of a comprehensive, progressively managed 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; 
- Process and Procedure Documentation Program - conduct a comprehensive review of team processes, procedures, and practices, revising as needed for efficiency and effectiveness with thorough documentation of each; 
- Implementation of technology to automate the billing function, collection function, and the payroll function;  and
- Update to Financial Management Program – Procurement Policy Revisions. 

Department of Finance - General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries / Benefits	\$ 1,123,741	\$ 1,803,720	\$ 1,584,587	\$ 1,678,078	\$ 1,766,177
Professional Development	\$ 40,363	\$ 40,895	\$ 40,895	\$ 43,308	\$ 45,581
Professional Fees	\$ 192,911	\$ 191,550	\$ 215,150	\$ 227,844	\$ 239,806
Equipment R & M	\$ 1,178	\$ 1,500	\$ 1,500	\$ 1,589	\$ 1,672
Building Rental	\$ 96,662	\$ 105,889	\$ 105,889	\$ 112,136	\$ 118,024
Communications	\$ 11,285	\$ 12,300	\$ 6,920	\$ 7,328	\$ 7,713
Advertising	\$ 7,229	\$ 15,150	\$ 15,650	\$ 16,573	\$ 17,443
Printing	\$ 41,303	\$ 74,300	\$ 74,550	\$ 78,948	\$ 83,093
Travel	\$ 17,749	\$ 17,475	\$ 19,025	\$ 20,147	\$ 21,205
Maintenance Contracts	\$ 77,828	\$ 95,885	\$ 93,770	\$ 99,302	\$ 104,516
General Supplies	\$ 52,856	\$ 63,775	\$ 68,125	\$ 72,144	\$ 75,932
Food/Meals	\$ 3,110	\$ 3,950	\$ 3,950	\$ 4,183	\$ 4,403
Machinery & Equipment	\$ 21,769	\$ 28,670	\$ 23,360	\$ 24,738	\$ 26,037
	\$ 1,687,984	\$ 2,455,059	\$ 2,253,371	\$ 2,386,320	\$ 2,511,602

Employee Summary (includes General and Solid Waste Funds):

FISCAL YEAR	2004	2005	2006	2007	2008 Proposed
	23.5	21	22	22	22

Department of Finance- Solid Waste Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries / Benefits	\$ 138,743	\$ 51,097	\$ 49,440	\$ 49,440	\$ 49,440
Professional Development	\$ 2,048,803	\$ 2,062,002	\$ 2,520,000	\$ 2,520,000	\$ 2,520,000
General Supplies	\$ 8,645	\$ 0	\$ 0	\$ 0	\$ 0
	\$ 2,196,191	\$ 2,113,099	\$ 2,569,440	\$ 2,569,440	\$ 2,569,440



FINANCE DEPARTMENT'S PERFORMANCE MEASUREMENTS

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.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
Finance annual turnover percent	44.0%	5.0%	33.8%	5.0%
# of New GAAP/GASB financial requirements implemented	0	2	0	2
Bond rating maintained or upgraded	Maintain Aa1 - AA+	Maintain Aa1 - AA+	Upgraded Aaa - AAA	Maintain Aaa - AAA
Cash management program maximizing interest returns (all funds)	\$416,617	\$250,000	\$1,000,000	\$824,500
Personnel Assigned:	2.5 FTE	2.5 FTE	2.5 FTE	3.0 FTE
	Director of Finance	Director of Finance	Director of Finance	Director of Finance
	Treasury Coord.	Treasury Coord.	Treasury Coord.	Treasury Coord.
	Admin. Assist. II (.5)	Admin. Assist. II (.5)	Admin. Assist. II (.5)	Admin. Assist. II
Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	208,074	367,950	159,164	337,632
Maintenance & Operating	355,264	389,357	354,110	391,679
Total Direct Expenditures	563,338	757,307	513,273	729,311
Net Revenues Over Expenditures	(563,338)	(757,307)	(513,273)	(729,311)

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:

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.

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.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Recommended FY 2008
Audited CAFR to be published within 180 days of fiscal year end	3/15/07	12/15/07	Undetermined	11/15/2008
GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes
GFOA Outstanding Achievement in Popular Annual Financial Reporting	Yes	Yes	Yes	Yes
GFOA Distinguished Budget Award	Yes	Yes	Yes	Yes
Percentage of departments within appropriated salary & benefit budget	90%	100%	93%	100%
Percentage of departments within appropriated maintenance & operating budget	87%	100%	87%	100%
% of Budgeted employees participating in direct deposit	78.0%	90%	91%	93%
Average # of vendor responses to Bids/Requests for Proposals	5	6	5	6
Percentage of re-bids	3.40%	3%	3.40%	3%
Average # of days from Council approval to notice to proceed	45	30	45	30
Percentage increase in # of contracts managed	10%	10%	10%	10%
Personnel Assigned:	Accounting Services - 5 FTE	Accounting Services - 8 FTE	Accounting Services - 5 FTE	Accounting/Ops Services - 9 FTE
		Accts/Ops Manager		Acct/Ops Manager
	Chief Accountant	Chief Accountant	Chief Accountant	Chief Accountant
	Accountant II (3)	Accountant II (3)	Accountant II (3)	Accountant II (3)
		Accts Payable Tech		Accts Payable Tech
	GIS Specialist	GIS Specialist	GIS Specialist	GIS Specialist
	Accts Payable Tech	Payroll Coordinator		Payroll Coordinator
				Capital Assets
	Budget/Procurement 7 FTE	Budget/Procurement 4 FTE	Budget/Procurement 7 FTE	Budget/Procurement 4 FTE
	Budget & Ops Mgr.	Sr. Budget Analyst (2)	Budget & Ops Mgr.	Sr. Budget Analyst (2)
	Sr. Budget Analyst	Budget Analyst (2)	Sr. Budget Analyst	Budget Analyst (2)
	Budget Analyst (3)		Budget Analyst (3)	
	Payroll Coordinator		Payroll Coordinator	
	Accts Payable Tech		Accts Payable Tech	
Total Personnel Assigned				
Internal Services:	12.0 FTE	12.0 FTE	12.0 FTE	13.0 FTE
Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Projected FY 2008
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	678,390	829,161	789,639	879,523
Maintenance & Operating	144,890	215,502	185,205	241,715
Total Direct Expenditures	823,280	1,044,663	974,844	1,121,238
Net Revenues Over Expenditures	(823,280)	(1,044,663)	(974,844)	(1,121,238)

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.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
% of bills generated on time	99%	99%	99%	99%
% of bills collected on time	95%	95%	95%	95%
# of Real estate tax bills generated	14,412	15,500	15,356	16,500
# of Personal property tax bills	2,335	2,400	2,558	2,700
# of Liens processed	0	80	0	80
# of Sanitation customers	11,461	13,300	12,836	13,300
% of Delinquent sanitation Accts	< 10%	< 10%	<10%	<10%

Personnel Assigned:	6.5 FTE	6.5 FTE	6.5 FTE	6 FTE
	Financial Services Manager	Financial Services Manager	Financial Services Manager	Financial Services Manager
	Tax Billing Coord	Tax Billing Coord	Tax Billing Coord	Tax Billing Coord
	Customer Service Coord	Customer Service Coord	Customer Service Coord	Customer Service Coord
	Financial Services Rep (2)	Financial Services Rep (3)	Financial Services Rep (3)	Financial Services Rep (3)
	A/R Representative Data Entry Clerk (.5)			

Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Solid Waste Charges	2,430,041	2,113,099	2,067,719	2,556,811
Ad Valorem Tax	12,534,734	13,408,585	13,238,791	16,059,674
Local Option Sales Tax *	7,401,999	8,313,570	8,280,895	9,685,000
Motor Vehicle Tax	1,373,162	1,400,000	861,916	1,003,285
Intangible Tax	380,447	382,000	388,840	385,000
Real Estate Transfer Tax	202,737	160,000	177,026	150,000
Franchise Tax	4,213,791	3,560,000	4,466,474	4,100,000
Hotel/Motel Tax	1,135,709	1,200,000	1,391,576	1,250,000
Alcoholic Beverage Excise Tax	1,126,207	1,300,000	1,143,780	1,325,000
Insurance Premium Tax	1,745,610	1,750,000	1,834,557	1,825,000
Financial Institution Tax	295,310	250,000	308,114	300,416
Rents and Royalties	26,600	27,600	20,600	28,000
Misc Receivable Revenue	161,767	35,000	349,125	50,000
Total Direct Revenue	33,028,114	33,899,854	34,529,412	38,718,186
Direct Expenditures				
Salary & Benefits	344,612	404,879	436,797	416,872
Maintenance & Operating	2,044,578	2,108,662	2,570,298	2,584,830
Total Direct Expenditures	2,389,190	2,513,541	3,007,095	3,001,702
Net Revenues Over Expenditures	30,638,924	31,386,313	31,522,317	35,716,484

* Due to the timing of revenue receipts for LOST, the fiscal year revenue represents 10 months of the current fiscal year and 2 months of the previous fiscal year.

Human Resources Department

Administration/Risk Management, Recruitment/Retention, Benefits/Compensation

City of Alpharetta

Human Resources Department's Mission Statement:

The mission of the Department of Human Resources is to guide, facilitate, and coordinate City-wide efforts to provide innovative, cost-effective human resource programs with measurable outcomes in support of the strategic goals of the City to recruit, retain, develop, and reward staff, our most valuable resource.

The Human Resources Department approaches their mission, using the following guiding principles:

- Offer a work atmosphere that is healthy and safe and one that is also conscious of long-term family and community goals;
- Provide opportunities for personal and professional growth and career development to reach each employee's full potential;
- Understand, set and consistently deliver superior customer service;
- Continue to lead and improve the quality of the work culture;
- Attract highly qualified and diverse candidates;
- Align the best management and total compensation philosophy to attract and retain the most qualified employees;
- Develop continuous effective professional relationships;
- Inspire and encourage a high level of employee morale through recognition, effective communication and positive interaction; and
- Establish, administer and effectively communicate sound policies, rules, and practices that treat employees with dignity, equity and respect while maintaining compliance with employment and labor laws.



Goals & Objectives:

- Assist departments in their efforts to recruit, retain, and develop a diverse staff that possess the core competencies needed for personal and City success; 📄
- Continue to promote and improve efficiencies between HR and payroll departments by periodic assessments of each department processes and systems; 📄
- Provide training and development opportunities which will allow staff to meet personal needs and goals within, and consistent with city goals and objectives; 💰
- Design and administer compensation programs and performance management systems that better link rewards and recognition to performance and the acquisition of skills and competencies necessary for job success; 📄
- Design and administer innovative and cost-effective benefit programs that meet the needs of today's diverse workforce and enhance the City's ability to attract, retain and reward employees; 📄
- Conduct periodic salary and benefits cost analysis to provide up to date trends on comparisons to other cities/counties; 💰
- Facilitate a comprehensive Risk Management Program designed to protect City assets and ensure a safe and healthy workplace and facilities for employees and the community; 📄 and
- Provide a centralized location for the safe and fiscally prudent operations and maintenance of the organization's fleet while ensuring all vehicles are deployed and operated consistent with industry standards and by trained, professional personnel who meet the requirements as set forth by Georgia law and personnel polices. 🔑

Human Resources – General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries / Benefits	\$ 542,413	\$ 618,924	\$ 499,463	\$ 509,452	\$ 519,641
Professional Development	\$ 12,324	\$ 20,359	\$ 22,124	\$ 22,566	\$ 23,018
Professional Fees	\$ 100,635	\$ 87,256	\$ 91,645	\$ 93,478	\$ 95,347
Employee Recruitment	\$ 6,258	\$ 7,000	\$ 5,600	\$ 5,712	\$ 5,826
Equipment R & M	\$ -	\$ 500	\$ 500	\$ 510	\$ 520
Vehicle R & M	\$ 2,078	\$ 2,600	\$ 2,000	\$ 2,040	\$ 2,081
Communications	\$ 1,257	\$ 950	\$ 500	\$ 510	\$ 520
Advertising	\$ 28,731	\$ 22,500	\$ 20,500	\$ 20,910	\$ 21,328
Printing	\$ 2,288	\$ 2,450	\$ 2,650	\$ 2,703	\$ 2,757
Travel	\$ 5,522	\$ 9,120	\$ 10,010	\$ 10,210	\$ 10,414
Maintenance Contracts	\$ 7,284	\$ 25,050	\$ 13,406	\$ 13,674	\$ 13,948
General Supplies	\$ 10,997	\$ 17,650	\$ 15,850	\$ 16,167	\$ 16,490
Utilities	\$ 9,128	\$ 10,746	\$ 9,946	\$ 10,145	\$ 10,348
Food/Meals	\$ 3,878	\$ 8,100	\$ 8,400	\$ 8,568	\$ 8,739
Non-recurring Expenditures	\$ 50	\$ 500	\$ 500	\$ 510	\$ 520
Employee Recognition	\$ 49,628	\$ 64,500	\$ 71,000	\$ 72,420	\$ 73,868
Employee Wellness	\$ 25,448	\$ 15,880	\$ 14,900	\$ 15,198	\$ 15,502
Machinery & Equipment	\$ 11,468	\$ 850	\$ 5,735	\$ 5,850	\$ 5,967
	\$ 819,387	\$ 914,935	\$ 794,729	\$ 810,624	\$ 826,836

<i>Employee Summary:</i> FISCAL YEAR	2004	2005	2006	2007	2008 Proposed
	6	6	7	6	6*

* The Assistant City Administrator is the department director for the Human Resources (HR) Department. In the FY08 budget, this position is not reflected in the employee summary or salary and benefit expenses for HR. The salary and benefit expense is recorded in the City Administration Department.

