



Meeting Minutes
Mayor and City Council Special Called

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

Monday, April 29, 2013

7:00 PM

City Hall

WELCOME

Present: 7 - Mayor Jere Wood, Council Member Rich Dippolito, Council Member Kent Igleheart, Council Member Jerry Orleans, Council Member Betty Price, Council Member Becky Wynn, and Council Member Nancy Diamond

Pledge of Allegiance

Staff Present: City Administrator Kay Love; Deputy City Administrator Michael Fischer; City Attorney David Davidson; Police Chief Rusty Grant; Fire Chief Ricky Spencer; Community Development Director Alice Wakefield; Environmental/Public Works Director Stu Moring; Environmental/Public Works Deputy Director Mark Wolff; Finance Director Keith Lee; Human Resources Director Dan Roach; Recreation and Parks Director Joe Glover; Transportation Deputy Director David Low; Budget Manager Ryan Lockett; Budgeting Coordinator Denise Brown; Financial Analyst Lynn Williams; Community Relations Manager Julie Brechbill; Water Resources Manager Alice Champagne; Environmental Education Coordinator Vicki Culbreth; Historic and Cultural Affairs Manager Morgan Timmis; Cultural Arts Center Coordinator Brandee Bryant; Barrington Hall Historic Site Coordinator Robert Winebarger; Smith Plantation Historic Site Coordinator Chuck Douglas; Administrator of Park Services Jeff Pruitt; Building Operations Technician Jim Lane; Digital Media Designer Joel Vazquez; Deputy City Clerk Betsy Branch.

CONSENT AGENDA

1. **Approval for the Mayor and/or City Administrator to sign a contract with Custom Canine Unlimited for the purchase of a Police Canine (K-9) in the amount of \$11,971.73.**
Approved

2. **Approval for the Mayor and/or City Administrator to sign a contract with Earley Construction for the Midtown Gap Construction project in the amount of \$70,727.**
Approved

Approval of the Consent Agenda

A motion was made by Council Member Wynn, seconded by Council Member Orleans, to Approve the Consent Agenda. The motion carried by the following vote:

In Favor: 7

REGULAR AGENDA

Mayor's Report

1. **Reading of a Proclamation in recognition of National Drinking Water Week, May 5-11, 2013.**

Mayor Wood conducted the reading of the proclamation stating: Water is a defining part of our past, present and future and water is a basic and essential need of every living creature. Our health, comfort, and standard of living depend upon an abundant supply of safe drinking water. We are all stewards of the water infrastructure upon which future generations depend; and the citizens of the City of Roswell should have a safe and dependable supply of water both now and in the future. The City received the Georgia Association of Water Professionals Water Plant Gold Award four years in a row and in 2011 and 2012 was awarded the Platinum Award for meeting or exceeding Safe Drinking Water Act standards. We are calling upon each citizen to help protect our sources of water from pollution, practice water conservation, and recognize the importance of a safe, convenient and sustainable water system.

On behalf of the City of Roswell, Mayor Wood proclaimed May 5 – 11, 2013 as National Drinking Water Week and asked all citizens of the City of Roswell to recognize and participate in this national event.

Environmental/Public Works Director Stu Moring said we as citizens often take for granted the water supply that much of the rest of the world would be envious to have and he said the City is proud to celebrate that. He said the staff is exceptional and they work day and night to make sure that the City has excellent water and expressed his appreciation to them for the product that they provide for everyone.

2. **Recognition of the winners of the 2013 Drinking Water Week Poster Contest.**

Environmental/Public Works Director Stu Moring said this is the City's second annual poster contest for elementary and middle school students to celebrate National Drinking Water Week, May 5-11, 2013. All of the poster contestants were in attendance tonight. Mr. Moring said they did a great job as can be seen by their posters that very succinctly explain how water is treated. These students did a great deal of research and probably now know more about water treatment than 99% of Americans, and we can be very proud of them. This program was organized by Environmental Education Coordinator Vicki Culbreth and Water Resources Manager Alice Champagne.

Environmental Education Coordinator Vicki Culbreth explained that in honor of National Drinking Water Week, students were asked to create an education poster explaining the process of drinking water to their peers. She said the students had conducted a lot of research and spent a lot of time creating their posters; she thanked them for participating in the contest. The students were invited to come forward and show their winning posters. She recognized the contest winners Matthew and Megan Greenberg from Fulton Sunshine Academy for the Grades 3-5 category and Cassandra Manrique from Elkins Pointe Middle School for the Grade 6-8 category. Students who earned honorable mention are Brandon Boettinger, Christopher Humphrey, Meghana Madduri, Rhea Mamta Daswani, Anvitha Suram, Christian Fuller, Nathasya Tacljvain, Natalie Tooley, Chloe Sluss, and Katherine Asman. Photos were taken with the contest winners and the Mayor and City Councilmembers.

