

**Administration and Finance and Recreation and Parks
Community Development and Transportation
Public Safety and Public Works
Committee Meetings**



Regular Meeting
<http://www.roswellgov.com/>
~Agenda~

**Mayor Kurt Wilson
Councilmember Sarah Beeson
Councilmember Christine Hall
Councilmember G. Lee Hills
Councilmember David Johnson
Councilmember William Morthland
Councilmember Allen Sells
City Administrator Randy Knighton**

Tuesday, April 29, 2025

5:00 PM

City Hall - Room 220

CALL TO ORDER / ROLL CALL

Approval of the Minutes

1. Approval of the Committee Meeting Minutes - April 15, 2025.

Administration

2. Quarterly Management Review
3. Consideration of a text amendment to Articles 2.2 (Personnel), 2.3 (City Administrator), and 2.4 (Committees and Departments) of the Code of Ordinances of the City of Roswell.

Public Works

4. Consideration to award a contract with Seegreen Services LLC for Semi-Automated Residential Household Garbage Containers in the amount of \$143,600

Fire

5. Consideration of Qwake C-THRU Technology Pioneer Program and a Budget Amendment to fund the program.

Transportation

6. Consideration to execute a Supplemental Project Framework Agreement (SPFA) with the Georgia Department of Transportation (GDOT) for the SR 9 Historic Gateway Project and accept funding in the amount of \$3,500,000.00

7. Consideration for the Mayor and/or City Administrator to authorize contract amendments in an amount not to exceed \$1,500,000.00 with WSP USA, Inc. for the Historic Gateway project

8. Consideration to approve a Memorandum of Agreement (MOA) between the Federal Highway Administration (FHWA), Georgia Department of Transportation (GDOT), Georgia State Historic Preservation Office (GA SHPO), Chattahoochee River National Recreation Area (CRNRA), and the City of Roswell regarding cultural resources as a part of the Historic Gateway Project

9. Consideration of a resolution to submit a Local Road Assistance Administration (LRA) project list for FY 2025 to the Georgia Department of Transportation (GDOT) and to accept the LRA funds for \$1,244,917.95 from GDOT and process subsequent budget amendment.

10. Consideration to award the FY 2025 Road Resurfacing Contract

Adjournment



City of Roswell
Committees of Council
AGENDA ITEM REPORT

ID # - 9789

MEETING DATE: April 29, 2025
DEPARTMENT: Administration
ITEM TYPE: Agenda Vote

Approval of the Committee Meeting Minutes - April 15, 2025.

**Administration and Finance and Recreation and Parks
Community Development and Transportation
Public Safety and Public Works
Committee Meetings**



Regular Meeting
<http://www.roswellgov.com/>
~Minutes~

**Mayor Kurt Wilson
Councilmember Sarah Beeson
Councilmember Christine Hall
Councilmember G. Lee Hills
Councilmember David Johnson
Councilmember William Morthland
Councilmember Allen Sells
City Administrator Randy Knighton**

Tuesday, April 15, 2025

5:00 PM

City Hall - Room 220

CALL TO ORDER / ROLL CALL

The meeting was called to order at 5:00 PM by City Administrator Randy Knighton
Mayor Kurt Wilson: Present, Councilmember Sarah Beeson: Present, Councilmember Christine Hall: Present, Councilmember G. Lee Hills: Present, Councilmember David Johnson: Present, Councilmember William Morthland: Present, Councilmember Allen Sells: Present, City Administrator Randy Knighton: Present.

Approval of the Minutes

1. Approval of the Committee Meeting Minutes - March 25, 2025.

RESULT:	APPROVED [6 TO 0]
MOVER:	Sarah Beeson, Councilmember
SECONDER:	David Johnson, Councilmember
IN FAVOR:	Wilson, Beeson, Hills, Johnson, Morthland, Sells
NOT PRESENT FOR VOTE:	Christine Hall

Administration

2. Consideration for the Mayor and/or City Administrator to sign a contract with Georgia Interlocal Risk Management Agency (GIRMA) in an amount not to exceed \$1,286,981 payable through Arthur J. Gallagher & Co. for property, casualty, and management liability insurance for the City of Roswell for the coverage period of May 1, 2025 through April 30, 2026 and additional amounts of \$112,838 for cyber insurance through Travelers Insurance, and \$6,480 for drone liability insurance through Global Aerospace for a total not to exceed of \$1,406,299.

RESULT: APPROVED TO MOVE TO MAYOR AND COUNCIL [6 TO 0]

Next: 4/28/2025 7:00 PM

MOVER: Sarah Beeson, Councilmember

SECONDER: David Johnson, Councilmember

IN FAVOR: Wilson, Beeson, Hills, Johnson, Morthland, Sells

NOT PRESENT FOR VOTE: Christine Hall

3. Consideration of a Craft Beer and Wine Market Ordinance Update

RESULT: APPROVE TO INITIATE [6 TO 0]

Next: 4/28/2025 7:00 PM

MOVER: G. Lee Hills, Councilmember

SECONDER: William Morthland, Councilmember

IN FAVOR: Wilson, Beeson, Hills, Johnson, Morthland, Sells

NOT PRESENT FOR VOTE: Christine Hall

Finance

4. Consideration to approve a Resolution Declaring the City of Roswell's Intent to Issue 2nd Tranche of General Obligation Bonds and for Other Purposes.

RESULT: APPROVED TO MOVE TO MAYOR AND COUNCIL [UNANIMOUS]

Next: 4/28/2025 7:00 PM

MOVER: Christine Hall, Councilmember

SECONDER: Allen Sells, Councilmember

IN FAVOR: Wilson, Beeson, Hall, Hills, Johnson, Morthland, Sells

Economic Development

5. Economic Development Quarterly Report (Quarter 1 2025) & the Seer World LLC Master Services Agreement Report

RESULT: PRESENTED

6. Consideration of an Ordinance to Amend Chapter 22 Traffic and Motor Vehicles Article 3 Parking Restrictions of the Code of Ordinances of the City of Roswell

RESULT: APPROVE TO INITIATE [UNANIMOUS]

Next: 4/28/2025 7:00 PM

MOVER: G. Lee Hills, Councilmember

SECONDER: David Johnson, Councilmember

IN FAVOR: Wilson, Beeson, Hall, Hills, Johnson, Morthland, Sells

Public Works

7. Consideration to award a contract with Crown Service Contractors for the renovation of the Resident and Business services areas in an amount not to exceed \$1,240,952.00 with a budget authorization of \$1,417,952.00

RESULT: APPROVED TO MOVE TO MAYOR AND COUNCIL [UNANIMOUS]

Next: 4/28/2025 7:00 PM

MOVER: Allen Sells, Councilmember

SECONDER: David Johnson, Councilmember

IN FAVOR: Wilson, Beeson, Hall, Hills, Johnson, Morthland, Sells

8. Consideration for the Mayor and/or City Administrator to Award Contracts to Multiple Contractors for On-Call Stormwater, Stormwater Lining, and Water Construction Services

RESULT: APPROVED TO MOVE TO MAYOR AND COUNCIL [UNANIMOUS]

Next: 4/28/2025 7:00 PM

MOVER: David Johnson, Councilmember

SECONDER: Allen Sells, Councilmember

IN FAVOR: Wilson, Beeson, Hall, Hills, Johnson, Morthland, Sells

9. Consideration to award a contract with Federal EC, LLC for the Briarstone Stormwater Pipe Lining Project in an amount not to exceed \$424,050 with a budget authorization of \$466,455.

RESULT: POSTPONED

Adjournment

There being no further comments or discussion the meeting was adjourned at 6:54 PM

DRAFT



City of Roswell
Committees of Council
AGENDA ITEM REPORT

ID # - 9799

MEETING DATE: April 29, 2025
DEPARTMENT: Administration
ITEM TYPE: Presentation

Quarterly Management Review

Action Required:

Presentation

Description:

Quarterly Management Review

Financial Impact:

N/A

Comments:

See attached

Quarterly Management Review 1Q 2025 Results

City of Roswell

Committees of Council

Tuesday, April 29th, 2025

Overview



Executive Summary

Goals & Objectives from
Leadership Planning
Conference

1st Quarter Results



Operations Dashboard

Performance Standards

- Safe, Clean, Reliable,
Responsive, and Efficient

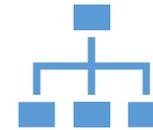
KPI Status by Department



Financial Scorecard

FY25-Q1 Budget vs Actual

Cash and Fund Balances



Mayor' Top Priorities

Council Member Liaisons

PM Process

Executive Summary

January's Leadership Planning Conference

- Revised Operations Road Map & Strategic Imperatives
- Established '25 Goals & Objectives
- Committed to Quarterly Management Reviews to Mayor & Council

Encouraging 1Q Results

- **Goals:** Significant Progress with Key Projects; Continued Focus on Support Systems and Process Development
- **Operations Dashboard:** Service Delivery Performance Standards Identified; KPI Dashboard Complete in 2Q
- **Financial Results:** 1Q Revenue & Expenses Better than Budget; Continued Positive Cash Flow

COO's Initial Priorities > Steady Progress

- Streamline Planning Process > Decompress Decision Making
- Improve Project Management Discipline
- Revamp Service Delivery Performance Standards and Management Process
- Strengthen & Align Internal Support Services

Business Plan Components

- Vision & Mission
 - Values & Leadership Behaviors
 - Brand Strategy & Value Proposition
 - Communications & Marketing Strategy
 - Economic Development & CIP Strategy
 - Strategic Imperatives
 - Goals & Objectives → **Multi-Year Development w/ Budget Process**
 - Organization Structure
 - Financial Plan → **Multi-Year Forecast**
 - 2025 Mayor's Top Priorities
 - Scorecard → **Finalize 2Q**
- } **Initiate Refresh 2Q**

Strategic Imperatives

**Economic
Development**

Transformational, Purposeful, Intentional

**Infrastructure
Investment**

Investing in It, Developing It, Maintaining It

**Best in Class
Safety**

For Residents, Businesses, Visitors, and Our Employees

**Service
Excellence**

Safe, Clean, Reliable, Responsive

**Stewarding
with Integrity**

Effective Stewardship of City Resources

**Top Place to
Work**

Valuing Our People and Supporting Their Growth

Strategic Imperatives → '25 Goals & Objectives

Economic Development	Infrastructure Investment	Best in Class Safety	Service Excellence	Stewarding with Integrity	Top Place to Work
<ul style="list-style-type: none"> • Transformational Development Projects • Revitalize Brand & UDC Standards • Evaluate Parking Services Model • Fully Align Community Partnerships • Enhance Project and Process Management Standards • Establish Development Scorecard • Refine ED Forecasting Model • Generate New Revenue Streams 	<ul style="list-style-type: none"> • Exceptional Execution of Infrastructure Projects • Execute Next Phase Park Projects • Initiate Green St Parking Project • Execute Next Phase Road Projects • Activate Concrete Crews • Develop Historic District Storm Water Solution • GDOT GA400 Project Collaboration • Next Level Project Mgmt Precision 	<ul style="list-style-type: none"> • Initiate “Slow Down In Roswell” • Eradicate Human Trafficking • Maintain Top Tier Comp & Full Staffing • Initiate Next Phase Fire Dept PT>FT Transition • Execute Summit & 911 Transitions • Implement Fire Station Study Findings • Implement Traffic Pre-emption Technology • Implement CAD – Computer Aided Dispatch 	<ul style="list-style-type: none"> • Establish Std Operating KPI's • Initiate Monthly Management Reviews • Streamline Planning & Decision Process • Differentiated Experience Resident & Business Services • Elevate Comms & Special Events • Effectively Transition Key Service Contracts • Evaluate Staff Optimization Mgmt Solutions 	<ul style="list-style-type: none"> • Improve Financial Reporting • Enhance Financial Forecasting • Develop 3yr Operating Road Map • Initiate Comprehensive Plan • Fully Leverage Procurement • Create Shared Services Team • Optimize Fleet Management • Align & Optimize Grant Strategy • Implement Quarterly Mgmt Reviews 	<ul style="list-style-type: none"> • Implement Merit Pay Increases • Formalize Org Chart • Enhance HR Perf Mgmt System • Refresh Corp Values • Identify Leadership Behaviors • Re-Evaluate HR Functions, Processes, & Tools • Identify Targeted Recruiting Plans • Develop Total Comp Strategy • Improve Internal Communication Process

Attachment: Q1 2025 QBR (Quarterly Management Review)



Economic Development – 1Q Results

<i>Complete / On Track</i>	<i>Key Focuses</i>
<ul style="list-style-type: none">• IGA for DDA & RDA• Hill St – Due Diligence<ul style="list-style-type: none">• DDA SOW• Concept Design• LEA Outline• PBS Aerospace Announcement• CRH Shared Service Center Announcement• Update Parking Policies• Quarterly Economic Development Report• Refine Financial Modeling for Projects• Initiate 2045 Comprehensive Growth Plan	<ul style="list-style-type: none">• Complete Hill St Traffic Study• USL Entertainment District – Next Phase• Economic Development Score Card• Enhance ED Project/Process Mgmt• Evaluate Parking Technology• Initiate Brand Strategy• Align & Elevate Communications

Attachment: Q1 2025 QBR (Quarterly Management Review)

Infrastructure Investment – 1Q Results

<i>Complete / On Track</i>	<i>Key Focuses</i>
<ul style="list-style-type: none"> • CIP Project Management – 14 active projects • Improve Project Management Tools & Process • Green Street <ul style="list-style-type: none"> • Parking Deck Design Build Contract Award • Design of Mobility Phase I & II • Parks <ul style="list-style-type: none"> • Roswell Area Park MS1 Turf Replacement – Complete • East Roswell Dog Park – Groundbreaking, in Construction • Riverside Park, Ace Sand Phase II, RAP Pond - Final Design • Grimes Bridge fields – Design Underway • Founders Park Regional Stormwater Detention – Design Complete • Transportation – 28 active projects <ul style="list-style-type: none"> • Woodstock Rd/King Rd & 92 – Complete • Big Creek Parkway Phase I – Moved to Construction • Hardscrabble Rd & King Rd Multi-Use Trails – Moved to Construction • Facilities <ul style="list-style-type: none"> • Resident & Business Services Remodel Construction - Contract Award • 5-year Facilities Maintenance Master Plan – Draft Under Review • Utilities – Water & Stormwater Infrastructure <ul style="list-style-type: none"> • Lake Drive – Moved to Construction • Bulloch Ave - Final design • Brookfield Club Dr Emergency Repair - Complete • Bowen at Hedgegate – Moved to Construction 	<ul style="list-style-type: none"> • Begin construction of Big Creek Parkway Phase I – Holcomb Bridge Rd / Warsaw Rd • Riverside Park/Ace Sand Phase II ITB • Funding for Green St Mobility Phase I – GTIB request submitted June notification

