



**City of Roswell
Meeting Agenda
Mayor and Council
Regular Meeting**

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

Monday, September 22, 2025	7:00 PM	City Hall - Council Chambers
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Welcome

Roll Call

Invocation/Moment of Silence - Nelson Zivic, President - The Church of Jesus Christ of Latter-Day Saints

Pledge of Allegiance - United States Army Specialist Micah Clark

Mayor's Report

- 1. #10069 Reading of a Proclamation for the Esteemed Veteran of Roswell Award to United States Army Specialist Micah Clark.**
- 2. #10040 Reading of a Proclamation for Roswell's 75th Annual Frances McGahee Youth Day Celebration.**
Presented by Steven Malone, Director of Recreation and Parks
- 3. #10071 Roswell Results Update.**

Consent Agenda

- 1. #10070 Approval of the September 8, 2025 Special Called Mayor and Council meeting minutes, September 8, 2025 Regular Mayor and Council meeting minutes, and September 15, 2025 Special Called Mayor and Council meeting minutes.**
- 2. #9991 Approval for the Mayor or City Administrator to award a contract with Inliner Solutions, LLC for the Stormwater Lining Package project for \$355,471 and with a project budget authorization of \$391,018.**
Presented by Brian Watson, Director of Environmental/Public Works

3. **#10000 Approval for the Mayor or City Administrator to sign an Intergovernmental Agreement (IGA) with Fulton County for Water Service and Sewer Billing.**

Presented by Brian Watson, Director of Environmental/Public Works

Regular Agenda

1. **#10043 Approval of an Ordinance to Adopt a Millage Rate of 4.949 for Tax Year 2025. (Second Reading)**
Presented by Bill Godshall, Chief Financial Officer
2. **#9826 Approval of a Sidewalk Café at 43/45 Park Square Court (20251723).**
Presented by Jeannie Peyton, Planning and Zoning Director
3. **#10038 Approval of a Resolution to adopt the annual update to the Community Work Program (CWP) and Community Improvement Element (CIE) covering the five year period from 2025-2030.**
Presented by Jeannie Peyton, Planning and Zoning Director

City Attorney's Report

4. **#10066 Approval of a Resolution authorizing the Roswell Development Authority (RDA) to enter into negotiations on a City owned property located at Bowen Road and Highway 92.**
Presented by Joseph Cusack, Assistant City Attorney
5. **#10068 Recommendation for Closure to Discuss Personnel, Litigation and Real Estate.**

Adjournment

PUBLIC COMMENT PROTOCOL:

- To address Mayor and Council on an Agenda Item, complete a Comment Card and submit to the City Clerk.
- Comments by individual speakers are limited to five minutes per item. (*Exemptions to the time limit are zoning applicants, appeals, and semi-judicial matters before Mayor and Council.*) Comments should only be made on the agenda item under consideration.
- Documents, pictures or presentation materials for distribution to the Mayor and Council must be submitted to the City Clerk by noon on Monday prior to the meeting. Email to citizendocuments@roswellgov.com or drop off at City Hall.

RULES OF DECORUM FOR ALL MEETINGS (City of Roswell Code of Ordinances Section 2.1.6):

The City of Roswell strives to provide a positive experience for those visiting city facilities and promotes an environment of personal safety and security — free from intimidation, threats or violent acts. All are expected to exhibit common courtesy, civility, and respect for others. Members of the audience will respect the rights of others and will not create noise or other disturbances that disrupt or disturb persons who are addressing the Mayor & Council who are speaking or otherwise impede the orderly conduct of the meeting. Violations may result in the violator being removed from the premises.



City of Roswell
Mayor and Council
AGENDA ITEM REPORT

ID # - 10069

MEETING DATE: September 22, 2025
DEPARTMENT: Mayor's Report
ITEM TYPE: Proclamation - Mayor's Report

**Reading of a Proclamation for the Esteemed Veteran of Roswell Award to
United States Army Specialist Micah Clark.**

Item Summary:

This Proclamation celebrates United States Army Specialist Micah Clark's service to our great community of Roswell, to fellow service members and to our Country.

Presented by:

Mayor Kurt M. Wilson

Army Specialist Micah Clark Esteemed Veteran of Roswell



WHEREAS, Micah Clark began his military service in 2008 at the age of 18, entering the United States Army and completing basic training at Fort Benning, Georgia; and

WHEREAS, during his years of service with the Army, the Georgia National Guard, and later the Army Reserves, Specialist Micah Clark held critical roles as a driver, gunner, and mentor to Afghan officers, demonstrating courage, discipline, and leadership; and

WHEREAS, Specialist Clark deployed for 11 months to Afghanistan, where he and his unit faced multiple ambushes and firefights while carrying out their mission to build trust with local communities and to train Afghan military forces, an effort that reflected both bravery and a commitment to lasting peace; and

WHEREAS, his military service was marked by distinction, earning him numerous honors including the Afghanistan Campaign Medal with Campaign Star, Army Commendation Medal, Army Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, NATO Medal, Armed Forces Reserve Medal with "M" Device, Combat Infantryman Badge, and other commendations recognizing his sacrifice and excellence; and

WHEREAS, after completing his service with the Georgia National Guard in 2011 and fulfilling his eight-year contract with the Army Reserves in 2016, Micah Clark pursued higher education, earning a Bachelor of Science in Business Administration from Auburn University and obtaining his Georgia real estate license; and

WHEREAS, Micah Clark has continued his life of service as the CEO and Founder of Clark Brothers Roofing & Construction, a Roswell-based business that not only provides quality residential and commercial renovations but also gives back to the community by sponsoring numerous nonprofits, schools, and local sports teams; and

WHEREAS, Micah Clark's experiences in combat, including the loss of a close friend, deepened his appreciation for the cost of freedom and inspired his drive to build a meaningful future for his family, employees, and community. The values of sacrifice, honor, and integrity instilled during his service continue to guide his work and leadership in Roswell today; and

WHEREAS, the City of Roswell and its citizens are proud to recognize Micah Clark's devotion to country, his distinguished military service, and his ongoing contributions to our community through leadership, philanthropy, and entrepreneurship.

NOW THEREFORE, I, Kurt M. Wilson, Mayor of the City of Roswell, do hereby name Specialist Richard Heneghan an Esteemed Veteran of Roswell, and call upon all our citizens to recognize his outstanding service to our country and our community and that there is no higher calling than those who serve in the Armed Forces.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 29th day of September 2025.

MAYOR KURT M. WILSON



City of Roswell
Mayor and Council
AGENDA ITEM REPORT

ID # - 10040

MEETING DATE: September 22, 2025

DEPARTMENT: Mayor's Report

ITEM TYPE: Proclamation

Reading of a Proclamation for Roswell's 75th Annual Frances McGahee Youth Day Celebration.

Item Summary:

Roswell Youth Advisory Council members will proclaim Saturday, October 4, 2025, as Youth Day in the City of Roswell. This year's Annual Youth Day Celebration theme is "Growing Together."

Youth officials representing local high schools will officially serve from September 22, 2025, through October 3, 2025. They will attend the Youth Day Parade with the officials they represent on Saturday, October 4, 2025.

Presented by:

Steven Malone, Deputy Director of Recreation and Parks, Historic, and Cultural Affairs

ROSWELL'S 75th ANNUAL FRANCES McGAHEE YOUTH DAY CELEBRATION

- WHEREAS,** The Youth of Roswell are an important part of the community; and
- WHEREAS,** The Youth of Roswell represent the future of our great City; and
- WHEREAS,** The City of Roswell for the past 75 years has celebrated its Youth with a City-wide celebration; and
- WHEREAS,** The theme for the 75th Annual Youth Day Celebration is “Growing Together”; and
- WHEREAS,** Festivities for Saturday, October 4th will include the Annual Frances McGahee Youth Day Parade, Fall Farm Days at Smith Plantation, Touch-a-Truck at Roswell City Hall, and Art Block, highlighting both National Arts and Humanities Month and National Hispanic Heritage Month, at the Roswell Cultural Arts Center.

NOW, THEREFORE, I, the Youth Advisory Council Interim Mayor of the City of Roswell, do hereby proclaim Saturday, October 4th, 2025 as Youth Day in the City of Roswell, and I call upon all our citizens, young and old, to help us celebrate and promote this most honored day in our community.

*In witness whereof, I have hereunto set
my hand and seal this 22nd day of
September, 2025*

YOUTH MAYOR



City of Roswell
Mayor and Council
AGENDA ITEM REPORT

ID # - 10071

MEETING DATE: September 22, 2025

DEPARTMENT: Mayor's Report

ITEM TYPE: Update

Roswell Results Update.

**City of Roswell****Mayor and Council****AGENDA ITEM REPORT****ID # - 10070**

MEETING DATE: September 22, 2025**DEPARTMENT:** Administration**ITEM TYPE:** Minutes

Approval of the September 8, 2025 Special Called Mayor and Council meeting minutes, September 8, 2025 Regular Mayor and Council meeting minutes, and September 15, 2025 Special Called Mayor and Council meeting minutes.

Item Summary:

Approval of the September 8, 2025 Special Called Mayor and Council meeting minutes, September 8, 2025 Regular Mayor and Council meeting minutes, and September 15, 2025 Special Called Mayor and Council meeting minutes.



**City of Roswell
Meeting Minutes
Mayor and Council
Special Called Meeting**

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

Monday, September 8, 2025	5:00 PM	City Hall - Council Chambers
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Welcome

Mayor Kurt Wilson: Present, Councilmember Sarah Beeson: Present, Councilmember Christine Hall: Excused, Councilmember G. Lee Hills: Present, Councilmember David Johnson: Present, Councilmember William Morthland: Excused, Councilmember Allen Sells: Excused.

City Attorney's Report

1. #10035 Recommendation for Closure to Discuss Personnel, Litigation and Real Estate.

Councilmembers Christine Hall, William Morthland and Allen Sells were present at Closure.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Johnson, Councilmember
SECONDER:	Sarah Beeson, Councilmember
IN FAVOR:	Sarah Beeson, G. Lee Hills, David Johnson
EXCUSED:	Christine Hall, William Morthland, Allen Sells

Adjournment

The meeting was adjourned at 5:03 PM



**City of Roswell
Meeting Minutes
Mayor and Council
Regular Meeting**

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

Monday, September 8, 2025	7:00 PM	City Hall - Council Chambers
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Welcome

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.

Invocation/Moment of Silence - Youth Director Dara Vidito, Congregation Beth Hallel

Pledge of Allegiance - United States Air Force Staff Sergeant Monica Graham

Mayor's Report

1. **#10031 Reading of a Proclamation for the Esteemed Veteran of Roswell Award to United States Air Force Staff Sergeant Monica Graham.**

Honoring United States Air Force Staff Sergeant Monica Graham's service to our nation, to fellow service members and to the Roswell community.

RESULT: PROCLAMATION READ

2. **#9995 Proclamation for Esteemed Roswell Public Safety Employee award to Captain Jeff Mealor as Roswell Fire Company Officer of the Year for 2024.**

Recognition of Captain Jeff Mealor as Roswell Fire Company Officer of the Year for 2024 for his outstanding service and commitment to our City.

RESULT: PROCLAMATION READ

3. **#10062 A Proclamation proclaiming September as 2025 Childhood Cancer Awareness Month to increase awareness of childhood cancer and the need for funding and research and to support families in Roswell affected by childhood cancer.**

Proclaims September as 2025 Childhood Cancer Awareness Month to increase awareness of childhood cancer and the need for more funding and research and to support families in Roswell affected by childhood cancer.

RESULT: PROCLAMATION READ

Attachment: Minutes_M&C_090825 - DRAFT unapproved (M&C Minutes (9/8 SC & Reg, 9/15 SC))

4. **#10013 Approval of a Planning Commission (PC) appointment - Gurtej Narang.**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	G. Lee Hills, Councilmember
SECONDER:	Christine Hall, Councilmember
IN FAVOR:	Beeson, Hall, Hills, Johnson, Morthland, Sells

5. **#10036 Oath of Office - Gurtej Narang (Planning Commission).**

RESULT:	OATH OF OFFICE READ
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6. **#10030 Roswell Results Update.**

Announcement of the official launch of **RoswellResults.com**, a dynamic new website showcasing the measurable progress the City of Roswell has made in service to our community. RoswellResults.com is structured around six strategic pillars that represent the heart of our mission, turning bold goals into real, tangible outcomes that enhance the quality of life for every Roswell resident. These pillars include:

1. Best in Class Safety - Ensuring our fire, police, and emergency services are well-staffed, well-equipped, and nationally recognized.
2. Service Excellence - Providing City services that are modern, dependable, and easy to access.
3. Economic Development - Revitalizing key corridors, attracting new jobs, and shaping a sustainable, business-friendly future.
4. Infrastructure Investment - Delivering high-impact projects that improve mobility, utility systems, and public spaces.
5. Stewarding with Integrity - Managing taxpayer funds with transparency, discipline, and forward-thinking stewardship.
6. Top Place to Work - Investing in city staff, culture, leadership, and systems to build a high-performing workforce.

These pillars have guided a series of remarkable accomplishments. Explore these successes firsthand on RoswellResults.com to learn about key projects and stay informed about how we are building a stronger, safer, and more connected Roswell.

Updates on key projects the City is currently delivering for our community:

- The City initiated careful deconstruction of **Doc's Café**, a historic landmark central to the Groveway community. The goal is to preserve architecturally and culturally significant elements from the building to honor Doc's Café as a physical emblem of Black community heritage in Roswell. Plans for a permanent site will be shared at a later stage. Specialists in architecture, cultural history, and historic documentation are using advanced tools such as 3D laser scanning and CAD drawings to record and prioritize notable materials for potential future use and safeguard structural components during deconstruction and create detailed documentation to guide future design and interpretive efforts.
- Last week, **PBS Aerospace** officially opened the doors of its new North American headquarters in Roswell! Last year, PBS Aerospace, a major manufacturer of world-class small turbojet engines based in the Czech Republic, selected Roswell as its U.S. base for manufacturing and research and development (R & D) operations. This move brings a \$20 million investment and 150 jobs to Roswell, and advances the City's position as a hub for innovation and aerospace development. Positioning Roswell at the forefront of emerging technology has been a cornerstone of our economic strategy. PBS is proof this vision is not just an aspiration-it's a reality!
- Major improvements were completed at East Roswell Park and East Roswell Dog Park that include new parking, improved trail connectivity, enhanced ADA accessibility, upgraded stormwater systems and many other enhancements to a park that has been a community treasure for more than 30 years.

Consent Agenda

RESULT: **CONSENT AGENDA APPROVED [UNANIMOUS]**
MOVER: David Johnson, Councilmember
SECONDER: Allen Sells, Councilmember
IN FAVOR: Beeson, Hall, Hills, Johnson, Morthland, Sells

1. **#10034 Approval of the minutes of the August 25, 2025 Special Called Mayor and Council meeting and August 25, 2025 Regular Mayor and Council meeting.**

Regular Agenda

1. **#10043 Approval of an Ordinance to Adopt a Millage Rate of 4.949 for Tax Year 2025. (First Reading)**

The First Reading of the Ordinance to adopt a millage rate of 4.949 for Tax Year 2025 was approved. A state required Public Hearing on the millage rate will be held on September 15, 2025 at 6:00 PM. The Second Reading of the Ordinance to adopt the millage rate will be on September 22, 2025.

RESULT: **APPROVED FIRST READING [UNANIMOUS]**

Next: 9/22/2025 7:00 PM
MOVER: Christine Hall, Councilmember
SECONDER: David Johnson, Councilmember
IN FAVOR: Beeson, Hall, Hills, Johnson, Morthland, Sells

2. **#10026 Approval of a Resolution for issuance of Downtown Development Authority (DDA) Revenue Bonds and Intergovernmental Contract between the City of Roswell and the DDA to finance the Hill Street parking deck.**

Resolution No. 2025-09-31

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Allen Sells, Councilmember
SECONDER: David Johnson, Councilmember
IN FAVOR: Beeson, Hall, Hills, Johnson, Morthland, Sells

3. **#10027 Resolution Authorizing the Mayor or City Administrator with the City Attorney's Office to close on the Hill Street Land Exchange Agreement.**

Resolution No. 2025-09-32

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Allen Sells, Councilmember
SECONDER: David Johnson, Councilmember
IN FAVOR: Beeson, Hall, Hills, Johnson, Morthland, Sells

City Attorney's Report

4. #10033 Recommendation for Closure to Discuss Personnel, Litigation and Real Estate.

RESULT: NO CLOSURE

Adjournment

The meeting was adjourned at 8:21 PM

DRAFT

Attachment: Minutes_M&C_090825 - DRAFT unapproved (M&C Minutes (9/8 SC & Reg, 9/15 SC))



**City of Roswell
Meeting Minutes
Mayor and Council
Special Called Public Hearing on Millage Rate**

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

Monday, September 15, 2025	6:00 PM	City Hall - Council Chambers
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Welcome

Mayor Kurt Wilson: Present, Councilmember Sarah Beeson: Excused, Councilmember Christine Hall: Present, Councilmember G. Lee Hills: Present, Councilmember David Johnson: Present, Councilmember William Morthland: Present, Councilmember Allen Sells: Present.

Invocation/Moment of Silence

Pledge of Allegiance

Mayor's Report

1. **Public Hearing on the Millage Rate of 4.949 for Tax Year 2025.**

RESULT: NO VOTE NEEDED

Adjournment

The meeting was adjourned at 6:21 PM.



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 9991

MEETING DATE: September 22, 2025

DEPARTMENT: Environmental/Public Works

ITEM TYPE: Contract

Approval for the Mayor or City Administrator to award a contract with Inliner Solutions, LLC for the Stormwater Lining Package project for \$355,471 and with a project budget authorization of \$391,018.

