



# 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, October 12, 2010

5:00 PM

Room 220

---

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

*Meeting was called to order at 5:04 p.m.*

### **CALL TO ORDER/ROLL CALL**

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

*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; and Marlee Press, Executive Assistant to Council.*

**Minutes of the September 14, 2010 committee meeting were approved.**

### **Addendum to the Agenda**

- *Kay Love requested that a proposed Addendum item be added to the agenda. It was "Report on the Public Information Meeting that was held regarding locating a Fire Station in the Terramont Subdivision."*

**Committee approved adding this item to the agenda.**

### **Fire**

#### **1. Monthly Mutual Aid Report**

- *Chief Spencer presented the Mutual Aid report for surrounding jurisdictions through 8/31/10.*
- *For the month of September, Roswell received mutual aid from other jurisdictions 15 times and Roswell gave 9 times. So far for 2010, Roswell received mutual aid 140 times and gave 136 times.*
- *Chief did mention that Sandy Springs does send their fire engine up to our Station #7 about 4 days a week and runs calls in Roswell. Those calls are not mentioned in the mutual aid report.*

**Chief Spencer will update the committee monthly on mutual aid.**

2. Report on the Public Information Meeting that was held regarding locating a Fire Station in the Terramont Subdivision - Guidance

- *A Public Information meeting was held at East Roswell Park Recreation Center on September 30th regarding locating a fire station on city owned property in the Terramont Subdivision. A notice about the meeting was direct mailed to the 193 Terramont property owners and door hangers were distributed to all the homes by Fire Department personnel. Two real estate type signs were positioned at the subdivision entrance to notify residents of the meeting. Several surrounding HOAs were also notified via email about the meeting. There were approximately 50 attendees at the meeting with the majority being residents of Terramont subdivision. The survey results are as follows: 10 yes, 8 not sure, and 34 no for a total of 53 surveys received at the meeting, via fax, or mail. The summary comments regarding general concerns about a fire station include: noise, property devaluation, drainage issues, traffic. The summary preferences for desired recreation improvements include: playground, trail, basketball court.*
- *John Paul von Neumann who lives 160 Terramont Court said he still had a lot of questions. He said he looked for information on the web but he said it was buried. He and several others attempted to find information about the planning of the Fire Station, impact, budgetary constraints as far as the consolidated annual reports, population projection, environmental impact and other items and couldn't find any of that information. He also said that his name is not on the survey submitted but he did answer it. He added that there was not enough notice about this meeting tonight and he thought it was a Mayor and City Council meeting. He said he has been talking to several land developers in the area who are willing to entertain options about the property.*
- *Kay Love clarified a couple of his points. She clarified that this is the beginning review of the possibility of using this parkland. She said the survey information was taken from the night of the public information meeting and they may not have had his physical survey from that night. She said this meeting tonight is not a Council meeting but a meeting of a committee who is the Mayor and Council as a whole and the notification is a standard notification for these meetings that occur every month. She said tonight was just a report to the committee about what happened at the public information meeting and no decisions are being made.*
- *Jennifer Wagner, 1040 Terramont Drive said she also sent a packet with the survey and a letter to everyone in the neighborhood and just about everyone was opposed. The biggest point was that when they purchased their homes it was Terramont Park. It was a real park, and as the years went by things disappeared from the park, and she called and complained and was told they would get the playground equipment back but that has never happened.*
- *Kimberly Briar, 260 Park Brooke Court said she didn't know about this meeting. She feels they are being bulldozed into this and that their rights and concerns are not being listened to.*
- *Kay Love responded that there has only been one meeting and it is not the last meeting and it's not a fight. She said Council is trying to get information and input. She said any information the residents would like to get, staff will provide if staff has it. She added that there is no design finalized. There is only a concept site plan. The first place that governments look to build things is on property they already own because there are budget constraints.*
- *Councilmember Igleheart said for those that are here, to please take it back to their neighbors and let them know that they are not being ignored. The city is trying to reach out to them. The station does need to be in that area.*
- *Kay Love said for future meetings, the city needs to do a better job of getting the information out. It is very early in the process. No decision has been made. This was the initial meeting. She said the city did what was available and staff sees that*

