



**COMMITTEES OF COUNCIL**  
**AGENDA**  
**Regular Meeting**

**Mayor Mary Robichaux**  
**Councilmember Sarah Beeson**  
**Councilmember Eren Brumley**  
**Councilmember Christine Hall**  
**Councilmember Jennifer Phillippi**  
**Councilmember Allen Sells**  
**Councilmember Chris Zack**  
**City Administrator Randy Knighton**

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Tuesday, February 24, 2026

5:00 PM

City Hall - Room 220

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**CALL TO ORDER / ROLL CALL**

**Approval of the Minutes**

1. Approval of the Committee Meeting Minutes - February 10, 2026.

**Regular Agenda**

2. Discussion of the TSPLOST 3 Process  
*Presented by Andy Phlegar, Director of Transportation*
3. Discussion of the Neighborhood Traffic Calming Program  
*Presented by Andy Phlegar, Director of Transportation*
4. Consideration for the Mayor or City Administrator to award a contract to Barbizon Lighting Company in the amount of \$427,998.64 for the completion of the rigging and dimmer upgrades at the Cultural Arts Center with a total budget authorization in the amount of \$470,000.00.  
*Presented by Steven Malone, Director of Recreation, Parks, Historic & Cultural Affairs*

5. Consideration of an ordinance to amend the code of ordinances of the city of Roswell, Georgia by amending chapter 2 administration, article 2.5 code of ethics; to provide for penalties; to provide for codification; to provide for severability; to repeal conflicting ordinances; to provide an effective date; and for other purposes

*Presented by Joseph Cusack, Assistant City Attorney*

6. Consideration of adding Juneteenth to the 2026 Holiday Calendar

*Presented by Tricia Redfern, Director of Human Resources*

**Adjournment**



**City of Roswell**  
**Committees of Council**  
**AGENDA ITEM REPORT**

**ID # - 10329**

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**MEETING DATE:** February 24, 2026

**DEPARTMENT:** Administration

**ITEM TYPE:** Agenda Vote

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**Approval of the Committee Meeting Minutes - February 10, 2026.**



**COMMITTEES OF COUNCIL**  
**MINUTES**  
**Regular Meeting**

**Mayor Mary Robichaux**  
**Councilmember Sarah Beeson**  
**Councilmember Eren Brumley**  
**Councilmember Christine Hall**  
**Councilmember Jennifer Phillippi**  
**Councilmember Allen Sells**  
**Councilmember Chris Zack**  
**City Administrator Randy Knighton**

Tuesday, February 10, 2026

5:00 PM

City Hall - Room 220

**CALL TO ORDER / ROLL CALL**

The meeting was called to order at 5:05 PM by City Administrator Randy Knighton  
 Mayor Mary Robichaux: Present, Councilmember Sarah Beeson: Present,  
 Councilmember Christine Hall: Present, Councilmember Chris Zack: Present,  
 Councilmember Jennifer Phillippi: Present, Councilmember Eren Brumley: Present,  
 Councilmember Allen Sells: Present, City Administrator Randy Knighton: Present.

**Approval of the Minutes**

1. Approval of the Committee Meeting Minutes - January 27, 2026.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary Robichaux, Mayor
<b>SECONDER:</b>	Allen Sells, Councilmember
<b>IN FAVOR:</b>	Robichaux, Beeson, Hall, Zack, Phillippi, Brumley, Sells

**Regular Agenda**

**Addendum**

Procurement Methods Discussion

*Presented by Adam Novotney, Director of Finance*

<b>RESULT:</b>	<b>DISCUSSED</b>
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2. Consideration for the Mayor or City Administrator to award a contract to A&D Painting in the amount of \$98,200.00 for the completion of the Crabapple Center Interior Painting with a total budget allocation of \$103,131.00

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

**Next: 2/23/2026 7:00 PM**

**MOVER:** Sarah Beeson, Councilmember

**SECONDER:** Allen Sells, Councilmember

**IN FAVOR:** Robichaux, Beeson, Hall, Zack, Phillippi, Brumley, Sells

3. Consideration for the Mayor or City Administrator to award a contract to Harlequin Flooring in the amount of \$280,000.00 for the completion of the Crabapple Center Interior Flooring with a total budget allocation of \$308,000.00.

**RESULT: MOVE TO NEXT COMMITTEE MEETING**

**Next: 2/24/2026 5:00 PM**

4. Consideration for the Mayor or City Administrator to award the contract to Prime Contractor in the amount of \$890,000.00 for the completion of the Crabapple Center Interior Renovations with a total budget allocation of \$979,000.00.

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

**Next: 2/23/2026 7:00 PM**

**MOVER:** Allen Sells, Councilmember

**SECONDER:** Jennifer Phillippi, Councilmember

**IN FAVOR:** Robichaux, Beeson, Hall, Zack, Phillippi, Brumley, Sells

5. Consideration to Apply for and accept the FY2026 Assistance to Firefighters Grant (AFG) in a total amount not to exceed \$1,410,137 to fund critical firefighter safety and response infrastructure improvements for the Roswell Fire Department

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

**Next: 2/23/2026 7:00 PM**

**MOVER:** Christine Hall, Councilmember

**SECONDER:** Chris Zack, Councilmember

**IN FAVOR:** Robichaux, Beeson, Hall, Zack, Phillippi, Brumley, Sells

6. Discussion of the City of Roswell Public Facilities Authority (PFA) authorizing the issuance of a PFA Revenue Bond Series 2026 and of an Intergovernmental Agreement between the City of Roswell and the PFA.

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

**Next: 3/9/2026 7:00 PM**

**MOVER:** Mary Robichaux, Mayor

**SECONDER:** Allen Sells, Councilmember

**IN FAVOR:** Robichaux, Beeson, Hall, Zack, Phillippi, Brumley, Sells

### Adjournment

There being no further comments or discussion the meeting was adjourned at 6:20 PM

DRAFT



**City of Roswell**  
**Committees of Council**  
**AGENDA ITEM REPORT**

ID # - 10327

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**MEETING DATE:** February 24, 2026  
**DEPARTMENT:** Transportation  
**ITEM TYPE:** Guidance

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### Discussion of the TSPLOST 3 Process

**Action Required:**

Guidance

**Description:**

Staff will be presenting the process to develop the TSPLOST project list for inclusion in the 2026 TSPLOST. The final list will be projects from previously adopted transportation plans (Master Plan, Bike/Ped Plan, North Fulton Comprehensive Transportation Plan) along with public requests during a public survey. The final list of Roswell Projects must be submitted to Fulton County by May 31, 2026.

Staff is presenting a proposed schedule of meetings and activities to develop the final project list for inclusion in the Fulton County TSPLOST 3 referendum. The summary of activities are:

**Feb 24 -Committee Meeting**

- Presentation with a brief overview and history of the TSPLOST program
- Description of the types of eligible projects
  - Bridges
  - Congestion Relief
  - Maintenance and Safety Enhancements
  - Operations and Safety Improvements
  - Pedestrian/Bike Improvements
  - Program/Project Management
  - Quick Response Projects
  - Roadway Project

**Agenda Item (ID # 10327)****February 25**

- Delivery of a short questionnaire for Mayor and Council to identify preferred funding levels for each project category
- Delivery of an initial project list for Mayor and Council to rank the relative priorities of specific projects

**March 10 and 24 - Follow up Committee Meetings (or work sessions)**

- Present top scoring/ranked projects from their preferred project types to continue to develop final project list
- Finalize a draft project list of MCC preferences

**April - Public outreach**

- Collect public input on project types and specific projects through a web-based survey

**April 28 or May 12 - Committee Meeting(s)**

- Present final project list combining input from public and elected officials

**May 11 or May 26 - Mayor and City Council**

- Final adoption by Mayor and Council before sending list to Fulton County for adoption

**Financial Impact:**

This item triggers no financial impact to the City

**Comments:**

No backup documents



**City of Roswell**  
**Committees of Council**  
**AGENDA ITEM REPORT**

ID # - 10328

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**MEETING DATE:** February 24, 2026  
**DEPARTMENT:** Transportation  
**ITEM TYPE:** Discussion

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### **Discussion of the Neighborhood Traffic Calming Program**

**Action Required:**

Guidance

**Description:**

The Neighborhood Traffic Calming Program was developed in 2025 as a top priority of Mayor and Council and was approved on September 22, 2025. Staff will review the development of the program and the current status of the pilot project on Wavetree Drive.

The program was developed with the intent to encourage all motorists to drive in a responsible manner.

- This was one of the Mayor's top Strategic Priorities for 2025
- The City supports any traffic calming measures that are proven in the transportation industry to enhance public safety without delaying emergency response vehicles and personnel.
- Ideally, traffic calming measures should be seen as an amenity to the community.
- Measures that are perceived by residents as having a degrading effect on property values are generally not considered.
- The goals of Roswell's Traffic Calming Program are:
  - Reduction in speed for 85% of vehicles to a safe and legal speed limit.
  - Encouraging through traffic to avoid using local roads and to stay on collectors and arterials.
  - Deterring truck traffic and other inappropriate vehicles from using local roads.
  - Maintaining and/or enhancing emergency vehicle access and response time.