Risk Management – General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Professional Fees	\$ 20,343	\$ 41,000	\$ 44,100	\$ 45,423	\$ 46,786
Claims and Judgement	\$ 0	\$ 500,000	\$ 500,000	\$ 515,000	\$ 530,450
Bond	\$ 0	\$ 270	\$ 500	\$ 515	\$ 530
Vehicle Insurance	\$ 209,706	\$ 210,000	\$ 155,253	\$ 159,911	\$ 164,708
Property & Equipment	\$ 37,424	\$ 41,000	\$ 42,000	\$ 43,260	\$ 44,558
General Liability	\$ 132,352	\$ 168,181	\$ 121,000	\$ 124,630	\$ 128,369
Law Enforcement Liability	\$ 45,619	\$ 120,968	\$ 124,000	\$ 127,720	\$ 131,552
Public Entity Liability	\$ 27,452	\$ 46,117	\$ 46,117	\$ 47,501	\$ 48,926
Workers Comp Excess Liab	\$ 0	\$ 56,589	\$ 56,589	\$ 58,287	\$ 60,035
Employee Benefits Liab	\$ 0	\$ 475	\$ 475	\$ 489	\$ 504
Criminal Liability	\$ 0	\$ 6,919	\$ 6,913	\$ 7,120	\$ 7,334
Umbrella Liability	\$ 0	\$ 116,481	\$ 119,760	\$ 123,353	\$ 127,053
	\$ 472,896	\$ 1,308,000	\$ 1,216,707	\$ 1,253,208	\$ 1,290,804

HUMAN RESOURCES' PERFORMANCE MEASUREMENTS

ADMINISTRATION/RISK MANAGEMENT - 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. Administration is also responsible for risk management activities, including the mitigation of liabilities and the provisions for a safe work environment.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Recommended FY 2008
Human Resources annual turnover percentage	46.7%	14.0%	17.1%	0.0%
City-wide turnover percentage	12.72%	2.00%	13.92%	1.00%
Total # full-time equivalents (full-time, part-time, seasonal, and elected)	525	543	535	536
HR staff to total full-time equivalent employee ratio	1 to 54	1 to 57	1 to 89	1 to 77

Personnel Assigned:	2.0 FTE	2.0 FTE	2.0 FTE	2.0 FTE *
	Director of HR	Director of HR	Director of HR	Admin Assistant II
	Risk Manager	Risk Manager	Risk Manager	Risk Manager

* The Human Resources Department is directed by the Assistant City Administrator.

Financial Information:	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	179,139	220,415	142,540	152,373
Maintenance & Operating	51,810	85,356	47,191	79,071
Total Direct Expenditures	230,949	305,771	189,731	231,444
Net Revenues Over Expenditures	(230,949)	(305,771)	(189,731)	(231,444)

BENEFITS/COMPENSATION - Statement of Service: The benefits & compensation function provides for a competitive pay and benefits package to help attract and retain the best employees.

Performance Measurements	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Annual City Paygrade review conducted	1/1/06	1/1/07	N/A	5/1/2008
% of Employees enrolled in group insurance	92%	91%	99%	95%
% of Employees enrolled in deferred compensation	68%	69%	68%	75%
% of Health Fair Attendance	31%	36%	30%	45%

Personnel Assigned:	2.0 FTE	2.0 FTE	2.0 FTE	3.0 FTE
	Benefits Coord	Benefits Coord	Benefits Coord	Benefits Manager Senior HR Administrator
	Comp Specialist	Comp Specialist	Comp Specialist	Comp Dev Administrator

Financial Information:	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	156,660	175,651	172,005	186,523
Maintenance & Operating	59,358	59,485	41,218	65,775
Total Direct Expenditures	216,018	235,136	213,223	252,298
Net Revenues Over Expenditures	(216,018)	(235,136)	(213,223)	(252,298)

RECRUITMENT & RETENTION - Statement of Service: The recruitment and retention function facilitates 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.





Performance Measurements	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Average cost per hire - Permanent	\$7,300	\$7,500	\$7,500	\$7,500
Average cost per hire - Seasonal	\$1,100	\$1,200	\$1,200	\$1,200
# of Resumes reviewed & logged	2400	2200	2100	2000
# of Qualified applications processed	720	660	660	600
# of New hires - Permanent	76	69	81	85
# of New hires - Seasonal	90	90	76	70
# of Internal promotions	21	25	21	20
# of separations	123	105	121	115
% of Employees rated "Outstanding" on annual merit review	32%	25%	26%	26%
% of Employees rated "Exceeds" on annual merit review	60%	64%	65%	66%
% of Employees rated "Meets" on annual performance review	9%	10%	8%	10%
% of Employees on "Performance Improvement Plan"	1%	1%	1%	1%
Total # of employees enrolled in Education Programs:				
Master's Degree	4	6	8	9
Bachelor's Degree	7	8	11	5
Associate's Degree	4	5	5	5
Certificate Programs	5	8	8	6
Total # of employees receiving tuition reimbursement	22	30	32	25
Total dollar amount of reimbursement	\$18,000	\$50,200	\$45,000	\$31,000
<i>* Employee review percentage not 100% due to the impact of new hires, vacancies, turnover, and leaves of absence.</i>				
Personnel Assigned:	2.0 FTE	2.0 FTE	2.0 FTE	1.0 FTE
	Employment Specialist	Employment Specialist	Employment Specialist	Employment Recruitment Manager
	Training Dev Supervisor	Training Dev Supervisor	Training Dev Supervisor	
Financial Information:	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	162,914	227,182	138,588	160,567
Maintenance & Operating	142,769	151,170	121,490	150,420
Total Direct Expenditures	305,683	378,352	260,079	310,987
Net Revenues Over Expenditures	(305,683)	(378,352)	(260,079)	(310,987)

Municipal Court
 Court Administration
 City of Alpharetta

Municipal Court’s 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 & Objectives:

- Continue to provide professional, quality service; 
- Continue efforts of positive communication;
- With effective usage of the GBS Court Software accomplish the following: 
 - Improve revenue collection and reporting
 - Enhance document imaging
 - Continue to improve the flow of information from Police to Court and Court to Finance
 - Enhance state reporting and calculations
 - Start collecting on-line payment of fines
 - Enhance reporting to Department of Driver Services;
- Continue to develop the court’s website;  and
- Review current Fine Schedule 

Municipal Court - General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries / Benefits	\$ 400,714	\$ 500,550	\$ 571,659	\$ 583,092	\$ 594,754
Professional Development	\$ 3,026	\$ 6,000	\$ 7,500	\$ 7,650	\$ 7,803
Professional Fees	\$ 151,784	\$ 181,520	\$ 210,500	\$ 214,710	\$ 219,004
Equipment R & M	\$ 4,770	\$ 3,500	\$ 3,500	\$ 3,570	\$ 3,641
Communications	\$ 7,105	\$ 9,310	\$ 6,860	\$ 6,997	\$ 7,137
Advertising	\$ 200	\$ 200	\$ 200	\$ 204	\$ 208
Printing	\$ 5,184	\$ 11,750	\$ 11,750	\$ 11,985	\$ 12,225
Travel	\$ 3,242	\$ 5,000	\$ 9,500	\$ 9,690	\$ 9,884
Maintenance Contracts	\$ 2,845	\$ 10,521	\$ 9,806	\$ 10,002	\$ 10,202
General Supplies	\$ 10,521	\$ 15,200	\$ 18,500	\$ 18,870	\$ 19,247
Uniforms	\$ 201	\$ -	\$ -	\$ -	\$ -
Utilities	\$ 14,920	\$ 22,150	\$ 23,500	\$ 23,970	\$ 24,449
Food/Meals	\$ 106	\$ 400	\$ 600	\$ 612	\$ 624
Non-recurring Expenditure	\$ 569	\$ -	\$ -	\$ -	\$ -
Machinery and Equipment	\$ 7,650	\$ 2,400	\$ 9,090	\$ 9,272	\$ 9,457
	\$ 612,837	\$ 768,501	\$ 882,965	\$ 900,624	\$ 918,637

Employee Summary:

FISCAL YEAR	2004	2005	2006	2007	2008 Proposed
	7	7.5	7.5	9	9

MUNICIPAL COURT'S PERFORMANCE MEASUREMENTS

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.

Performance Measurements	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Municipal Court annual turnover percentage	N/A	1.00%	12.12%	1.00%
# of Citations received to process	16,100	16,500	18,800	19,500
Total # of cases disposed	13,500	15,000	15,000	17,000
# of Court sessions	210	210	212	224
Annual deposits (Fines & Forfeitures)	\$1,634,223	\$1,600,000	\$1,634,223	\$1,800,000
Personnel Assigned:	7.5 FTE	7.5 FTE	7.5 FTE	9.0 FTE
	Municipal Judge	Municipal Judge	Municipal Judge	Municipal Judge
	Clerk of Courts	Clerk of Courts	Clerk of Courts	Clerk of Courts
		Deputy Clerk III		Deputy Clerk III
	Deputy Clerk II (3)	Deputy Clerk II (3)	Deputy Clerk II (3)	Deputy Clerk II (3)
	Deputy Clerk I (2.5)	Deputy Clerk I (2.5)	Deputy Clerk I (2.5)	Deputy Clerk I (3)
Financial Information:	Actual FY 2006	Budget FY 2007	Actual 2007	FY Projected FY 2008
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	399,616	505,294	445,865	571,659
Maintenance & Operating	211,899	267,951	240,596	311,306
Total Direct Expenditures	611,515	773,245	686,461	882,965
Net Revenues Over Expenditures	(611,515)	(773,245)	(686,461)	(882,965)

* Municipal court assesses and collects fines & forfeiture revenue that is reflected in the annual financial statements as revenue in the originating department, in this case, the Police Department.



Public Safety Department
Administration, Police, Fire, Emergency 911
City of Alpharetta

Public Safety's Department's Mission Statements:

Public Safety Consolidation - Expand joint efforts between Police and Fire, particularly in the area of training, emergency management, and community outreach.

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.

Alpharetta Police Services Goals & Objectives:

- Traffic Safety – Identify and address traffic concerns through engineering, education, and enforcement. Build the effectiveness of specialty teams including DUI enforcement, bicycle and commercial vehicle inspection. 🔑
- Crime Prevention – Reach out to the community through the Police Athletic League (PAL), Police And Citizens Together (PACT), and Business Watch programs, 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. 🔑

Alpharetta 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.

Alpharetta Fire and Emergency Services Goals and Objectives:

- To maintain a minimum on duty staffing level of not less than 25 firefighters 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 15 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; 🔑

Public Safety - General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries-Regular	\$ 12,752,252	\$ 14,801,003	\$ 16,784,561	\$ 17,917,519	\$ 19,175,329
Professional Development	\$ 110,083	\$ 184,925	\$ 207,600	\$ 221,613	\$ 237,170
Professional Fees	\$ 81,044	\$ 103,550	\$ 120,000	\$ 128,100	\$ 137,093
Equipment R & M	\$ 59,566	\$ 102,185	\$ 110,000	\$ 117,425	\$ 125,668
Vehicle R & M	\$ 569,402	\$ 559,722	\$ 650,000	\$ 693,875	\$ 742,585
Grounds R & M	\$ 3,058	\$ 4,250	\$ 6,000	\$ 6,405	\$ 6,855
Facilities R & M	\$ 5,585	\$ 9,000	\$ 8,000	\$ 8,540	\$ 9,140
Rental Equipment	\$ -	\$ 500	\$ 500	\$ 534	\$ 571
Rental Land/Buildings	\$ 6,911	\$ 1,500	\$ 3,500	\$ 3,736	\$ 3,999
Communications	\$ 132,362	\$ 222,208	\$ 228,955	\$ 244,409	\$ 261,567
Advertising	\$ 7,627	\$ 12,000	\$ 11,500	\$ 12,276	\$ 13,138
Printing	\$ 20,048	\$ 28,650	\$ 29,100	\$ 31,064	\$ 33,245
Travel	\$ 59,408	\$ 54,750	\$ 54,100	\$ 57,752	\$ 61,806
Maintenance Contracts	\$ 622,692	\$ 940,938	\$ 1,341,176	\$ 1,431,705	\$ 1,532,211
General Supplies	\$ 193,319	\$ 250,965	\$ 290,600	\$ 310,215	\$ 331,993
Uniforms	\$ 305,817	\$ 365,375	\$ 375,200	\$ 400,526	\$ 428,643
Utilities	\$ 158,826	\$ 228,050	\$ 181,550	\$ 193,805	\$ 207,410
Food/Meals	\$ 7,304	\$ 16,600	\$ 10,700	\$ 11,422	\$ 12,224
Non-recurring Expenditure	\$ 2,295	\$ -	\$ -	\$ -	\$ -
Machinery & Equipment	\$ 318,196	\$ 309,285	\$ 308,545	\$ 329,372	\$ 352,494
	\$ 15,415,795	\$ 18,195,456	\$ 20,721,587	\$ 22,120,294	\$ 23,673,139