*improvements can be made. There will be more public information meetings scheduled for this location and other locations being considered.*

**Staff will continue improving the process and do a better job of getting the information out to the residents.**

### Police

3. Consideration of a Resolution to accept a FFY 2010 Bulletproof Vest Partnership Grant Award from the U.S. Department of Justice in the amount of \$9,000 and approval of a Budget Amendment for this grant project in the amount of \$9,000

- The U.S. Department of Justice, Bureau of Justice Assistance, has awarded the City of Roswell a grant to fund the purchase of ballistic vests for law enforcement officers. An officer's body armor is replaced at least once every five years. The award will be for funding the purchase of \$18,000 in eligible vests. The City is required to provide a 50% match of actual purchase up to \$9,000. The required grant match will be funded from the Police Department operating budget. On May 17, 2010 the Mayor and Council approved a resolution to apply for this grant.*
- Councilmember Price asked if this is budgeted since there is a match. Chief affirmed that they anticipate this since this is an annual grant.*

**A motion was made by Council Member Nancy Diamond, seconded by Council Member Kent Igleheart, that the Resolution to accept this grant and the Budget Amendment both in the amount of \$9,000 be placed on the Mayor and City Council agenda for 10/25/2010. The motion carried by the following vote:**

**In Favor:** 6 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn

4. Consideration of a Resolution to submit an application for the Bureau of Justice Assistance State Criminal Alien Assistance Program FY2010 (SCAAP) grant in the amount of \$38,944

- The Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice, administers SCAAP in conjunction with the U.S. Department of Homeland Security. SCAAP provides federal payments to local governments that incurred correctional officer salary costs for incarcerating undocumented criminal aliens who have at least one felony conviction or two misdemeanor convictions and who are incarcerated for at least four (4) consecutive days during the reporting period. The City of Roswell has been approved for a final award amount of \$38,944. SCAAP funds may be used for correctional purposes only.*
- Mayor and Council recommended approval to submit an application for this grant on April 19, 2010. There are no matching costs associated with this grant.*

**A motion was made by Council Member Betty Price, seconded by Council Member Nancy Diamond, that that the Resolution to accept this SCAAP grant in the amount of \$38,944 be placed on the Mayor and City Council agenda for 10/25/2010. The motion carried by the following vote:**

**In Favor:** 6 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn

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

- *Target Corporation awarded the Roswell Police Department a 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 of the Roswell Police Department. 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 FLIR unit will assist officers in the field and suppress crime, reduce loss, and ensure that the officers have access to the latest tools and technology available.*
- *On September 27, 2010 Mayor and Council approved a resolution to apply for this grant.*

**A motion was made by Council Member Becky Wynn, seconded by Council Member Kent Igleheart, that the Resolution to accept this grant in the amount of \$5,000 be placed on the Mayor and City Council agenda for 10/25/2010. The motion carried by the following vote:**

**In Favor:** 6 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn

## Public Works

6. Consideration to award a contract to O'Brien & Gere for Energy Assurance Planning Consultant service for the City's Local Energy Assurance Program (LEAP) in an amount not to exceed \$94,000

