



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

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

Monday, April 27, 2026

7:00 PM

City Hall - Council Chambers

Welcome

Roll Call

Invocation/Moment of Silence - Dorie Griggs, Roswell Fire Department Chaplain

Pledge of Allegiance - United States Army Specialist Maiyah Goolsby

Mayor's Report

- 1. #10321 Reading of a Proclamation for the Esteemed Veteran of Roswell Award to United States Army Specialist Maiyah Goolsby.**
- 2. #10424 Approval to name the new connector road north of the Green Street Parking Deck, Kevin Cash Memorial Drive in honor of Firefighter Kevin Cash.**

Presented by Sharon Izzo, Deputy City Administrator

Consent Agenda

- 1. #10422 Approval of the minutes of the April 13, 2026 Regular Mayor and Council meeting.**
- 2. #10320 Approval for the Mayor or City Administrator to sign a renewal contract with Arthur J. Gallagher Risk Management Services, LLC for property, casualty, and management liability insurance in the amount of \$1,339,397.**
- 3. #10357 Approval of Budget Amendment 21335101-04-27-26 in the amount of \$36,225 for the configuration of Emergency Medical Services (EMS) response bags and the purchase of Life Pack 1000 Automated External Defibrillator (AEDs) with Naloxone.**

Presented by Pabel Troche, Chief of Fire

4. **#10396 Approval of a Retaining Wall over 6 feet for Fellowship Christian School.**
Presented by Jeannie Peyton, Planning and Zoning Director
5. **#10382 Approval of a resolution to update Sanitation/Solid Waste Fees to include a "House/Garage Door" service fee for residents.**
Presented by Brian Watson, Director of Environmental/Public Works

Regular Agenda

1. **#10403 Approval of an Inmate Housing Agreement between Cherokee County and the City of Roswell**
Presented by James W. Conroy, Chief of Police
2. **#10371 Approval of a text amendment to Articles 24.6, Adoption of Roswell Dredging Assistance Policy, Section 24.6.1 - Dredging Assistance Policy of the City of Roswell Code of Ordinances (First Reading).**
Presented by Brian Watson, Director of Environmental/Public Works
3. **#10393 Approval of Scope of Work (SOW) #2 with the Downtown Development Authority (DDA) regarding the former Independence High School.**
Presented by Darryl Connelly, Director of Economic Development
4. **#10402 Approval of a parking services contract with 12 Oaks Parking LLC.**
Presented by Bill Godshall, Chief Financial Officer

City Attorney's Report

5. **#10425 Approval of a Resolution of the Mayor and City Council of the City of Roswell, Georgia for the purpose of approving the exercise of eminent domain to acquire certain property situated in the City of Roswell, Fulton County, Georgia, for use for the transportation project known as Big Creek Parkway; and for the execution of any additional documents necessary relating to said use of eminent domain.**
Presented by Joseph Cusack, Assistant City Attorney
6. **#10426 Approval of a Waiver of Sidewalk Requirement for the dirt road at Lackey Road.**
Presented by David Davidson, Chief Legal Officer & City Attorney
7. **#10423 Recommendation to go into Closure at 5:30 PM on Monday, May 11, 2026 to Discuss Personnel, Litigation and/or 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 # - 10321

MEETING DATE: April 27, 2026
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 Maiyah Goolsby.

Item Summary:

This Proclamation honors United States Army Specialist Maiyah Goolsby's service to this Nation, to fellow service members and to the community of Roswell.

Presented by:

Mayor Mary Robichaux

**U.S. Army Specialist Maiyah Goolsby
Esteemed Veteran of Roswell**



WHEREAS, Maiyah Goolsby, a dedicated employee of the City of Roswell and a proud member of the United States Army National Guard, has demonstrated a strong commitment to service, discipline, and the protection of both her community and her country; and

WHEREAS, Specialist Goolsby enlisted in the Army National Guard at the age of 17 while still in high school, beginning her military service on October 8, 2018, and completing Basic Combat Training and Advanced Individual Training at Fort Lee, Virginia, where she qualified as a 92W Water Treatment Specialist; and

WHEREAS, in her role as a Water Treatment Specialist, she has been responsible for water purification operations in field environments, ensuring safe and reliable water supply to support mission readiness, while also supporting fuel operations alongside 92F personnel to sustain field artillery and operational units; and

WHEREAS, Specialist Goolsby has served her nation with distinction, including her participation in a border mission from 2024 to 2025, where her performance and operational awareness earned her recognition, including a special coin and award for her contributions to site operations and mission effectiveness; and

