



City of Roswell

38 Hill Street
Roswell, Georgia 30075

Meeting Minutes Public Safety and Public Works Committee

Mayor Jere Wood
Council Member Nancy Diamond
Council Member Rich Dippolito
Council Member Kent Igleheart
Council Member Jerry Orleans
Council Member Betty Price
Council Member Becky Wynn
City Administrator Kay Love

Tuesday, September 14, 2010

5:00 PM

Room 220

(Immediately following the Administration and Finance and Recreation and Parks committee meeting)

- Present:** 6 - Mayor Jere Wood; Council Member Nancy Diamond; Council Member Rich Dippolito; Council Member Kent Igleheart; Council Member Jerry Orleans and Council Member Betty Price
- Absent:** 1 - Council Member Becky Wynn

Meeting was called to order at 5:02 p.m.

CALL TO ORDER/ROLL CALL

Staff present: Kay Love – City Administrator; Michael Fischer – Deputy City Administrator; Police Chief Ed Williams; Fire Chief Ricky Spencer; Joe Glover – Director of Recreation and Parks; Morgan Rodgers – Assistant Director of Recreation and Parks; Julia Luke – Finance Director; Bob Hulsey – Assistant City Attorney; Alice Champagne - Water Resources Manager; Yvonne Douglas – Deputy Director of Environmental/Public Works; Janet Liberman - Environmental Programs Manager; Julie Brechbill – Community Relations Manager; Keith Lee - Director of Strategic Planning & Budgeting; Chris Boyd - Water Distribution Supervisor; Mike Elliott - Traffic Operations Supervisor; and Marlee Press, Executive Assistant to Council.

Minutes of the August 10, 2010 committee meeting were approved.

Fire

Monthly Mutual Aid Report

- Chief Spencer presented the Mutual Aid report for surrounding jurisdictions through 8/31/10.
- For the month of August, Roswell received mutual aid from other jurisdictions 15 times and Roswell gave 9 times. So far for 2010, Roswell received mutual aid 125 times and gave 127 times.
- The mutual aid is balancing out the way staff would want it to.

Chief Spencer will update the committee monthly on mutual aid.

Consideration of the Promotional Policy for the Roswell Fire Department

- The creation of the full time Battalion Chief positions necessitates the creation of policy to establish promotion procedures to include internal promotional rosters for use by the Department in determining eligibility and ranking of all uniformed members of the RFD for promotional consideration. Job vacancies may be filled by promotional competition from within the City's existing work force if a sufficient number of qualified candidates exist. External candidates will be considered for all vacancies should it be determined that an insufficient number of internally qualified candidates exist.
- This is a standard promotional policy.
- Councilmember Price asked if each department does this on its own. Kay Love replied yes and added that the HR policies and procedures manual have general protocols on policy for promotions. Councilmember Price said that since there is going to be a new HR director, if there is any rationale of having them look at this. Kay Love said Diane Whitfield was very involved in this HR policy and they worked on this for several months at staff level.

Council members present approved of this Promotional Policy. Kay Love said this does not require Mayor and Council approval since their policies and procedures have already been adopted. Staff will get comments from the other Council members.

Discussion of the Proposed Fire Station #4 Terramont location - Guidance

- Staff discussed the proposed site plan for Station #4 located on city owned property on Holcomb Bridge Road (HBR) in the Terramont Subdivision. A conceptual site plan has been developed by staff to include a one story station scenario and a two story station scenario. The site topography and required setbacks make a two story station preferable. A Public Information meeting has tentatively been scheduled for September 30th. This is specifically for Terramont but also for Martins Landing and it is open to the public. Before they proceed with anything the city needs to see how the neighborhood feels about it.
- Chief Spencer said this location is less than .2 of a mile from the current location of Station #4. It is on a piece of property that is suitable for the Fire Station. They have not had any architectural designs drawn out yet. There will be a three bay garage where the fire trucks would come in off of HBR and into the station. When they get ready to leave for calls, they won't activate their sirens until they get to HBR so the people won't get the full effect of the lights and sirens when they leave the fire station.