3. Reading of a Proclamation for Roswell Heritage Days in May 2013.

Mayor Wood conducted the reading of the Proclamation stating: The month of May is nationally recognized as Historic Preservation Month and The National Trust for Historic Preservation will commemorate the ninth annual National Preservation Month in May 2013 with the theme "See! Save! Celebrate!" encouraging communities both large and small to take the time to celebrate their history and historic places. Barrington Hall will be hosting the North Fulton Drama Club's production of a "Measure for Measure," Tea with Beatrix Potter, several lectures, and Wednesday Walks in the Garden. Bulloch Hall will be presenting "Rebel With a Cause" Exhibit. The Smith Plantation will be presenting the exhibits "African Americans at the Smith Plantation" and "The Smith Family & the Civil War." The annual Mother's Day Open House will take place at all three Southern Trilogy sites on Sunday, May 12, with the theme of "Mother's Helping Others." The Cultural Arts Center will be presenting the Roswell Photographic Society's Heritage Photography Exhibit; the Atlanta Wind Symphony concert, and the Roswell Presents show featuring Chicago's famous Second City. Over 15 other events and activities will be taking place throughout the month including the Roswell Memorial Day Ceremony, Riverside Sounds concert, Alive After Five, events at the Chattahoochee Nature Center, the GET Golf Tournament, and Works In Clay Show & Sale.

On behalf of the City of Roswell, Mayor Wood proclaimed the month of May as Roswell Heritage Days Month and called upon all citizens to recognize and participate in this special observance of Roswell's unique and important heritage.

Historic and Cultural Affairs Manager Morgan Timmis said that every year the City tries to recognize the special history and culture in Roswell. She noted that a brochure is available that provides information about the 37 events happening throughout the month of May.

Mark Walter, president of the Roswell Photographic Society announced that their exhibit is at the Cultural Arts Center and is free and open to the public. The Roswell Photographic Society meets on the first and third Tuesday of each month at the Adult Recreation Center; these meetings are free and open to the public.

Lynn McIntyre, speaking on behalf of the Chattahoochee Nature Center, announced that Drum Circles with Chuck Cogliandro takes place the last Friday of every month; everyone gathers in a circle around a fire and plays the drums. She welcomed everyone to join in for this special mystical experience. An instructor and leader will provide guidance on how to play the drums; each person should bring their own drum

or rhythm instrument, or anything that will make a sound. She announced that Bee Day is May 18, and is a learning experience about the importance of bee pollination. The Birding Canoe Trip is on May 11. James Casto's Home by Dark, songwriters-in-the-round concert series begins on May 3. Ms. McIntyre invited everyone to visit the Nature Center for all the events this month.

Cammie Stephens, chorus manager for the Michael O'Neal Singers, at Roswell United Methodist Church said they are a 130 voice symphonic chorus. They also have a 30 voice ensemble called Kaleidoscope whose mission is to educate, enrich, and provide high quality concert experiences in Roswell, offering seven or eight concert events annually. She announced that A Beatles Tribute with The Return, is their May concert and stretches beyond their typical classical choir music joining with this Beatles tribute band. Ms. Stephens invited everyone to attend on Friday, May 17, at 8:00 p.m.

Jane Swift representing the Roswell Fine Arts Alliance (RFAA), announced their heritage program on Tuesday May 21, at 7:00 p.m. at the Roswell Visual Arts Center with storyteller extraordinaire Mary Williams, telling stories about Roswell. She said the RFAA was established in 1971 and they will be doing an interactive quiz about things that were popular in that year. Ms. Swift invited everyone to attend and said the meeting is free and open to the public.

Cultural Arts Center Coordinator Brandee Bryant announced the Roswell Presents, presenting The Second City: Laughing Matters on May 24th at 8:00pm featuring improvisations from The Second City's fifty two year history. She invited everyone to attend and added that a lot of Mothers would enjoy receiving tickets to this event for Mother's Day gifts.

Barrington Hall Historic Site Coordinator Robert Winebarger said they have 29 events in May including Wednesday Walks in the Garden; North Fulton Drama Club presenting William Shakespeare's Measure for Measure; the Lecture Series on May 8, 15, 22 & 29; Tea with Beatrix Potter on May 11, the Saturday Brunch Lecture beginning on May 18; and Third Sundaes beginning on May 19 with a free sundae at the end of the tour every third Sunday throughout the summer. He invited everyone to attend these events at Barrington Hall.

Smith Plantation Historic Site Coordinator Chuck Douglas announced a Mother's Day Open House will be held at each of the three historic homes, Barrington Hall, Bulloch Hall, and Smith Plantation, including the Mothers Feeding Others program to help stock food pantries through the acceptance of food donations, a wonderful way to contribute something back to the community. Mr. Douglas said these events are free to the community and are held on Mother's Day, May 12, from 1-3 p.m.