- *The majority of the Department of Energy (DOE) funded LEAP Grant (\$94,000 out of the grant's \$130,000 allocation) included the hiring of an Energy Assurance Planning Consultant to guide the development of the City's Energy Assurance (EA) Plan. This is to consider a variety of energy saving things, but primarily to deal with the emergency aspect to assure that if a pipeline is severed or if power goes out, that the city has backup systems in critical places, and also that the city has processes for alternative energy.*
- *Using the EA Plan guidance that was prepared by DOE, specifications for the EA Planning Consultant were prepared and an RFP was issued. A total of four proposals were received and the two top firms were short-listed for formal presentations by the review committee. Based on evaluation of the firm's experience, knowledge and interaction with City staff, the review committee recommended the selection of O'Brien & Gere as project consultant.*
- *Councilmember Dippolito asked based on the evaluation, it looked like the review committee should have picked Energy Planning Consultants. Stu Moring replied that it does look that way. They had a very good proposal but he said the problem is that they are a very highly specialized tiny firm located in Colorado. They have an affiliate who is here in Roswell, and they have extensive background, but staff's concern and what came out in the interview process, was that they didn't have very much backup. If one individual was unavailable and they have several other contracts, then we would basically be dead in the water. Stu added that O'Brien and Gere has less experience, but they do have experience in this realm. Nobody has experience specifically with this because it is a brand new program that was established by DOE. Staff said that they are comfortable that they are a competent firm and that they have knowledge of the areas that are needed and they will be able to perform as needed.*
- *Councilmember Price asked of the 4 companies that submitted, were any of them local. Stu Moring said O'Brien and Gere is a national firm but they have a local office in Alpharetta. Another company they looked at was a start-up company and they didn't grade out as far as professional expertise.*

**A motion was made by Council Member Becky Wynn, seconded by Council Member Jerry Orleans, that awarding the contract to O'Brien & Gere be placed on the Mayor and City Council agenda for 10/25/2010. The motion carried by the following vote:**

**In Favor:** 6 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orleans; Council Member Price and Council Member Wynn

7. Discussion of deposits for residential sanitation service

- Staff discussed the history of how the \$100 deposit came about. Based on past history of non-payment upon termination of service, Council established a policy requiring payment of a \$100 deposit to establish residential sanitation service. The \$100 deposit is refundable after the person moves away and terminates service and the account is closed. A citizen has requested modification of the policy to allow re-payment after a 2 or 3-year period of on-time payments.
- Stu Moring stated that when he started with the city 13 years ago, there was a deposit for sanitation and the policy was to hold it for 5 years and then refund it. It became a bookkeeping problem more than it was worth so the deposit was eliminated. Subsequently the residential deposit was re-established because people were leaving with a bill due and the city was losing money. The Finance Department has data documenting the numbers of properties where residents have left with sanitation bills owing, leaving the City with lost revenue or a liability for bill collection.
- Julia Luke added that when she started at the city 5 years ago, there were a lot of large write-offs because of the amount of money that was being owed. Roswell is one of the few cities that bills bi-monthly. Most cities bill monthly. What happens is, the bill that goes out will not necessarily be that customer's final bill, and they would have moved and they called for the city to do a final bill and there is still another billing period that goes on and it can easily get up to that \$100 quickly that was being owed. Unfortunately, there are a lot of citizens that once they leave the community they do not pay.
- Julia added that in 2007, she did a survey around several municipalities and county governments to find out what types of deposits they had. She found out most of them are on a monthly cycle basis of billing and even then their deposits were \$70-80. At that time Roswell had a \$40 deposit. She approached Council that same year on two items: 1) Shorten the billing cycle and 2) Get the deposits up to \$100 to help cover the bills.
- Finance is looking at software that can help the city by doing credit checks so this would allow the city to set up a graduated deposit based upon their credit rating but this is not something that staff has the capability of doing now. Councilmember Wynn asked if someone comes in and is willing to submit to a credit check and if they paid the \$100 deposit and they had a great credit rating, can the deposit then be refunded to them. Julia replied that not everyone has a \$100 deposit. It is only new customers since 2007 that have had to put in the \$100 deposit. Julia said if they ran a credit report it can be done.
- Councilmember Price said this deposit doesn't really cover a real deadbeat but Julia said staff is doing a better job at cutting off water because of the city policy.
- Councilmember Diamond asked if the new software or ERP would be able to do more of a real time balance at any given time. Julia stated one thing they need to do to get to a real time basis is to go to monthly billing. Also she said when the city gets the automatic meter reading (AMI) process going, this won't be more expensive then but there would be a bigger cost of postage. She said with the ERP she is hoping to be able to do electronic billing as an option.
- Councilmember Wynn said they need to see what they can do with the ERP system. If someone has a really good credit score and they paid on time every time for 3 years, the citizen should have the opportunity to request the money back once ERP is implemented. She said she will answer this citizen who brought the issue up and let them know that the city is looking at a new system and it may be a few years before they change the policy.