Item Summary:

The purpose of this project is to rehabilitate 18 pipes and structures along 9 different roads using approved methods to mitigate potential stormwater impacts to affected areas. The pipes range in sizes from 18" to 48" and are mostly corrugated metal pipes (CMP). The pipes will be lined with Cured-In-Place Pipe (C.I.P.P.).

The City of Roswell advertised the project (ITB 25-213-K) on the City's website to the pre-qualified stormwater lining contractors. On July 31, 2025, two (2) bids were received in response to the subject solicitation. The bids ranged from \$355,471 to \$362,995 with the low bid being submitted by Inliner Solutions, LLC.

Staff recommends awarding the contract to Inliner Solutions, LLC in an amount of \$355,471 and staff also requests that an amount of \$35,547 be allocated from the Stormwater Master Project List budget to account for unforeseen conditions.

Committee or Staff Recommendation:

On September 9, 2025 the Committees of Council recommended placing this Item on the September 22, 2025 Mayor and Council Agenda.

Financial Impact:

Funding in the amount of \$391,018 is available in the Stormwater Fund in Org - 50743200, Project - 82016 (Stormwater Master Project List) for Stormwater Lining Projects.

Recommended Motion:

Motion to approve the Mayor or City Administrator to award a contract with Inliner Solutions, LLC for the Stormwater Lining Package project in an amount not to exceed \$355,471.

Presented by:

Brian Watson, P.E., Director of Environmental/Public Works



To: Brian Watson, Environmental Public Works Director
 From: Kimberly M. Fletcher, Purchasing Analyst II
 Subject: [ITB-25-213-K Multiple Stormwater Lining Locations](#)
 Date: September 18, 2025

Procurement Memo for ITB-25-213-K Multiple Stormwater Lining Locations

Environmental Public Works Multiple Stormwater Lining Locations project objective is to rehabilitate all pipe and structures specified using approved methods to mitigate potential issues to affected areas. Prequalified vendors were solicited for the **Invitation to Bid 25-213-K Multiple Stormwater Lining Locations** which was posted to Bonfire on July 17th, 2025, with a due date of July 31st, 2025.

The solicitation was only provided to prequalified construction vendors listed below for a two (2) week period. This was implemented since the solicitation was listed on Bonfire as private and only emailed to eight (8) prequalified vendors. The Procurement Department only received two (2) questions for this solicitation which were answered directly on the Bonfire website.

Two (2) vendors, Federal EC LLC and Inliner Solutions LLC submitted. Environmental Public Works Department confirmed to move forward with the lowest bidder, which is Inliner Solutions LLC.

Multiple Stormwater Lining Locations

922 Myrtle Street – S.W.P. 3018 Approximately 30 linear feet of 18" non-reinforced concrete pipe to be lined with C.I.P.P.

680 Rounsaville Road – S.W.P. 2273 approximately 30 L.F. of 18" C.M.P. – S.W.P. 2274 approximately 250 L.F. of 18" C.M.P. both to be lined with C.I.P.P.

785 Kingridge Drive – S.W.P. 8258 approximately 32 LF of 24" C.M.P. – S.W.P. 2156 approximately 125 LF of 24" C.M.P.

11320 Crenwood Cove – S.W.P. 128308 approximately 30 LF of 36" C.M.P. – S.W.P. 376 approximately 55 LF of 30" C.M.P. – S.W.S. 2517 install pedestal top

320 Spring Creek Road – S.W.P. 4001 approximately 32 LF of 18" C.M.P. – S.W.P. 4002 approximately 20 LF of 18" C.M.P.

325 Roswell Hills Court – S.W.P. 2575 approximately 30 LF of 18" C.M.P. – S.W.P. 2576 approximately 27 LF of 24" C.M.P.

850 Kingridge Drive – S.W.P. 6132 approximately 130 LF of 42" C.M.P. – S.W.P. 6131 approximately 160 LF of 30" C.M.P. – S.W.S. 2502 non-daylighted junction box will need to have

access installed in the form of a standard manhole

120 River Landing Drive – S.W.P. 12762 approximately 30 LF of 18" C.M.P. – S.W.P. 12763 approximately 120 LF of 18" C.M.P.

105 River Landing Drive – S.W.P. 771 approximately 30 LF of 18" C.M.P. – S.W.P. 4610 approximately 35 LF of 18" C.M.P. – S.W.P. 4611 approximately 60 LF of 18" R.C.P.

Vendors emailed Multiple Stormwater Lining Locations ITB Directly:

Chatfield

Sak Construction

Federal EC LLC

Inliner Solutions LLC

Southern Premier Contractors

Gradeco

Utility Asset Management

ProShot Concrete

Puris Corporation



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10000

MEETING DATE: September 22, 2025

DEPARTMENT: Environmental/Public Works

ITEM TYPE: Intergovernmental Agreement

Approval for the Mayor or City Administrator to sign an Intergovernmental Agreement (IGA) with Fulton County for Water Service and Sewer Billing.

Item Summary:

The previous intergovernmental agreement (IGA) between the City of Roswell and Fulton County for water service was executed in 1962 and expired in April of 2022. This agreement:

- Allows Fulton County to supply Roswell with water through seven emergency interconnects;
- Establishes a standard communication process between Roswell and Fulton County during emergencies;
- Establishes ownership of required interconnect components;
- Establishes responsibility for regulatory required annual maintenance, monitoring, calibration, etc.; and
- Allows Roswell to act as a billing collection agent for sewer services on behalf of Fulton County for a 10% commission.

The agreement term for the new IGA will be in effect for fifteen (15) years with a five (5) year extension upon written notice.

Committee or Staff Recommendation:

On September 9, 2025 the Committees of Council recommended placing this Item on the September 22, 2025 Mayor and Council Agenda.

Financial Impact:

The 10% billing collection agent revenue is billed and collected in Roswell's Water and Sewer Fund.

Recommended Motion:

Motion to approve the Mayor or City Administrator signing an Intergovernmental Agreement (IGA) with Fulton County for Water Service and Sewer Billing.

Presented by:

Brian Watson, P.E., Director of Environmental/Public Works

**INTERGOVERNMENTAL AGREEMENT FOR WATER SERVICE AND SEWER
BILLING BETWEEN THE CITY OF ROSWELL AND FULTON COUNTY**

This INTERGOVERNMENTAL AGREEMENT (“Agreement”) between the CITY OF ROSWELL, a municipal corporation of the State of Georgia (“Roswell”), and FULTON COUNTY, GEORGIA, a political subdivision of the State of Georgia (“Fulton”) (Roswell and Fulton are individually each referred to as a “Party” and collectively referred to as the “Parties”), is effective as of the date the last Party executes the Agreement.

WHEREAS, each of the Parties hereto is a governmental entity of the State of Georgia, having the legal authority and obligation to organize, maintain, and operate systems of water distribution in its respective jurisdiction to serve its citizens; and

WHEREAS, Fulton is a party to the Atlanta Fulton County Water Resources Commission, a joint venture with the City of Atlanta, which owns and operates the Tom Lowe Water Treatment Plant (“Tom Lowe WTP”); and

WHEREAS, the terms of this Agreement are intended to address the long-term Parties’ needs related to water management; and

WHEREAS, the Parties wish to set terms and conditions and to create procedures for the current and future supply of water to Roswell’s Water Service Area through interconnections between the two public water systems; and

WHEREAS, the Parties also wish to be able to provide emergency water supplies through these interconnections and establish the terms and conditions under which the systems can be physically connected and water made available to each other in times of emergency; and

WHEREAS, Roswell has a computerized billing system in operation in Roswell's Water Service Area and has served as the sewer billing collection agent for Fulton County sewer in this region; and

WHEREAS, Fulton would like Roswell to serve as the billing collection agent for sewer services with Fulton County's service area, and Roswell is amenable to doing so pursuant to the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual rights and obligations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties do agree as follows:

ARTICLE 1.

DEFINITIONS

- 1.1 APPLICABLE INTEREST RATE. The rate of one percent per month.
- 1.2 AVAILABLE POTABLE WATER. A surplus of potable water not immediately needed by the Selling Party.
- 1.3 BUSINESS DAY. Each day excluding each Saturday, Sunday, and state or federal holiday on which banks in the State of Georgia are authorized to close for purposes of customary banking services.
- 1.4 CITY ADMINISTRATOR. The Administrator of Roswell, or his or her designee, for purposes of this Agreement.
- 1.5 COMMUNITY WATER SYSTEM. A public water system that supplies water to the same population year-round.
- 1.6 DATE OF EXECUTION. The date on which the last party to this Agreement executes this Agreement.

- 1.7 DIRECTOR OF ENVIRONMENTAL / PUBLIC WORKS. The Director of the Department of Environmental / Public Works of Roswell, or his or her designee, for purposes of this Agreement.
- 1.8 DIRECTOR OF PUBLIC WORKS. The Director of the Department of Public Works of Fulton County, or his or her designee, for purposes of this Agreement.
- 1.9 EMERGENCY WATER CONDITION. A shortage of potable water to meet the Essential Water Needs of the Requesting Party's customers that threatens their health, safety, and welfare.
- 1.10 ESSENTIAL WATER NEEDS. The minimum amount of water needed for residential and commercial means for food processing, drinking, toilet flushing, firefighting, hospital use, and critical asset use and a portion of the system's Non-Revenue Water.
- 1.11 GOVERNING AUTHORITY. As applicable, the City Council of Roswell, Georgia, or the Board of Commissioners of Fulton County, Georgia, or any replacement governmental body vested with the power to govern the respective jurisdiction under the laws of the State of Georgia.
- 1.12 INTERCONNECTION. A connection, consisting of meter(s), meter vault(s), valves, backflow preventer(s), backflow preventer vault(s), and piping between two water systems, in this case, between the public water systems of Roswell and Fulton.
- 1.13 MONTHLY OPERATING REPORT. Reports required for public water systems submitted monthly to the state regulatory agency, the Georgia Environmental Protection Division. Monthly Operating Reports include information about the finished water as well as the quantity of purchased water acquired from other public water systems.
- 1.14 NON-REVENUE WATER. Overall water losses, defined as the difference between volume

of water produced or purchased and the volume of water that was billed to customers.

- 1.15 NORTH FULTON WATER DISTRIBUTION SYSTEM. The system distributing water to most of Fulton County north of the Chattahoochee River, including all of Alpharetta, Johns Creek, and Milton, as well as a majority of Roswell.
- 1.16 RATES. Rates shall be established on the basis of a utility industry standard cost of service study prepared by or on behalf of Fulton. Such study shall serve to establish at least the following three rate categories: (1) retail rates billed to residential/commercial customers, (2) wholesale rates, inclusive of a capital component and operations and maintenance component based on no capital contribution to the System ("Capital/O&M"); and (3) wholesale rates, without a capital component and with operations and maintenance based on that customer's capital contribution to the System ("O&M"). Whenever Fulton deems it necessary to revise its rates, Fulton shall notify Roswell in writing of the pending rate increase not less than ninety (90) days prior to submittal of such revised rates to Fulton's Governing Authority for approval. Upon approval of such rates, Fulton shall notify Roswell in writing by the first to occur: (a) thirty (30) days after such approval by the respective Governing Authority, or (b) at least thirty (30) days prior to the effective date of such rates, which notice shall state each rate and the effective date thereof. Nothing herein is intended to be construed as affecting Fulton's sole authority to revise its rates. All documentation used in cost-of-service studies, if any, shall be provided by Fulton to Roswell within ten (10) Business Days of the date upon which Fulton's Governing Authority revises its rates.
- 1.17 WATER DISTRIBUTION SYSTEM. The physical infrastructure consisting of the water mains, hydrants, valves, meters, fittings, facilities, and pump stations which transport potable water to customers.

- 1.18 WATER SERVICE AREA. The geographic area that receives drinking water from a given Community Water System.

ARTICLE 2.

INTERCONNECTIONS

- 2.1 CURRENT INTERCONNECTIONS. There are currently seven (7) active Interconnections between the North Fulton Water Distribution System, as shown in EXHIBIT A, and Roswell's Water Service Area, as shown in EXHIBIT B.
- 2.2 NEW INTERCONNECTION PROPOSAL. Should Roswell determine that an Interconnection is necessary, Roswell shall make a proposal in writing to Fulton requesting an interconnection between the two systems. The request should describe the purpose of the interconnect, state whether it will be a general supply interconnection (normally open) or an emergency use interconnection (normally closed) and anticipate connection sizing and expected use amount. Within six (6) months of such a request, if both parties agree to the interconnection installation, the equipment to allow water to flow shall be installed. The current status of each existing interconnection is shown in EXHIBIT B.
- 2.3 INTERCONNECTION COMPONENTS. An interconnection shall consist of, at minimum, the following components: a meter, a meter vault box, a valve owned by Fulton upstream of the meter vault, a backflow preventer, and piping. The meter, the meter vault, and the piping and/or valves within three (3) feet of either side of the meter vault shall be owned by Fulton, and Fulton will be responsible for the maintenance of these components. Roswell shall install and own, at minimum, a backflow preventer and backflow preventer vault outside of three (3) feet of the meter vault and shall be responsible for those component's maintenance. All backflow preventers shall be tested at least annually by

Roswell, and records of those tests shall be submitted to Fulton within thirty (30) days of their completion.

- 2.4 INTERCONNECTIONS COSTS. Costs for establishing interconnections as described above shall be borne by Roswell. The cost of dismantling interconnections shall be shared equally (50/50) between Roswell and Fulton.
- 2.5 METERING. Fulton shall install a meter at the interconnection, and Fulton shall be responsible for maintaining, calibrating, and reading its meter at its own expense. Annually, or upon written notice by Roswell, Fulton shall inspect and test their meter. Testing shall occur within sixty (60) days of such a request. Copies of these inspections and tests shall be available within thirty (30) days of request. No meter shall be allowed to remain in service that has an error in excess of published American Water Works Association ("AWWA") Standards (or such succeeding standards) at the time of the testing. If a party requests a meter inspection in addition to the annual inspection, and the meter conforms to AWWA standards upon testing, the party requesting the inspection shall pay all inspection and testing costs. If the meter is not properly calibrated, the requesting party shall not be liable for the inspection and testing costs which shall be paid by the meter owner, and the meter owner shall immediately (a) restore the meter to an accurate condition or install a new meter, and (b) credit the requesting party for any overpayment based on the information available to the Parties' utility staffs.
- 2.6 VALVE INSTALLATION AND EXERCISE. All valves within three (3) feet of the meter vault box shall be owned and maintained by Fulton County. Any valves outside of three (3) feet of the meter vault box within the service area of Roswell shall be owned and maintained by Roswell. At each interconnection, valves installed will be capable of closing

off flow from one water system to another. Annually, or upon written notice by the other party, each shall exercise their valves. Copies of these results shall be made available upon request. Inoperable valves shall not be allowed to remain in service and must be replaced or repaired at the owner's expense.

- 2.7 INTERCONNECTION STATUS CHANGE. Should Roswell request that a normally closed (emergency use) interconnection be converted to a normally open (general supply) interconnection, it shall provide Fulton written notice with at least ninety (90) days prior to the requested change. If Fulton agrees that the change is necessary within the ninety (90) days, the Parties' utility staff will coordinate to make any necessary changes as applicable, including but not limited to opening valves, installing water mains, installing meters and meter vaults, and/or installing backflow preventers. If Fulton does not agree to the status change, Fulton will notify Roswell in writing within the same ninety (90) period. In no event will the status of an interconnection change without both Parties' approval.
- 2.8 WATER QUALITY. Fulton shall provide treated water to Roswell at the point or points of connection to the Interconnections. Treated water must meet the water quality requirements of all applicable regulatory agencies, including the U.S. Environmental Protection Agency and the Environmental Protection Division of the Georgia Department of Natural Resources. Further, if Roswell or Fulton proposes any change to their water treatment process that would affect the water quality chemistry of their finished water while this Agreement is in effect, notice shall be furnished to the other party at least ninety (90) days prior to the effective date of the proposed change.
- 2.9 WATER CONSERVATION. This Agreement shall be subject to all state and federal water conservation regulations. If the customers of Fulton are at any time under an outdoor water

use restriction while water is being supplied to Roswell, Roswell agrees to impose restrictions at least as strict as those imposed by Fulton. If Fulton requests a variance to any state mandated drought conservation procedures, Fulton will notify Roswell at least ten (10) days prior to submitting such request to the state regulatory authority.

- 2.10 INTERCONNECTION BILLING. Interconnections shall be billed at the Fulton's wholesale rate (inclusive of O&M/Capital), which is subject to the adjustments described in Article 1.16. Bills for flow through Interconnections will be sent to Roswell by the 10th of the month following the month they are assessed and will be included in the Monthly Operating Reports submitted by Roswell to EPD. Bills not paid within forty-five (45) days of receipt shall be assessed at the Applicable Rate of Interest described in Article 1.1.

ARTICLE 3.

EMERGENCY USE OF INTERCONNECTIONS

- 3.1 DISRUPTION OF POTABLE WATER SUPPLY. If Roswell experiences an Emergency Water Condition and desires to purchase Available Potable Water, Roswell shall notify appropriate Fulton staff by phone and in writing via email of the Emergency Water Condition and request Available Potable Water be transferred for a limited period. Fulton shall respond as soon as possible to the request by advising Roswell of the quantity of Available Potable Water.

In addition to the communication by staff described above, the Roswell Environmental / Public Works Director shall immediately notify the Fulton Director of Public Works when Emergency Water Conditions develop and request temporary water service from Fulton. Such notice shall include a description of the emergency and expected duration, if known. Notifications shall be made via phone call and email.