Attachment: Q1 2025 QBR (Quarterly Management Review)

Best In Class Safety – 1Q Results

<i>Complete / On Track</i>	<i>Key Focuses</i>
<ul style="list-style-type: none"> • Initiate Summit Remodel for Transition – Phase I April 30 • Slow Down in Roswell <ul style="list-style-type: none"> • Revise Traffic Calming Policy • Determine Proper Utilization and Placement of Traffic Calming Elements • Purchase Equipment • Departmental Alignment • Fire <ul style="list-style-type: none"> • Fire Station 27 Design Underway • Community Risk Reduction KPI Establishment • Emergency Operations Plan & EOC Org Chart Development • SAFER Grant Application • Police <ul style="list-style-type: none"> • Continue Human Trafficking Investigations • Implemented FY 2025 Top Tier Pay • Moved Park Police to Traffic Enforcement Unit • Trained 2 of 4 Additional Drug Recognition Experts • Certified 2 Additional Defensive Tactics GST Instructors • Optimize the New PSHQ Layout for Workplace Efficiency • Provide Specialized Trauma Support 	<ul style="list-style-type: none"> • Award Contract for 911 / Sharpshooters Remodel • MCC Review of Revised Traffic Calming Policy

Service Excellence – 1Q Results

<i>Complete / On Track</i>	<i>Key Focuses</i>
<ul style="list-style-type: none">• Dept Monthly Business Reviews (MBR's) Initiated• Performance Standards & KPI's in Development• Streamline Planning Process --> Legislative Calendar• Resident & Business Services<ul style="list-style-type: none">• Design & Funding Approved• RDOT and Parks & Rec Onboarding Complete• Online Permitting System (EPL): Customized Reports and Data Conversion Prep• Implement new Residential Curbside Recycling and Yard Waste Contract<ul style="list-style-type: none">• Transition on schedule; monthly coordination meetings with Waste Pro; trucks ordered; hiring campaign started• Implement new Transfer Station Operations Contract<ul style="list-style-type: none">• SeeGreen services ready to begin 7/1/25• Established Planning, Performance, & Innovation Function	<ul style="list-style-type: none">• Depth of Dept MBR Process• Finalize Performance Standards & Key Process Measurement• Ensure Performance Standard Alignment throughout Organization

Attachment: Q1 2025 QBR (Quarterly Management Review)

Stewarding with Integrity – 1Q Results

<i>Complete / On Track</i>	<i>Key Focuses</i>
<ul style="list-style-type: none">• Finalize FY24 Results & Audit Findings• Improve Financial Reporting• Develop Quarterly Reporting• Initiate Impact Fee Study• Establish Monthly Bond Updates• Evaluate Grant Strategy• Initiate Quarterly Management Reviews (QMRs)	<ul style="list-style-type: none">• Enhance Financial Forecasting• Improve Project Reporting• Evaluate Procurement and Payment Processes• Initiate Next Phase - Fleet Strategy• Activate Grant Strategy• Develop Budget Planning Calendar

Attachment: Q1 2025 QBR (Quarterly Management Review)

Top Place to Work – 1Q Results

<i>Complete / On Track</i>	<i>Key Focuses</i>
<ul style="list-style-type: none">• Implemented Merit Pay Increases• Formalized City Organizational Chart• Transitioning Payroll Function• Defined Benefit Plan Fully Transitioned to TransAmerica	<ul style="list-style-type: none">• Stabilize & Build HR Team• Fully Leverage New Employee Performance Management Tools• Develop Targeted Recruiting Plans• Revision of Personnel Manual

Operations Dashboard > Safe, Clean, Reliable, Responsive

Safe - Performance Standards & KPI's

Police	Fire	Rec & Parks	Community Development	Business & Resident Services	Transportation	EPW
On-Job Injuries	On-Job Injuries	On-Job Injuries	On-Job Injuries		On-Job Injuries	On-Job Injuries
Accidents	Accidents	Accidents	Accidents		Accidents	Accidents
Training Hours	Training Hours	Park - Safety Inspection Avg Score			Safety Audits	Water Quality Complaints
Persons Crimes - NIBRS	Incidents	Facility – Safety Inspection Avg Score				Lightweight Vehicle PM Compliance
Property Crimes - NIBRS	CRR Inspection & Investigations					Heavyweight Vehicle PM Compliance

Attachment: Q1 2025 QBR (Quarterly Management Review)

Clean - Performance Standards & KPI's

Police	Fire	Rec & Parks	Community Development	Business & Resident Services	Transportation	EPW
Staff Appearance Compliance	Staff Appearance Compliance	Staff Appearance Compliance	Staff Appearance Compliance	Staff Appearance Compliance	Staff Appearance Compliance	Staff Appearance Compliance
Vehicle Appearance Compliance	Vehicle Appearance Compliance	Vehicle Appearance Compliance	Vehicle Appearance Compliance		Vehicle Appearance Compliance	Vehicle Appearance Compliance
Facilities Clean Inspection	Facilities Clean Inspection	Parks Preventative Maintenance Compliance Inspections	Reactive Code Compliance Cases Resolved per Month		Roadside Cleaning Quality Assurance Checks	Work Orders Completed within Reported Month
		Facilities Preventative Maintenance Compliance Inspections	Proactive Code Compliance Cases Resolved per Month			Solid Waste Routes Completed on Schedule per Month

Attachment: Q1 2025 QBR (Quarterly Management Review)

Reliable – Performance Standards & KPI's

Police	Fire	Rec & Parks	Community Development	Business & Resident Services	Transportation	EPW
911 Call Pickup Time – 90th Percentile & Average	Turnout Time – 90th Percentile	Work Orders Completed within Service Level	Land Development Permits – Processing Time	Call Abandonment Rate	Traffic Signal Uptime per Month	Downtime % for Lightweight Vehicle
	Response Time – 90th Percentile	Scheduled Maintenance Tasks Completed on Time	Building Permits – Processing Time	Work Order Request to Close Ratio	Right of Way Permit Turnaround Time Avg	Downtime % for Heavyweight Vehicles
	Plan Review Turnaround Time – 90th Percentile		Planning/Zoning Permits – Processing Time		Transportation Land Development Permit Turnaround Time Avg	Contractor SLA Recycling & Yard Waste Pickup
						# of Missed Residential Trash Pick Ups per Month
						Emergency/After Hours Service Call Avg Response Time

Attachment: Q1 2025 QBR (Quarterly Management Review)

Responsive – Performance Standards & KPI's

Police	Fire	Rec & Parks	Community Development	Business & Resident Services	Transportation	EPW
Complaints - Sustained Violations	Complaints- Sustained Issues	Occupancy/Use Rate of Recreation Facilities		Call Answering Service Level Compliance Rate	% Service Tickets Resolved within Benchmark	Facilities Satisfactor Rate
		Occupancy/Use Rate of Special Venues		Satisfaction Rate		
		Subsidized Program Enrollment & Retention Rate		CSR Rating		
		Average Percentage of Programs at Maximum Capacity per Type				

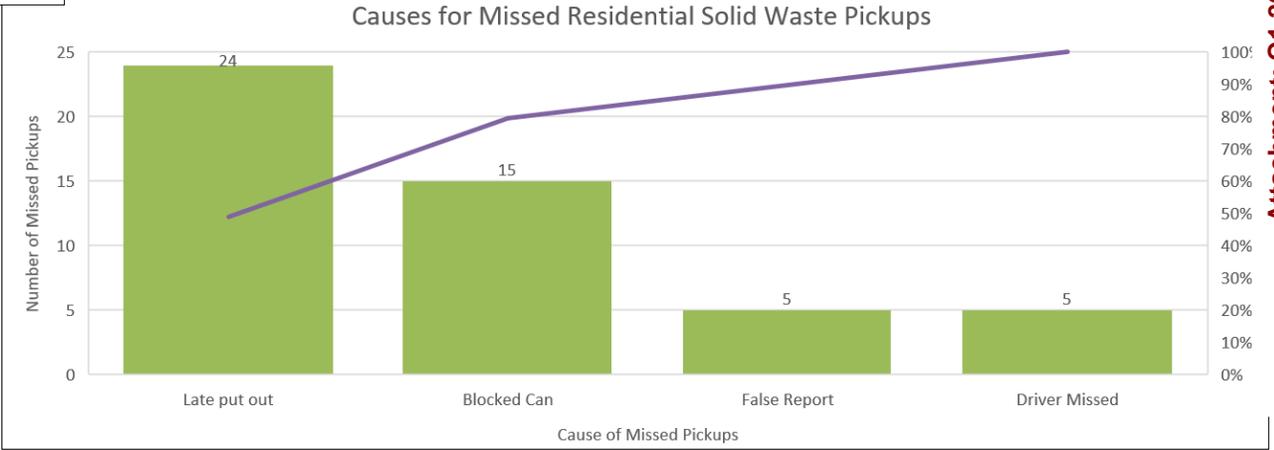
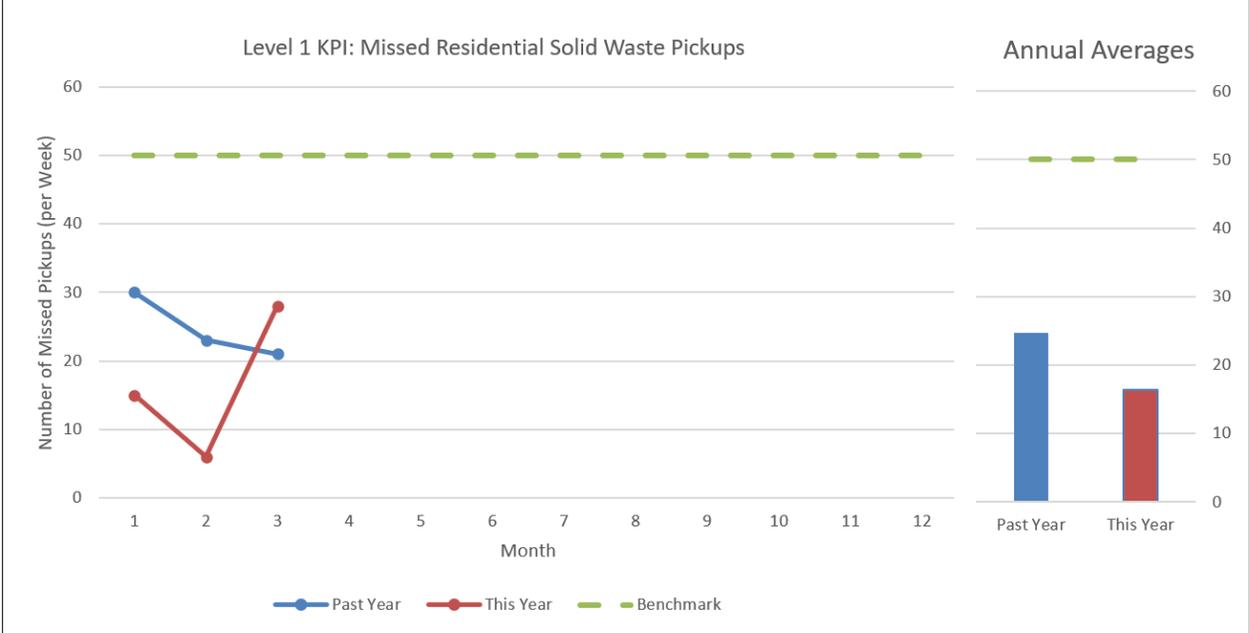
Attachment: Q1 2025 QBR (Quarterly Management Review)

Support Services – Performance Standards & KPI's

	Finance	IT	HR
Safe		<ul style="list-style-type: none"> • % Systems with Up-to-Date Security Patches/OS Updates • Major Security Threat Resolution Rate 	<ul style="list-style-type: none"> • % Employees Completing Mandatory Safety & Harassment Training • Wellness Center Utilization Rate • Core Health Benefits Utilization Rate • Employee Relations Cases • Active FMLA Leave Cases
Reliable	<ul style="list-style-type: none"> • % Utilities Bills Past Due • # of Days to Close each Month • Time to Process Purchase Orders • Vacancy Savings Reporting • P&L Reporting Available • % Payroll Errors 	<ul style="list-style-type: none"> • % Server Uptime • % Network Uptime 	<ul style="list-style-type: none"> • Turnover/Attrition Rate • Vacancy Count • Recruiting - Average Time to Fill
Friendly	<ul style="list-style-type: none"> • % Compliance to SLA for Financial Requests from Public • % Compliance/# Days to SLA for Financial Requests from Departments 	<ul style="list-style-type: none"> • Satisfaction Rate - BossDesk 	<ul style="list-style-type: none"> • % Compliance to Service Level for HR BossDesk Ticket Requests • Benefits Claims Denial Rate • Benefits Satisfaction Rate • HR Newsletter Open & Click Rate
Efficient		<ul style="list-style-type: none"> • % Help Desk Tickets Resolved within SLA • % Enterprise Tickets Resolved within SLA • % Application Tickets Resolved within SLA • % Enterprise/Citywide IT Projects On Schedule 	

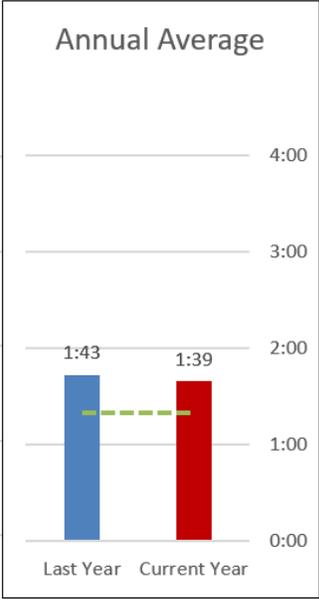
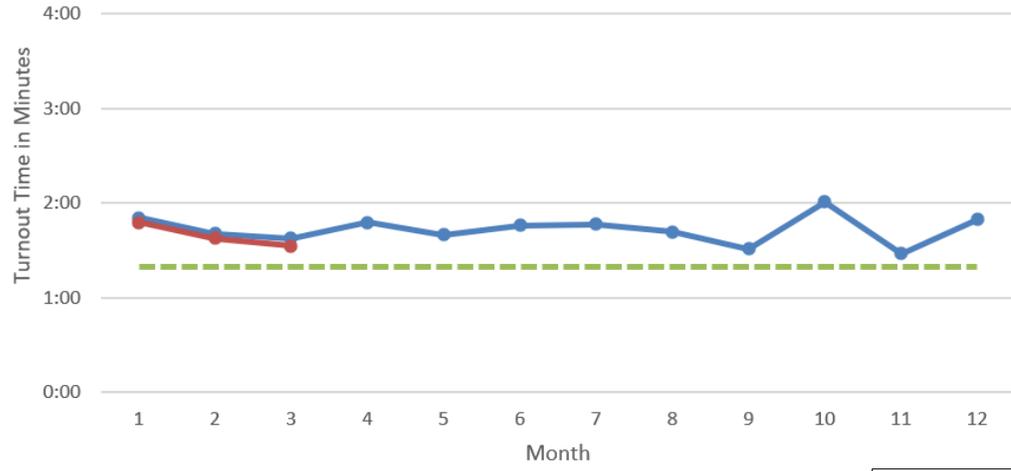
EPW - Reliable

