



# City of Roswell

38 Hill Street  
Roswell, Georgia 30075

## Meeting Minutes Administration and Finance & Recreation and Parks Committee

*Mayor Jere Wood*  
*Council Member Nancy Diamond*  
*Council Member Rich Dippolito*  
*Council Member Kent Igleheart*  
*Council Member Jerry Orlans*  
*Council Member Betty Price*  
*Council Member Becky Wynn*  
*City Administrator Kay Love*

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Tuesday, January 18, 2011

5:00 PM

Room 220

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**Due to inclement weather, the committee meeting was changed  
from January 11, 2011**

**Meeting began at 5:11 p.m.**

### **CALL TO ORDER/ROLL CALL**

**Present:** 6 - Mayor Jere Wood; Council Member Nancy Diamond; Council Member Rich Dippolito; Council Member Jerry Orlans; Council Member Betty Price and Council Member Becky Wynn

**Absent:** 1 - Council Member Kent Igleheart

*Staff Present: Kay Love – City Administrator; Michael Fischer – Deputy City Administrator; Julia Luke – Finance Director; Joe Glover - Director of Recreation and Parks; Police Chief Ed Williams; Fire Chief Ricky Spencer; Stu Moring - Director of Public Works/Environmental; David Davidson - City Attorney; Keith Lee – Director of Strategic Planning & Budgeting; Julie Brechbill - Community Relations Manager; Alice Wakefield - Community Development Director; Steve Acenbrak - Director of Transportation; Bill Keir - Economic Development Manager; Yvonne Douglas - Deputy Director of Public Works/Environmental; and Marlee Press – Executive Assistant to Council*

**Approval of the minutes of the December 14, 2010 committee meeting.**

### Administration

1. Consideration of a contract with Tyler Technologies for the General Government Enterprise Resource Planning (ERP) software in the amount of \$2,521,648

- *Six responses were received from the Request for Proposal for the Integrated Municipal ERP System Solution. Of the six (6) responses New World Systems and Tyler Technologies were scored as the two highest vendors. The ERP Steering Committee determined to complete due diligence with Tyler Technologies and has worked closely with Plante Moran, the City's consultants, and Tyler Technologies to develop a comprehensive Statement of Work and to negotiate a competitive price to complete the General Government ERP project. The contract price for the General Government ERP, Debt Management, and Court Software is \$2,521,648, which includes \$200,079 for contingency. Staff feels that is a very good quote.*
- *Councilmember Orlans asked if the 25 months could be realistically cut down. Michael Fischer replied it has already been shortened down some. It was longer than that to start with and they put in some overlap on some of the modules. The city's internal resources were looked at because it is heavily IT and financed through most of the General Government site.*
- *The city has also contracted with Tyler services for their consultant services to work on the business processes. They put together desktop manuals that staff will have that explains how we do business and how their software works so that the city can take full advantage of the software purchased for that much money. That added a couple of months to the front of each of the modules so that is why 25 months is a realistic number.*
- *Councilmember Dippolito asked what is the total cost going to be versus what is budgeted to this point. Mr. Fischer said they are still in the process of working through the public safety side. He said since the infrastructure hardware is already there it should be well within the budget but until the city gets through negotiations on the public safety side, he cannot give an exact number. Michael anticipates that the ballpark range for the public safety side should be around \$600,000.*
- *Councilmember Price asked how long the system is presumed to be good for. Michael replied 10 years. He added that there will be updates on a regular basis which is part of the maintenance that the city pays for on annual basis.*

**A motion was made by Council Member Jerry Orlans, seconded by Council Member Becky Wynn, that the contract with Tyler Technologies be placed on the Mayor and City Council agenda for 1/24/2011. The motion carried by the following vote:**

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

2.

