



City of Roswell

38 Hill Street
Roswell, Georgia 30075

Meeting Minutes Administration and Finance & Recreation and Parks Committee

City Administrator Kay Love
Mayor Jere Wood
Council Member Rich Dippolito
Council Member Lori Henry
Council Member Kent Igleheart
Council Member Jerry Orlans
Council Member Betty Price
Council Member Becky Wynn

Monday, November 9, 2009

5:30 PM

Room 220

Meeting was called to order at 5:31 p.m.

CALL TO ORDER/ROLL CALL

Present: 7 - Mayor Jere Wood; Council Member Rich Dippolito; Council Member Lori Henry; Council Member Jerry Orlans; Council Member Kent Igleheart; Council Member Becky Wynn and Council Member Betty Price

Staff Present: Kay Love – City Administrator; Michael Fischer – Deputy City Administrator; Julia Luke – Finance Director; Joe Glover – Director of Recreation and Parks; Police Chief Ed Williams; Fire Chief Ricky Spencer; David Davidson - City Attorney; Danny Blitch – Grants Manager; Kimberly Johnson– Community Coordinator; Mike Erwin – Strategic Planning and Budgeting; Alice Wakefield – Community Development Director; Brad Townsend – Planning and Zoning Director; and Marlee Press, Executive Assistant to Council

Minutes of the October 6, 2009 committee meeting were approved.

Addendum to the Agenda

- *Kay Love requested that two proposed addendum items be added to the agenda. They are “Discussion of the proposed Indoor Firing Range Located at 11261 Alpharetta Highway.” This was added at the request of Mayor Wood. The second item is the “Discussion of the Ordinance to Ban Smoking within the City of Roswell Parks.”*

Committee approved adding these items to the agenda.

Administration

1. Consideration of a contract amendment with Applied Management Engineering, Inc. (AME) in the amount of \$60,049, for Phase II of the Facilities Condition Assessment for the City of Roswell

- *AME performed the Facility Condition Assessment of Phase I which included 33 of the City facilities. Phase II is for the remaining 44 facilities in the amount of \$60,049. The scope of work includes assessment of the structural and aesthetic condition of the facilities.*
- *Michael Fischer said the assessment will identify what needs to be done, put the projects in priority order, and give a cost estimate for the repairs. He added that the contractor is looking at the entire structure including electrical, HVAC, plumbing, etc. They do not look at unique equipment like playground or pool equipment. There is also a sustainability category included.*

A motion was made by Council Member Kent Igleheart, seconded by Council Member Jerry Orleans, that the contract amendment with Applied Management Engineering, Inc. (AME) be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 11/16/2009. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Orleans; Council Member Igleheart; Council Member Wynn and Council Member Price

2. Service Delivery Strategy Update

- *The deadline for completion of the Fulton County Service Delivery Strategy (SDS) was October 31, 2009. The second voluntary mediation meeting was held at ARC on October 29, 2009. The cities and Fulton County are still not in agreement on the following issues: water, wastewater, elections, and roads.*
- *Fulton County has filed a petition in Superior Court for relief from any sanctions or penalties resulting from the expiration of the Service Delivery Strategy agreement. This relief is necessary because a sufficient number of cities have not yet requested an extension of the SDS Agreement from the Georgia Department of Community Affairs. Should relief not be granted by the Court, the City of Roswell will be ineligible for any State funding or permits until such time as the SDS is agreed upon.*
- *David Davidson said Roswell will probably file a counterclaim against Fulton County for what the previous audit has shown which is that Roswell is paid out of their general fund for roads in South Fulton and in the unincorporated area.*

Staff will keep Mayor and Council updated on this matter.