KPI: Missed Residential Solid Waste Pickups



Attachment: Q1 2025 QBR (Quarterly Management Review)

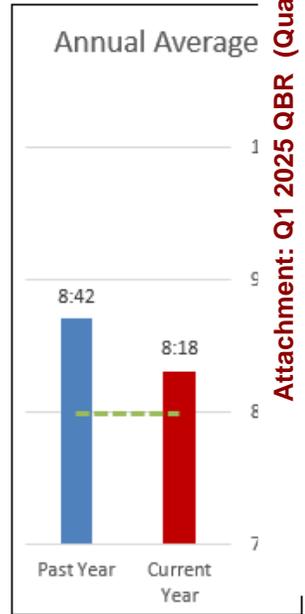
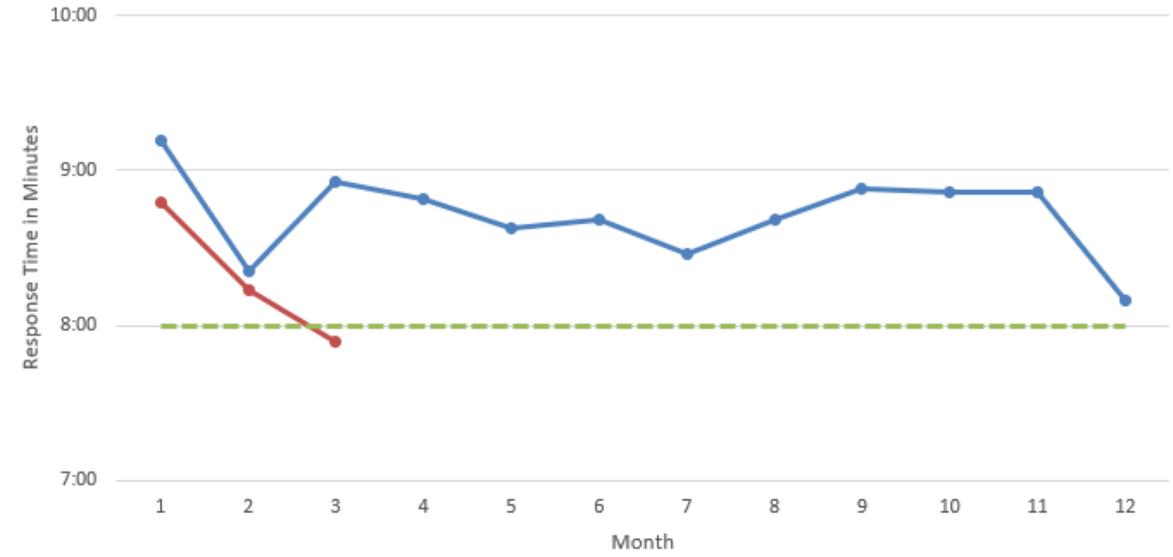
Level 1 KPI: Turnout Time (Unit Notification to En-Route q_{0.9})



Fire - Reliable

KPIs: 90th Percentile Turnout Time & 90th Percentile Response Time

Level 1 KPI: Total Response Time (Unit Notification to Arrival On-Scene q_{0.9})



Attachment: Q1 2025 QBR (Quarterly Management Review)

Financial Results - 1Q

Budget Highlights – General Fund

Three Months ended March 31, 2025

	Budget	Actual	Variance
Property taxes	\$1.2 million	\$1.4 million	\$0.2 million
Sales and use taxes	\$7.0 million	\$7.5 million	\$0.5 million
Business taxes	\$10.0 million	\$10.1 million	\$0.1 million
Other revenue	\$3.6 million	\$3.3 million	(\$0.3 million)
Total revenues	\$21.8 million	\$22.3 million	\$0.5 million
Salaries and benefits	\$14.2 million	\$13.8 million	\$0.4 million
Operating	\$3.4 million	\$3.2 million	\$0.2 million
Transfers and other	\$4.2 million	\$4.1 million	\$0.1 million
Total expenditures	\$21.8 million	\$21.1 million	\$0.7 million
Excess over budget	\$0.0 million	\$1.2 million	\$1.2 million
Results are unaudited			

Cash Balances

March 31, 2025

	March 31, 2025	December 31, 2024	June 30, 2024
Cash and investments:			
Unrestricted	\$88 million	\$82 million	\$72 million
Restricted	<u>\$203 million</u>	<u>\$211 million</u>	<u>\$197 million</u>
Total cash and investments	<u>\$291 million</u>	<u>\$293 million</u>	<u>\$270 million</u>

Results for March 31, 2025 and December 31, 2024 are unaudited.

Mayor's Top Priorities

Mayor's Top Priorities for 2025

Continue Transforming How Local Government Works > Teamwork, Accountable, Responsive, Solution Oriented, Innovative, Stewarding with Integrity

2.a

STRATEGIC PRIORITY		SENIOR LEADER	COUNCIL LIAISON
	Slow Down in Roswell	Sharon Izzo	David Johnson
	Eradicate Human Trafficking	Chief James Conroy	Lee Hills
	Revitalize Brand & UDC Standards	Jeff Leatherman	Lee Hills
	Transformational Economic Development	Jeff Leatherman	Allen Sells
	Exceptional Execution Infrastructure Projects: Parks	Sharon Izzo	Will Morthland
	Exceptional Execution Infrastructure Projects: All Other CIP	Sharon Izzo	Sarah Beeson
	Generate New Revenue Streams	Bill Godshall	Allen Sells
	Transition Strategic Plan to 3-Year Business Plan > Starting Point for Comprehensive Plan	Joe Pennino	Christine Hall
	Establish Differentiated Experience for Resident & Business Services Experience	Jeff Leatherman	Lee Hills
	Elevate Communications & Special Events	Joe Pennino	Sarah Beeson
	Enhance Financial Shared Services for Internal Effectiveness & Efficiency	Bill Godshall	Will Morthland

Attachment: Q1 2025 QBR (Quarterly Management Review)



City of Roswell
Committees of Council
AGENDA ITEM REPORT

ID # - 9779

MEETING DATE: April 29, 2025
DEPARTMENT: Committees of Council
ITEM TYPE: Agenda Vote

Consideration of a text amendment to Articles 2.2 (Personnel), 2.3 (City Administrator), and 2.4 (Committees and Departments) of the Code of Ordinances of the City of Roswell.

Action Required:

Agenda Vote

Description:

This item proposes a text amendment to Articles 2.2 (Personnel), 2.3 (City Administrator), and 2.4 (Committees and Departments) of the City of Roswell Code of Ordinances. These Articles have not undergone a comprehensive update in several years and contain outdated language, procedural redundancies, and organizational provisions that no longer reflect current administrative needs.

The proposed revisions reduce the overall length of the ordinances by approximately three pages and align Roswell's internal governance framework with widely adopted practices in other North Fulton cities.

Key revisions include:

- Clarification of the roles and responsibilities of the City Administrator
- Use of modern language
- Alignment with existing provisions in the City Charter
- Delegation of authority to the City Administrator to appoint department heads and manage internal processes
- Removal of rigid committee structures to allow for a more adaptable and collaborative governance framework

These updates are intended to streamline internal decision-making, improve coordination across departments, and enhance the City's ability to deliver timely, high-quality services to residents.

Agenda Item (ID # 9779)

By modernizing these provisions, the City strengthens its administrative foundation, promotes transparency and consistency, and supports the policymaking role of the Mayor and Council.

Financial Impact:

While no immediate fiscal appropriation is associated with these ordinance changes, the revisions are expected to improve administrative efficiency and streamline internal processes. Over time, this may result in cost savings through reduced operational delays and more effective management of City resources, benefiting both taxpayers and the business community.

Comments:

See attached

Roswell Ordinance Update Summary - Articles 2.2, 2.3, and 2.4

Overview

The City of Roswell has proposed a comprehensive update to Articles 2.2 (Personnel), 2.3 (City Administrator), and 2.4 (Committees and Departments) of the Code of Ordinances. These revisions eliminate outdated language, reduce procedural redundancy, and align Roswell's administrative framework with practices common in neighboring North Fulton cities. The revised ordinances reduce total content by approximately three pages and modernize the City's approach to executive leadership, departmental oversight, and internal policy management.

Key Changes

- **City Administrator Authority:** The City Administrator is authorized to appoint, suspend, or remove department heads without council ratification. The administrator may also add, dissolve, or reorganize departments to improve operational efficiency.
- **Personnel Manual:** Substantive changes to the personnel manual no longer require council approval by resolution. The City Administrator, HR Director, or City Attorney may make administrative revisions.
- **New Executive Positions:** Establishes Chief Legal Officer, Chief Financial Officer, and Chief Operating Officer roles to support citywide leadership. Mayor and Council appoint each position upon the City Administrator's recommendation.
- **Committees and Departments:** Removes rigid committee structures and department definitions from the ordinance to allow flexibility. Oversight is preserved through the City Charter, which authorizes the Mayor to appoint councilmembers to monitor departments.

Policy Justification

These changes reflect modern municipal practices in surrounding cities, including Milton, Johns Creek, and Sandy Springs. Day-to-day administrative and personnel decisions are now delegated to professional staff, while the Mayor and Council retain oversight of policy matters and executive appointments. Updated language ensures inclusivity and clarity.

Financial Impact

There is no immediate budgetary impact. However, improved operational efficiency and reduced delays may yield long-term cost savings and performance gains.

Conclusion

These updates strengthen Roswell's professional administrative structure, preserve council oversight, and enhance service delivery while aligning with regional governance standards.

Article 2.2 Personnel

Section 2.2.1 Classification of Employees.

City employees, other than elected officers, shall be classified as follows:

- (a) *Regular*: Hired full-time whether salary is hourly, weekly or some other pay rate;
- (b) *Temporary*: Hired to fill a temporary need for a specified period of time;
- (c) *Part-time*: Hired to work at irregular intervals on a short-term basis.

Section 2.2.2 Personnel Manual.

The employment practices of the City of Roswell shall be set forth in a document known as the City of Roswell Personnel Manual. The manual shall be maintained by the director of human resources and updated on a regular basis to reflect changes in federal, state, local law, or as needs arise. The director of human resources, the city attorney, or the city administrator may initiate changes to the personnel manual. (2008-01-01, Amended, 01/07/2008; 2007-03-03, Amended, 03/05/2007)

Section 2.2.3 Records and Reports.

The city shall keep such records and make such reports as may be required by applicable state or federal laws or regulations.

State law reference(s)—Local records to be open for personal inspection by citizenry, O.C.G.A. § 50-18-70 et seq.

Section 2.2.4 Authority to Contract for Benefits.

It shall be the policy of the City of Roswell to attract and retain a qualified workforce through the provision of a comprehensive package of benefits. To that end, the city shall be authorized to contract with benefits providers for the purpose of providing insurance, retirement, pension plans and other benefits.

Section 2.2.5 Job Descriptions.

The city shall maintain a job specification for each of the positions authorized by this Code or otherwise authorized by city policy. Such specification shall describe the duties of the position, the qualifications necessary, licenses required, to whom such employee reports, expected salary range, and such other information as is necessary to effectively recruit for such position. Such specifications may be amended from time to time by the city administrator or mayor and council as the needs of the city warrant.

Article 2.3 Chief Administrative Officer (CAO) / City Administrator

Section 2.3.1 Creation of Office.

The position of Chief Administrative Officer, also referred to as City Administrator is hereby created.

Section 2.3.2 Appointment.

The city administrator shall be appointed by majority vote of the city council for an indefinite term to serve at the pleasure of the city council. The council shall choose the candidate solely on the basis of their executive and administrative qualifications, with special reference to their actual experience in or their knowledge of the duties of their office as set forth in this article. Neither the mayor nor any councilmember shall be appointed as city administrator during the term for which they shall have been elected nor within one (1) year after the expiration of the term.

Section 2.3.3 Removal.

The city council may remove the city administrator at any time by a majority vote of its members. The city council shall continue to pay their salary for a minimum of two (2) calendar months following removal, or as otherwise provided by contract except removal for cause or removal because of conviction of an offense involving moral turpitude.

Section 2.3.4 Powers and Duties Delegated to the City Administrator.

The city administrator shall function as the Chief Administrative Officer of the city. They shall be responsible to the city council for the proper administration of affairs of the city and may head one (1) or more city departments. The city administrator shall have the authority to establish and set administrative, operational, and personnel policies for the city in accordance with the provisions outlined in this ordinance. To that end, they shall have the power and shall be required to:

- (a) Appoint and, when necessary for the good of the city, suspend or remove all employees of the city under their supervision except as otherwise provided hereinafter or by the City Charter or law. They may authorize the head of a department or office under their supervision to appoint, suspend, or remove subordinates in that department or office.
- (b) All such appointments or removals shall be based solely on the merit, qualifications, or disqualifications of the official concerned, without regard to their political beliefs or affiliations.
- (c) Prepare the budget annually for submission by the mayor to the city council, together with a message describing the important features, and be responsible for its administration after adoption.
- (d) Prepare and submit to the city council as of the end of the fiscal year, a complete report on the finances and administrative activities of the city for the preceding year.
- (e) Keep the council advised of the financial conditions and future needs of the city, and make such recommendations as they may deem desirable.