When Roswell experiences Emergency Water Conditions or other conditions that require (a) less than one (1) MG of water to be supplied through the Interconnection(s) or (b) require water for less than three (3) days to be supplied through the Interconnection(s), Available Potable Water can be immediately supplied without first receiving approval or response from Fulton's Director of Public Works, though notification is still required. Requests for Available Potable Water in excess one (1) MG, or for Emergency Water Conditions or other conditions expected to last for more than three (3) days require prior approval by Fulton before valves are opened and operated to transfer water from Fulton's distribution system to Roswell.

- 3.2 UTILITY STAFF RESPONSIBILITIES. In the event that water is needed by Roswell, staff from either Fulton or Roswell may operate the valves necessary to permit water to be sold from Fulton to Roswell. The staff from the Party that operates the valves to open the valves is responsible for returning all valves to the original position once the temporary water service event is completed. Only appropriate staff shall operate components of the interconnections, including valves.
- 3.3 RATE OF SUPPLY. Fulton shall not be required to transfer water to the Roswell in an amount that would violate any of its permits, nor shall Fulton be required to provide more than its Available Potable Water, and Fulton shall not be liable to Roswell or its customers for any interruptions in water service. Fulton shall be obligated to supply water pursuant to this Agreement only to the extent that doing so does not prejudice its ability to fulfill its obligations to its customers and other entities with whom it has contractual obligations.
- 3.4 FORCE MAJEURE. Roswell agrees that Fulton will provide Available Potable Water to Roswell continuously during an Emergency Water Condition, subject to the requirements

above, except that temporary disruption of service at any time caused by an act of God, fire, strikes, casualties, war, terrorist act, natural disaster, accidents, necessary maintenance work, breakdowns of or injuries to machinery, pumps or pipelines, civil or military authority, insurrections, riots, acts or declarations of government or regulatory agencies other than Roswell or Fulton, or any other cause beyond the control of Fulton, shall not constitute a breach of this Agreement; and Fulton shall not be liable to Roswell or to its customers for any damage resulting from such unavoidable disruption of service.

ARTICLE 4.

FINANCE AND PAYMENT FOR SEWER COLLECTION

- 4.1.1 ROSWELL AS BILLING COLLECTION AGENT. Roswell agrees to act as a billing collection agent for sewer services on behalf of Fulton within Fulton's Service Area, as designated in Exhibit A. Roswell will receive a commission of 10% of the billed amount for this collection service, and Roswell shall deduct the total amount it receives for providing the collection service before making payments to Fulton pursuant to this Agreement. Each month Roswell will provide a report which shows, for that month: (a) what was billed; (b) what was collected; (c) how much Roswell received in commission; (d) how much was paid to Fulton; and (e) the date of payment to Fulton.
- 4.2 METER INSTALLATION. At the time of installation, metering equipment provided by Roswell will meet or exceed the industry standards set by the American Water Works Association ("AWWA") for measuring the quantity of water delivered. The City is responsible for the cost of installation of all meters, and associated appurtenances, serving customers in Roswell's Water Service Area and can directly bill the Roswell Water Service Area Customers for these services.

- 4.3 METER ACCURACY. Roswell agrees to inspect, test and, if necessary, repair or replace any non-fire water metering equipment serving Roswell Water Service Area Customers at least every three (3) to four (4) years for meters three (3) inches and over, beginning one (1) year after the effective date of this Agreement. Fulton will have the right to observe the calibration process, test the calibration equipment, and review the calibration records of Roswell upon written request, at Fulton's expense. A meter registering not more or less than 2% above or below 100% of actual flows will be deemed accurate for the purposes of this Agreement and the Parties' obligations under it. In addition, Roswell should have in place a meter replacement program for inaccurate and/or malfunctioning small (2 inches and less) meters based on evaluation of meter readings or test data and for the regular replacement of such meters every ten (10) to fifteen (15) years, or later if based on statistically significant meter test data.
- 4.4 METER ESTIMATES. If any meter fails to measure or appears to have measured inaccurately for any billing period, the amount of water delivered during such billing period will be estimated in accordance with Roswell's then current policies and procedures. In the event that Roswell makes adjustments to Roswell Water Service Area Customers' billable water usage, Roswell will make a corresponding adjustment to the sewer services bill component. Adjustments may be made in the event of malfunctioning meters, leaks, and/or misreading of meters. Adjustments applicable to prior period billings will be deducted from current period payments of billed revenues.
- 4.5 FAILURE TO PAY WHEN DUE. In the event of a failure to pay any amount due under this Agreement, interest shall automatically accrue on the delinquent amount in accordance with Section 1.1, from the date such payment is due until full payment of

such delinquent amount and its accrued interest.

ARTICLE 5.

PROVISIONS OF GENERAL APPLICATION

- 5.1 RIGHT TO SEEK SPECIFIC PERFORMANCE. Roswell and Fulton agree that the costs and damages resulting from a breach of the contractual rights to use the Interconnections up to the specified amounts granted by this Agreement may not be susceptible of monetary calculation, and that damages recoverable at law may not be adequate compensation for nonperformance of the covenants of this Agreement. It is therefore agreed that in each instance where money damages are not an adequate remedy the Parties shall have the right to seek specific performance.
- 5.2 SEVERABILITY. In case any one or more of the provisions of this Agreement shall for any reason be held to be illegal or invalid by a court of competent jurisdiction, it is the intention of each of the Parties hereto that such illegality or invalidity shall not affect any other provision hereof, but this Agreement shall be construed and enforced as if such illegal or invalid provision had not been contained herein.
- 5.3 WAIVER. A failure to initiate action as to any breach shall not be deemed as a waiver of that right of action and all such uninitiated rights of action shall be cumulative.
- 5.4 TERM OF AGREEMENT. This Agreement shall be in effect and shall constitute a binding obligation of the Parties hereto from and after its execution by the last Party to execute same and shall continue in effect for fifteen (15) years with a five (5) year extension upon written notice prior to 90 days of term end date by either Party.
- 5.5 PERIODIC REVIEW OF PROVISIONS. The Parties shall hold periodic reviews, at least annually, of the provisions of this Agreement in order to provide for the changing needs of

both Parties, and to ensure the Interconnections meet all applicable state and federal requirements, as they may be promulgated or amended. The Parties agree to negotiate diligently and in good faith to accommodate each other's needs and proposed amendments and to use all diligent and good faith efforts to enact by appropriate legislation such amendments as are agreed upon by both Parties to be appropriate. No such amendments to this Agreement shall become effective unless authorized by the respective Governing Authority of both Parties. However, nothing herein shall prevent either Party from proposing amendments to the other at any time during the term of this Agreement.

- 5.6 RESOLUTION OF DISPUTES. Should there arise any issues or disputes related to this Agreement, the Parties will in good faith attempt to resolve such issues or disputes promptly and amicably and may by mutual agreement submit the same to non-binding mediation.
- 5.7 DAMAGE OR DESTRUCTION OF FACILITIES. In the event of damage or destruction by fire or other casualty of the Interconnection, Fulton shall, with reasonable diligence and dispatch, repair, or rebuild, or otherwise make provision for restoring functionality to said facilities so as to restore them as nearly as possible to the condition which existed immediately prior to the damage or destruction, subject to such modifications as may be agreed to by the parties. Costs for the repair shall be borne by the owner of the components as described in Article 2.3.
- 5.8 PERSONAL LIABILITY. No elected official, director, officer, or employee of either Party shall be charged personally or held contractually liable by or to the other Party under any terms or provisions of this Agreement or because of any breach thereof or because of its or their execution or attempted execution thereof.

- 5.9 TIME OF ESSENCE. Time is of the essence for all terms of this Agreement.
- 5.10 HEADINGS. The headings contained herein are for convenience and reference only and are not intended to define or limit the scope of any provisions of this Agreement.
- 5.11 ASSISTANCE. Roswell and Fulton agree to provide each other with assistance in the form of plans and specifications, reports and projections, as may be necessary or appropriate for the efficient operation of the Interconnection.
- 5.12 NUMBER OF ORIGINAL DOCUMENTS. It is agreed between the Parties that this Agreement shall be executed in two or more originals, each of which shall constitute one and the same document, and any one of which may be used for any purpose for which an original executed document may be used.
- 5.13 ASSIGNMENT OF AGREEMENT. This Agreement shall inure to the benefit of and shall be binding upon the respective successors and assigns of the Parties to this Agreement; provided, however, that neither this Agreement nor any interest herein shall be transferred or assigned by any Party hereto except with the consent in writing of the other Party hereto which consent shall not be unreasonably withheld. No assignment or transfer of this Agreement without consent shall relieve a Party hereto of any obligation hereunder.
- 5.14 INTERGOVERNMENTAL AGREEMENT. The parties hereto agree that this Agreement is an intergovernmental contract entered into pursuant to Article IX, Section III, Paragraph I of the Constitution of the State of Georgia of 1983.
- 5.15 PRIOR AGREEMENTS. This Agreement supersedes any and all previous agreements between Fulton and Roswell concerning the same subject matter as this Agreement.
- 5.16 DEFAULT. Failure of Roswell to pay Fulton any of the payments required under this Agreement when due or failure of either Party to comply with any covenant, term, or

obligation of this Agreement shall constitute a material default on the part of such Party.

In any such event, and notwithstanding the requirements of Section 5.6, the non-defaulting Party may bring any suit, action, or proceeding in law or in equity, including but not limited to mandamus, injunction and/or action for specific performance, as may be necessary or appropriate to enforce any provision, covenant, term, or obligation of this Agreement against the other Party.

- 5.17 NOTICE. All notices pursuant to this Agreement shall be in writing and delivered in person or transmitted by certified mail, postage prepaid, or by registered overnight mail or delivery service, charges prepaid. All notices to Fulton shall be addressed as follows, unless otherwise directed in writing:

County Manager

Fulton County Government Center
141 Pryor Street, Suite 10061
Atlanta, Georgia 30303

With a copy to:

Director, Fulton County Department of Public Works

Fulton County Government Center
141 Pryor Street, Suite 6001
Atlanta, Georgia 30303

With a copy to:

Office of the County Attorney

Attn: County Attorney
Fulton County Government Center
141 Pryor Street, Suite 4038
Atlanta, Georgia 30303

All notices to City of Roswell shall be addressed as follows, unless otherwise directed in writing:

Mayor

City of Roswell
38 Hill Street, Suite 215
Roswell, Georgia 30075

With a copy to the:

Director, Department of Environmental/Public Works

38 Hill Street, Suite 235

Roswell, Georgia 30075

With a copy to the:

City Administrator

38 Hill Street, Suite 115

Roswell, Georgia 30075

IN WITNESS WHEREOF, the duly authorized officials of Roswell and Fulton have caused the name of Roswell and the name of Fulton and the seals of said political subdivisions and the signatures of their duly authorized executive officers to be affixed hereto below:

(Signatures on following pages)

ATTESTED:

FULTON COUNTY, GEORGIA

Tonya R. Grier
Clerk to the Commission

(SEAL)

Robert L. Pitts, Chairman
Board of Commissioners

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Office of the County Attorney

David Clark, Director
Department of Public Works

Attachment: Roswell Water and Sewer Billing IGA FINAL.docx (Fulton County Water IGA)

ATTESTED:

CITY OF Roswell, GEORGIA

Nancy Long
City Clerk

(SEAL)

Kurt M. Wilson
Mayor

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

David Davidson
City Attorney

Brian Watson
Director of Environmental / Public Works

Attachment: Roswell Water and Sewer Billing IGA FINAL.docx (Fulton County Water IGA)

EXHIBIT A.

Map of Roswell and North Fulton's service areas and current inventory of interconnections, both normally closed and normally open.

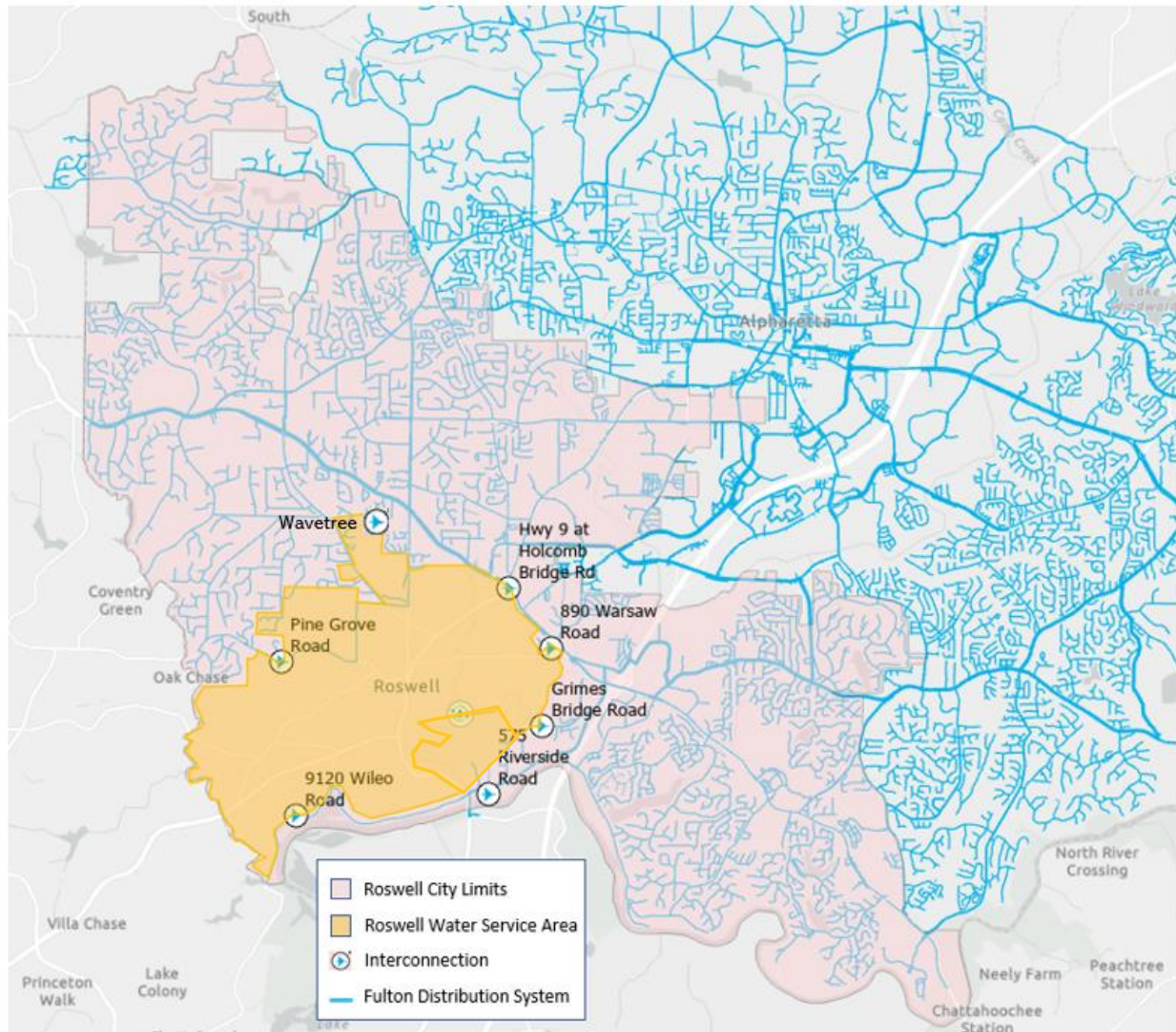


EXHIBIT B

Table detailing the interconnection locations between the City of Roswell water distribution system and the Fulton County water distribution system, as well as the typical valve status (open or closed) and the category of interconnection (general supply or emergency).

Interconnection Name	Address	Fulton Size (in)	Roswell Size (in)	Open/ Closed	General/ Emergency
Hwy 9 at Holcomb Bridge Rd	10489 Alpharetta Hwy	8	8	Closed	Emergency
92120 Willeo Road	9120 Willeo Rd	8	8	Closed	Emergency
575 Riverside Road	575 Riverside Rd	6	8	Closed	Emergency
890 Warsaw Road	890 Warsaw Rd	8	8	Closed	Emergency
Grimes Bridge Road	Grimes Bridge Rd	8	8	Closed	Emergency
Pine Grove Road	800 Pine Grove Rd	8	6	Closed	Emergency
Wavetree	0 Wavetree Dr	8	8	Closed	Emergency



City of Roswell
Mayor and Council
AGENDA ITEM REPORT

ID # - 10043

MEETING DATE: September 22, 2025
DEPARTMENT: Finance
ITEM TYPE: Ordinance - Millage Rate

Approval of an Ordinance to Adopt a Millage Rate of 4.949 for Tax Year 2025. (Second Reading)

Item Summary:

This Ordinance adopts a millage rate of 4.949 (4.049 General Fund Maintenance and Operations and 0.900 Bonded Debt Service).

If the proposed millage rate is formally approved by Mayor and Council, Roswell's property tax rate will continue to be the lowest Maintenance and Operations (M&O) millage rate in 17 years.

Committee or Staff Recommendation:

On September 8, 2025, Mayor and Council approved the First Reading of the Ordinance.

A required public hearing for the millage rate was held on September 15, 2025.

Financial Impact:

N/A

Recommended Motion:

Motion to approve an Ordinance to Adopt a Millage Rate of 4.949 for FY 2025 on Second Reading.

Presented by:

Bill Godshall, Chief Financial Officer

STATE OF GEORGIA
COUNTY OF FULTON

First Reading: September 8, 2025
Second Reading: September 22, 2025

ORDINANCE TO ADOPT MILLAGE RATE

WHEREAS, the Mayor and Council of the City of Roswell are the governing authority of the City of Roswell; and

WHEREAS, the governing authority of the City of Roswell is authorized by State Law at O.C.G.A. § 48-5-32 to set the millage rate for the collection of ad valorem taxes; and

WHEREAS, all required notices have been published or are scheduled to be published in a newspaper of general circulation throughout the jurisdiction pursuant to such statute:

NOW, THEREFORE, the Mayor and Council of the City of Roswell wish to establish a millage rate of 4.949. The millage rate has a component of 4.049 mills for the general fund, operating and capital improvements budget, and a component of 0.900 mills for servicing bonded indebtedness.