WHEREAS, her military decorations include the Armed Forces Reserve Medal with “M” Device and the Army Reserve Components Achievement Medal, recognizing her mobilization and sustained honorable service; and

WHEREAS, in addition to her military service, Specialist Goolsby has built a strong professional career as a Water Operator for the City of Roswell, bringing more than five years of water treatment experience to ensure the safety and reliability of critical public infrastructure for the community; and

WHEREAS, she continues to serve both her nation and her community while balancing her role as a mother and supporting her family, reflecting the strength, resilience, and dedication that define those who serve;

NOW THEREFORE, I, Mary Robichaux, Mayor of the City of Roswell, do hereby name Maiyah Goolsby, an Esteemed Veteran of Roswell, and call upon all our citizens to recognize her 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 27th day of April 2026.

MAYOR MARY ROBICHAUX



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10424

MEETING DATE: April 27, 2026
DEPARTMENT: Mayor's Report
ITEM TYPE: Approval

Approval to name the new connector road north of the Green Street Parking Deck as Kevin Cash Memorial Drive in honor of Firefighter Kevin Cash.

Item Summary:

The new connector road north of the Green Street Parking Deck is to be named after Roswell Firefighter Kevin Cash, who died in the line of duty on January 21, 2020. The road name will be Kevin Cash Memorial Drive.

Committee or Staff Recommendation:

City of Roswell staff members recommend placing this item on the agenda for the April 27, 2026 Mayor and Council Agenda.

Financial Impact:

N/A

Recommended Motion:

Motion to approve naming the new connector road north of the Green Street Parking Deck, Kevin Cash Memorial Drive in honor of Firefighter Kevin Cash.

Presented by:

Sharon Izzo, Deputy City Administrator



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10422

MEETING DATE: April 27, 2026

DEPARTMENT: Administration

ITEM TYPE: Minutes

Approval of the minutes of the April 13, 2026 Regular Mayor and Council meeting.

Item Summary:

Approval of the minutes of the April 13, 2026 Regular Mayor and Council meeting.



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

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

Monday, April 13, 2026	7:00 PM	City Hall - Council Chambers
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Welcome

Mayor Mary Robichaux: Present, Councilmember Sarah Beeson: Present, Councilmember Eren Brumley: Present, Councilmember Christine Hall: Present, Councilmember Jennifer Phillippi: Present, Councilmember Allen Sells: Present, Councilmember Chris Zack: Present.

Invocation/Moment of Silence - Phil Rikard, Founding Pastor of Tapestry Community Church

Pledge of Allegiance - Led by Jennifer Donlon

Mayor's Report

- 1. #10392 Recognition that the City of Roswell has received the Bicycle Friendly Community (BFC) Award given by The League of American Bicyclists.**

The City of Roswell was recognized as a Bicycle Friendly Community by the League of American Bicyclists and awarded a bronze level designation for 2025. In 2006, Roswell was the first municipality in Georgia to earn the bronze level award and has maintained the status through six renewals.

Bike Roswell, the city's local advocacy group, partnered with city staff in preparing the application and the award reflects the city's ongoing investment in expanding and maintaining multi-use trails and bicycle infrastructure, improving safety through planning and design, supporting alternative transportation, and creating a more connected and livable community.

The award was presented to the City by Bike Roswell representatives, Lise Walker (Past President) and Jan Lattunen (President).

RESULT:	RECOGNIZED
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2. #10400 A Proclamation recognizing Georgia Cities Week "Love Your City", April 20-25, 2026.

April 20-25, 2026 was proclaimed Georgia Cities Week "Love Your City". This annual statewide event sponsored by the Georgia Municipal Association (GMA) encourages residents to celebrate city government and recognize the important role it plays for all citizens. GMA and its member cities join together to teach students and other citizens about municipal government through a variety of projects and information. Georgia Cities Week is an opportunity to convey to all the citizens in Georgia that they can shape and influence government through civic involvement.

RESULT: PROCLAMATION READ

Consent Agenda

RESULT: CONSENT AGENDA APPROVED [UNANIMOUS]

MOVER: Allen Sells, Councilmember

SECONDER: Christine Hall, Councilmember

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

- 1. **#10384 Approval of the minutes of the March 23, 2026 Mayor and Council meeting and March 30, 2026 Open Forum.**
- 2. **#10358 Approval for the Mayor or City Administrator to award a Task Order to RK&K for the design of Hembree Park in an amount not to exceed \$646,337.**
- 3. **#10286 Approval from the Mayor or City Administrator to award a contract to Harlequin Flooring in the amount of \$288,699.97 for the completion of the Crabapple Center Interior Flooring with a total budget allocation of \$308,000.00.**

City Attorney's Report

1. #10372 Approval of a Resolution for Recertification in the Georgia Municipal Association Certified City of Ethics Program.

