



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 Rich Dippolito
Council Member Lori Henry
Council Member Kent Igleheart
Council Member Jerry Orlans
Council Member Becky Wynn

Tuesday, September 15, 2009

5:00 PM

Room 220

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

CALL TO ORDER/ROLL CALL

Present: 5 - Mayor Jere Wood; Council Member Rich Dippolito; Council Member Lori Henry; Council Member Jerry Orlans and Council Member Kent Igleheart

Absent: 1 - Council Member Becky Wynn

Staff Present: Kay Love – City Administrator; Michael Fischer – Deputy City Administrator; Julia Luke – Finance Director; Joe Glover – Director of Recreation and Parks; Police Chief Ed Williams; Fire Chief Ricky Spencer; Bob Hulsey- Assistant City Attorney; Danny Blitch – Grants Manager; Julie Brechbill – Community Relations Manager; Mike Erwin – Strategic Planning and Budgeting; Morgan Timmis - Historic & Cultural Affairs Manager; and Marlee Press, Executive Assistant to Council

Minutes of the August 4, 2009 committee meeting were approved.

Recreation and Parks

1. Contract between the City of Roswell and the Atlanta Wind Symphony (AWS) Resident Company for FY2009-FY2011
(Bruce Peoples from the Cultural Arts Board was present to discuss the contracts)
 - AWS agrees to pay the regular nonprofit rental rates as approved by Mayor & Council October 2008. They will be given one rehearsal period per performance at no charge as a benefit of being a Resident Company. This contract has no changes from the previous two contracts except for the revised rental rate.
 - The Cultural Arts Board recommends approval of this contract.

A motion was made by Mayor Jere Wood, seconded by Council Member Kent Igleheart, that this contract with Atlanta Wind Symphony be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 9/21/2009. The motion carried by the following vote:

In Favor: 6 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Orlans; Council Member Igleheart and Council Member Wynn

2. Consideration of a contract between the City of Roswell and the Georgia Ensemble Theatre ("GET") Resident Company for FY2009-FY2011
 - GET agrees to pay \$22,860 in rent for FY09/10 no later than 6/15/10. This corrects the issue they have with the contract language previously and allows for one lump sum payment. The Cultural Arts Board recommended that there be no fee increase from this past fiscal year for the upcoming fiscal year. They will recommend the rental fees for FY10/11 to be determined by December, 2009.

A motion was made by Council Member Kent Igleheart, seconded by Mayor Jere Wood, that this contract with Georgia Ensemble Theatre be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 9/21/2009. The motion carried by the following vote:

In Favor: 5 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Orlans and Council Member Igleheart

3. Waiving the Cultural Arts Center rental fees for the Storytelling Festival in June 2010

(Dottie Etris from the Roswell Convention and Visitors Bureau (CVB) was present to discuss this issue)

- *This was added at the request of Mayor Wood.*
- *The CVB has requested use of the Cultural Arts Center (CAC) for the annual Storytelling Festival on Friday and Saturday, June 11 - 12, 2010. The Cultural Arts Board (CAB) denied the request because they felt it did not meet the policy requirements. The Mayor can approve waiver of rental fees for a non-profit; however, the event cannot be on a Saturday, Sunday or holiday. One of the Storytelling Festival dates falls on a Saturday.*
- *This annual event, which brings in internally acclaimed tellers, has been outdoors (at Bulloch Hall) previously but CVB is requesting to move it inside due to crowds and the heat.*
- *Dottie Etris has spoken with Sandra Mabry at the CAC and the storytelling event would just work around the puppet show set. Ms. Etris added that this event has not made much profit yet, but if they ever do have profits from it the money goes back into community events.*
- *Ms. Etris clarified that she is not asking for a full fee waiver request but was requesting to pay the lower non-profit rate. Morgan Timmis said if she is not asking for a fee waiver, this does not need CAB consideration. The CAC can be rented for the \$600 minimum rate for civic organizations/non-profits rather than the \$800 rate. Ms. Etris thought there was a much lower rate than \$600. Since this rate is higher than she expected she needs to go back and look at the numbers to see if this fee is feasible.*

