



City of Roswell

38 Hill Street
Roswell, Georgia 30075

Meeting Minutes Public Safety and Public Works 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, June 15, 2010

5:00 PM

Room 220

(Immediately following the Administration and Finance and
Recreation and Parks committee meeting)

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

CALL TO ORDER/ROLL CALL

Present: 5 - Mayor Jere Wood; Council Member Nancy Diamond; Council Member Rich Dippolito; Council Member Kent Igleheart and Council Member Betty Price

Absent: 2 - Council Member Jerry Orlans and Council Member Becky Wynn

Staff present: Kay Love – City Administrator; Michael Fischer – Deputy City Administrator; Police Chief Ed Williams; Fire Chief Ricky Spencer; Joe Glover – Director of Recreation and Parks; Bob Hulsey – Assistant City Attorney; Stu Moring – Director of Public Works; Alice Champagne - Water Resources Manager; Richard Brownlee – Manager of Purchasing; Julie Brechbill – Community Relations Manager; Keith Lee - Director of Strategic Planning & Budgeting; and Marlee Press, Executive Assistant to Council.

Minutes of the May 4, 2010 committee meeting were approved.

Fire

1. Monthly Mutual Aid Report

- *Chief Spencer presented the Mutual Aid report for surrounding jurisdictions through 5/31/10. Roswell received mutual aid from other jurisdictions 13 times and Roswell gave 15 times. So far for 2010, Roswell received mutual aid 73 times and gave 72 times.*

Chief Spencer will update the committee monthly on Mutual Aid.

2. Consideration of a Memorandum of Understanding (MOU) between the Fulton County Department of Health and Wellness and the City of Roswell Fire Department

- *In order to provide an effective and rapid response to the citizens of Roswell during a public health emergency it is necessary to establish a partnership and cooperative agreement between Fulton County (FC) Department of Health and Wellness and the City of Roswell Fire Department.*
- *Chief Spencer said that the city has never signed an MOU with FC before. The City is extending our help to FC in the event of a catastrophic event or pandemic. Chief said FC is going to be the main stockpile for all the cities. The city will go and retain the portions that are needed for the citizens of Roswell and the city would actually set up sites to give vaccinations. The Police Department will be the ones that will actually go and bring the stockpile needed for the city to distribute.*
- *Councilmember Betty Price asked if the city has had a mock disaster drill. Chief said they have had pandemic drills with FC downtown but not here in the city of Roswell. Councilmember Price requested that staff explore the possibility of doing this drill. She said she is willing to assist with this.*

A motion was made by Council Member Nancy Diamond, seconded by Mayor Jere Wood, that this MOU between Fulton County and the City of Roswell Fire Department be placed on the Mayor and City Council agenda for 6/21/2010. The motion carried by the following vote:

In Favor: 5 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart and Council Member Price

3. Discussion of the status of Fire Station #4 located on Holcomb Bridge Road - Guidance

- On June 7th there was an accident at Fire Station 4 involving the Quint backing into the station. There was no damage to the Quint; however, the damage to the station at bay area revealed severe termite damage. Roswell's Chief Building Official was requested to inspect the fire station for the structural integrity of the building and he reported that the building has suffered from severe termite damage to the extent the building is no longer safe to occupy. He also inspected the side wall perpendicular to the roll up doors and said it is clearly unstable. His opinion is that this building could fall during a storm event with high winds and should be given a priority for attention to resolve.
- Chief said that nothing can be done to the structural integrity of the building and that the fire station needs to be relocated.
- Chief said they have been looking at locations in the area of Holcomb Bridge Road, Old Alabama, Holcomb Woods Parkway, Market Blvd but none of those locations would work out for what is needed.
- Chief said one of the ideal pieces of property is the Big Creek property on the eastern most side of that property abutting Crabtree station. It is park property and it is already paid for and it meets ISO requirements. ISO said the fire station needed to be a little further up Old Alabama.
- Mayor requested that Chief look at the Big Creek Bridge Road location over GA400 and the feasibility of putting it there. It will be somewhere in the future before they build that access road but the Mayor said he is committed to eventually building that road. He added that if the city purchases the right of way to get back there, and the fire station is put there on the Big Creek Bridge Road it would give immediate access to both sides of town, immediate access to Holcomb Bridge Road and he thinks it is a better location than Old Alabama Road. Chief's concern is that road is just a conceptual plan. No property has been purchased. There is no road for them to get in it and look at any property.
- Mayor said he doesn't want to be rushed into a decision because of the concerns that they have to do something right away. He said they need to make sure they make the right decision in locating a fire station because it is a permanent decision.
- Mayor suggested that Chief meet with Transportation staff, Recreation and Parks staff and invite Mayor and Council to come out and walk that property where the Big Creek Bridge Road is proposed.
- Mayor suggested that Mimms Enterprises doesn't want to sell the property they own by the old Home Depot that has been vacant for years but that they might agree to rent that old Home Depot space to the city. They have some big doors that open up. He added that it would give the city enough time to either build at the Big Creek site or build at another site.