- *The one story building would come so close to the back of the residents there. Staff recommends the two story building because it fits better on the property. The two story would be less intrusive to the residents. There would be a lot larger buffer and the maximum height of this two story building would be no more than 45 feet on the front. This two story option also provides a good area for recreation. Chief said they will let R&P staff decide what would be best in that recreational area. They will enhance the trail that comes off of Terramont and will connect into HBR and off that trail will be a trail to the recreational area. The building will be about 12,000 sf . It will house at the maximum 11 people. There are 22 parking spaces. They will leave the natural tree buffers.*

The committee members present approved that staff move forward with a Public Information meeting that is tentatively scheduled for September 30th from 7:00 p.m. to 9:00 p.m. at the East Roswell Recreation Center to get public input on this issue. They can do direct mail to every owner in Terramont and do door hangers since all of them are rentals. Councilmember Diamond said they have been in contact with Martin's Landing HOA and they are fine with it.

Police

Discussion of the iXP E911 Consolidation/Feasibility Study - Guidance

- *Chattcom Communications Center located in Sandy Springs provides E911 services for the cities of Sandy Springs, Johns Creek and Dunwoody (January 2011) via iXP Corporation. In order to determine the cost effectiveness of consolidating E911 services with Chattcom Communications, a consolidation/feasibility study must be conducted. This study would look at the feasibility from a business standpoint of how it works financially as well as from a government standpoint. The cost of this study is around \$75,000. Kay Love said this can be paid from the 911 fund. Representatives from iXP and Johns Creek were present to discuss their partnership for provision of E911 services.*
- *Mike Bodker, Mayor of Johns Creek, said the partnership between Sandy Springs, Johns Creek and iXP has developed a world class 911 center. He believes the larger the footprint that can be created in Metro Atlanta in regards to 911 the better it is for the collective group.*
- *The goal during the assessment phase of the study is to build a business case that details true costs of operation and true service matrix and to use that as a decision point for Mayor and Council to see if it would make sense for the city to join or not to join. They would look at all the technology currently being used, the cost, maintenance fees, life cycle of the technology, how long the current system would last, what the potential capital cost would be to replace it or in keeping it maintained and it also looks at the staffing levels and staffing plan. Chattcom provides the facility, technology, and all the operations for a flat monthly fee to the authority. The fee is based on the business case built for the authority that lays out fixed monthly pricing for 5 years with an option for 5 more.*
- *Mayor Wood asked since Roswell already has a satisfactorily working system and if Roswell joins Chattcom, there is the issue of shutting down an existing facility and the investment and assets so he wanted to know if the study/analysis is going to take these into consideration. Kay Love that is all part of the study. Mayor wanted to know what will happen to the existing system and employees and Kay Love replied that not all the details have been worked out.*
- *Councilmember Orlans asked if there was any general concept of how their services and costs compare to Roswell's services and costs to see if it is advantageous to spend \$70,000. Kay Love replied their program is custom designed by city so they take a look at Roswell's requirements from a level of service to deliver that level of service. She does not know how their service/costs compare to Roswell.*
- *Mayor asked if there is a way to get the information needed for less than \$70,000. He asked if there is a benefit from spending the \$70,000 even if Roswell does not join. Kay Love replied the value is knowing that Roswell has answered that question and how Roswell's staffing compares to their staffing, operationally would certainly be a benchmark. It was added what Roswell will get if they don't decide to join is a documentation of the service matrix, functional requirements for Police, Fire and EMS, a documented cost analysis showing true workload and cost of operation, plus a lifecycle of the current technology and anticipated costs of replacing.*
- *Councilmember Igleheart asked if this information is not already known. Mayor asked if they can compare the number of what Johns Creek is paying for the service per person vs. what Roswell is currently paying. He wants to know what it cost Roswell to operate 911 and what it is costing Johns Creek to operate 911. Kay Love said they can get that information. Mayor is looking for a rule of thumb to give him some point of reference, not a commitment, not something binding but at least to say that this is what it might cost rather than saying it is unfathomable.*

- *Councilmember Dippolito agreed with what the Mayor is asking. He said Roswell has a service and iXP is saying Roswell needs to come with them and wants to charge the city \$70,000 to tell Council that the city can save money going with them. He said they need something more substantial in proving to the city that it needs to go with the service.*
- *Kay Love since there is not a level of comfort by Mayor and Council at this time. From a staff perspective they can get with iXP to see what information can be gathered. She said this item might be better for a continued discussion at a Work Session.*

Mayor requested a simplified cost comparison of what it cost Roswell to operate 911 and what it cost Johns Creek to operate 911. He suggested that staff look at the volume of calls of the two cities and the volume of service and what that cost is. He requested more information before spending \$75,000 on this study. Council Member Dippolito also requested some general parameters that can be used before the city invests \$70,000 into this study. Council Member Diamond requested that staff get some more information about the subscriber aspect of this. Mayor suggested getting the number that Dunwoody is getting quoted for being a subscriber. Kay Love since there is not a level of comfort by Mayor and Council at this time, from a staff perspective they can get with iXP to see what information can be gathered. She said this item might be better for a continued discussion at a Work Session.