- (f) Recommend to the governing body a standard schedule of pay for all employees in the city service, including, but not limited to, minimum, intermediate and maximum rates, and administer the city's personnel program.
- (g) Recommend to the governing body from time to time adoption of such measures, as they may deem necessary and expedient for the health, safety, or welfare of the community or for the improvement of administrative services.
- (h) Add, consolidate, combine, or dissolve departments when such action supports operational efficiency, reduces redundancy, or aligns with the City's strategic objectives.
- (i) Attend all meetings of the city council, and other official meetings, unless excused therefrom and take part in the discussion of all matters coming before the council. They shall receive notice of all regular and special meetings of council and of any meetings of committees of the council.
- (j) Supervise the purchase of all materials, and equipment for which funds are provided in the budget and let contracts.
- (k) Approve issuance of development impact fee credits.
- (l) Assist the mayor and the council in seeing that all laws and ordinances are duly enforced.
- (m) Investigate the affairs of the city or any department or division thereof. Investigate all complaints in relation to matters concerning the administration of the government of the city and, in regard to service maintained by the public utilities of the city, and see that all franchises, permits and privileges granted by the city are faithfully observed.
- (n) Devote their entire time except as approved by the mayor and the council to the discharge of their official duties.
- (o) Assign job priorities and work schedules as necessary within the administrative service in accordance with policy established by the mayor and the council, and otherwise direct the day-to-day work routine.
- (p) Perform such other duties as may be required by the council, not inconsistent with the City Charter, law or ordinance.
- (q) The city administrator has no authority to bind the city unless specifically authorized to do so. Such authorization includes the power to sign contracts in the absence of the mayor and mayor pro-tem where time is of the essence.
- (r) The city administrator will not attend meetings as an official delegate of the city unless specifically authorized to do so by mayor or council.

Section 2.3.5 Responsibility for Routine Administrative Matters; Interference.

It is the intent of the governing body that the city administrator be responsible for the day-to-day operations of city services under their supervision according to the policy determinations of the mayor and the council. To facilitate the desired high level of municipal service, members of the governing body shall not exert improper pressure upon the city administrator to hire or fire any specific person and such decisions shall be based entirely upon merit.

Section 2.3.6 Emergency Purchases and Contracts.

In case of accident, disaster, or other circumstances creating a public emergency, the city administrator may award contracts and make purchases for the purpose of meeting said emergency; however, they shall file promptly with the council a certificate showing such emergency and the necessity for such action, together with an itemized account of all expenditures. The mayor and/or the city attorney shall be consulted, if possible, before any such purchase is made.

Section 2.3.7 Bond.

The city administrator shall upon request furnish a surety bond, to be approved by the council, said bond to be conditioned on the faithful performance of their duties. The premium of the bond shall be paid by the city. The amount of the bond shall be as set by the city council.

Section 2.3.8 Compensation.

The city administrator shall receive such compensation as the council shall fix from time to time.

Section 2.3.9 Vacancy.

Any vacancy in the office of city administrator shall be filled within sixty (60) days after the effective date of such vacancy, either by a permanent appointment or by an acting city administrator.

Section 2.3.10 Chief Legal Officer (CLO) / City Attorney.

The position of Chief Legal Officer, also referred to as City Attorney, as defined in the City Charter Ch.4.50 is hereby created. The Chief Legal Officer shall serve as the principal legal advisor to the Mayor and Council, City Administrator, and all city departments, boards, and commissions. The Chief Legal Officer shall direct and oversee all legal matters involving the City, including legal representation, contract review, litigation, claims, ordinances, and legal compliance. **Section 2.3.11 Chief Financial Officer (CFO).**

The position of Chief Financial Officer is hereby created. The Chief Financial Officer shall serve as the City's principal officer for financial planning, budgeting, accounting, procurement, and fiscal compliance. The CFO shall ensure the financial integrity and sustainability of the City's

operations in alignment with applicable laws and adopted financial policies. The CFO shall prepare and administer the annual budget, oversee financial reporting and audits, manage debt and investments, and advise the City Administrator and Mayor and Council on all financial matters. The City Administrator shall recommend a qualified individual to fill the position for approval by the Mayor and Council. The City Administrator may recommend the removal or suspension of the Chief Financial Officer when it would be in the best interest of the City.

Section 2.3.12 Chief Operating Officer (COO).

The position of Chief Operating Officer is hereby created. The Chief Operating Officer shall support the City Administrator in the day-to-day operational management of city departments, ensuring efficient delivery of services and alignment with strategic goals set by the Mayor and Council. The COO shall oversee department operations as assigned by the City Administrator, facilitate cross-departmental coordination, monitor performance against service delivery goals, and assist with strategic planning, project execution, and organizational improvement initiatives. The City Administrator shall recommend a qualified individual to fill the position for approval by the Mayor and Council. The City Administrator may recommend the removal or suspension of the Chief Operating Officer when it would be in the best interest of the City.

Article 2.4 Committees

Section 2.4.1 Committees—Creation.

- (a) Policy development and monitoring of policy implementation for the city shall be through committees of council. Committees shall be comprised of the mayor, councilmembers and the city administrator.

The city administrator shall not be a voting member of the committee, but shall prepare and present agenda items along with supporting documentation to the mayor and all members of council for the committee's action at least forty-eight (48) hours prior to any and all committee meetings. No item may be added to the committee agenda subsequent to the forty-eight-hour timeframe without a majority vote of the voting members present at the committee meeting. Although not a voting member of the committee, the city administrator shall participate in discussions of the committee. Appropriate staff members shall attend and participate in meetings of the committees as determined by the city administrator. For purposes of this ordinance, the mayor and all councilmembers may attend, participate and vote on all committee matters. Committee meetings shall be held at least once a month as determined by such committee and no quorum shall be necessary to conduct business of the committee. Emergency/special called meetings of a committee may be called by the mayor and/or a councilmember, provided the mayor and all councilmembers are notified of the subject matter and given all relevant information pertaining to such matter at least twenty-four (24) hours prior to such meeting.

This ordinance shall not prohibit individual councilmembers, the mayor, the city administrator or the city attorney from placing items on the agenda of mayor and council.

(2008-01-01, Amended, 01/07/2008; 2007-03-03, Amended, 03/05/2007; 2003-06-12, Amended, 06/02/2003; 2003-03-03, Amended, 03/17/2003; Manual, Amended, 08/23/1999, Ordinance to define a quorum for purposes of the Open Meetings Act.)

Article 2.2 Personnel

Section 2.2.1 Classification of Employees.

City employees, other than elected officers, shall be classified as follows:

- (a) *Regular*: Hired full-time whether salary is hourly, weekly or some other pay rate;
- (b) *Temporary*: Hired to fill a temporary need for a specified period of time;
- (c) *Part-time*: Hired to work at irregular intervals on a short-term basis.

Section 2.2.2 Personnel Manual.

The employment practices of the City of Roswell shall be set forth in a document known as the City of Roswell Personnel Manual. The manual shall be maintained by the director of human resources and updated on a regular basis to reflect changes in federal, state or local law, or as needs arise. The director of human resources, the city attorney, or the city administrator, ~~or any member of the administration and Finance and Recreation and Parks Committee~~ may initiate changes to the personnel manual. ~~Substantive changes shall require the approval of mayor and council and shall be adopted by resolution.~~

(2008-01-01, Amended, 01/07/2008; 2007-03-03, Amended, 03/05/2007)

Commented [A1]: This removes the requirement that changes "shall" be approved by the mayor and council which is similar to our surrounding cities.

Section 2.2.3 Records and Reports.

The city shall keep such records and make such reports as may be required by applicable state or federal laws or regulations.

State law reference(s)—Local records to be open for personal inspection by citizenry, O.C.G.A. § 50-18-70 et seq.

Section 2.2.4 Authority to Contract for Benefits.

It shall be the policy of the City of Roswell to attract and retain a qualified workforce through the provision of a comprehensive package of benefits. To that end, the city shall be authorized to contract with benefits providers for the purpose of providing insurance, retirement, pension plans and other benefits.

~~Eligibility for benefits and the cost to employees shall be specified in the personnel manual.~~

Commented [A2]: Benefit costs aren't currently in the personnel manual. They are outlined separately each during open enrollment.

Section 2.2.5 Job Descriptions.

The city shall maintain a job specification for each of the positions authorized by this Code or otherwise authorized by city policy. Such specification shall describe the duties of the position, the qualifications necessary, licenses required, to whom such employee reports, expected salary range, and such other information as is necessary to effectively recruit for such position. Such specifications may be amended from time to time by the city administrator or mayor and council as the needs of the city warrant.

Commented [A3]: This aligns with the terminology CFO, CLO, and COO positions.

Article 2.3 Chief Administrative Officer (CAO) / City Administrator

Section 2.3.1 Creation of Office.

The position of Chief Administrative Officer, also referred to as City Administrator ~~office of city administrator~~ is hereby created.

Section 2.3.2 Appointment.

The city administrator shall be appointed by majority vote of the city council for an indefinite term to serve at the pleasure of the city council. The council shall choose ~~him~~ the candidate solely on the basis of ~~his~~

Attachment: STRIKETHROUGH - Ordinance 2.2, 2.3, 2.4 (Text Amendment to Chapter 2 – Articles 2.2, 2.3, and 2.4 (Personnel, City

~~their~~ executive and administrative qualifications, with special reference to ~~his- their~~ actual experience in or ~~his~~ ~~their~~ knowledge of the duties of ~~his- their~~ office as set forth in this article. Neither the mayor nor any council ~~member~~ shall ~~be receive such~~ appointed ~~neither as city administrator~~ during the term for which ~~he- they~~ shall have been elected nor within one (1) year after the expiration of the term.

Section 2.3.3 Removal.

The city council may remove the city administrator at any time by a majority vote of its members. The city council shall continue to pay ~~his- their~~ salary for a minimum of two (2) calendar months following removal, or as otherwise provided by contract except removal for cause or removal because of conviction of an offense involving moral turpitude.

Section 2.3.4 Powers and Duties Delegated to the City Administrator.

The city administrator shall function as the ~~Chief~~ Administrative ~~officer-Officer~~ of the city. ~~He- They~~ shall be responsible to the city council for the proper administration of affairs of the city and may head one (1) or more city departments. ~~The city administrator shall have the authority to establish and set administrative, operational, and personnel policies for the city in accordance with the provisions outlined in this ordinance.~~ To that end, ~~he- they~~ shall have the power and shall be required to:

- (a) Appoint and, when necessary for the good of the city, suspend or remove all employees of the city under ~~his- their~~ supervision except ~~department heads and~~ as otherwise provided hereinafter or by the City Charter or law. ~~He- They~~ may authorize the head of a department or office under ~~his- their~~ supervision to appoint, suspend, or remove subordinates in that department or office.
- (b) ~~Submit, whenever it is necessary to fill vacancies in department heads that are under the supervision of the city administrator, a recommendation of the qualified individual to fill the position for approval by mayor and council. The city administrator may recommend the removal or suspension of any such department head when it would be in the best interest of the city and the governing body shall give full weight to the city administrator's recommendations. All such recommendations for appointments or removals shall be based solely on the merit, qualifications, or disqualifications of the official concerned, without regard to his- their political beliefs or affiliations.~~
- (c) Prepare the budget annually for submission by the mayor to the city council, together with a message describing the important features, and be responsible for its administration after adoption.
- (d) Prepare and submit to the city council as of the end of the fiscal year, a complete report on the finances and administrative activities of the city for the preceding year.
- (e) Keep the council advised of the financial conditions and future needs of the city, and make such recommendations as ~~he- they~~ may deem desirable.
- (f) Recommend to the governing body a standard schedule of pay for all employees in the city service, including, but not limited to, minimum, intermediate and maximum rates, and administer the city's personnel program.
- (g) Recommend to the governing body from time to time adoption of such measures, as ~~he- they~~ may deem necessary and expedient for the health, safety, or welfare of the community or for the improvement of administrative services.

Commented [A4]: The intent of this change is to all the city administrator to appoint, suspend, or remove employees under their supervision INCLUDING department heads.

- (h) ~~Consolidate~~ Add, consolidate, combine, or dissolve departments when such action supports operational efficiency, reduces redundancy, or aligns with the City's strategic objectives, or combine departments with the approval of the city council.
- (i) Attend all meetings of the city council, and other official meetings, unless excused therefrom and take part in the discussion of all matters coming before the council. ~~He~~ They shall receive notice of all regular and special meetings of council and of any meetings of committees of the council.
- (j) Supervise the purchase of all materials, and equipment for which funds are provided in the budget and let contracts.
- (k) Approve issuance of development impact fee credits.
- (l) Assist the mayor and the council in seeing that all laws and ordinances are duly enforced.
- (m) Investigate the affairs of the city or any department or division thereof. Investigate all complaints in relation to matters concerning the administration of the government of the city and, in regard to service maintained by the public utilities of the city, and see that all franchises, permits and privileges granted by the city are faithfully observed.
- (n) Devote ~~his~~ their entire time except as approved by the mayor and the council to the discharge of ~~his~~ their official duties.
- (o) Assign job priorities and work schedules as necessary within the administrative service in accordance with policy established by the mayor and the council, and otherwise direct the day-to-day work routine.
- (p) Perform such other duties as may be required by the council, not inconsistent with the City Charter, law or ordinance.
- (q) The city administrator has no authority to bind the city unless specifically authorized to do so. Such authorization includes the power to sign contracts in the absence of the mayor and mayor pro-tem where time is of the essence.
- (r) The city administrator will not attend meetings as an official delegate of the city unless specifically authorized to do so by mayor or council.

Section 2.3.5 Responsibility for Routine Administrative Matters; Interference.

It is the intent of the governing body that the city administrator be responsible for the day-to-day operations of city services under ~~his~~ their supervision according to the policy determinations of the mayor and the council. To facilitate the desired high level of municipal service, members of the governing body shall not exert improper pressure upon the city administrator to hire or fire any specific person and such decisions shall be based entirely upon merit.

Section 2.3.6 Emergency Purchases and Contracts.

In case of accident, disaster, or other circumstances creating a public emergency, the city administrator may award contracts and make purchases for the purpose of meeting said emergency; however, ~~he~~ they shall file promptly with the council a certificate showing such emergency and the necessity for such action, together with an itemized account of all expenditures. The mayor and/or the city attorney shall be consulted, if possible, before any such purchase is made.

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(Supp. No. 16)

Section 2.3.7 Bond.

The city administrator shall upon request furnish a surety bond, to be approved by the council, said bond to be conditioned on the faithful performance of ~~his, their~~ duties. The premium of the bond shall be paid by the city. The amount of the bond shall be as set by the city council.

Section 2.3.8 Compensation.

The city administrator shall receive such compensation as the council shall fix from time to time.

Section 2.3.9 Vacancy.

Any vacancy in the office of city administrator shall be filled within sixty (60) days after the effective date of such vacancy, either by a permanent appointment or by an acting city administrator.

~~Sections~~ 2.3.10 Chief Legal Officer (CLO) / City Attorney.

The position of Chief Legal Officer, also referred to as City Attorney, as defined in the City Charter Ch.4.50 is hereby created. The Chief Legal Officer shall serve as the principal legal advisor to the Mayor and Council, City Administrator, and all city departments, boards, and commissions. The Chief Legal Officer shall direct and oversee all legal matters involving the City, including legal representation, contract review, litigation, claims, ordinances, and legal compliance.

