



City of Roswell

38 Hill Street
Roswell, Georgia 30075

Meeting Minutes Administration and Finance & Recreation and Parks Committee

Tuesday, June 2, 2009

5:00 PM

Room 220

Meeting was called to order at 5:02 p.m.

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; Ed Williams - Chief of Police; Ricky Spencer - Fire Chief; Kimberly Johnson – Community Information Coordinator; Mike Erwin – Director of Strategic Planning and Budgeting; Bob Hulsey - Assistant City Attorney; Danny Blitch – Grants Manager; Sue Creel - City Clerk; and Marlee Press, Executive Assistant to Council.

Minutes of the May 5, 2009 committee meeting were approved.

Administration

1. **Legal - Consideration of Acceptance of a Right-of-Way Property on Turner Road**

- *In 1998, the City of Roswell quit-claimed a piece of property as part of an abandonment plan to the Brewers at 10425 Turner Road. The Brewers are now requesting that the City accept a deed to this same property. Fulton County had not included that property in the tax rolls for a long time but when they did, they valued it at \$61,700. The Brewers got it reduced to \$49,977 but have not been able to get it reduced since that time. Because of the tax liability and that the property is of no use to them as an addition to their existing lot, they would prefer that the City take the land back.*
- *Bob Hulsey said the legal standard for abandoning property is that if the city finds that there is no public purpose to the property, then the city can abandon property that it owns. In order to reverse that, there would have to be some public purpose for that property. The Transportation Department would need to look at the property to see if there is some public purpose for this property before Council would be legally authorized to accept this property.*
- *Mayor said his thought is whatever the city's normal right-of-way is, the city should stay within that policy so there is a consistent right-of-way policy throughout the city.*

This was deferred to the Community Development and Transportation Committee meeting on 6/17/09.

2. **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**

- *This item was deferred from last month's committee meeting. Councilman Igleheart said this was brought forward because Roswell is participating in the ARC Green Communities Program. This and the Energy Star item will give the city 15 points that will get the city into Level 2.*
- *Councilman Dippolito said that under Applicability and Policy it states that "Should the implementation of sustainable construction methods reduce the operating costs of the facility to the point of reducing the total life-cycle, the investment of sustainable construction methods will be made." He added that if it doesn't reduce the operating costs, the city would not have to do the sustainable development.*
- *Mayor said if there was a substantial cost differential, the policy can be changed.*
- *Kay Love said in order to decide if the city is going to use LEED or not to build a building, the only requirement up front was that an analysis would need to be done. There would be a very minimal cost to do that analysis.*

A motion was made by Council Member Rich Dippolito, seconded by Mayor Jere Wood, that this Resolution be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 6/15/2009. 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

3.

Approval of a Resolution to Submit a 2009 Energy Efficiency and Conservation Block Grant (EECBG) formula grant proposal to the U.S. Department of Energy.

Presented by Kay Love, City Administrator

- *The EECBG program was funded for the first time by the American Recovery and Reinvestment Act (ARRA) of 2009. The City is eligible for a formula allocation of \$825,700 from the U.S. Department of Energy. No local match is required. The grant proposal is due June 25, 2009. The City will have 3-years to spend the funds.*
- *The grant fund can be used to develop an energy efficiency and conservation strategy; building energy audits and retrofits; financial incentive programs for energy efficiency; transportation programs to conserve energy; energy building codes; distributed energy technologies; material conservation; greenhouse gas emission reductions; energy efficiency lighting; renewable technologies on Government buildings; and any other appropriate activity.*
- *Kay Love said there is a wide array of things that the city could spend this money on. One of the requirements when submitting this grant is to develop a strategy. She said the city already has in place the Facilities Conditions Assessment which identifies energy efficiency upgrades and retrofits for the City's municipal buildings. She said the other project for consideration is the implementation and equipment to establish an ITS/ATMS Traffic Control Center.*
- *Mayor supported using the grant money for the Facilities Conditions Assessment. Councilwoman Henry agreed since it has already been developed and prioritized.*

A motion was made by Mayor Jere Wood, seconded by Council Member Lori Henry, that the Resolution to put the Facilities Conditions Assessment program in when submitting the 2009 EECBG formula grant proposal be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 6/15/2009. 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

4.

Administration - Consideration of a Resolution Endorsing Making Green Schools a Reality

A motion was made by Council Member Becky Wynn, seconded by Mayor Jere Wood, that this Resolution be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 6/15/2009. The motion carried by the following vote:

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

*****Councilman Igleheart left the meeting after this item. It was 5:30 p.m.*****

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

5. **City Clerk - 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 was deferred from the May committee meeting. There was some discussion about what the costs of Fulton County are and what the costs would be for the City to conduct their own election.*
- *Bob Hulsey discussed this with Wendall Willard regarding the North Fulton cities taking a look at using a private vendor to do their own elections. Sandy Springs is considering using a state certified vendor, Premier Elections Solutions and asked if Roswell might be interested. Johns Creek may also be interested. Mr. Willard said it could probably be done for \$100,000 or less.*
- *Our deadline to sign the contract with Fulton County is August. Kay Love said staff's recommendation is to proceed with Fulton County this time. In 2007, Roswell paid Fulton County \$305,200 to conduct the General Election and a runoff, if necessary. Because a runoff was not necessary, Fulton County reimbursed the City \$112,129. After a final accounting of voting costs, Fulton County reimbursed the City an additional \$68,788.57, making the final cost of the 2007 election \$124,282.43.*
- *Kay Love said that Fulton County is supposed to be supplying staff with accounting information since there were questions raised at the last committee meeting about some of the costs the county charged for the election.*
- *Mayor requested to defer this item until Fulton County supplies the information that staff requested.*

Committee deferred this to the Admin Finance and Recreation and Parks Committee meeting on 7/7/09. In the meantime, staff will meet with this private vendor and get that information as well.

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

6. **Community Information - Discussion of the Social Media Policy & Procedures - Guidance**

- *Staff has been working on enhancing the City's communication methods by incorporating social media in the city's outreach effort with the public. Staff is requesting to have a policy in place in order to use some of the social media available.*
- *All social media media pages created will link back to our website. The website will still be the main resource for all information pertaining to the City. Social media will be a tool used to redirect its users to the website for more information.*
- *Staff requested to start with Facebook, YouTube and Twitter. They would like to use Twitter for certain types of emergency notifications such as traffic issues, detours, an event being cancelled at the last minute, boil water alert, drought alerts, or anything that is imminent and of a public safety or public health issue. Both Facebook and YouTube would be used as a recruiting tool. There is no cost for utilizing these types of social media..*
- *Staff was requested by Councilwoman Henry to remove My Space from the policy since there have been problems with that site. There was a consensus from Committee to remove My Space as one of the social media types at this time.*

A motion was made by Mayor Jere Wood, seconded by Council Member Becky Wynn, that the Social Media Policy & Procedures be approved for the Consent Agenda and placed on the Mayor and City Council agenda for 6/15/2009. The motion carried by the following vote:

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

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

- *Danny Blitch wanted to add two new grants to the list. The first grant is "The Assistance to Firefighters Grants" for '09. This is for building fire stations which has a \$15M maximum and a \$5M per project maximum. The application for submitting this grant is due by July 10th of this year. Staff requested to bring a Resolution to apply for this grant to the July 6th M&CC meeting. There is no match required. Staff will bring this to M&CC on July 6th.*
- *The second grant is the Transportation Investment Generating Economic Recovery (TIGER) DOT grant. This is a competitive grant and the application to apply for this grant is September 15th. There is between \$20M and \$300M available for projects that have regional significance. Staff is meeting on this grant to look at what potential projects there are.*

8. **Grants - Consideration to approve a temporary/part time Grant Specialist position**

- *The purpose of this position is to assist the Grants Manager with the workload of managing, monitoring, researching, and reporting for the approximately 45 open/active grants plus the ARRA stimulus money the City will be receiving. The grant regulations and requirements continue to become more stringent each year. With the number of current grants and the ARRA money which require a higher level of accountability and reporting, the Grants Manager can no longer manage the work load. Short term, assistance has been supplemented with Administration staff; however that is no longer manageable.*

A motion was made by Council Member Becky Wynn, seconded by Mayor Jere Wood, that the a temporary/part time Grant Specialist position be approved for the Consent Agenda and placed on the Mayor and City Council agenda for 6/15/2009. The motion carried by the following vote:

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

9. **Strategic Planning and Budgeting - Consideration of a Budget Amendment for the Historic Roswell Convention and Visitors Bureau**

- *In the FY09 Approved Budget, \$9,000 was placed in contingency for the Historic RCVB. The contingency funds were designated for specific projects, including the Press Familiarization (FAM) and banners. The Convention and Visitors Bureau has used \$4,000 of the contingency for the Hospitality Highway and the Visitors Center exhibits, \$2,000 each. This request is for the remaining \$5,000 for Press FAM and banners.*
- *City policy states that all contingency funds must have Council approval.*

A motion was made by Council Member Becky Wynn, seconded by Mayor Jere Wood, that this be Budget Amendment for the Historic Roswell Convention and Visitors Bureau be approved for the Consent Agenda and placed on the Mayor and City Council agenda for 6/15/2009. The motion carried by the following vote:

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

10.

Strategic Planning and Budgeting - FY09 Monthly Budget Status Report

- Overall city revenues and expenditures are still meeting expectations. Staff is monitoring things closely.
- Sales tax is 8% behind compared to the same time last year but through April it was on target based on the amended number of \$19M. The May number does show it 40% lower than May of last year due to a couple of anomalies. Staff has budgeted in the 2010 budget an additional \$1M less on sales tax.
- Staff is expecting to get the 2009 estimated digest for property taxes from the Tax Assessor's office in the next couple of weeks.

Finance

11.

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. Staff has invested more money this year than last year.

Recreation and Parks

No Action Items or Discussion Items.

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

Meeting adjourned at 6:43 p.m.