Employee Summary:

FISCAL YEAR	2004	2005	2006	2007	2008 Proposed
	187.5	197.5	216	233	217.5

Police - E-911 Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries / Benefits	\$ 1,031,786	\$ 1,203,957	\$ 1,298,200	\$ 1,430,876	\$ 1,576,825
Professional Development	\$ 1,314	\$ 10,000	\$ 14,300	\$ 15,761	\$ 17,369
Professional Fees	\$ 17,605	\$ 22,000	\$ 17,900	\$ 19,729	\$ 21,742
Equipment R & M	\$ 9,063	\$ 34,100	\$ 37,000	\$ 40,781	\$ 44,941
Communications	\$ 162,511	\$ 214,622	\$ 244,000	\$ 268,937	\$ 296,368
Advertising	\$ 1,590	\$ 3,500	\$ 2,000	\$ 2,204	\$ 2,429
Printing	\$ 187	\$ 500	\$ 500	\$ 551	\$ 607
Travel	\$ 4,670	\$ 6,000	\$ 8,000	\$ 8,818	\$ 9,717
Maintenance Contracts	\$ 47,400	\$ 68,151	\$ 76,725	\$ 84,566	\$ 93,192
General Supplies	\$ 3,944	\$ 8,500	\$ 7,500	\$ 8,267	\$ 9,110
Uniforms	\$ 718	\$ 2,500	\$ 2,500	\$ 2,756	\$ 3,037
Utilities	\$ 32,854	\$ 44,750	\$ 72,600	\$ 80,020	\$ 88,182
Food/Meals	\$ 370	\$ 400	\$ 400	\$ 441	\$ 486
Non-recurring Expenditure	\$ 608	\$ 1,000	\$ 1,000	\$ 1,102	\$ 1,215
Machinery & Equipment	\$ 57,107	\$ 50,118	\$ 58,180	\$ 64,126	\$ 70,667
	\$ 1,371,727	\$ 1,670,098	\$ 1,840,805	\$ 2,028,935	\$ 2,235,887

Employee Summary:

Total E-911 FISCAL YEAR	2004	2005	2006	2007	2008 Proposed
	18	21	21	20	20

Public Safety - Drug Enforcement Agency (DEA) Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Machinery & Equipment	\$ 209,008	\$ 117,310	\$ 50,000	\$ 50,000	\$ 50,000
	\$ 209,008	\$ 117,310	\$ 50,000	\$ 50,000	\$ 50,000

Public Safety – General Fund and E911 Fund

Employee Summary:

<i>Total Public Safety</i> FISCAL YEAR	2004	2005	2006	2007	2008 Proposed
	187.5	197.5	216	233	237.5



PUBLIC SAFETY'S PERFORMANCE MEASUREMENTS

PUBLIC SAFETY ADMINISTRATION - Statement of Service: Public Safety Administration ensures effective, efficient and responsive services by planning and administering the resources allocated to the various divisions of the department, ensuring activities are managed in a manner which produces a safe and secure City.

Performance Measurements	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Police Services annual turnover percentage	13.90%	5.00%	13.0%	13.0%
Fire & Emergency Services annual turnover percentage	10.50%	5.00%	8.2%	9.0%
Maintain CALEA accreditation and State Certification	Yes	Yes	Yes	Yes
PACT Meetings**			27	28
PAL Kids Participants**			110	116
Business Watch Programs presented**			71	75
Citizen Academy Classes**			2	2

** These are new performance measurements and the results prior to FY 2007 are not available.

Personnel Assigned: *	0.0 FTE	42.0 FTE	42.0 FTE	44.5 FTE
		Public Safety Director	Public Safety Director	Public Safety Director
		Chief of Police	Chief of Police	Chief of Police
		Fire Chief	Fire Chief	Fire Chief
		PS Administrator	PS Administrator	PS Administrator
		Deputy PS Administrator	Deputy PS Administrator	Deputy PS Administrator
		Sergeant (2)	Sergeant (2)	Sergeant (2)
		Officer (4)	Officer (4)	Officer (4)
		Logistics Officer (.5)	Logistics Officer (.5)	Logistics Officer (.5)
		Accreditation Mgr.	Accreditation Mgr.	Accreditation Mgr.
		Evidence Tech	Evidence Tech	Evidence Tech (2)
		Crime Analyst	Crime Analyst	Crime Analyst
		Fingerprint Tech (.5)	Fingerprint Tech (.5)	Fingerprint Tech (.5)
		Jail Liaison (.5)	Jail Liaison (.5)	Jail Liaison (1)
		Admin Asst. II (2.5)	Admin Asst. II (2.5)	Admin Asst. II (2.5)
		Admin Asst. I	Admin Asst. I	Admin Asst. I
		Data Entry Clerk (1)	Data Entry Clerk (1)	Data Entry Clerk (1)
		Records Supervisor	Records Supervisor	Records Supervisor
		Records Analyst	Records Analyst	Records Analyst
		Shift Supervisor (4)	Shift Supervisor (4)	Shift Supervisor (4)
		Sr. Comm Officer (3)	Sr. Comm Officer (4)	Sr. Comm Officer (4)
* New division in FY 2007		Comm Officer (13)	Comm Officer (12)	Comm Officer (12)

Financial Information:	Actual FY 2006	Budget FY 2007		
Direct Revenue				
E-911 Fees	-	1,170,777	1,593,811	1,500,000
Police Reports	-	42,000	50,622	40,000
Police Services	-	30,000	70,029	45,000
Total Direct Revenue	-	1,242,777	1,714,462	1,585,000
Direct Expenditures				
Salary & Benefits	-	3,025,436	2,960,245	3,320,222
Maintenance & Operating	-	2,338,591	2,113,701	2,851,832
Total Direct Expenditures	-	5,364,027	5,073,947	6,172,054

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

Performance Measurements	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
# of Calls for service	61,569	64,647	80,229	84,240
Total crimes reported	5755	6310	4853	5096
# of Part 1 (violent) crimes reported	1922	2018	2077	2181
Response Time**			4:42	4:00
Applicants/Processed**			106	111
Red Light Camera citations issued**			21,359	22,427
Training Hours**			16,672	17,506
CID-cases/Clearance (18% National Average)**			814 / 197 (27.14%)	854
Crime Suppression/Arrest**			135 / 55	141
DUI Arrest **			499	524
Citations Issued**			15,786	16,575
Arrests**			2,791	2,931

** These are new performance measurements and the results prior to FY 2007 are not available.

Personnel Assigned:	119.0 FTE	91.0 FTE	100.0 FTE	100.0 FTE
Chief of Police		Captain (6)	Captain (6)	Captain (6)
Deputy Chief		Sergeant (12)	Sergeant (12)	Sergeant (12)
Accreditation Mgr.		Field Training (8)	Field Training (9)	Field Training (9)
Commander (6)		Training Coordinator	Officer (68)	Officer (68)
Sergeant (14)		Officer (7)	Admin Asst I	Admin Asst I
Field Training (9)		Patol Officer (49)	Crossing Guards (4)	Crossing Guards (4)
		Traffic Officer (7)		
		Admin Asst I		
Officer (13)				
Patrol Officer (36)				
Traffic Officer (7)				
Evidence Tech (2)				
Crime Analyst				
Admin Asst. II				
Admin Asst I (2)				
Data Entry Clerk (1.5)				
Accounting Clerk (.5)				
Records Supervisor				
Records Analyst				
Communications				
Operations Manager				
Shift Supervisor(4)				
Sr. Comm Officer (4)				
Comm Officer (12)				

Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Bullet Proof Vest Grant	26,000	7,590		
E-911 Fees	1,080,380	-	-	
Confiscation (DEA Fund)	99,901	65,000	227,146	65,000
Police Reports	47,482	-	-	
Police Services	39,706	-	-	
Red Light Camera Citations	1,084,098	1,845,800	1,163,101	1,364,661
False Alarm Fines & Registration	71,299	66,000	63,829	50,000
Fines & Forfeitures	1,634,223	1,600,000	2,087,205	1,800,000
Total Direct Revenue	4,083,089	3,584,390	3,541,282	3,279,661
Direct Expenditures				
Confiscation Expenditures	111,840	117,500	38,800	50,000
Salary & Benefits	6,211,277	6,795,620	6,906,488	7,661,225
Maintenance & Operating	1,611,411	1,872,450	1,701,546	971,875
Total Direct Expenditures	7,934,528	8,785,570	8,646,834	8,683,100
Net Revenues Over Expenditures	(3,851,439)	(5,201,180)	(5,105,552)	(5,403,439)

FIRE & EMERGENCY SERVICES - Statement of Service: Alpharetta's Fire and Emergency Services division includes fire suppression, fire prevention, and training activities.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
# of Incident responses	5,119	6,000	5,590	5,870
# of Fire incident responses	192	200	175	184
# of Residential fires	19	20	44	46
# of Medical incident responses	2,665	3,000	2,865	3,008
Average \$\$ loss per dwelling fire	\$10,905	\$7,000	\$20,475	\$21,499
Percent of property saved	89.97%	90.00%	94.43%	95.00%
# of Fire deaths	0	0	0	0
Total internal training staff hours	38,585	40,000	37,214	39,075
Total training hours at RAPSTC*	12,860	15,000	12,080	12,684
Average internal training hours per staff	420	425	345	362
# of CERT members trained	26	50	64	67
# of Existing building inspections conducted	5,347	6,000	5,447	5,719
# of New building inspections conducted	1,101	1,300	1,009	1,059
# of Fire safety programs conducted	165	250	395	415
# of Fire permits issued	155	220	195	205
# of Car safety seat checks	187	225	270	284
Call processing time not more than 60 seconds for each emergency call received at least 90% of the time**			43%	85%
Crew response time not more than 1 minute 90% of the time**			58%	90%
Apparatus response time of 5 minutes from response acknowledgement at least 90% of the time**			84%	88%
Maintain minimum "on duty" staffing level of not less than 25 firefighters at all times**			Yes	Yes
Place a minimum of 15 firefighters on scene of structure fire within 7 minutes of dispatch at least 90% of the time**			76%	82%
Place advanced life support paramedic on scene of ALS medical emergency within 5 minutes of response acknowledgement at least 90% of time**			84%	88%
Maintain of minimum of 240 hours annual training and career development for each career firefighter**			Yes / 345	350
Conduct annual fire safety inspection and/or design pre-fire plan for every non-residential occupancy**			Yes / 5447	5719
* RAPSTC = Roswell / Alpharetta Public Safety Training Center				
** These are new performance measurements and the results prior to FY 2007 are not available.				

PUBLIC SAFETY
 Fire & Emergency Services Division

(continued)

Personnel Assigned:	96.0 FTE	95.0 FTE	93.0 FTE	93.0 FTE
Fire Chief			Training Coord	Training Coord
Admin Asst. II		Admin Asst. II		
Fire Services Administrator		Fire Services Administrator	CERT Program Mgr	CERT Program Mgr
Deputy Chief (2)		Fire Marshall	Fire Marshall	Fire Marshall
Battalion Chief (4)		Battalion Chief (3)	Battalion Chief (3)	Battalion Chief (3)
Fire Captain (9)		Fire Captain (9)	Fire Captain (9)	Fire Captain (9)
Fire Lieut. (16)		Fire Lieut. (16)	FireFighter II (24)	FireFighter II (24)
FF/Medic (18)		FF/Medic (17)	Fire Lieut. (15)	Fire Lieut. (15)
FF/EMT (16)		FF/EMT (20)	Apparatus Engineer (23)	Apparatus Engineer (23)
Apparatus Engineer (24)		Apparatus Engineer (24)	FF/PMDC (7)	FF/PMDC (7)
Training Coord		Training Coord	Fire Prevention Officer (3)	Fire Prevention Officer (3)
Fire Prevention Officer (3.5)		Fire Prevention Officer (3)		
Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Fireman's Fund Heritage Grant	-	-	5,115	-
Fire Permits	5,234	7,000	17,797	15,000
Fire Plan Review	89,628	100,000	65,066	75,000
Fire Inspection Fees	2,500	4,000	19,225	10,000
Total Direct Revenue	97,362	111,000	107,203	100,000
Direct Expenditures				
Salary & Benefits	6,493,816	6,326,196	6,779,581	7,101,314
Maintenance & Operating	977,479	421,571	309,351	655,924
Total Direct Expenditures	7,471,295	6,747,767	7,088,932	7,757,238
Net Revenues Over Expenditures	(7,373,933)	(6,636,767)	(6,981,730)	(7,657,238)



RECREATION AND PARKS DEPARTMENT

Administration, Adult Activity Center, Aquatics, Athletics, Community Center, Cultural Arts, Equestrian Center, Wills Park Recreation Center, & Parks Maintenance

City of Alpharetta

Recreation and Parks Department's Mission Statement:

The Alpharetta Recreation and Parks Department is dedicated to providing the highest quality recreational opportunities through the development of both active and passive programs and facilities to promote the physical, social and mental wellness of its citizens.