**Agenda Item (ID # 10328)**

- Encouraging and enhancing pedestrian and bicycle access and usage.
- Continuous improvement in the use of effective, efficient, economical and environmentally sustainable traffic calming measures.
- Focus on clear communication with and involvement of neighborhood associations and residents.
- Wavetree Drive was selected as the location for a pilot project for the program.
  - Data has been collected in two locations.
  - Additional collections are needed to more accurately determine appropriate traffic calming measures and specific locations.

**Financial Impact:**

This item triggers no financial impact to the City.

**Comments:**

No backup documents



**City of Roswell**  
**Committees of Council**  
**AGENDA ITEM REPORT**

ID # - 10324

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**MEETING DATE:** February 24, 2026

**DEPARTMENT:** Committees of Council

**ITEM TYPE:** Agenda Vote

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**Consideration for the Mayor or City Administrator to award a contract to Barbizon Lighting Company in the amount of \$427,998.64 for the completion of the rigging and dimmer upgrades at the Cultural Arts Center with a total budget authorization in the amount of \$470,000.00.**

**Action Required:**

Agenda Vote

**Description:**

Over the last three years, Roswell Cultural Arts Center has evolved into a premier live-performance destination for the north metro region, fueled by innovation, strategic programming, and meaningful community outreach. Between 2022 and 2026, annual revenue more than doubled-from \$359,000 to over \$800,000 demonstrating both market demand and the facility's growing regional impact. With this level of sustained growth, reinvestment in the 35-year-old building is essential to protect public safety, preserve operational momentum, and continue supporting downtown Roswell's economic vitality.

In 2026, the Center plans to undertake a comprehensive replacement and integration of the main stage's equipment rigging and lighting dimmer systems to ensure reliable service for the next 35 years. Much of the existing rigging infrastructure is original to the facility and supports critical overhead equipment, including lighting, speakers, projectors, and curtains. The current dimmer rack-responsible for powering and controlling all stage lighting-is operating at only 70% capacity and is no longer repairable due to age and obsolescence. A fully modernized LED dimmer system, integrated with new rigging infrastructure, is necessary to meet safety standards, pass required certifications, and support efficient, contemporary production operations.

Two recent inspections confirmed that the rigging system is significantly outdated and deteriorating, with projected failure likely within the next 12 to 24 months.

**Agenda Item (ID # 10324)**

This poses serious safety risks for performers, technical staff, and patrons. In 2025, a fire inspection unexpectedly triggered the deluge system and the smoke doors over the stage, underscoring the aging infrastructure's vulnerability. The incident exposed the risk of an operational shutdown, potential damage exceeding \$500,000 to production equipment, and substantial loss of ticketing and rental revenue. Because of the system's age and condition, accredited vendors could only implement a temporary solution. Full replacement is now the recommended and necessary course of action.

The project will begin with a board-certified inspection of the entire system, followed by the complete replacement of all rigging hardware, batten steel, and manual fly systems. The failing dimmer rack will also be replaced as part of the overall rigging overhaul, as it is integral to the safe and reliable operation of all electrical stage equipment.

Completion of this project will significantly enhance safety and code compliance, reduce the physical load on staff during production resets, and restore long-term reliability to the facility's core technical systems. The upgraded infrastructure will support more efficient productions and rentals while positioning the Center for modern lighting enhancements, including LED fixtures. These upgrades will deliver higher-quality lighting and improved color control, reduce setup time and technical complexity, consume less energy, generate less heat, and place less strain on the rigging system overall.

Without this investment, continued operation of the stage will become increasingly unsafe and operationally unsustainable, placing both revenue growth and community access at risk. Construction is scheduled from May 24 through July 6, 2026, with those dates reserved to ensure full project completion and a safe return to service.

**Financial Impact:**

Funding in the amount of \$470,000.00 is available from the Hotel & Motel tax fund.

**Comments:**

See Attached



Systems, Products and Services  
For Entertainment and Architecture

**Barbizon Lighting**  
Southeast Region

1016 McClelland Court  
Charlotte, NC 28206  
(704) 372-2122

3980 Dekalb Technology  
Parkway, Suite 770  
Atlanta, GA 30340  
(404) 6891-5124

4203 SW 34th Street  
Orlando, FL 32811  
(407) 999-2647

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Thursday, February 19, 2026

To: Bryan Rosengrant  
Roswell Cultural Arts Center  
950 Forrest St.  
Roswell, GA 30075

Reference: Theatrical Lighting Controls, Fixture and Rigging Upgrade package

Quote No.: A25122AR3

Dear Mr. Rosengrant:

I am pleased to provide you with this proposal for the Theatrical Lighting Controls, Fixture and Rigging Upgrade package as discussed during a site meeting with Josh Fisher.

Pricing is as follows:

**Package Total Per Attached Quotation Sheet .....\$ 427,998.64**

**\*\*\*REFERENCE BARBIZON TIPS CONTRACT #230901\*\*\***

**\*\*\*Please refer to the attached Bill of Materials for list of products and services.\*\*\***

**\*\*\* Taxes, If Applicable, HAVE NOT Been Included\*\*\***

**\*\*\* Fixture Prep, Hang and Focus is not included. Please inquire for fixture installation services pricing.\*\*\***

**\*\*\*All over stage line sets to be stripped prior to Barbizon Lighting arriving on site per verbal agreement during site meetings.\*\*\***

**Barbizon Scope of Work**

Lighting Control, Power Control, Power and Data Distribution

- Provide the complete theatrical and/ or architectural lighting controls package to the EC for installation. This includes:
  - Dimmer/ Relay Panels
  - New Architectural Lighting Control stations (including button/ slider/ touch screens)
  - New lighting network equipment including network switches
  - New DMX/ network data distribution devices including Gateways and/ or Opto Splitters, data plug in stations, wireless data devices
  - New power/ data distribution devices including specialized circuit strips, outlet boxes, data plug in stations
  - New data cables as needed for lighting consoles, portable DMX gateways, and theatrical fixture package

Attachment: 02.24.26 Committee Item Barbizon Quote (Contract Authorization for the Cultural Arts Center Rigging and Dimmer Package)



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Theatrical or Specialty Lighting Fixtures and accessories

- Provide theatrical or specialty lighting fixtures, to include:
  - Theatrical lighting fixtures with accessories
  - Power cable extensions/ splitters and adapters
  - Data cables and adapters

Specialty Services

- Provide low voltage terminations for all control devices as listed in attached bill of materials.
- On site meeting for coordination and walk through (As listed on Bill of Materials)
- Remote project management meetings as needed
- Provide approval and as-built drawings, including but not limited to: riser, detail drawings, and necessary installation documentation and manuals.
- Program and commission the theatrical and/ or architectural lighting control system.
- Provide training on all theatrical and/or architectural lighting control components
- Work with EC to test and confirm functionality of all lighting system components and fixtures.
- Provide the theatrical lighting fixture package with accessories. Prep, hang and focus theatrical fixture package according to Theatrical lighting plot (provided by others).

Barbizon Theatrical Rigging Package

- Provide Theatrical Rigging materials to include:
  - Motorized rigging hoists with all hanging materials and control package
  - Theatrical Electrics including pipe battens/ truss with hanging hardware
  - Electrical distribution (circuit strips, circuit boxes, data distribution outlet boxes) with hanging hardware

Barbizon Specialty Rigging Services

- Install all theatrical rigging materials, including all hanging hardware (To existing structure provided by others)
- Install all track and drape materials including all hanging hardware.
- Commission and train motorized rigging package, include hoists and control system
- Provide submittal drawings for proposed rigging package
- Stamped Structural Engineering drawings for the existing building are not included. Barbizon encourages clients to provide this information if available.

Exceptions:

- Proposal assumes building structure is sufficient to support all structural and electrical loads. Barbizon Lighting reserves the right to request formal structural engineering reports prior to initiating work if structural drawings do not meet normal overhead safety standards or address any concerns. Barbizon reserves the right to halt services until said engineering report is provided without financial repercussions or fines.

### Owner/ Electrical Contractor Scope (NOT included in Barbizon Scope)

#### Electrical Contractor theatrical/ architectural lighting installation scope:

- Receive and store all provided equipment shipped to site
- Remove all existing dimmer racks, equipment racks and panels with components, relay panels, architectural control stations, theatrical control stations and plug boxes, circuit boxes, as required by project documents.
- Remove all fixtures, circuit strips, and draperies from existing line sets over the stage.
- Install all dimmer racks, relay panels, equipment racks and enclosures, circuit boxes, raceways, control input boxes, emergency transfer devices, architectural controls and sensors.
- Provide and install all conduits, standard electrical boxes, low voltage and high voltage wiring.
- Terminate and test all line voltage wiring into provided components.
- Provide and install any required new low voltage cable, including Network, Architectural Lighting network cable, DMX data cable.
- Test and confirm all lighting loads wiring and terminations.
- Coordinate with Barbizon best practices for most efficient use of time on site
- Provide and install all line voltage and low voltage wiring and terminations as required at fixtures and control devices. Test existing wiring for existing fixtures.
- All Fiber Optic Terminations by others.