## Discussion of the Organization of the Downtown Development Authority (DDA) - Guidance

- *At the December 14, 2010 committee meeting staff was requested to look at using the Opportunity Zone map as the boundaries for the central business area. Staff was also asked to take a look at specific categories or elements of criteria to be used about the people that might be selected to appoint.*
- *Michael Fischer stated legally the member has to be a taxpayer living in the city or owner/operator of the business in the district and live within the county that the city is in. At least four (4) have to have an economic interest in the city, which means they have interest in the revitalization of the area like a business owner or a property owner.*
- *Michael explained that Decatur has their DDA broken out based on categories. They have at least one architect, one attorney, one banker, one property owner, one downtown business owner, and one developer or arts person. They also invite applicants to apply and fill out an application and Council interviews all applicants. They also recruit through the local communities. He said Rome kept to the legal side. They must have at least 4 that have a vested interest in downtown whether it is a business or property owner. They wanted primarily professionals on the board instead of just property owners or residents because the professional can see the big picture issues. They also recommended an application be used. Michael also said that Augusta broke theirs down by saying at least 4 must own a piece of property in the district, one Councilmember is required on their board and 2 people must have an interest in the district.*
- *Councilmember Price said there was a question from her Redevelopment group that if someone served on this authority, would they be excluded from bidding on anything that came through. Mayor said that person would have to reclude themselves from voting, but would not be disqualified from bidding.*
- *Michael Fischer stated that staff recommends having a mix of executives or business people for the DDA Member Categories: Professional Executive (design person; attorney; realtor/developer; high tech executive; banking/financial interest; small business owner; large business executive; and someone from the medical industry. Councilmember Wynn suggested having someone with a community development background.*
- *Mayor Wood said since this is a recommendation and not a proposal, he wanted to know what the next step is. Kay Love replied that M&CC needs to make a decision of what the make-up of the group will be. She said staff needs specific guidance if this is too broad or does M&CC want to add a property owner or to take any of the categories off.*
- *Councilmember Orlans stated there was discussion about each Councilmember and the Mayor appointing a person, so how does this fit into a category. Mr. Fischer replied that staff discussed this and one suggestion was that Council can get together as a group and go through these categories and an application process or divide the categories amongst themselves and each one get a category. Mayor doesn't think the Councilmember should be limited to a specific category. He suggested having categories with a recommendation to try to select from these general categories, but the ultimate decision would be just the legal requirement. Mayor said it should be a guideline and not a mandate.*
- *Michael said staff will put together the process from the beginning to the end.*
- *Councilmember Wynn said she likes the idea of an application and resume process.*
- *Councilmember Dippolito suggested clarifying the category to a design professional. He said instead of highlighting a high tech and medical industry to just say that is the types of industries that they would like to target. He suggested adding Attorney as a category and an homeowner.*

- Councilmember Price feels personality will be important and a CPA will be helpful. Often that goes along with an attorney because sometimes they are dual trained.
- Councilmember Price asked who is the point person for this issue. She said she got involved in this because she is the liaison to Community Development(CD) so she started working on this and now it is in Administration. Kay Love said as far as staff, they all work together. This is a collaborative effort. She said it got back in Administration because they needed to find out what the legal requirements were and there is not an attorney in the Community Development department to do that. She delegated that to Michael to spearhead it and continue the collaboration so he is the staff point person.
- Councilmember Price said she would like it to stay in CD. Kay Love said then Council needs to vote on it. Mayor said it is a call for the Mayor to decide which committee agenda it goes on.

**The DDA will be brought back to a future committee meeting. Staff will continue working on putting together the process on how to appoint people to this authority. They will work on categories and the application process. There was discussion on what committee the DDA should be placed on and the Mayor said he will determine what committee agenda to put this on.**

3.