Goals and Objectives:

- Offer a wider variety of programs to citizens; athletic, art and general programs;
- Improve the amenities to the Greenway system;
- Expand Cultural Arts programming;
- Hire and retain the highest quality staff to serve the public;
- Provide the safest grounds and facilities possible;
- Provide the highest quality of play surfaces and playgrounds;
- Provide each staff person with Professional growth and training;
- Identify and design additional park sites;
- Review and improve accreditation standards; and
- Work with Council and Recreation Commission to identify program deficiencies.

Recreation and Parks - General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries / Benefits	\$ 2,711,038	\$ 2,857,613	\$ 3,173,701	\$ 3,387,926	\$ 3,616,610
Seasonal	\$ 243,844	\$ 395,719	\$ 444,387	\$ 474,383	\$ 506,404
Professional Development	\$ 13,619	\$ 23,828	\$ 25,057	\$ 26,748	\$ 28,554
Professional Fees	\$ 741,187	\$ 821,180	\$ 831,505	\$ 887,632	\$ 947,547
Board Member Fees	\$ 1,075	\$ 2,700	\$ 2,700	\$ 2,882	\$ 3,077
Equipment R & M	\$ 39,512	\$ 49,050	\$ 51,850	\$ 55,350	\$ 59,086
Vehicle R & M	\$ 54,978	\$ 63,700	\$ 63,700	\$ 68,000	\$ 72,590
Grounds R & M	\$ 242,752	\$ 270,049	\$ 284,550	\$ 303,757	\$ 324,261
Facilities R & M	\$ 118,244	\$ 182,070	\$ 186,800	\$ 199,409	\$ 212,869
Equipment Rental	\$ 15,677	\$ 26,070	\$ 21,520	\$ 22,973	\$ 24,523
Communications	\$ 40,633	\$ 41,832	\$ 41,976	\$ 44,809	\$ 47,834
Advertising	\$ 10,102	\$ 18,532	\$ 18,965	\$ 20,245	\$ 21,612
Printing	\$ 39,648	\$ 51,672	\$ 57,700	\$ 61,595	\$ 65,752
Travel	\$ 15,496	\$ 39,327	\$ 42,150	\$ 44,995	\$ 48,032
Maintenance Contracts	\$ 272,789	\$ 322,328	\$ 365,502	\$ 390,173	\$ 416,510
General Supplies	\$ 216,207	\$ 237,618	\$ 264,710	\$ 282,578	\$ 301,652
Uniforms	\$ 82,940	\$ 97,505	\$ 103,410	\$ 110,390	\$ 117,841
Utilities	\$ 484,049	\$ 596,150	\$ 596,150	\$ 636,390	\$ 679,346
Food/Meals	\$ 8,531	\$ 10,575	\$ 9,925	\$ 10,595	\$ 11,310
Non-recurring Expenditures	\$ 14,850	\$ -	\$ -	\$ -	\$ -
Promotional	\$ 8,735	\$ 14,535	\$ 13,800	\$ 14,731	\$ 15,726
Machinery & Equipment	\$ 77,178	\$ 100,542	\$ 108,480	\$ 115,802	\$ 123,619
	\$ 5,453,084	\$ 6,222,595	\$ 6,708,538	\$ 7,161,364	\$ 7,644,756

Employee Summary: FISCAL YEAR	2004	2005	2006	2007	2008 Proposed
	50	50	50	51	51

RECREATION & PARK'S PERFORMANCE MEASUREMENTS

RECREATION 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.

Performance Measurements	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Recreation & Parks turnover percentage	12.3%	4.0%	2.0%	2.0%
Maintain CAPRA accreditation *	Yes	Yes	Yes	Yes
Semi-Annual Leisure Guide distribution (per season)	16,000	16,000	18,000	20,000
Annual total registration transactions	31,499	33,000	27,631	29,000
# of Part-time hours used	1,400	400	400	400
# of purchase orders managed	160	160	160	170

* CAPRA = Commission for Accreditation of Parks and Recreation Agencies.

Personnel Assigned:	6.0 FTE	7.0 FTE	7.0 FTE	7.0 FTE
	Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks
	Deputy Director	Deputy Director	Deputy Director	Deputy Director
	Office Manager	Office Manager	Office Manager	Office Manager
	Customer Service Rep (2)	Customer Service Rep (2)	Customer Service Rep (2)	Customer Service Rep (2)
	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I
		Facility Tech	Facility Tech	Facility Tech

Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Non-resident Fees	258,686	197,835	247,580	225,000
Total Direct Revenue	258,686	197,835	247,580	225,000
Direct Expenditures				
Salary & Benefits	460,454	583,386	416,161	529,690
Maintenance & Operating	290,835	876,178	746,871	866,332
Total Direct Expenditures	751,289	1,459,564	1,163,032	1,396,022
Net Revenues Over Expenditures	(492,603)	(1,261,729)	(915,452)	(1,171,022)



ADULT ACTIVITY CENTER (formerly referred to as the SENIOR 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.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
Total # of Participants per year	27,250	30,000	30,000	30,000
# of Computer classes offered	30	48	5	10
Total # of Building rentals	263(496/214)	256(50/206)	40	50
Total # of Day trips taken	320	320	315	320
Total # of Overnight trips taken using City buses	8	12	7	12
Personnel Assigned:	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II
	Program Coord	Program Coord	Program Coord	Program Coord
	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I
	Facilities Tech	Facilities Tech	Facilities Tech	Facilities Tech
Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Computer Classes	2,223	4,000	1,448	2,000
Special Needs Program	26,575	28,000	25,770	25,000
Social Programs	1,338	55,000	56,248	55,000
Fitness Program	2,009	1,500	2,883	2,000
North Park Tennis	32,058	24,000	34,526	32,000
Transportation Fees	4,013	2,000	6,412	2,600
Building Rental	3,353	4,000	2,239	2,400
Total Direct Revenue	71,569	118,500	129,525	121,000
Direct Expenditures				
Salary & Benefits	259,730	289,162	276,635	321,883
Maintenance & Operating	70,248	130,528	115,849	153,147
Total Direct Expenditures	329,978	419,690	392,484	130,614
Net Revenues Over Expenditures	(258,409)	(301,190)	(262,959)	(9,614)

AQUATICS - Statement of Service: Aquatics provides accessible and safe recreation opportunities through water-related training, events, and facilities.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
% of Days pool facilities were open during pool season (89 days)	98%	98%	98%	98%
Average daily attendance at City pool	225	225	225	225
Hours of lifeguard training per person	15	20	20	20
# of Swim lessons held	105	105	100	90
# of Swim lessons participants (resident / non-resident)	660 385/275	660 285/275	666 337 / 329	600 400 / 200
Swim teams participants (resident / non-resident)	300 193/107	300 200/100	295 190 / 105	300 200/100
# of Non-competitive special events held	5	5	4	4
# of Swim competitions hosted at City pool	1	3	3	3
Average attendance at non-competitive special events	325	325	325	325
# of Pool passes sold (resident / non-resident)	200 90/110	200 100/100	245 96 / 149	200 100/100
<i>* Pool season spans two fiscal years - actual 2006 figures are to-date figures from May 2006 - June 2006</i>				

RECREATION AND PARKS
 Aquatics Division

(continued)

Personnel Assigned:
 Employees are hired seasonally. Aquatics is overseen by Recreation Administration

Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Swimming Lessons	27,472	27,000	27,896	27,000
Swim Team	24,089	24,000	26,498	24,000
Pool Activity	64,574	61,000	68,202	61,000
Total Direct Revenue	116,135	112,000	122,596	112,000
Direct Expenditures				
Salary & Benefits	59,346	83,762	66,019	88,042
Maintenance & Operating	93,489	104,238	98,035	100,900
Total Direct Expenditures	152,835	188,000	164,054	188,942
Net Revenues Over Expenditures	(36,700)	(76,000)	(41,458)	(76,942)



ATHLETICS - Statement of Service: Athletics provides accessible and safe recreation opportunities through athletic-related training and events.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
# of Athletic camps held	15	15	15	15
# of Coaches who attended clinics	325	325	325	325
# of Participants - Adult Basketball 2 Seasons-25 teams	257	300	230	250
(resident / non-resident)	83/174	100/200	81/149	85/165
# of Participants - Adult Roller Hockey 2 Seasons-10 teams	137	150	218	200
(resident / non-resident)	36/101	40/110	63/155	60/140
# of Participants - Adult Softball 3 Seasons-170 teams	2255	2300	2451	2400
(resident / non-resident)	712/1543	750/1550	440/2011	425/1975
# of Participants - Teen Basketball 2 Season-12 teams	129	145	194	150
(resident / non-resident)	61/68	70/75	119/75	100/50
# of Participants - Youth Baseball 2 Seasons-70 teams	403	425	424	425
(resident / non-resident)	214/189	225/200	248/176	250/175
# of Participants - Youth Travel Baseball 7 Teams	120	120	103	120
(resident / non-resident)	67/53	70/50	53/50	60/60
# of Participants - Youth Basketball 75 Teams	543	560	543	550
(resident / non-resident)	270/273	280/280	365/178	370/180
# of Participants - Youth Lacrosse 4 Teams	83	80	85	85
(resident / non-resident)	27/56	30/50	30/55	30/55
# of Participants - Youth Roller Hockey 40 Teams	237	240	257	250
(resident / non-resident)	114/123	115/125	142/115	140/110
# of Participants - Youth Soccer 70 Teams	721	725	809	750
(resident / non-resident)	391/330	400/325	506/303	475/275
# of Participants - Youth Travel Soccer 40 Teams	727	725	624	650
(resident / non-resident)	341/386	340/385	248/376	300/350
# of Participants - Adult Volleyball	N/A	60	68%	80
(resident / non-resident) - NEW	N/A	30/30	15/53	20/60
# of Participants - Adult Flag Football	N/A	90	0%	90
(resident / non-resident) - NEW	N/A	40/50	N/A	40/50
# of Participants - Adult Soccer	N/A	90	0%	N/A
(resident / non-resident) - NEW	N/A	40/50	N/A	0
Adult Programs - % of City resident participation *	31%	32%	23%	23%
Youth Programs - % of City resident participation	50%	55%	56%	60%
# of Part-time hours used	10,000	10,312	10,300	11,000

RECREATION AND PARKS

Athletics Division

(continued)

Personnel Assigned:	6.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE
	Recreation Supervisor II (2)	Recreation Supervisor II (1)	Recreation Supervisor II (1)	Recreation Supervisor II (1)
	Athletic Coord (4)	Athletic Coord (4)	Athletic Coord (4)	Athletic Coord (4)

Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Soccer	119,896	95,000	130,508	98,600
Roller Hockey	36,890	32,000	37,822	33,100
Youth Basketball	59,419	61,000	60,682	63,100
WPB Youth Baseball	58,757	58,000	58,884	60,000
Adult Softball	81,685	72,500	87,373	75,000
Adult Basketball	9,120	8,000	9,160	8,200
Lacrosse	9,280	14,400	11,820	14,800
Adult Volleyball	1,500	4,800	2,900	4,900
Adult Flag Football	-	2,700	-	2,800
Adult Soccer	-	2,400	-	2,450
Building/Field Rental	3,748	3,000	7,527	3,100
Park Permits	1,764	2,000	778	2,050
Concessions	6,285	4,000	2,349	4,100
Total Direct Revenue	388,344	359,800	409,801	372,200
Direct Expenditures				
Salary & Benefits	382,991	484,816	506,980	494,547
Maintenance & Operating	273,357	304,007	291,867	321,312
Total Direct Expenditures	656,348	788,823	798,847	815,859
Net Revenues Over Expenditures	(268,004)	(429,023)	(389,046)	(443,659)

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.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
# of Participants in dance	752	800	787	800
(resident / non-resident)	528/224	575/225	557/230	575/225
# of Participants in gymnastics	2,225	2,300	2,061	2,300
(resident / non-resident)	1487/738	1500/800	1353/708	1,500/800
# of Participants in instructional sports, including camps	1090	1200	1,163	1,200
(resident / non-resident)	557/553	600/600	714/449	600/600
# of Special events	7	7	7	7
Average attendance at special events	4,081	5,000	5,000	5,000
# of Part-time hours used	3,400	3,414	3,414	3,414

Personnel Assigned:	5.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE
	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II
	Program Coord (2)	Program Coord (2)	Program Coord (2)	Program Coord (2)
	Customer Service Rep	Customer Service Rep (2)	Customer Service Rep (2)	Customer Service Rep (2)
	Facilities Technician	Facilities Technician	Facilities Technician	Facilities Technician

RECREATION AND PARKS
Community Center

(continued)

Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Gymnastics & Gymnastics Camps	212,553	190,000	208,704	198,200
Instructional Sports	44,020	40,000	43,225	41,500
Performing Arts Program	83,120	80,000	84,958	83,000
SporTykes	45,958	45,000	49,504	46,000
Dog Obedience	250	6,000	385	6,200
Special Events	11,980	14,000	11,640	14,500
Building Rental	40,377	27,000	45,530	28,000
Total Direct Revenue	438,258	402,000	443,946	417,400
Direct Expenditures				
Salary & Benefits	232,516	288,210	263,681	336,955
Maintenance & Operating	335,760	363,712	362,077	367,400
Total Direct Expenditures	568,276	651,922	625,759	704,355
Net Revenues Over Expenditures	(130,018)	(249,922)	(181,813)	(286,955)

