



**Meeting Minutes**  
**Administration and Finance &**  
**Recreation and Parks 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*

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Tuesday, June 15, 2010

5:00 PM

Room 220

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

**CALL TO ORDER/ROLL CALL**

- Present:** 5 - Mayor Jere Wood; Council Member Nancy Diamond; Council Member Rich Dippolito; Council Member Kent Igleheart and Council Member Betty Price
- Absent:** 2 - Council Member Jerry Orleans and Council Member Becky Wynn

*Staff Present: Kay Love – City Administrator; Michael Fischer – Deputy City Administrator; Julia Luke – Finance Director; Morgan Rodgers – Assistant Director of Recreation and Parks; Jeff Pruitt - Administrator of Park Services; Police Chief Ed Williams; Fire Chief Ricky Spencer; Bob Hulse - Assistant City Attorney; Stuart Moring – Public Works Director; Danny Blitch - Grants Manager; Keith Lee - Director of Strategic Planning & Budgeting; Alice Champagne - Water Resources Manager; Yvonne Douglas - Deputy Director of Public Works; Dennis Miller - Building Operations Manager; and Marlee Press, Executive Assistant to Council*

**Minutes of the May 4, 2010 committee meeting were approved.**

**Addendum to the Agenda**

- *Kay Love requested that a proposed addendum item be added to the agenda. It is for the Administration and Finance and Recreation and Parks committee and is "Discussion of Defined Contribution Plan."*

**Committee approved adding this item to the agenda. Mayor Wood, Councilmembers Betty Price, Nancy Diamond and Rich Dippolito approved of adding it. Councilmember Kent Igleheart did not approve of adding this item.**

## Administration

### **Consideration to sign an annual renewal contract for excess workers' compensation coverage with Midwest Employers Casualty Company in the amount of \$84,667**

- *This is an annual renewal contract for excess workers' compensation coverage with Midwest Employers Casualty Company in the amount of \$84,667 and represents a reduction in annual premium of \$855.23. The contract period is July 1, 2010 to June 30, 2011. This line of coverage is bidded every two years. The City of Roswell is self insured for workers' compensation claims. However, "stop loss" excess insurance is carried to cover the City in the event of a catastrophic loss or multiple large losses during the coverage period. The City's excess coverage with Midwest has a \$500,000 per occurrence deductible and an aggregate retention of \$1,883,962. Aggregate retention liability has been reduced from current year retention of \$2,045,406.*
- *The city was down to 55 workers comp claims this year.*
- *Diane Whitfield said Midwest has been an excellent company and that the choices for Roswell are limited because of the city's size.*

**A motion was made by Council Member Kent Igleheart, seconded by Council Member Rich Dippolito, that the renewal contract with Midwest Employers Casualty Company be placed on the Mayor and City Council agenda for 6/21/2010. The motion carried by the following vote:**

**In Favor:** 5 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart and Council Member Price

### **FY10 Monthly Budget Status Report**

- *This is the 10th month of the fiscal year. Overall the City's General Fund, Water and Sewer Fund, Solid Waste Fund and Recreation Participation Fund revenues meet expectations for the month of April. The Hotel/Motel Fund revenues are below expectations along with 911 and the Impact Fee Fund. The recession has had a direct impact on Hotel/Motel revenues this year. It is anticipated that Hotel/Motel revenue will follow Sales Tax and show signs of stabilization in the near future.*
- *The actual year to date revenues through April are slightly ahead of last year for the same time period this year. The total April sales tax numbers show an increase of 33.07% from April of 2009*
- *Overall City expenditures meet expectations.*

**Staff will update the committee on a monthly basis.**

### Discussion of Defined Contribution Pension Plan - Guidance

- *Councilmember Betty Price wanted to bring this forth to make sure that Council is all aware of the direction that they could take the pension in the future in terms of new employees and possibly current employees. Some of the presentations she has seen indicated a much less liability risk from a part of the city. In these uncertain economic times, it would be prudent for the city to explore and make sure they take advantage of the advantages that this type of plan would offer. She would like to put in on the table because she is going to include it in the budget as an item that would help them to explore that and analyze that. She said that will be part of her add list. She would like Council to approve in concept exploring that.*
- *Kay Love said at this time they don't have a cost for this. Staff was moving forward with finalizing and nailing down a scope of work to get an estimate of the price. Councilmember Betty Price attached a cost of \$50,000 for this because she said if they start fiscal year 2011 with it not in the budget, it would be tough to move forward.*
- *Kay Love said the money will be taken out of the City Retirement Benefits Fund to do this since there is some fund balance in there. She added that Council will have to make a budget amendment to appropriate the money to enter into a contract with whichever firm once they get to that point.*