*****After this item it went back to Administration.*****

Administration

4. Award a contract for the interior renovation at 105A Dobbs Drive to Caspian in the amount of \$186,000
- *A bid was issued for the interior renovation at 105A Dobbs Drive. This included labor, materials and services required for demolition and construction of approximately 4,610 square feet of office space. Twenty-two (22) bids were received ranging from \$186,650 to \$376,420. Caspian submitted the lowest responsive bid. Funds are available in the FY2010 budget in the amount of \$319,147.66 for this project.*
 - *Back in June Council adopted a policy regarding government owned buildings for renovations that exceeded 5,000 sf to work toward it being LEED certified. Kay Love said since this renovation is under that requirement, it was not specified in the bid. She added that in the spirit of sustainability and working towards that, there were specifications required in the bid documents that would get the city points towards LEED certification. She said she was not given the directive that the renovation be LEED certified and they did not look at life cycle costing. She said that right now she operates within the policies that the city has.*
 - *Councilman Igleheart said he was disappointed in the miscommunication with staff because the city is missing this opportunity to look at what can be done for a LEED certified building and what the cost would be which could be very close to this non-LEED bid that was received. He said it is worth looking into to see how close the bids are.*
 - *Michael Fischer said there is actual professional services out there that can help people go through the LEED certification process. Since the plans are already available, staff can take these plans to a professional service, and have them see what the city would need to do to get it LEED certified.*
 - *Kay Love said if they now go down the LEED certified avenue, this project will need to be rebid because the scope of the project will change.*
 - *Councilman Orlans understands both staff's perspective and also understood Councilman Igleheart's point of view. He doesn't want to lose the opportunity of using this current bid since it is so below budget. He said if there is a way of keeping that bid and taking a quick look at something to see what the cost would be if it was LEED certified, he is fine with that. Kay Love said staff can fast track somebody taking a look at those plans and giving staff an idea of where this stands and what would need to be done for LEED certification.*
 - *Mayor said the consensus he is getting is that Council would like to take a second look at this, but not to the extent that the city would lose this present bid price. He said it needs to be brought to a M&CC meeting soon to make a decision to either move forward with this project and this bid so this bid is not lost or if Council wants the project modified so it is LEED certified.*
 - *Kay Love said staff will email the information including the estimated cost numbers to Council when they have that information.*
 - **Mayor said the consensus he is getting is that Council would like to take a second look at this, but not to the extent that the city would lose this present bid price. He said it needs to be brought to a M&CC meeting soon to make a decision to either move forward with this project and this bid so this bid is not lost or if Council wants the project modified so it is LEED certified.**
 - **Kay Love said staff will email the information including the estimated cost numbers to Council when they have that information.**

5. Award a contract to Plante & Moran for ERP Project Management Services

- *The ERP Project is designed to improve business processes and efficiency by replacing many of the City's legacy software systems. Some of the systems include, but are not limited to payroll, personnel, permitting, purchasing, financial accounting, utility billing, and budgeting. Project management services are critical for the project to manage and monitor progress and change management; facilitate resolution of issues and challenges, coordinate project milestones; and provide communication to the different stakeholder groups. The project is estimated to last thirty-six months.*
- *A RFQ was issued and thirty-two (32) responsive responses were received with cost proposals ranging from \$435,000 to over \$2,000,000. The Evaluation Committee reviewed the proposals and through a series of questionnaires and oral presentations narrowed the field to two firms. The two firms were then invited to all day on-site visits which included a series of meetings with the Steering Committee, division managers and supervisors, and departmental "subject matter experts". Plante & Moran was the most responsive responsible proposer based on the evaluation criteria.*
- *This company does not actually implement the system. They are the oversight company that helps staff put together the program needed, selects the software, helps staff analyze the city's business processes and makes sure that the vendor selected successfully implements the system.*
- *There is money budgeted for this project. There is about \$2M that M&CC have appropriated over the last 4 or 5 years. Most recently M&CC appropriated \$500,000 in the current budget. The money budgeted will cover the project from the beginning through the whole project.*

A motion was made by Mayor Jere Wood, seconded by Council Member Rich Dippolito, that this contract with Plante & Moran be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 9/21/2009. The motion carried by the following vote:

In Favor: 5 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Orlans and Council Member Igleheart

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

- *The GEFA loan for the Municipal Water Conservation Project was not selected for the first round of ARRA funds. The City elected to be placed on a waiting list 9-11 -09.*

Danny Blitch is working on different grant possibilities and will keep the committee updated monthly.

