



City of Roswell

38 Hill Street
Roswell, Georgia 30075

Meeting Minutes Administration and Finance & Recreation and Parks Committee

Tuesday, May 5, 2009

5:00 PM

Room 220

CALL TO ORDER/ROLL CALL

Present: 7 - Mayor Jere Wood; Council Member Rich Dippolito; Council Member Lori Henry; Council Member David Tolleson; Council Member Jerry Orlans; Council Member Kent Igleheart and Council Member Becky Wynn

Staff Present: Kay Love – City Administrator; Julia Luke – Finance Director; Joe Glover – Director of Recreation and Parks; Stu Moring – Director of Public Works; Kimberly Johnson – Community Information Coordinator; Mike Erwin – Director of Strategic Planning and Budgeting; Bob Hulseley - Assistant City Attorney; Danny Blicht – Grants Manager; Chris Chovan – Transportation Planning Manager; and Marlee Press, Executive Assistant to Council.

Minutes from the April 7, 2009 committee meeting were approved.

Recreation and Parks

Roswell City Dance

- *Councilman Dippolito gave an update on the Roswell City Dance. They are having the most successful season ever. In the last competitions, they have won every solo that they have participated in, and in every age group. They have had more platinum awards this year than any time in the dance company's history.*

1. Consideration to award a contract to Miracle/Hasley Recreation Design, Inc. for the Hembree Park ADA Accessible Playground in the amount of \$138,000

- *There were eight (8) bids received ranging from \$109,767.67 to \$176,280. Vendors were asked to design, deliver, and turn-key install a new commercial ADA accessible playground based on a budget of \$138,000 or less at Hembree Park. The proposal was to include two separate playground areas (one for toddlers, and one for ages 5-12) that were connected.*
 - *There is money in the current capital improvement budget.*
- ***Councilman Orlans and Councilman Tolleson were not yet in attendance for this vote***

A motion was made by Council Member Becky Wynn, seconded by Council Member Kent Igleheart, that this contract be approved for the Consent Agenda and placed on the Mayor and City Council agenda for 5/18/2009. The motion carried by the following vote:

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

2. Discussion of the Barrington Hall Steps - Guidance

- *After previous discussions, staff has made some revisions to the concept design and construction of the front steps at Barrington Hall.*
- *Committee agreed that staff can continue to finalize the design. Staff will then go back to HPC for approval, get a final plan and then bid the project probably in mid summer.*
- *There is no budget item for the steps but staff is hoping to transfer money from the Town Square project once that is complete.*

A motion was made by Mayor Jere Wood, seconded by Council Member Lori Henry, that this project be approved. Staff will proceed working on this project. The motion carried by the following vote:

In Favor: 4 - Mayor Wood; Council Member Henry; Council Member Igleheart and Council Member Wynn

3. Discussion of the Willeo Trail/Bull Sluice Lake Connection Plans - Guidance

- *The contractor that did the Big Creek project estimated the cost for this connection project to be less than \$2M.*
- *The consultants talked to the National Park Service (NPS) and the only other requirement will be one more public hearing on this project. Staff said they can then start the bidding process and the final design.*
- *The project will include a 12' Boardwalk with some observation areas and one bridge where canoes and kayaks can be put into the lake.*
- *Staff suggested rather than using Transportation Enhancement Act Funds (TEA) for Phase 4 of this project, they would like to use what is left in the 2000 Bond Funds and other funds they have in general fund now to get this project completed. They can start the next phase which is from the Nature Center back to Willeo Park and use the TEA funds for that, which is at least another year away.*

A motion was made by Mayor Jere Wood, seconded by Council Member Becky Wynn, that this project be approved. Staff will proceed moving forward with this project. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Tolleson; Council Member Orlans; Council Member Igleheart and Council Member Wynn

4. Discussion of Don White Park

- *Fulton County will be working in conjunction with the City of Atlanta to repair a valve on the 48" water main prior to connecting a line from the main to the vault in Don White Park. The contractor had to order a trench box which is required when you dig a very deep hole. This waterline is over 25' deep and they have to dig a hole that is 35' deep in order to replace 2 valves. When they do this, it is going to be even more of an eyesore than it is now. Part of the exit lane from the parking lot will be shut off so it will be in and out in that one driveway only. The whole picnic area has to be shut off and the trail will have to be diverted.*
- *Councilman Tolleson requested that staff work with Community Information to get word out in the next few days that this Fulton County water main project is going to happen. It was also requested to put a sign in the area to say that this is a Fulton County project and have Fulton County's number on the sign.*
- *Mayor asked while this is all torn up and the trail has to be diverted, if it would be possible to punch through on the park property trail for the bridge needed in crossing from Wells Tract across to the NPS property rather than going around. Staff said the state laws have changed that requires a certified licensed contractor to do all the work so it cannot be done in-house. Mayor suggested getting one of the City Building Inspectors certified. Joe Glover will look into this further.*

5. Old Mills Ruins Project

- *The project is almost completed. Staff will work on a date before the end of May for a dedication/ribbon cutting for that area.*

6. YMCA

- *Councilman Orlans said a work session will be scheduled to have the YMCA come and make a presentation of where they are on the proposed YMCA project, get questions answered and get Council's thoughts. He also suggested a joint meeting afterward with the Recreation Commission on it once the Council is brought up to date on this.*

Administration

7.