Staff was requested to come back to the Public Safety and Public Works Committee on 7/13/2010. Mayor requested that staff explore further the Big Creek North Bridge property and have a report prepared about this site. Chief will set up a meeting with Transportation staff and Recreation and Parks staff to meet at the property the Mayor suggested. Mayor requested that he be at that meeting and suggested that Council also be invited to meet out at that property. Staff was also requested by Councilmember Price to supply Council with the map that showed all the designated areas for the fire stations. Staff was also requested to talk to the property owner about leasing the old Home Depot site on the east side of GA 400 for a temporary location for the Fire Station.

Police

4. **Consideration of a Memorandum of Understanding (MOU) between the Fulton County Department of Health and Wellness and the City of Roswell Police Department**

- *In order to provide an effective and rapid response to the citizens of Roswell during a public health emergency it is necessary to establish a partnership and cooperative agreement between Fulton County Department of Health and Wellness and the City of Roswell Police Department.*
- *In the event of a pandemic, the PD will be responsible for getting the city's share of the vaccines needed. The locations will be controlled by FC. The PD will provide all the security.*

A motion was made by Council Member Nancy Diamond, seconded by Council Member Kent Igleheart, that the MOU between Fulton County and the City of Roswell Police Department be placed on the Mayor and City Council agenda for 6/21/2010. The motion carried by the following vote:

In Favor: 5 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart and Council Member Price

5. **Consideration of a Resolution to apply for a 2010 Edward Byrne Memorial Justice Assistance Grant (JAG)**

- *This grant is for an estimated award of \$22,942 in federal funding for the purchase and/or upgrade of law enforcement communications equipment. Funding from this grant will provide for the purchase and installation of software modules or new radios giving Roswell radio subscriber units the ability to access the UASI system and provide for compliance with the Interoperability Initiative. The radios must be upgraded to digital or emergency staff will be left where they cannot communicate on the UASI system (Urban Area Security Initiative Emergency Radio System). This grant would be used to upgrade the radios so that Roswell is compliant with UASI. There are no matching funds required.*

A motion was made by Mayor Jere Wood, seconded by Council Member Nancy Diamond, that the Resolution to apply for the 2010 JAG Grant be placed on the Mayor and City Council agenda for 6/21/2010. The motion carried by the following vote:

In Favor: 5 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart and Council Member Price

6. Consideration of a Budget Amendment for E911 Fund expenditure budget by \$106,000

- *This amendment is to increase the E911 Fund expenditure budget for payments to the various communications companies and for overtime as required to run the E911 center. The FY2010 approved budget had \$50,000 for reimbursement to communications companies. Actual expenditures in FY10 are approaching \$116,000. This is consistent with FY09 expenditures. The FY2010 approved budget had \$30,000 for overtime. Projected expenditures for overtime in FY10 are \$70,000. This action is to move \$106,000 from the Fund's unappropriated fund balance to the expenditure budget. The estimated available fund balance in the E-911 Fund will be \$1,481,000. This needs to be done so this line item is not in the red.*
- *Mayor asked if staff is getting anywhere with Sandy Springs and Johns Creek about their 911 system. Chief Williams said they are still working on this. He said he will have a full report at the July meeting regarding the 911 system.*

