



City of Roswell

38 Hill Street
Roswell, Georgia 30075

Meeting Minutes Administration and Finance & Recreation and Parks Committee

Tuesday, January 5, 2010

5:00 PM

Room 220

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

CALL TO ORDER/ROLL CALL

Present: 7 - Mayor Jere Wood; Council Member Nancy Diamond; Council Member Rich Dippolito; Council Member Jerry Orleans; Council Member Kent Igleheart; Council Member Betty Price and Council Member Becky Wynn

Staff Present: Kay Love – City Administrator; Michael Fischer – Deputy City Administrator; Wendy Johnson – Accounting Manager; Joe Glover – Director of Recreation and Parks; Police Chief Ed Williams; Fire Chief Ricky Spencer; Bob Hulsey – Assistant City Attorney; Morgan Rodgers - Assistant Director of Recreation and Parks; Danny Blich – Grants Manager; Julie Brechbill – Community Relations Manager; Mike Erwin – Strategic Planning and Budgeting; and Marlee Press, Executive Assistant to Council

Minutes of the December 8, 2009 committee meeting were approved.

Finance

1.

Consideration to award the Banking Service Contract to BB&T.

- *This item has been deferred a couple of times from committee due to the lack of entire committee presence. At the December 21st M&CC it was deferred back to committee so everyone could be here for the discussion.*
- *A RFP was issued and six responses were received. Three banks were selected to present oral presentations to the evaluation committee. The three banks were Wachovia, Bank of North Georgia and BB&T. The Evaluation Committee selected BB&T based on their responses to the RFP which included six criteria and the oral presentation between BB&T and the Bank of North Georgia.*
- *Councilman Orlans had some questions regarding the Uniform Bank Performance Report Selected Figures as to the Banks' Financial Health. He questioned the Federal Reserve's figures in that report.*
- *Councilman Orlans added that he wanted to move forward on the bid from Bank of North Georgia rather than BB&T because they have been a big supporter of the City and many different charities. The City started the "Find It All in Roswell" program and should be promoting local businesses and since the annual cost difference was so close between the two banks, he said the city should go with the local bank.*
- *Staff said the difference between the two were the electronic banking capabilities and the disaster recovery plan. The electronic banking was the deciding factor. BB&T has an one stop shop capability. Bank of North Georgia does not have that currently. Ken Davis, from Bank of North Georgia, said they were working toward it but they didn't have that capability yet. The new software will allow them to have one stop shop capability also.*
- *Mayor added to what Councilman Orlans pointed out that when they have a choice between a local company or a national company they will always try to go with the local company if all things are equal. Since things are not exactly equal, he said they need to quantify how big the difference is.*
- *Regarding the disaster recovery plan, BB&T can have their systems up and running and available within 15 minutes. The Bank of North Georgia said they can work with the city on an individual basis and develop a disaster recovery plan. Mr. Davis said because they are local and they have a branch up the street, they would be available and accessible to make sure they had cash in the vault and they could coordinate with whatever the needs would be at the city level to provide the cash to meet the daily operating needs.*
- *Councilman Igleheart commented about a discussion recently with Council about micro managing what the staff has done. He said the professional staff went through a process that Council laid out for which they have done and they made a recommendation. This is micro managing by not going with staff recommendation and he hopes they remember that as they move forward and try to be consistent in all the things that they do.*

A motion was made by Council Member Jerry Orlans, seconded by Council Member Becky Wynn that awarding the contract to Bank of North Georgia and not BB&T be approved and placed on the Mayor and City Council agenda for 1/20/2010. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Orlans; Council Member Igleheart; Council Member Price and Council Member Wynn

2. Discussion of Utility Late Fees and penalties

- *This was added at the request of Councilwoman Price. Staff provided committee some information about how the penalty was adopted. A resolution dated June 21, 2004, adopted the Late Fee and Penalty for the utility services. The utility customer has forty three (43) days to pay off their bi-monthly utility bill from the date of the bills. If not paid by that date a \$20.00 late fee is added to the account and the late penalty of 1.5% is accrued each month on all outstanding balances until the balance is paid in full.*
- *Councilwoman Price said the constituent approached Council complaining about her relatively high late fee. Staff presented the late fees from the neighboring communities and Roswell is in line with their fees.*
- *Kay Love said staff does have discretion and can look at the individual case to waive the fees if it is warranted. Staff will weigh the information that the resident gives staff, and staff will look at the circumstances and past payment history.*
- *Councilwoman Price said this particular resident was grateful for the waiver.*

No further action was needed on this issue.

3. Investment Report

- *Our city's investments are still above earning yield for both the one year treasury and the 30 day treasury. That is subject to change as the investments are due and are paid out. As staff purchases new investments, the interest rate will be lower. The city does have over \$54M in investments.*
- *Councilman Orleans made a comment regarding the Green Purchasing Report. He said he wants to make sure that staff is purchasing green if it makes sense financially and not because it is green. Kay Love said staff will put together the fleet information on the vehicles and bring it back to the next committee meeting.*

Staff is constantly watching where the best rates are and will keep the committee updated on a monthly basis.