The above Ordinance was read and approved by the Mayor and Council of the City of Roswell, Georgia on the 8th day of September and the 22nd day of September, 2025.

Kurt M. Wilson, Mayor

Attest:

Nancy Saviano Long, City Clerk

(Seal)



City of Roswell
Mayor and Council
AGENDA ITEM REPORT

ID # - 9826

MEETING DATE: September 22, 2025
DEPARTMENT: Community Development
ITEM TYPE: Approval

Approval of a Sidewalk Café at 43/45 Park Square Court (20251723).

Item Summary:

This item is a proposed sidewalk cafe located in the right of way adjacent to 43/45 Park Square, the location of Cafe Le Bon. The cafe is located on the north side of Park Square, on the northwest corner of the intersection of Park Square and Atlanta Street. The cafe proposes to have two (2) tables with seating for 4 patrons in the sidewalk area located outside of and adjacent to the business.

Committee or Staff Recommendation:

On September 9, 2025, the Committees of Council recommended placing this item on the September 22, 2025 Mayor and Council Agenda.

Financial Impact:

N/A

Recommended Motion:

Motion to approve a Sidewalk Cafe at 43/45 Park Square Court (20251723).

Presented by:

Jeannie Peyton, Director of Planning and Zoning



INTERIOR RENOVATION

CAFE LE BON

43-45 PARK SQUARE CT

ROSSELL, GA 30075

CNNA ARCHITECTS, INC.

119 LUCKIE STREET NW | ATLANTA, GEORGIA 30303-2148 | 404.522.0077 | 404.522080 FAX
ARCHITECTURE | PLANNING | PROGRAMING | INTERIOR DESIGN | INTERIOR DESIGN | PROJECT MANAGEMENT | GRAPHIC DESIGN

☐ Not Released for Construction

☒ Released for Construction

Attachment: 07.29.2025, Cafe Le Bon, Sidewalk Cafe Revisions [Revision 1] (20251723 - 43/45 Park Square Court - Sidewalk Cafe)

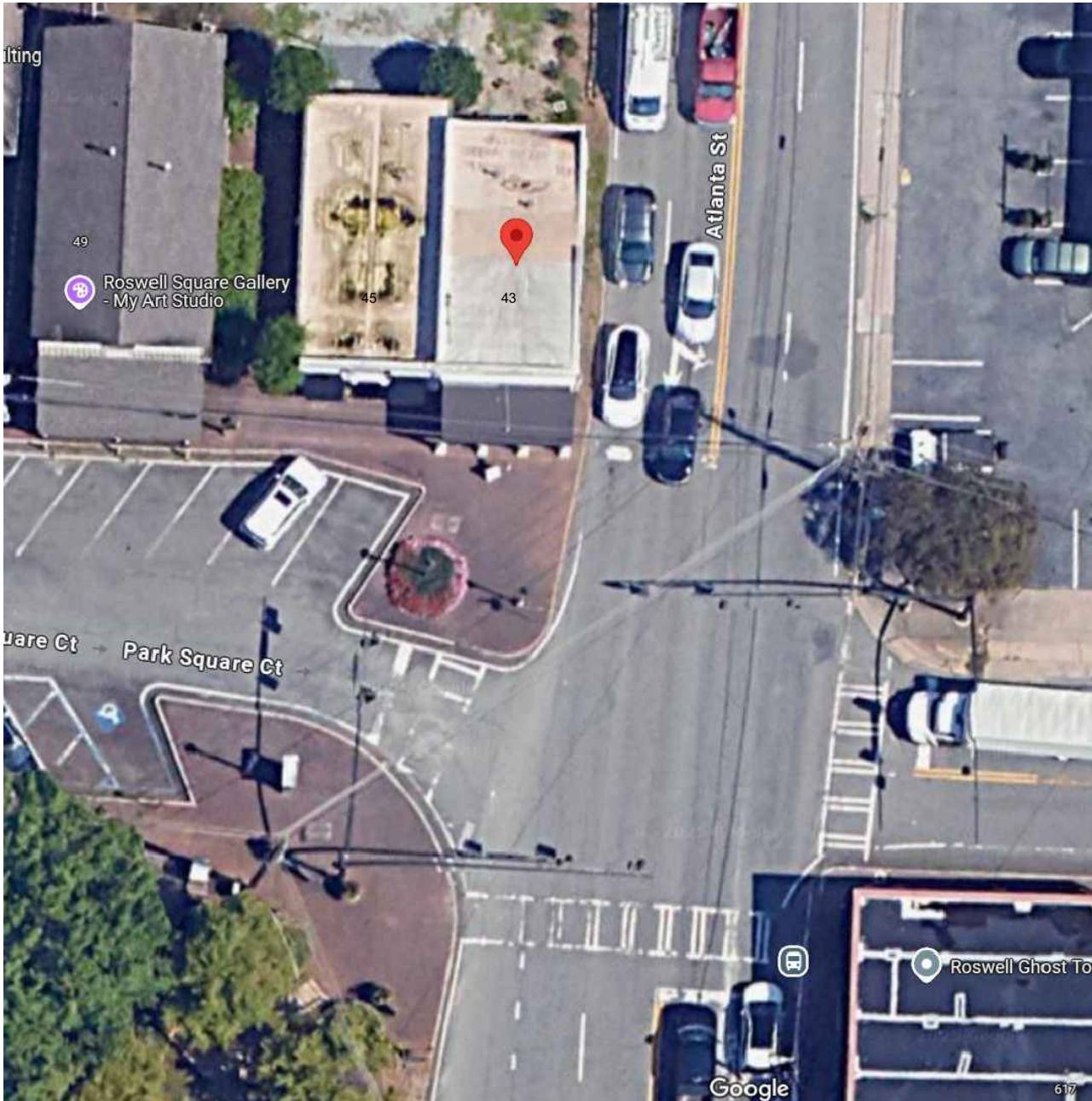
LEGAL DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN THE TOWN OF ROSWELL, FIRST DISTRICT, AND SECOND DISTRICT OF FORMERLY COBB, NOW FULTON COUNTY, GEORGIA, AND BEING A PART OF ORIGINAL LAND LOT NO. 384, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

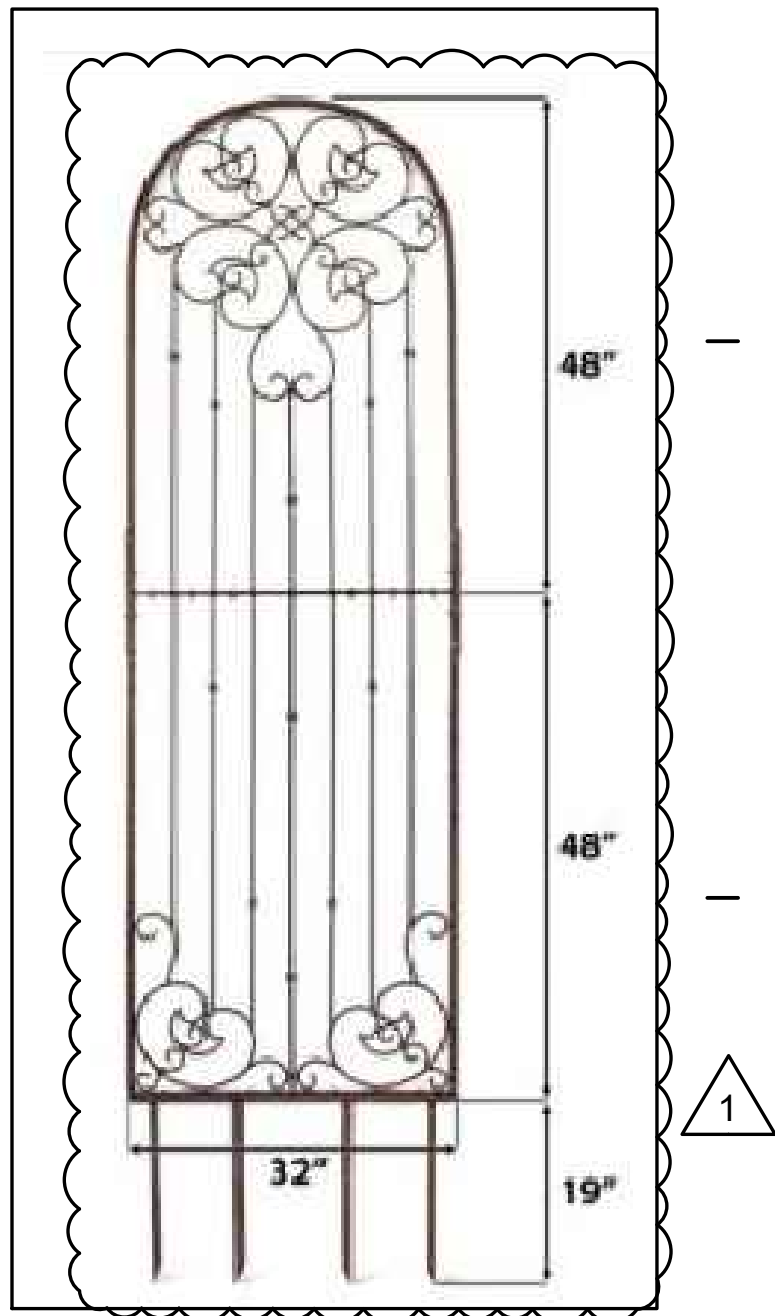
BEGINNING AT A POINT ON THE NORTH SIDE OF SLOAN STREET AT THE INTERSECTION OF THE NORTH SIDE OF SLOAN STREET WITH THE WEST SIDE OF ATLANTA STREET, AND GOING THENCE NORTH ALONG THE WEST SIDE OF ATLANTA STREET FIFTY-NINE (59) FEET TO AN IRON PIN, THENCE SOUTHWESTERLY AT AN INTERIOR ANGLE OF 36 DEGREES 84 MINUTES TO THE AFOREMENTIONED LINE SIXTY-TWO (62) FEET TO AN IRON PIN, THENCE SOUTH AT AN INTERIOR ANGLE OF 93 DEGREES 35 MINUTES TO THE AFOREMENTIONED LINE FIFTY-FIVE (55) FEET TO AN IRON PIN ON THE NORTH SIDE OF SLOAN STREET, THENCE EAST ALONG THE NORTH SIDE OF SLOAN STREET SIXTY-TWO (62) FEET TO AN IRON PIN AND THE POINT OF BEGINNING.

FOR DESCRIPTIVE PURPOSES, REFERENCE IS MADE TO SURVEY FOR JOHN FOSTER, LAND LOT 384, SECOND SECTION, FULTON COUNTY, CITY OF ROSWELL, GEORGIA, DATED APRIL 27 1964 BY J. PAUL BATES & ASSOCIATES.

SAID PROPERTY IS CONVEYED SUBJECT TO ALL EXISTING EASEMENTS, RESTRICTIONS, COVENANTS, AGREEMENTS, PERMITS, RIGHTS OF WAYS, GOVERNMENT REGULATIONS, ZONING ORDINANCES AND ALL MATTERS OF RECORD AFFECTING SUBJECT PROPERTY AS APPEARING OF RECORD.

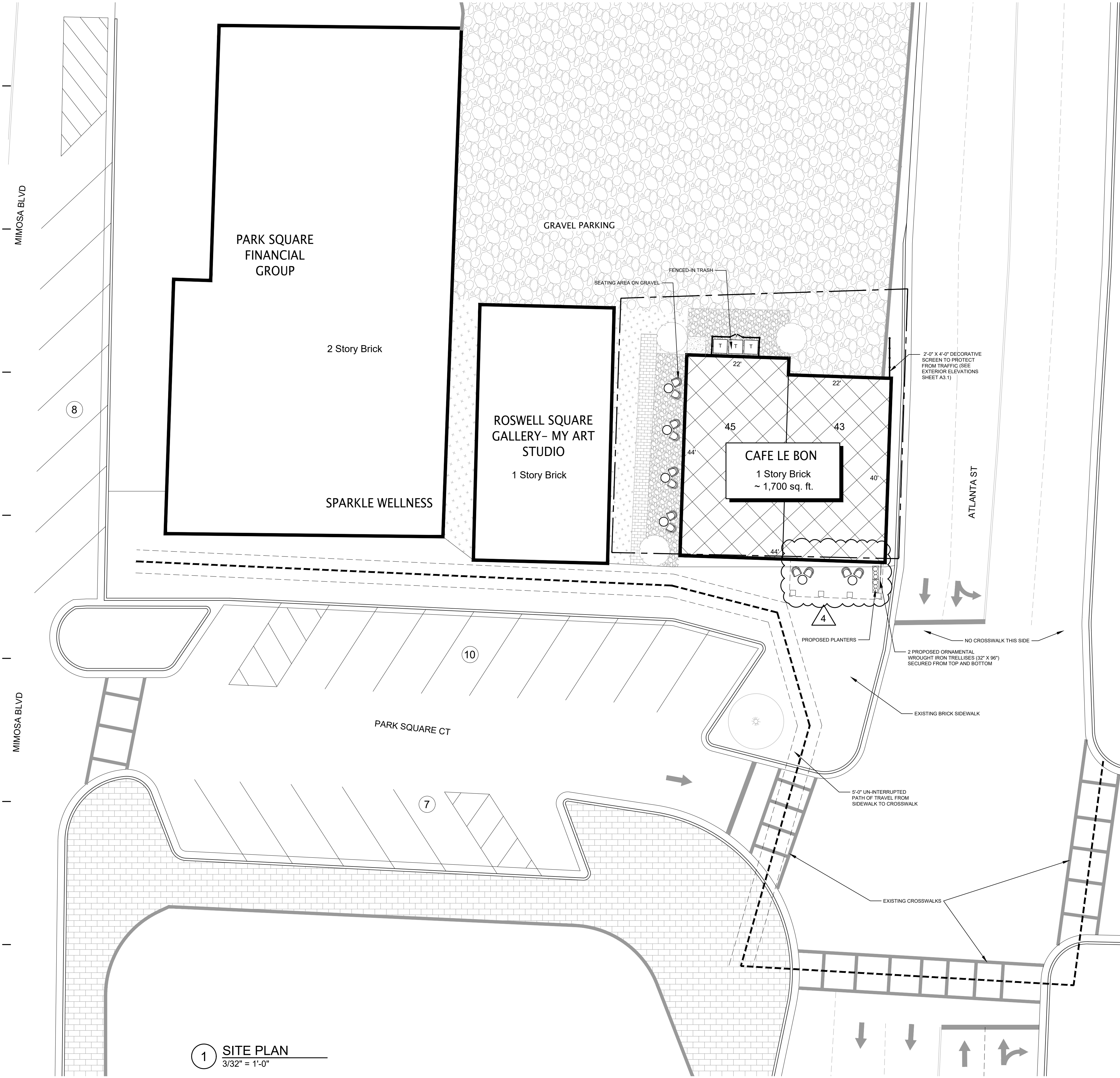


EXISTING CONDITIONS



TRELLIS DETAILS

1 SITE PLAN
3/32" = 1'-0"



THIS DRAWING IS FOR THE ABOVE LOCATION ONLY

THIS DRAWING, ITS CONTENTS, AND ALL RIGHTS OF IN PART, PROPERTY OF CNNA, INC. ARE THE PROPERTY OF CNNA, INC. AND ARE NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN CONSENT OF CNNA ARCHITECTS, INC. COPYRIGHT 2015.

Print Record

01/03/2025	HPC SUBMITTAL
01/29/2025	HPC REV 1
01/27/2025	SIDEWALK CAFE APPLICATION
02/21/2025	BUILDING PERMIT APPLICATION
06/13/2025	SIDEWALK CAFE CITY COMMENTS

Revisions

01/29/2025	HPC COMMENTS
04/02/2025	PLAN REVIEW COMMENTS
06/13/2025	SIDEWALK CAFE CITY COMMENTS

Project No.:

A24515

Project Date:

NOV. 1, 2024

Cadd File No:

Drawn By:

JHO

Checked By:

Scale:

3/32" = 1'-0"

Sheet Title:

SITE PLAN

Sheet No.

SP1.1

**RECEIVED**

2.b

By City of Roswell Planning & Zoning at 11:23 am, Apr 22, 2025

Munis #: 20251723

Parcel ID: 12 -1912-0384-019

Sidewalk Café License Application

To All Sidewalk Café License Applicants:

1. Please fill out the attached License Application **completely** and return to the Community Development Office, 38 Hill Street, Suite G - 30, Roswell, GA 30075. To speak with the License Registration Specialist, contact the Community Development Department at 770-641-3780.
2. Provide copies of required documentation at the time the application is filed. Applicant must provide the following:
 - ✓ a. All site plans (including architectural plans) for sidewalk cafes shall include a sketch showing existing interior floor plans if appropriate;
 - ✓ b. Exterior floor plans if applicable;
 - ✓ c. Building elevations;
 - ✓ d. Setbacks;
 - ✓ e. Types of landscaping/ground covering;
 - ✓ f. Lighting;
 - ✓ g. Location of tables, chairs and other furniture;
 - ✓ h. Pedestrian ingress and egress (clear path)
 - ✓ i. All other information deemed necessary for processing of application;
 - ✓ j. Photographs, drawings, or manufacturers' brochures describing the appearance of the proposed tables, chairs, umbrellas or other objects related to the sidewalk café.