Grants - Approval to submit proposals for FY2010 Federal Appropriation Requests for selected local transportation projects

- *This request for projects came from Senator Isakson's office to add an appropriation into the upcoming Transportation and Urban Redevelopment Bill that they are working on now.*
- *Staff requested submitting a proposal for the project that will perform a detailed design, engineering, and environmental analysis on a group of projects along and adjacent to Georgia State Route (SR) 9 in Roswell, GA. The group of projects includes the removal of an antiquated reversible center lane from SR 120 to the Chattahoochee River, the design and analysis of a major intersection improvement at the intersection of SR 9 and Riverside/Azalea Roads, and the replacement of an insufficient bridge on Riverside Road over Vickery Creek approximately 200 feet east of the intersection with SR 9. Some of this project was programmed back in 2003 in the Transportation Bill. Staff received a letter about a month ago that Congress is looking to rescind all previously unspent earmarks unless they can be further justified.*
- *After receiving Senator Isakson's request, staff has taken the existing earmark which was \$3M and retooled it and changed the language. It gives staff the flexibility that they can move those monies to concept work, design work and even get through the environmental documentation. Staff said this will put the city in a much stronger standing at the regional and state level so that later the city can petition the region and the state to acquire ROW funds and eventually construction funds for whatever the final design looks like.*

A motion was made by Council Member Becky Wynn, seconded by Mayor Jere Wood, that staff can submit these proposals. Staff will submit the selected projects by Wednesday, May 6th. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Tolleson; Council Member Orlans; Council Member Igleheart and Council Member Wynn

8.

Administration - Consideration to enter into an Agreement with Fulton County to conduct the City of Roswell General Election on November 3, 2009 and the City of Roswell General Runoff Election to be held on December 1, 2009, if necessary

- *This contract provides for the Fulton County Board of Registration and Elections to operate as "Superintendent" of the 2009 election and to perform any and all functions of the election. Costs are estimated at \$199,415 for the City of Roswell General Election and \$107,399 for the City of Roswell General Runoff Election, if necessary. Funding is requested in the proposed FY 2010 Budget.*
- *Councilman Igleheart asked how much would it cost for the city to run the election. He had concerns about most of the cost was for paying the Fulton County staff. Kay Love said staff looked at this before but it was cost prohibitive but she is willing to take a look at it again. Councilman Orlans agreed with Councilman Igleheart that Roswell should not be charged for Fulton County's fixed costs (health, dental and life insurance).*
- *Mayor suggested that this issue be brought to the next North Fulton Municipal Association meeting to see if the other jurisdictions have the same concerns we have.*

A motion was made that this Item be Deferred and placed on the Administration and Finance & Recreation and Parks Committee agenda for 6/2/2009. Staff will bring this item to the next North Fulton Municipal Association meeting for discussion. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Tolleson; Council Member Orlans; Council Member Igleheart and Council Member Wynn

9.

Administration - Consideration to approve the Sustainability Vision Statement, Mission Statement, Strategic Goals, Logo, and Recommended Initiatives

- *The Green Ribbon Committee headed by Councilman Igleheart and the City of Roswell Sustainability Task Force have been meeting to move sustainability initiatives forward within the organization. At the M&CC Work Session on April 20, 2009, the Green Ribbon Committee's sustainability recommendations were discussed. The items discussed included the "Sustainability Logo," vision/mission statements, strategic goals, and specific initiatives and proposed timelines. Councilman Igleheart said the goals are still being worked on and the specific initiatives will be coming through as individual pieces over the next couple of months.*

A motion was made by Council Member Kent Igleheart, seconded by Council Member Rich Dippolito, that the vision statement, mission statement and the logo be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 5/18/2009. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Tolleson; Council Member Orlans; Council Member Igleheart and Council Member Wynn

9A.

Approval of a Resolution Endorsing the U.S. Mayors Climate Protection Agreement.

Presented by Kay Love, City Administrator

- *This Resolution endorses the U.S. Mayors Climate Protection Agreement as amended by the 73rd annual U.S. Conference of Mayors meeting and urges mayors from around the nation to join this effort. The City of Roswell will work in conjunction with the International Council for Local Environmental Initiatives (ICLEI) Local Governments for Sustainability and other appropriate organizations to track progress and implementation of the U.S. Mayors Climate Protection Agreement as amended.*

A motion was made by Mayor Jere Wood, seconded by Council Member Kent Igleheart, that this Resolution be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 5/18/2009. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Tolleson; Council Member Orlans; Council Member Igleheart and Council Member Wynn

10.