A motion was made by Council Member Nancy Diamond, seconded by Council Member Kent Igleheart, that the Budget Amendment for the E911 Fund expenditure budget be placed on the Mayor and City Council agenda for 6/21/2010. Chief also will have a full report at the 7/13/10 committee meeting regarding the 911 system. The motion carried by the following vote:

In Favor: 5 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart and Council Member Price

7. Consideration of a Budget Amendment to recognize revenue in the Confiscated Assets Fund and amend the expenditure budget by \$32,000

- *This amendment will appropriate funds to existing operating line items in the Fiscal Year 2010 Confiscated Assets Fund as follows: Salary accounts: \$25,000, Operating Supplies: \$7,000. The estimated available fund balance in the Confiscated Assets Fund will be \$664,471. More money was brought in so that revenue needs to be recognized.*

A motion was made by Council Member Nancy Diamond, seconded by Mayor Jere Wood, that the Budget Amendment and the amendment to the expenditure budget be placed on the Mayor and City Council agenda for 6/21/2010. The motion carried by the following vote:

In Favor: 5 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart and Council Member Price

Public Works

8. Consideration to award a bid to Duncan Pipeline, Inc. for the construction of the waterline replacement on South Atlanta Street in the amount of \$639,824.15

- *Six (6) bids were received with costs ranging from \$639,824.15 to \$1,127,330. Duncan Pipeline, Inc was the lowest responsive, responsible bidder in the amount of \$639,824.15.*
- *The purpose of this project is to replace and upgrade 5,316 linear feet of waterline along South Atlanta Street. This will replace the current 6-inch cast iron main with 12-inch ductile iron to improve pressure and flows in this corridor. Staff worked hard on the alignment to minimize the need for purchasing easements. The loan amount from GEFA was \$1.2M.*

A motion was made by Mayor Jere Wood, seconded by Council Member Nancy Diamond, that the awarding of the bid to Duncan Pipeline, Inc. be placed on the Mayor and City Council agenda for 6/21/2010. The motion carried by the following vote:

In Favor: 4 - Mayor Wood; Council Member Diamond; Council Member Dippolito and Council Member Price

9. Consideration to award a bid to Crigler Enterprises, Inc. for a replacement baler at the Roswell Recycling Center in the amount of \$39,939

- *Invitation to Bid #10-140J and eight (8) bids were received ranging from \$51,939 to \$96,660 and one (1) no bid. Trade-ins were considered if offered and two (2) companies offered trade-ins which reduced the range to \$39,939 to \$96,660. Crigler Enterprises, Inc. was the lowest responsive, responsible bidder in the amount of \$39,939 after trade-in. They offered \$12,000 on a trade-in on the existing baler.*
- *The baler has had frequent breakdowns in the last two years and it has gotten more than the normal amount of wear and tear in the time that the recycling center has had it. This is a budgeted item.*

A motion was made by Mayor Jere Wood, seconded by Council Member Nancy Diamond, that the awarding of the bid to Crigler Enterprises, Inc. be placed on the Mayor and City Council agenda for 6/21/2010. The motion carried by the following vote:

In Favor: 4 - Mayor Wood; Council Member Diamond; Council Member Dippolito and Council Member Price

10. Consideration to award a bid to JJE Constructors, Inc. for Stormwater Remediation at the Roswell Recycling Center in the amount of \$84,528.23

- *Invitation to Bid #10-133J was issued eight (8) bids were received ranging from \$84,528.23 to \$222,615. JJE Constructors, Inc. was the lowest responsive, responsible bidder in the amount of \$84,528.23. The amount of the contract is within the budget for this project.*
- *The project will consist of grading, excavation, rip rap stone installation and stabilization in support of expanding an existing detention pond, as well as grading, slope stabilization and pavement installation in support of providing an expansion of the paved area at the Recycling Center. The Recycling Center has had a deficiency in the stormwater detention pond that is there for a couple of years. In order to accommodate additional construction to basically accommodate all of the added services that the city is providing, they need to expand that.*

