



City of Roswell

38 Hill Street
Roswell, Georgia 30075

Meeting Minutes Administration and Finance & Recreation and Parks Committee

Tuesday, April 7, 2009

5:00 PM

Room 220

Present: 4 - Mayor Jere Wood; Council Member Lori Henry; Council Member Kent Igleheart and Council Member Becky Wynn

Absent: 3 - Council Member Rich Dippolito; Council Member Jerry Orlans and Council Member David Tolleson

Staff Present: Kay Love – City Administrator; Aaron Bovos – Deputy City Administrator; Julia Luke – Finance Director; Joe Glover – Director of Recreation and Parks; Stu Moring – Director of Public Works; Julie Brechbill – Community Information Manager; Bob Hulsey- Assistant City Attorney; Diane Whitfield - Human Resources Director; Danny Blich - Grants Manager; Mike Erwin - Director of Strategic Planning and Budgeting; and Marlee Press, Executive Assistant to Council.

Minutes from the March 3, 2009 Committee meeting were approved.

Addendum to the Agenda

- *Kay Love requested that an addendum item be added to the agenda for Finance. The item is "Consideration of a Resolution for Identity Theft Prevention."*

Committee approved adding this item to the Agenda.

Administration

1. **Administration** - Consideration of a budget amendment to fund the final phase of the Space Planning Project by completing an interior renovation at 105A Dobbs Drive.

- *The space plan designed for the building renovates approximately 2,500 of occupied area and 1,950 of unoccupied space. When complete, the space will contain 9 offices, 9 cubicles, two storage areas, 4 bathrooms (3 with showers) and a multipurpose area/conference room. The cost for the renovation includes complete demolition of the space that is currently occupied, HVAC and lighting replacements/retrofits, and complete interior build out.*
- *This is the final item that was on the original space needs plan. There has been funding appropriated in prior budgets to address some of the immediate environmental issues which are completed.*
- *There are space constraints now between Transportation and Public Works. Staff would like to be allowed to move more of the Public Works/Environmental staff to the Dobbs building to free up space at the City Hall office for the transportation positions.*
- *The requested budget amendment would allocate approximately \$190k of undesignated, unreserved fund balance from the Water Fund. The remaining portion of the \$330,000 is available in projects already allocated for Dobbs Drive. Total project funding after approval of the budget amendment would be \$330,000.*

A motion was made by Council Member Kent Igleheart, seconded by Council Member Becky Wynn, that this Budget Amendment be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 4/20/2009. The motion carried by the following vote:

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

2. **Administration** - Consideration of a Resolution to recertify the City of Roswell as a Certified City of Ethics in the GA Municipal Association (GMA) Program.

- *In October of 1999, the City passed a resolution supporting GMA's Certified City of Ethics program and in early 2000, the City received its first certification under the program. In February of this year, the City received notification from GMA of some changes to the program, requiring participating governments to recertify every four years. The recertification process is designed to reiterate the importance of ethical conduct in public service. There are no changes to the current policy.*
- *The deadline for recertification is June 30, 2009.*

A motion was made by Mayor Jere Wood, seconded by Council Member Kent Igleheart, that this Resolution be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 4/20/2009. The motion carried by the following vote:

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

3.

Administration - Consideration to renew an Intergovernmental Agreement with Fulton County, GA for Animal Control Services

- *In the spring of 2008, the City entered into an IGA with Fulton County for animal control services. Fulton County provides a mechanism for all of the municipalities within the county to receive animal control services through a centralized contract with a single provider. The proposed renewal of the intergovernmental agreement would provide services for an additional one year term (July 1, 2009 through June 30, 2010).*
- *Last year when the city entered into this agreement with Barking Hounds, staff did not know if the county was going to continue this. The city will remit quarterly payments in the amount equal to the activity of the prior fiscal year. The per activity cost will not increase. Staff is satisfied with the current contract.*

A motion was made by Mayor Jere Wood, seconded by Council Member Lori Henry, that this contract renewal for animal control services be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 5/4/2009. Kay Love said this will come to Mayor and Council in May when Fulton County sends the new intergovernmental agreement with the payment change. The motion carried by the following vote:

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

4.

