



# 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 Nancy Diamond*  
*Council Member Rich Dippolito*  
*Council Member Kent Igleheart*  
*Council Member Jerry Orlans*  
*Council Member Betty Price*  
*Council Member Becky Wynn*

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Monday, March 8, 2010

5:00 PM

Room 220

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**(Meeting Rescheduled to this date due to the weather on March 2, 2010)**

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

*Meeting was called to order at 5:05 p.m.*

**Minutes of the February 2, 2010 committee meeting were approved.**

### **Addendum to the Agenda**

- *Kay Love requested that two proposed addendum items be added to the agenda. The first item was "Discussion of changing committee meeting times" under Administration. The second item was "Consideration to award a bid to Allan Vigil Ford for the purchase of three F-250 Trucks in the amount of \$83,290" under Public Works.*

**Committee approved adding these items to the agenda.**

## Finance

### Investment Report

- *The portfolio balance just barely exceeded what the balance was the same time last year. Staff is very diligent at looking at getting the best rates for the investments. Even though the rates are going down the city is still well ahead of the treasuries that we use to benchmark against.*
- *Staff continues to buy the step securities so they will increase either on a 6 month basis or an annual basis.*

**Staff will keep the committee updated on a monthly basis.**

## Recreation and Parks

Award a bid to PE Structures/Artlantic for the Barrington Hall Steps Project in the amount of \$49,350 and approval of budget amendment 6110CP-03-15-10 in the amount of \$50,000

- *Staff received seven (7) bids ranging from \$49,350 to \$110,000. PE Structures/Artlantic was the lowest responsive, responsible bidder in the amount of \$49,350. Funds in the amount of \$50,000 are being transferred from the Grimes Bridge Wall/Drainage project to the Barrington Hall Master Plan Site Improvements project.*
- *The bid itself was only to remove the upper part of the wall just for the width of the steps themselves. A group from Historic Roswell Alliance (HRA) has asked staff to go back and look at those plans and requested additional wall removal from the upper part of Barrington Hall. This would be changing the design of the steps.*
- *Joe Glover said there is only enough money budgeted to do the steps and no additional wall removal. He said if Council decides they want to take out additional wall, that needs to be a separate issue and that can come back at a later date*
- *Staff did show another option (Option 2) that did not take out any additional wall. There may need to be a little engineering work done on the side walls but the price should be the same as the original design. This option also included iron railing rather than stone railing.*
- *There was a consensus by committee that they liked Option 2 better that was presented to them at this committee meeting. This will be a change order to the contract since the project already had a bid done. Joe Glover added that the steps in the design are 11 feet wide. He said anything over 8 feet wide is going to require a center handrail which they did not install. Staff may have to come back and ask either that the steps be narrowed to 8 feet or to add a center handrail which would be an addition to that project. That could be priced later and done as a separate project.*
- *Mayor likes the wider steps and the lighter look of the iron railing vs. the stone railing.*

**A motion was made by Mayor Jere Wood, seconded by Council Member Kent Igleheart, that the awarding of the contract and the budget amendment be placed on on the Mayor and City Council agenda for 3/15/2010. They also approved of the Option 2 design. 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

A joint Work Session of Mayor/Council and the Cultural Arts Board regarding the Long-Range Strategic Plan for the Cultural Arts Center (CAC) on 3/15/10

- *Staff said the Cultural Arts Board is still working on this and is not ready to move forward on this.*

**This item was deferred to be presented at a future Administration and Finance & Recreation and Parks Committee.**

### **Administration**

#### FY10 Monthly Budget Status Report

- *This is the seventh month of the fiscal year.*
- *The General Fund revenues and expenditures overall met expectations. The Water and Sewer funds (Enterprise Funds), Solid Waste Fund and Recreation Participation Fund revenues all met expectations. Overall, City expenditures met expectations.*
- *Staff recently received the January sales tax that was reported in February and it was \$1.634M so the actual year to date sales revenue through January is ahead of last year for the same time period. Michael Fischer added that the sales tax revenue has started to stabilize.*
- *The first Budget Work Session will be on Monday, March 29th after the Open Forum meeting.*

**Staff will update the committee on a monthly basis.  
The new Budget Director, Keith Lee, was introduced.**

#### Fundraiser for Relay for Life

- *Councilmember Dippolito had an invitation and a suggestion about a fundraiser for Team Roswell for Relay for Life. He worked with the R&P staff and came up with an idea of the Mayor and Council vs. the Department Heads doing a variation of "Are you Smarter than a Fifth Grader." Mayor and Council all supported it.*
- *Councilmember Dippolito said they will try to plan this some time in April. He said it would be best to have this during the day when staff could come and it would be a staff event. Councilmember Orleans suggested to also invite the public. They will begin planning this.*

### Posting audio of the Roswell City Council meetings on the City's web site

- *The Legistar program has the capability of housing audio files on the host site. As a service to citizens, Community Relations recommended that the City post the audio files of the Roswell Council meetings on the web site. There are no additional costs associated with posting the audio files in Legistar. The Audio would be housed the city servers here in City Hall. Staff sees no downside to doing this. When someone goes to the city webpage and looks for minutes, there will be a column that says "audio."*

**A motion was made by Mayor Jere Wood, seconded by Council Member Nancy Diamond, that posting audio of the City Council meetings on the website be approved. Staff said these will be available on the website in about 30 days. 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