#### Owner/ Electrical Contractor theatrical rigging Installation scope:

- Receive and store all provided equipment shipped to site
- Remove all existing theatrical circuit boxes (as required by project documents)
- Provide and install all conduits, standard electrical boxes, low voltage and high voltage wiring for any motorized hoists, raceways, circuit strips, and circuit boxes as provided by Barbizon Lighting.
- Terminate and test all line voltage wiring into provided components.
- Provide and install any required new low voltage cable, including Network, Architectural Lighting network cable, DMX data cable.
- Test and confirm all lighting loads wiring and terminations.

### Terms and Conditions

- **Duties, taxes, fees, if applicable are not included in this quote.**
- **Freight is allowed to the job site.**
- This quote is based on Barbizon's interpretation of the project. Orders will only be accepted limited to the bill of materials and/or scope of work detailed.
- **All demolition, mounting, and electrical installation work including but not limited to terminations, junction boxes, wire, conduit, back boxes, pulling of wire, permits are excluded and must be performed by a licensed electrical contractor (Included)**
- Structural Engineering Not Included for existing or new lighting positions. To be provided by others. Barbizon presumes existing structure sufficient to handle new loads.
- Due to the complex nature of the system production requires various lead times. Control system is 12-16 weeks, weeks for delivery of equipment after receipt of written approval and release. Fixture package and accessories availability is estimated
- Standard manufacturer's warranty applies unless otherwise noted.
- With approved credit from Barbizon, payment terms will be determined.
- This quotation is valid for 30 days and must be verified for purchase outside of this time frame.
- Ceiling penetrations, ceiling work, escutcheons, patching, or painting of penetrations for rigging, fixture supports, or cabling are excluded from this proposal. Cut-in and finish work

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and/or millwork or cabinet modifications or additions are not included. Concrete coring, cutting, directional boring not included.

- All work spaces must be reasonably free and clear of obstructions prior to our crew's scheduled arrival.
- Emergency lighting and/or emergency power transfer has not been included
- No bonding, job permits, or fees have been included.
- Barbizon's standard insurance applies, certificates available upon request.
- A service charge of 1-1/2% per month (18% per annum), or the maximum allowed by law will be added to all past due invoices.
- Pricing reflects a 3% discount for payment by cash or check within stated terms. If these pricing terms are not met, this discount will be forfeited by the customer.
- Equipment stored beyond 30 days will incur a 1% per day surcharge.
- Cancellation fees will be incurred once equipment and/or services have been released.
- This quotation and any accompanying documents are the intellectual property of Barbizon Lighting Company and may not be redistributed without permission.

This is a budget estimate only, not a contract for service. This estimate is for the sale of the completion of the job described above. It is based upon our evaluation and does not include material price increases or additional labor and materials, which may be required.

Again, thank you for the opportunity to provide you with this proposal. Please feel free to contact me if you would like any further information.

Regards,

**Joshua Fisher**  
Systems Integrator – Southeast

Item	Qty	Description	List Price		TIPS Discount	TIPS Discount		End User Price	
			Unit	Extended		Unit	Extended	Unit	Extended
							\$652,292.43		

**Section I - Motorized Rigging Replacement**

1.1		<b>Motorized Hoist Package - Electrics</b>							
		<b>P1300G-208-5 - Stage Electric</b> - to consist of:							
	2	1 - Prodigy P1300G Powerhead (Total lifting capacity 1400 lbs, 30 fpm average, 50' max travel, power input: 3-phase 208V)	\$47,164.00	\$94,328.00	-42.00%	-\$19,808.88	-\$39,617.76	\$27,355.12	\$54,710.24
		1 - Attached Compression Tube (4')							
		1 - Powerhead beam clamp							
		5 - Loft Blocks							
		5 - 3/16" Lift Lines as Required for 50' travel (4 Lift line minimum)							
	10	Vertical RACA/Hanger Bracket Assemblies for use with no cable management							
	10	Beam Clamps							
	4	20' Compression Tube Natural Aluminum							
	2	6' Cut Compression Natural Aluminum							
1.2		<b>Motorized Hoist Package - Scenic</b>							
		<b>P1300G-208-5 - Stage Electric</b> - to consist of:							
	2	1 - Prodigy P1300G Powerhead (Total lifting capacity 1400 lbs, 30 fpm average, 50' max travel, power input: 3-phase 208V)	\$47,164.00	\$94,328.00	-42.00%	-\$19,808.88	-\$39,617.76	\$27,355.12	\$54,710.24
		1 - Attached Compression Tube (4')							
		1 - Powerhead beam clamp							
		5 - Loft Blocks							
		5 - 3/16" Lift Lines as Required for 50' travel (4 Lift line minimum)							
	10	Vertical RACA/Hanger Bracket Assemblies for use with no cable management							
	10	Beam Clamps							
	4	20' Compression Tube Natural Aluminum							
	2	6' Cut Compression Natural Aluminum							
1.3		<b>Hoist Power and Control Distribution System</b>							
		<b>PCD20-7-RACEWAY</b> - Power & Control Distribution Strip to consist of:							
		20' - Connector Strip with Voltage Barrier and							
		7 - Faceplates each with:							
		(1) Power Connector							
		(1) Control Connectors							
		(1) 208V 15Amp Breaker							
		4 - hanging brackets							
	3	<b>FSMS-T</b> - Fixed Speed Motor Starter – for controlling third party 3-phase motors with an ETC Rigging Controller. 208V 3-phase motors, hard wired or with pigtails. Can control motors up to 8 HP at 208V (10 HP at 480V) or mechanically linked dual motors up to 4 HP at 208V (5 HP at 480V) each. Does not include limit switches, position encoders, or load cells. With control and power pigtails for integration to base PCD raceway.							

Item	Qty	Description	List Price		TIPS Discount	TIPS Discount		End User Price	
			Unit	Extended		Unit	Extended	Unit	Extended
			<b>\$652,292.43</b>			<b>-\$224,293.79</b>		<b>\$427,998.64</b>	
1.4		<b>Motor Control System</b>							
	1	QT+ MK2 6CH - QuickTouch+ Mk2 Controller, 6 channel	\$11,555.00	\$11,555.00	-10.00%	-\$1,155.50	-\$1,155.50	\$10,399.50	\$10,399.50
	1	QT-SBB-LG - Large QuickTouch Surface Back box							
	1	QT-D-LG - Large QuickTouch Door							
	1	ESBS MK2 - Emergency Stop Button Station Mk2	\$1,899.00	\$1,899.00	-20.00%	-\$379.80	-\$379.80	\$1,519.20	\$1,519.20
	1	2SBD-4 - ETC 2-gang Surface Mount Back Box (3.5" deep)							
1.5		<b>FOH Truss and Motors</b>							
	0	Model L 3 PH. Hoist Body							
	0	Swivel Suspension, Med J LL							
	0	Motor Wiring, C7-30 Power - L1420C - Strain Relief - Rigid Handles							
	0	5/16" Lodestar Chain Black / Ft - 53' of chain for 50' of lift							
	0	Chain Capture System, for up to 60' of 5/16" chain - Fire Resistant (bag dimensions: 5.5"x10"x20")							
	0	C7 Fly Cable, 16/7 AWG, 75FT							
	0	Chain Motor Power and Control Distribution Box							
	0	LIGHT DUTY 12X12 TRUSS 10FT W/SPIGOTS							
	0	12" Mega Truss Pick, 1 Ton, Black							
	0	One Ton Beam Clamp							
	0	Chain Sliders							
	0	<b>Truss and Motor Package Total (Infrastructure Remains)</b>	\$30,000.00	\$0.00	-10.00%	-\$3,000.00	\$0.00	\$27,000.00	\$0.00
	6	Pipe Battens - 40' Length	\$800.00	\$4,800.00	-10.00%	-\$80.00	-\$480.00	\$720.00	\$4,320.00
	20	Hanger Brackets - Pipe to Pipe Type 26	\$140.00	\$2,800.00	-20.00%	-\$28.00	-\$560.00	\$112.00	\$2,240.00
	1	Freight	\$10,000.00	\$10,000.00	-25.00%	-\$2,500.00	-\$2,500.00	\$7,500.00	\$7,500.00
	2	Gridiron Junction Box - 15 Circuits	\$485.00	\$970.00	-25.00%	-\$121.25	-\$242.50	\$363.75	\$727.50
	4	Socapex Outlet Box w/Back Box	\$695.00	\$2,780.00	-25.00%	-\$173.75	-\$695.00	\$521.25	\$2,085.00
	200	Feet of Raw Multicable	\$15.00	\$3,000.00	-25.00%	-\$3.75	-\$750.00	\$11.25	\$2,250.00
	4	Socapex 19-pin Break-out - 6ft Tails	\$460.00	\$1,840.00	-25.00%	-\$115.00	-\$460.00	\$345.00	\$1,380.00
1.6		<b>Static Rigging Repairs</b>							
	1	Proof Coil Chain - Grade 30 Self Color							
	100	Screw-Pin Shackles 3/8th							
	60	Batten Clamps							
	60	Beam Clamps							
	10	Grade 8 Nylock - Pack of 10 - 1/2" -13							
	1	<b>Hardware for Rigging Repairs Total</b>	\$10,000.00	\$10,000.00	-24.00%	-\$2,400.00	-\$2,400.00	\$7,600.00	\$7,600.00