Approval of a Resolution to submit a 2010 Community Giving Sponsorship grant award from Target Corporation in the amount of \$5,000.

- *Target Corporation has invited the Roswell Police Department to apply for a sponsorship grant award in the amount of \$5,000. The proposed project will purchase a FLIR (Forward Looking Infra-Red) Systems thermal imager unit for the Field Services Division. The unit enables law enforcement officers to see suspects in total darkness, through smoke, and light foliage. A FLIR handheld allows the officer to see the suspect, without revealing the officer's location.*
- *The grant application deadline was September 3rd and due to time constraints staff submitted the online application by the deadline. The city is under no obligation to accept the grant award. No matching funds are required.*

A motion was made by Council Member Nancy Diamond, seconded by Council Member Betty Price, that a Resolution to submit for this grant be placed on the Mayor and City Council Agenda on 9/27/2010. The motion carried by the following vote:

In Favor: 6 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orleans and Council Member Price

Approval of a Resolution to accept a 2010 Edward Byrne Memorial Justice Assistance Grant (JAG) and approval of a Budget Amendment in the amount of \$22,942

• *This grant is for an estimated award of \$22,942 in federal funding for the purchase and/or upgrade of law enforcement communications equipment. Funding from this grant will provide for the purchase and installation of software modules or new radios giving Roswell radio subscriber units the ability to access the Urban Area Security Initiative (UASI) system and provide for compliance with the Interoperability Initiative. This will also allow them to bring them up to digital. There are no matching funds required. Mayor and Council approved the application for this grant on 6/21/2010.*

A motion was made by Council Member Nancy Diamond, seconded by Council Member Betty Price, that the Resolution to accept this grant and a budget amendment in the amount of \$22,942 be placed on the Mayor and City Council Agenda on 9/27/2010. The motion carried by the following vote:

In Favor: 6 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orleans and Council Member Price

Discussion of the Street Renaming Project - Guidance

- *This issue was discussed at the 8/10/2010 Committee meeting and Chief was directed to contact the postmaster and ask how long mail would be forwarded to a new address. He responded that mail would be forwarded for one year. There are no provisions for any special conditions that would apply to Roswell residents to ensure forwarding past that 12 month period, but mail addressed to the address is often delivered correctly simply because the postal staff is aware that a change was made. Chief was also asked to provide a list of streets with a public comment section.*
- *Councilmember Igleheart said so much time has been spent on this and asked why not change the ones no one is complaining about. Councilmember Diamond said that is the recommendation. Her one request was that whatever changes are made, have them made all at the same time.*

Committee approved to change only the names of the streets where there was resident support and those which resulted in no comments at all, and not change the names of streets where the residents object. Before any final action by Council is taken the City will notify the residents of both similarly named streets that the city is considering no changes to the street name and that they may be affected by any confusion that results. For example, if the City does not change the name of Anston Drive, then the residents of Ashton Drive should be notified as they may wish to give their input to the Mayor and City Council on that point. Staff also recommended that the City should conduct an education campaign that notifies the residents of the possibility of confusion in street names during a 911 call and informing them that they should be sure to mention in which subdivision that their street is located. Kay Love said this will come back to Mayor and Council in the appropriate process.

Councilmember Diamond also suggested a postcard be sent out every couple of years to those streets reminding them of the situation so that as new people move into the area they also get educated.

Kay Love said this will come back to Mayor and Council in the appropriate process.