Morgan Timmis announced that the Riverside Sounds Concert Series begins May 4, featuring Chris Thomas King, a fantastic blues musician who made his major acting debut in the film "O Brother, Where Art Thou." She encouraged everyone to attend the concert and the other many wonderful events occurring in the City of Roswell throughout the month of May.

Mayor Wood asked where this information is available on the City of Roswell website. Ms. Timmis replied that the City events can be found on the City calendar but there is not a specific website for the Heritage Days events. She said the brochure will be on the website and a copy can be downloaded.

Mayor Wood said Council has made it part of their goal to have festivals and events

and May is a great example of that. The Mayor thanked everyone who is helping to organize these events.

4. Reading of a Proclamation for 2013 May Bike Month.

Mayor Wood conducted the reading of the Proclamation stating: For more than a century the bicycle has been an important part of the lives of most Americans and today millions of Americans engage in bicycling as an environmentally sound form of transportation, an excellent form of fitness, and provides quality family recreation. The education of cyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users. The League of American Bicyclists and independent cyclists throughout our state are promoting greater public awareness of bicycle operation and safety education in an effort to reduce accidents, injuries and fatalities; and the City of Roswell has been named a Bronze Level Bicycle Friendly Community by the League of American Bicyclists.

On behalf of the City of Roswell, Mayor Wood proclaimed the month of May as Bike Month and the week of May 13th to 17th as Bike to Work Week and May 17 as National Bike to Work Day in Roswell. He asked all citizens to participate and enjoy the sport of cycling and embrace the Bike Friendly community spirit and "share the road."

Mayor Wood thanked Bike Roswell for their efforts in achieving the Bronze Level Bicycle Friendly Community. He thanked everyone who made the Historic Roswell Criterium possible and said that Bike Roswell was a big part of that along with the City's Recreation and Parks, Transportation, Police, and Fire Departments. He said extreme rainy conditions existed for the bicycle race, but despite the rain and with the speeds, it was the safest race in 12 years with no serious injuries. He thanked Council for their continued support of that event, the volunteers, and the sponsors for putting on a great and safe race that draws attention to Roswell as the premier bicycling community in the state. He added that a lot of people he talks with say they moved to Roswell because of cycling and because Roswell is a bicycle friendly community. He said the support of Bike Roswell, cyclists, Council, and City staff is making Roswell a bicycle friendly community, a business friendly community, and a better place to live.

Mayor Wood acknowledged attending members of Bike Roswell and asked them to come forward.

Doug Fallon, speaking on behalf of Bike Roswell, thanked Council and the City staff for helping make this event happen again this year. He said he is very grateful to live in Roswell.

Councilmember Price asked why the railings were different this year. Mr. Fallon replied they were supplied by the promoter, and it was a budget item for them. Mayor Wood said the labor cost for putting them up was less expensive than what was previously used. A second speaker came forward and said the railings were from Gene Dixon, one of the major bike promoters around town; these were the same railings that were used in the Athens race, came directly from there early in the morning, and were put up. Councilmember Price asked if that is likely to continue. The speaker responded it is mostly a cost item because there is a cost for the use of City employees; this company can bring them in a truck and set up a course in less than an hour. Councilmember Price thanked the speakers.

5. Approval of a Cultural Arts Board appointment - Larry Weissman.

There was no Council discussion.

A motion was made by Council Member Wynn, seconded by Council Member Igleheart, that this Item be Approved. The motion carried by the following vote:

In Favor: 6

6. Presentation of the Mayor's FY 2014 Proposed Budget.

Mayor Wood introduced this item. City Administrator Kay Love called upon Ryan Lockett, Budget Manager present the FY 2014 Proposed Budget. Ms. Love thanked Mr. Lockett, Finance Director Keith Lee, and their staff for the hard work on the budget. In addition, Ms. Love thanked all City departments in their efforts coming up with a good and balanced budget.

Budget Manager Ryan Lockett, with the use of a PowerPoint demonstration, presented the City's Fiscal Year 2014 Proposed Operating Capital Budget. Mr. Lockett stated he would provide a brief budget summary; additional details regarding the General Fund revenues and expenditures; highlights of other City funds; and next steps within the budget process.

Mr. Lockett noted that as Ms. Love had stated, the City's budget is balanced. City revenues exceed expenditures. There is no increase in the combined millage rates. The proposed budget continues to invest in economic development and job creation. Road resurfacing is incorporated into the Operating budget in FY 2014. Overall, the budget continues to sustain the high quality City services, facilities, and equipment.