### Discussion of a potential Bond Referendum - Guidance

- There was further discussion of a potential bond referendum to fund capital projects. The bond capacity analysis has been updated by the City's Financial Advisor and departments have provided a prioritized list of projects. She said there is not a number one priority for the city. She said Council needs to make some decisions because there are more projects in dollar value on the list then the city has capacity to borrow. She added that some things have been included in the CIP but are not funded but that means there has been an indication that this is a priority for a department and the Council has seen it before during the budget process.
- Kay Love added that they have to make a decision no later than June in order to call for a referendum.
- Councilmember Price requested adding a parking deck to the list. Since there were a lot of questions related to this project and staff is just beginning a Parking Study, Kay suggested putting a placeholder on this and come back and discuss further.
- Councilmember Dippolito asked what was trying to be accomplished at this meeting. Ms. Love said staff is trying to get a consensus if Council wants to call for a bond referendum in 2011, and if so, a work session would be in order to figure out the ability to borrow.
- Councilmember Orlans suggested moving forward with the referendum. He also suggested having the department head's lists together by priority and then having each Councilmember put a priority on the projects. Once they compile that, they could have a Work Session on this.
- Mayor Wood said he would oppose a bond referendum in 2011 without further information. He said that the current budget is not under control and there is pressure to raise taxes and if bonds are issued that could inevitably raise taxes which he opposes. He does not feel the timing is good from an economic standpoint. Councilmember Diamond wants the voters to have the opportunity to decide that so she is in favor of moving forward with the referendum. Councilmember Wynn agreed because she said it is not a Mayor and Council decision but a voter decision.
- Kay Love asked Mayor and Council if there is a consensus to have a Work Session and get more detailed information and get all the priorities so they can have a more detailed discussion. Mayor supports a Work Session which is not the same as supporting the bond issue. Councilmember Dippolito didn't think they were

*deciding on doing a bond.*

- *Councilmember Orlans clarified that his motion is to have a bond referendum. He added that they do need to have a Work Session also which is part of that.*
- *Councilmember Price agreed with the Mayor that she does not have all information to make a decision and feels a work session would be in order. Councilmember Dippolito said once they have specific information on specific projects and once they have more specific information on the budget, they can make a better decision. He said it is premature to say they are ready for a referendum at this point.*

**There was not a consensus from Mayor and Council to move forward on a call for a Bond Referendum at this time. Committee approved to move the Bond issue forward to a Work Session and have staff put together all the information requested by Mayor and Council. There was not a specific date specified for the Work Session.**

4.

#### FY10 Monthly Budget Status Report

- *The fifth month of the fiscal year budget report was discussed. Overall the City's General Fund, Water and Sewer Fund, Solid Waste Fund and Recreation Participation revenues meet expectations for the month of November. Hotel/Motel Fund revenues exceed expectations for the month of November. Overall City expenditures meet expectations for the month of November.*
- *The General Fund actual year to date revenue is slightly ahead of 2010. The expenditures are slightly ahead due to the capital expenditures that the city has for this fiscal year. To date the city has collected 60.11% of revenue and has spent 37% of the expenditure budget. The city is currently \$240,000 ahead of projections for the year on revenues and \$730,000 less on expenditures based on projections for the year. All departments are in line with expectations for the year.*
- *Councilmember Dippolito said one area that is ahead is licenses and permits and asked if that is because we have seen business license renewals that are early or because there are new licenses or permits. Keith Lee replied that these permits and licensing fees are associated with telephone service that came in earlier than in previous years.*
- *Water and Sewer Fund revenue through November this year is ahead of last year for the same time period. Expenditures are also greater but that is related to capital projects. To date the city has profited \$419,000. The city has collected 55.17% of the total revenues within the first five months of the year.*
- *Solid Waste Fund revenue collections through November this year are ahead of last year for the same time period. Revenues are exceeding FY10 by \$500,000. Expenditures are less. To date the city has collected \$1.1M more in revenues than expenditures. The city has collected 45% of revenues and expensed 31% of the total budget.*
- *Recreation Participation fund revenues for FY 2011 exceed FY 2010 revenues for the same time period and are greater by about \$70,000. When taken into account the subsidy, the Recreation Participation Fund has profited \$179,000 to date. To date the city has collected 35% of the overall revenue and expensed 40% of the budget.*
- *Hotel/Motel Fund FY 2011 revenues exceed FY 2010 revenues for the same time period. Revenues are greater than last year by \$100,000 or 30%. Expenditures are less. The city has collected 60.66% of the total budget and spent 35% of the total budget. This fund is an indication of the economy.*
- *Staff will keep the committee updated on a monthly basis.*