Any missing, incomplete or false information or failure to present documentation will result in the refusal of this application.

3. A fee of \$300.00 new application, or \$100.00 renewal with changes, or \$50.00 annual renewal for the Sidewalk Café License, must be submitted with the application.
4. Before a license can be issued, the applicant must comply with all standards and criteria (Section 9.7.15), liability and insurance requirements and must be approved by Mayor and City Council.

Attachment: Sidewalk Cafe License Permit Application_01.27.2025 (20251723 - 43/45 Park Square Court - Sidewalk Café)



LICENSE NO: _____

Sidewalk Cafe License Application**Cafe le Bon**

Name of Business with Sidewalk Cafe (include d/b/a if applicable)

43-45 Park Square Ct**Roswell, GA 30075**

Location (Street and Suite #)

City State Zip

Description of location for the utilization of a Sidewalk Cafe:

Proposed sidewalk cafe to be located in front of main entrance and underneath the existing covered patio. Coffee and pastries will be ordered and picked up in principle building. Sidewalk cafe is for leisurely seating & socializing only. No service will be provided. Building permit for interior is not yet applied for.

Ownership

☒ Proprietorship;☐ In-town☐ Partnership;☐ Out-of-state☐ Corporation8

No. of tables

24

No. of Chairs

undetermined: awaiting building permit submittal
Date / approval. Estimated Spring/ Summer 2025
Beginning of sidewalk cafe
within City of Roswell

Margo Shaib

Owner Name (Company and/or Individual – Please print)

4816 Ashford Lane**Dunwoody GA, 30338**

Mailing Address (if other than above)

City State Zip

NOT YET REGISTERED

Business Phone

09 / 24 / 1981

Date of Birth

770-880-5128

Cell or Home Phone

MargoShaib@hotmail.com

E-mail

Fax Phone

Fed. ID No./Employee Identification No.

STATEMENT OF CONFIDENTIALITY: Information provided by a business or practitioner to the City of Roswell for the purpose of determining applicability is confidential to the extent it qualifies for exemption from disclosure under Article 4, Chapter 18, Title 50 of the *Official Code of Georgia*.

APPLICANT AFFIDAVIT: *I hereby certify that all information provided herein is complete. I have answered all questions completely and truthfully to the best of my knowledge. I hereby acknowledge that I have read and understand the rules and regulations for the Licensing of Sidewalk Cafe in the City of Roswell. Any false statement on this application automatically voids this license.*

Signature of Business Owner or Owner's Representative

Date: 01 / 27 / 2025**APPLICANT / OWNER'S REPRESENTATIVE**

Title

**Business Questionnaire For use in the licensing of Sidewalk Cafes**

1. If the business requesting the license is a Sole Proprietorship or a Partnership, provide the names, home addresses, date of birth and driver's license information for each individual owner. If the business is a Corporation, a Limited Liability Corporation or a Limited Liability Partnership, then list the name and business address of the registered agent for the business entity and the name and title of the president, CEO, or managing partner.

Margo Shaib Owner
Name Title (President)

4816 Ashford Lane, Dunwoody GA, 30338

Home Address

770-880-5128

Home Phone Number

09 / 24 / 1981

Date of Birth

Name Title (Vice President)

Home Address

Home Phone Number

Date of Birth

Name Title

Home Address

Home Phone Number

Date of Birth

1.) Proof of insurance ☐ Yes ☒ No NOT YET APPLIED FC

Coverage: _____

Company: _____

Expiration Date: _____

2.) Business registration verification: ☒ Yes ☐ No

Registration No: 24036056

3.) Fulton County Health Department certification - copy ☐ Yes ☒ No NOT YET APPLIED FC

4.) Liquor License - copy ☐ Yes ☒ No

[Signature] / Owner's Representative
Applicant Signature: Business Owner or Owner's Representative/Title

Date: 01 / 27 / 2025

Attachment: Sidewalk Cafe License Permit Application_01.27.2025 (20251723 - 43/45 Park Square Court - Sidewalk Café)

**Sidewalk Café Occupancy Fire Inspection Form****Emergency services contact information. This form must be filled out completely.**Cafe le Bon

Name of Business

43-45 Park Square Ct

Business Street Address Suite/Apt. #

Roswell, GA 30075

City State Zip

Margo Shaib

Name of Business Owner (Company and/or Individual – Please print)

NOT YET REGISTERED

Business Phone

404-450-9944

Emergency Phone

770-880-5128

Cell Phone

MargoShaib@hotmail.com

E-mail

Cafe / Bakery

Type of Business (Explain)

1,700 sf

Size of area in sq. feet, or

 x

Dimensions

Hazardous or flammable materials stored on site? ☒ No ☐ Yes If yes, please list:**In case of emergency after hours, please contact:**Margo Shaib

First Contact

4816 Ashford Lane

Home Street Address Suite/Apt. #

Dunwoody GA, 30338

City State Zip

N/A

Home Phone

770-880-5128

Cell Phone

Walid Shaib

Second Contact

4816 Ashford Lane

Home Street Address Suite/Apt. #

Dunwoody GA, 30338

City State Zip

N/A

Home Phone

404-450-9944

Cell Phone

Margo Shaib

Name of Building / Property Owner

4816 Ashford Lane

Home Street Address Suite/Apt. #

Dunwoody GA, 30338

City State Zip

N/A

Home Phone

770-880-5128

Cell Phone

MargoShaib@hotmail.com

E-mail

To be completed by the Fire Department

Date Last Inspection Approved: ____ / ____ / ____ Sq. Ft. ____

The Roswell Fire Department recommends that a License for a Sidewalk Café be issued for the business listed at the address as stated above.

Date: ____ / ____ / ____ Approved by Fire Inspector - Signature & Title

**Sidewalk Café License Fee Schedule**

<input checked="" type="checkbox"/> Application for Sidewalk Café License Registration fee	\$ 300.00
<input type="checkbox"/> Changes or additions to original license	\$ 100.00
<input type="checkbox"/> Annual renewal with no changes	\$ 50.00
<input type="checkbox"/> Change of Name and Address	No Fee

Fees are payable to the City of Roswell.

Contact Us

For general questions regarding the application process, or to schedule an application review for a sidewalk café license contact between the hours of 8:00 a.m. to 5:00 p.m.:

City of Roswell
Community Development Department
38 Hill Street, Suite G – 30
Roswell, GA 30075
Phone: 770-641-3780
Web Site: www.roswellgov.com



Petition Number SC 20251723

Hearing & Meeting Dates

Mayor & Council – 9/22/2025

Committee – 9/9/2025

Applicant/Owner

Margo Shaib
4816 Ashford Lane,
Dunwoody, GA 30338

Representative

Joelle Osta

Property Information

43/45 Park Square Court
Land Lot 384, 12nd District
Zoning – DS (Downtown Shopfront)
2040 Comprehensive Plan Character Area – Historic Area/Downtown

Request

The applicants are requesting a sidewalk café license for 43/45 Park Square Court. The applicants are opening a bakery and restaurant at the location called “Café le Bon.”

Staff Recommendations

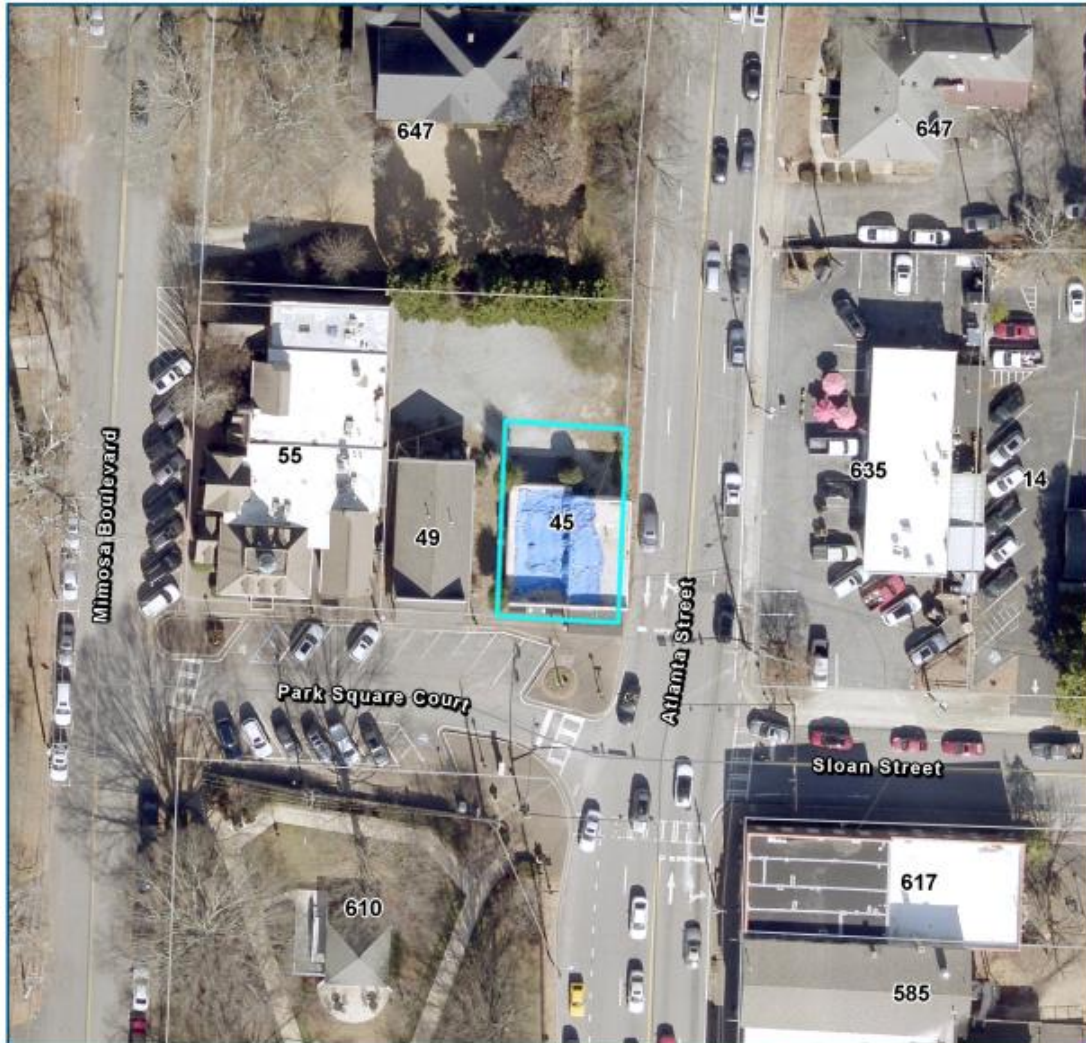
Staff is recommending **approval with conditions** for the request of a sidewalk café license. If Mayor and Council choose to approve the above request, Staff recommends the following conditions:

1. The sidewalk café shall be developed in accordance with the site plan received by the City on July 29, 2025;
2. That the barriers and furniture must be approved by Staff through an HPC administrative application before installation; and,
3. That all application fees for the sidewalk café application be paid in full prior to approval of any HPC administrative application.



43-45 Park Square Court

Aerial



Legend

Tax Parcels



1 inch = 50 feet

1:600

0 30 60 Feet

Created by: W. Zipp | Created Date: 9/1/2025 | Revised Date: 9/1/2025 11:44 AM
 Drawn by: [Name] | Drawn Date: 9/1/2025 | Drawn By: [Name]

Sources: City of Roswell GIS (2025); Esri (2025).

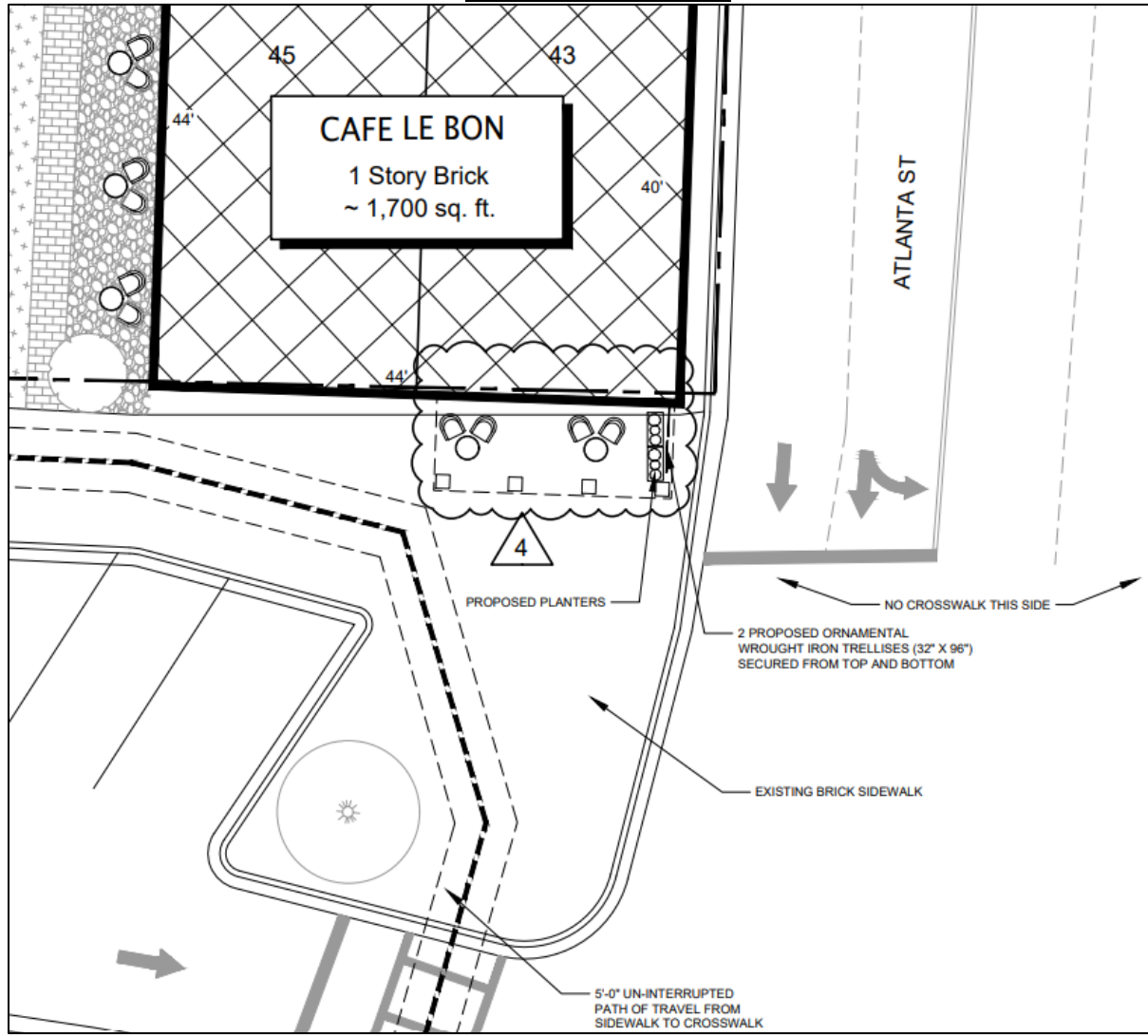
The City of Roswell attempts to create, use, and maintain accurate spatial data. However, the City of Roswell does not warrant the accuracy or timeliness of the data contained herein. All data is provided "as is," with all faults, without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose.



[illegible]



Site Plan Close up



Attachment: 43 Park Square Court staff report FINAL (20251723 - 43/45 Park Square Court - Sidewalk Café)



Background

The property is zoned DS (Downtown Shopfront) and contains a two abutting single-story shopfronts, which are approximately 1,700 square feet, that are being renovated to have a single connected interior. The property is approximately 0.08 acres and has two frontages, Atlanta Street and Park Square Court.

Site Plan Analysis

Applicants proposed sidewalk café includes two (2) tables, each with two (2) chairs, placed under an existing awning. Between the tables and Atlanta Street is a planter and wrought iron trellises, which will limit traffic noise for patrons and better prevent negative traffic-pedestrian interactions along Atlanta Street.

These plans have decreased from the original submitted proposal, which included eight (8) tables and twenty-four (24) chairs, and an extended trellis separating the sidewalk café from Atlanta Street. Staff requested applicants reduce the number of tables and chairs based on feedback from the Roswell Department of Transportation (RDOT). RDOT was concerned for the general safety of patrons, who might be sitting too close to Atlanta Street. RDOT has approved these revised plans from a traffic and pedestrian safety perspective.

Furniture Analysis

The furniture being placed on the sidewalk café must go back through an HPC administrative application after approval for the sidewalk café is granted. The applicants have already received approval for furniture to be placed on the interior side of the building, outside of the public right-of-way. These tables and chairs are Parisian style bistro chairs and tables.



Zoning Map





Requirements of sidewalk cafés

UDC 9.7.15.B.1 – Outdoor dining areas in the Historic Area must be approved by HPC

As the code does not specify, the Staff's current procedure is to process such applications as HPC administrative applications. Transportation requires that the sidewalk café license be received first prior to this application. The applicants have already received approval for outdoor dining furniture out of the public right-of-way (HPC 20250023) and have stated a willingness to apply for an additional HPC administrative application to approve the furniture.

UDC 9.7.15.B.2.b – A sidewalk café must abut the primary structure where the restaurant is located in, and that at least 5 feet of pedestrian clearance is given for the sidewalk.

The plan includes two chairs directly abutting the restaurant's front façade and leaves far more than 5 feet of pedestrian clearance between the front of the sidewalk café and the curb of Park Square Court.

UDC 9.7.15.B.2.c – Food preparation and kitchen equipment take place entirely inside the building.

Plans provided by applicants only include tables, chairs, planters, and a trellis. No kitchen equipment is proposed within the plans.