Mr. Lockett reviewed the budget principles which helped guide the development of the FY 2014 proposed budget. He stated the City's budget is balanced with current revenues funding current operating expenditures and maintenance capital. Reserves are used for only one-time capital and road resurfacing. The budget maintains at least three months of reserve for operating expenditures. There is no increase in the combined property tax rate. The City maintains the current level of City services.

Mr. Lockett provided an illustration of the total source of funds across all City funds, a summary of all funds. He stated that in FY 2013, the City had \$103.9 million in revenues and \$5.8 million dollars in reserves use, for a total of \$109.7 million in total source of funds for FY 2013. Total sources of funds for FY 2014 proposed, is \$104.8 million, which includes \$100.8 in revenue and \$4.0 million in reserves. FY 2014 represents a decrease of approximately \$4.9 million. The decrease is attributed primarily to less revenue associated with the capital lease program as well as less fund balance used to fund capital compared to FY 2013.

Mr. Lockett explained how the \$104.8 million is broken out across the City's different revenue sources; Property tax, Charges for Service – External, which are user fees within the City's Enterprise Funds, as well as Sales Tax, make up the bulk of the total City revenues.

Mr. Lockett said the Total Use of Funds, or expenditures during FY 2013 were \$109.3 million across all City funds. In FY 2014 Proposed, it is at \$100.9 million, which represents a decrease of about \$8.5 million, the bulk of which is attributed to less Debt Service in FY 2014 as compared to FY 2013.

Mr. Lockett provided a breakdown of All Funds of the \$100.9 million across City departments. The Police department, Administration, Environmental/ Public Works, and Recreation and Parks departments make up the bulk, representing approximately 68% of the budget.

Mr. Lockett explained the All Funds slide showing the history of the City's authorized full time positions. In FY 2009 there were 624 positions; in FY 2014 there are 597 positions, an increase of approximately three positions from FY 2013. Mr. Lockett noted there would be further details provided later in the presentation.

Referring to the General Fund graph, Mr. Lockett stated the graph provides a picture of the City's Source of Funds in the General Fund. Mayor Wood inquired what the biggest difference is between the General Fund and All Funds. Mr. Lockett replied the General Fund is the City's main source of revenues, which includes property and sales taxes; it funds the bulk of City services such as Public Safety, Recreation and Parks, and Transportation Departments. Mayor Wood stated that it does not include the Enterprise Funds where the City provides a service and charges a fee; it does include Solid Waste pick-up, water. Mr. Lockett stated it also includes water, recreation participation fund, and stormwater utility. Mayor Wood stated the City separates the Enterprise Funds out, which are revenue producing, from the City's purely tax supported fund. Mr. Lockett agreed.

Mr. Lockett stated General Fund revenues in FY 2013 totaled \$60.0 million. In FY 2014 Proposed, the City anticipates a Total Source of Funds of \$61.2 million; an increase of approximately \$1.2 million from FY 2013. This increase is primarily attributed to increases in sales taxes and City property tax revenues.

Mr. Lockett discussed the break-down of the Total General Fund revenues across the major categories. He noted that the sales tax, property tax, franchise, alcohol, and business/insurance taxes make up the bulk of the City's General Fund revenues, totaling approximately 87%.

Mr. Lockett stated that in terms of the City's property tax, revenue projections are based on an estimated digest value. The City anticipates receiving a preliminary digest from Fulton County within the next month. He explained that initial conversations with Fulton County indicate there may be some growth in the digest, however, as discussed at the March 18, 2013 Budget Work Session, the City is projecting conservatively and does not plan to expect that any outstanding appeals to work in favor of the City. Approximately 1,000 property tax appeals remain outstanding in the City. In addition, the City is assuming about a 15% decline in the City's motor vehicle digest value as a result of State House Bill 386. With the two combined, the City anticipates an approximate 3.1% decline.

Mr. Lockett noted there was discussion at the March 18, 2013 Budget Work Session regarding the shift of a portion of the Debt Service, Property Tax Rate, Millage Rate from the Debt Service Rate to the Maintenance and Operating (M&O) Rate to help fully fund Maintenance Capital and other increased costs. He said the FY 2014 budget includes the shift of .405 mils to the City's M&O Rate. Over the last ten years the City's millage rate has declined twice. The current rate has been maintained at 5.455 mils since FY 2009. In FY 2014, that millage rate is maintained at 5.455 mils.

Mr. Lockett reviewed sales tax information and stated that proposed revenue for FY 2014 indicates an additional \$1.7 million in sales tax revenue over FY 2013. The bulk of this is related to increased economic activity and recovery in the state of Georgia and the metro area and also an amount for the anticipated LOST negotiations. The

total sales tax figure for FY 2014 is \$21.4 million.