**The fifth month of the fiscal year budget report was discussed. Overall the City's General Fund, Water and Sewer Fund, Solid Waste Fund and Recreation Participation revenues meet expectations for the month of November. Hotel/Motel Fund revenues exceed expectations for the month of November. Overall City expenditures meet expectations for the month of November. Staff will keep the committee updated on a monthly basis.**

## **Finance**

### **5. November and December 2010 Investment Reports**

- *In November the city was a little bit higher than the previous year. Our interest rate picked up a little bit from November to December on our portfolio but not by much. There was a big jump in the portfolio in December. This is due to the collection of the property taxes coming in December and in the Georgia Fund One. In December there was an increase in the city's investments of almost \$15M above where it was in November. Most of the investments that are step raises are heavily discounted investments so we can pick up a higher interest rate when they mature.*
- *Staff will continue looking for the best rates for the city investments. Committee will be updated on a monthly basis.*

**There was little investment activity made in the month of November. The month of December was an active trading month for the City. Staff will continue looking for the best rates for the city investments. Committee will be updated on a monthly basis.**

### Transportation

6. Consideration to award a contract to Arcadis for the Holcomb Bridge Road Corridor Study in the amount not to exceed \$499,000 and approval to sign a Georgia Department of Transportation (GDOT) Planning Contract for this project
- *Six responses were received from the RFQ. A qualifications-based selection (QBS) process was used to determine the most qualified consultant team to perform the HBR Corridor Study. The evaluation committee determined Arcadis and their sub-consultants (Pond and Edwards-Pittman Environmental) to be the most qualified and responsible proposer.*
  - *The HBR Corridor Planning Study scope of work is to develop traffic improvement concepts, both long-term and short-term and create aesthetic enhancement recommendations in the area surrounding the HBR and SR 400 interchange. The 1.5 mile study corridor extends from Warsaw Road (western limit) to Holcomb Woods Parkway (eastern limit). The scope also includes incorporating the efforts of the Comprehensive Plan update, the Economic Development Strategic Plan and the recently completed Big Creek Bridge Road Study into the Corridor Study alternatives and recommendations. A total of \$499,572.98 is approved and available for this project. \$400,000 of that is HPP (High Priority Project Federal Money) and the city has \$100,000 into that.*
  - *Kay Love stated due to timing they need to move forward with awarding this contract to the next Mayor and City Council meeting.*

**A motion was made by Council Member Rich Dippolito, seconded by Council Member Becky Wynn, that awarding the contract to Arcadis and to sign a GDOT Planning Contract for this project be placed on the Mayor and City Council agenda for 1/24/2011. The motion carried by the following vote:**

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



### Community Development

7. Consideration to award a bid to RKG Associates, Inc. for the Strategic Economic Development Plan in the amount of \$103,775