3. Consideration of a Memorandum of Understanding (MOU) with the City of Alpharetta for the use of their Grant Management System software

- *The Grants Management System is a relational data base, client server application developed by the City of Alpharetta that manages the administration of grant applications, grant awards, grant reports and grant financials. It is written using MicroSoft Windows Version of FileMaker Pro. There is no cost to the City of Roswell for use of this application. Roswell's IT staff is comfortable supporting this because they believe that it will allow Roswell to make improvements in the future without having to go out and hire a developer. This will be integrated into the ERP program once that is implemented.*

A motion was made by Council Member Kent Igleheart, seconded by Council Member Jerry Orleans, that the Memorandum of Understanding (MOU) with the City of Alpharetta be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 11/16/2009. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Orleans; Council Member Igleheart; Council Member Wynn and Council Member Price

4. Status Report of American Recovery and Reinvestment Act of 2009 Stimulus Funding

- *Staff has received the grant agreement from Fulton County for the Neighborhood Stabilization program. Legal has reviewed and made changes to it and staff then submitted it back to Fulton County. Staff has also developed in-house the RFP to use to go out to select the city's partners to implement the project. All that has been submitted to the Dept. of Community Affairs for their consideration of Fulton County's Special Terms and Conditions that they have to meet before work can begin on this project. The grant award states that the city has to obligate all of the funds before the end of December. Due to some outstanding issues with the grant agreement, Danny Blich said staff will probably have to get an extension.*

- *The city received a check in the full amount of \$71,894.01 for the Justice Assistance Grant (JAG) Formula 2009. There is another JAG that is not related to the Stimulus (\$23,000) that staff is waiting to get fully documented. Once all the grant agreements are in place, then the digital communication equipment will be purchased with these funds.*

- *The CDBG Recovery Grant in the amount of \$125,611 was approved by M&CC on November 2nd. That was for the Norcross Street drainage and Swaybranch Waterline projects.*

- *Staff is still waiting to receive the official grant agreements for the Energy Efficiency and Conservation Block Grant.*

Danny Blich will continue keeping the committee updated monthly on different grant possibilities.

5. Consideration of a Budget Amendment not to exceed \$800,000 to create a project and approve revenues and expenditures associated with the flood/storm events damage in September 2009

- *This is to create a project and cost center(s) to receive FEMA reimbursements for flood damage and to increase appropriations in the General Fund, Risk/Liability Fund, Solid Waste Fund and the Water/Wastewater Fund as needed to correctly account for revenues and expenditures due to flood/storm events damage.*
- *Expenses are estimated not to exceed \$800,000 and staff will report back to Council actual revenues and expenditures related to this action when all claims are finalized. Staff is requesting an over encompassing budget amendment since there will be funds coming from FEMA, the insurance company and funds may be used from the General Funds undesignated reserve.*

A motion was made by Council Member Kent Igleheart, seconded by Council Member Jerry Orleans, that this budget amendment not to exceed \$800,000 be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 11/16/2009. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Orleans; Council Member Igleheart; Council Member Wynn and Council Member Price

6. Consideration of the FY2010 Mid-Year Budget Amendment. Request for approval of Budget Amendment 1585-11-16-09 to amend the FY2010 Amended Budget.

- *This budget amendment includes General Fund carryover requests from the Community Development Department in the amount of \$290,000 for carryover of vacancy savings, total funding for the Comp plan, Street Centerlines/E-911 addresses and aerial photos and additional funds for property maintenance on vacant homes.*
- *The Environmental/Public Works Department's request is in the amount of \$125,000 for emergency stormwater repairs. The Fire Department's request is in the amount of \$80,000 for additional Fireman's Fees. The Police Department's request is in the amount of \$244,341 for promotions, radio contract and inmate medical treatment.*
- *There is also a requested \$300,000 revenue and expense increase in the Group Benefit Fund. This recognizes the additional revenues and expenses for the FY2010 group benefit plan.*
- *Staff is just reallocating these funds to different line items. There is no new money being requested to come out of fund balance. It is still within the budget dollar amount of '09.*

A motion was made by Mayor Jere Wood, seconded by Council Member Jerry Orleans, that the FY2010 Mid-Year Budget Amendment be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 11/16/2009. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Orleans; Council Member Igleheart; Council Member Wynn and Council Member Price