**Committee agreed to wait until the ERP system is up and running before any considerations are made since the system provides a lot of flexibility.**

8. Discussion of potential outsourcing of Public Works services -  
Guidance

- *This was deferred from last month's committee meeting because Councilmember Wynn was not there and she is the liaison for this department. Councilmember Price learned of a particular company at the GMA Conference, Optech-Monette, that partners with organizations to outsource/privatize certain public works type services. She subsequently met with Optech-Monette representatives to learn about their work with Sandy Springs. They followed up with Kay Love to discuss the particulars of their partnerships with North Fulton cities. Optech-Monette is a company specializing in management of utility and public works program services.*
- *Some of the services offered include: right of way maintenance, street sweeping, sidewalk maintenance, parks maintenance, graffiti removal, dead animal removal, bad weather support, storm drain maintenance. They provide some public works services for Sandy Springs, Johns Creek, and Milton. They offer a no cost review and evaluation of current programs and offer thoughts regarding whether the city could be better served with modifications to the current delivery of services. Should the City decide to outsource such services, a competitive process will be used to solicit proposals.*
- *Councilmember Price said it would be advisable for staff to look at these opportunities since there are companies offering to evaluate at "no cost" or "risk" to the city, and to do this with an open mind.*
- *Councilmember Wynn asked if there was any information on what they did in Sandy Springs and Councilmember Price replied that Sandy Springs was very happy with what Optech did. Councilmember Diamond asked if Sandy Springs had something before Optech. Kay Love said Optech is a subcontractor of CH2M Hill and went directly to them and looked at contracting with them for some of those services directly. Councilmember Price added that Optech absorbed all the employees who were eligible, which included passing the drug screen, and the employees have a high satisfaction with that transition. This eliminated the liability on the city of those employees. They also have incentive programs for them for higher education and also provide things a city would not be able to offer that a private entity can. Councilmember Price said from a personnel perspective it seems like they treat employees good and it is cost effective for the city.*
- *Councilmember Wynn wanted to know if Optech has any track record other than these three cities that is more than three (3) years old. Councilmember Price said they have been around for about 20 years. Kay Love said they have done a lot of construction/contract management type of things but then they saw there was a need for this additional type of service. Councilmember Wynn said she doesn't have any problems with somebody giving us a free anything, but she wants to make sure whoever is doing it has a good track record. She would like to see their track record and what cities are using them for. She said they are being asked to have someone come in and do an audit so she wants to make sure the company that is coming in to do the audit knows what they are doing. Kay Love said she will get that information. She added that if Council would like to do this it would still have to go through the competitive process.*
- *Councilmember Dipolito asked if the city has looked over the last few years of privatizing any services we provide. Kay Love said sanitation but none of the services discussed earlier. She said recycling and yard waste are the only things outsourced now and nothing is completely privatized in the City at this time.*
- *Councilmember Price said the real issue whether the city is willing to embrace or go down the road that has a private company doing some of the work that is currently done in-house. She said they need to determine, whether it is worth staff time to look at. Kay Love said that is a policy question. Councilmember Wynn said anything is important to look at if the city is going to save money, but they need to make sure the*



*company is reliable.*

- *Councilmember Orleans asked if anybody has looked at their services and thought about which ones the city would possibly take advantage off. Kay Love replied in talking to their representative, one thing that is a traditional one, is right-a-way maintenance including grass cutting. She added that is one of things Council needs to understand is there is not city staff that does just one thing. She said other logical ones may be street sweeping, graffiti removal, etc. She said they need to look at how we do it, and dissect the cost. It boils down to numbers and how transparent is that to our citizens.*
- *Councilmember Igleheart said since there are other companies, how is it determined which one is the best one to take the time without doing a major RFP process just for that. Kay Love said staff can look at an RFQ to see what their qualifications are certainly as a minimum.*
- *Councilmember Price added that she is not suggesting Optech is the only ones who could do it, but she suggested maybe a work session, or at least letting the department look at this further because she thinks it would be advantageous to explore it and not to resist. Councilmember Orleans said he doesn't see this as a work session but to do an RFQ and staff will weed them out and then present it to Council.*

