



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, November 9, 2010

5:00 PM

Room 220

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

CALL TO ORDER/ROLL CALL

Present: 7 - Mayor Jere Wood; 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

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; Keith Lee - Director of Strategic Planning & Budgeting; Danny Blich - Grants Manager; Stu Moring - Director of PW/Env.; Alice Champagne - Water Resources Manager; and Marlee Press, Executive Assistant to Council

Minutes of the October 12, 2010 committee meeting were approved.

Addendum to the Agenda

- Kay Love requested that a proposed Addendum item be added to the agenda. It was "Consideration for Comcast to migrate the Roswell Government Channel (RCTV) to an exclusively digital format."

A motion was made that this addendum item be added to the agenda. The motion carried by the following vote:

- In Favor:** 7 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Orlans; Council Member Igleheart; Council Member Price and Council Member Wynn

Administration

1. Consideration of Roof Repairs at two City facilities

- This is for roof repairs at 820 Community Circle (aka Ripley Building) and the Roswell Area Park Community Activity Building at 10495 Woodstock Road, Building A. Both have had the study done for the two ridge systems on those buildings. This is budgeted through the Facility Conditions Assessment Program.
- Roof repair costs are \$73,749 for 820 Community Circle and \$73,964.90 for Roswell Area Park Community Activity Building for a total cost of \$147,713.90.
- Councilmember Price asked if it has already been identified who will be doing these projects. Michael Fischer affirmed because it is done through the contract. They have come in and done the study on the roofs but now they are asking to approve the contractor to go forward with the project. Councilmember Price asked if this was bid out. Michael replied it is a Federal contract. It has already been bid out. Kay Love said we are piggy backing on it or the city is utilizing that contract. She said that the city procurement policy allows us to do that on those that have already been competitively bid.
- Councilmember Orlans asked if the city could get more competitive bids ourselves here. Michael replied that it's bid out and it's a subcontractor that does the roofing and the city has used them before and those projects went really well.

A motion was made by Council Member Rich Dippolito, seconded by Council Member Becky Wynn, that these roof repairs at the two city facilities be placed on the Mayor and City Council agenda for 11/22/2010. The motion carried by the following vote:

- In Favor:** 5 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Orlans and Council Member Wynn

- Abstain:** 1 - Council Member Price

2. Consideration of a Lighting Retrofit Contract with The Gordian Group/WTI

- This is a request to enter into a contract with The Gordian Group/WTI, in the amount of \$419,114.88 which is reimbursable by Federal ARRA grant (EECBG) funding and has specific requirements under this grant. This contract is for retrofit of all building lighting at the Bill Johnson Community Activity Building and the Physical Activity Center both located at Roswell Area Park. This is to move forward with additional energy efficiency lighting by taking away some of the old lighting, much like what has been done at City Hall in order to try to reduce the energy usage within

those buildings. The contractor is pre-qualified under state contract.

- *Councilmember Price asked how many rooms or lights this entails. Michael Fischer replied the Bill Johnson Community Center has 304 fixtures and the Physical Activity Center has 536 fixtures.*

A motion was made by Council Member Jerry Orlans, seconded by Council Member Becky Wynn, that this contract with The Gordian Group/WTI be placed on the Mayor and City Council agenda for 11/22/2010. The motion carried by the following vote:

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

3. **Consideration of the FY11 Tree Planting Partnership Award to Roswell North Elementary School**

- *Roswell North Elementary School on Woodstock Road is seeking to partner with the City on a tree planting project. The project is to replace a tree buffer which was lost to development, erosion and the 2008 tornados along Woodstock Road near the intersection of Wavetree Drive. Additionally, the proposed project will install 2 oak trees; one in the buffer area and the other to shade the school's Children's Garden. The garden area installed in 2009 also serves as outdoor classroom space for environmental education. The tree planting date is set for Saturday, December 4, 2010.*

- *The total project costs are estimated at \$3,597.66. The school will provide cash and in-kind labor and is seeking \$598.26 from the City partnership program. An estimated 126 labor hours will be donated to the project by volunteers to dig holes, plant, and maintain the trees. The proposed project will occur on public property.*

A motion was made by Council Member Jerry Orlans, seconded by Council Member Becky Wynn, that the FY11 Tree Planting Partnership Award to Roswell North Elementary be placed on the Mayor and City Council agenda for 11/22/2010. The motion carried by the following vote:

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

4. **Consideration of a Resolution to Submit a FY11 Safe Routes to School (SRTS) Infrastructure Project grant to the Georgia Department of Transportation**

- *The City is working with the Fulton County School District, specifically two elementary schools: Mimosa and Mountain Park. The city is basically trying to work this program to help the safety of the schools to help them have a more walkable area to the schools and a bike friendly area to the schools.*

- *According to the SRTS grant guidelines all preliminary engineering will be conducted by GDOT. SRTS is a 100% federal-aid program. Local funds and in-kind donations are not required or accepted. However, the proposed infrastructure project, if granted, will be implemented by GDOT. Upon completion of construction, the City of Rowell must agree to provide regular maintenance on the new infrastructure since it would be a city facility. The SRTS Plan for each school is currently under development. Potential projects include sidewalk connectivity and pedestrian crossing improvements. The grant proposals are due November 23, 2010.*

- *The areas that the city is looking at for the project although it is still in the design phase, will be some changes to the pedestrian crossing areas in front of the schools and some of the sidewalk. Danny Blitch is checking to see if it is going to be part of*

the city's Master Plan for sidewalks.

- Councilmember Wynn asked how much footage is being done. Danny Blitch replied that it is a couple of gaps that the city is trying to fill-in on Mimosa and Warsaw. The MARTA project takes it so far and then it stops and then the sidewalk continues again. From that point to where it starts again, there is a gap and it is probably around 700 or 800 feet and then there are sidewalks again on the northern side of the road and then there is probably a 1,000 foot gap on the other side.
- Councilmember Wynn asked if there are any matching funds. Danny replied no because like some other GDOT programs they have to contract with a local entity (like a county or a city to make the project happen). GDOT has selected the design firm of Kimley Horn to do the design, the specs, put it out to bid, and select the contractor to do the work. The city's inspectors will be on site when construction happens. It will be a GDOT project turnkey from start to finish if we are successful but the city has to get it funded first.
- Councilmember Wynn asked if Transportation is okay with this. Danny replied that they are and they are also working with the Police Department and Community Development.
- Councilmember Dippolito asked since GDOT is in charge of the design, will the city have approval rights over the design. Danny Blitch said he is not aware of the city having approval rights since the grant program states that all of the preliminary engineering design will be completed by a GDOT consulting firm.
- Kay Love suggested that Council give staff permission to proceed with the Resolution. She asked if the city can opt out at the point of the design before we get too far down the process. Danny replied there will be a point of which the city will have to sign off on the grant agreement. It will have to come back to committee and Council for an acceptance to move forward. There may not necessarily be a design at that point, but by November 18, 2010, we will actually have the Safe Routes to School plan, which is being prepared by some consultants that were hired by the Georgia Safe Routes to School. Danny added that the city will know a little more about what the project design is supposed to look it.
- Michael Fischer will check with Steve Acenbrak to see if there is any coordination on that process, because Kimley Horn can certainly work back and forth to see what the city wants to do. Kay Love added that Kimley Horn is used to us from the North Fulton Comprehensive Transportation Plan so she hopes they would be following in that same line.

A motion was made by Mayor Jere Wood, seconded by Council Member Rich Dippolito, that this Resolution for the SRTS grant be placed on the Mayor and City Council agenda for 11/22/2010. Staff added that they will look into that stipulation of checking out the city's input on the design. The motion carried by the following vote:

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

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

- Danny Blitch said of the \$3M in cash received from the stimulus dollars the city has spent \$1.5M.
- Councilmember Orleans asked why it is taking so long to spend these funds. Danny replied it is being spent as quickly as possible but some are contingent on other groups that are part of these grants. He mentioned some of these grants: 1) The Justice Assistance Grant is being combined with three other grants and it is going through the process with Motorola so they can come in and upgrade as many radios as they can to be compliant with GBI standards. That one should be done by

the end of the year; 2) With the Neighborhood Stabilization, the city has acquired 5 homes and Habitat is going through the contracting process to do the rehabs on the homes and they will be dealing with the city on those for the next several months; 3) The EECBG one was just approved by committee today for the \$500,000; 4) Holcomb Bridge Road sidewalks is a transportation project and they are working on the punch list; and 5) LEAP is getting started.

Danny Blitch will keep the committee updated on the stimulus report including the expense totals and the remaining balance.