Item	Qty	Description	List Price		TIPS Discount	TIPS Discount		End User Price	
			Unit	Extended		Unit	Extended	Unit	Extended
			<b>\$652,292.43</b>			<b>-\$224,293.79</b>		<b>\$427,998.64</b>	
1.7		<b>Technical Services</b>							
	5	Project Manager							
	4	In Office/Admin							
	1	Submittal Drawings							
	20	Demo - 4 Crew 5 Days							
	36	Install - 4 Crew 9 Days							
	20	Rigging Repairs - 4 Crew 5 Days							
	375	Rigging Labor	\$290.00	\$108,750.00	-31.00%	-\$89.90	-\$33,712.50	\$200.10	\$75,037.50
	1	<b>Dumpster for Demo Materials (BY OTHERS)</b>							
	5	Barbizon Project Management	\$2,570.00	\$12,850.00	-61.00%	-\$1,567.70	-\$7,838.50	\$1,002.30	\$5,011.50
	5	Barbizon Processing and Oversight	\$2,570.00	\$12,850.00	-61.00%	-\$1,567.70	-\$7,838.50	\$1,002.30	\$5,011.50
	2	30' Scissor Lift - Per Month	\$5,490.00	\$10,980.00	-60.00%	-\$3,294.00	-\$6,588.00	\$2,196.00	\$4,392.00
						<b>\$238,894.18</b>			

**Section II - Theatrical Fixture Package**

2.1		<b>Front Lighting</b>							
	24	ColorSource Spot V, ETL, light engine with EDLT shutter barrel, with Multiverse, black with Soft focus diffuser, A-size pattern holder, and powerCON TRUE1 TOP cable with your choice of connector High Sides	\$2,040.00	\$48,960.00	-32.00%	-\$652.80	-\$15,667.20	\$1,387.20	\$33,292.80
	24	4XXLT Lens Tube Black Beam Angle TBD 19, 26, or 36 Degree	\$419.00	\$10,056.00	-30.00%	-\$125.70	-\$3,016.80	\$293.30	\$7,039.20
	24	C-Clamp	\$29.00	\$696.00	-25.00%	-\$7.25	-\$174.00	\$21.75	\$522.00
	24	Safety Cable Black	\$17.00	\$408.00	-30.00%	-\$5.10	-\$122.40	\$11.90	\$285.60
2.2		<b>Onstage Side Lighting</b>							
	12	ColorSource Spot V, ETL, light engine with EDLT shutter barrel, with Multiverse, black with Soft focus diffuser, A-size pattern holder, and powerCON TRUE1 TOP cable with your choice of connector High Sides	\$2,040.00	\$24,480.00	-32.00%	-\$652.80	-\$7,833.60	\$1,387.20	\$16,646.40
	12	4XXLT Lens Tube Black Beam Angle TBD 19, 26, 36, or 50 Degree	\$419.00	\$5,028.00	-30.00%	-\$125.70	-\$1,508.40	\$293.30	\$3,519.60
	12	C-Clamp	\$29.00	\$348.00	-25.00%	-\$7.25	-\$87.00	\$21.75	\$261.00
	12	Safety Cable Black	\$17.00	\$204.00	-30.00%	-\$5.10	-\$61.20	\$11.90	\$142.80
2.3		<b>Low Side Lighting</b>							
	12	Source 4WRD Color II (UL), black, with Connector (Specify)	\$935.00	\$11,220.00	-32.00%	-\$299.20	-\$3,590.40	\$635.80	\$7,629.60
	12	RJ45 Data Accessory Kit (contains W6538, W6539 and N4086)	\$53.00	\$636.00	-30.00%	-\$15.90	-\$190.80	\$37.10	\$445.20
		<b>*** Re-Use of Existing Incandescent Fixture Bodies***</b>							
2.4		<b>Down/Back Lighting</b>							
	15	ColorSource Fresnel V, ETL, with Multiverse, black with powerCON TRUE1 TOP cable with your choice of connector Down Lights	\$1,695.00	\$25,425.00	-32.00%	-\$542.40	-\$8,136.00	\$1,152.60	\$17,289.00
	15	C-Clamp	\$29.00	\$435.00	-25.00%	-\$7.25	-\$108.75	\$21.75	\$326.25
	15	Safety Cable Black	\$17.00	\$255.00	-30.00%	-\$5.10	-\$76.50	\$11.90	\$178.50
2.5		<b>Cable Package and Fixture Accessories</b>							
	30	Tru1 Cable 10'	\$59.50	\$1,785.00	-24.00%	-\$14.28	-\$428.40	\$45.22	\$1,356.60
	21	Tru1 Cable 25'	\$46.00	\$966.00	-24.00%	-\$11.04	-\$231.84	\$34.96	\$734.16
	30	10' DMX Cable	\$29.50	\$885.00	-24.00%	-\$7.08	-\$212.40	\$22.42	\$672.60
	21	25' DMX Cable	\$46.00	\$966.00	-24.00%	-\$11.04	-\$231.84	\$34.96	\$734.16
	12	50' DMX Cable	\$71.00	\$852.00	-24.00%	-\$17.04	-\$204.48	\$53.96	\$647.52
		<b>*** Final Cable Package May Vary**</b>							
						<b>\$91,722.99</b>			



Roswell Cultural Arts Center  
Roswell, GA

Theatrical Lighting and Rigging Renovation Package  
Bill of Materials  
Quote #A250122AR3

Barbizon Lighting  
February 19, 2026

Item	Qty	Description	List Price		TIPS Discount	TIPS Discount		End User Price	
			Unit	Extended		Unit	Extended	Unit	Extended
				\$652,292.43			-\$224,293.79		\$427,998.64

Section III - Lighting and Power Controls

3.1		<b>Lighting Power Panels</b>							
	1	IQ48-1 120 / 240 V 48-circuit breaker panel, MCB optional	\$25,715.00	\$25,715.00	-50.00%	-\$12,857.50	-\$12,857.50	\$12,857.50	\$12,857.50
	1	IQ DOOR 120-48S Surface-mount door for IQ48/IQ48-1							
	1	IQ-TAP Mains feed fuse tap kit for Sensor IQ							
	48	IQ SM B20 20A Smart Breaker Module 20A							
3.2		<b>Lighting Control Accessories</b>							
	1	Insite Touch ETH/7IN/BLK Insite Touch Screen 7" Black for CueServer	\$2,249.00	\$2,249.00	-27.00%	-\$607.23	-\$607.23	\$1,641.77	\$1,641.77
	1	Insite Desktop Enclosure, Black	\$299.00	\$299.00	-27.00%	-\$80.73	-\$80.73	\$218.27	\$218.27
	1	25' Cat 5 Cable	\$115.00	\$115.00	-27.00%	-\$31.05	-\$31.05	\$83.95	\$83.95
	1	8 Port Ethernet Switch Rack Mount	\$1,200.00	\$1,200.00	-27.00%	-\$324.00	-\$324.00	\$876.00	\$876.00
	2	Response Mk2 Eight-port DMX/RDM Terminal Gateway	\$2,195.00	\$4,390.00	-27.00%	-\$592.65	-\$1,185.30	\$1,602.35	\$3,204.70
	1	Multiverse Wireless DMX Transmitter	\$2,712.43	\$2,712.43	-27.00%	-\$732.36	-\$732.36	\$1,980.07	\$1,980.07
3.3		<b>Dimming for House Lighting</b>							
	1	24 Channel (12 Module) 120/208 VAC Rack Package (Unison DRd); Contains 1x DRd12 120V, 1x E-ACP, 1x E-ACP-TK	\$4,280.00	\$4,280.00	-27.00%	-\$1,155.60	-\$1,155.60	\$3,124.40	\$3,124.40
	10	D20 Dual 20A Dimmer Module (Forward Phase)	\$790.00	\$7,900.00	-27.00%	-\$213.30	-\$2,133.00	\$576.70	\$5,767.00
	2	Air Flow Module	\$86.00	\$172.00	-27.00%	-\$23.22	-\$46.44	\$62.78	\$125.56
		<i>Requires 100A 3 Phase 4 Wire Plug Ground Feed (By Others)</i>							
		<i>Emergency Lighting Functionality to be confirmed on site, may require additional equipment for addition or replacement of existing transfer devices at additional cost.</i>							
3.4		<b>Lighting Control Services</b>							
	2	Field Project Manager	\$2,570.00	\$5,140.00	-61.00%	-\$1,567.70	-\$3,135.40	\$1,002.30	\$2,004.60
	2	In Office PM/Admin	\$2,570.00	\$5,140.00	-61.00%	-\$1,567.70	-\$3,135.40	\$1,002.30	\$2,004.60
3.5		<b>Technical Services Site Services</b>							
	3	System Start Up	\$2,570.00	\$7,710.00	-61.00%	-\$1,567.70	-\$4,703.10	\$1,002.30	\$3,006.90
	1	System LV Terminations	\$2,570.00	\$1,285.00	-61.00%	-\$1,567.70	-\$783.85	\$1,002.30	\$501.15
3.6		<b>Electrical Services - Meer Electric</b>							
	215	Master Electrician Labor Rate-Standard Hours	\$180.00	\$38,700.00	-10.00%	-\$18.00	-\$3,870.00	\$162.00	\$34,830.00
	215	Journeyman Electrician Labor Rate-Standard Hours	\$130.00	\$27,950.00	-10.00%	-\$13.00	-\$2,795.00	\$117.00	\$25,155.00
								<b>\$97,381.47</b>	