Regarding General Fund Expenditures, Mr. Lockett explained that the graph showed that in FY 2013 Operating Expenditures and Capital Expenditures for both one-time and maintenance capital, totaled \$60.0 million. The FY 2014 Proposed Total General Fund Expenditures is \$61.0 million, an increase of \$1million or approximately 2%. This increase is mostly attributed to the new initiatives included in the FY 2014 Proposed Budget. Mayor Wood stated, "2014 is showing what is coming from our current revenues. This does not include \$14 million which the citizens approved for Capital costs. If you look at the total Capital Expenditures, it is substantially higher than this. This isn't including the \$14 million which is funded from the bond." Mr. Lockett agreed. Mr. Lockett noted that the largest General Fund expenditures across City departments are within the Police, Recreation and Parks, Transportation, and Administration departments; these departments make up the bulk of General Fund Expenditures at about 73%.

Mr. Lockett providing FY 2014 General Fund highlights, explained that as noted earlier in the meeting, personnel-related initiatives include an increase of three positions: a new fire captain to manage the EMS Program within the Fire department; moving a digital media designer from part-time to full-time in Community Relations; and an additional full-time Recreation and Parks department crew worker for the river. Personnel-related initiatives also include additional funding for the SAFEbuilt Building Permit contract to help expand staffing capacity to meet the current demand. One-time initiatives in the FY 2014 Proposed Budget includes funding for the 2013 Municipal Election; the creation of a new Narcotics Unit within the Police department (utilizing existing personnel); City Branding/Outreach Development; and one-time holiday compensation for employees.

Continuing General Fund highlights, Mr. Lockett stated Maintenance Capital includes the continuance of the City-wide vehicle replacement program at \$1.6 million. Road resurfacing has been incorporated into the Operating Budget. He explained that within the mid-year budget amendment in FY 2013, one million dollars was appropriated; this would add \$800,000 for a total of \$1.8 million funded for road resurfacing in FY 2014. Also included in the FY 2014 Proposed Budget Maintenance Capital is continuance of the City's Facilities Maintenance program; replacement of police motorcycles; additional resources for park maintenance; and facility maintenance at the City's historic homes.

In summary for the General Fund, total resources are \$61,180,521; total expenditures are \$61,014,602; approximately \$165,919 is available for programming. Mr. Lockett noted that as mentioned with the City's budget principles, the General Fund does maintain at least three months reserve of Operating Expenditures. The Fund Balance Reserve is \$13,863,872.

Mayor Wood stated, "When I say available for programming, Council, that means without changing anything in this budget that is additional monies this Council could spend this year. I encourage you to choose wisely. This is how much is available for programming at this point."

Mr. Lockett noted that Unfunded Operating Requests within the General Fund total approximately \$481,000. These include Cultural Arts Board budget requests; City-side Park beautification; 2 additional part-time parks crew workers; and Progress Partners funding increase.

In Other Funds discussion, Mr. Lockett stated that within the Solid Waste fund, the total source of funds is down approximately \$300,000 from FY 2013, primarily due to

a decreasing amount of residents subscribing to the premium service as well as some declines within the City's commercial pick-up service. Expenditures are lower by about \$300,000, due to less capital being funded in FY 2014 in comparison to FY 2013. Highlights of the Solid Waste Fund include funding for additional part-time and temporary staff for the recycling center; continuation of focus on the City's fleet, parts, and vehicle replacement; and one-time capital to replace the recycling center's sign.

Mr. Lockett noted that Stormwater Utility funds are stable from FY 2013 to FY 2014 at \$2.9 million. Expenditures are down slightly mainly due to the efforts to build up the financial reserve within the Stormwater Fund. The fund was created in FY 2012; over that time the reserve has been building. For FY 2014, the Stormwater Fund is fully funded at two months of operating expenditures.

Regarding the City's Water and Sewer Fund, Mr. Lockett stated the Total Source of Funds has increased by approximately \$200,000 from FY 2013. This is attributed to an increase in consumption as well as a one dollar increase in the base rates. He noted that this information was discussed at the March 18, 2013 Budget Work Session. The extra dollar in the base rate is necessary to fund the debt service associated with the new water plant. Expenditures in the Water and Sewer Fund are increasing by approximately \$200,000 primarily due to additional Capital Projects programming for FY 2014. FY 2014 Water and Sewer Fund highlights include funding a SCADA update for the water plant; replacing a skid steer, as well as one-time capital for the Spring Drive water line replacement and the Atlanta Street water main expansion.