6. Discussion of an energy audit of City facilities

- *At the October 12, 2010 committee meeting, staff was requested to explore the possibility of having a company conduct a no cost energy audit for the City and bring this back to committee. Mr. Bill Stark of Honeywell came and spoke to the Sustainability Task Force on Friday, October 29, 2010. Mr. Stark presented information on how Honeywell can provide performance based contracting for funding of energy efficiency upgrades. There were specific discussions about lighting and water.*
- *Mr. Stark also discussed Honeywell's interest in working with contacts on various grant opportunities including both grant writing programs and grant partnership programs. Subsequent to the meeting Danny Blitch has had additional conversations on how the City of Roswell and Honeywell can work as partners for future grant opportunities. Yvonne Douglas has had conversations subsequent to the meeting with Mr. Stark in regards to a public education program Honeywell provides that may be of value for the city's LEAP program. They have kiosks that could be set up for educational type programs.*
- *With the collaborative effort of the Sustainability Task Force, GA Power Corp. and Building Operations the city will continually upgrade and improve the energy efficiencies of city facilities, particularly in water and electricity usage.*

The city has chosen to use the EECBG funding mechanism to upgrade the lighting and will use capital project funding to upgrade water usage so the city will not need to use Honeywell for an energy audit. Staff will stay in contact with Honeywell because there may be future grant opportunities that the city can partner with Honeywell on.

7. 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. City Administrator Bob Regus reported that Alpharetta received more noise complaints regarding Sunday's concert than they normally do.*
- *Committee deferred this item at the October 12, 2010 Committee meeting since the Mayor was not present and he was going to update committee on his conversation with Mayor Letchas of Alpharetta. Staff was requested 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.*
- *The City of Alpharetta reported to Roswell that the Atlanta Symphony Orchestra (ASO) plans to purchase equipment at the beginning of the next season to assist with assessing the noise issue. They plan to do noise analysis related to sound waves that are potential causes of some of the complaints so that a solution can be developed.*
- *Councilmember Wynn said that the October 3rd concert problems were not sound waves but noise at 11:30 p.m. She is concerned they are going to purchase*

the equipment at the beginning at the next season to assist with assessing the noise issue but it will take the whole season to assess the problem. Michael Fischer said the problem they are running into is they are using handheld units but it is not giving them the information they need. Michael added that the ASO is also wanting to get this corrected so they don't continue having problems. Alpharetta would like to be able to give them the opportunity to get it measured with the footprint. They are hoping to get this information in and get the footprint and move forward with an action that will make a difference.

- Councilmember Orlans asked if they have addressed the timing of concerts ending at all. Michael Fischer said that was not discussed. Councilmember Wynn said that if they end at a reasonable time it may not be such a problem. Michael said it is part of their ordinance of what the times are. Kay Love said when Roswell staff first spoke with Alpharetta staff a year ago, they had already entered into a contract for that venue, but there was a commitment that any future contracts they signed with and event or promoters, they would require them to stop or cease by 11:00 p.m. This does not seem to have happened so staff needs to go back to them and look at that. Councilmember Dippolito agreed that a lot of these problems could be eliminated if the shows ended by 11:00 p.m.

Staff will continue discussions with Alpharetta to resolve this issue. Staff was requested to ask the Alpharetta staff to see if the concerts can end at an earlier time. Mayor Wood will speak with Mayor Letchas about this issue. It was also discussed to have the Atlanta Symphony Orchestra representative come and speak to Council about what they are doing to resolve the noise issues.

8.

FY10 Monthly Budget Status Report

- This is the third month of the fiscal year and this is the October report. Overall the City's General Fund, Water and Sewer Fund, Solid Waste Fund, Recreation Participation Fund and Hotel/Motel Funds revenues meet expectations for the month of September. Overall City expenditures meet expectations for the month of September.
- Keith Lee said as for the General Fund revenues, the actual year to date revenue, through September, includes a mailing of property tax notices, which is earlier than previous years. For Fiscal Year 2011 the City mailed Tax Notices on September 30, 2010. Previously they have been sent out in October so the revenues were accrued for the month of September.
- Councilmember Diamond asked why the bills went out early. She had some concerns about these tax bills because she said that the mortgage companies have a list when all the cities were due and it was December for Roswell and that is what all the mortgage companies have escrowed. She wanted to know how the city accounts for that if they get it in December and is that considered overdue and will there be penalties. Keith Lee said the due date is still in December (the end of November) and if it is not paid by the 30th, the city would assess a late penalty. Councilmember Diamond's concern is that there are an awful lot of people that don't even see that date and she just wants to make sure the city doesn't wind up penalizing a lot of people. Kay Love said the mortgage companies have it scheduled by which they are going to pay it. She said the mortgage companies are pulling those files. The city has the mortgage companies associated with that bill so they are pulling that file of information so they are getting that updated due date. She said there shouldn't be a problem but staff will monitor it to make sure people are not be penalized unnecessarily.
- Councilmember Price asked about the amount that has come in already with the new date. She asked if it looks like it will exceed the gross revenues of last year. Kay Love said everything that the city bills is booked and already counted. Keith Lee doesn't think it will exceed last year's gross in terms of property tax. He added it will