A motion was made by Mayor Jere Wood, seconded by Council Member Nancy Diamond, that the awarding of the bid to JJE Constructors, Inc. be placed on the Mayor and City Council agenda for 6/21/2010. The motion carried by the following vote:

In Favor: 4 - Mayor Wood; Council Member Diamond; Council Member Dippolito and Council Member Price

11. Consideration to award contracts for On-Call Construction Services to Frank Suddeth & Sons, Wade Coots Company, Inc., and Georgia Development Partners for Water Resources related work in the Public Works/Environmental Department

- *Request for Qualifications (RFQ) was issued for on-call services from construction contractors for a one-year period with the option to renew the contract for an additional two years. Eight (8) RFQs were received. The responses were evaluated using a Qualifications-Based Selection process based on experience, team, management, availability, and rates. Three contractors were selected as follows: Frank Suddeth & Sons, Inc., Wade Coots Company, Inc. and Georgia Development Partners. On-call contractors will enable the Water Resources Division to respond to work needs more efficiently and with less expense.*
- *Major project categories of work include waterline and stormwater infrastructure construction and replacement.*
- *This will have construction firms on call for when they have needs so staff can get them to undertake work on a short term basis without all of the planned development and bidding time that goes into it. There are no costs associated with this. Any expenditures will come back to committee and Council for specific projects unless the projects are under the dollar limit that requires it. Dollar Limit is \$25,000 for City Administrator's approval based on the procurement policy.*

A motion was made by Council Member Rich Dippolito, seconded by Mayor Jere Wood, that the awarding of the contracts for the On-Call Construction Services be placed on the Mayor and City Council agenda for 6/21/2010. The motion carried by the following vote:

In Favor: 4 - Mayor Wood; Council Member Diamond; Council Member Dippolito and Council Member Price

12.

Consideration of a Resolution to enter into an agreement with the Georgia Soil and Water Conservation Commission (GSWCC) and the Fulton County Soil and Water Conservation District (FCSWCD) regarding emergency repair of the Little River Watershed Dam #39

- *The September 2009 storms caused severe erosion in the emergency spillway and along the sewer pipe at the watershed dam at Brookfield Country Club, creating a serious safety and health hazard, as well as flooding concerns. The responsibility for the repair lies with the FCSWCD. The GSWCC and the Natural Resource Conservation Service have partnered to assist the FCSWCD with the repairs and have made funding available through the federal Emergency Watershed Protection Program. However, FCSWCD and GSWCC need to partner with another public entity to assist them as a contracting agent for the project and have approached the City to act as the agent. The city will not be responsible for the cost of the work and will not be assuming any responsibility once the work is complete. We will make sure it gets done right.*
- *The estimated cost of repairs is \$139,000 and no outlay of funds is required of the City. The City would contribute staff time for construction procurement, implementation, and administration. The proposed Memorandum of Agreement (MOA) has been reviewed and approved by the City Legal Department.*

A motion was made by Council Member Rich Dippolito, seconded by Mayor Jere Wood, that the Resolution to enter into an agreement with GSWCC and the FCSWCD be placed on the Mayor and City Council agenda for 6/21/2010. The motion carried by the following vote:

In Favor: 4 - Mayor Wood; Council Member Diamond; Council Member Dippolito and Council Member Price

13. Consideration of a contract amendment in order to convert the remaining two (2) twelve (12) month renewal periods of the City contract with Community Waste Services (CWS) to a two year contract extension, in return for the provision of residents being provided larger recycling carts
- *Charlie Slade and Vicki Sealock from CWS were present.*
 - *CWS has been the contractor for the yard waste and curbside recycling collection for the last several years. CWS has agreed to provide Roswell residents with 65-gallon recycling carts with wheels and lids, provided that the City of Roswell agrees to the contract amendment to create a two year extension to their existing contract. There are no additional costs to the City should the contract be amended.*
 - *Charlie Slade said they are doing a single stream program which means that all recyclables will be in that container together. This will be a lot more convenient for the residents. It will be extremely easy for them to roll this down and put it at the curb. The containers will be dark green with a blue lid to represent recyclables. Every can will have an imprint of what is acceptable and not acceptable for recycling.*
 - *Mayor requested to have the city logo put on the cart.*
 - *CWS would like to have an official rollout date in September to start distribution of the cans. They would like residents to be able to sign up in July and August so CWS can get a customer base of how many initially are going to want them so they can get their delivery system in order.*