Resolution No. 2026-04-05

RESULT: APPROVED [UNANIMOUS]

MOVER: Sarah Beeson, Councilmember

SECONDER: Eren Brumley, Councilmember

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

2. #10386 Approval of a Memorandum of Understanding (MOU) between the City of Roswell and the Roswell Farmer's Market.

RESULT: APPROVED [UNANIMOUS]

MOVER: Christine Hall, Councilmember

SECONDER: Allen Sells, Councilmember

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

Attachment: Minutes_M&C_041326 - DRAFT unapproved (M&C Minutes - 4/13/26)

3. #10385 Recommendation to go into Closure at 5:30 pm on Monday, April 27, 2026 to Discuss Personnel, Litigation and/or Real Estate.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sarah Beeson, Councilmember
SECONDER:	Eren Brumley, Councilmember
IN FAVOR:	Beeson, Brumley, Hall, Phillippi, Sells, Zack

Adjournment

The meeting was adjourned at 7:32 PM

DRAFT



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10320

MEETING DATE: April 27, 2026

DEPARTMENT: City Attorney's Report

ITEM TYPE: Approval

Approval for the Mayor or City Administrator to sign a renewal contract with Arthur J. Gallagher Risk Management Services, LLC for property, casualty, and management liability insurance in the amount of \$1,339,397.

Item Summary:

Approval for the Mayor or City Administrator to sign a renewal contract with Arthur J. Gallagher Risk Management Services, LLC for property, casualty, and management liability insurance in the amount of \$1,339,397.

Committee or Staff Recommendation:

On April 14, 2026 the Committees of Council recommended placing this Item on the April 27, 2026 Mayor and Council Agenda.

Financial Impact:

Funding in the amount of \$1,339,397 is available within the Risk/Liability Fund operating budget.

Recommended Motion:

Motion to approve a Request authorization for the Mayor and/or the City Administrator to sign a renewal contract with Arthur J. Gallagher Risk Management Services, LLC for property, casualty, and management liability insurance in an amount of \$1,339,397.

Presented by:

David Davidson, City Attorney

5/1/26 Insurance Renewal:

COST

- **OVERALL: \$1,339,397**
 - **Second year in a row with a decrease.**
 - **5% (\$66,902) decrease in total premium compared to last year's renewal.**
 - **89% of budgeted amount (savings of \$169,806).**
 - Since last year's renewal, approved citywide budget is up 9%, insured values are up \$11M, and full-time equivalent employee count is up 48.
 - Market analysis of 2025 Q3 through 2026 Q1 shows majority of public sectors experienced a **7-15% increase.**
- **GIRMA: \$1,122,677**
 - 4% decrease.
- **Travelers: \$90,140**
 - 20% decrease.
- **Global Aerospace \$6,580**
 - \$100 increase.
- **Broker fee \$120,000**
 - Flat renewal.

COVERAGES

- **Property (GIRMA)**
 - \$350,652,794 Total insured values
 - Replacement cost coverage
 - Deductible \$50,000
 - % of GIRMA premium \approx 37%
- **Automobile Physical Damage and Mobile Equipment (GIRMA)**
 - Coverage for selected vehicles/equipment
 - Repair or actual cash value if totaled
 - Deductible \$10,000
 - % of GIRMA premium \approx 6%
- **Automobile Liability (GIRMA)**
 - Coverage for all vehicles
 - Combined single limit of \$1M per occurrence
 - Deductible \$25,000
 - % of GIRMA premium \approx 23%
- **General Liability (GIRMA)**
 - \$3M per occurrence; \$15M aggregate
 - Deductible \$25,000
 - % of GIRMA premium \approx 12%
- **Law Enforcement Liability (GIRMA)**
 - \$3M per occurrence; \$15M aggregate
 - Deductible \$50,000
 - % of GIRMA premium \approx 11%

- Errors and Omissions Liability (GIRMA)
 - \$3M per occurrence; \$15M aggregate
 - Deductible \$50,000
 - Includes Public Officials and Employment Practices
 - % of GIRMA premium \approx 10%

- Crime (GIRMA)
 - \$500,000 per occurrence
 - Deductible \$5,000
 - % of GIRMA premium \approx 1%

- Cyber (Travelers)
 - \$5M per occurrence; \$5M aggregate
 - Deductible \$50,000
 - Premium \$90,140

- Drone Liability (Global Aerospace)
 - \$2M per occurrence; \$2M aggregate
 - Deductible \$0
 - Premium \$6,580



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10357

MEETING DATE: April 27, 2026

DEPARTMENT: Fire

ITEM TYPE: Approval

Approval of Budget Amendment 21335101-04-27-26 in the amount of \$36,225 for the configuration of Emergency Medical Services (EMS) response bags and the purchase of Life Pack 1000 Automated External Defibrillator (AEDs) with Naloxone.