not meet last year's tax collections. Kay Love added that they still anticipate meeting budget.

- Keith Lee said this year's expenditures are less than last year. For the period the expenditures are less than expected. To date 22.15% of the expenditure budget has been spent. He added that the expenditures by function are \$600,000 below expectations and less than last year in terms of expenses. The expenditures by department show that to date 22.15% total have been spent.
- As for the Water Fund revenues exceed expenditures by \$143,000 to date. The city has collected 22.55% of the revenues and only spent 13.72% of the expenditure budget. The Solid Waste Fund expenditures are \$1.2M less than revenue to date and the city has collected 28.8% of revenues for the year for the amount budgeted. The Recreation Participation expenditures exceed revenues by \$90,000. That primarily is a function of the subsidy for the positions that were moved to the Enterprise Fund, and the city has collected 23.59% of revenues to date. As for the Hotel/Motel Fund, the city has collected \$85,000 more this year than collected for last year of the same time frame and to-date the city has collected 36.17% of budgeted revenues.
- Keith Lee said with all of our funds to date, the city has collected 40.58% of our revenues and spent 21.43% of our expenditures.
- Councilmember Price asked about the Hotel/Motel fund. She said comparing this month's actual to this month's projected, that it is about half. Keith Lee confirmed that but said primarily what tends to happen is those projections are based on 5 years historical activity, and it may have been that in the previous years they may have acknowledged multiple months in one year, so the projections get off somewhat so those numbers may not be accurate. Councilmember Price asked if that was accounted for in this year's budget. Kay Love replied that staff would have accounted for it in the actuals. She said it is just a projection of where staff thinks think the city would be at this time based on this trend or history.
- Keith Lee also gave an economic update. He said the hospitality sector for the Atlanta area is up and for Roswell it is up 20%. Manufacturing production has remained flat through August. Consumer spending for low-end products and apparel was strong in the Atlanta area and automobile dealers have indicated strong sales. Roswell's sales tax is up above 12.15%. Real estate and construction for the Atlanta area was indicating new home construction has softened. Roswell's new house permits are up from 15 to 24 from July – October. Prices and wages continue to show that there is a reluctance to hire additional full-time and the Metro Atlanta saw a decrease in jobs.

Committee will be updated on a monthly basis.

9.

Discussion of Brand Roswell Promise Statement - Guidance

- Councilmember Diamond said she emailed four options. The one that most Council chose was: "To provide our citizens with responsive, high-quality services in a fiscally sound manner to ensure Roswell continues to be a vibrant community."

A motion was made by Council Member Becky Wynn, seconded by Council Member Nancy Diamond, that the Brand Roswell Promise statement can move forward and be incorporated into the Branding Program. The motion carried by the following vote:

In Favor: 5 - Council Member Diamond; Council Member Dippolito; Council Member Orland; Council Member Price and Council Member Wynn

Abstain: 1 - Mayor Wood

10.

Consideration of Brothers Young Production Company filming in

Roswell in 2011

- *Brothers Young Production Company plans to film an independent full feature family movie in Roswell beginning in the Fall of 2011. The filming would take up to 50 days. The movie is not about Roswell; however, since the film will be "shot" in Historic Roswell, it will highlight areas and amenities of the city through the various scenes in the movie.*
- *Brothers Young is interested in getting Mayor and Council feedback and support for this project. They need this support in order to help in their capital campaign. The required film permit will be applied for at the appropriate time.*
- *The Brothers Young's goal is not only to raise awareness of Roswell from a historic and tourism standpoint, but create a movie that incorporates the town and people. They mentioned that Roswell is not considered a film friendly town. Councilmember Orlans asked why. Matthew Young said it was Roswell's permitting process. He said when a production company comes into town they don't want to jump through too many hoops. They want to be able to come into town film and leave.*
- *Councilmember Orlans said he thought that process had been streamlined a few years back. Councilmember Price said Council doesn't always hear who is being turned down. Dottie Etris said they are still working on the permitting of the films to make it easier. Kay Love added that staff is consolidating and streamlining the photography and filming process and that Community Relations has almost completed that.*
- *Councilmember Wynn said that the Brothers Young have given 5 points on how Roswell can help and she wants to make sure that Council has a comfort level on the bullet points. Kay Love replied everything is good, and in regards to any road closures those would be brought to Council in the normal fashion as the time gets nearer.*
- *Councilmember Price said she would like to move forward providing a letter of support for this project.*