Administration - Convoy of Hope Update - Guidance

- *The scope of the event has grown a little bit since it initially started. When this was first approved as a special event, staff was not sure of the scope because the event presenters and organizers had not yet made those plans. Staff also wanted to bring back some dollar figures because Council approved one dollar amount and there is a slight increase. The cost of the event increased by \$575.*
- *The event is scheduled for April 18, 2009. Staff has been meeting every other week with the key staff members from Convoy of Hope to make this is a very smooth event. Logistical plans have been finalized. Staff has worked out a signage plan. There will also be tight wire entertainment. Councilwoman Wynn had concerns about that type of act on city property but staff said they have the proper liability insurance.*

5.

Grants - Consideration of Green Project candidates for the GEFA SRF loan program.

- *The City preliminarily submitted three (3) funding proposals for the GEFA SRF loan program:*
 - 1) *Municipal Buildings Water Conservation Project for the replacement and retrofit of bathroom fixtures in the amount of \$500,000 - The replacement of current restroom fixtures to high-efficiency toilets, urinals and low-flow faucets can result in approximately a 50-57% decrease in water usage;*
 - 2) *Energy Audit Improvements to Municipal Buildings to fund capital improvements to City owned facilities - As part of the City's sustainability program, energy audits by utility providers have been conducted on various government buildings. The energy audits were designed to analyze mechanical and electrical systems and to make recommendations on the improvements necessary to reduce energy consumption. The audits found on average, savings of 40% per year could result from lighting retrofits which averaged a 2-4 year payback. The estimated cost for this project is \$600,000 and the estimated annual savings to the City is approximately \$280,000.*
 - 3) *Advanced Metering Infrastructure (AMI) Project to fund costs associated with updating the metering systems to improve energy efficiency and reduce leaks in the amount of \$1,000,000 - The recent unprecedented drought has made it imperative that all measures be taken to reduce water loss in our drinking water supply system. This proposal is to utilize state-of-the-art Automated Metering Infrastructure technology to effect water loss reduction throughout the distribution system. AMI will provide real-time detection of problems and will provide a considerable reduction in energy consumption with fuel for meter reading and customer support vehicles reduced. Implementation of the AMI solution will cost approximately \$1 million. It is estimated that Roswell can save approximately \$600,000 annually.*
- *This program is part of the American Recovery and Reinvestment Act (ARRA).*
- *Kay Love said there are very strict regulations on what constitutes a green project. Staff looked at the list of potential projects. There were 6 potential projects and staff preliminarily submitted these 3 projects to get a place in the queue but the city has not committed to these projects yet. This is a placeholder.*
- *Mayor said he would like recommendations from the Green Ribbon Committee, staff and Grants Manager on these projects because he doesn't feel he has enough information to be making decisions and setting these priorities. Councilwoman Wynn requested that the 6 potential projects be e-mailed to Council along with the description and cost savings on each of these.*
- *Staff will put this on the April 20th Work Session since it is on Sustainability.*

Committee agreed to move to this item to the Mayor and Council Work Session on April 20th.

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

6.

Grants - Consideration of a Resolution to accept the Neighborhood Stabilization Program (NSP) grant award from the U.S. Department of Housing and Urban Development.

- *The City of Roswell has been allocated \$721,321 in CDBG Neighborhood Stabilization Program (NSP) funds through the State of Georgia's CDBG program administered through the Department of Community Affairs (DCA). These funds are intended to bring stability to neighborhoods with abandoned and foreclosed homes caused by the mortgage crisis. The Resolution to submit the NSP grant application was approved January 5, 2009. It is now time to accept the award.*
- *This is part of the American Recovery and Reinvestment Act (ARRA)*
- *Councilwoman Wynn requested that Council have a list of the foreclosed and abandoned homes. Mayor requested that at the next Community Development committee meeting, he would like a report to Council about what Code Enforcement has put together tracking the foreclosed homes in Roswell. He would like a report on what is happening in Roswell on foreclosures.*

A motion was made by Mayor Jere Wood, seconded by Council Member Becky Wynn, that this Resolution be approved for the Consent Agenda and placed on the Mayor and City Council agenda for 4/20/2009. The motion carried by the following vote:

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

7.