- *This was added as an addendum item to the agenda. All committee members present voted to add it to the agenda except Councilmember Price voted against it.*
- *Twenty (20) bids were received. Those proposals were short-listed by the Evaluation Committee to five (5) firms ranging from \$103,775 to \$120,000. RKG Associates, Inc. was the lowest responsive, responsible bidder in the amount of \$103,775. RKG demonstrated the ability to not only deliver a plan within budget, but a plan that will exceed the criteria set forth in the scope of work. Due to timing, it is important that the consultant is in place in order to participate in the Imagine Roswell upcoming focus area workshops which will focus on those areas of the city where revitalization and redevelopment is a focus.*
- *Alice Wakefield stated this was added to the agenda today mainly for the reason of trying to coordinate the HBR study and the Imagine Roswell efforts with economic development and what the consultant will do the first three weeks is to collect the necessary data that will go into both of those plans. This is an opportunity to do the coordination of the three plans together.*
- *Councilmember Diamond feels this is an important project and feels the city is receiving value for the money.*
- *Councilmember Price said she is concerned about this because when it was placed in the budget last year, it was a placeholder because they were hoping that the economy would improve and that the city would have opportunities for economic growth. She added that Alpharetta has gone through this recently, spending a lot of money and they were not pleased with the deliverables and she is not convinced this firm would approach the issues any differently than theirs and does not feel this is a wise use of money at this time. She is not sure of the urgency of this and how it dovetails with some of the other things that are going on.*
- *Councilmember Diamond asked if Councilmember Price's concern was whether that firm will do a good job or is it a question of spending the money. Councilmember Price replied both. She didn't feel they should be in a rush. She wanted to know why they are not looking at our Comp Plan first and then moving forward with an Economic Plan.*
- *Councilmember Dippolito also asked for further information. He said when he sat with staff in an Arcadis meeting they discussed the importance of doing the Comp Plan along with the transportation study because of the land use issues. He felt once they had a better reading on the potential future land use, then they could put together a much more comprehensive transportation study. Ms. Wakefield stated when looking at land use, you look at existing and potential development of the property. There are economic development data related to land use that would be generated by this consultant, such that, the consultant doing the HBR study would not have to go out and develop their own data. She added the consultant for the Comp Plan would not have to try to develop their own data. The main source for the economic development related data will be the strategic economic development plan. All this data would feed into the various plans and that is why staff wants to get all these plans in place.*
- *Mayor Wood stated this does not make him feel comfortable. He said it sounds like \$150,000 was spent on a firm that was supposed to have an expertise for the comprehensive plan and it now sounds like they don't have the expertise to do the whole plan so staff needs to bring someone else in. Ms. Wakefield replied that the consultants are doing the whole plan. These are two different plans but they feed into each other.*

- Mayor Wood said he thinks that first a vision for Roswell needs to be developed from the Comp Plan side. Once there is a vision developed, then the economic development people can go forward helping support Roswell in that vision.
- Councilmember Dippolito agrees with the Mayor, but feels there is an important component, which is the analysis portion of it. They do not need to come up with a plan right away, but they need to get started on the analysis. He said the first 10 items on the Strategic Economic Development plan are all assessment and analysis, and if that is done, that will help the people working on the Comp Plan. That will also help the transportation study because they all are doing different components of analysis and if we can have all the analysis done together, it will help everybody do their job better.
- Ms. Wakefield said one thing they are looking at for the HBR Corridor Study is to develop a plan such that ARC will grandfather it for LCI funding and in order for it to be an LCI qualified plan, there is a certain amount of economic development analysis that goes into that plan.
- Mayor Wood stated that he does agree with that. He feels if analysis is needed and our current contracts do not call for the analysis that is a different than saying we need a plan which the analysis is simply part of. Councilmember Price said Alpharetta said "the analysis was nothing they didn't already know."
- Mayor said he supports moving this forward to Council but he also suggested that staff educate Councilmember Price and him on what they are missing on the analysis and justifying this. Mayor said they need to come to a consensus on a vision. Until they reach that vision, developing a plan to reach the vision that they haven't come up with is premature.
- Mayor said he could only support moving forward on the analysis side as the first phase. Councilmember Dippolito would like staff to put together a timeline and show how these different studies will dovetail with one another. Councilmember Diamond would like them to include the plan so they can discuss it further.

**Committee made a motion to move forward with the whole plan and to put together the additional information requested from Council. This will include the analysis portion. Staff will also put together a timeline and how this plan will work with the different studies discussed. Committee agreed not to move forward with awarding the bid at this time.**

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

**Opposed:** 1 - Mayor Wood

**Meeting adjourned at 6:47 p.m.**