****Mayor left the meeting. It was 6:05 p.m. ****

7. FY10 Monthly Budget Status Report

- *The report contains financial information through July 31, 2009. The report is for the first month of FY2010. The City has currently collected less revenue than this time last year, but the City is ahead of the projected amounts for FY 2010.*
- *Overall both City revenues and expenditures meet expectations for the month of July.*
- *The General Fund is spending less than would be projected for 100% expenditures. Staff will continue to monitor.*

Finance

8. Award a contract to First Southwest Company for Financial Advisory Services

- *AG Edwards was previously the City's Financial Advisor. Wachovia merged with AG Edwards during this time and was the 2008 Refunding Bonds Financial Advisor. Wachovia no longer provides Financial Advisory Services to municipalities.*
- *A RFQ was issued and three responses were received. Two firms were selected to present oral presentations to the Evaluation Committee. First Southwest Company was the most responsive responsible proposer to perform the duties of Financial Advisor for the City of Roswell.*
- *The Financial Advisor will be used on an "as needed basis" and the City will be charged by the hour for services provided. The hourly rate ranges from \$75 to \$300 per hour depending on the level of staff member engaged.*

A motion was made by Council Member Kent Igleheart, seconded by Council Member Lori Henry, that this contract for the Financial Advisor be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 9/21/2009. The motion carried by the following vote:

In Favor: 4 - Council Member Dippolito; Council Member Henry; Council Member Orland and Council Member Igleheart

9. Investment Report

- *Our portfolio is higher than it was the previous year. We are down to 1.94% average interest earnings. Staff is constantly watching when the investments are being called and trying to get them back out there at the best rate. The city has more money invested than ever but we are just earning less on it.*

Recreation and Parks (cont.)

10. Ordinance to ban smoking within the City of Roswell Parks except within designated areas

(Bob Grieco from the Recreation Commission was present to discuss this)

- *This ordinance has been approved by the Recreation Commission. The Commission wanted to make a strong statement about promoting and encouraging patrons to use the parks for health, wellness, through leisure opportunities, and smoking is detrimental to all of those.*
- *This ordinance bans smoking within the City of Roswell parks except within designated areas. The only place it will be allowed is in their personal vehicle with windows rolled up.*
- *There are many other municipalities that have this type of ordinance in place.*

A motion was made by Council Member Kent Igleheart, seconded by Council Member Jerry Orlans, that this Ordinance to ban smoking in City Parks be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 9/21/2009. The motion carried by the following vote:

In Favor: 4 - Council Member Dippolito; Council Member Henry; Council Member Orlans and Council Member Igleheart

****Councilman Kent Igleheart left the meeting. It was 6:20 p.m.****

11. Fulton County Arts Council grant contract and the Budget Amendment in the amount of \$11,000 for FY09/10 for the "Sundays on the Square" Concert Series

- *The original grant request was \$10,800 (same as previous year) which would have funded a total of six (6) concerts. However, the city received a reduced grant award from Fulton County in the amount of \$5,500 with a \$5,500 city match.*
- *If Council still wanted to have the 6 concerts, the city would have to put in the additional funds.*

A motion was made by Council Member Lori Henry, seconded by Council Member Jerry Orlans, that this grant concert for the 5 concerts be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 9/21/2009. The motion carried by the following vote:

In Favor: 3 - Council Member Dippolito; Council Member Henry and Council Member Orlans

****After this item, it went back to Public Works.****

Meeting adjourned at 6:54 p.m.