



City of Roswell

38 Hill Street
Roswell, Georgia 30075

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 Orlans
Council Member Betty Price
Council Member Becky Wynn
City Administrator Kay Love

Tuesday, October 12, 2010

5:00 PM

Room 220

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 Jerry Orlans; Council Member Kent Igleheart; 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; Julia Luke – Finance Director; Joe Glover – Director of Recreation and Parks; Morgan Rodgers – Assistant Director of Recreation and Parks; Police Chief Ed Williams; Fire Chief Ricky Spencer; Stu Moring – Director of Environmental/Public Works; Bob Hulsey - Assistant City Attorney; Keith Lee - Director of Strategic Planning & Budgeting; Julie Brechbill – Community Relations Manager; Alice Champagne - Water Resources Manager; and Marlee Press, Executive Assistant to Council

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

Addendum to the Agenda

- *Kay requested that a proposed addendum item be added to the agenda. It was "Consideration of a Resolution to revise the Human Resources Policies and Procedures Manual Section 1.19, Work Period, and Section 7.1, Establishment of the Work Period."*

Committee approved adding this item to the agenda.

Administration

1. Consideration to award contracts to eighteen (18) Standby Trades Contractors to provide construction, renovation, maintenance and repair services in City facilities
 - Twenty six (26) contractors responded to the Request for Qualifications (RFQ) for standby trades contractors and eighteen (18) contractors were qualified. The standby trades contractors cover fourteen (14) categories of needs identified by the City through analysis of the Facilities Condition Assessment Program and the Capital Improvement Program. The standby trades contractor agreements assure the City of the qualifications of contractors along with pricing and accessibility to have work completed with greater efficiency. Michael Fischer said staff can manage their contracts when there are repairs that need to be done instead of trying to get someone at the last minute. This is not just for repairs but also projects. The initial term of the contract is one year with the option to renew for two additional one year terms.
 - Councilmember Orlans said each department was going out and doing their own thing, and none of it was being funneled through Dennis Miller, Building Ops Manager so this will streamline the process and organize everything and now be managed through the Building Operations Division and the Purchasing Division of Finance.
 - Councilmember Wynn said there are some categories listed where it has "none" listed. She asked if that meant that the city does not need a standby contractor for that category. Michael Fischer said nobody from that category responded. She also asked why in some categories only one company is listed. Michael replied that staff took as many bids as they got in from the RFQ and staff qualified them in order. If only one company is listed that is all that came in.
 - Councilmember Diamond asked if Council is approving this list or approving having a list. She asked if companies will be added as they qualify. Michael replied that staff is requesting that this list of companies be approved. She asked if a company would have to wait three years in order to qualify to be on this list. Michael said that is how it is set up so the companies stay around if they are doing a good job. Councilmember Diamond added that she has heard from companies that have never received a request. Michael replied that these requests are not sent out directly to them. The City's Purchasing Manager has an in-house email list and he also goes by the trade codes. If they are not on the list the company can request to be put on the email list.
 - Councilmember Price asked if only one is listed in a category and they are not available for a job, what does staff do to get a contractor. Michael replied staff would have to go out and find a contractor the best they can or if it is a large job, it would go out to bid. Councilmember Price said it would be nice to have a bigger list in the various categories that wasn't a close shop for three years. She asked if there is any way to open it up and have the qualifications approved and add them to the list. She was told it cannot be done because now the prices are public information so that would not be a competitive bid and that would be a violation of the purchasing policy. Kay Love added that these companies do not have to be a registered vendor. They can go to the website and look for bid opportunities.
 - Councilmember Dippolito asked if there was any reason why the city wouldn't bid this out every year. Michael replied that if there is a company that is working well with us, it is good to keep them around and the company will know they will have steady business with the city. Councilmember Dippolito said most management companies bid out contracts on an annual basis and usually still wind up staying with the same people because they are doing a good job. He said it would be good to give a company an opportunity to participate or come in with a better product, new

business or better prices. He suggested bidding this out every year. Councilmember Orlans replied that if the city bids out every year, companies will lose interest in trying to do it.