**Committee approved in concept that they move forward with this. This is on the add/delete list in the budget for the 6/21/10 Mayor and Council meeting.**

### Finance

#### Investment Reports

- *There are two investment reports this month (April and May) because of the changing of the committee meeting dates. Staff will now be able to provide Council information more timely.*
- *The city's investments are earning more than the 30 day treasury and the one year treasury so the city is still ahead of our benchmarks.*
- *\$2M in securities were called and \$4M were reinvested in new investments where the interest earned increases in steps over the life of the investments. Our portfolio increased to \$61.7M up from \$61.6M from May last year.*

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

### Recreation and Parks

#### Consideration of Budget Amendment in the amount of \$150,000

- *This budget amendment is necessary to cover additional costs for temporary labor and recreation supplies. This is an increase in the Expenditure Account Budget of \$50,000 for Temporary Labor and \$100,000 for Recreation Supplies. Additionally the Revenue Budget will increase by \$100,000 for Athletics; \$25,000 for General Programs; and \$25,000 for Gymnastics for a total of \$150,000.*
- *The revenue has increased by \$150,000 and therefore their expenses have increased so this makes the budget balance through the year. The increases were across the board but mostly in program revenue Expenses went up with the programs. The more programs, the more expenses and they offset each other.*

**A motion was made by Mayor Jere Wood, seconded by Council Member Kent Igleheart, that the Budget Amendment for the Recreation and Parks Department be placed on the Mayor and City Council agenda for 6/21/2010. The motion carried by the following vote:**

**In Favor:** 5 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart and Council Member Price

#### Consideration to award a contract to Hasley Recreation and Design, Inc. for the East Roswell Park Playground Renovations in the amount of \$134,900

- *Seven (7) proposals were received ranging from \$94,768.57 to \$135,000 for the East Roswell Park Playground Renovations. Hasley Recreation and Design, Inc. was the most responsive responsible proposer in the amount of \$134,900. This money is budgeted.*

**A motion was made by Mayor Jere Wood, seconded by Council Member Kent Igleheart, that awarding a contract to Hasley Recreation and Design, Inc. be placed on the Mayor and City Council agenda for 6/21/2010. The motion carried by the following vote:**

**In Favor:** 5 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart and Council Member Price

### Discussion of City Hall Natural Landscape Program - Guidance

- *Frank Brown (a Roswell resident, Roswell business owner and former City Councilmember) made a request through a letter dated March 8, 2010 that the city look at the landscaping at technically the front part of the building from the War Memorial back towards the street and possibly redo some of the landscaping in that area. He said when this complex was built almost twenty years ago, there was a design to have open grounds. He said City Hall cannot be seen from Canton Street. He doesn't believe any trees need to be taken out. They just need to trim the trees up to a height and clean up all the underbrush.*
- *Mayor supported Mr. Brown's effort. It would become more park-like if it was more open. He suggested getting advice from the city arborist about clearing some of the little saplings and some of the smaller trees.*
- *Joe Glover said staff has been looking at this over the years but there has never been a consensus from Council on what exactly to do regarding the landscaping.*
- *Councilmember Rich Dippolito supported the idea but stated that they need to be careful to make sure to protect the War Memorial. He said his Blue Ribbon Committee looked at this area and felt that right now the city is hidden behind the trees. If City Hall area is opened up it might help with redevelopment on the other side of the street and create a two sided street. It might help the growth of Canton Street headed south.*
- *Councilmember Nancy Diamond also supported the idea because people can't see City Hall from the street. She does think the Memorial needs to be a real focal point and that shouldn't be "right on the street."*

**A motion was made by Mayor Jere Wood, seconded by Council Member Rich Dippolito, that staff work with the arborist and Frank Brown to come up with a plan to clean up the area discussed. Mayor suggested that the arborist come up with a thinning plan and bring the recommendation for Council to consider to the committee meeting on 7/13/10. The motion carried by the following vote:**

**In Favor:** 5 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart and Council Member Price

### Sprayground at Riverside Park

- *Joe Glover said it has been successful so far. Staff has not had any complaints about paying the \$1 fee. The numbers have been very high. As of last week, over 5,000 people have already come through paying the \$1 admission. They have the new shelter there with the shade structures. They have had quite a few birthday parties there which seem to be the biggest hit.*
- *The Sprayground at East Roswell Park is under construction. It may be open by the middle of July.*

*Meeting adjourned at 6:42 p.m.*