Recreation and Parks

4. Consideration to allow Crossroads School to establish an organic garden at Garrard Landing

- *Crossroads School is interested in entering into an agreement with the City of Roswell to "farm" a portion of land at Garrard Landing.*
- *Jack Burris from Crossroads School was present to discuss this request. They would like to create an organic farm on the land that the city has at the Chattahoochee River at Garrard Landing. It would be a portion of the 10 acres (around 2-3 acres) that the city owns. Crossroads has formed a partnership with Georgia Organics which is an Organic Farming Association. They have included Crossroads in their mentor program. They also got a grant from University of Alabama to buy all of the materials including a deer fence. There is a lot of prep work involved.*

Mayor said the next step is for staff and Crossroads School to discuss the issue with Fulton County Commissioner Lynn Riley to see about getting Fulton County support since this project will need both Roswell and Fulton County property. More of this will need to be on the Fulton County property.

5. Consideration of a Budget Amendment to fund projects in the amount of \$800,000

- *Staff has funds in the Recreation Participation Fund and the Impact Fees Fund. This money comes from fees and charges surplus money that staff built up over the years. There is no tax money taken. These funds can only be used for certain types of projects. The projects cannot be maintenance related.*
- *Staff would like to spend this money on 7 proposed projects: (1) New filtration system for Roswell Area Park pool to replace original system installed in 1975 (\$125,000); (2) A new 'school' type bus is needed to replace the 1988 buses that were from the FCBE 10 years ago (\$75,000); (3) Addition of athletic field lighting at Big Creek Park/Northwood Elementary for a much needed Lacrosse practice/game field. Joe Glover said there shouldn't be any controversy because there will be no impact to any residential areas (\$100,000); (4) Sprayground water feature for East Roswell Park – there is no water feature for residents on the east side of GA 400 and this would meet the needs for the time being (\$250,000); (5) Restroom facility at Don White Park. Staff said with the tremendous daily use of the Riverside Riverwalk, this is desperately needed (\$100,000); (6) Picnic pavilion at Riverside Park needed due to tremendous success of activities (\$100,000); and (7) Trail extension at Steeple Chase/Fouts Road to Eves Road. This would add on to the newly opened trail which runs from the entrance of Horseshoe Bend to Eves Road (\$50,000).*
- *These are estimates for all these projects. Staff will get bids for all of these.*

A motion was made by Jere Wood, seconded by Council Member Becky Wynn, that a Budget Amendment to fund Recreation and Parks projects in the amount of \$800,000 be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 1/20/2010. The funds will come from the Recreation Participation Fund and Impact Fees. The motion carried by the following vote:

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

Administration

6. Consideration of a Resolution to limit the number of terms for the Office of Mayor
- *This Resolution will limit the number of consecutive terms that a person may hold the office of Mayor to three (3) or a period of twelve (12) years. This was added at the request of Mayor Wood.*
 - *Bob Hulse stated that this could not include the current term, because once the Mayor is elected to a term it has to go forward and it cannot go back.*
 - *Councilmember Orlans believes this should be left to the voters and not adopt a resolution on this.*
 - *Councilwoman Wynn wanted to know what the terms are for the surrounding jurisdictions so there is some consistency.*
- A motion was made by Council Member Kent Igleheart, seconded by Council Member Becky Wynn, that a Resolution that will limit the number of consecutive terms that a person may hold the Office of Mayor to three (3) or a period of 12 years be approved and placed on the Mayor and City Council agenda for 1/20/2010. Staff will also provide the terms for the surrounding jurisdictions. The motion carried by the following vote:**
- In Favor:** 6 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn
- Opposed:** 1 - Council Member Orlans
7. Consideration of an Ordinance to Amend Chapter 2, Article 2.6 of the Code of Ordinances regarding Terms of Office for Boards and Commissions
- *This Ordinance limits the terms of any Board and Commission members to three (3) consecutive terms. This was added at the request of Mayor Wood.*
 - *Mayor said this would put some pressure on M&CC to make a decision when they don't re-appoint. Mayor added that under the current ordinance the person serves until a successor has been appointed and confirmed. He said that he would like to add that after 6 months of a term ending and no one is confirmed that the position becomes vacant.*
 - *Legal was requested to look into the possibility of making all the Boards and Commissions have the same length of terms.*
- A motion was made by Council Member Jerry Orlans, seconded by Council Member Becky Wynn, that an Ordinance to limit the terms of any Board and Commission member to three (3) consecutive terms be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 1/20/2010. Legal will look at whether terms can be changed to 3 years so all Boards and Commissions are consistent. The motion carried by the following vote:**
- In Favor:** 7 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Orlans; Council Member Igleheart; Council Member Price and Council Member Wynn