Prepared By: Josh Fisher  
Systems Salesperson: Josh Fisher  
Email: jfisher@barbizon.com



Attachment: 02.24.26 Committee Item Barbizon Quote (Contract Authorization for the Cultural Arts Center

## Barbizon Terms and Conditions

The Purchaser agrees to purchase and Barbizon Lighting Company (hereinafter "BARBIZON") agrees to sell the Goods and/or Services described on the reverse or on any document transmitted to the Purchaser herewith, subject to the following terms and conditions. These terms and conditions constitute the entire agreement between the parties and there are no understandings, representations or warranties of any kind, expressed or implied, not specifically set forth herein. The Purchaser agrees these terms and conditions shall control as to any order accepted by BARBIZON, notwithstanding any terms and conditions that may be contained in any purchase order or other document of Purchaser, and BARBIZON's acceptance of any order is expressly made conditional on Purchaser's assent to such terms and conditions. Such terms and conditions will not be changed, modified, superseded or otherwise altered except by written documentation signed by an authorized representative of BARBIZON.

BARBIZON shall not be liable for missed delivery and/or inability to perform due to unforeseen circumstances or conditions, including governmental regulations, labor stoppage, casualties, fire and other causes beyond our control. Goods are shipped at Purchaser's risk and BARBIZON's obligation to deliver goods is discharged upon their delivery in good condition to the carrier. Shipments are designated FOB origin or BARBIZON's warehouse. BARBIZON will prepay and bill freight on UPS shipments. Common carrier and expedited air shipments are sent collect unless specified otherwise. Federal, state, local taxes and assessments, duties and other charges (except for related sales tax) are the responsibility of the Purchaser.

All sales shall be prepaid. If payment terms are extended, payment shall be net 30 days from date of invoice, unless otherwise specified. All payments are applied to the oldest outstanding invoice. Any unpaid balance after 30 days will be subject to 1 % service charge per month. In the event of collection, all collection costs, including but not limited to storage, advertising, accounting and all costs incurred through outside collection services are to be paid by Purchaser.

It is agreed and understood by BARBIZON and Purchaser that in the event Purchaser fails to make payment of the Goods in accordance with the terms and conditions herein, all rights to the title and interest in the Goods shall revert back to BARBIZON, including without limitation any and all rights to manufacturers warranties if any, and BARBIZON shall have the right to repossess the Goods.

**Claims for shortage or damage must be made within three business days.** Products are carefully packed and delivered in good condition to the carrier. All claims for loss or damage in transit must be made by the consignee directly to the carrier. BARBIZON will assist you in any manner possible in the presentation and enforcement of such claims without waiver of our rights to have compliance with the terms of payment of our invoice.

**BARBIZON will accept returned goods only when prior authorization for such return has been obtained. Returns for credit must be in accordance with RMA procedures as established by BARBIZON. Restocking charges of 15% plus any handling or replacing costs will be deducted.**

BARBIZON, NOT BEING THE MANUFACTURER OF THE GOODS, OR ANY PART, MAKES NO REPRESENTATIONS OR WARRANTY, EITHER EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE DESIGN OR CONDITION OF THE GOODS, ITS MERCHANTABILITY, DURABILITY, SUITABILITY, OR ITS FITNESS FOR ANY PARTICULAR PURPOSE, THE QUALITY OF THE MATERIAL, OR WORKMANSHIP OF THE GOODS, OR THE CONFORMITY OF THE GOODS TO THE PROVISIONS AND SPECIFICATIONS OF ANY PURCHASE ORDER RELATING THERETO, AND BARBIZON HEREBY DISCLAIMS ANY SUCH REPRESENTATION OR WARRANTY (WHICH DISCLAIMER PURCHASER HEREBY ACKNOWLEDGES) WITHOUT LIMITING THE GENERALITY OF THE FOREGOING. BARBIZON SHALL NOT BE LIABLE OR RESPONSIBLE FOR ANY DEFECTS, EITHER PATENT OR LATENT (WHETHER OR NOT DISCOVERABLE BY PURCHASER) IN THE GOODS OR FOR ANY DIRECT OR INDIRECT DAMAGE TO PERSONS OR PROPERTY RESULTING THEREFROM, OR FROM PURCHASER'S LOSS OF USE OF THE GOODS OR FOR ANY INTERRUPTION IN PURCHASER'S BUSINESSES CAUSED BY PURCHASER'S INABILITY TO USE THE GOODS FOR ANY REASON WHATSOEVER. NOTWITHSTANDING THE FOREGOING, BARBIZON agrees to assist the Purchaser in the event the Goods are deemed to be defective, including, at BARBIZON's sole discretion, repairing or replacing the materials and/or workmanship during the relevant warranty period, providing that, this clause shall in no way be deemed to be an admission or acceptance of liability by BARBIZON with respect to the design or condition of the Goods.

Any dispute, claim, question, or disagreement arising from or relating to use of Barbizon.com or any of its products and services shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules. The binding arbitration regarding any dispute, claim, or controversy arising out of or relating to use of the Barbizon.com website any of its products or services shall place in New York, New York, USA.

### Shipment from Outside the United States

In meeting your specific product needs, Barbizon may provide products for purchase that are located outside of the United States. Such products are subject to the export regulations of the country of origin as well as the United States' import regulations. When shipping products from outside the United States to you, Barbizon employs the use of freight forwarders who are responsible for compliance with any import or export custom requirements for departure from the country of origin into the United States. Any applicable shipping taxes, including customs taxes, will be included in the purchase price of any item on Barbizon.com.



# CULTURAL ARTS CENTER IMPROVEMENT

## RIGGING AND DIMMER SYSTEMS



# SCOPE OF SERVICE

**Project Overview:** In 2026, we seek to lay a foundation for another 35 years of community service by replacing Roswell Cultural Arts Center’s dimmer system, theatrical lighting, and rigging infrastructure. These repairs and upgrades are critical to safety, reliability, and continued operation of the venue.

Scope Includes:

- Theatrical lighting & dimmer control system replacement
- LED fixture upgrade
- Motorized rigging and control system upgrade
- Installation, commissioning, training, and documentation

**Project Goal:** Complete a fully integrated installation of lighting and rigging systems that will set the Cultural Arts Center on a course for 25 plus years of continued service excellence in the community.



# DIMMER SYSTEM

A theater dimmer pack is a device that controls the brightness of stage lighting by adjusting the amount of electrical power sent to each connected light fixture. It is critical to the operations of any performing arts venue.

Modernization offers:

- Efficiency - LED fixtures are more efficient and functional than incandescent fixtures.
- Savings - They save money on lamp replacement costs.
- Versatility - They change color and eliminate the need for color gels.
- Capacity - LED fixtures free up system capacity, lower consumption is lower, reduce utility costs
- Environmentally sound - They produce less radiant heat than incandescents and decrease cooling demand cooling demand.