UDC 9.7.15.B.2.d – Private trash cans not be in the public right-of-way and that only public trash cans may be setup within the sidewalk café.

No trash cans are proposed within the plans.

UDC 9.7.15.B.2.e – No extension cords may be placed across the sidewalk and no television may be placed within the sidewalk café.

No portion of the sidewalk café includes electrically powered equipment or televisions.

UDC 9.7.15.B.2.f – Businesses are not permitted to store or dispense alcoholic beverages within the public right-of-way.

This does not restrict the serving of alcohol, but such beverages must be dispensed from inside the building. No storage or dispenser that can be used for storage or dispensing of alcohol is being proposed for the sidewalk café.



Staff Comments

Stormwater:

Reviewer: Krista Thomas
Approved

Landscape/Arborist:

N/A

Transportation:

Reviewer: Serge Osse - 770-594-6428(direct) 6420(Main) sosse@roswellgov.com

RDOT recommends approval. (The revised plans address the previous comments).

Building:

N/A

Engineering:

N/A

GIS:

N/A

Planning & Zoning:

Reviewer: Shea Dixon, Planner II, 770-594-6437, sdixon@roswellgov.com,

DS - Downtown Shopfront zoning - Restaurant is an allowed use in DS

This application, as submitted, is approved. No deficiency letter is required for this sidewalk cafe license application.

No concerns found upon third review of this application.



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10038

MEETING DATE: September 22, 2025

DEPARTMENT: Community Development

ITEM TYPE: Resolution

Approval of a Resolution to adopt the annual update to the Community Work Program (CWP) and Community Improvement Element (CIE) covering the five year period from 2025-2030.

Item Summary:

The CIE is a list of projects from public safety (police and fire), Recreation and Parks and Transportation. The CWP is a program list of projects and activities completed by staff based on the goals of the Comprehensive Plan. These projects are eligible to use impact fees to help pay for part of the costs. Cities that collect impact fees are required each year to submit the CIE and CWP to the ARC (Atlanta Regional Commission) and DCA (Department of Community Affairs) in order to continue to maintain our QLG (Qualified Local Government) status. This update has been reviewed by the ARC and the DCA and found to be in compliance with the minimum standards.

Committee or Staff Recommendation:

On September 9, 2025, the Committees of Council recommended placing this item on the September 22, 2025 Mayor and Council Agenda.

Financial Impact:

N/A

Recommended Motion:

Motion to approve a Resolution to adopt the annual update to the Community Work Program (CWP) and Community Improvement Element (CIE) covering the five year period from 2025-2030.

Presented by:

Jeannie Peyton, Director of Planning and Zoning

STATE OF GEORGIA
COUNTY OF FULTON

September 22, 2025

**RESOLUTION FOR ADOPTION OF THE ANNUAL UPDATE TO THE COMMUNITY
WORK PROGRAM AND CAPITAL IMPROVEMENT ELEMENT COVERING THE
FIVE YEAR PERIOD FROM 2025-2030**

WHEREAS, to retain its “Qualified Local Government Status” pursuant to the Georgia Planning Act of 1989, the City of Roswell must remain in compliance with the requirements of the State of Georgia’s Minimum Planning Standards and Procedures for Local Comprehensive Planning; and

WHEREAS, the state’s Minimum Planning Standards and Procedures require that the city update the Short Term Work Program and Capital Improvement Element to remain eligible to charge development impact fees; and

WHEREAS, the Mayor and Council has considered this matter at a public hearing on July 14, 2025 for transmittal; and

WHEREAS, appropriate notice has been provided and public hearings have been held that meet and exceed the minimum procedural requirements for preparing and amending comprehensive plans; and

WHEREAS, the Annual Update to the Community Work Program and Capital Improvement Element have been reviewed by the Atlanta Regional Commission and the Department of Community Affairs and found to be in compliance with the minimum standards; and

WHEREAS, a Public Hearing was held by the Mayor and City Council on September 22, 2025 in the City Council Chambers, 38 Hill Street, Roswell, Georgia;

BE IT THEREFORE RESOLVED by the Mayor and City Council of the City of Roswell that the Annual Update to the Community Work Program and Capital Improvement Element covering the five-year period from 2025-2026 to 2029-2030 is hereby adopted.

BE IT FURTHER RESOLVED that a copy of this resolution shall be submitted to the Atlanta Regional Commission.

The above resolution was read and approved by the Mayor and Council of the City of Roswell on September 22, 2025.

Attest:

Kurt M. Wilson, Mayor

Nancy Saviano Long, City Clerk
(Seal)

Attachment: Resolution for adoption of the annual update to the Community Work Program and Capital Improvement 5-year period 2025-



FW: City of Roswell CIE Update: Approved

From Donald Shockey <DShockey@atlantaregional.org>

Date Tue 8/26/2025 10:46 AM

To Angela Rambeau <arambeau@roswellgov.com>

Cc Andrew Smith <ASmith@atlantaregional.org>

EXTERNAL EMAIL

Hi Angela,

Per the below, the DCA has approved the City's 2025 CIE Update. The regional review period has ended and no comments were received. The City can now proceed with adopting the Update. Once that is done, please provide the adopted version and resolution and we'll follow up with the DCA on the QLQ renewal.

Best,

Donald Shockey AICP-CUD, LEED GA, CNU-A

Senior Planner

Community Development



(O) 470.378.1531 | DShockey@atlantaregional.org



Atlanta Regional Commission | 229 Peachtree Street, NE | Suite 100
Atlanta, Georgia 30303

CONFIDENTIALITY NOTICE: This message and all attachments, sent from DShockey@atlantaregional.org to arambeau@roswellgov.com on Tue Aug 26 10:46:14 EDT 2025, are covered by the [Electronic Communications Privacy Act, 18 U.S.C. 2510-2521](#) and may contain legally privileged, confidential, or otherwise protected by law information intended solely for the addressee. If you are not the intended recipient arambeau@roswellgov.com you should immediately stop reading this message and delete it from your system. Any unauthorized reading, distribution, copying, or other use of this message or its attachments is strictly prohibited. Any views or opinions presented in this email are solely those of the author. If you received this message in error, please notify the sender and delete the message immediately.



From: Juli M. Yoder <juli.yoder@gadca.onmicrosoft.com>
Sent: Tuesday, August 26, 2025 9:45 AM
To: Andrew Smith <ASmith@atlantaregional.org>
Cc: Planning <planning@dca.ga.gov>; Donald Shockey <DShockey@atlantaregional.org>
Subject: City of Roswell CIE Update: Approved

Andrew:

Our staff has reviewed the Annual Capital Improvement Element (CIE) Update for the City of Roswell and finds that it adequately addresses applicable requirements. The next step is for the local government to adopt the CIE Update. As soon as your office provides written notice that the CIE Update has been adopted and provides DCA with a digital copy of the final adopted version of this document, we will notify the local government that its Qualified Local Government status has been extended. If you have any questions, please contact us at 404-679-5279.

Thanks,

A handwritten signature in blue ink, appearing to read "Juli M." followed by a stylized surname.



**GEORGIA DEPARTMENT
of COMMUNITY AFFAIRS**

[Learn more about our commitment to fair housing.](#)



Juli M. Yoder, AICP
Principal Planner |
Community & Regional Planning
Direct: [404-327-6860](tel:404-327-6860)
dca.georgia.gov

All links scanned by ZixProtect Link Protection. You will be redirected to the ZixProtect Link Center upon clicking any link.

Capital Improvement Element, **FY2026 to FY2030** (Impact Fee Eligible Projects) All Service Areas are City Wide

*Fiscal year has been shifted from mid-year to calendar year

Project Description	Detail Description	Project Start Date	Project Completed Date	Estimated Project Cost	Portion Chargeable to Impact Fees	Sources of Funds (& Share)	Responsible Party
Historic Gateway (SR 9 from River to SR 120) * TSPLOST	Add lane, SW MUP and two Roundabout	7/16	12/30	71,380,774	20%	GF, IF(Trans), Federal Funds GO, TAD, TSPLOST (1)	Department of Transportation
Big Creek Parkway TSPLOST	2 lane Bridge w/ SW & MUP	7/16	6/28	\$79,448,300	20%	GF, IF(Trans), Federal Funds, GO, TAD, TSPLOST (1), Other	Department of Transportation
SR-9 Underpass from City Hall to Canton Street area and Heart of Roswell Park	Construct underpass	7/18	6/27	\$7,000,000	20%	GF	Department of Transportation
SR 9 at Magnolia/Canton	Reconstruct 5 way Intersection	7/16	6/29	\$2,500,000	50%	GF, IF (Trans), GO, TAD	Department of Transportation
Riverside Road Complete Street	Complete Street	7/16	6/28	\$8,564,650	50%	GF, IF(Trans), TSPLOST (2)	Department of Transportation
SR 9/120 at Oxbo Road / Elm Street / Pleasant Hill TSPLOST	Retaining Wall(s)	7/17	6/26	\$3,000,000	50%	GF, IF (Trans), GO, TAD, TSPLOST (1)	Department of Transportation
SR 400 / SR 140 Holcomb Bridge Road Interchange Area improvements	Interchange, bridge, turn lane, sidewalk, MU path	7/20	6/30	\$15,000,000	20%	GF, IF(Trans), TSPLOST (1)	Department of Transportation
Grimes Bridge Road Improvement	Corridor Improvements	7/21	6/30	\$5,500,000	20%	GF, IF(Trans), TSPLOST (2)	Department of Transportation
Dogwood Road MU Path Riverside to Grimes Bridge	Sidewalk projects	7/20	6/27	\$2,500,000	20%	GF, IF(Trans), TSPLOST 2	Department of Transportation
Hardscrabble Phase 2* Multi-Use Path	MUP	7/17	6/25	\$2,000,000	20%	GF, IF(Trans),	Department of Transportation
Sidewalk Connectivity	Sidewalk projects	7/16	6/26	\$7,000,000	50%	GF, IF (Trans), Federal Funds, GO	Department of Transportation

Legend to Funding Source Abbreviations:

BR	Bond Referendum	GO	General Obligation Bond	P/P	Public/Private Partnership
CDBG	Community Development Block Grants	IF	Impact Fees (Trans, R&P, PW, PS)	RAF	Recreation Assistance Program Fund
D	Donations	L&WCF	Land and Water Conservation Funds	TAD	Tax Allocation District
GDF	Governor's Discretionary Fund	LDF	Local Development Fund	TR	Federal/GDOT Transportation Funding
GF	General Fund	LIA	Line Item Appropriation	TSPLOST	Trans. Special Option Local Sales Tax
				UF	User Fee

Notes

* These projects are currently on the constrained list of eligible projects allowed to use Impact Fees Funds.

Page 1 of 6

Capital Improvement Element, **FY2026 to FY2030** (Impact Fee Eligible Projects) All Service Areas are City Wide

						TSPLOST, TSPLOST (2),	
Traffic Calming and pedestrian safety	Corridor Improvements	7/22	6/26	\$2,000,000	80%	GF, IF (Trans), TSPLOST (2),	Department of Transportation
Traffic Signal Upgrade	Signal Improvement	7/17	6/26	\$4,000,000	20%	GF, IF (Trans), GO	Department of Transportation
Acquire Right-Of-Way	Acquire ROW	7/19	6/26	\$3,000,000	20%	GF, IF (Trans), GO	Department of Transportation
Sun Valley Road – Old Ellis Road Connector * (Phase 2)	2 lane Road w/ MUP	6/16	6/27	\$16,700,000	20%	GF, IF (Trans), Other, GO, TAD, TSPLOST (2),	Department of Transportation
Holcomb Bridge Road Multi-Use Trail from Old Alabama Road to Gwinnett County	MUP	7/25	6/28	\$7,400,000	20%	GF, IF (Trans), Federal Funds GO, TSPLOST (2),	Department of Transportation
Oak Street Streetscape, Phase 2	MUP w/ Street Trees	7/25	6/27	\$2,250,000	50%	GF, IF (Trans), Federal Funds GO, TAD	Department of Transportation
SR 9/120 at Oak Street	Intersection	7/25	6/27	\$270,000	50%	GF, IF (Trans), GO, TAD	Department of Transportation
Houze Road (SR 140) at Mansell Road	Intersection	7/25	6/27	\$1,200,000	20%	GF, IF (Trans), Federal Funds GO	Department of Transportation
Green Street and Cherry Way Improvements	Widen reconstruct	7/23	6/27	\$6,500,000	80%	GF, IF (Trans), TAD	Department of Transportation
Plumtree Street Improvements	Widen reconstruct	7/20	6/26	\$1,000,00	75%	GF, IF (Trans), TAD	Department of Transportation
Jones Road Complete Street	Reconstruct Road w/ SW & MUP Intersection	7/18	6/27	\$4,400,000	50%	GF, IF(Trans), Federal Funds, GO	Department of Transportation
Norcross Street Bridge Replacement	New Bridge w/SW	7/23	6/28	\$4,200,000	20%	GF, IF(Trans), Federal Funds, TSPLOST (2), GO	Department of Transportation
Oxbo Road Corridor Improvements	Minor widening, or bike lanes, add MUP	7/23	6/27	6,000,000	50%	GF, IF(Trans), Federal Funds TAD	Department of Transportation

Legend to Funding Source Abbreviations:

BR	Bond Referendum	GO	General Obligation Bond	P/P	Public/Private Partnership
CDBG	Community Development Block Grants	IF	Impact Fees (Trans, R&P, PW, PS)	RAF	Recreation Assistance Program Fund
D	Donations	L&WCF	Land and Water Conservation Funds	TAD	Tax Allocation District
GDF	Governor's Discretionary Fund	LDF	Local Development Fund	TR	Federal/GDOT Transportation Funding
GF	General Fund	LIA	Line Item Appropriation	TSPLOST	Trans. Special Option Local Sales Tax
				UF	User Fee

Notes

* These projects are currently on the constrained list of eligible projects allowed to use Impact Fees Funds.

Capital Improvement Element, FY2026 to FY2030
(Impact Fee Eligible Projects)
All Service Areas are City Wide

Mansell Road Extension	New 2 lane Road w/SW, or Bike Lanes	7/25	6/29	\$8,600,000	20%	GF, IF(Trans), TAD	Department of Transportation
Pine Grove Corridor Improvements	Corridor Improvements, Intersection Imp	7/20	6/28	\$20,800,000	20%	GF, IF(Trans), TSPLOST (2), Other	Department of Transportation
Dogwood Overpass at Holcomb Bridge	New Bridge over HBR	7/26	6/30	\$20,000,000	20%	GF, IF(Trans), Federal Funds, GO, TAD	Department of Transportation
Mansell Connector (Big Creek 3)	2 Lane Rd SW or MUP	7/25	6/29	\$15,000,000	20%	IF(Trans), GF, Other	Department of Transportation
Oxbo Bridge Replacement	Replace / 2 Lane Bridge	7/23	6/28	\$4,050,000	20%	GF, IF(Trans), TR, Federal Funds, Other, GO	Department of Transportation
Jones Road Bridge Replacement	Replace / 2 Lane Bridge	7/23	6/28	\$4,300,000	20%	GF, IF(Trans), TR, Federal Funds, Other, GO	Department of Transportation
Old Holcomb Bridge - Bridge Replacement	Replace / 2 Lane Bridge	7/23	6/29	\$5,450,000	20%	GF, IF(Trans), TR, Federal Funds, Other, GO	Department of Transportation
Charles Place Bridge Replacement	Replace / 2 Lane Bridge	7/23	6/28	\$3,500,000	20%	GF, IF(Trans), TR, Federal Funds, Other, GO	Department of Transportation
Hembree Rd at Crabapple Road	Intersection	7/24	6/28	\$4,545,000	50%	GF, IF (Trans), GO, TAD	Department of Transportation
Hardscrabble Rd at King Rd	Intersection	7/24	6/28	\$4,075,000	50%	GF, IF (Trans), GO, TAD	Department of Transportation
Commerce Parkway corridor and bike/ped improvements	Intersection improvements, Multi-use path or sidewalk improvements	7/25	6/28	\$1,000,000	50%	GF, IF (Trans), GO, TAD	Department of Transportation
Houze Road at SR9 intersection	Intersection improvements Multi-use trail or sidewalk improvements	7/25	6/28	\$1,000,000	50%	GF, IF (Trans), GO, TAD	Department of Transportation

Legend to Funding Source Abbreviations:

BR	Bond Referendum	GO	General Obligation Bond	P/P	Public/Private Partnership
CDBG	Community Development Block Grants	IF	Impact Fees (Trans, R&P, PW, PS)	RAF	Recreation Assistance Program Fund
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GF	General Fund	LIA	Line Item Appropriation	TSPLOST	Trans. Special Option Local Sales Tax
				UF	User Fee

Notes

* These projects are currently on the constrained list of eligible projects allowed to use Impact Fees Funds.