Mr. Lockett reviewing the Hotel/Motel Fund stated the total source of funds is down by about \$90,000 from FY 2013, the decrease attributed to less capital being programmed as compared with FY 2013. Overall, revenues in the Hotel/Motel Fund have increased by approximately \$60,000 as compared to FY 2013. Expenditures for FY 2014 are down by approximately \$90,000 mainly due to less capital being programmed, offset by increases associated with the Roswell Business Alliance (RBA) and the Convention and Visitors Bureau (CVB). Highlights of the Hotel/Motel Fund include the Roswell Business Alliance total FY 2014 funding proposed at \$440,000, an increase of \$30,000; the Roswell Convention and Visitors Bureau total FY 2014 funding proposed at \$505,282, an increase of \$44,000.

Regarding the City's Recreation Participation Fund, Mr. Lockett stated the total source of funds has increased in FY 2014 by approximately \$400,000, mainly made up of about \$200,000 in additional program revenues; the other part is \$200,000 and use of reserves to help fund some of the capital for the Recreation Participation Fund. The bar graph displayed General Fund support for the Recreation Participation Fund which is consistent with FY 2013, at \$571,000. Expenditures in the Recreation Participation Fund have increased again by about \$500,000 as compared to FY 2013. Recreation Fund highlights include the increase of almost \$200,000 in program revenues that have helped fund additional expenditures in the funds for additional recreation supplies; entertainment services; seasonal employees for spraygrounds; additional facility/field maintenance; and Roswell River Landing improvements. The budget also includes one-time capital funding for replacement of appliances and various other equipment and Recreation facilities.

Mr. Lockett discussed the Capital Project Fund, specifically One-Time Capital. He noted that two items really make up what the City's available funding is FY 2014: General Fund fund balance of \$1.7 million, which is funding that is available above City reserves; and Capital Savings of approximately \$700,000. This equates to a total available funding of approximately \$2.4 million. Mayor Wood stated, "That is at this time. We hope to have a budget surplus. Every

year we have had one, so we have another round of Capital Projects coming forward in October. This is funding that is available at this time. We hope to have approximately \$3 million to program in October. That is purely an estimate; that is not a commitment.”

Mayor Wood requested a review of each capital project.

Mr. Lueckert clarified the FY 2014 One-Time Capital Projects are as follows:

- Administration department, a total one-time capital funding of approximately \$120,000 for: data center relocation at \$75,000; and upgrade to Mitel phone server and software at \$45,000.
- Community Development, a total one-time capital funding of approximately \$270,000 for: document scanning at \$150,000; updating Design Guidelines with completion of Unified Development Code at \$70,000; and update Impact Fee Ordinance with completion of Unified Development Code at \$50,000.
- Fire department, a total one-time capital funding of approximately \$63,500 for renovation of Fire Station #1.
- Police department, a total one-time capital funding of approximately \$146,000 for: remaining two vehicles associated with the Police officers that were added in FY 2013 at \$96,000; and two additional vehicles to support the Narcotics Unit at \$50,000.
- Recreation and Parks department, a total one-time capital funding of approximately \$842,468 for: costs associated with relocating the maintenance facility near the water tank at \$400,000; Old Mill Phase II at \$150,000; park facility roof repairs at \$120,000; Smith House roof replacement at main house and two outbuildings at \$38,800; outdoor park security cameras at \$30,000; and miscellaneous items such as additional lighting for Town Square \$103,668
- Transportation department, a total one-time capital funding of approximately \$975,000 for: River to historic Town Square multi-use trail at \$600,000; adding turn lane to the Old Alabama connector at \$150,000; bucket truck replacement at \$130,000; street light efficiency cost reduction study at \$75,000; and miscellaneous items such as pedestrian safety and speed reduction at \$20,000.
- Total FY 2014 One-Time Capital: \$2,416,968.

Mr. Lueckert clarified the FY 2014 Unfunded One-Time Capital Projects are as follows:

- Administration department, a total of \$35,000 to replace underground tank with above-ground tank at the Cultural Arts Center.
- Community Development department, total of an additional \$150,000 for document scanning (\$150,000 included in Budget).
- Recreation and Parks department, a total of \$757,100 for: Roswell River Walk Master Plan at \$150,000; Riverside Park playground replacement at \$135,000; Waller Park Extension repaving at \$75,000; Cultural Arts Center acoustical improvements and new assisted listening system (matched 1:1 by Georgia Ensemble Theatre) at \$70,000; Shade systems at \$68,000; Barrington Hall public restroom construction \$65,500; Community Activity Building fitness room restroom renovation at \$65,000; Roswell River Landing sidewalk connectivity at \$30,500; Riverside Park canoe/kayak dock improvements at \$28,000; Physical Activity Building restroom upgrades at \$25,000; Miscellaneous projects (\$15,000 or less) at \$45,100.
- Transportation department, a total of \$9,435,000 for: Historic Gateway (right-of-way, utilities) at \$5,000,000; SR 9/120 at Oxbo Road (right-of-way) at \$2,000,000; Village Center design at \$650,000; Willeo Road Bridge replacement at \$500,000; Sidewalk connectivity at \$500,000; Riverside Road bicycle lanes at \$325,000; City-wide bicycle / pedestrian plan at \$150,000; Oxbo Drive conversion to two-way street (west of SR 9) at \$150,000; SR 92 at Hardscrabble Road traffic study at \$75,000; MARTA bus stop improvements Phase II at \$50,000; Pedestrian safety improvements at \$35,000.