Grants - Consideration of the 2009 Historic Cemetery Heritage Tourism Grant

- *In August 2008, the City of Roswell submitted a grant application for the "2008 Historic Cemetery Heritage Grant" program. This program was offered through the Georgia Historic Preservation Division (HPD) and was funded in cooperation with the Georgia Department of Economic Development. The purpose of the grant program was to assist local communities in promoting their historic cemeteries through heritage tourism. Staff requested a grant award of \$2,500 which required a \$2,500 match from the City.*
- *The grant award was intended to fund interpretive signage for each of the three cemeteries located in the Historic District. The City of Roswell did not receive funding for this application as competition was intense and funds were limited for the program. The City was encouraged to reapply for a possible second round of funding which was to be announced in early 2009.*
- *Staff would again request a grant award of \$2,500 which would require a \$2,500 match from the City. There would be no change in scope from the 2008 grant application. HPD anticipates the announcement of grant recipients in May 2009. Staff estimates that the signs would be fabricated and installed by May 2010, should the City receive the grant award.*

A motion was made by Council Member Becky Wynn, seconded by Mayor Jere Wood, that this grant application be approved for the Regular Agenda and placed on the Mayor and City Council Zoning agenda for 4/13/2009. It will move to this M&CC meeting due to it being time sensitive. The motion carried by the following vote:

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

8. **Human Resources - Consideration of the Property and Casualty Insurance Renewal**

Staff recommended to sign a contract in the amount of \$558,972 with Trident Insurance Company for the coverage period of May 1, 2009 to April 30, 2010.

- *The City of Roswell, via a broker, engaged in a request for proposal to procure property, casualty, and liability insurance for the coverage period of 5/1/09 to 5/01/10.*
- *Staff proposed going with Trident. The city is currently with Travelers. Trident's annual cost represents a premium reduction of \$139,959 (\$558,972) compared to the previous year's premium of \$698,931. Deductibles will remain at \$10,000 property and \$25,000 liability per occurrence.*

A motion was made by Mayor Jere Wood, seconded by Council Member Lori Henry, that this contract be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 4/20/2009. The motion carried by the following vote:

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

9. **Strategic Planning and Budget - FY09 Monthly Budget Status Report**

- *Overall City revenues and expenditures meet expectations.*
- *With the budget adjustment made last month, we are meeting our expectations for revenues and expenditures.*

10. **Strategic Planning and Budget - Fiscal Year 2010 Budget Process Status Update**

- *Mike Erwin presented an update on the status of the fiscal year 2010 budget process and the next steps. There is the April 27th M&CC Budget Work Session to look at the one time capital and also look at other funds at that time. They will also be looking at the operating expenditures and see where staff is currently and asking for Council input. Staff is requesting that Council make any adjustments prior to presenting the proposed budget at the May 4th M&CC meeting.*
- *Mayor requested that each Council member look at the departments in which they are the liaison to and review staff's proposals, and see if they have any questions about those projects, if they support what staff is proposing or whether they want any additions or deletions.*

Finance

11. **FY 2009 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.*

12.

Consideration of a Resolution for Identity Theft Prevention

- *The Fair and Accurate Credit Transactions Act of 2003 has been amended requiring an Identity Theft Prevention Policy. The rules of the amendment require municipal utilities to have an Identity Theft Prevention Policy in place by May 1, 2009.*
- *This policy covers utility deposits, payroll checks that are being done online as well as the direct deposits. It involves a lot of the various software companies that the city is using to take in payments. It is a major step forward for identity theft prevention.*
- *Staff will change the city's contract stipulations because third parties are also going to have to assure that they have fraud prevention steps in place.*
- *The software to get the package in is going to cost about \$6,800 which will help staff verify that social security numbers are valid. In addition there is going to be a slight cost to run a report on everyone. When a customer comes in and signs up for an account, it will cost \$2.80 to run that information to make sure that addresses are correct and social security numbers are correct. The annual maintenance cost each year is \$1,000.*

A motion was made by Mayor Jere Wood, seconded by Council Member Becky Wynn, that this Resolution be approved for the Consent Agenda and placed on the Mayor and City Council agenda for 4/20/2009. The motion carried by the following vote:

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

Recreation and Parks

No Action Items