Page 3 of 6

Capital Improvement Element, **FY2026 to FY2030** (Impact Fee Eligible Projects) **All Service Areas are City Wide**

Norcross St at Frasier Street	Intersection	7/25	6/28	\$1,750,000	50%	GF, IF (Trans), GO, TAD	Department of Transportation
Holcomb Bridge Rd at Old Alabama Road	Intersection	7/25	6/30	\$14,000,000	50%	GF, IF (Trans), GO, TAD	Department of Transportation
Holcomb Bridge Rd at Grimes Bridge Rd	Intersection	7/25	6/28	\$1,500,000	50%	GF, IF (Trans), GO, TAD	Department of Transportation
Alpharetta Hwy at Hembree Rd	Intersection	7/25	6/28	\$1,500,000	50%	GF, IF (Trans), GO, TAD	Department of Transportation
Houze Rd at Houze Way	Intersection	7/25	6/28	\$1,500,000	50%	GF, IF (Trans), GO, TAD	Department of Transportation
Future Purchase of Parkland/Greenspace	Additional City Property	8/25	8/30	\$16,000,000	20%	GO IF(R&P)	Department of Rec & Parks
City Owned Parks and Properties	Development	8/25	6/30	\$36,000,000	80%	GO, IF (R&P), D, P/P	Department of Rec & Parks
Waller Park/ Groveway Community Park	Development	8/25	6/30	\$5,000,000	50%	IF (R&P), GF, GO	Department of Rec & Parks
Old Mill Park	Trail Development	8/25	9/30	\$500,000	50%	GF 50%, IF (R&P)	Department of Rec & Parks
Athletic Facilities and Field Improvements	Development	8/25	6/28	\$12,000,000	80%	IF(R&P), GO	Department of Rec & Parks
Crabapple Center	Development	6/25	4/28	\$6,000,000	70%	IF (R&P), GF, D, GO	Department of Rec & Parks
City Hall Trails	Trail	2/25	2/27	\$3,000,000	30%	IF (R&P), GF, GO	Department of Rec & Parks
Edwin and Nelda Spruill Park	Development	12/25	12/29	\$60,000,000	80%	IF (R&P), GF, D, GO	Department of Rec & Parks
Founder's Park	Development	5/25	7/26	\$5,500,000	50%	IF (R&P), GF	Department of Rec & Parks
Pond Repairs at Roswell Area Park Lake	Development	7/25	7/26	2,700,000	70%	IF, GF 20%, GO	Department of Rec & Parks

Legend to Funding Source Abbreviations:

BR	Bond Referendum	GO	General Obligation Bond	P/P	Public/Private Partnership
CDBG	Community Development Block Grants	IF	Impact Fees (Trans, R&P, PW, PS)	RAF	Recreation Assistance Program Fund
D	Donations	L&WCF	Land and Water Conservation Funds	TAD	Tax Allocation District
GDF	Governor's Discretionary Fund	LDF	Local Development Fund	TR	Federal/GDOT Transportation Funding
GF	General Fund	LIA	Line Item Appropriation	TSPLOST	Trans. Special Option Local Sales Tax
				UF	User Fee

Notes

* These projects are currently on the constrained list of eligible projects allowed to use Impact Fees Funds.

Capital Improvement Element, **FY2026 to FY2030** (Impact Fee Eligible Projects) **All Service Areas are City Wide**

Aquatic Facilities	Construction	8/25	8/29	\$6,000,000	50%	IF, GO,	Department of Rec & Parks
Old Mill Machine Shop	Construction	12/25	12/28	\$750,000	70%	IF, GO, GF	Department of Rec & Parks
Replacement for Station 22	Construction	10/24	6/26	\$6,919,416	50%	IF(PS),GO	Fire Department
Replacement for Station 23	Construction	10/24	6/26	\$4,532,109	50%	IF,GF,-GO	Fire Department
Replacement for Station 27	Construction	10/24	5/28	\$5,365,125	50%	IF, GO	Fire Department
New Station 28	Development	10/24	10/28	\$5,365,125	50%	IF, GO	Fire Department
New Public Safety Facility/ Headquarters	Construction	10/24	6/28	\$22,936,725	50%	IF, GO	Fire Department
New 911 call center	Development	3/24	5/26	\$5,200,000	20%	IF, GO	Police Department
Fire Engine 23	Development	2026	2029	\$1,215,760	35%	GF,IF	Fire Department
Fire Engine 27	Development	2026	2029	\$1,215,760	35%	GF,IF	Fire Department
Air Trailers for SCBA x3	Development	2026	2027	\$450,000	50%	GF,IF	Fire Department
Fire Rescue Boat	Development	2027	2030	\$125,465	50%	GF,IF	Fire Department
Fire Engine 24	Development	2027	2030	\$1,264,390	35%	GF,IF	Fire Department
Fire Ladder Truck 24	Development	2028	2031	\$2,924,646	20%	GF,IF	Fire Department
Heavy Rescue	Development	2030	3033	\$3,283,297	20%	GF,IF	Fire Department
Utility Vehicle	Development	2025	2030	\$30,000	40%	GF,IF	Police Department
General Vehicle	Development	2025	2030	\$175,000	20%	GF,IF	Police Department

Legend to Funding Source Abbreviations:

BR	Bond Referendum	GO	General Obligation Bond	P/P	Public/Private Partnership
CDBG	Community Development Block Grants	IF	Impact Fees (Trans, R&P, PW, PS)	RAF	Recreation Assistance Program Fund
D	Donations	L&WCF	Land and Water Conservation Funds	TAD	Tax Allocation District
GDF	Governor's Discretionary Fund	LDF	Local Development Fund	TR	Federal/GDOT Transportation Funding
GF	General Fund	LIA	Line Item Appropriation	TSPLOST	Trans. Special Option Local Sales Tax
				UF	User Fee

Notes

* These projects are currently on the constrained list of eligible projects allowed to use Impact Fees Funds.

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Capital Improvement Element, FY2026 to FY2030
(Impact Fee Eligible Projects)
All Service Areas are City Wide

General Vehicle	Development	2025	2030	\$48,000	40%	GF,IF	Police Department
General Vehicle	Development	2025	2030	\$55,000	30%	GF,IF	Police Department
Heavy Vehicle	Development	2025	2030	\$1,000,000	20%	GF,IF	Police Department
General Vehicle	Development	2026	2030	\$90,000	30%	GF,IF	Police Department
General Vehicle	Development	2026	2030	\$69,000	40%	GF,IF	Police Department
General Vehicle	Development	2027	2030	\$90,000	30%	GF,IF	Police Department
General Vehicle	Development	2027	2030	\$85,000	30%	GF,IF	Police Department
General Vehicle	Development	2028	2030	\$69,000	40%	GF,IF	Police Department

Legend to Funding Source Abbreviations:

BR Bond Referendum
CDBG Community Development Block Grants
D Donations
GDF Governor's Discretionary Fund
GF General Fund

GO General Obligation Bond
IF Impact Fees (Trans, R&P, PW, PS)
L&WCF Land and Water Conservation Funds
LDF Local Development Fund
LIA Line Item Appropriation

P/P Public/Private Partnership
RAF Recreation Assistance Program Fund
TAD Tax Allocation District
TR Federal/GDOT Transportation Funding
TSPLOST Trans. Special Option Local Sales Tax
UF User Fee

Notes

* These projects are currently on the constrained list of eligible projects allowed to use Impact Fees Funds.

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COMMUNITY WORK PROGRAM

FY2026 to FY 2030

Item	Description						Total Cost (if any)	Source of Funds	Impact Fee Eligible	Responsible Department or Agency
		2026	2027	2028	2029	2030				
		POPULATION								
P.1	Monitor regional and U.S. Census Bureau estimates of the City's population	√	√	√	√	√	Not applicable	GF		Community Development
P.2	Monitor and publicize any adult literacy programs available to Roswell's residents	√	√	√	√	√	Not applicable	GF		Community Relations
P.3	Update population and functional population projections as needed to support annual updates of the Capital Improvement Element	√	√	√	√	√	Staff time	GF		Community Development
		HOUSING								
H.1	Maintain data on issuance of housing starts (building permits) for estimates of population and housing	√	√	√	√	√	Staff time	GF		Community Development, Building Division
H.2	Identify any concentrations of substandard housing units and use community development funds to help fund improvements	√	√	√	√	√	Staff time	GF		Community Development; Admin
H.3	Continue to enforce the standard housing code	√	√	√	√	√	Staff time	GF		Community Development
H.4	Maintain the City's public housing program and determine appropriate future activities/programs	√	√	√	√	√	Not applicable	Federal (HUD), CDBG		Housing Authority
H.5	Monitor available state and federal housing programs and disseminate information to individuals and groups in need of such program resources	√	√	√	√	√	Staff time	Federal(HUD)		Roswell Housing Authority
		ECONOMIC DEVELOPMENT								
ED.1	Provide information on available office space to all potential users or reference sources.	√	√	√	√	√	Staff time	GF		Economic Devt. Department
ED.2	Work with other City departments to promote economic growth that will result in increasing the tax base	√	√	√	√	√	Staff time	GF		Economic Devt. Department
ED.3	Continue to support quality of life enhancements that make the area attractive to corporations	√	√	√	√	√	Staff time	GF		All Depts.
ED.4	Collaborate with the Convention & Visitors Bureau and others on marketing	√	√	√	√	√	Staff time	GF		Economic Devt. Department, Community Relations
ED.5	Complete signage to key attractions throughout the City	√	√	√	√	√	Staff time	GF		Transportation Department
ED.6	Guide small entrepreneurs to available forms of resources and assistance	√	√	√	√	√	Staff time	GF		Economic Devt. Department;
ED.7	Communicate with businesses via electronic newsletter to keep them informed of developments in the City	√	√	√	√	√	Staff time	GF		Economic Devt. Department
ED.8	Stay involved in regional discussions	√	√	√	√	√	Staff time	GF		Economic Devt. Department
ED.9	Continue to effectively communicate the development process; advocate for streamlining where opportunities exist	√	√	√	√	√	Staff time	GF		Community Development
ED.10	Continue to enhance the first line of marketing to new and expanding businesses, the Economic Development website.	√	√	√	√	√	Staff time	GF		Economic Devt. Department
ED.11	Provide free workshops to Roswell businesses on topics of their choice	√	√	√	√	√	Staff time	GF		Economic Devt. Department
ED.12	To solicit, plan and produce events in conjunction with organizations to offer a wide variety of affordable entertainment and leisure activities in a safe and attractive environment.	√	√	√	√	√	\$15,000	GF		Rec & Parks; Special Events

Attachment: 2025 CWP (2025 Community Work Program (CWP)/ Community Improvement Element (CIE) Update)

COMMUNITY WORK PROGRAM

FY2026 to FY 2030

Item	Description						Total Cost (if any)	Source of Funds	Impact Fee Eligible	Responsible Department or Agency
		2026	2027	2028	2029	2030				
REDEVELOPMENT										
R.1	Continue to consider locating public facilities in redevelopment target areas	√	√	√	√	√	Not applicable	GF		City Administrator; Mayor and Council
R.2	Implement recommendations of revitalization study and plan for the Holcomb Bridge Road corridor west of GA 400	√	√	√	√	√		GF	Yes	City (various departments)
R.3	Support Downtown Development Authority, if needed	√	√	√	√	√		GF		Mayor and Council; City Administrator
R.4	Seek funding for implementation of redevelopment studies, plans, and projects	√	√	√	√	√	TBD	GF	Yes	Community Development; Mayor and Council; Economic Dev't. Dept
R.5	Assist where possible in improving access, ingress, and egress to outmoded retail centers and upgrade surrounding road networks	√	√	√	√	√	TBD	GF		Community Development; Transportation
R.6	Promote existing retail space and the redevelopment of vacant retail space	√	√	√	√	√	Staff time	GF		Economic Dev't. Department;
HISTORIC PRESERVATION										
HP.1	Develop a citywide GIS database of all identified cultural resources; update the database periodically as needed	√	√	√	√	√	Staff time	GF		GIS; Planning and Zoning
HP.2	Expand the existing National Register Historic District to include adjacent eligible commercial and residential areas	√	√	√			Not applicable	GF		HPC; Planning and Zoning
HP.3	Pursue National Historic Landmarks designations, as appropriate	√	√	√	√		Not applicable	GF		R&P/H&CA
HP.4	Enlarge the emphasis of programs and publications from antebellum resources to include resources from all periods of the City's history.	√	√	√	√	√	Staff time and volunteers	GF		R&P
HP.5	Work with the Roswell CVB to develop ways to promote the City's historic sites through the CVB's already established channels. Meet regularly with all associated local agencies and organizations to discuss promotional programs and to keep all groups updated. Periodically review and update existing programs.	√	√	√	√	√	Staff time and volunteers	GF		R&P/H&CA; CVB
HP.6	Make information about the rehabilitation tax credit programs and application forms available through as many sources as possible. Provide positive case studies of successful rehabilitation projects.	√	√	√	√	√	Staff time	GF		HPC; Planning and Zoning
HP.7	Make information about historic façade easements and conservation easements readily available through as many sources as possible. Provide positive case studies of successful easement donations and their resulting historic resources.	√	√	√			Staff time	GF		HPC; HCAM; Planning and Zoning

COMMUNITY WORK PROGRAM

FY2026 to FY 2030

Item	Description						Total Cost (if any)	Source of Funds	Impact Fee Eligible	Responsible Department or Agency
		2026	2027	2028	2029	2030				
HP.8	Create a repository of information about all aspects of historic preservation and make this resource readily available and accessible to the public. Develop and maintain the collection to also serve as a resource center for the HPC	√	√	√			Staff time	GF		HPC; HCAM; Planning and Zoning
HP.9	Add a specific historic preservation category to the City's existing website to direct people to technical information about historic preservation that is available locally and on the internet	√	√	√			Staff time	GF		Community Relations Office; Planning and Zoning
HP.10	Create a contributing and non-contributing map of structures within the historic district/ Historic Resources Map			√				GF		GIS; Planning and Zoning
NEIGHBORHOODS										
N.1	Provide limited technical assistance to neighborhood planning efforts in the form of maps, existing zoning and land use, as well as demographic and economic data	√	√	√	√	√	Staff time	GF		Community Development
N.2	Encourage neighborhood "self-help" activities	√	√	√	√	√	Staff time	GF		Community Development
URBAN DESIGN										
UD.1	Implement a gateway master plan for major entrances to the City that incorporates various recommendations of adopted design guidelines	√	√	√	√	√	\$1,600,000	GF	Yes	Transportation
UD.2	Continue to apply for federal and state funding to enhance the streetscapes of road corridors in the City	√	√	√	√	√	Staff time	GF		Community Development; Transportation
LAND USE										
LU.1	Further develop, refine, and implement land use recommendations for "character areas"	√	√	√	√	√	Staff time	GF		Community Development
LU.2	Periodically report as may be needed on conformance with regional development plan	√	√	√	√	√	Staff time	GF		Community Development
COMMUNITY FACILITIES										
CF.1	Periodically update and implement the City's parks and recreation master plan as needed	√	√	√			\$150,000	GF, GO		Recreation & Parks
CF.2	Implement the master plan for the Roswell River Parks	√	√	√	√	√	\$35,000,000	BR, IF, GF		Recreation & Parks
CF.3	Update the Comprehensive Solid Waste Management Plan every ten years as required; update the Solid Waste Business Plan, Roswell Utility Master Plan and Roswell Stormwater Utility Master Plan as necessary to meet Division goals.	√	√	√	√		Staff time	UF		Environmental/ Public Works
CF.4	Periodically review and modify sanitation rates and fees to reflect the actual costs of service provision and to further divisions goals	√	√	√	√		Staff time	UF		Environmental/ Public Works
CF.5	Periodically update and implement the City's Facility Services Master Plan		√	√	√	√	Staff time	GF		Environmental/ Public Works
CF.6	Periodically update and implement the City's Fleet Master Plan		√	√	√	√	Staff time	GF		Environmental/ Public Works

Attachment: 2025 CWP (2025 Community Work Program (CWP)/ Community Improvement Element (CIE) Update)

COMMUNITY WORK PROGRAM

FY2026 to FY 2030

Item	Description						Total Cost (if any)	Source of Funds	Impact Fee Eligible	Responsible Department or Agency
		2026	2027	2028	2029	2030				
CF.7	Prepare, adopt, and periodically revise as appropriate a municipal policy for use of City-owned buildings and grounds by private, non-profit, and other government users	√	√	√	√	√	Staff time	GF		Administration
CF.8	Implement and maintain a customer service policy and action plan in each of the City's departments, with a consistent level of service throughout the departments	√	√	√	√	√	Staff time	GF		Various departments
CF.9	Monitor the provision of municipal services and their ability to meet the diversifying needs of the City's population	√	√	√	√	√	Staff time	GF		Administration; various departments
CF.10	Engage in active community policing programs, public education in safety, public education in emergency response and proactive activities through public/private partnerships.	√	√	√	√	√	Staff time	GF		Police
CF.11	Improve the City's current Insurance Services Office (ISO) rating of Class 1.	√	√	√			\$35,500.00	GF, IF, GO		Fire Department; Mayor and Council
CF.12	Transition to a full-time Staffing model by 2027.	√	√	√			\$6,500,000	GF		Fire Department; Mayor and Council
CF.13	Improve the capacity of the Fire Marshal's Office and focus efforts on community education.	√	√	√			Staff time			Fire Department
CF.14	Establish a formal training program for the Roswell Fire Department.	√	√	√			Staff time			Fire Department
CF.15	Establish a comprehensive program for equipment and apparatus replacement.	√	√	√			Staff time			Fire Department
CF.16	Build, replace, and relocate fire stations to improve service delivery.	√	√	√			\$29,000,000	IF, GF, GO		Fire Department; Mayor and Council
CF.17	Build a new Public Safety Headquarters and relocate Fire Administration.	√	√	√			\$23,000,000	IF, GF, GO		Fire Department; Mayor and Council
CF.18	Periodically review and modify water rates and fees to reflect the actual costs of service provision and to further system goals	√	√	√			Staff time	UF		Environmental/ Public Works
CF.19	Continue to prioritize road resurfacing projects, continue drainage maintenance projects, and sidewalk repair projects according to most urgent need	√	√	√	√	√	\$4,000,000 per year;	UF, GF, TR, TSPLOST		Transportation; Environmental / Public Works
CF.20	Investigate the need for traffic calming and integrate traffic calming projects as may be appropriate in the City's capital plan	√	√	√	√	√	\$600,000	GF	Yes	Transportation
CF.21	Develop a program incorporating landscaping/streetscaping and green infrastructure into all major road projects to improve water quality, provide greater community identity and safety	√	√	√	√	√	Staff time	GF, TSPLOST, PP, UU		Transportation; Community Development; Environmental/ Public Works
CF.22	Maintenance of an Energy Assurance Plan for the continued operations of critical city services.	√	√	√			Staff time	GF		Administration
CF.23	Annually program and implement improvements needed to maintain and upgrade the stormwater management system in compliance with the MS4 NPDES Permit	√	√	√	√		\$3,200,000/yr	UF, GF		Environmental/ Public Works; Transportation
CF.24	Continue to implement TMDL Impaired Stream monitoring efforts and implementation of the Watershed Improvement Program (WIP).	√	√	√	√		\$320,000	UF		Environmental/ Public Works