~~Section, 2.3.11 Reserved, Chief Financial Officer (CFO).~~

The position of Chief Financial Officer is hereby created. The Chief Financial Officer shall serve as the City's principal officer for financial planning, budgeting, accounting, procurement, and fiscal compliance. The CFO shall ensure the financial integrity and sustainability of the City's operations in alignment with applicable laws and adopted financial policies. The CFO shall prepare and administer the annual budget, oversee financial reporting and audits, manage debt and investments, and advise the City Administrator and Mayor and Council on all financial matters. The City Administrator shall recommend a qualified individual to fill the position for approval by the Mayor and Council. The City Administrator may recommend the removal or suspension of the Chief Financial Officer when it would be in the best interest of the City.

~~Section 2.3.12 Assistant Deputy City Administrator—Generally.~~**Chief Operating Officer (COO).**

The position of Chief Operating Officer is hereby created. The Chief Operating Officer shall support the City Administrator in the day-to-day operational management of city departments, ensuring efficient delivery of services and alignment with strategic goals set by the Mayor and Council. The COO shall oversee department operations as assigned by the City Administrator, facilitate cross-departmental coordination, monitor performance against service delivery goals, and assist with strategic planning, project execution, and organizational improvement initiatives. The City Administrator shall recommend a qualified individual to fill the position for approval by the Mayor and Council. The City Administrator may recommend the removal or suspension of the Chief Operating Officer when it would be in the best interest of the City.

~~Section 2.3.13 Same—Statement of Duties.~~

~~(a) —Generally. The assistant city administrator shall be selected by the mayor or city administrator to function as the city administrator in the absence of the city administrator from the city and/or illness of the~~

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(Supp. No. 16)

city administrator. In the event the city administrator dies, resigns from office, or is removed from office, the assistant deputy city administrator will act as the city administrator until a city administrator is formally appointed and assumes the duties of the position.

~~(b) Examples of duties. The assistant city administrator shall be responsible for providing assistance to the city administrator in all phases of the city's operations. He/she:~~

Commented [A5]: Duties are outlined in job descrip

- ~~(1) Conducts assigned studies and prepares reports recommending solutions;~~
- ~~(2) Assists in the development of the annual city budget and work plan;~~
- ~~(3) Formulates administrative policies and procedures; instructs supervisory personnel on new policies, or changes existing ones;~~
- ~~(4) Attends all meetings of administrative boards, legislative boards, judicial hearings and city council meetings as directed by the mayor and/or city administrator;~~
- ~~(5) Devotes his entire time, except by approval of the mayor and council and/or city administrator, to the discharge of his official duties;~~
- ~~(6) Performs such other duties as assigned by the city administrator.~~

Section 2.3.14 Same—Appointment.

The assistant city administrator shall be recommended by the city administrator and appointed by a majority vote of the city council. The assistant city administrator will be appointed to an indefinite term to serve at the pleasure of the city council. He or she shall be chosen by the city council solely on the basis of his or her executive and administrative qualifications, with specific reference to his or her actual experience in the duties of the appointment as set forth in section 2.3.13 above.

Section 2.3.15 Same—Bond.

The assistant city administrator shall upon request furnish a surety bond, to be approved by the mayor and city council, said bond to be conditioned on the faithful performance of his or her duties. The mayor and city council shall set the amount of the bond. The bond premium will be paid for by the city. **Section 2.3.16 Same—Compensation.**

The assistant city administrator shall receive such compensation as the mayor and council shall fix from time to time by ordinance and/or resolution.

Article 2.4 Committees ~~and Departments~~

Section 2.4.1 Committees—Creation.

- (a) Policy development and monitoring of policy implementation for the city shall be through ~~three (3)~~ committees of council. ~~Each committee~~ shall be comprised of the mayor, ~~two (2)~~ councilmembers liaisons and the city administrator. ~~The mayor shall appoint councilmember liaisons for the following departments:~~

- ~~Administration and Finance~~
- ~~Community Development~~
- ~~Public Safety~~

~~Public Works
Recreation and Parks
Transportation~~

The city administrator shall not be a voting member of the committee, but shall prepare and present agenda items along with supporting documentation to the mayor and all members of council for the committee's action at least forty-eight (48) hours prior to any and all committee meetings. No item may be added to the committee agenda subsequent to the forty-eight-hour timeframe without a majority vote of the voting members present at the committee meeting. Although not a voting member of the committee, the city administrator shall participate in discussions of the committee. Appropriate staff members shall attend and participate in meetings of the committees as determined by the city administrator. For purposes of this ordinance, the mayor and all councilmembers may attend, participate and vote on all committee matters. Committee meetings shall be held at least once a month as determined by such committee and no quorum shall be necessary to conduct business of the committee. Emergency/special called meetings of a committee may be called by ~~the the mayor and/or a~~ councilmember ~~liaison for the department requiring such emergency meeting~~, provided the mayor and all councilmembers are notified of the subject matter and given all relevant information pertaining to such matter at least twenty-four (24) hours prior to such meeting. ~~The following committees are hereby created:~~

Commented [A6]: Unnecessary. The Charter already states, "The mayor shall: Appoint councilmembers to oversee and report on the functions of the various departments of the city."

- ~~(1) The Community Development and Transportation Committee which shall meet each month at a time and location set by such committee and which shall address items involving community development and transportation. The mayor, city administrator and following councilmember liaisons shall be members of this committee:~~
 - ~~(a) Community development.~~
 - ~~(b) Transportation.~~
- ~~(2) The Public Safety and Public Works Committee which shall meet each month at a time and location set by such committee and which shall address items involving public works and public safety. The mayor, city administrator and following councilmember liaisons shall be members of this committee:~~
 - ~~(a) Public works.~~
 - ~~(b) Public safety.~~
- ~~(3) The Administration and Finance and Recreation and Parks Committee which shall meet each month at a time and location set by such committee and which shall address items involving recreation and parks and administration and finance. The mayor, city administrator and following councilmember liaisons shall be members of this committee:~~
 - ~~(a) Recreation and parks.~~
 - ~~(b) Administration and finance.~~
- ~~(b) Each committee as described heretofore shall adopt such procedures and rules as it deems necessary for the efficient and orderly conduct of business, provided votes of the committee shall only be authorized for adoption of rules and procedures of the committee, including the setting of such meetings; for placement of items on a council agenda; to direct the city administrator as to policy development and/or monitoring; and for other reasons described in the City of Roswell Code of Ordinances as such ordinances~~

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(Supp. No. 16)

~~pertain to committee actions.~~ This ordinance shall not prohibit individual councilmembers, the mayor, the city administrator or the city attorney from placing items on the agenda of mayor and council.

(2008-01-01, Amended, 01/07/2008; 2007-03-03, Amended, 03/05/2007; 2003-06-12, Amended, 06/02/2003; 2003-03-03, Amended, 03/17/2003; Manual, Amended, 08/23/1999, Ordinance to define a quorum for purposes of the Open Meetings Act.)

Section 2.4.2 City Departments.

The following departments of the city are hereby established:

- (1) ~~Administration.~~
- (2) ~~Finance.~~
- (3) ~~Community development.~~
- (4) ~~Transportation.~~
- (5) ~~Public works.~~
- (6) ~~Police.~~
- (7) ~~Fire.~~
- (8) ~~Parks and recreation.~~

~~Each department shall be managed by a department head with the power and authority to act as described in this article or in that chapter of the Code specifically related to their function. Department heads shall be appointed by and work under the limited direction of the city administrator and shall be appointed by mayor and council. Each department head shall be responsible for overseeing the day to day operations of their department and shall make decisions and recommendations regarding personnel and budget matters.~~

Section 2.4.3 Director of Administration.

~~The assistant city administrator shall serve as the director of the administration department and shall provide technical leadership in city administration, personnel, building maintenance, court services operations, historic and cultural affairs and support services activities in addition to those duties and responsibilities enumerated in section 2.3.13.~~

~~(2001-11-03, Amended, 11/19/2001)~~

Section 2.4.4 Finance Director.

~~The finance director is responsible for managing, planning, directing, and maintaining the city's financial operations. Day to day work involves directing and supervising the work of personnel involved in performing the accounting, utility billing, property tax, payroll, and purchasing functions for the City of Roswell. The major duties and responsibilities of this position include but are not limited to providing technical leadership in budgeting, overseeing and directing investment opportunities and debt administration, as well as insuring proper record retention policies are strictly followed. The finance director may also serve as the city treasurer.~~

Section 2.4.5 Director of Community Development.

~~The director of community development oversees the operations of the city's comprehensive community development and planning activities. Work involves insuring compliance with development regulations and zoning ordinances, interpreting rules and regulations governing departmental operations, and directing all planning, zoning, engineering and inspections, code enforcement, and economic development. The major duties and responsibilities include but are not limited to the following:~~

Commented [A7]: Unnecessary. These positions all detailed job descriptions.

- ~~Reviews, analyzes and interprets data related to comprehensive planning matters; directs the development of comprehensive land use plans in compliance with overall goals and objectives of the city; interprets, adopts and ensures compliance of the comprehensive plan and community development work with applicable laws and ordinances.~~
- ~~Reviews, analyzes and interprets data related to development activities; administers and enforces all development rules and ordinances; reviews applications, plats and site plans for compliance with applicable codes; negotiates issues and resolves problems with citizens, developers, builders, contractors, government officials; directs and monitors on-site inspections on an as needed basis.~~
- ~~Provides guidance and technical assistance on economic development, planning, zoning, land development, inspections and interpretation/application of applicable codes and ordinances to subordinates, city employees, city officials, appointed boards, property owners, contractors, developers and the general public.~~
- ~~Shall serve as zoning director unless someone else is appointed by mayor and council.~~

~~(2001-11-03, Amended, 11/19/2001)~~

Section 2.4.6 Zoning Director.

~~There is hereby created the position of zoning director who shall assist the director of community development and assume authority for planning, zoning, development permitting, engineering, code enforcement and business licensing activities in the City of Roswell. The zoning director shall perform all duties of the office described in the city's personnel manual and those set forth in the Unified Development Code (UDC) of the City of Roswell. In particular the zoning director shall serve as liaison to each of the city's boards and commissions and shall make recommendations on behalf of staff in Rezoning applications and review of preliminary plats.~~

~~(Ord. No. 2014-02-03, § 1, Amended, 2/24/2014)~~

Section 2.4.7 Director of Transportation.

~~The director of transportation is responsible for planning, prioritizing and managing department operations in the areas of street construction and maintenance, traffic management and control, roadway design, community development, transportation and urban planning. The work requires the development of strategies and programs to improve traffic operations and flow in the city while protecting the integrity of neighborhoods and historic areas. Duties also include serving as liaison to regional, state and federal governmental agencies, the business and civic community, and the general public.~~

Section 2.4.8 Director of Public Works.

~~The director of public works directs and supervises the work of personnel involved in the areas of sanitation, fleet maintenance, water treatment, water distribution, and environmental programs. The director oversees compliance with state and federal regulations, and initiates programs designed to protect the city's stormwater detention and stormwater management systems. This position is also charged with insuring that city services are provided responsibly.~~

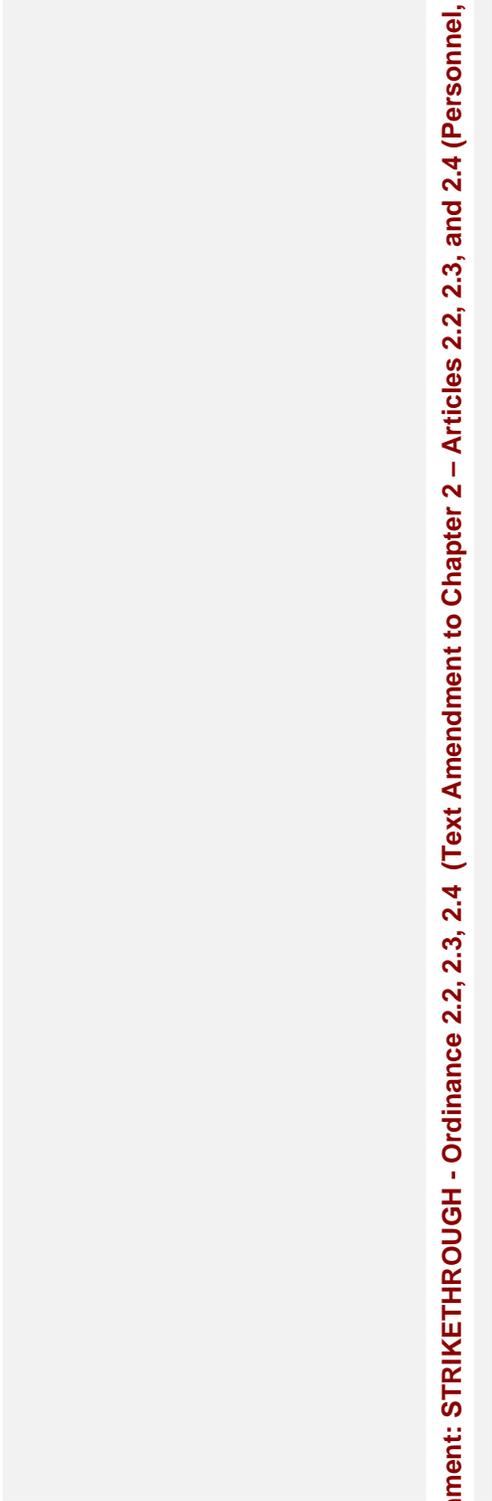
Section 2.4.9 Director of Recreation and Parks.

~~The primary responsibility in this position is for the support of the recreation commission's policy, and in directing and implementing the master plan for a dynamic city recreation and parks complex. The director~~

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(Supp. No. 16)

~~manages and disburses the recreation activity fund and oversees the efficient operation and maintenance of all the City of Roswell's parks and recreation facilities.~~



Attachment: STRIKETHROUGH - Ordinance 2.2, 2.3, 2.4 (Text Amendment to Chapter 2 – Articles 2.2, 2.3, and 2.4 (Personnel, City

Amendments to Code of Ordinances

Article 2.2 (Personnel)

Article 2.3 (City Administrator)

Article 2.4 (Committees & Departments)

Presented by Dr. Joe Pennino, Deputy City Administrator and Senior Vice President

Committees of Council Meeting

Tuesday, April 29, 2025



OVERVIEW

Key Improvements:

- **Clarifies Roles:** Defines executive and legislative responsibilities, streamlining internal processes.
- **Modernizes Language:** Adopts contemporary terminology and structure.
- Reduces ordinance length by ~three pages.
- **Aligns Regionally:** Reflects governance models in Milton, Johns Creek, and Sandy Springs.
- **Strengthens Innovation:** Further advances Roswell's reputation for modern, efficient government.
- **Empowers Staff:** Enables professional staff to execute on behalf of businesses and residents for faster, better service.
- **Preserves Oversight:** Mayor and Council retain authority over key appointments and policy direction.