**Committee approved that the discussion of potential outsourcing of PW services be deferred to the Public Safety and Public Works Committee for 11/9/2010. Council Member Betty Price said it is advantageous for the city to explore this. Council Member Jerry Orleans asked that staff take a look at these services provided and narrow it down to certain services. Kay Love will get together with staff in the affected departments to come up with a plan of the logical ones that they might look at and get some information about other companies that provide these outsourcing services so there is a level playing field and bring it back to the next committee meeting.**

9. Discussion of the EverGreen Environmental Educational Program  
- Guidance

- *There was discussion of the history and goals of the EverGreen Environmental Educational Program. The mission of the EverGreen School program is to promote environmental stewardship by providing resources and support for all public and private schools in North Fulton.*
- *Councilmember Price said that a citizen expressed his concern about the role of the city government in environmental education. She said since she was not familiar with the program, she went to the program the resident is talking about. She added that she spent some time with the Chattahoochee Nature Center as they discussed with the new Education Superintendent, some environmental education plans in the works statewide. She further added that the question is where do the cities fit into that and as far as the State Superintendent and that discussion, it didn't look like there was a role for the cities in that and it is confusing. She said when half of the state budget goes to education, does that come to the cities or are we, the city, funding that independently.*
- *Kay Love replied as it relates to the program, Roswell does have an environmental educationist on staff as it relates to the Evergreen Program. She spends very little time with that in itself. Her main time is spent out in the schools and classrooms. She plays a major role in communication with our citizens relating to getting out the information on environmental education. It is targeted not just at school age children, but educating the public, and it is certainly a role that the City has embraced as a green community. Councilmember Price asked as far as the environmental educationist physically being in the classroom, is that not paid by Fulton County. Kay Love said it is not.*
- *Councilmember Dippolito asked about the policy that the city has of the green initiative - to what extent has the city endorsed this educational process. Kay Love said education is part of that. It is one of the goals and it is an integral part of the city's green initiative. Councilmember Diamond asked if there are grants that the city obtains because we have an education program. Janet Liberman affirmed and said there are environmental education requirements for certification, designation, the ARC Green Committee certification and others.*
- *It was suggested that the resident who brought this up come up and get a chance to speak about this. Councilmember Wynn said her dilemma is that this is her department and she never heard from the constituent or the complaint and found out about this because it was on the agenda. She had to go to Stu Moring to ask what was going on. She said that when a complaint is issued to one of our City Councilmembers when it is not their department, that Councilmember should tell the Councilmember who is the liaison of that department. Councilmember Price said she did tell her about this.*
- *Mr. Frank Berna of 435 Waverly Hall Drive spoke about his concerns. He expressed that he didn't think tax dollars should not be spent on environmental education issues when there are so many other issues to discuss and especially with where the economy is right now. He said for example he went to one of these sessions and many people were there representing different school systems and they were talking about different techniques and how to prepare a lesson to teach the students on the process of cleaning an oil spill. He wanted to know why is that the function of the city government.*
- *Councilmember Orlans asked Janet Liberman if she had any information on how and why that particular class came up. Janet replied the Ever Green Program is a partnership program between the city of Alpharetta, Johns Creek, Sandy Springs, and Roswell. She said our Environmental Coordinator only works in Roswell. The Ever Green School Program is that partnership so that resources can be brought together that cover a bigger territory.*

- *Mr. Berna asked if there are any other alternatives other than having an education liaison. Kay Love replied not for the amount of coverage and a programs standpoint for that amount of money. She said from a bigger policy perspective in the City of Roswell, part of our strategic goal is stewardship of resources and part of that is environmental and human resources. It is part of the fabric of what this city is about.*

**Council Member Jerry Orlans suggested that this resident meet with the staff to express his thoughts and concerns about this. Staff can educate him on what the city is trying to do. If the resident still has concerns, Council will look into this further.**

*Meeting adjourned at 7:24 p.m.*