### Procedure for prayer at the beginning of Council meetings

- *This was deferred at the 2/2/10 Administration and Finance and Recreation and Parks committee meeting.*
- *Councilmember Price discussed that the GMA's sample meeting agenda contains an invocation. She added that the most recent US Federal Appeal Court decision in Cobb County in 2008 allows Cobb County to start their meetings with prayer.*
- *Councilmember Price said that she has a person that volunteered to be the point person. She would make the schedule out and follow up to make sure the person set up to come that night attends. Her recommendation is to initiate a specific policy for a person or persons to make the schedule if the Mayor sees fit to add that to his agenda.*
- *Most of the Council members said the people they have talked to in the community were not in support of prayer at the Council meeting. Councilmember Diamond added that it would make somebody who shows up for the meeting uncomfortable.*
- *Councilmember Price commented that there is nothing in the constitution or anywhere that prevents people from being uncomfortable. She said that being challenged would be a wonderful thing and getting back to the roots of our country would be even more wonderful.*

**There was not support from most of the Council members to have prayer at the beginning of Council meetings so this item will not move forward at this time.**

### Changing Committee meeting dates

- *There were four options presented with the Council meetings changing to the second and fourth Monday of the month:*
  1. *Current committee dates*
  2. *1st Monday - Admin/Finance and R&P and Public Safety and Public Works  
3rd Wednesday – Community Development and Transportation*
  3. *1st Tuesday - Admin/Finance and R&P and Public Safety and Public Works  
3rd Wednesday - Community Development and Transportation*
  4. *2nd Tuesday – Admin/Finance and R&P and Public Safety and Public Works  
4th Wednesday – Community Development and Transportation - This option was added at the request of Council member Igleheart.*
- *Councilmember Orlans said one of the reasons he thought for changing the Admin/Finance and R&P and Public Safety and Public Works committees to Monday instead of Tuesday was that on Tuesdays, the FD has all their training scheduled and that is why Chief Spencer can never stay long. Another reason is that Council has been used to meetings on Mondays already. If they had a committee meeting starting at 5:00 p.m. there wouldn't be conflicts with other activities going on.*
- *Councilmembers Diamond and Wynn both said they like to be able to come to everything and with Option #2 there is a meeting every week. They would like to have a week where there is not a mandatory meeting and Option #4 would do that.*

**A motion was made that the committee meeting dates be deferred and placed on the Administration and Finance & Recreation and Parks Committee agenda for 4/6/2010. Councilmember Price suggested a variation to one of the options which was to have one of the committee meetings on a Monday and the other one on a Wednesday on a same week as a Council meeting. That would be a variation of Option #2. Kay Love will send out the other option that Councilmember Price suggested. 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

### Status Report of American Recovery and Reinvestment Act of 2009 Stimulus Funding

- *The Neighborhood Stabilization Program 2008 has been awarded and it has been accepted. However, the city is tied with Fulton County on this program and when Fulton County submitted their paperwork to GA Dept. of Community Affairs it got rejected. The city has entered into a negotiation to come up with a Plan B to separate ourselves and go directly to the GA Dept. of Community Affairs for the grant but it has not happened yet.*
- *Staff has received notification that the city has received an award of \$130,000 for the Local Energy Assurance Planning Grant (LEAP) for the city to come up with an Energy Assurance and Resiliency plan to utilize during an emergencies and any kind of energy supply disruptions. The city is going to be looking at a number of different things.*
- *So far the city has spent \$145,000 of the stimulus dollars. Staff has submitted about \$20M.*

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

## Staff participation in Council member Committees and Task Forces

- *At the February 2, 2010 Administration and Finance and Recreation and Parks Committee meeting Kay Love requested guidance regarding the appropriate level of staff participation in Councilmember initiated committees/task forces (a.k.a. advisory groups). After a lengthy discussion, the Committee directed that no staff members were to attend Councilmember initiated committees/task forces until further action was taken by the Mayor and Council.*
- *Mayor said it is fine for a Councilmember just to meet with staff to get information or questions answered. If a Councilmember wants to create an advisory group and staff is not involved, that is fine also. He added that if a Councilmember forms a committee or advisory group and staff is involved which means city resources are being used, it needs to be sanctioned by the Council and that Mayor and Council needs to be invited to those meetings. If there is a quorum of elected officials attending the meeting, a Councilmember(s) will not be able to participate since a quorum cannot be at the meeting (unless it is an advertised meeting).*
- *Councilmember Orlans said he thought that if an elected official wants to put together a personal advisory committee they can do that. But before any staff in is involved or gives input, it would have to come to a Council meeting by that Council member to present. There was discussion that this has not been the practice up to now. Councilmember Wynn agreed that once staff time or taxpayer dollars are used for that for that task force/committee, it has to come to gi to M&CC for approval. Councilmember Orlans added that the task force should be under a specific department and it should be under that liaison of that Department.*
- *The newly formed Branding and Marketing steering committee was discussed since this originated from the North Fulton Chamber of Commerce. The Mayor had asked Councilmember Diamond to volunteer for this committee for the city. Councilmember Diamond would like staff to be there, because the whole goal is to give them the tools needed for this branding project. Mayor said he would support her coming to Council to create this Advisory Branding committee for the City and getting Council approval for that.*
- *David Davidson said if staff time is approved to be used for these task forces/committees, and that committee is city sanctioned than it is deemed open. If the Mayor sanctioned a committee that is not the same thing. David said it is not city sanctioned. He added that these committees cannot set policy. They can give directive to staff or Kay Love on how to implement policy.*

*Meeting adjourned at 7:09 p.m.*