Public Works

Consideration of a Budget Amendment to increase the Elkins Road Culvert project budget from \$300,000 to \$367,163

- *This project is in its final phase solution. It had a few different phases and staff determined what would be the most cost effective method. The solution was lining the pipe which has been completed. The double 72-inch culverts were lined using Cured in Place Pipe (CIPP) technology and are now structurally sound.*
- *The second phase is what they are trying to complete now. The final phase of the project includes engineering design, installation of headwalls, installation of improved street drainage structures and installation of downstream and upstream channel protection.*
- *The estimates from the three on-call construction contractors had the lowest bid of \$186,222 and an additional 10% is needed for contingency for a total phase cost of \$204,844. The budget is a little short. An additional \$67,163 is needed to complete this phase. The original project budget was \$300,000 and the final cost of this portion of the project is \$162,319. \$137,681 is currently available for the Elkins Road Culvert project. The Highway 9 Drainage Repairs project has available funds in the amount of \$176,782, which can be transferred to cover the additional cost. There would still be a balance in that fund of \$109,619.*

A motion was made by Council Member Betty Price, seconded by Council Member Nancy Diamond, that this Budget Amendment be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 9/27/2010. The motion carried by the following vote:

In Favor: 2 - Council Member Diamond and Council Member Price

Discussion of a GEFA State Revolving Fund (SRF) Loan for Tier 1 Green Project for Automated Metering Infrastructure (AMI) - Guidance

- *The City is requesting a GEFA loan in the amount of \$1,500,000 to fund the development of a fixed base Automated Meter Infrastructure (AMI) system to assist the City in its goal to reduce water loss, promote water conservation, and be more environmentally friendly. The project has completed the initial review by the State Environmental Protection Division (EPD). Council has seen this before when they actually submitted this for approval to GEFA.*
- *The City has submitted the required Engineering Report for environmental review approval. All other documents needed for full approval are either in process or already approved. The bid specifications are underway for the project and the bid will be issued in the next three weeks. The City must issue a notice to proceed for the project by December 31, 2010.*
- *Since Roswell is a WaterFirst community a portion of the loan (\$750,000) is forgiven due to that status.*

The committee members present approved of paralleling the bid process with the final approval of the loan. Staff will be coming back to Council with that full approval of that loan as they parallel the bid process.

Discussion of the South Atlanta Street Waterline Project additional project scope and GEFA loan funds - Guidance

- *The GEFA loan for the South Atlanta St. Waterline Project was approved for \$1.2M. The current approved project amount for design and construction is \$790,835. EPD is requiring staff to amend the current budget for the waterline and in doing so asking about the remaining balance of approximately \$300,000 that is left. They are encouraging the city to give them projects to use for the rest of that money that would possibly benefit additional parts of the waterline and or the overall loan approval was with water supply and water infrastructure. It is recommended to use the remaining undedicated funds in the amount of \$209,265 for other related projects. Staff has reviewed potential projects with EPD and they have provided preliminary approval as follows:*

- 1) *Jones Drive Waterline - This line is a two inch galvanized steel line and is on the top of the replacement priority matrix. The benefits of replacement include elimination of a dead end line and completion of a loop for maximum quality and pressures. The cost is \$49,500 for design and construction and could be added as a contract change.*

- 2) *Additional Construction Management oversight services by the city's engineering firm for the S. Atlanta St. Waterline project. The benefits are increased oversight for the project due to staff workload (recent staff vacancy) and increased scope for this project on a GDOT road. The maximum cost is \$29,900.*

- 3) *Water Plant Pilot Study - This study will demonstrate that the city has improved the operations at the water plant and Georgia EPD can permit the city to produce more water. Successful results will allow the city to increase capacity 25% to 1.5 Million Gallons per Day and lower production costs. This is the first step in the city's water supply master plan. Proposed cost for engineering, equipment and sampling for 6 months is \$91,700. This is more related to improving our water system per our water supply master plan. In order to maximize the efficiency of our permit application, EPD recommended the pilot study for the filter increase capacity.*

- 4) *Water Sampling Site improvements - Sampling the city's drinking water at numerous sites is required by the EPD Drinking Water Permit. The city currently has 16 sites and needs to add 4 more. The equipment and installation to replace and install for the 20 sampling locations is estimated to be \$30,000.*

- *Staff proposes to ask GEFA for approval of the listed projects and the submittal of a new budget. This is still within the scope of the \$1.2M that was previously approved and the payback is budgeted. This does not have an increase financial impact in that regard. This totals \$201,100 for the 4 projects with ample funds in the loan left.*

Committee members present approved that staff ask GEFA for approval of the additional listed projects in order to use the remaining undedicated funds and the submittal of a new budget.

Meeting adjourned at 7:58 p.m.