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.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
# of Participants in youth art classes (resident / non-resident)	142 102/40	200 150/50	262 202/60	295 200/95
# of Participants in adult art classes (resident / non-resident)	155 96/59	200 140/60	206 106/100	200 140/60
# of Participants in summer camp (resident / non-resident)	254 124/130	250 130/120	317 158/159	300 155/145
# of Cultural arts special events	4	4	4	5
Average attendance at special events	5,995	6,000	6,000	38,000

Personnel Assigned:	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE
	Arts Coordinator	Arts Coordinator	Arts Coordinator	Arts Coordinator

Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Fulton County Arts Grant	21,700	21,700	5,918	27,250
Summer Drama Camp	11,430	15,000	17,700	18,500
Summer Art Camp	19,948	25,000	29,983	31,200
Fall Arts Program	10,452	11,000	11,736	13,600
Winter Arts Program	6,274	7,000	6,071	8,600
Spring Arts Program	4,770	5,000	8,528	6,100
Miscellaneous Programs	17,528	13,000	9,927	-
Magic Class & Camp	1,370	1,000	563	-
Special Events	2,493	1,000	2,571	1,200
Total Direct Revenue	74,265	78,000	87,078	79,200
Direct Expenditures				
Salary & Benefits	90,499	87,393	106,845	103,070
Maintenance & Operating	62,218	86,977	80,565	83,750
Total Direct Expenditures	152,717	174,370	187,411	186,820
Net Revenues Over Expenditures	(78,452)	(96,370)	(100,333)	(107,620)

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.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
Total # of Equestrian event dates	106	100	64	90
Total # dog show events	30	30	28	25
Total # other event dates hosted at equestrian center	30	30	15	15
Average attendance at events	65,000	65,000	65,000	65,000
# of Arenas/rings maintained	6	7	6	7
Personnel Assigned:	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
	Equestrian Mgr	Equestrian Mgr	Equestrian Mgr	Equestrian Mgr
	Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II
	Parks Maintenance Tech (2)	Parks Maintenance Tech (2)	Parks Maintenance Tech (2)	Parks Maintenance Tech (2)
Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Concessions	10,318	10,000	4,689	10,500
Park Permits	4,155	15,000	8,959	16,000
Equestrian Shows	197,410	185,500	226,933	198,500
Total Direct Revenue	211,883	210,500	240,581	225,000
Direct Expenditures				
Salary & Benefits	205,854	189,111	236,439	243,337
Maintenance & Operating	184,432	184,492	180,789	211,064
Total Direct Expenditures	390,286	373,603	417,228	454,401
Net Revenues Over Expenditures	(178,403)	(163,103)	(176,647)	(229,401)

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.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
# of Athletic fields maintained	28	28	28	28
# of Park acres maintained	306	306	306	311
# of Greenway acres maintained	200	200	200	200
# of Playground inspections	72	72	72	72
# of Park/playground injuries	2	0	0	0
# of Athletic field preparations	7,108	7,073	7,094	7,094
# of Park mowings	40	40	40	40
# of Athletic field mowings	80	80	80	80
# of Buildings maintained	30	32	30	32
# of Restrooms maintained	41	44	41	45
# of Pavilions maintained	8	10	7	10
# of Hours utilized for trash pickup	4,755	4,937	4,987	5,037
# of Part-time hours used	2206 thru 5/17	3000	1000	3000
# of Vehicles maintained	12	13	13	14
# of Vehicle-related accidents	1	0	2	0
# of Work days missed due to accidents	0	0	0	0

RECREATION AND PARKS

Parks Maintenance

(continued)

Personnel Assigned:	19.0 FTE	21.0 FTE	21.0 FTE	21.0 FTE
Park Services Manager	Park Services Manager	Park Services Manager	Park Services Manager	Park Services Manager
Park Supervisor II	Park Supervisor II	Park Supervisor II	Park Supervisor II	Park Supervisor II
Park Supervisor I(2)	Park Supervisor I(2)	Park Supervisor I(2)	Park Supervisor I(2)	Park Supervisor I(2)
Park Maintenance Tech II (3)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)	Park Maintenance Tech II (4)
Park Maintenance Tech I (3)	Park Maintenance Tech I (4)	Park Maintenance Tech I (4)	Park Maintenance Tech I (4)	Park Maintenance Tech I (3)
Park Maintenance Tech (8)	Park Maintenance Tech (9)	Park Maintenance Tech (9)	Park Maintenance Tech (9)	Park Maintenance Tech (9)
Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II

Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	941,934	1,024,145	1,049,398	1,129,308
Maintenance & Operating	957,023	704,240	686,943	766,650
Total Direct Expenditures	1,898,957	1,728,385	1,736,340	1,895,958
Net Revenues Over Expenditures	(1,898,957)	(1,728,385)	(1,736,340)	(1,895,958)

WILLS PARK RECREATION CENTER - Statement of Service: Wills Park provides a convenient and safe environment for diverse recreational opportunities and services to meet the needs of all populations.

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
# of Participants in aerobics	358	375	530	605
(resident / non-resident)	170/188	195/180	450/80	510/95
# of Participants in summer camp	1,579	1,200	1,200	1,200
(resident / non-resident)	935/644	1000/200	766/395	850/350
# of Participants in Extreme camp	N/A	120	120	120
(resident / non-resident)	N/A	120/0	76/44	85/35
# of Participants in tennis	665	700	645	680
(resident / non-resident)	340/325	375/325	600/45	625/55
# of Participants in karate	288	300	375	415
(resident / non-resident)	140/148	175/125	350/25	385/30
# of Wills Park special events	4	4	4	3
Average attendance at special events	30,950	35,000	35,000	7,000

Personnel Assigned:	3.0 FTE	3.0 FTE	3.0 FTE	3.0 FTE
Recreation Center Supervisor I	Recreation Center Supervisor I	Recreation Center Supervisor I	Recreation Center Supervisor II	Recreation Center Supervisor II
Program Coord	Program Coord	Program Coord	Program Coord	Program Coord
Customer Service Rep	Customer Service Rep	Customer Service Rep	Customer Service Rep	Customer Service Rep

RECREATION AND PARKS
Wills Park Recreation Center

(continued)

Financial Information:	Actual FY 2006	Budget FY 2007	Actual FY 2007	Recommended FY 2008
Direct Revenue				
Step Aerobics	16,871	20,000	15,753	20,000
Karate	26,116	25,000	21,464	25,000
Summer Day Camp	108,943	121,000	97,431	123,700
Tennis	65,287	50,000	55,690	50,000
Pilates	2,875	3,500	66	3,500
Building Rental	15,138	13,000	18,915	13,000
Park Permits	19,839	13,000	22,651	13,000
Special Events	2,475	1,800	1,115	1,800
Total Direct Revenue	257,544	247,300	233,085	250,000
Direct Expenditures				
Salary & Benefits	190,719	254,704	185,689	268,366
Maintenance & Operating	201,717	208,891	161,401	220,075
Total Direct Expenditures	392,436	463,595	201,557	201,557
Net Revenues Over Expenditures	(134,892)	(216,295)	31,528	48,443



INFORMATION TECHNOLOGY

Administration, Network, Systems





City of Alpharetta

Information Technology Mission Statement:

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

Goals and Objectives:

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

- Being recognized by City departments as having a high level of skill and knowledge; 
- Providing excellent serves to all City departments as measured by the City's performance standards; 
- Acquiring and supporting proven, sustainable technology solutions that are continually maintained and updated; and 
- Helping City departments to improve and extend the functionality of major systems by offering systems integration and software development services. 

Information Technology - General Fund

ACCOUNT DESCRIPTION	ACTUALS FY 2006	REVISED BUDGET FY 2007	RECOMMENDED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010
Salaries / Benefits	\$ 677,321	\$ 842,015	\$ 807,388	\$ 831,610	\$ 856,558
Professional Development	\$ 17,501	\$ 20,195	\$ 15,500	\$ 15,965	\$ 16,444
Professional Fees	\$ 8,513	\$ 38,860	\$ 35,100	\$ 36,153	\$ 37,238
Equipment R & M	\$ 498	\$ 1,000	\$ 1,000	\$ 1,030	\$ 1,061
Facility R&M	\$ 908	\$ 728		\$ -	\$ -
Communications	\$ 79,052	\$ 81,660	\$ 75,400	\$ 77,662	\$ 79,992
Advertising	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,060	\$ 2,122
Printing				\$ -	\$ -
Travel	\$ 8,706	\$ 8,155	\$ 5,500	\$ 5,665	\$ 5,835
Maintenance Contracts	\$ 141,399	\$ 132,201	\$ 139,569	\$ 143,756	\$ 148,069
General Supplies	\$ 22,230	\$ 19,422	\$ 20,150	\$ 20,754	\$ 21,377
Uniforms	\$ -			\$ -	\$ -
Utilities	\$ 9,128	\$ 10,750	\$ 10,750	\$ 11,072	\$ 11,405
Food/Meals	\$ 354	\$ 400	\$ 400	\$ 412	\$ 424
Non-Recurring	\$ -			\$ -	\$ -
Machinery & Equipment	\$ 33,802	\$ 16,000	\$ 81,980	\$ 84,439	\$ 86,973
	\$ 1,000,412	\$ 1,173,386	\$ 1,194,737	\$ 1,230,579	\$ 1,267,496

Employee Summary:

FISCAL YEAR	2004	2005	2006	2007	2008
	6	8	8	9	9

INFORMATION TECHNOLOGY'S PERFORMANCE MEASUREMENTS

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

Performance Measurements	Actual FY 2006	Projected FY 2007	Actual FY 2007	Projected FY 2008
Technology Services Department annual turnover percentage	0.0%	3.0%	3.8%	3.8%
# of Workstations supported	410	420	438	420
# of Major applications supported	68	70	70	70
# of Helpdesk calls logged	3,715	3,800	3,800	3,800
% of Server uptime (based on server hours of 1888 hr/week)	99.93%	99.90%	99.90%	99.90%
Overall service rating - Annual Technology Services Survey (scale of 10)	7.9	8	8	8
Personnel Assigned:	8.0 FTE	9.0 FTE	9.0 FTE	9.0 FTE
	Director of Technology	Director of Technology	Director of Technology	Information Technology Director
	Network Mgr.	Network Mgr.	Network Mgr.	Network Mgr.
	Network Analyst	Network Analyst (2)	Network Analyst (2)	Network Analyst (2)
	Applications Mgr.	Applications Mgr.	Applications Mgr.	Applications Mgr.
	Systems Analyst (3)	Systems Analyst (3)	Systems Analyst (3)	Systems Analyst (3)
	GIS Coordinator	GIS Coordinator	GIS Coordinator	GIS Coordinator
Financial Information:	Actual FY 2006	Recommended FY 2007	Recommended FY 2007	Recommended FY 2007
Direct Revenue				
None	-	-	-	-
Total Direct Revenue	-	-	-	-
Direct Expenditures				
Salary & Benefits	675,709	848,824	714,183	807,388
Maintenance & Operating	323,482	331,371	288,150	387,349
Total Direct Expenditures	999,191	1,180,195	1,002,332	1,194,737
Net Revenues Over Expenditures	(999,191)	(1,180,195)	(1,002,332)	(1,194,737)



CAPITAL PROJECTS

STATEMENT OF PURPOSE

Pursuant to the Governmental Accounting Standards Board's Codification, Section 1300.106, capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities. The City of Alpharetta uses four capital project funds to appropriate and record capital outlay. The General Capital Project fund is used for funding capital projects, relating to general government functions and infrastructure, such as roadway maintenance, facility construction, technology hardware/software, and vehicle/large machinery acquisition. The Capital Grants Fund is used to transact and record projects, using grant funding. These projects must meet the specific grant award parameters. The City has two general obligation bond proceed funds, which are used to finance voter-approved capital projects, usually large in scale and relating to roadway and recreation infrastructure.

BUDGET APPROPRIATION/ALLOCATION

On an annual basis, the unreserved/undesignated portion of fund balance from the General Fund is appropriated as an inter-fund transfer to the General Capital Project Fund. This transfer facilitates the funding of projects on an annual basis, utilizing a pay-as-you-go funding system. The City adopts project length budgets that do not lapse at year-end, remaining in full-effect until project completion or re-allocation by City Council.

Traditionally, capital projects are funded at the time of budget adoption based upon priority. Effects upon operating expenses and future liabilities incurred for the expansion of existing facilities/services, or increased maintenance costs are identified with each project. Traditionally, increases in the maintenance/operating costs associated with capital projects are weighed at the time of project approval and requested within the following year's operating costs. As new projects are identified throughout the year, a project summary sheet is initiated which briefly describes the project and a cost estimate and project timeline. These projects become part of the five-year capital improvement plan.

BUDGETED CAPITAL EXPENDITURES

The City's capital improvement program has the most visible and long-term effect on the quality of life for constituents, businesses and citizens. Through an aggressive capital improvement 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.

CAPITAL PROJECTS

A summary list of projects appropriated for fiscal year 2008 follows, with detail on each specific project following the summary. Capital project appropriations occur annually in the General Capital Project Fund only. The use of capital funds for operating expenses is prohibited and transfers between capital project funds and any other fund are not allowed. An estimate of grant awards for capital outlay is appropriated in aggregate, to have funds available as grants are awarded. Allocation of bond project funds occurs upon voter approval of each applicable general obligation referendum.