- *Total Unfunded One-Time Capital: \$10,377,100.*

Mr. Lockett explained that state laws require the City to hold two public readings of the proposed budget. In addition, since the FY 2014 Proposed Budget includes a shifting of a portion of the Millage Rate to the Maintenance and Operating Rate, a third public hearing will be held as required by state law for changes associated with millage rate.

Public hearings for the FY 2014 Proposed Budget and Millage Rate are as follows:

- *Monday, May 13, 2013, 7:00 p.m., First Reading*
- *Monday, May 20, 2013, 6:30 p.m.*
- *Wednesday, May 29, 2013, 7:00 p.m., Second Reading*

Information will be provided through the City's website, press releases, and in the local newspapers. City of Roswell Budget adoption is scheduled for May 29, 2013.

Mr. Lockett noted that any add or delete requests which Mayor and Council may have could be sent to the Budget office and would be compiled and prepared for presentation at a public hearing. Mr. Lockett offered to take any questions.

Mayor Wood invited Council questions or comments. He noted that staff would be available at Council's convenience for specific questions.

Council questions:

Councilmember Dippolito referring to the General Fund said it appeared that under the Source of Funds that there is \$59.5 million in revenue and \$55.5 million in expenditures for the General Fund. He said, "I guess that is \$4 million in surplus above the Operating. Then, do we add Maintenance to that as well to get down to, I think you said, \$2.4 million?" Mr. Lockett replied, "Our total Maintenance capital within the FY 2014 Proposed Budget is \$3.8 million. When you add the One-Time Capital to that, that is what totals the \$5.5 million." Councilmember Dippolito asked if One-Time Capital is \$2.4 million. Mr. Lockett replied, "Yes, \$2.4 million. The \$2.4 million though is made up of two different sources. \$700,000 of that is re-programming current funding, so that is not included here. What is included here is the \$1.7 million above our reserve that is being used to fund One-Time Capital." Councilmember Dippolito inquired about the Maintenance Capital figure. Mr. Lockett replied that it \$3.8 million. Councilmember Dippolito asked if that would be \$5.5 million. Mr. Lockett stated that is correct, referred to slide #15 in the presentation packet, and explained that the red area of the bar graph for FY 2014 Proposed is made up of the \$3.8 million in Maintenance Capital and the \$1.7 million in One-Time Capital for a total of \$5.5 million. Councilmember Dippolito said the revenue for the Operating Fund, excluding Reserves, is \$59.5. Mr. Lockett agreed. Councilmember Dippolito stated the Operating Expenses for the General Fund are \$55.5 million which would leave \$4 million. Mr. Lockett replied, "What that includes, if you look at the budget principles where we talk about our current revenues fund operating expenditures and our maintenance capital, we are splitting up a little bit differently, so if you add up \$55.5 in Operating Expenditures and our \$3.8 million in Maintenance Capital, that is what matches up with our current revenues with \$160,000 that is left over for programming." Councilmember Dippolito replied, "I was mixing in One-Time Capital."

Councilmember Dippolito referring to Unfunded One-Time Capital, said there is \$500,000 of Sidewalk Connectivity that is unfunded. He asked if that meant "we had additional money elsewhere that was funded for sidewalk connectivity or did we not include that this year." Mr. Lockett replied, "I think the idea is that some of the other projects that are currently on-going such as the bond projects, a lot of the street projects include funding for sidewalks through those projects. This is just not setting