Article 2.2 — Personnel

- **Personnel Manual Oversight:**

- Removed requirement that substantive changes be approved by resolution of Mayor and Council.
- HR Director, City Attorney, or City Administrator can initiate changes, providing flexibility and reducing procedural delays.

- **Administrative Simplification:**

- Language updates reflect the ability to revise based on operational needs, not just legal compliance.
- References to benefit eligibility and cost details have been removed from ordinance text, delegating those details to internal administrative policy.



Article 2.3 — City Administrator

- **Role Expansion:**

- The City Administrator now has the authority to establish administrative, operational, and personnel policies.
- Gains authority to appoint, suspend, or remove department heads—an authority aligned with city manager roles in peer cities.
- May add, consolidate, or dissolve departments to enhance efficiency.

- **New Executive Positions Created:**

- **Chief Financial Officer** and **Chief Operating Officer** roles are added to support executive oversight and strategic administration.
- Addition of **Chief Administrative Officer** and **Chief Legal Officer** titles.
- Each is appointed and subject to approval by Mayor and Council.



Article 2.4 — Committees and Departments

- **Structural Streamlining:**
 - The new language better reflects current processes.
 - Specific City Council committee structures and department definitions (sections 2.4.2 – 2.4.9) are removed to reduce rigidity and align with Charter.
 - Committee processes are simplified to allow broader participation and scheduling flexibility.
- **Preserved Oversight via Charter:**
 - Although ordinance-level committee and department oversight language is removed, **the City Charter retains the Mayor’s authority to appoint councilmembers to oversee departmental functions** (Section Ch.3.90[9]), ensuring continued legislative visibility and accountability.



Mayor's Top Priorities for 2025

	STRATEGIC PRIORITY	SENIOR VICE PRESIDENT	COUNCIL LIAISON
	Slow Down in Roswell	Sharon Izzo	David Johnson
	Eradicate Human Trafficking	Chief James Conroy	Lee Hills
	Revitalize Brand & UDC Standards	Jeff Leatherman	Lee Hills
	Transformational Economic Development	Jeff Leatherman	Allen Sells
	Exceptional Infrastructure Projects: Parks	Sharon Izzo	Will Morthland
	Exceptional Infrastructure Projects: All Other CIP	Sharon Izzo	Sarah Beeson
	Generate New Revenue Streams	Bill Godshall	Allen Sells
	Transition Strategic Plan to 3-Year Business Plan	Joe Pennino	Christine Hall
	Improve Residents' & Businesses' Experience	Jeff Leatherman	Lee Hills
	Elevate Communications & Special Events	Joe Pennino	Sarah Beeson
	Centralize & Consolidate Financial Services	Bill Godshall	Will Morthland

Attachment: Presentation - 4-29-2025 - Ordinance Amendments (Personnel, City Admin,

Article 2.4 — Committees and Departments (continued)

New Council Liaison Structure Aligns with City Priorities



PREVIOUS Department-Based Structure

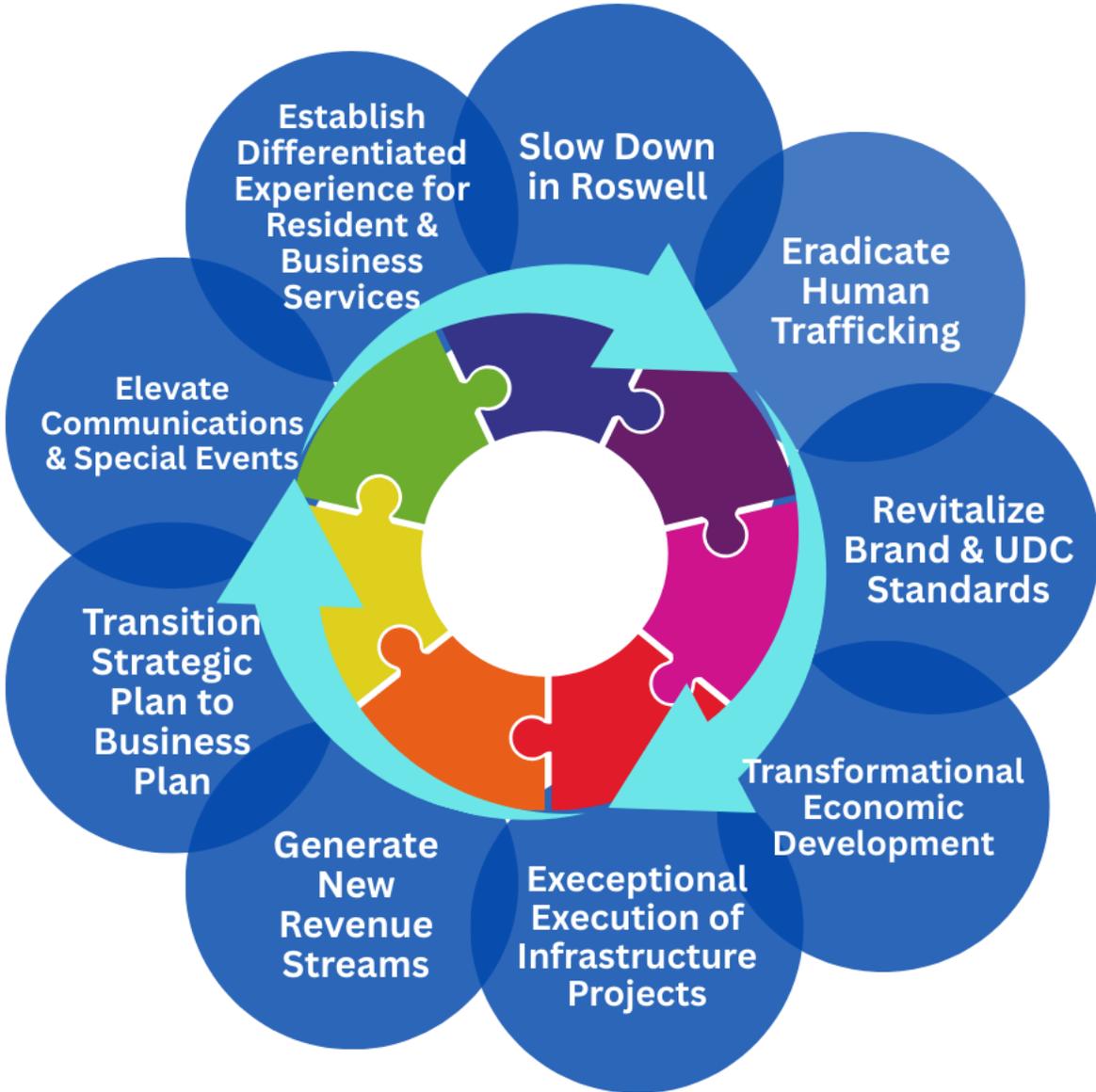
- City Councilmember assigned to each department.
- Working primarily with department director.
- Limitations of rigid structure contributes to working in silos.
- No direct connection to City's larger strategic priorities.



NEW Priority-Based Structure

- City Councilmember assigned to each strategic priority to ensure organizational and policy alignment across multiple departments to eradicate silos.
- Working with members of the OLT and SVP, who have strategic oversight and direct connection with Mayor and Council.

Article 2.4 — Committees and Departments (continued)



Benefits of NEW Liaison Structure

- Collaborate with senior staff (COO/CFO and designated SVPs) to ensure successful delivery of the top strategic priorities.
- Provide strategic advisement and alignment and organizational objectives.
- Action vs. Passive.
- Advocate for initiatives and overcome challenges.
- Collaborate with SVPs to establish regular communication process with key stakeholders:
 - Periodic updates to Mayor
 - Quarterly updates to Mayor and Council

Attachment: Presentation - 4-29-2025 - Ordinance Amendments (Personnel, City Admin,

Conclusion

Service Excellence:

- Modernizes internal structures to eliminate procedural delays and improve responsiveness to residents and businesses.
- Streamlines approvals and clarifies operational authority to support timely, coordinated service delivery.

Innovation

- Empowers professional staff with clear, delegated responsibilities to drive performance and eliminate structural inefficiencies.
- Aligns internal governance with modern municipal management standards to support continuous improvement.

Preserves Accountability

- Maintains Council's authority over executive appointments, budgeting, and major policy decisions.

Strengthens Financial Stewardship

- 5–15% of local government budgets are commonly lost to inefficient internal processes.
- Up to 20% of administrative costs can be reduced through streamlined governance and clarified operational roles.
- Modernized structures enhance efficiency, responsiveness, and long-term cost savings.



Sources: Deloitte Center for Government Insights; Deloitte Global Cost Survey; National Association of Counties; ICMA Best Practices

————— *Thank you!* —————
Questions?





City of Roswell
Committees of Council
AGENDA ITEM REPORT

ID # - 9782

MEETING DATE: April 29, 2025
DEPARTMENT: Environmental/Public Works
ITEM TYPE: Agenda Vote

Consideration to award a contract with Seegreen Services LLC for Semi-Automated Residential Household Garbage Containers in the amount of \$143,600

Action Required:

Agenda Vote

Description:

The purpose of the project is to source, store, and maintain City owned Semi-Automated Residential Household Garbage Containers for 26,000 residential Environmental/Public Works customers. This is a Firm Fixed Unit Price, multi-year contract with economic price adjustment. The contract has a potential term of 5 years, including renewal options.

The City of Roswell advertised ITB #25-100-T on March 12, 2025 for Semi-Automated Residential Household Garbage Containers on the City of Roswell website and posted on the Georgia Procurement Registry. Posting to the City's website resulted in notice being sent to 23 industry targeted potential bidders. An Addenda was issued during the solicitation to respond to 5 questions.

On April 10, 2025, two (2) bids were received. The apparent lowest bidder, Seegreen Services LLC, was found responsive and responsible to perform the work in the amount of \$143,600.

Financial Impact:

Funding is available within the Solid Waste Fund Operating budget.

Comments:

See Attached



To: Brian Watson, Environmental/Public Works Director
 From: Tyra Little, Procurement Manager
 Subject: ITB 25-100-T Semi Automated Residential Household Garbage Containers
 Date: April 11, 2025

Procurement Memo for ITB 25-100-T Semi-Automated Residential Household Garbage Containers

The Invitation to Bid Semi-Automated Residential Household Garbage. The project was released on BonFire by the Procurement Department on March 12, 2025.

Vendors were advised by the Invitation to March 12, 2025, to submit all questions to Procurement by March 24, 2025. In total five (5) questions were received. Individual vendors were emailed directly based on emails provided by the Environmental/Public Works Department. The Bid opening date was Thursday, April 10, 2025, at 2:00 p.m. via Microsoft Teams. A total of twenty-three (23) document takers retrieved the Invitation to Bid within BonFire.

The two (2) vendors named below submitted to **ITB 25-100-T Semi-Automated Residential Household Garbage Containers**. The specific vendors provided required Procurement documents, Pricing, E-Verify, and Subcontractors.

Vendor Seegreen Services is the awarded vendor based on being the lowest, most qualified, responsive, and responsible bidder.

Supplier	Date Submitted	Total Bid
Duramax Holdings LLC, dba Otto Environmental Systems	April 9, 2025,	\$236,400.00
Seegreen Services	April 9, 2025,	\$143,600.00

Attachment: Procurement Memo (Residential Garbage Can Storage and Replacement)



City of Roswell
Committees of Council
AGENDA ITEM REPORT

ID # - 9796

MEETING DATE: April 29, 2025

DEPARTMENT: Fire

ITEM TYPE: Agenda Vote

Consideration of Qwake C-THRU Technology Pioneer Program and a Budget Amendment to fund the program.

Action Required:

Agenda Vote

Description:

In alignment with the City of Roswell's strategic focus on best-in-class safety and operational excellence, the Roswell Fire Department has been selected as one of only ten agencies nationwide to participate in Qwake Technologies exclusive C-THRU Pioneer Program. This prestigious and unique opportunity places Roswell at the forefront of evaluating and shaping the future of firefighter safety and performance through cutting-edge augmented reality.

The C-THRU platform is the first fully integrated system designed to meet the demands of modern fire ground operations. It significantly enhances safety, situational awareness, coordination, and speed of execution.

As a Pioneer Department, Roswell will contribute to national-level evaluation, provide direct feedback to developers, and help shape deployment strategies for departments across the country. Participation aligns with our continued commitment to innovation, safety, and service excellence. The Pioneer Program is a three year program and includes the following:

- 16 C-THRU Navigator helmet-mounted augmented reality systems.
- 6 additional Power Modules.
- 4 C-THRU Command Consoles for real-time video communication.
- 1 Pioneer-16 Accessory Kit (helmets, storage, and charging equipment).

We are proud to represent our community and the fire service in this groundbreaking initiative.

Agenda Item (ID # 9796)**Financial Impact:**

If approved, a budget amendment will set up funding in the Capital Projects Fund for first year cost. The technology in two and three of the three year agreement will be requested with Information Technology in FY 2026 and 2027. Funding in the amount of \$171,000 would be transferred from an existing Project into project 50030 for Fire Qwake Project.

Requesting approval for funding to participate in the Qwake Technologies C-THRU Pioneer Program at a **total cost of \$298,600**

The total includes but is not limited to the technical support and connectivity costs associated and needed for the technology in the three year agreement. **First year cost would be \$171,000. Second and third year cost would be \$63,800 each year.**

Comments:

See attached

Public Safety – Fire Qwake C-THRU



Qwake Technologies

C-THRU Augmented Reality

- July 1, 2024 the Department of Homeland Security (DHS) Science and Technology Directorate (S&T) announced that interested fire departments across the country can apply to test an innovative new fire safety tool.
- According to FEMA there are 27,068 fire departments listed with the National Fire Department Registry.
- The Roswell Fire Department was one of approximately 80 departments selected for this program.
- In 2025, Qwake developed a Pioneer Program for ten progressive and innovative fire departments. Roswell was one of the ten nationwide.



C-THRU



Attachment: Qwake Final (Qwake C-THRU Technology)

Qwake Technologies Hardware

- 16 C-THRU Navigator helmet-mounted augmented reality systems.
- 6 additional Power Modules.
- 4 C-THRU Command Consoles for real-time video communication.
- 1 Pioneer-16 Accessory Kit (helmets, storage, and charging equipment).
- QwakeConnect cellular connectivity, software updates, and support for all devices.