Fiscal Year 2008 Appropriated Projects in the General Capital Project Fund:

Community Development	City Hall Building Design Fees	\$ 652,450
	Downtown Partners Program	\$ 27,000
Engineering & Public Works	F-650 Crew Cab Budget Truck	\$ 140,000
	Two Variable Message Boards	\$ 40,000
	Fleet Replacements	\$ 95,000
	Shady Grove Lane/Pebble Trail Drainage	\$ 32,000
	Intersection Improv: Windward Pkwy @ Hwy 9	\$ 150,000
	Intersection Improv: Windward Pkwy @ North Point Pkwy	\$ 250,000
	Intersection Improv: North Point and Kimball Bridge	\$ 650,000
	Mid-Broadwell Sidewalk Broadwell Oaks to Foe Killer Creek (Phase II)	\$ 240,000
	Milling & Resurfacing	\$ 577,079
	Traffic Control Equipment	\$ 150,000
	Pavement Striping & Traffic Control	\$ 12,000
	Communication Radios	\$ 30,000
	Loop Detector Maintenance	\$ 75,000
	Six Solar Speed Signs	\$ 24,029
Public Safety	Fleet Replacement Vehicles for Police & Fire	\$ 558,000
	Motorola Radio Replacement Program	\$ 180,000
Recreation & Parks	North Park Drainage Improvements/Erosion Control – Phase I of II	\$ 200,000
Alpharetta Business Community	ABC Sidewalks Projects – Unallocated	\$ 521,875
	Total	<u><u>\$ 4,604,433</u></u>

CAPITAL PROJECTS

Project: City Hall New Building Design Fee
Department: Community Development
Council Goal: Responsive Open Government

Scope

Description: The total projected design fee costs for the New City Hall building are \$950,450. In fiscal year 2007, \$305,000 was appropriated, with \$298,000 as the available account balance. It requested that this balance is carried over to the 2007-2008 budget year with an additional \$652,450 for fiscal year 2008.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	652,450
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	652,450

Project: Downtown Partners Program
Department: Community Development
Council Goal: Strong Business Partnership

Scope

Description: This is a continuation of a long-running program which encourages the renovation of downtown buildings through the use of low-interest loans and grants.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	27,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	27,000

CAPITAL PROJECTS

Project: F-650 Crew Cab Bucket Truck
Department: Engineering/Public Works
Council Goal: Safe, Secure and Livable City

Scope

Description: This initiative requests funding for a F-650 Bucket Truck. This bucket truck will provide higher reach and stabilization, enhancing crew safety. It will replace an existing 1992 F-350 Bucket Truck.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	140,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	140,000

Project: Two Variable Message Boards
Department: Engineering/Public Works
Council Goal: Responsive Open Government

Scope

Description: This initiative requests funding for two variable message boards to supplement two exiting message boards. These boards will be used for special events, road closures and public notices. The city regularly borrows or rents additional message boards for special events.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	40,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	40,000

CAPITAL PROJECTS

Project: Fleet Replacements
Department: Engineering/Public Works
Council Goal: Responsive Open Government

Scope

Description: Requesting funding for three replacement vehicles. The first replacement is for an F-250 4x4 Crew Cab Truck. This truck will replace the 1998 Ford F-350. The second request includes the purchase of a new Ford Crown Victoria to replace a 1989 Crown Victoria. The third vehicle replacement is a new Ford F-150 Crew Cab 4x4 truck to replace a 1996 Ford Explorer with 163,000 miles.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	95,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	95,000

Project: Shady Grove Lane/Pebble Trail Drainage Improv
Department: Engineering/Public Works
Council Goal: Responsive Open Government

Scope

Description: Requesting funding to maintain grate inlets in order to provide relief to the residents who drive on the flooded roads and experience flooding of their yards from the road. The cost of this project will help in the reduction of current expenditures of manpower and equipment to aid in the flooding issues.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	32,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	32,000

CAPITAL PROJECTS

Project: Intersection Improv: Windward Pkwy @ Hwy 9
Department: Engineering/Public Works
Council Goal: Comprehensive Transportation System

Scope

Description: This project will include milling and overlay for Windward Parkway at SR 9 to facilitate new striping, accommodating dual left turn operation.

Financial Impact: No financial impact on future operating budgets

Financial Status

Funding Source:	Local:	\$	150,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	150,000

Project: Intersection Improv: Windward Pkwy @ North Point Pkwy
Department: Engineering/Public Works
Council Goal: Comprehensive Transportation System

Scope

Description: This initiative includes potential improvements at the intersection of Windward Parkway and North Point Parkway, include adding an eastbound right turn lane along Windward Parkway and constructing dual left turn lanes along the southbound approach from the ADP complex. These geometric improvements will increase the capacity, safety, and efficiency of the intersection.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	250,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	250,000

CAPITAL PROJECTS

Project: Intersection Improv: North Point Pkwy @ Kimball Bridge Road
Department: Engineering/Public Works
Council Goal: Safe, Secure and Livable

Scope

Description: Intersection improvements at North Point Parkway and Kimball Bridge Road include: adding an eastbound lane along Kimball Bridge Road from North Point for at least 600 feet toward Rock Mill Road, lengthening the two westbound left turn lanes providing up to 300 feet of vehicle storage, and adding a third southbound land along North Point approaching the intersection for approximately 300 feet.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	650,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	650,000

Project: Mid-Broadwell Sidewalk
Department: Engineering/Public Works
Council Goal: Comprehensive Transportation System

Scope

Description: This is the most expensive section of the Mid-Broadwell Road Sidewalk because it involves crossing the Foe Killer Creek floodplain and wetlands. It is the second of three phases to complete this project. Of the total projected cost of \$390,000, \$150,000 is available in the fiscal year 2007 budget; therefore, the fiscal impact on fiscal year 2008 is \$240,000.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	240,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	240,000

CAPITAL PROJECTS

Project: Milling & Resurfacing
Department: Engineering/Public Works Department
Council Goal: Comprehensive Transportation System

Scope

Description: This capital expenditure request is for the ongoing maintenance of milling and resurfacing of City streets. Annexation reports during FY06-07 identified over \$1,050,000 is needed resurfacing for annexation areas in FY08.

Financial Impact: No financial impact on the future operating budgets.

Financial Status

Funding Source:	Local:	\$	577,079
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	577,079

Project: Traffic Control Equipment
Department: Engineering/Public Works
Council Goal: Comprehensive Transportation System

Scope

Description: This capital expenditure request is for the replacement and repair of traffic signal parts and supplies. It will provide ongoing maintenance of the existing system. This year the Georgia Department of Transportation (GDOT) is in the process of replacing/upgrading all of the City's signal cabinets. This funding will allow the Department to purchase spare cabinets and parts related to the new cabinets. Of the total \$200,000 request, \$50,000 is available in the fiscal year 2007 budget, reducing the fiscal year 2008 request to \$150,000.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	150,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	150,000

CAPITAL PROJECTS

Project: Pavement Striping & Traffic Control
Department: Engineering/Public Works Department
Council Goal: Comprehensive Transportation System

Scope

Description: This capital expenditure requests funding for the replacement and repair of pavement striping and traffic control signs. It will provide ongoing maintenance of the existing system. Originally, the total request was \$150,000; however, \$138,000 is available in the current budget, leaving \$12,000 to be funded in FY08.

Financial Impact: No financial impact on the future operating budgets.

Financial Status

Funding Source:	Local:	\$	12,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	12,000

Project: Communication Radios
Department: Public Safety Department
Council Goal: Safe, Secure and Livable City

Scope

Description: This expenditure request continues funding for the purchase of 41 radios, divided over four years. In year one (FY07), 11 radios were purchased, 10 radios will be purchased in FY08, FY09 and FY10, respectively. In the near future, communication radios will convert from analog to digital technology. In order to use radio communications, we will have to continue to replace the radios currently in use.

Financial Impact: Future financial impact is anticipated in FY09 and FY10.

Financial Status

Funding Source:	Local:	\$	30,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	30,000

CAPITAL PROJECTS

Project: Loop Detector Maintenance
Department: Engineering/Public Works
Council Goal: Comprehensive Transportation System

Scope

Description: This loop detector request will improve traffic flow and reduce travel delay throughout the City. Traffic signal loop detectors are placed in the roadway; so, vehicles are detected at an intersection. Traffic signal loops are cut in the pavement at various depths. Loop detectors enhance traffic movement, reduce travel delay, and increase signal responsiveness. Based on recent inspections of 91 intersections by city forces, 54 traffic signal loop detectors are in failure presently.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	75,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	75,000

Project: Six Solar Speed Signs
Department: Engineering & Public Works
Council Goal: Safe, Secure & Livable

Scope

Description: This capital expenditure request is for the purchase of six solar speed signs. These signs will promote improved speed limit awareness and compliance, increasing the safety for our residents and travelers in our city.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Projected Cost:	Local:	\$	24,029
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	24,029

CAPITAL PROJECTS

Project: Replacement Vehicles
Department: Public Safety
Council Goal: Safe, Secure and Livable City

Scope

Description: Replacement Vehicles for Police and Fire Total Project: \$798,000. The funding scheduled vehicle replacement includes: 18 Marked Police Cars at \$34,000 each; 4 Unmarked Police Cars at \$32,000 each; 1 Police Motorcycle at \$24,000 each; 1 Marked Fire Dept Car at \$34,000 each. Of the \$798,000 total request, \$240,000 is available in the fiscal year 2007 budget, leaving the balance \$558,000 to be funded for the fiscal year 2008 budget.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	558,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	558,000

Project: Motorola Radios Replacements
Department: Public Safety
Council Goal: Safe, Secure and Livable City

Scope

Description: Replace old analog Motorola radios, which are not compatible with metro-area digital interoperability channels, with digital equivalents. Fiscal year 2008 will be the second year of a planned four-year replacement cycle for the Police department budgeted at \$80,000 per year. Fiscal year 2008 will be the first of a four year replacement cycle for the Fire Department. Estimated @ \$100,000 per year.

Financial Impact: Future financial impact is anticipated in FY09 and FY10.

Financial Status

Funding Source:	Local:	\$	180,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	180,000

CAPITAL PROJECTS

Project: North Park Drainage Improv/Erosion Control, Phase I of II
Department: Recreation and Parks
Council Goal: Responsive Open Government

Scope

Description: The scope of the project would include enhancing storm drains in various area of the park for improved stormwater retention, silt collection, and dredging the pond at North Park. Erosion in and around the pond due to stormwater run off has contributed to an unsightly appearance of the pond.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:	\$	200,000
	Bond:	\$	-
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	200,000

Project: Unallocated
Department: ABC Proceeds
Council Goal: Comprehensive Transportation System

Scope

Description: The 2006 Bond Fund allocation \$2 Million towards the Northern Greenway Extension. This project is ideal for utilization of the ABC funds. The 2008 ABC funds are proposed to be applied to this project, freeing up the same amount to fund the Webb Bridge Park Extension, Phase III. Currently, the amount will be appropriated in an unallocated capital project account until it is determined by council for which project these funds will be used.

Financial Impact: No financial impact on future operating budgets.

Financial Status

Funding Source:	Local:		
	Bond:	\$	521,875
	Federal:	\$	-
	External:	\$	-
Total Projected Cost:		\$	521,875

DEBT SERVICE FUND

Statement of Purpose:

The Governmental Accounting Standards Board's Codification, Section 1300.107, establishes the debt service fund type "to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest." The Debt Service Fund uses the modified accrual basis of accounting and budgeting.

Current Funds:

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Debt service funds are required if they are legally mandated and/or if financial resources are being accumulated for principal and interest payments maturing in future years. The City currently has four outstanding general obligation bonds and one note. Details on all obligations are provided below.

The City acknowledges that the current debt structure escalate debt repayments through fiscal year 2012. As a result, in fiscal year 2005 the City began the implementation of a long-term financial plan to address the back loaded debt service payment by appropriating \$500,000 of fund balance. The goal of this long-term financial plan was to eliminate the swings in the millage rate that would be necessary to cover debt payments from 2006 through 2012. The amount of fund balance needed to fund future debt service payments through 2012 was determined using the following assumptions: a level millage rate levy; an average growth in property taxes of 3.5%; current debt service obligations and the potential issuance of new debt in 2012 based upon long-term capital improvement needs; and the collection of impact fee revenue in fiscal years 2007-2009. Using these assumptions, it was determined that in 2007 \$3,000,000 of the available general fund balance should be used to continue to accomplish this smoothing effect. The above assumptions were reviewed and remained in affect for the 2008 budget preparation. It was determined that no further contributions from the general fund were needed. Approximately \$1 million of the debt service fund balance will be utilized to fund operations in lieu of taxes, bringing the ending balance to \$9.2 million. This amount will be depleted over the remaining 4 years allowing property taxes to be stabilized. The debt service millage rate was dropped from 2.45 mills to 1.74 in 2008.

General Obligation Bonds

The City issues general obligation bonds to provide for the acquisition and construction of major facilities, and infrastructure. General obligation bonds are direct obligations and pledge the full faith and credit of the City. These bonds generally are issued as 25-year serial bonds, except for refunding issues, with equal amounts of principal maturing each year.