Attachment: 2025 CWP (2025 Community Work Program (CWP)/ Community Improvement Element (CIE) Update)

COMMUNITY WORK PROGRAM

FY2026 to FY 2030

Item	Description						Total Cost (if any)	Source of Funds	Impact Fee Eligible	Responsible Department or Agency
		2026	2027	2028	2029	2030				
CF.25	Continue to monitor the conditions of municipally owned and operated historic and cultural facilities; schedule improvements to such facilities and grounds as appropriate	√	√	√	√	√	\$500,000	GF		Recreation and Parks
CF.26	Consider plans for additional historic streetscape improvements within the local Historic District	√	√	√	√	√	\$2,800,000	GF, TSPLOST	yes	Transportation
CF.27	Prepare, implement, and revise as appropriate a community information plan and programs	√	√	√	√	√		GF		Community Relations
CF.28	Continually review and revise the disaster preparedness and emergency management plans in conjunction with Fulton County	√	√	√	√	√	Staff time	GF		Various departments
CF.29	Continually evaluate and review cost efficient services for the Recycling Center as well as implement an education and outreach program to promote the Center to Roswell residents	√	√	√	√		Staff time	UF		Environmental/ Public Works
CF.30	Continually evaluate and review cost efficient services for the Transfer Station		√	√	√	√	Staff time	UF		Environmental/ Public Works
CF.31	Waterline Distribution Replacement Program	√	√	√	√		\$400,000/yr	UF		Environmental/ Public Works
CF.32	Continue using the agenda management software program for the Mayor and Council and the public to have electronic agendas and meeting documentation and minutes for laptops/tablets and webpage	√	√	√			\$25,250.40/yr. \$2,104.20/mo	GF		Administration
CF.33	Periodically update the City's Consolidated Action Plan (5-year) for HUD as needed.		√				Staff time	GF		Administration, Grants
CF.34	Periodically update the City's Annual Action Plan for HUD as needed.	√	√	√	√	√	Staff time	GF		Administration, Grants
CF.35	Campaign Finance Reporting Software for automizing filing and management of necessary forms for candidates and elected officials for campaign finance reporting online.	√	√	√	√	√	\$7,200/yr	GF		Administration
CF.36	Open Records/Public Records online program for submitting records which then allows the public to track requests, communicate regarding the requests, receive online the requests through a web portal and then download the documents.	√	√	√	√	√	\$5,850/yr	GF		Administration
DEVELOPMENT IMPACT FEES										
DIF.1	Periodically review and update the development impact fee program, including fees	√					\$100,000	GF		Community Development
TRANSPORTATION										
T.1	Implement transportation system improvements as described in the Comprehensive Plan and Transportation Master Plan	√	√	√	√	√	\$25,000,000 per year	GF, TSPLOST, TR	Yes	Transportation
T.2	TSPLOST Projects - Develop a list of projects for potential November 2026 referendum.		√				Staff time	GF		Transportation
T.3	Implement transportation system improvements as described in the North Fulton Comprehensive Transportation Plan (2026 update)			√	√	√	TBD	GF, TSPLOST, TR	Yes	Transportation

Attachment: 2025 CWP (2025 Community Work Program (CWP)/ Community Improvement Element (CIE) Update)

COMMUNITY WORK PROGRAM

FY2026 to FY 2030

Item	Description						Total Cost (if any)	Source of Funds	Impact Fee Eligible	Responsible Department or Agency
		2026	2027	2028	2029	2030				
INTERGOVERNMENTAL COORDINATION										
IC.1	Periodically revisit and update intergovernmental service agreements	√	√	√	√	√	Staff time	GF		Administration/Environmental/P ublic Works
IC.2	Monitor new forms of governance proposed in North Fulton County for their impact on Roswell	√	√	√	√	√	Staff time	GF		Administration
IC.3	Continue to evaluate the necessity of moving the court system to a new location.	√	√	√	√	√	Staff time	GF		Administration
IC.4	Periodically revisit and revise the intergovernmental land use dispute resolution process		√	√			Staff time	GF		Administration
IC.5	Assist in implementing the Water Resources Management Plan prepared by the Metropolitan North Georgia Water Planning District	√	√	√	√		\$115,000/year	UF		Environmental/ Public Works
IC.7	Coordinate a meeting between the City and the public and private schools.	√	√	√	√	√	Staff time	GF		Administration

FY 24 Impact Fee Fund Financial Report Information

	Recreation and Parks	Transportation	Public Safety	Total		
Beginning Impact Fee Allocation by Categories FY 23	\$ 1,409,474.19	\$ 1,131,426.83	\$ 2,454,005.92	\$ 4,994,906.94		
Impact Fee Credits FY 23		\$ 361,837.98	\$ 8,660.44	\$ 370,498.42		
Encumbrances	\$ 2,479.19	\$ 578,172.15	\$ 34,010.00	\$ 614,661.34		
Total Fund Balance FY 23	\$ 1,411,953.38	\$ 2,071,436.96	\$ 2,496,676.36	\$ 5,980,066.70		
	23.61%	34.64%	41.75%	100.00%		
Impact Fees Collected from FY 24	\$ 84,937.00	\$ 308,018.90	\$ 145,490.90	\$ 538,446.80		
Interest	\$ 51,916.47	\$ 76,165.19	\$ 91,800.93	\$ 219,882.59		
(Administrative/Other Costs)	\$ (275.18)	\$ (403.71)	\$ (486.59)	\$ (1,165.48)		
Impact Fee Credits FY 24	\$ -	\$ (361,837.98)	\$ (8,660.44)	\$ (370,498.42)		
Encumbrances FY 24	\$ (230,976.49)	\$ (31,439.53)	\$ (34,010.00)	\$ (296,426.02)		
(Project Expenditures)	\$ -	\$ (859,949.09)	\$ (6,023.18)	\$ (865,972.27)		
Impact Fee Allocation 2902-2903-2904	\$ 1,317,555.18	\$ 1,201,990.74	\$ 2,684,787.98	\$ 5,204,333.90	\$ 5,204,333.90	Impact Fee Allocation
Current GL Impact Fee Fund Balance FY 24				\$ 5,871,258.34	370,498.42	Credits
					296,426.02	Encumbrances
	1,548,531.67	1,595,268.25	2,727,458.42		5,871,258.34	Current Fund Balance

* Includes object 135201 (Impact Fee Credits) and 135221 (Encumbrances).

FY 24 Impact Fee Expenditures by Project Name

Facility	Project Name	Project #	Spent	Encumbered
N/A	Bank Fees		\$ 1,165.48	\$ -
Transportation	Old Roswell / Warsaw Intersection	90009	574,073.63	(0.01)
Transportation	Woodstock Rd at Hwy 92 Turn Lane	91018	200,000.00	-
Transportation	Jones Road Bridge Replacement	93007	85,875.46	31,439.54
Transportation Total			859,949.09	31,439.53
Police	Public Safety Headquarters-Bond23	57101	-	26,600.00
Fire	Fire Station #23 Replacement	57102	-	7,410.00
Fire	Fire Station #8	50014	6,023.18	-
Public Safety Total			\$ 6,023.18	\$ 34,010.00
Recreation	Ace Sand Phase I & II Construction	68201	-	230,000.00
Recreation	RIVER PARKS MASTER PLAN	60067	-	976.49
Recreation Total			\$ -	\$ 230,976.49
			\$ 865,972.27	\$ 296,426.02

FY 24-6 Impact Fee Fund Financial Report Information

	Recreation and Parks	Transportation	Public Safety	Total		
Beginning Impact Fee Allocation by Categories FY 24	\$ 1,317,555.18	\$ 1,201,990.73	\$ 2,684,787.98	\$ 5,204,333.89		
Impact Fee Credits FY 24		\$ 361,837.98	\$ 8,660.44	\$ 370,498.42		
Encumbrances	\$ 230,976.49	\$ 31,439.54	\$ 34,010.00	\$ 296,426.03		
Total Fund Balance FY 24	\$ 1,548,531.67	\$ 1,595,268.25	\$ 2,727,458.42	\$ 5,871,258.34		
	26.37%	27.17%	46.45%	100.00%		
Impact Fees Collected from FY 24-6	\$ 34,384.00	\$ 103,089.00	\$ 56,057.00	\$ 193,530.00		
Interest	\$ 27,687.37	\$ 28,523.01	\$ 48,766.30	\$ 104,976.68		
(Administrative/Other Costs)	\$ (150.32)	\$ (154.86)	\$ (264.76)	\$ (569.94)		
Impact Fee Credits FY 24-6	\$ -	\$ -	\$ -	\$ -		
Encumbrances FY 24-6	\$ (976.49)	\$ (450,092.69)	\$ (44,120.00)	\$ (495,189.18)		
(Project Expenditures)	\$ (333,238.64)	\$ (28,466.85)	\$ -	\$ (361,705.49)		
Impact Fee Allocation 2902-2903-2904	\$ 1,276,237.59	\$ 1,248,165.86	\$ 2,787,896.96	\$ 5,312,300.41	\$ 5,312,300.41	Impact Fee Allocation
Current GL Impact Fee Fund Balance FY 24-6				\$ 5,807,489.59	-	Credits
					495,189.18	Encumbrances
					<u>5,807,489.59</u>	Current Fund Balance
					-	
	1,277,214.08	1,698,258.55	2,832,016.96			

* Includes object 135201 (Impact Fee Credits) and 135221 (Encumbrances).

FY 24-6 Impact Fee Expenditures by Project Name

Facility	Project Name	Project #	Spent	Encumbered
N/A	Bank Fees		\$ 569.94	\$ -
Transportation	Old Roswell / Warsaw Intersection	90009	-	-
Transportation	Woodstock Rd at Hwy 92 Turn Lane	91018	-	-
Transportation	Jones Road Bridge Replacement	93007	5,691.75	25,747.79
Transportation	Sidewalk Connectivity	92003	22,775.10	424,344.90
Transportation Total			28,466.85	450,092.69
Police	Public Safety Headquarters-Bond23	57101	-	36,710.00
Fire	Fire Station #23 Replacement	57102	-	7,410.00
Fire	Fire Station #8	50014	-	-
Public Safety Total			\$ -	\$ 44,120.00
Recreation	Ace Sand Phase I & II Construction	68201	230,000.00	-
Recreation	RIVER PARKS MASTER PLAN	60067	-	976.49
Recreation		60068	103,238.64	-
Recreation Total			\$ 333,238.64	\$ 976.49
			\$ 361,705.49	\$ 495,189.18

FY 24 Impact Fee Fund Financial Report Information

	Recreation and Parks	Transportation	Public Safety	Total
Beginning Impact Fee Allocation by Categories FY 23	\$ 1,409,474.19	\$ 1,131,426.83	\$ 2,454,005.92	\$ 4,994,906.94
Impact Fee Credits FY 23		\$ 361,837.98	\$ 8,660.44	\$ 370,498.42
Encumbrances	\$ 2,479.19	\$ 578,172.15	\$ 34,010.00	\$ 614,661.34
Total Fund Balance FY 23	\$ 1,411,953.38	\$ 2,071,436.96	\$ 2,496,676.36	\$ 5,980,066.70
	23.61%	34.64%	41.75%	100.00%
Impact Fees Collected from FY 24	\$ 84,937.00	\$ 308,018.90	\$ 145,490.90	\$ 538,446.80
Interest	\$ 18,676,167,546.83	\$ 67,727,993,500.95	\$ 31,990,915,913.43	\$ 219,882.59
(Administrative/Other Costs)	\$ (98,992,374.76)	\$ (358,989,867.57)	\$ (169,566,734.13)	\$ (1,165.48)
Impact Fee Credits FY 24	\$ -	\$ (361,837.98)	\$ (8,660.44)	\$ (370,498.42)
Encumbrances FY 24	\$ (230,976.49)	\$ (31,439.53)	\$ (34,010.00)	\$ (296,426.02)
(Project Expenditures)	\$ -	\$ (859,949.09)	\$ (6,023.18)	\$ (865,972.27)
Impact Fee Allocation 2902-2903-2904	\$ 18,578,441,085.96	\$ 67,370,129,862.64	\$ 31,823,942,652.94	\$ 117,772,513,601.54
Current GL Impact Fee Fund Balance FY 24				\$ 117,773,180,525.98

Fund Balance FY 24

18,578,672,062.45 67,370,523,140.15 31,823,985,323.38

\$ 117,772,513,601.54 Impact Fee Allocation
 370,498.42 Credits
 296,426.02 Encumbrances
 117,773,180,525.98 Current Fund Balance

* Includes object 135201 (Impact Fee Credits) and 135221 (Encumbrances).

FY 24 Impact Fee Expenditures by Project Name

Facility	Project Name	Project #	Spent	Encumbered
N/A	Bank Fees		\$ 1,165.48	\$ -
Transportation	Old Roswell / Warsaw Intersection	90009	574,073.63	(0.01)
Transportation	Woodstock Rd at Hwy 92 Turn Lane	91018	200,000.00	-
Transportation	Jones Road Bridge Replacement	93007	85,875.46	31,439.54
Transportation Total			859,949.09	31,439.53
Police	Public Safety Headquarters-Bond23	57101	-	26,600.00
Fire	Fire Station #23 Replacement	57102	-	7,410.00
Fire	Fire Station #8	50014	6,023.18	-
Public Safety Total			\$ 6,023.18	\$ 34,010.00
Recreation	Ace Sand Phase I & II Construction	68201	-	230,000.00
Recreation	RIVER PARKS MASTER PLAN	60067	-	976.49
Recreation Total			\$ -	\$ 230,976.49
			\$ 865,972.27	\$ 296,426.02



City of Roswell
Mayor and Council
AGENDA ITEM REPORT

ID # - 10066

MEETING DATE: September 22, 2025
DEPARTMENT: Economic Development
ITEM TYPE: Resolution

Approval of a Resolution authorizing the Roswell Development Authority (RDA) to enter into negotiations on a City owned property located at Bowen Road and Highway 92.

Item Summary:

A Resolution authorizing the Roswell Development Authority to enter into negotiations on City-owned property at Bowen Road and Highway 92.

Staff Recommendation:

N/A

Financial Impact:

N/A

Recommended Motion:

Motion to approve a Resolution authorizing the Roswell Development Authority to enter into negotiations on a City-owned property located at Bowen Road and Highway 92.

Presented by:

Joseph Cusack, Assistant City Attorney

STATE OF GEORGIA
FULTON COUNTY

September 22, 2025

**RESOLUTION TO AUTHORIZE THE ROSWELL DEVELOPMENT AUTHORITY TO
ENTER INTO NEGOTIATIONS ON A CITY OWNED PROPERTY LOCATED AT
BOWEN ROAD AND HIGHWAY 92**

WHEREAS, the Mayor and Council identified a city owned property located at Bowen Road and Highway 92 as an economic development project opportunity; and

WHEREAS, Mayor and Council wish the Roswell Development Authority to review and negotiate terms for the sale of City owned property for the purposes of economic development; and

WHEREAS, the Roswell Development Authority is vested with redevelopment powers as contemplated in O.C.G.A. 36-62-6; and

WHEREAS, the Roswell Redevelopment Authority is tasked with creating jobs, dynamic economic projects, and stimulating economic growth for the benefit of the City of Roswell; and

WHEREAS, Mayor and Council desires a redevelopment project which includes commercial uses consistent with the City's Economic Development plans with specific uses to be defined in the sale and purchase agreement; and

WHEREAS, Mayor and Council wish to further specify that the negotiations shall reserve a 2.5 acre portion of the property with access to Hwy 92 for future civic uses by the City of Roswell; and

WHEREAS, Mayor and Council will entertain a net purchase price of no less than the original acquisition price of the property \$4,500,000.00 and customary closing costs; and

WHEREAS, prior to the Mayor and Council authorizing the final sale of this property on a future date, the Roswell Development Authority shall enter into an Intergovernmental Agreement defining the sale, property uses, agreement terms and reimbursement of funds from the Roswell Development Authority to the City of Roswell; and

WHEREAS, this resolution shall expire on December 31, 2025 unless otherwise extended by the City Administrator; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Roswell, the parcel known as the Bowen Road and Hwy 92 property is considered as an economic development opportunity and is consistent with the map attached in Exhibit A.

The above Resolution was read and approved by the Mayor and Council of the City of Roswell on the 22nd day of September, 2025.

Kurt M. Wilson, Mayor

Attest:

Nancy Saviano Long, City Clerk

(Seal)

Attachment: Resolution authorizing the RDA to enter into negotiations on a city owned property at Bowen Rd and Hwy 92 092225 (Bowen and



City of Roswell
Mayor and Council
AGENDA ITEM REPORT

ID # - 10068

MEETING DATE: September 22, 2025
DEPARTMENT: City Attorney's Report
ITEM TYPE: Closure

Recommendation for Closure to Discuss Personnel, Litigation and Real Estate.

Item Summary:

Recommendation for Closure to Discuss Personnel, Litigation and Real Estate.

Presented by:

David Davidson, City Attorney