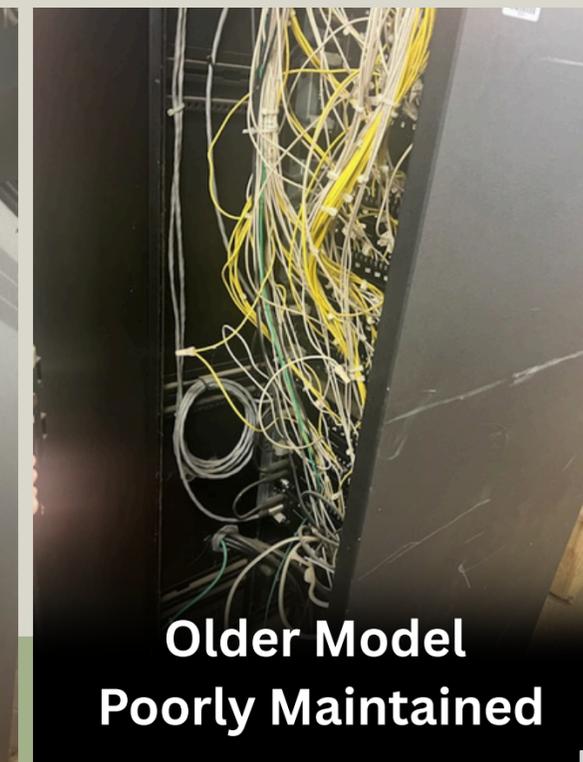
Poor Location in Riser Room



Replaced in 2006 after lightning strike



Manufacturer No Longer in Business



Older Model Poorly Maintained

# RIGGING SYSTEM Original to the building

A theater’s rigging system is the critical overhead machinery of ropes, cables, pulleys, and counterweights that safely lifts and moves scenery, lighting, and curtains—making the magic of the show possible. Modernization offers:

- Safety - supports all overhead equipment and protects participants through engineered load control and redundancy.
- Efficiency - Quickly adjusts height and position of electrical and scenery. Improves staff workflow
- Versatility - Enables quick scene changes during performances
- Integrates with automated systems for precise movement cues - attracts larger and more sophisticated acts



Rigging was hung before there was any codes were written. Haphazard and overcrowded.



First Electric overweighted, only motorized line, only line that can get light downstage



Upstage line is frayed and no longer in use for safety.



Cranks to raise and lower lines are damaged and unsafe. It takes up to 20 minutes to fully adjust a single line by hand crank

Attachment: RCAC Improvement Presentation 2-19-26 (Contract Authorization for the Cultural Arts Center Rigging and Dimmer Package)

# BUDGET & TIMELINE

A fully integrated system for dimmers and rigging is the current industry standard for theaters, and a simultaneous upgrade is critical to operations at the Cultural Arts Center. Barbizon Lighting Systems, an outstanding local company certified by the manufacturer of the rigging and dimmer hardware, has been selected to complete the work at Roswell Cultural Arts Center in the summer of 2026. These upgrades will support and enhance the center's unprecedented growth by providing 25 plus years of uninterrupted service to the community.

## Project Budget:

Contract Authorization: \$427,998.24

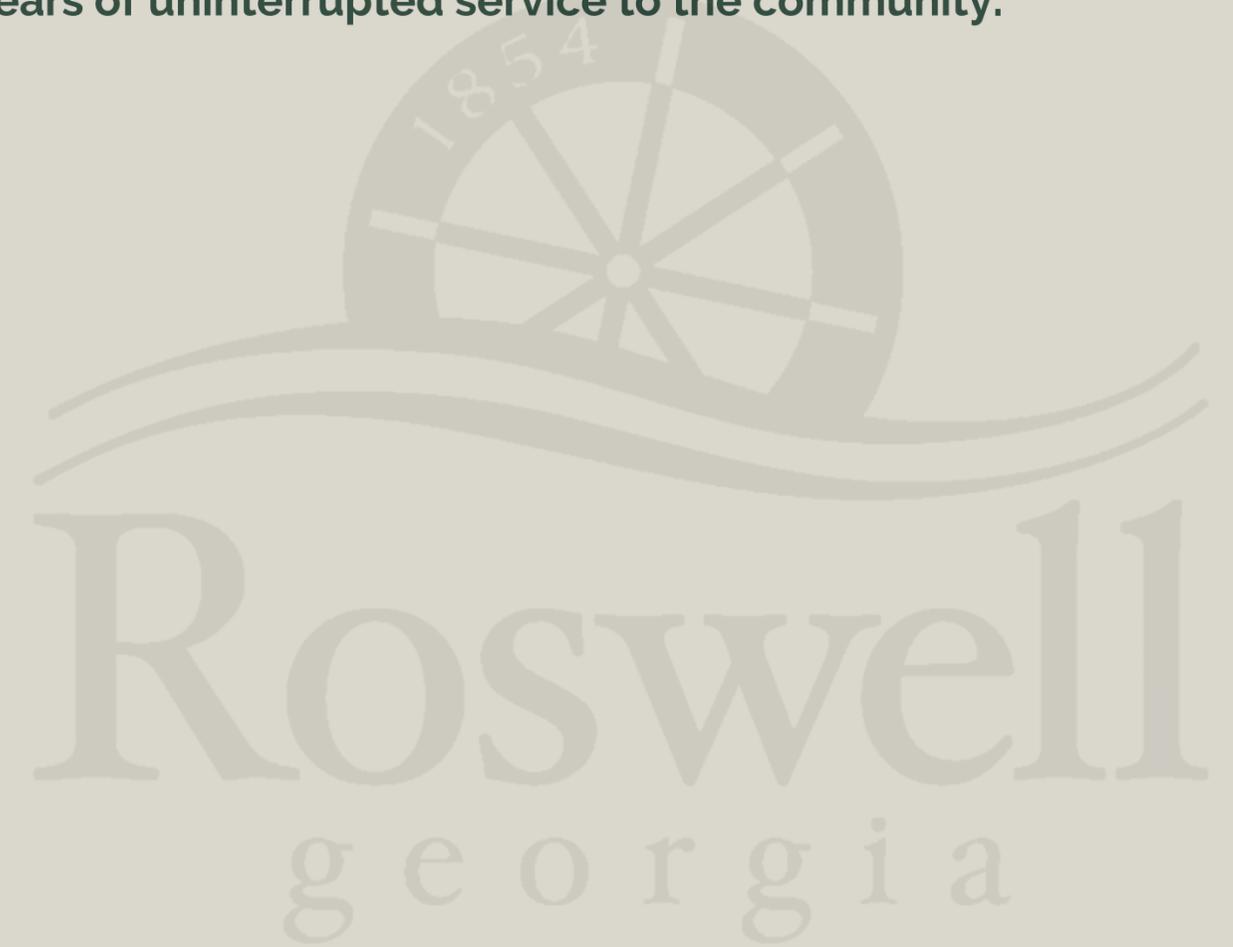
Budget Allocation Not to Exceed: \$470,000

## Project Timeline:

March 2026: Complete Contract with Barbizon Lighting

April 2026: Refine Scope of Services for Savings and Efficiency

May 24 - July 8, 2026: Barbizon Installation



# Questions?



**City of Roswell**  
**Committees of Council**  
**AGENDA ITEM REPORT**

ID # - 10037

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**MEETING DATE:** February 24, 2026  
**DEPARTMENT:** Administration  
**ITEM TYPE:** Agenda Vote

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**Consideration of an ordinance to amend the code of ordinances of the city of Roswell, Georgia by amending chapter 2 administration, article 2.5 code of ethics; to provide for penalties; to provide for codification; to provide for severability; to repeal conflicting ordinances; to provide an effective date; and for other purposes**

**Action Required:**

Agenda Vote

**Description:**

Ordinance to amend the code of ordinances of the city of Roswell, Georgia by amending chapter 2 administration, article 2.5 code of ethics; to provide for penalties; to provide for codification; to provide for severability; to repeal conflicting ordinances; to provide an effective date; and for other purposes

**Financial Impact:**

N/A

**Comments:**

See attached

STATE OF GEORGIA  
FULTON COUNTY

First Reading:  
Second Reading:

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF ROSWELL, GEORGIA BY AMENDING CHAPTER 2 ADMINISTRATION, ARTICLE 2.5 CODE OF ETHICS; TO PROVIDE FOR PENALTIES; TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

*WHEREAS*, the duly elected governing authority of the City Roswell, Georgia is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs and local government; and

*WHEREAS*, the duly elected governing authority of the City of Roswell, Georgia is the Mayor and Council thereof; and

*WHEREAS*, the governing authority deems it essential to the proper operation of democratic government that the public officials be, and give the appearance of being, independent, impartial, and responsible to the people; that governmental decisions and policies be made in the proper channels of the governmental structure; and that public office not be used for personal gain; and

*WHEREAS*, such measures are necessary to provide the public with confidence in the integrity of its government.

*NOW THEREFORE*, the Council of the City of Roswell, Georgia hereby ordains that the Code of the City of Ordinances of the City of Roswell, Georgia Chapter 2 Administration Article 2.5 Code of Ethics, is repealed in its entirety and replaced to read as follows:

**CODE OF ETHICS**

1. **Definitions.**
  - (a) Appointee shall be any person appointed to a City board, committee or commission by the City Council or Mayor.
  - (b) Mayor and City Councilmember shall be any person who is the current Mayor and a current member of the City Council.
  - (c) City staff shall be any person who is a full-time or part-time employee of the City, as well as any full-time or part-time employee of any independent contractor contracted to perform specific duties for, and on behalf of, the City.
  - (d) Family member means the spouse, mother, father, brother, sister, son or daughter of the Mayor or a City Councilmember or an appointee or the mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law of the Mayor or City Councilmember or an appointee.
  - (e) Financial interest means all direct ownership interests of the total assets or capital stock of a business entity where such ownership interest is ten percent or more.