City of Alpharetta
DEBT SERVICE

The following bonds are outstanding liabilities in the Debt Service Fund:

<u>Bond Issue</u>	<u>Amount</u>	<u>Outstanding Principal June 30, 2007</u>
2006 General Obligation Bond Issued June 28, 2006 bearing interest rates of 3.66% to 5% payable on May 1 & November 1, serially until fiscal year 2026	\$26,290,000	\$25,350,000
2003 General Obligation Refunding Bonds Issued February 20, 2003 bearing interest rates of 2.0% to 4.375% payable on May 1 & November 1, serially until fiscal year 2012.	\$13,000,000	\$ 9,895,000
1998 General Obligation Bond Issued March 11, 1988 bearing interest rates of 3.9% to 5% payable on May 1 & November 1, serially until fiscal year 2013.	\$24,900,000	\$ 14,975,000
1995-A General Obligation Bond Issued May 10, 1995 bearing interest rates of 4.5% to 5.6% payable on May 1 & November 1, serially to fiscal year 2012.	\$17,000,000	Refunded with 2003 Bond
1992 General Obligation Bond Issued March 1, 1992 bearing interest rates of 3.5% to 6.5% payable on May 1 & November 1, serially to fiscal year 2010.	\$19,000,000	\$ 5,925,000
Total Outstanding		<u>\$56,145,000</u>

City of Alpharetta
DEBT SERVICE

The annual debt service requirements for the retirement of general obligation bonds are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2008	\$ 6,925,000	\$ 2,630,481	\$ 9,555,481
2009	\$ 7,265,000	\$ 2,290,206	\$ 9,555,206
2010	\$ 7,635,000	\$ 1,924,994	\$ 9,559,994
2011	\$ 8,030,000	\$ 1,537,531	\$ 9,567,531
2012	\$ 6,010,000	\$ 1,181,131	\$ 7,191,131
2013	\$ 1,100,000	\$ 937,850	\$ 2,037,850
2014	\$ 1,145,000	\$ 893,850	\$ 2,038,850
2015	\$ 1,195,000	\$ 836,600	\$ 2,031,600
2016	\$ 1,240,000	\$ 776,850	\$ 2,016,850
2017	\$ 1,285,000	\$ 727,250	\$ 2,012,250
<u>Thereafter</u>	<u>\$ 14,315,000</u>	<u>\$ 3,641,316</u>	<u>\$ 17,956,316</u>
<u>Total</u>	<u>\$ 56,145,000</u>	<u>\$ 17,378,059</u>	<u>\$ 73,523,059</u>

Note Obligations

During fiscal year 1999, the Development Authority of Alpharetta entered into an agreement with Georgia State University Foundation to construct an education facility. As a result, the Authority issued a 20-year revenue bond. The City has a contract with the Development Authority in which it is obligated to pay 16.5% of the total principal and interest payments. The bond, issued on September 1, 1998 is payable on May 1 and November 1, serially to fiscal year 2019.

The annual requirements to the City's agreement with the Development Authority for repayment of the Georgia State University Foundation Note as of June 30, 2006 are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2008	\$ 83,325	\$ 56,096	\$ 139,421
2009	\$ 86,625	\$ 52,653	\$ 139,278
2010	\$ 89,925	\$ 48,989	\$ 138,914
2011	\$ 93,225	\$ 45,072	\$ 138,297
2012	\$ 97,350	\$ 40,879	\$ 138,229
<u>Thereafter</u>	<u>\$ 1,173,975</u>	<u>\$ 346,969</u>	<u>\$ 1,520,944</u>
<u>Total</u>	<u>\$ 1,624,425</u>	<u>\$ 590,658</u>	<u>\$ 2,215,083</u>

City of Alpharetta
DEBT SERVICE

Total Debt Service

The annual requirement for total debt service retirement for future fiscal years are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2008	\$ 7,008,325	\$ 2,686,577	\$ 9,694,902
2009	\$ 7,315,625	\$ 2,342,859	\$ 9,658,484
2010	\$ 7,724,925	\$ 1,973,983	\$ 9,698,908
2011	\$ 8,123,225	\$ 1,582,603	\$ 9,705,828
2012	\$ 6,107,350	\$ 1,222,010	\$ 7,329,360
2013	\$ 2,273,975	\$ 1,284,819	\$ 3,558,794
2014	\$ 2,318,975	\$ 1,240,819	\$ 3,559,794
2015	\$ 2,368,975	\$ 1,183,569	\$ 3,552,544
2016	\$ 2,413,975	\$ 1,123,819	\$ 3,537,794
2017	\$ 2,458,975	\$ 1,074,219	\$ 3,533,194
Thereafter	\$ 15,488,975	\$ 3,988,285	\$ 19,477,260
Total	\$ 63,603,300	\$ 19,703,562	\$ 83,306,862

Tax Levy

The following chart illustrates the allocation of the millage rate between operations and debt service for the current and previous two year.

	<u>Fiscal Year 2008</u>	<u>Fiscal Year 2007</u>	<u>Fiscal Year 2006</u>
Millage Rate	6.248	6.60	7.00
General Government	4.505	4.15	4.55
Bonded Debt	1.740	2.45	2.45

Debt Service Revenues:

CATEGORY	ACTUALS FY 2006	REVISED BUDGET FY 2007	PROPOSED FY 2008	PROPOSED FY 2009	PROPOSED FY 2010
AD VALOREM TAXES	\$ 6,821,554	\$ 8,354,633	\$ 6,586,073	\$ 6,500,000	\$ 6,500,000
O/T FROM IMPACT FEES	525,000	980,000	2,000,000	750,000	500,000
O/T FROM GENERAL FUND	2,525,000	3,000,000	-	-	-
BUDGETED FUND BALANCE	420,000	-	973,828	2,334,484	2,613,907
INTEREST EARNINGS	238,976	150,000	150,000	125,000	100,000
TOTAL DEBT SERVICE FUND	\$ 10,530,530	\$ 12,484,633	\$ 9,709,901	\$ 9,709,484	\$ 9,713,907

CATEGORY	ACTUALS FY 2006	REVISED BUDGET FY 2007	PROPOSED FY 2008	PROPOSED FY 2009	PROPOSED FY 2010
BOND/NOTE PRINCIPAL	\$ 4,856,725	\$ 6,345,025	\$ 7,008,325	\$ 7,351,625	\$ 7,724,925
INTEREST	2,006,528	2,808,446	2,686,576	2,342,859	1,973,982
ADMINISTRATIVE CHARGES	15,000	15,000	15,000	15,000	15,000
RESERVE FOR FUND BALANCE	-	3,316,162	-	-	-
TOTAL DEBT SERVICE FUND	\$ 6,878,253	\$ 9,168,471	\$ 9,709,901	\$ 9,709,484	\$ 9,713,907

Computation of the Legal Debt Margin

The Legal Debt Limit for the City is equal to 10% of the assessed value of the Ad Valorem tax digest. For fiscal year 2008, the debt limit is \$375,083,691, with current outstanding debt representing 14.81% of capacity. By state law, all general obligation bonds must have voter approval prior to issuance and have a repayment of 40 years or less. The City has complied with these regulations, as well as all laws as they relate to the issuance of debt.

Assessed Value		\$	4,409,109,757
Debt Limit 10% of Assessed Value		\$	440,910,976
Amount of Debt Applicable to Debt Limit			
Total General Bonded Debt	\$	57,416,325	
Less Amount Available for Repayment of Bonds	\$	10,184,160	\$ 47,232,165
Legal Debt Margin			<u>\$ 393,678,811</u>
Percentage Ratios:			
Legal Debt Margin			100%
Debt Application to Debt Limit			10.71%
Legal Debt Margin			<u>89.29%</u>

ALPHARETTA CONVENTION & VISITOR'S BUREAU

Alpharetta Convention & Visitor's Bureau Fiscal Year 2008 Proposed Operating Budget

Occupancy Tax Revenue	\$	1,353,125
Interest Income	\$	20,750
Rental Income (20 North Main)	\$	12,000
Budget Surplus	\$	160,000
TOTAL REVENUE	\$	1,545,875

Advertising	\$	126,075
Accounting & Legal Fees	\$	15,800
Business License/Taxes	\$	350
Computer Equipment	\$	3,900
Computer Software	\$	22,910
Contingency Fund	\$	67,538
Insurance	\$	3,530
Meeting Expenses	\$	43,250
Membership Dues & Subscriptions	\$	17,680
Office Equipment/Leases	\$	15,555
Office Rent (Utilities, Cleaning, Security)	\$	70,000
Office Supplies/Furniture	\$	16,512
Postage & Shipping	\$	5,600
Premiums/Gifts/Retail	\$	29,160
Printing/Production	\$	65,610
Public Relations	\$	8,350
Research	\$	1,900
Salary & Benefits	\$	696,400
Special Projects	\$	32,800
Sponsorships & Events	\$	75,600
Staff Development	\$	13,195
Taxes/Leased Equipment	\$	2,000
Telephone & ISP	\$	18,600
Tradeshows & Conference Fees	\$	86,075
BUREAU TOTAL EXPENSES	\$	1,438,390



Rent & Utilities (20 North Main)	\$	42,900
Cleaning Service	\$	1,200
Events	\$	3,000
Extermination	\$	320
Office Supplies	\$	1,800
Parking	\$	2,400
Postage	\$	10,400
Staff Salary & Benefits	\$	37,645
Telephone & ISP	\$	6,600
Pitney Bowes New Postage Meter	\$	1,070
Business License	\$	150
WELCOME CENTER TOTAL EXPENSES	\$	107,485
TOTAL EXPENSES	\$	1,545,875

GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

The City's Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Budget document in understanding these terms, a glossary has been included in this document.

ACCOUNT NUMBER	A line item code defining an appropriation.
ACCRUAL ACCOUNTING	Method of accounting in which transactions are recorded at the time they are incurred, as opposed to when cash is received or spent.
ADOPTED (APPROVED) BUDGET	The funds appropriated by the City Council at the beginning of the year.
AD VALOREM TAX:	A tax based on the value of property
AMORTIZATION	The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity,
APPROPRIATION:	An authorization made by the City Council which permits officials and department heads to incur obligations against and to make expenditures of governmental resources.
ASSESSED VALUATION:	The value placed on property for purposes of taxation. The City of Alpharetta accepts Fulton County's assessment of real and personal property at 100% fair market value.
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. The City uses the modified accrual method.
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. The City uses the modified accrual method.

GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

(continued)

BOND:	A written promise to pay a specified sum of money (called principal or face value) at a specified future date along with periodic interest paid at a specific percentage of the principal. Bonds are typically used for long-term debt.
BONDED DEBT:	The portion of indebtedness represented by outstanding bonds.
BUDGET:	The financial plan for the operation of a department, program or project for the current year or for the duration of the project. *see page 131 for State definition
BUDGET AMENDMENT:	The transfer of funds from one appropriation account to another, requiring approval of City Administrator, Finance Director, and Department Director.
BUDGET CALENDAR:	The schedule of key dates or milestones which the City follows in the preparation, adoption, and administration of the budget.
BUDGET RESOLUTION:	The official enactment by the City Council legally authorizing City Officials to obligate and expend resources.
BUDGET OFFICER:	“Budget officer” means that 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.

GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

(continued)

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. Formerly referred to as Fixed Assets.
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. *see page 131 for State definition
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 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).
COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):	The report that summarizes financial data for the previous fiscal year in a standardized format.
CONTINGENCY:	Funds set aside for unforeseen future needs and budgeted in a “non-departmental” account. Can be transferred to a departmental budget only by action of the City Council.
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 Debt and Revenue Debt.
DEBT SERVICE FUND:	The fund used to account for the accumulation of resources for and the payment of, principal and interest on long-term debt, specifically Bond issues. *see page 131 for State definition
DEBT LIMIT:	The maximum amounts of gross or net debt that is legally outstanding debt.
DEBT SERVICE:	Payment of principal and interest to lenders or creditors on outstanding debt.

GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

(continued)

DEBT SERVICE:	Payment of principal and interest to lenders or creditors on outstanding debt.
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:	Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.
EFFECTIVENESS:	Depicts the degree to which performance objectives are being achieved or otherwise reflects the quality of local government performance.
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. *see page 131 for State definition
EXPENDITURE/EXPENSE:	This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. "Expenditure" applies to Governmental Funds, and "Expense" to Proprietary Funds.
FIDUCIARY FUND:	Fiduciary Fund means those trust and agency funds used to account "Fiscal year" means the period for which a budget is proposed or a budget ordinance or resolution is adopted for the local government's general funds, each special revenue fund, if any, and each debt service fund, if any.

GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

(continued)

FINANCIAL INDICATORS:	Comparison of planned versus actual expenditures, costs, obligations, receipts, allocations, or losses.
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 to June 30 as its fiscal year. *see page 131 for State definition
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 ACCOUNTS:	All accounts necessary to set forth the financial positions and results of operations of a fund.
FUND BALANCE (undesignated/unreserved):	Refers to the excess of assets over liabilities and is therefore, generally known as amount available for appropriation.
FUND BALANCE (designated/reserved):	Refers to the excess of assets over liabilities and is designated or reserved for a particular item, e.g. "Fund Balance Reserved for Encumbrances".
FUND BALANCE (carried forward):	Funds on hand at year end resulting from collections of revenue in excess of anticipations and/or unexpended appropriations which are included as a revenue source in the budget of the ensuing year.
GENERAL FUND:	General fund means the fund used to account for all financial resources except those required to be accounted for in another fund.
GENERAL OBLIGATION BONDS:	(GO) Bonds whose principal and interest are paid from property tax for debt service and are backed by the City's full faith and credit. Approval by referendum vote is required for general obligation bonds to be issued.
GENERAL REVENUE:	The revenue of a government other than those derived from and retained in an enterprise. If a portion of the net income in a Proprietary or Enterprise Fund is contributed to another non-enterprise fund, such as the General Fund, the amount transferred constitutes general revenue to the government.
GENERALLY ACCEPTED ACCOUNTING (GAAP):	ACCEPTED 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).

GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

(continued)

- GEORGIA MUNICIPAL ASSOCIATION (GMA):** Organization representing municipal governments in Georgia.
- 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.
- GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA):** Professional association of state/provincial and local finance officers in the United States and Canada, dedicated to the sound management of government financial resources.
- GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB):** The body that sets accounting standards, specifically for governmental entities at the state and local levels.
- GOVERNMENTAL FUNDS:** Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except for those accounted for in proprietary funds and fiduciary funds.
- 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.
- INVESTMENTS:** Securities and real estate held for the production of 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. This does not preclude the governing authority of a local government from establishing a legal level of control at a more detailed level of budgetary control than the minimum required legal level of control.
- LEVY:** To impose taxes, special assessments of service charges for the support of governmental activities.
- LINE-ITEM BUDGET:** A budget format in which departmental outlays are grouped according to the items that will be purchases, with one item or group of items on each line.

GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

(continued)

LONG-TERM DEBT:	Debt with a maturity of more than one year after the date of issuance.
MILLAGE RATE:	The ad valorem tax rate expressed in the amount levied per thousand dollars of the taxable assessed value of property. One mill is equal to one dollar per thousand.
MISSION:	The reason or purpose for the organizational unit's existence.
MODIFIED ACCRUAL ACCOUNTING:	A basis of accounting in which revenues are recorded when collected within the current period or soon enough thereafter to be used to pay liabilities of the current period and expenditures are recognized when the related liability is incurred.
NET INCOME:	Enterprise funds in excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses and non-operating transfers-out.
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.
OPERATING EXPENSES:	Enterprise Fund expenses that are directly related to the fund's primary service activities.
OPERATING INCOME:	The excess of Enterprise Fund operating revenues over operating expenses.
OPERATING REVENUES:	Enterprise Fund revenues that are directly related to the fund's primary service activities. They consist of user charges of services.
PERFORMANCE INDICATORS:	Special quantitative and qualitative measure of work performed as an objective of a department.
PROPRIETARY FUNDS:	Used to account for government's ongoing organizations and activities that are similar to those 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.
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.

GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

(continued)

REVENUE:	Funds that the City receives as income. It includes such items as taxes, licenses, user fees, service charges, fines and penalties, and grants.
REVENUE BONDS:	Bonds whose principal and interest are payable exclusively from specific projects or special assessments, rather than from general revenues. These bonds do not require approval by referendum.
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. *see page 131 for State description
TAX DIGEST:	Official list of all property owners, the assessed value (100% of fair market value), and the tax due on their property.
TAX RATE LIMIT:	The maximum rate at which a government may levy a tax. Overall tax rate limits usually restrict levies for all purposes and of all governments, state or local, having jurisdiction in a given area. Taxes are levied via a Tax Levy Ordinance.
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.
UNIFORM CHART OF ACCOUNTS:	State mandated financial reporting format for governments. See "Chart of Accounts."
UNIT OF LOCAL GOVERNMENT:	Unit of local government, "unit," or "local government" means a municipality, county, consolidated city-county government, or other political subdivision of the state. Such terms do not include any local school district or board of education. For purposes of this paragraph, "county" includes any county officer who is paid in whole or in part on a salary basis and over whom the county governing authority exercises budgetary authority.
WORKING CAPITAL:	A dollar amount reserved in (General Fund) fund balance that is available for unforeseen emergencies, to handle shortfalls caused by revenue declines, and to provide cash liquidity during periods of low cash flow.

GEORGIA LAW ON LOCAL GOVERNMENT BUDGETS

36-81-2. Definitions.

Statute text

As used in this article, the term:

- (1) “Budget” means a plan of financial operation embodying an estimate of proposed expenditures during a budget period and the proposed means of financing them.
- (2) “Budget officer” means that local government official 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.
- (3) “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.
- (4) “Budget period,” means the period for which a budget is proposed or a budget ordinance or resolution is adopted.
- (5) “Capital projects fund” means a fund used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by resources from proprietary type activities which are accounted for in enterprise funds or those financed with funds held by the local government in a trustee capacity.
- (6) “Debt service fund” means a fund used to account for the accumulation of resources for and the payment of general long-term debt principal and interest.
- (7) “Enterprise fund” means a fund used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing authority is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges or where the governing authority has decided that periodic determination of revenues earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. For purposes of this paragraph, the term “costs” means expenses, including depreciation.
- (8) “Fiduciary fund” means those trust and agency funds used to account for assets held by a local government in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds.
- (9) “Fiscal Year” means the period for which a budget is proposed or a budget ordinance or resolution is adopted for the local government’s general fund, each special revenue fund, if any, and each debt service fund, if any.
- (10) “Fund” means a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulation, restrictions, or limitations.
- (11) “General fund” means the fund used to account for all financial resources except those required to be accounted for in another fund.
- (12) “Governing authority” means that official or group of officials responsible for governance of the unit of local government.

- (13) "Internet service fund" means a fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit or to other governmental units on a cost-reimbursement basis.
- (14) "Legal level of control" means 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. This does not preclude the governing authority of a local government from establishing a legal level of control at a more detailed level of budgetary control than the minimum required legal level of control.
- (15) "Special Revenue Fund" means a fund used to account for the proceeds of specific revenue sources, other than those for major capital projects or those held by the government in a trustee capacity, that are legally restricted to expenditure for specified purposes.
- (16) "Unit of local government," "unit," or "local government" means a municipality, county, consolidated city-county government, or other political subdivision of the state. Such terms do not include any local school district or board of education. For purposes of this paragraph, "county" includes any county officer who is paid in whole or in part on a salary basis and over whom the county governing authority exercises budgetary authority.
- 36-81-3. Establishment of fiscal year; requirement of annual balanced budget; adoption of budget ordinances or resolutions generally; budget amendments; uniform chart of accounts.
- (a) The governing authority shall establish by ordinance, local law, or appropriate resolution a fiscal year for the operations of the local government.
- (1) Each unit of local government shall adopt and operate under an annual balanced budget for the general fund, each special revenue fund, and each debt service fund in use by the local government. The annual balanced budget shall be adopted by ordinance or resolution and administered in accordance with this article.
- (2) Each unit of local government shall adopt and operate under a project-length-balanced budget for each capital projects fund in use by the government. The project-length balanced budget shall be adopted by ordinance or resolution in the year that the project initially begins and shall be administered in accordance with this article. The project-length balanced budget shall appropriate total expenditures for the duration of the capital project.
- (3) A budget ordinance or resolution is balanced when the sum of estimated revenues and appropriated fund balances is equal to appropriations.
- (4) Nothing contained in this Code section shall preclude a local government other than those specifically identified in paragraphs (1) and (2) of this subsection, including enterprise funds, internal service funds, and fiduciary funds.
- (c) For each fiscal year beginning on or after January 1, 1982, each unit of local government shall adopt and utilize and budget ordinance or resolution as provided in this article.
- (d) Nothing contained in this Code section shall preclude a local Government from amending its budget so as to adapt to changing governmental needs during the budget period. Amendments shall be made as follows, unless otherwise provided by charter or local law:
- (1) Any increase in appropriation at the legal level of control of the local government, whether accomplished through a change in anticipated revenues in any fund or through a transfer of appropriations among departments, shall require the approval

of the governing authority. Such amendment shall be adopted by ordinance or resolution;

- (2) Transfers of appropriations within any fund below the local Government's legal level of control shall require only the approval of the budget officer; and
 - (3) The governing authority of a local government may amend the legal Level of control to establish a more detailed level of budgetary control at any time during the budget period. Said amendment shall be adopted by ordinance or resolution.
- (e) The Department of Community Affairs, in cooperation with the Association County Commissioners of Georgia and the Georgia Municipal Association, shall develop local government uniform charts of accounts. The uniform charts of accounts, including any subsequent revisions thereto, shall require approval of the state auditor prior to final adoption by the Department of Community Affairs. All units of local government shall adopt and use such initial uniform charts of accounts within 18 months following adoption of the uniform charts of accounts by the Department of Community Affairs. The department shall adopt the initial local government uniform charts of accounts no later than December 31, 1998. The department shall be authorized to grant a waiver delaying adoption of the initial uniform charts of accounts for a period of time not to exceed two years upon a clear demonstration that conversion of the accounting system of the requesting local government, within the time period specified in this subsection, would be unduly burdensome.
- (f) The department's implementation of subsection (e) of this Code section shall be subject to Chapter 13 of Title 50, the "Georgia Administrative Procedure Act."

36-81-4. Appointment of budget officer; performance of duties by Governing authority in absence of appointment; utilization of executive budget.

- (a) Unless provided to the contrary by local charter or local Act, each local government may appoint a budget officer to serve at the will of the governing authority.
- (b) In those units of local government in which there is no budget officer, the governing authority shall perform all duties of the budget officer as set forth in Code Section 36-81-5.

Nothing in this Code section shall preclude the utilization of an executive budget, under which an elected or appointed official, authorized by charter or local law and acting as the chief executive of the governmental unit, exercises the initial budgetary policy-making function while another individual, designated as provided in this Code section as budget officer, exercises the administrative functions of budgetary preparation and control.

36-81-5. Preparation of proposed budget; submission to governing authority; public review of proposed budget; notice and conduct of budget hearing.

- (a) By the date established by each governing authority, in such Manner and form as may be necessary to effect this article, and consistent with the local government's accounting system, the budget officer shall prepare a proposed budget for the local government for the ensuing budget period.
- (b) The proposed budget shall, at a minimum, be an estimate of the financial requirements at the legal level of control for each fund requiring a budget for the appropriate budget period and shall be in such form and detail, with such supporting information and justifications, as may be prescribed by the budget officer or the governing authority. The budget document, at a minimum, shall provide, for the appropriate budget period, a statement of the amount budgeted for anticipated revenues by source and the amount budgeted for

expenditures at the legal level of control. In accordance with the minimum required legal level of control, the budget document shall, at a minimum provide a statement of the amount budgeted for expenditures by department for each fund for which a budget is required. This does not preclude the governing authority of local government from preparing a budget document or establishing a legal level of control at a more detailed level of budgetary control than the minimum required legal level of control.

- (c) On the date established by each governing authority, the proposed budget shall be submitted to the governing authority for that body's review prior to enactment of the budget ordinance or resolution.
- (d) On the day that the proposed budget is submitted to the governing authority for consideration, a copy of the budget shall be placed in a public location which is convenient to the residents of the unit of local government. The governing authority shall make every effort to provide convenient access to the residents during reasonable business hours so as to accord every opportunity to the public to review the budget prior to adoption by the governing authority. A copy of the budget shall also be made available, upon request, the news media.
- (e) A statement advising the residents of the local unit of government of the availability of the proposed budget shall be published in a newspaper of general circulation within the jurisdiction of the governing authority. The notice shall be published during the week in which the proposed budget is submitted to the governing authority. In addition, the statement shall also advise the residents that a public hearing will be held at which time any persons wishing to be heard on the budget may appear. The statement shall be a prominently displayed advertisement or news article and shall not be placed in that section of the newspaper where legal notices appear.
- (f) At least one week prior the meeting of the governing authority at which adoption of the budget ordinance or resolution will be considered, the governing authority shall conduct a public hearing, at which time any persons wishing to be heard on the budget may appear.
- (g) (1) The governing authority shall give notice of the time and place of the budget hearing required by subsection (f) of this Code section at least one week before the budget hearing is held. The notice shall be published in a newspaper of general circulation within the jurisdiction of the governing authority. The statement shall be a prominently displayed advertisement or news article and shall not be placed in that section of the newspaper where legal notices appear.
- (2) The notice required by paragraph (1) of this subsection may be included in the statement published pursuant to subsection (e) of this Code section in lieu of separate publication of the notice.
- (h) Nothing in this Code section shall be deemed to preclude the conduct of further budget hearings if the governing body deems such hearings necessary and complies with the requirements of subsection (e) of this Code section.

36-81-6. Adoption of budget ordinance or resolution; form of budget.

- (a) On date after the conclusion of the hearing required in subsection (f) of Code Section 36-81-5, the governing authority shall adopt a budget ordinance or resolution making appropriations in such sums as the governing authority may deem sufficient, whether greater or less than the sums presented in the proposed budget. The budget ordinance or resolution shall be adopted at a public meeting which shall be advertised in accordance with the procedures set forth in subsection (e) of Code Section 36-81-5 at least one week prior to the meeting.
- (b) The budget may be prepared in any form that the governing authority deems most efficient in enabling it to make the fiscal policy decisions embodied in the budget, but such budget shall be subject to the provisions of this article.