7. FY10 Monthly Budget Status Report

- *This is the third month of the fiscal year and the city is currently meeting expectations both for revenue and expenditures. As staff looked at sales tax, they budgeted \$18M. They are tracking somewhere between \$17,750,000 and \$18M for this year. Staff will be monitoring the sales for shopping centers over the Christmas holiday and they will keep Council informed on this.*
- *Staff received the 2008 digest. The final number staff received for 2008 (FY 09) was a little bit higher than what they used to budget that year. For 2010, the estimated digest they received is currently higher than the number used during the budget process. There is still about \$125M to \$135M value in dispute. Staff will continue to report as they get information on that.*
- *Kay Love said one of the things they will do in January in the true mid year as staff is looking to the future for 2011, is to be prepared to make adjustments in 2010. They are monitoring that very closely.*

Finance

8. Consideration to Award the Banking Service Contract to BB&T (Branch Banking & Trust)

- *At the October 6th committee meeting, staff was requested to provide additional information regarding BB&T's safekeeping services and community involvement as was provided to them from the Bank of North Georgia.*
- *Staff did some additional research and went to the Uniform Bank Performance report for selected figures. With those figures and the safekeeping portfolios that the two banks monitor, the Bank of North Georgia monitors \$120M. The city has around \$60M of our own money that we would move in there. BB&T has \$20.3B in their portfolio which puts the city in a much better position. Committee's recommendation is to move the banking service to BB&T.*
- *Councilman Orlans said since there is an equal comparison number with the two banks, staff needs to look at the Synovus numbers.*

Awarding the Banking Service Contract was deferred to the Administration and Finance & Recreation and Parks Committee on 12/8/2009 with the additional information requested.

9. Investment Report

- *The city's portfolio is higher than it was the previous year. We are still well ahead of our benchmark which is the one year treasury and the 30 day treasury.*

Staff is constantly watching when the investments are being called and trying to get them back out there at the best rate.

Administration - Cont.

10. Discussion of the proposed Indoor Firing Range Located at 11261 Alpharetta Highway
- Mayor said this Firing Range would be a great benefit to the City of Roswell. It will be used by all the North Fulton municipalities. Chief Williams said they have been working with the company that is building this range and the company has agreed to accommodate the needs of Public Safety training. All of the agencies in North Fulton are interested in this.
 - Chief said he is hoping to enter into an agreement that would include not only the rate that the city would pay for the use of the range but also the times that it would be available to the department staff.
 - Mr. Tom Deeds is the managing partner of the company. He explained how the range would be set up and that it would be fully tactical.
 - The main issue with this facility is that there are some site plan and timing issues regarding the current billboard being in the fall zone of the proposed driveway for this development. The sign is within the stream buffer and was built before the stream buffer ordinance went into effect. Staff is trying to determine how to deal with the billboard, the impact and the conflict it creates on the site plan. M&CC is the only entity which is allowed to deal with the billboard section of our code.
 - David Davidson said the prior owner of the property at one time granted his own company a permanent easement in that area for a sign. This was before the city enacted our fall zone ordinance. Since it is a permanent easement in that area there is no way to get out of the lease.

A motion was made that this issue of the proposed Indoor Firing Range be deferred and placed on the Administration and Finance & Recreation and Parks Committee agenda for 12/8/2009. Mayor suggested that Legal take another look at this to see what the Council's options are in this case and bring this back at the earliest opportunity since Mr. Deeds would like to have this expedited since he has a financing time limit issue. The motion carried unanimously.

Recreation and Parks

11. Ordinance to completely ban smoking within the City of Roswell Parks.
- Council deferred the 2nd Reading of this Ordinance to ban smoking within the City of Roswell Parks except within designated areas. It went back to the Recreation Commission on October 29, 2009 for further discussion and the Commission recommended to completely ban smoking within the City of Roswell parks with no exceptions.
 - Councilman Orlans said the Commission's idea was the healthier approach. He would like it to move forward to the second reading.
 - The second reading would be on November 16th and would be with the recommendation from the Commission for a total ban.

A motion was made by Council Member Jerry Orlans, seconded by Council Member Kent Igleheart, that the Ordinance be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 11/16/2009. Mayor agreed to move it forward for a second reading but added that he is in favor of designated areas. The motion carried by the following vote:

In Favor: 6 - Mayor Wood; Council Member Dippolito; Council Member Orlans; Council Member Igleheart; Council Member Wynn and Council Member Price

*****It went back to the Public Safety and Public Works Committee meeting for the "Public Works" items.*****

Meeting adjourned at 6:57 p.m.