STATE OF GEORGIA  
FULTON COUNTY

First Reading:  
Second Reading:

- (f) Government or City shall be construed to mean the City of Roswell, Georgia government.
- (g) Member shall include the Mayor and City Councilmembers and Appointees.
- (h) Substantial interest means the following: (i) funds received by the Member from the other person or entity during the previous 12 months either equal or exceed (a) \$5,000.00 in salary, bonuses, commissions or professional fees, or \$5,000.00 in payment for goods, products or services, or (b) ten percent of the recipient's gross income during that period, whichever is less; or (ii) the Member is a creditor, debtor, or guarantor of the other person or entity in an amount of \$5,000.00 or more.

## 2. Prohibitions

All Members shall meet the following standards:

### (a) Compliance with the law

Members shall comply with all laws of the United States, the State of Georgia, and the City in the performance of their public duties. These laws include but are not limited to: the United States and Georgia Constitutions; laws pertaining to conflicts of interest, elections, campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and written policies.

### (b) Policy role of Members

Members shall respect and adhere to the structure of government of the City as outlined in the City's Charter and policies and procedures. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards, committees, commissions, and City staff. Members shall not direct the activities of City staff, interfere with the day-to-day administrative functions of the City or the professional duties of the City staff, nor impair the ability of City staff to implement City Council policy decisions.

### (c) Acceptance of gifts, benefits or remuneration

(i) Members shall not solicit or accept directly or indirectly anything of value from any person, corporation, or group which:

- (1) Has, or is seeking to obtain, contractual or other business or financial relationships with the City, unless: a Member's contractual relationship with such person, corporation, or group existed prior to the City's contractual relationship or prior to the Member's election or appointment to office; the Member, if in office at the time the contractual, business or financial relationship came before the City for consideration, disclosed such relationship or, if not in office at such time, has immediately disclosed the relationship to the City after being elected or appointed to office and becoming aware of the City's relationship with such person, corporation or group; the Member abstained from discussion of the City's consideration of entering a contract with such person,

STATE OF GEORGIA  
FULTON COUNTY

First Reading:  
Second Reading:

corporation, or group or competing vendor; the Member abstained from voting on any matter related to the relationship between such person, corporation, or group or the subject contract or services; and the Member did not make personal use of any official non-public information, as prohibited by Section (k) hereof;

(2) In exchange for the thing of value, seeks to have a Member exercise a matter of discretion in his or her favor; or

(3) In exchange for the thing of value, seeks to have interests which may be affected by the performance or nonperformance of the official duty of the Member.

(ii) Members shall not directly or indirectly request, exact, receive, or agree to receive a gift, loan, favor, promise, benefit or thing of value for him/herself or another person if:

(1) It could reasonably be considered to influence the Member in the future, and the Member is involved in any official act or action which results in a pecuniary benefit for the donor or lender which is not available to the public at large; or

(2) It could reasonably be considered to influence, benefit or reward the Member, and the Member recently has been, or is now or within six (6) months in the future, involved in any official act or action which results in a pecuniary benefit for the donor or lender which is not available to the public at large.

(iii) The above prohibitions shall not apply in the case of:

(1) Occasional nonpecuniary gift of insignificant trinkets or gifts such as a calendar, memento or pen received in the normal course of business with a value of less than one hundred dollars (\$100.00) and admission to and or consumption of food and beverages at a breakfast, lunch, dinner, function or event;

(2) Award publicly presented in recognition of public service;

(3) Transaction authorized by and performed in accordance with O.C.G.A. § 16- 10-6 as now or hereafter amended;

(4) A commercially reasonable loan or other financial transaction made in the ordinary course of business by an institution or individual authorized by the laws of Georgia to engage in the making of such loan or financial transaction; or

(5) Campaign contributions made and reported in accordance with Georgia laws.

(6) Any gift, loan, favor, promise or thing of value from a Family member.

(d) Conflict of Interest

(i) A Member may not participate in a vote or decision on a matter affecting an immediate family member or any person, entity, or property in which the Member has a substantial interest.

(ii) A Member who serves as a corporate officer or member of the board of directors of a nonprofit entity must disclose their interest in said entity to the mayor and council prior to participating in a vote or decision regarding funding of the entity by or through

STATE OF GEORGIA  
FULTON COUNTY

First Reading:  
Second Reading:

the city.

(iii) Where the interest of a Member in the subject matter of a vote or decision is remote or incidental, the Member may participate in the vote or decision and need not disclose the interest.

(t) Use of Public Property

A Member shall not use City property of any kind for other than officially approved activities, nor shall he or she direct City staff to use such property for these purposes.

(g) Coercion by Members

A Member shall not use his or her position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to him or her or a family member, or those with whom a Member has a financial interest.

(h) Voting in matters of personal interest

A Member shall not vote on an ordinance or amendment for a specific item in a City Council meeting that would directly affect his or her private business. Provided, however, that in the event of an ordinance of general application or a matter of City-wide application, or in the event such vote would be proper under the City Charter such Member shall disclose such interest and, following such disclosure, shall be allowed to vote on such matter and such vote shall not constitute a violation of these rules and shall not be the subject matter of an ethics complaint hereunder.

(i) Unauthorized use of City staff

A Member shall not use his or her superior position to unduly pressure or request or otherwise require a member of the City staff to:

- (i) Do clerical work on behalf of a family member, business, social, church or fraternal interests;
- (ii) Purchase goods and services to be used for personal, business or political purposes; and
- (iii) Work for him or her personally without offering him or her just compensation.

G) Restrictions on contracts with former Members

The City shall not enter into any contract with any person or business represented by such person, who has been within the preceding 12-month period a Member, unless the contract is awarded by a competitive bid or a committee selection process.

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FULTON COUNTY

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Second Reading:

(k) Improper Use of Official Non-Public Information

Members shall not directly or indirectly make use of, or permit others to make use of, official information, which at the time of its disclosure is not subject to being made available to the general public, for the purpose of furthering a private interest regardless of whether the private interest belongs to the Member or a third party.

(l) Unauthorized Attempts to Bind the City

Members shall not order any goods and services for the City without prior official authorization for such an expenditure, nor shall Members attempt to obligate the city nor give the impression of obligating the city without proper prior authorization to purchase or otherwise be liable for any goods, services or property.

(m) Improper Influence in City Judicial Matters

No Member shall attempt to unduly influence the outcome of a case before the Municipal Court of the City of Roswell nor shall any Member engage in ex parte communication with a municipal court judge of the City of Roswell on any matter pending before the Municipal Court of the City of Roswell.

(n) Retaliatory Action Against City Employees

No Member shall attempt to influence or take any adverse employment action against a City employee due to such City employee's provision of truthful information about such Member or any other Member, including any information that forms a part of a Complaint or Answer submitted under this Code of Ethics or which is provided pursuant to an investigation or hearing conducted in accordance with this Code of Ethics.

**3. Receipt of Complaints**

- (a) All verified complaints against Members shall be filed with the city clerk, provided, however, to discourage the filing of ethics complaints solely for political purposes, verified complaints will not be accepted against a person seeking election as a Member, whether currently serving as a Member or not, from the date qualifying opens for the elected office at issue through the date the election results for that office are certified. The time for filing verified complaints will not run during this period and be tolled from the date of filing. Properly filed verified complaints will be accepted and processed after the election results have been certified.
- (b) No action may be taken on any complaint which is filed later than one (1) year after a violation of this Code of Ethics is alleged to have occurred, and a complaint alleging a violation must be filed within six (6) months from the date the complainant knew or should have known of the action alleged to be a violation; such limitation periods to be measured from the date of the last act occurring in furtherance of such violation. No proceedings under this article shall be instituted or

STATE OF GEORGIA  
 FULTON COUNTY

First Reading:  
 Second Reading:

prosecuted after the earlier of: (i) the expiration of the term of office of the person complained against; or (ii) the resignation, death, vacancy, disqualification or withdrawal from office of the person against whom a complaint is filed.

- (c) No action may be taken on any complaint which arises out of substantially the same facts or circumstance which have previously served as the basis for a complaint pursuant to this Ordinance.
- (d) A separate complaint shall be filed for each person alleged to have engaged in any activity violating this Ordinance even if the allegations arise from the same factual basis. Each complaint shall state: (i) a separate count for each alleged violation; (ii) the specific section of state law, the City Charter, or this Ethics Ordinance alleged to be violated for each count; (iii) with specificity, the facts which are alleged to constitute the violation; and (iv) the documentary evidence which the charging party possesses. Copies of said documentary evidence shall be attached to the complaint as exhibits.
- (e) All verified complaints shall contain an oath that the facts set forth therein are true and correct to the best of the complainant's knowledge in substantially the following form:

{Form Contained on Following Page}

STATE OF GEORGIA  
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COUNTY OF FULTON

AFFIDAVIT

Personally appeared before the undersigned officer duly authorized to administer oaths. (Name of person filing complaint), who on oath deposes that the statements in the foregoing Complaint are true and correct to the best of his/her knowledge and belief. The affiant further acknowledges that false statements made in this application may result in a prosecution against them for false swearing, a felony under O.C.G.A. 16-10-71.