Contract Cost

- First Year Cost
 - Hardware and Helmets
 - \$171,000
 - Budget Amendment to set up funding
- Second and Third year
 - Software and Support
 - \$63,800 Annually
 - FY2026 and FY2027 Budget Request



Qwake Technologies

C-THRU Augmented Reality

Pricing Protections

- Qwake will ensure that the price of future units purchased under this contract or on first renewal contract, if renewed, will not exceed the lowest unit price of any US agency during the contract period(s)
- If the units are not declared operational by the first anniversary of the contract, the year 2 software and support charges shall be waived for each month of delay. This will NOT extend the original term of the agreement.

Total Contract Value: \$298,000 based on Pioneer Program.



QUESTIONS





City of Roswell
Committees of Council
AGENDA ITEM REPORT

ID # - 9729

MEETING DATE: April 29, 2025
DEPARTMENT: Transportation
ITEM TYPE: Agenda Vote

Consideration to execute a Supplemental Project Framework Agreement (SPFA) with the Georgia Department of Transportation (GDOT) for the SR 9 Historic Gateway Project and accept funding in the amount of \$3,500,000.00

Action Required:

Agenda Vote

Description:

City of Roswell Transportation staff made a request to the Georgia Department of Transportation (GDOT) for additional engineering funds needed to complete the design of the SR 9 Historic Gateway Project (GDOT PI 721010-). GDOT was able to meet the request and award Roswell \$3,500,000.00 in funding towards the engineering of the Historic Gateway project. A Supplemental Project Framework Agreement (SPFA) is needed to recognize the additional funding allocations on this project. The GDOT will reimburse the City for money spent on the engineering phase up to \$3,500,000.00.

Staff recommends approving the SPFA, which will assist in funding final design contract modifications for WSP USA, Inc. to keep this project on schedule to be let for construction in FY2028

Financial Impact:

Upon approval of the agreement, a budget amendment will set up funding in the Federal Grant Fund Org-22142200 and Project 98303 (Historic Gateway GDOT SPFA) with Revenue and Expenditures in the amount of \$3,500,000.

Comments:

See Attached



Russell R. McMurry, P.E., Commissioner
 One Georgia Center
 600 West Peachtree Street, NW
 Atlanta, GA 30308
 (404) 631-1000 Main Office

DRAFT COPY

February 18, 2025

PI No. 721010-, Fulton County
 SR 9 FROM SR 120 TO CHATTAHOOCHEE RIVER IN ROSWELL

The Honorable Kurt Wilson
 Mayor, City of Roswell
 38 Hill Street
 Suite 115
 Roswell, GA 30075
 Attn: Darrell DeJean, Sr. Transportation Engineer

Subject: **Supplemental Project Framework Agreement No. 01**

Dear Mayor Wilson,

Attached is a Supplemental Agreement #01 to the original Project Framework Agreement (PFA) detailing Preliminary Engineering commitments for the above-referenced project.

Please review the attached agreement and if satisfactory execute the agreement within the Contract Authorization Tracking System (CATS) using the DocuSign® electronic signature system. City of Roswell will be sent an electronic copy of the fully executed agreement for your project file. As mentioned in the original PFA, additional Specific Activity Agreements for Right of Way, Utility Relocation, and Construction will be sent at the appropriate time, if required.

If you have any questions about items contained in this agreement, please contact the Department's Project Manager, Iheanachor Njoku, at (404) 640-1748.

Sincerely,

Kimberly W. Nesbitt
 State Program Delivery Administrator

KWN:CAR:OEA:IUN
 Attachment

cc: Curt Thompson, State Transportation Board Member, Congressional District 07
 Albert Shelby III, Director of Program Delivery
 Paul Denard District 7 Engineer
 Landon Perry, District 7 Preconstruction Manager
 Joshua Higgins, District 7 Planning & Programming Liaison

DRAFT COPY

SUPPLEMENTAL AGREEMENT NO. 01
To the PROJECT FRAMEWORK AGREEMENT
By And Between
GEORGIA DEPARTMENT OF
TRANSPORTATION
And
City of Roswell

Please indicate which Catalog of Federal Domestic Assistance Number (CFDA) applies to this agreement (Check only one):

- CFDA # 20.205 - Highway Planning and Construction
 CFDA # 20.219 - Recreational Trails Program
 Not Applicable – 100% State Programmed Funds

This Supplemental Agreement No. 01 to the Project Framework Agreement, (“Supplemental Agreement No. 01), is made and entered into on this _____ (“Effective Date”), by and between the GEORGIA DEPARTMENT OF TRANSPORTATION, an agency of the State of Georgia, hereinafter called the "DEPARTMENT", and City of Roswell, GEORGIA, hereinafter called the "SPONSOR.”

WHEREAS, the DEPARTMENT and the SPONSOR entered into a Project Framework Agreement dated, March 26, 2018 for Contract ID: 48400-425-IGOPD1801028 hereinafter called the “ORIGINAL AGREEMENT”, for the purpose of having the SPONSOR reimbursed federal funds for PI # 721010-, (SR 9 FROM SR 120 TO CHATTAHOOCHEE RIVER IN ROSWELL) (Corridor widening and improvement to SR 9) such work hereinafter called the “PROJECT”, and

WHEREAS the DEPARTMENT and the SPONSOR agree that additional funds are needed to complete preconstruction engineering (design) activities, hereinafter referred to as “PE”.

NOW, THEREFORE, THE PARTIES mutually agree that for and in consideration of the mutual benefits to flow from each to the other the ORIGINAL AGREEMENT, shall be modified as follows:

1. The following attachments appended to this Supplemental Agreement No. 1 are hereby incorporated by reference into and made part of the ORIGINAL AGREEMENT, and shall have the same force and effect as if set forth in full therein:

Attachment 1 Budget Estimate

Attachment 2 - Certificate of Compliance with Annual Immigration Reporting Requirements/No Sanctuary Policy/Federal Law Enforcement Cooperation

3. Except as modified, changed or amended, all terms and conditions of the ORIGINAL AGREEMENT, shall remain in full effect.

4. The ORIGINAL AGREEMENT, as amended, constitutes the full, complete and entire understanding between the parties.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.
SIGNATURES ARE ON THE FOLLOWING PAGE.

Attachment: PI 721010_SPFA_01_Draft Copy (Historic Gateway GDOT Agreement)

IN WITNESS WHEREOF, said parties have hereunto set their hands and affixed their seals the day and year above first written.

GEORGIA DEPARTMENT OF TRANSPORTATION

CITY OF ROSWELL, GEORGIA

By: _____
Commissioner

By: _____ (Seal)
Mayor Kurt Wilson

Attest:

Signed, sealed and delivered this

Treasurer

in the presence of:

Notary Public (Notary Seal)
Name: _____
Title: _____

This Agreement, approved by
City of Roswell , on _____(date)

Attest:

Name and Title

Federal Employer Identification
Number:

Attachment: PI 721010_ SPFA_01_Draft Copy (Historic Gateway GDOT Agreement)

**Attachment 1
BUDGET ESTIMATE**

Original Project Framework Agreement (PFA) Amount

:	
SA Federal Share:	\$800,000.00
SA State Share:	\$0,000,000.00
SA Local Share:	\$2,100,000.00
Total SA Amount:	\$2,900,000.00
Total SA Eligible for Reimbursement:	\$2,900,000.00

Supplemental Agreement (SA) No. 01 Amount

SA Federal Share:	\$2,800,000 .00
SA State Share:	\$700,000.00
SA Local Share:	\$ 000,000.00
Total SA Amount:	\$3,500,000.00
Total SA Eligible for Reimbursement:	\$3,500,000.00

**Composite Contract Totals
(Original Contract + Supplemental Agreement No.1)**

Composite Contract Federal Share:	\$3,600,000.00
Composite Contract State Share:	\$ 700,000.00
Composite Contract Local Share:	\$ 2,100,000.00
Composite Total Contract Amount:	\$ 6,400,000.00
Composite Total Eligible for Reimbursement:	\$ 6,400,000.00

Attachment 2
CERTIFICATION OF COMPLIANCE WITH
ANNUAL IMMIGRATION REPORTING REQUIREMENTS/
NO SANCTUARY POLICY/FEDERAL LAW ENFORCEMENT COOPERATION

By executing this document, the undersigned duly authorized representative of the SPONSOR certifies that the SPONSOR:

- 1) has filed a compliant Annual Immigration Compliance Report with the Georgia Department of Audits & Accounts (“GDA&A”) for the preceding calendar year required by O.C.G.A. § 50-36-4(b) or has been issued a written exemption from GDA&A from doing so.
- 2) has not enacted a “Sanctuary Policy” in violation of O.C.G.A. § 36-80-23(b); and,
- 3) is in compliance with O.C.G.A. §§ 35-1-17 *et seq.* regarding its obligation to cooperate with federal immigration enforcement authorities to deter the presence of criminal illegal aliens.

As an ongoing condition to receiving funding from the Georgia Department of Transportation, the SPONSOR shall continue to remain fully compliant with O.C.G.A. §§ 50-36-4, 36-80-23 and 35-1-17 *et seq.* for the duration of time the subject agreement is in effect.

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent

Date

Attachment: PI 721010_SPFA_01_Draft Copy (Historic Gateway GDOT Agreement)

Transportation Committee Meeting

April 29, 2025



Consideration to execute a Supplemental Project Framework Agreement (SPFA) with the Georgia Department of Transportation (GDOT) for the SR 9 Historic Gateway Project and accept funding in the amount of \$3,500,000.00.

Action: Agenda Vote



SPFA with GDOT for the Historic Gateway Project

Description:

- Staff requested additional engineering funds from the Georgia Department of Transportation (GDOT) to complete the design of the SR 9 Historic Gateway project
- GDOT agreed and has awarded \$3,500,000.00 in funding towards the engineering of the project
- A Supplemental Project Framework Agreement (SPFA) is needed to recognize the additional funding allocations on this project.
- GDOT will reimburse the City for money spent on the engineering phase up to \$3,500,000.00

SPFA with GDOT for the Historic Gateway Project

Staff Recommendation

- Staff recommends approving the SPFA

Financial Impact:

- This item triggers no financial impact to the City



Questions?





City of Roswell
Committees of Council
AGENDA ITEM REPORT

ID # - 9730

MEETING DATE: April 29, 2025
DEPARTMENT: Transportation
ITEM TYPE: Agenda Vote

Consideration for the Mayor and/or City Administrator to authorize contract amendments in an amount not to exceed \$1,500,000.00 with WSP USA, Inc. for the Historic Gateway project

Action Required:

Agenda Vote

Description:

WSP USA, Inc. is the City's design consultant for the SR 9 Historic Gateway project. Contract amendments will be needed for WSP to develop the final construction plans for the Historic Gateway project. The contract amendments will be done on an as needed basis with an amount not to exceed \$1,500,000.00 for each amendment.

Staff recommends approval of this item in order to advance the design of the Historic Gateway project.

Financial Impact:

Funding in the amount of \$1,500,000 is available within the Federal Grant Fund Org-22142200 and Project 98303 (Historic Gateway GDOT SPFA).

Comments:

See attached

Consideration for the Mayor and/or City Administrator to authorize contract amendments in an amount not to exceed \$1,500,000.00 with WSP USA, Inc. for the Historic Gateway project.

Action: Agenda Vote



Historic Gateway Project Contract Amendments

Description:

- WSP USA, Inc. is the City's design consultant for the SR 9 Historic Gateway project.
- Contract amendments will be needed for WSP to develop the final construction plans for the Historic Gateway project.
- The contract amendments will be done on an as needed basis with an amount not to exceed \$1,500,000.00 for each amendment.

Historic Gateway Project Contract Amendments

Staff Recommendation

- Staff recommends approval of the item in order to advance the design of the Historic Gateway Project

Financial Impact:

- Funding is available in the Historic Gateway project accounts 90006 and 98004





City of Roswell
Committees of Council
AGENDA ITEM REPORT

ID # - 9731

MEETING DATE: April 29, 2025
DEPARTMENT: Transportation
ITEM TYPE: Agenda Vote

Consideration to approve a Memorandum of Agreement (MOA) between the Federal Highway Administration (FHWA), Georgia Department of Transportation (GDOT), Georgia State Historic Preservation Office (GA SHPO), Chattahoochee River National Recreation Area (CRNRA), and the City of Roswell regarding cultural resources as a part of the Historic Gateway Project

Action Required:
 Agenda Vote

Description:

In order to comply with National Environmental Policy Act (NEPA) regulations and Section 106 of the National Historic Preservation Act (NHPA), the Historic Gateway project requires a Memorandum of Agreement (MOA) with the Federal Highway Administration (FHWA), Georgia Department of Transportation (GDOT), Georgia State Historic Preservation Officer (GA SHPO), Chattahoochee River National Recreation Area (CRNRA), and the City of Roswell. The MOA indicates responsibility for commitments required to minimize and mitigate adverse effects to the Roswell Historic District as identified through the Section 106 process.

The Section 106 process requires consideration be given to the effects and the minimization of harm to historic resources (historic and archaeological) that are listed in or eligible for listing in the National Register of Historic Places (NR). For the Historic Gateway project, impacts to the Ivy Mill archaeological site, the tree canopy along South Atlanta Street (SR9), and the stone retaining wall and steps at 373 South Atlanta Street cannot be avoided, resulting in necessary mitigation.

The MOA was Previously approved at the June 26, 2019 Mayor and Council meeting (Item # 5555). Since 2019, there have been minor changes made to the MOA resulting in the need to execute the MOA again.

Agenda Item (ID # 9731)

The execution of this MOA allows the NEPA process for Historic Gateway to continue advancing forward.

Financial Impact:

There is no immediate financial impact or cost to City per the signing of this document.

Comments:

See attached

Consideration to approve an updated Memorandum of Agreement (MOA) as a part of the Historic Gateway Project.

Action: Agenda Vote



Historic Gateway Project MOA

Description:

- The MOA was Previously approved at the June 26, 2019 Mayor and Council meeting (Item # 5555).
- Since 2019, the Chattahoochee River National Recreation Area (CRNRA) requested to be a signatory in 2025 on the MOA and have signed the updated MOA
- In order to comply with National Environmental Policy Act (NEPA) regulations and Section 106 of the National Historic Preservation Act (NHPA), the Historic Gateway project requires a Memorandum of Agreement (MOA) with Federal Highway Administration (FHWA), Georgia Department of Transportation (GDOT), Georgia State Historic Preservation Officer (GA SHPO), Chattahoochee River National Recreation Area (CRNRA), and the City of Roswell.
- The MOA indicates responsibility for commitments required to minimize and mitigate adverse effects to the Roswell Historic District as identified through the Section 106 process

Historic Gateway Project MOA

Staff Recommendation

- Staff recommends approval of signing the updated MOA

Financial Impact:

- This item triggers no financial impact to the City



Questions?