- Kay Love said there is a lot of paperwork involved for the company to put a package together. She suggested moving forward with this and approve this for the year with the option and revisit this in a year.*
- Councilmember Price asked what was the basis for eliminating the other eight (8) that submitted bids. Michael Fischer said most of it was based on them not supplying insurance proof or workers comp. Councilmember Price asked if there is a way to minimize the paperwork required. Kay Love replied it is streamlined as much as it can be from a procurement process. There are certain minimum requirements that they have got to meet. Councilmember Price asked if there is room for negotiation on the prices. Michael replied not on these that are quoted because there is no negotiation once the city goes out for the bids.*
- Councilmember Igleheart suggested that since it is likely this will continue after the first year, and because this is the first time the city is doing this, he would like to look at it again next year. If everything is okay, the*

A motion was made by Council Member Becky Wynn, seconded by Council Member Jerry Orlans, that awarding these contracts to 18 Standby Trades Contractors be placed on the Mayor and City Council agenda for 10/25/2010. Council agreed to move forward with these contracts for one year since this is the first time this is being done to see how it works out after the first year. The motion carried by the following vote:

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

2. Discussion of the Gas South Municipal Alliance Program -
Guidance

- *The Gas South Municipal Alliance Program has been in existence for approximately three years and offers discounted natural gas rates to citizens. For each Alliance Program enrolled natural gas account, Gas South will make a one time financial contribution to the City of \$12 per residential account and \$24 per commercial account. Additionally, Gas South will pay a monthly "royalty" of \$1 per residential account and \$2 per commercial account. It offers a discount of 2 cents per therm for every resident that signs up for the program. There is a 12 month rate of 71 cents per therm, so the discount would make it 69 cents, which equals a 3% savings.*
- *Kay Love said at the last committee meeting there was a request for some additional information, specifically about their rate structure and if it was competitive to other providers, and it is. Nothing else has changed related to the program. The city would not act as Gas South's agents because there are other competitors out there.*
- *Kay Love said there is no downside to the program so Councilmember Orlans said the city should go forward with the program and just keep control on it. Kay Love said we can always stop it if it doesn't work out. Kay added that the city can advertise this program as a partner. Councilmember Price asked how much control does the city have over how prominent it is advertised on our website and was told the city has all the control which will be in the contract.*
- *This can be an on-going program but it wouldn't be exclusive.*
- *Councilmember Price asked if those residents that already have Gas South will automatically be put in the program. Kay Love they will have to sign up since it is a membership program but is open to current customers.*

A motion was made by Council Member Rich Dippolito, seconded by Council Member Becky Wynn, that this Partnership contract with Gas South 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 Orlans; Council Member Igleheart; Council Member Price and Council Member Wynn

3. Discussion of noise at the Verizon Amphitheater in Alpharetta on Sunday, October 3, 2010 - Guidance

- *The Mayor and Council received numerous complaints about the noise at the Verizon Amphitheater in Alpharetta on Sunday night, October 3rd. Councilmember Wynn asked to place this on the agenda. City Administrator Bob Regus reported that Alpharetta received more noise complaints regarding Sunday's concert than they normally do. Diane Wheeler in the Alpharetta Community Development said they are looking at what they can do to help deal with the complaints and they will have a Work Session on this. Mayor Wood intends to speak with Mayor Letchus about this issue.*
- *Councilmember Wynn said that the email from Diane Wheeler was the same old rhetoric that the city of Roswell has heard the past couple of years on this. The complaints she heard were that people could not get their children back to sleep because it was so loud, and even though they closed the windows, the windows were rattling. It was also on a Sunday night and at 11:30 p.m. the concert was still going on. She originally was going to suggest a formal resolution to the City of Alpharetta for them to address this, but since Council doesn't know if the two Mayors have spoken on this, she would like to defer that request until that time.*
- *Kay Love said that Alpharetta has looked into this before and the amphitheater has moved the lawn speakers and the engineering company has come in and looked at it acoustically and said they could fix it, but they would need to enclose the amphitheater. Councilmember Orlans said he hasn't heard a complaint all year, so is this the only concert that got out of control. Kay Love said there have been other complaints this year. Councilmember Orlans asked about Roswell's Noise Ordinance and doesn't it apply to whoever is creating the nuisance. Bob Hulsey said it doesn't apply in Alpharetta so Roswell cannot go outside our jurisdiction and cite someone.*

This item regarding the noise at Verizon Amphitheater was deferred to the Administration and Finance & Recreation and Parks Committee meeting on 11/9/2010. This item was deferred since the Mayor was not present and he was going to update Council on his conversation with Mayor Letchas of Alpharetta. Council Member Becky Wynn also asked Kay Love to find out when this issue would be coming forward to the Alpharetta Council. Council Member Rich Dippolito also asked staff to get a copy of the Alpharetta Noise Ordinance as it relates to the Amphitheater and to get a copy of the Noise Ordinance as it relates to Chastain. Council Member Betty Price also encouraged city staff to meet with Alpharetta staff and the people from the amphitheater.

4.