A motion was made by Council Member Rich Dippolito, seconded by Mayor Jere Wood, that the contract amendment with CSW be placed on the Mayor and City Council agenda for 6/21/2010. CSW will also be working with staff regarding the rollout plan for the new 65-gallon recycling carts. The motion carried by the following vote:

In Favor: 5 - Mayor Wood; Council Member Diamond; Council Member Dippolito; Council Member Igleheart and Council Member Price

14. Consideration to conduct the first of three public meetings required for the update to the City of Roswell's 2010 Solid Waste Management Plan (SWMP) and Mayor and Council's approval of the Plan

- *Under the Georgia Comprehensive Solid Waste Management Act of 1990, local governments are to develop solid waste management plans every ten years. Every 5 years, local governments are to submit a short-term work program which addresses actions and activities that were outlined in their SWMP, in coordination with review of the Comprehensive Plan. However, if a local government has significant changes to their solid waste management program and operations, Georgia's Department of Community Affairs (DCA) - Office of Environmental Management requires that a new and updated plan be created.*
- *The City's current Solid Waste Management Plan (SWMP) was written and approved by Mayor and Council in October 2005. In the past five years, there have been significant changes in the City's jurisdictional boundaries and level of services provided to constituents. Due to these program changes, DCA has requested that the City create a new SWMP. The plan requires the city state where they dispose of materials and that the city has a letter that says that they have 10 years of available capacity. The city needs to describe their efforts at recycling and other alternatives to typical solid waste generation. The city must demonstrate that they have adequate pickup to continue to protect the health and welfare of the community.*
- *The purpose of the public hearing is to notify the public that the City will be updating the SWMP and will accept public comments and feedback until July 21, 2010. Public comments may be submitted via telephone, writing and e-mail to the Public Works/Environmental Department. There will be a 30 day comment period for people to express any concerns or issues they may have. Two additional public hearings will be held to present the responses to input received, and to present the final Plan following DCA review.*

A motion was made by Council Member Rich Dippolito, seconded by Mayor Jere Wood, that the first of three public meetings regarding the update to the City of Roswell's 2010 SWMP be placed on the Mayor and City Council Regular Agenda for 6/21/2010. The motion carried by the following vote:

In Favor: 4 - Mayor Wood; Council Member Diamond; Council Member Dippolito and Council Member Price

15. Discussion of an Application for the GEFA SRF Loan for Automated Metering Infrastructure (AMI) - Guidance

- *GEFA has recognized the Roswell's interest in implementing AMI and has added it as a Tier 1 Green Project under the State Revolving Fund (SRF) program final draft. If approved, Roswell is eligible to receive a \$1.5 million loan with \$750,000 in principal forgiveness. The loan will need to be paid back from the Water Fund. Annual debt service for the loan will depend on final terms and interest rates, but is estimated at \$55,000. The city should get notification early in July if the application has been accepted.*
- *This is a wireless program. This is a great benefit for the Roswell citizens and will save the city residents lots of money. Staff can remotely monitor. The resident will be notified of leakage. It is a worthwhile program from a customer service standpoint. Staff estimated annual savings from actual out of pocket as well as efficiencies around \$375,000 and additional revenue of about \$115,000 per year. The greater efficiency will be on the billing side. This is also a great conservation effort.*

A motion was made by Council Member Rich Dippolito, seconded by Mayor Jere Wood, that staff move forward with this application. Staff will bring this back to committee when they receive all the paperwork. The motion carried by the following vote:

In Favor: 4 - Mayor Wood; Council Member Diamond; Council Member Dippolito and Council Member Price

16. Toilet Rebate Program

- *Councilmember Rich Dippolito asked how the Toilet Rebate program is going. Stu Moring said it is going well. It has not been as active this year as it was the first year but staff continues to receive applications. It has proven to be a beneficial program.*

Meeting adjourned at 6:42 p.m.