aside an entirely separate pot of money for sidewalk connectivity. The sidewalk work is still going on through some of the other Transportation projects that are on-going." Councilmember Dippolito replied he would like to understand that better because as the Mayor had mentioned earlier, the City is spending a lot of money on sidewalk connectivity, which is important for the City. City Administrator Kay Love replied, "This is some sidewalk connectivity money left in the current funding. It is not a lot to work on connecting schools and parks. This was an additional request to replenish or add to that, but since we had the bond project and other projects that are in play that already have either a multi-use trail and/or sidewalk, that was not a high priority because we were funding some of those in other places. Where the gap will be is that we will be able to do less of filling those gaps where they come up, where there is a sidewalk to no-where basically or where there is not connectivity for a school or a park. The larger projects where there are road projects all include some type of sidewalk or multi-use path." Mayor Wood said, "The biggest project in this budget, and if we put it all in one place and the Council could choose to spread it out, was the river to the square. That was \$600,000. That is a multi-purpose trail to connect, with a focus on the river; connecting the river to the square. You all can re-program that but rather than spreading the sidewalk money around, we put \$600,000 into one project. It is a big project." Councilmember Dippolito asked if that is going through the National Parks. Mayor Wood replied, "No. That is going down SR 120. It was previously under the name 'Lane Diet.' That is a lot more than that; the idea was the Council has decided to focus on the river. There is really no simple way to get a cyclist or a hiker to walk up. Right now you have got a great bicycle trails along the river and you've got a nice connection coming up Willeo to SR 120. This will connect the square to those bicycle trails. We can spread out that \$600,000 or you all could put it one place. I was looking for an impact project." Councilmember Dippolito indicated that he understood. Mayor Wood stated, "We are putting a lot of money into sidewalks in this budget, plus the bond issue has a lot of money for sidewalks." Councilmember Dippolito thanked Mayor Wood for the clarification.

Councilmember Dippolito referring to the General Fund Highlights and the mention of the Police Narcotics Unit using existing personnel asked if that \$36,500 is just a movement from one fund to another or an additional. Mr. Lockett replied, "It is additional funding for the equipment associated with the new narcotics unit. It includes things like vests and other equipment that they would need to start up a narcotics unit." Councilmember Dippolito asked if that is really one-time expenditure for equipment.

Councilmember Dippolito referring to the General Fund Highlights mention of the SAFEbuilt increase of \$66,865 asked if there is revenue associated with that expense. Mr. Lockett replied, "There is no new revenue. This is meeting the demand currently that the Community Development department is seeing through building permits. In FY 2013, our revenues are ahead. We have a budget of about \$411,000 for building permits. We anticipate collecting about \$500,000 related to building permits. This would change the contract to allow more flexibility in staffing so that as revenues increase or demand increases, SAFEbuilt can add more staff to address those needs as opposed to having to come back to Council every time to ask for more funding for additional staff. Currently today, we have a fixed set amount in the contract. This would change that to be based upon the percentage of revenues that the City collects." Councilmember Dippolito replied, "So there isn't necessary revenue today but the expectation is that there will be enough revenue to cover this additional expense." Mr. Lockett replied, "We are exceeding the budget today in revenues by almost \$100,000. We are exceeding the budget in terms of revenues. We do anticipate additional growth in the building permits for next year as well." Mayor Wood asked if the City is "bringing in more in revenues for the fees for building permits than we are paying in the fees for folks to go out and do the

inspections?" Mr. Lockett replied, "Yes, the contract associated with building permits would be 70% of building permit revenues. Our revenues will always be enough to cover that contract need." Councilmember Dippolito noted he had no further questions regarding the budget at this time.

Councilmember Price referring to the Recreation Participation Fund bar graph noted that FY 2014 Proposed shows an increase in revenues from the fees. She asked why it was deemed necessary to also use reserves that have not been used in the past. Mr. Lockett said increased fee revenue is being used to fund some additional operating expenditure such as Recreation Supplies, Entertainment Services for Roswell Presents, or the Trilogy Crawl. He explained that the use of reserves is being used to fund one-time capital that is in the fund, such as replacing appliances or equipment at some of the City's recreational facilities. The use of reserves is for one-time purchases, whereas the revenue is funding additional operating costs. Councilmember Price stated there had been a great effort to put the recreational fees in line with surrounding municipalities and the true costs of those programs, which it appears has been done, but "It appears that we have turned around and borrowed from reserves. It struck me as rather ironic." Mr. Lockett replied, "The additional program revenues are meant to cover the increased costs that are the ongoing costs for the funds. The use of reserves are just to help fund those one-time purchases that are needed and because they do have some available fund balance."

Councilmember Price referring to the road re-surfacing stated, "The \$1 million that was put in at the mid-year was basically put in but not intended to be used in FY 2013. Is that right?" Mr. Lockett confirmed that is correct; it was intended to be part of the next year's program. Councilmember Price asked if the City "just sort of put it aside and then it gets added to next year's budget." Mr. Lockett replied that is correct; it is available within the City's Capital Projects Fund to be used along with the \$800,000 to fully fund (statement not completed). Councilmember Price said, "Technically, it rolls over." Mr. Lockett replied that is correct.

No further Council questions or comments.

Public comments were invited. No public comments were made.

Presented

City Attorney's Report

7. **Recommendation for closure to discuss litigation and personnel.**

A motion was made by Council Member Price, seconded by Council Member Igleheart, that this Item be Approved. The motion carried by the following vote:

In Favor: 6

Adjournment

After no further business, the Mayor and Council Special Called meeting of Monday, April 29, 2013 adjourned at 8:54 p.m.