A motion was made by Council Member Betty Price, seconded by Council Member Becky Wynn, that a letter can be written that states that Roswell is in support of this project. Council Member Price also stated in her motion that the city will facilitate its completion of this film in any way we can in order to make this a mutual benefit. Mayor suggested that the city take this in phases from a due diligence standpoint. He thinks before going to the next phase, it would be appropriate to share the script with the Council because he said when they get into the promotion side, it is good to know more detail what the city is promoting. The Production Company said they can come back periodically to update the Council on the progress. The motion carried by the following vote:

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

11.

Consideration for Comcast to migrate the Roswell Government Channel (RCTV) to an exclusively digital format

- *Comcast is phasing out analog channel offerings to facilitate the deployment of more advanced broadband services such as faster internet speeds, HD content, and an expanded On Demand library. Comcast proposes to migrate RCTV and Roswell customers not currently on a digital format to a digital format via a converter box. Comcast has agreed to provide this to the customers at no cost to the customer or to the city. There is nothing that needs to be done to the city's equipment.*
- *Councilmember Igleheart asked if customers would have problems receiving the box. Kay Love responded Comcast is willing to mail the boxes to them or get the*

boxes to the customers so they do not have to pick them up.

A motion was made by Council Member Nancy Diamond, seconded by Council Member Becky Wynn, that Comcast can migrate RCTV to an exclusively digital format. Committee also approved that a letter can go out to those affected customers about this change. The motion carried by the following vote:

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

Finance

12.

Investment Report

- *Julia Luke reported the portfolio is higher than this time last year. Interest rates are still down.*
- *Councilmember Wynn asked if staff found a personal CD with a higher rate could we then do an early withdrawal and pay a penalty. Julia replied there would be a form of a penalty, but first the city would have to find a buyer. Kay Love said sometimes a broker will take them off your hands if you couple them together but we would still be taking a loss.*

Staff will continue looking for the best rates for the city investments. Committee will be updated on a monthly basis.

Recreation and Parks

13.

Discussion of the Roof System Design for the Riverside Park Bandstand - Guidance

- *At the September 14, 2010 committee meeting staff showed Council a simple plan for the roof system that didn't have any frills to it and was within budget which is \$120,000. Committee requested to bring back drawings by combining Option #2 and Option #3. Staff was also requested to provide a sound analysis.*
- *Joe Glover said the project will come in around \$115,000 but electrical work is still needed, so he hopes that the \$5,000 they have left will cover the electrical. Staff has the whole bid document ready to go and they can start the bidding process in 2 weeks and have a roof system by springtime.*
- *Councilmember Dippolito asked how large the columns would be. Joe replied they have been engineered to handle the roof. Rich asked if everything is wood except the columns. He was told yes but that the surfacing on the roofing is asphalt shingles.*
- *Councilmember Orlans asked if this will be esthetically pleasing. Joe Glover replied that he thinks it will, but they can go back and do some decorative later. They were afraid they wouldn't have the money in this year's budget for more a more decorative design and they wanted to get this part done and get the electrical done and then go back and have the architect or another design firm come in and spruce it up. He would rather get this part done now and then come back and look at it later.*
- *Councilmember Price asked if there were any sound assessments done. Joe replied staff has spoken with the sound engineer and he said there should be no problem at this point.*
- *Councilmember Dippolito said it looks good but his only concern is the columns. He wants them to have enough width to them so they look good.*

A motion was made by Council Member Becky Wynn, seconded by Council Member Jerry Orlans, that this new design for the Riverside Park Bandstand be approved. Council Member Rich Dippolito asked staff to do a little more with the columns by making sure they have enough width so they look nicer and they look heavy enough. Council Member Betty Price said she would like to have the upgrades if there is enough money. The motion carried by the following vote:

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

Meeting adjourned at 7:09 p.m.