\_\_\_\_\_  
(Signature of person filing complaint)

Sworn to and subscribed

before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ \_

\_\_\_\_\_

Notary Public"

- (f) Upon receipt of a complaint, the City Clerk will deliver a copy of the complaint to the City Administrator.

**4. Appointment of Hearing Officer, Service of Complaint, Burden of Proof**

(a) All complaints filed hereunder shall be heard before a Hearing Officer who: (i) shall be a competent attorney at law of good standing in his or her profession, (ii) shall have at least five (5) years' experience in the practice of law, and (iii) shall not maintain an office within a ten (10) mile radius of the City of Roswell, Georgia. The City Clerk shall maintain a listing of no less than five (5) qualified attorneys to serve as a Hearing Officer pursuant to this section. Upon receipt of a properly verified complaint, the City Clerk shall draw names randomly from the listing of qualified Hearing Officers and appoint the first one who is available to serve in the matter. Once a Hearing Officer is appointed, no Member shall communicate with or otherwise contact the Hearing Officer, except as authorized herein, unless such Member is the complainant or the Member charged in the Complaint; however, no party to a Complaint shall engage in ex parte communications with the Hearing Officer.

(b) Original pleadings shall be filed with the City Clerk and the City Clerk shall cause the complaint to be served on the Member charged as soon as practicable but in no event later than seven (7) calendar days after receipt of a verified complaint. Service may be by personal service, by certified mail, return receipt requested or by statutory overnight delivery.

(c) In all proceedings under this section, the burden of proof shall be on the

Attachment: Roswell Code of Ethics Proposed Draft 12.4 (003) (Ethics Ordinance)

STATE OF GEORGIA  
FULTON COUNTY

First Reading:  
Second Reading:

complaining party. Further, the quantum of proof required to establish a violation under this Ordinance shall be beyond a reasonable doubt.

## 5. **Hearing**

(a) The Member charged in the Complaint shall have fifteen (15) calendar days to file an answer to the complaint provided; however, the Member charged shall have no obligation to file an answer to any complaint.

(b) Upon the expiration of the fifteen (15) calendar day answer period, the Hearing Officer shall review the complaint and answer, if any, to determine: (i) whether the complaint is in conformity of the requirements of Section 3 above, (ii) whether upon consideration of the complaint and answer, the complaint is unjustified, frivolous, patently unfounded, or (iii) whether upon consideration of the complaint and answer, the complaint demonstrates facts sufficient to invoke disciplinary jurisdiction as set forth in this Ordinance.

(c) If the complaint fails based upon the requirements of the foregoing subsection (b), the Complaint shall be dismissed stating the basis for said dismissal. If the dismissal is based upon the failure to comply with Sections 3(d) or 3(e), the Complaining party shall have fifteen (15) calendar days to refile the complaint correcting the defect. If the corrected complaint is not filed within said fifteen (15) calendar day period, the provisions of section 3(c) shall apply to the complaint. If the complaint otherwise fails, the provisions of section 3(c) shall apply to the complaint.

(d) Upon a determination that the complaint should not be dismissed pursuant to the foregoing subsection (c), the Hearing Officer shall be empowered to collect evidence and information concerning any complaint and to add the findings and results of its investigations to the file containing such complaint. In furtherance of this investigation, the Hearing Officer may:

(i) First, seek such further information from the complainant or the Member charged through inquiry or written questions, provided, however the Member charged shall have no obligation to answer any inquiries; and make a further determination as to whether the complaint demonstrates facts sufficient to invoke disciplinary jurisdiction as set forth in this Ordinance in accordance with Section 5(b) above. If it is determined that the complaint should not be dismissed pursuant to this subsection, then the provisions of Section 5(d)(ii) below shall apply; or

(ii) Conduct a hearing regarding the allegations set forth in the complaint. At any hearing, the Member who is the subject of inquiry shall have the right: (i) to representation by counsel at all stages of these proceedings, (ii) to written notice of the hearing at least ten (10) calendar days before the first hearing, (iii) to hear and examine the evidence and witnesses, (iv) to not testify, and (v) to submit evidence and call witnesses to oppose or mitigate the allegations. In all hearings held under this section, the rules of evidence applicable in civil cases shall apply.

STATE OF GEORGIA  
FULTON COUNTY

First Reading:  
Second Reading:

(e) All investigations under this section shall be completed within forty-five (45) calendar days of the answer period, whether an answer is timely filed or not. Should the investigation not be completed in said period, the complaint will be deemed dismissed as a failure to state facts sufficient to invoke the disciplinary jurisdiction of the City Council. Within seven (7) calendar days of the completion of the investigation, the Hearing Officer shall:

- (i) dismiss the complaint on the grounds that it is unjustified, frivolous, patently unfounded, or that it fails to state facts sufficient to invoke the disciplinary jurisdiction of the City Council, or
- (ii) prepare a report of findings and recommendations to the Mayor and City Council.
- (iii) Should the Hearing Officer determine to submit a report in the matter, the report shall consist of: (1) a written finding of facts; (2) a determination that the complaint establishes beyond a reasonable doubt that a violation has been committed, and if so, the specific violation and evidence supporting the same, and (3) a recommendation regarding the punishment for such violation.
- (iv) Any person violating any provision of this article is subject to:
  - (1) Public or private reprimand or censure by the city council
  - (2) Request for resignation by the city council
  - (3) Removal from office in accordance with all applicable state and local laws.
- (v) The Hearing Officer's written determination of findings and recommendations shall be delivered to the City Clerk who shall provide a copy to the City Administrator and the Mayor and Council and serve a copy on the complainant and Member charged by personal service, by certified mail, return receipt requested or by statutory overnight delivery. Such findings shall not be final until approved by vote of the City Council, as provided in Section 6.

**6. Report to Mayor and Council**

- (a) Upon receipt of findings and recommendations from the Hearing Officer, the Mayor and Council may:
- (i) by simple majority accept the Findings and Recommendations of the Hearing Officer.
  - (ii) by simple majority accept the findings of fact and reject the recommended discipline, instead substituting its own discipline.
  - (iii) by a supermajority consisting of a majority of those present forming a quorum, plus one, reject the findings and recommendations and either: (1) dismiss the complaint, or (2) conduct its own hearing in substantial accordance with Section 5 hereof. Upon the completion of such hearing, the Findings and Recommendations of the Mayor and Council shall be binding.
- (b) If the subject of the complaint is the Mayor or any City Councilmember, he or

STATE OF GEORGIA  
FULTON COUNTY

First Reading:  
Second Reading:

she will not be allowed to vote pursuant to this section or participate in any hearing held pursuant to this section other than as set forth and allowable by the Member charged, nor shall such position be counted for the purposes of establishing a quorum.

(c) Upon a final judgment and certification of the minutes of the meeting disposing of the matter, the City Clerk shall serve the respondent with a copy of the certified minutes and Findings and Recommendations by personal service, certified mail (return receipt requested) or by Federal Express or other overnight delivery service.

7. **Right To Appeal**

(a) Any Member or complainant adversely affected by the findings or recommendations of the City Council may obtain judicial review of such decision as provided in this Section.

(b) An action for judicial review may be commenced by filing an application for a writ of certiorari in the Superior Court of Fulton County within thirty (30) calendar days after the final action on a complaint pursuant to this Ordinance. The filing of such application shall act as supersedeas.

SO ORDAINED th.is \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

APPROVED,

\_\_\_\_\_  
Mary Robichaux, Mayor

ATTEST:

\_\_\_\_\_  
Nancy Long, City Clerk

SEAL:

APPROVED AS TO FORM:

\_\_\_\_\_  
David B. Davidson, City Attorney

-

Attachment: Roswell Code of Ethics Proposed Draft 12.4 (003) (Ethics Ordinance)



**City of Roswell**  
**Committees of Council**  
**AGENDA ITEM REPORT**

ID # - 10332

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**MEETING DATE:** February 24, 2026  
**DEPARTMENT:** Administration  
**ITEM TYPE:** Agenda Vote

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**Consideration of adding Juneteenth to the 2026 Holiday Calendar**

**Action Required:**

Agenda Vote

**Description:**

Staff has completed a review of the proposed 2026 City holiday calendar and is seeking Mayor and Council direction regarding the addition of Juneteenth as an official paid City holiday beginning with the 2026 calendar year, during which City offices would be closed in observance. Juneteenth is currently recognized and observed as a State holiday.

**Financial Impact:**

Approximately \$75,000

**Comments:**

No backup documents