Administration - Consideration of a Resolution to Establish Sustainable Development Regulations for Facilities Owned and Built by the City of Roswell, Georgia and For Other Purposes

- *The policy is designed to comply with the ARC's Green Communities program guideline #1 (Government LEED Policy). This is for new buildings that are built in the future.*
- *The Resolution states that the intent of this Resolution is to promote the integration of green and/or sustainable building principles and practices into the design, construction, and operation of all city facilities to the fullest extent possible while maintaining financial responsibility. Councilman Orlans expressed some concerns about how that is going to be interpreted as far as costing the city money or not costing more money. Councilman Igleheart said the intent is actually to save money.*
- *This policy is expected to yield long-term cost savings to the city's taxpayers due to substantial improvements in analysis and implementation of life-cycle performance initiatives.*
- *Councilwoman Henry had concerns about the Request for Proposals and BIDS. She wanted to be certain that the city is not restricting bidders because of this LEED requirement. Councilman Orlans agreed and added that this may restrict who can bid and it could cost the city more money. He said we wouldn't have the comparison regarding the life-cycle if we are eliminating vendors from even bidding.*
- *Mayor said language could be added that LEED certification can be a goal but not an exclusive requirement. He doesn't want to limit bidding to just LEED certified contractors. He suggested adding language that we will encourage to move in that direction. Councilwoman Henry suggested language saying that special consideration will be given to LEED certified bidders or we are encouraging LEED certified contractors to bid. She doesn't know what kind of cost gap there is between LEED certified building and non-LEED buildings.*
- *Mayor requested that Councilman Igleheart and staff take this back for review and see if they can meet the concerns of Council.*

This item was deferred. This will be placed on the Administration and Finance & Recreation and Parks Committee Agenda for 6/2/2009.

In Favor: 7 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Tolleson; Council Member Orlans; Council Member Igleheart and Council Member Wynn

Finance

11. Consideration of an Amendment to the Purchasing Ordinance for Sustainability Initiatives

- *Staff added Article 2.7 that talks about sustainability and how staff is going to approach it in the purchasing division. Staff also added a definition of Sustainability which is reducing the amount of resources used as well as reducing the amount of waste and emissions produced in order to limit the environmental impact or ecological footprint.*
- *Section 2.7.8, Promoting Sustainability, is proposed to be added to Article 2.7 to include sustainability as a requirement in consideration of purchasing items for the City of Roswell. The City desires to encourage the procurement of sustainable and environmentally friendly products and services. It doesn't require the city to buy those products. It does allow us to account for life cycle cost. This amendment is designed to provide compliance with the ARC's Green Communities Program guidelines #9, #46 and #49.*
- *Language was also added under the "Powers and Duties of the Purchasing Manager" that they will give full consideration of sustainable and environmentally friendly products and services and advertise for bids for such goods and services as required by Section 2.7.12.*

A motion was made by Mayor Jere Wood, seconded by Council Member Becky Wynn, that this amendment be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 5/18/2009. The motion carried by the following vote:

In Favor: 7 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Tolleson; Council Member Orlans; Council Member Igleheart and Council Member Wynn

12. FY2009 Investment Status Report

- *Our portfolio is a little bit higher from where it was the same time last year. We are still ahead of our benchmarks. Our interest rates have gone down but so has the treasury.*

Administration

13. **Administration - Discussion of the timing of department head annual performance evaluations - Guidance**

- *Employees and department heads are evaluated annually in conjunction with the fiscal year. The performance reviews are completed in late May and early June with an effective date of July 1. The City Administrator's performance review is concurrent with the terms of the employment contract and occurs annually in February.*
- *Prior discussion has occurred about changing the time period in which performance reviews are conducted for department heads so it is not in conjunction with the budget.*
- *Mayor said he would rather do it after the budget cycle.*

Committee agreed that the Department Head Reviews and the City Administrator's Review will be moved to September.

In Favor: 7 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Tolleson; Council Member Orlans; Council Member Igleheart and Council Member Wynn

14. **Grants - Status Report of the American Recovery and Reinvestment Act of 2009 Stimulus Funding**

- *Danny Blitch gave a report on the status of the ARRA of 2009 stimulus funding. His report showed that the city has 11 Stimulus Grant Opportunities totaling over \$20M and that staff will be submitting 7 Grant Requests totaling over \$11M. He said the reason they have not submitted some of the grants is that guidelines have not come out yet for some of the grants and the state has not given deadline dates yet.*
- *Mr. Blitch added said there are a few transportation opportunities that he would like to add but the guidelines have not been released yet.*
- *Councilman Igleheart said this is one time that it is worth spending staff time and money to get this money.*

15. **Strategic Planning and Budgeting - FY09 Monthly Budget Status Report**

- *Overall City revenues and expenditures meet expectations for the month of March.*
- *Sales tax is 6% behind compared to the same time last year, but is on target based on the amended number of \$19M.*
- *There is a Work Session May 11th to further discuss the budget. The Mayor has called a Special Called meeting of the M&CC on Thursday, May 14th. Council agreed to have the meeting at 8:00 a.m.*

A Special Called Budget Work Session was approved. It will be held on Thursday, May 14, 2009 at 8:00 a.m. in the Council Chambers.

After this, it moved back to the Public Safety and Public Works Committee.