Discussion of an energy audit of City facilities

- *Bill Stark from Honeywell was present*
- *Councilmember Price met with representatives from Honeywell regarding their interest in conducting a no cost energy audit for the City. The initial step would be to engage in an energy audit to determine if sufficient savings opportunities exist to move forward. There are a number of firms in addition to Honeywell that provide this service. The objective of the energy audit is to identify projects to be funded through energy savings via a performance contract. The City has conducted energy audits in the past. There is a Facilities Condition Assessment program that we have which is the on-going maintenance program and there is an energy upgrade component to it and it is currently underway.*
- *Michael Fischer stated the city has been running an in-house program for a while with Georgia Power. They come in and periodically do different buildings. They have come through and run energy audits so far on 9 city facilities. The next step would be to move towards repairs based on what the energy audits recommend and also look to see if there is any new technology out there that can advance what more then what is there now.*
- *Kay Love said if it is the desire of the Mayor and Council to look into an energy savings performance contract as a method of financing which is what Honeywell does, staff should be directed to do so by doing a Request for Qualifications since there are a number of companies that provide this service and a component of the project is an initial, no-cost audit to determine if sufficient savings opportunities exist to proceed with the project.*
- *Mr. Stark said the objective of Honeywell and competitors as well, would be to help the city be as sufficient and productive as can be. He said they come in and do an audit and look for areas the city hasn't had time to focus on or hasn't got the resources to focus on and determine cooperatively with staff, if there is an opportunity to save the city some money.*

This item regarding energy audits was deferred to the Administration and Finance & Recreation and Parks Committee on 11/9/2010. Council Member Betty Price asked to bring this back next month so staff can bring back more information to see about having a company conduct a no cost energy audit for the City.

5.

FY10 Monthly Budget Status Report

- *The Budget report for the second period for Fiscal Year 2011 was discussed. Overall the City's General Fund revenues and expenditures meet expectations for the month of August. The actual year to date revenue through August is slightly ahead last year for the same time period last year.*
- *Water and Sewer Fund revenues and expenditures meet expectations for August. Revenue collections through August are ahead of last year for the same time period.*
- *Solid Waste Fund revenues meet expectations for the month of August. Revenue collections through August this year are ahead of last year for the same time period. The expenditures also meet expectations.*
- *Recreation Participation Fund revenues and expenditures meet expectations for August. FY 2011 revenues exceed FY 2010 revenues for the same time period.*
- *Hotel/Motel Fund revenues and expenditures meet expectations for August. FY 2011 revenues exceed FY 2010 revenues for the same time period.*
- *For the year, the city has received \$4.8M in sales taxes which is a 3.17% increase from last year. For September we have received \$14,528 less than September 2009. Our sales tax for 2010 third quarter is more than 2009 third quarter. While this is good news, there has been two consecutive quarters of sales tax decline. Historically, the third quarter has been less than the second quarter in five out of the last six years.*
- *Councilmember Dippolito requested that the chart for the General Fund Expenditures broken up by department also show the projected year to date along with the actual year to date already shown.*

Staff will update the committee on a monthly basis

6.

Consideration of a Resolution to revise the Human Resources Policies and Procedures Manual Section 1.19, Work Period, and Section 7.1, Establishment of the Work Period

- *This Resolution will amend the HR Policies and Procedures Manual to establish the FLSA 28 day work cycle for public safety personnel. The impact of this revision is that overtime will now be calculated for Police personnel after 171 hours worked in a 28 day cycle and after 212 hours worked in a 28 day cycle for Fire personnel. Currently overtime is calculated after each 80 hour pay period. The overtime calculation will remain the same for non-public safety personnel.*

A motion was made by Council Member Becky Wynn, seconded by Council Member Kent Igleheart, that this Resolution to revise the HR Manual 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 Orleans; Council Member Igleheart; Council Member Price and Council Member Wynn

Finance

7. Investment Report

- *Staff is still investing more dollars than the previous year. Interest rates are still going down and investments are still being called even at 1% interest. Staff is still buying what we can at the best rate.*

Staff will keep the committee updated on a monthly basis.

Recreation and Parks

8. Consideration of a Work Session to discuss the new draft Strategic Plan for the Cultural Arts Center

- *The Cultural Arts Board requests a Work Session with Mayor and Council to discuss the new draft Strategic Plan for the Cultural Arts Center (FY11-13)*

A motion was made by Council Member Nancy Diamond, seconded by Council Member Becky Wynn, that the new draft Strategic Plan for the Cultural Arts Center be placed on the Mayor and Council Work Session agenda for 11/8/2010. The motion carried by the following vote:

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

Meeting adjourned at 7:24 p.m.