City of Roswell
Committees of Council
AGENDA ITEM REPORT

ID # - 9787

MEETING DATE: April 29, 2025
DEPARTMENT: Transportation
ITEM TYPE: Agenda Vote

Consideration of a resolution to submit a Local Road Assistance Administration (LRA) project list for FY 2025 to the Georgia Department of Transportation (GDOT) and to accept the LRA funds for \$1,244,917.95 from GDOT and process subsequent budget amendment.

Action Required:

Agenda Vote

Description:

The Georgia Department of Transportation (GDOT) has announced that the Governor's office and state legislature included funds in the state's amended fiscal year 2025 budget for Local Road Assistance Administration (LRA). The City of Roswell formula amount for this grant is \$1,244,917.95 and will not require a local match.

LRA funds are available for projects in the same way as the Local Maintenance and Improvement Grant (LMIG) program and may be used for any transportation project that is typically eligible for the state motor fuel sales tax. The City of Roswell has traditionally used its LMIG allotment for resurfacing roads. The City of Roswell has applied and received the FY 2025 LMIG funds for resurfacing work previously approved by the Mayor and Council, the LRA funds are in addition to the previously received LMIG funds.

Staff recommends that the Mayor and Council authorize the Mayor to sign the LRA application to submit to GDOT so that the City may receive and accept the new LRA funding via a budget amendment. Staff also recommends these funds be used to pursue the resurfacing of additional streets on the road lists that were previously approved at the February 12, 2024 Mayor and Council meeting.

Agenda Item (ID # 9787)**Financial Impact:**

Once the grant is accepted, the City will accept the state funds in the amount of \$1,244,917.95 from GDOT and a budget amendment will set up the revenues and expenses in Project 91032 (LRA Resurfacing SFY2025).

Comments:

See Attached

STATE OF GEORGIA
COUNTY OF FULTON

May ____, 2025

**RESOLUTION TO SUBMIT A 2024 LOCAL ROAD ASSISTANCE ADMINISTRATION
GRANT (LRA) APPLICATION AND TO ACCEPT THE LRA FUNDS IN THE AMOUNT
OF \$1,244,917.95**

WHEREAS, at the regular meeting of the Mayor and Council of Roswell, Georgia, held on the 12th of May, 2025, a motion was made and duly seconded that the City of Roswell, Georgia agrees to submit a 2025 Local Road Assistance Administration Grant (LRA) application for consideration by the Georgia Department of Transportation (GDOT); and

WHEREAS, the City of Roswell is seeking State LRA funding for paving and bridge maintenance; and

WHEREAS, the City of Roswell will accept the funds of \$1,244,917.95 received from the GDOT once the application is accepted; and

WHEREAS, the City of Roswell Finance Department is authorized to do a budget amendment to accept the funds from GDOT once the application is accepted to receive funds; and

WHEREAS, the Roswell Transportation Department will be responsible for the implementation, management, reporting and close-out of the grant project:

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roswell that the Mayor of Roswell and/or the City Administrator are authorized to execute this grant application and any subsequent documents necessary to apply and accept for the grant funds, this the ____ of May, 2025.

Attest:

Kurt M. Wilson, Mayor

, City Clerk
(Seal)

Attachment: Resolution- 2025 LRA Acceptance (GDOT LRA Application & Acceptance)

Consideration of a resolution to submit a Local Road Assistance Administration (LRA) project list for FY 2025 to the Georgia Department of Transportation (GDOT) and to accept the LRA funds for \$1,244,917.95 from GDOT and process subsequent budget amendment.

Action: Agenda Vote



Local Road Assistance Administration (LRA) project list

Description:

- The Governor's office and state legislature included funds in the state's amended fiscal year 2025 budget for Local Road Assistance Administration (LRA).
- The City of Roswell formula amount for this grant is \$1,244,917.95 and will not require a local match.
- LRA funds are available for projects in the same way as LMIG funds and may be used for any transportation project that is typically eligible for the state motor fuel sales tax.
- The City of Roswell has traditionally used its LMIG allotment for resurfacing roads.
- The City of Roswell has applied and received the FY 2025 LMIG funds for resurfacing work previously approved by the Mayor and Council, the LRA funds are in addition to the previously received LMIG funds.

Local Road Assistance Administration (LRA) project list

Staff Recommendation

- Staff recommends that the Mayor and Council authorize the Mayor to sign the LRA application to submit to GDOT so that the City may receive and accept the new LRA funding via a budget amendment.
- Staff also recommends these funds be used to fund the Green Street activation project and to pursue citywide resurfacing.

Financial Impact:

- Once the grant is accepted, the City will accept the state funds in the amount of \$1,244,917.95 from GDOT.
- A budget amendment will be needed to accept the funds and establish the grant budget.



Questions?





City of Roswell
Committees of Council
AGENDA ITEM REPORT

ID # - 9788

MEETING DATE: April 29, 2025
DEPARTMENT: Transportation
ITEM TYPE: Agenda Vote

Consideration to award the FY 2025 Road Resurfacing Contract

Action Required:

Agenda Vote

Description:

Consideration to award the FY 2025 Road Resurfacing Contract

Financial Impact:

Funding in the amount of \$4,065,986.10 is available from the following accounts:
 LMIG State Funds in Org-33542200, Object-522205, and Project-91031: \$1,014,741.66
 LRA Grant Funds in Org-33542200, Object-522205, and Project-91032: \$1,244,917.95
 Capital Projects Fund in Org-35042200, Object-522205, and Project-90001:
 \$1,806,326.49

Comments:

See attached

Consideration to award the FY 2025 Road Resurfacing Contract

Action: Agenda Vote



FY 2025 Road Resurfacing Contract

Description:

- Ten bids for the road resurfacing contract were submitted by the deadline on April 17th
 - Vertical Earth is the low bidder at \$4,065,986.10
 - Advertised road list included all available local and LMIG funding
- The list of roads to be resurfaced was approved by Mayor and Council in December 202

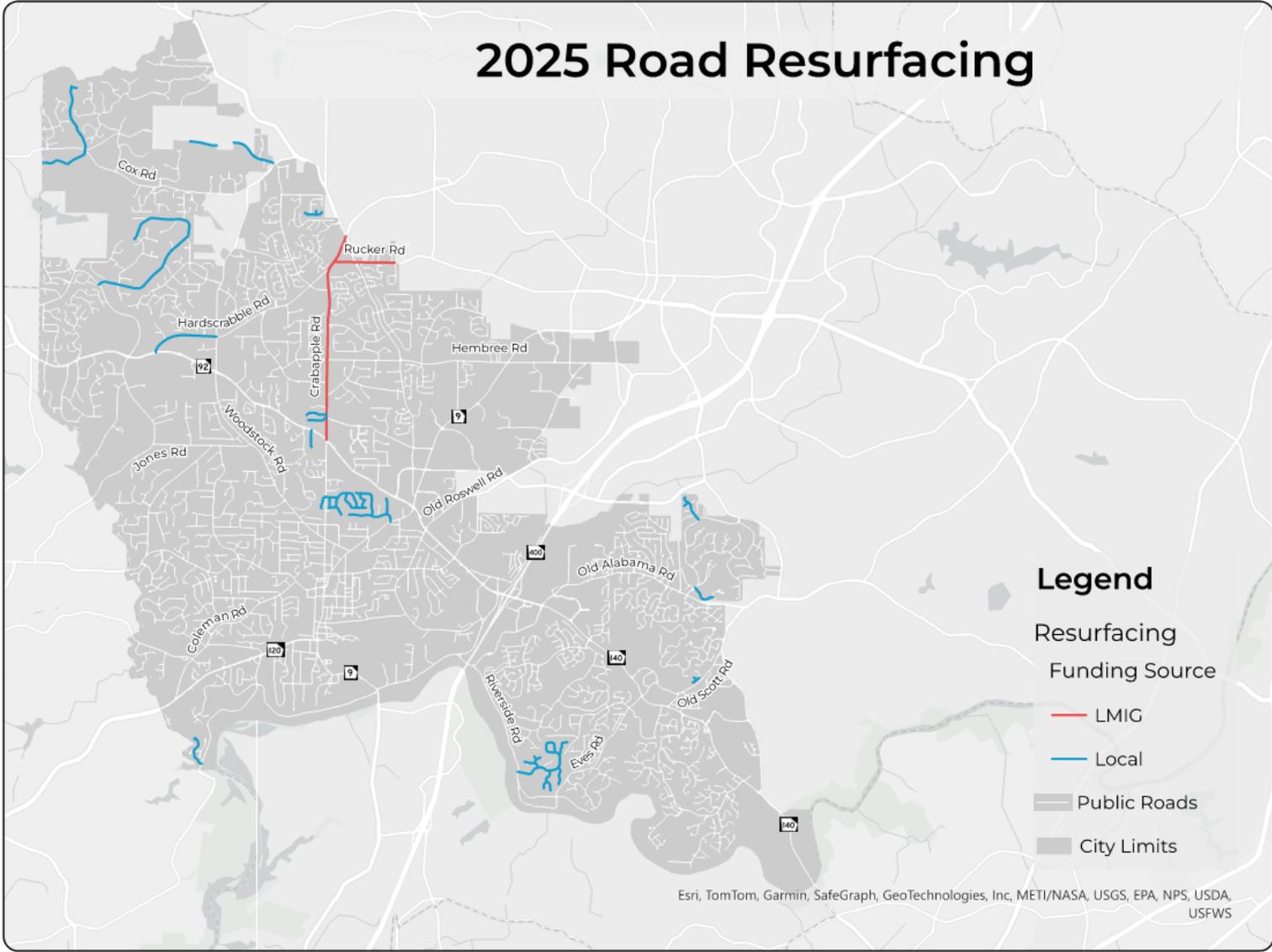
City Wide

Name	Map/LL	From	To	Length (LF)	Area (SY)	PCI
Alpine Drive	17/449	Alpharetta Street	Cul-De-Sac	2890	8511	52
Axton Court	14/758	Roxburgh Drive	Cul-De-Sac	231	1017	63
Babcock Court	5/1165	Brook Circle	Cul-De-Sac	128	788	51
Bluffview Trace	24/577	Northcliff Trace	Cul-De-Sac	875	3235	59
Brandon Ridge Drive	12/429	Pullman Trail	Oakfield Lane	995	3482	14
Brook Circle	5/1165	Cul-De-Sac (East)	Cul-De-Sac (West)	970	3703	12
By Water Trail	21/273	Willeo Road	Traffic Circle	2040	5667	34
Cliffchase Close	24/577	Bluffview Trace	Cul-De-Sac	420	1971	31
Clifftop Court	24/577	Cliffchase Close	Cul-De-Sac	95	1068	59
Club Springs Drive	19/762	Roxburgh Drive	Terrace Lake Pointe	1440	4000	20
Driftwood Court	17/449	Alpine Drive	Cul-De-Sac	885	3263	16
Ebenezer Road	2/1073	City Limits (W end W of SA Road)	Dead End	1985	5073	5
Ebenezer Road	29/1072	City Limits (W - E of SA Road)	Hayden Hall Subdivision	1660	4242	10
Ebenezer Road	29/1090	Hayden Hall Subdivision	City Limits East (@ Cox Road)	790	2434	7
Great Oaks Lane	11/393	Crossville Road	Cul-De-Sac	950	3443	22
Hardscrabble Road	10/188	Woodstock Road	King Road	4130	14549	26
Junction Point	11/409	Junction Track	Cul-De-Sac	515	2235	56
Junction Track	11/409	Station Parkway	Pullman Trail	3440	10219	60
Lum Crowe Road	1/1082	Start of Pavement (Cox Road)	City Limits	2715	4223	50
Lum Crowe Road	1/1082	Cox Road	1555 ft from Cox Rd	1555	3872	25
Lum Crowe Road	1/1079	1555 feet from Cox Road	Cul-De-Sac	2820	8013	40
Lum Crowe Road	1/1082	Start of Pavement	Cox Road	250	472	10
Mistwater Close	24/620	Northcliff Trace	Cul-De-Sac	990	3554	56
Nesbit Entry Drive	25/766	Scott Road	Cul-De-Sac	670	3424	17
Nesbit Ridge Court	25/766	Nesbit Ridge Drive	Cul-De-Sac	100	726	28
Nesbit Ridge Drive	25/766	Nesbit Entry Drive	Cul-De-Sac	390	1371	29
Northcliff Trace	24/573	Riverside Road	Northcliff Trace	5910	16417	34
Oakfield Lane	17/449	Alpine Drive	Cul-De-Sac	2220	7039	45
Oakhaven Drive	3/1294	Mountain Park Road	Dead End	11950	33194	33
Park East Drive	11/390	Crabapple Road	Cul-De-Sac	682	2682	56
Pullman Trail	11/409	Junction Track	Cul-De-Sac	1766	5693	46
Rome Drive	11/394	Crabapple Road	Cul-De-Sac	1162	3934	30
Roswell Green Lane	11/394	Crabapple Road	Cul-De-Sac	1050	3721	56
Roxburgh Lane	19/759	Roxburgh Drive	Cul-De-Sac	1590	4921	56
Station Parkway	11/409	Crabapple Road	Junction Track	700	1944	54
Stoneglen Close	24/619	Northcliff Trace	Cul-De-Sac	935	3401	49
Stonemist Court	24/621	Stonemist Trace	Cul-De-Sac	400	1915	44
Stonemist Trace	24/620	Northcliff Trace	Cul-De-Sac	1300	4415	51

LMIG

Name	Map/LL	From	To
Crabapple Road	11/393	Crossville Road	Hembree Rd
Crabapple Road	11/396	Hembree Road	Etris Road
Crabapple Road	5/400	Etris Road	Rucker Road
Crabapple Road	11/396	Rucker Road	City Limits (Houze Road)
Rucker Road	5/1283	Crabapple Road	Houze Road





FY 2025 Road Resurfacing Contract

Description:

- Bids tabulation:
 - **VERITICAL EARTH - \$4,065,986.10**
 - BALDWIN PAVING - \$4,200,313.11
 - TRIPLE R PAVING - \$4,376,264.35
 - C.W. MATTHEWS - \$4,395,391.07
 - BLOUNT CONSTRUCTION - \$4,449,152.00
 - ALLIED PAVING - \$4,452,949.60
 - SUMMIT CONSTRUCTION - \$4,522,466.50
 - GEORGIA PAVING - \$4,682,772.00
 - EAST COAST GRADING - \$4,695,514.50
 - BARTOW PAVING - \$5,115,517.84

FY 2025 Road Resurfacing Contract

Staff Recommendation

- Staff recommends awarding the Resurfacing Contract to Vertical Earth

Financial Impact:

- \$4,065,986.10 is available in the Citywide Resurfacing and LMIG accounts



Questions?