8. Consideration of an Ordinance to Amend Section 2.1.1 of the Code of Ordinances to change Council meeting dates and times

- *This Ordinance will reduce the number of Council meetings from three (3) nights a month to two (2) and change the time of the meetings from 7:30 p.m. to 7:00 p.m. This was added at the request of Mayor Wood.*
- *Kay Love said from a staff perspective they would like 7:00 p.m. Mayor agreed that this would help accommodate staff and shorten their work day a little. Councilman Orlans said he would like to keep it at 7:30 p.m. Councilwoman Wynn stated 7:00 p.m. might make people feel rushed in getting to the meetings.*
- *Mayor Wood stated that if business picks up or if there is a particular busy meeting month, another meeting could always be added.*
- *Councilman Igleheart suggested not bringing this forward right now and have further discussions on this.*

A motion was made by Council Member Kent Igleheart, seconded by Jere Wood, that an Ordinance to amend the Code of Ordinances changing Council meeting dates and times be deferred and placed on the Administration and Finance & Recreation and Parks Committee agenda for 2/2/2010. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Orlans; Council Member Igleheart; Council Member Price and Council Member Wynn

9. Consideration of a Resolution to Accept a FY 2010 Energy Efficiency and Conservation Block Grant (EECBG) formula award from the U.S. Department of Energy and approval of Budget Amendment setting up the budget for this grant project in the amount of \$825,700

- *The EECBG funds will be used to reduce the energy use of City facilities by upgrading lighting systems identified in the Facility Condition Assessment and implementing a pilot project to upgrade City owned outdoor lighting by utilizing energy efficient technologies, i.e., LED fixtures.*
- *This is a non-competitive grant and the grant is American Recovery and Reinvestment Act of 2009 (ARRA) stimulus funds.*

A motion was made by Jere Wood, seconded by Council Member Kent Igleheart, that a Resolution to Accept a FY 2010 Energy Efficiency and Conservation Block Grant (EECBG) formula award be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 1/20/2010. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Orlans; Council Member Igleheart; Council Member Price and Council Member Wynn

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

- *Danny Blitch said he has seen the Grant Award Agreement between Roswell and Fulton County for the Neighborhood Stabilization Program and it extends the date for the city to spend the funds to 12/31/2011. He does not know when the city will see the funds. Staff is waiting for Fulton County to get their paperwork through the Department of Community Affairs.*
- *The city has received \$71,000 for the Justice Assistance Grant.*
- *The city has spent funds on Holcomb Bridge Sidewalks in the amount of \$24,297.*
- *Kay Love stated that there are some transportation improvement projects within Roswell city limits that are administered by GDOT but the city does benefit from this.*
- *Councilmember Wynn asked about the Fire Station money. Danny Blitch said that the city did not make the first cut and they have not made a second round of funding available yet.*
- *Staff has received the CDBG recovery fully executed document back from Fulton County on December 23, 2009. The City has until March 1, 2010 to spend the funds.*
- *The Energy Efficient Block Grant money was just approved tonight to go to Council. The city will have until December 30, 2012 to spend the \$800,000.*

Danny Blitch will continue keeping the committee updated monthly.

11. FY10 Monthly Budget Status Report

- *This is the fifth month of the fiscal year.*
- *General Fund, Water, Sewer, Solid Waste are in pretty good shape. The Hotel/Motel Fund and the Recreation and Parks participation Fund are a little bit low.*
- *The city is right at budget on both revenues and expenditures at this timeframe. The city has \$70M in the bank in different locations but this year we are not in as good as shape as we have been before. Staff will continue to monitor.*
- *Councilman Orlans asked about the fines and forfeitures as far as that being \$1.1M this year vs. \$1.7M last year. Kay Love said she is working with Michael Fischer on an analysis on this. They know for a period of time, there has been a decrease in the number of tickets so they are analyzing that. There has been a decrease in the average fine amount in the court due to the economy. The judge is issuing more court ordered community service. There have been some reductions of fines. This analysis they are doing will help figure all this out. She added that fines have decreased for the red light camera due to the added 1 second to the caution signal*

Staff will update the committee on a monthly basis.

Other Discussion Items

12. Goals for 2010

- *Mayor said at the Work Session on January 11th, they will be discussing the Goals for the Year. He has asked staff to prepare their goals for the year and they will be presenting these goals at the Work Session.*
- *Mayor encouraged all the Council to give their goals for the year. Campaign promises have been made. This will help them to decide what to set priorities on. Those goals which are shared will have a higher priority. This is not just for the department they are liaisons for but what they would like to see the City accomplish this year.*

****After this item, it went to the Public Safety and Public Works committee.****

Meeting adjourned at 7:44 p.m.