Item Summary:

Consideration to approve Budget Amendment 21335101-04-27-26 in the amount of \$36,225. This request is to use available opioid settlement funds for the purchase and configuration of Emergency Medical Services (EMS) response bags to support increased Naloxone doses designed to improve rapid deployment and field availability of Naloxone during suspected opioid overdose incidents, and purchase of seven Automated External Defibrillators (AED's) with Naloxone for Fire Department administrative vehicles to enhance emergency response capability.

Overdose responses increasingly involve synthetic opioids, including Fentanyl and its analogs, which frequently require multiple doses of Naloxone for successful reversal. Current EMS configurations provide limited on-person availability, typically two doses per pharmaceutical case, which can delay administration and limit dosing availability during critical patient care.

To improve immediate access and reduce time spent administering pharmaceuticals, the Department proposes reconfiguring EMS response bags to prioritize rapid Naloxone deployment. This initiative would increase the quantity of Naloxone carried per response bag from 2 to 5 doses and standardize placement within the primary EMS bag to eliminate delays associated with secondary retrieval. The configuration will be implemented consistently across all front-line apparatus to ensure uniform response capability.

Additionally, the Roswell Fire Department (RFD) formally requests authorization to allocate \$21,221.48 from the Opioid lawsuit settlement funds for the purchase of seven (7) Life Pack 1000 Automated External Defibrillator (AEDs) with Naloxone. These units will be installed in Fire Department administrative vehicles to enhance the chain of survival during medical emergencies, specifically targeting opioid-related cardiac arrests.

Justification and Strategic Alignment

According to the American Heart Association (AHA), critical factors in surviving cardiac arrest include early recognition, early CPR, and early defibrillation. Opioid overdoses are a significant concern because they suppress respiratory drive, which frequently leads to cardiac arrest.

Although RFD administrative vehicles are not primary dispatch units, personnel frequently operate these vehicles within City limits for official duties and on-call response. As a result, these units are often in close

Agenda Item (ID # 10357)

proximity to medical emergencies and may respond based on 911 dispatch information. Equipping administrative vehicles with AEDs ensures that personnel can provide immediate life-saving intervention prior to the arrival of front line apparatus.

Operational Integration and Compatibility

Selecting the Life Pack 1000 AED is a strategic choice, as these devices are fully compatible with the Life Pack 15 advanced cardiac monitors currently used on all Roswell Fire emergency apparatus. This compatibility ensures seamless patient care transition between administrative responders and primary emergency units.

The proposed deployment plan includes:

- **Defibrillation:** One AED assigned to each administrative vehicle, totaling seven.
- **Overdose Reversal:** Two doses of Naloxone stored within each AED case.
- **Cost Efficiency:** The required fourteen (14) doses of Naloxone will be supplied by the Georgia State Office of EMS and Trauma at no cost to the City.

Strategic Alignment with Opioid Settlement Core Abatement Strategies

This initiative aligns with the opioid settlement agreement's Core Abatement Strategies, including:

- **Core Strategy #1:** Naloxone Distribution and Training
- **Core Strategy #7:** Expand Harm Reduction Programs
- **Core Strategy #9:** Support Data Collection and Evaluation

Legal has reviewed the project scope and confirmed that the proposed expenditures fall within the established opioid settlement funding guidelines. Neighboring departments have followed the same successful approach to allocating these funds.

The Department will continue tracking overdose responses, Naloxone administrations per incident, and outcome data to evaluate program effectiveness and inform future abatement strategies.

Proposed Expenditures:

EMS Response Bag Reconfiguration and Naloxone Deployment Enhancements: \$15,000

Seven (7) Life Pack 1000 AED Units: \$21,221.48

Total Requested Funding: \$36,225

Committee or Staff Recommendation:

On April 14, 2026, the Committees of Council recommended placing this Item on the April 27, 2026 Mayor and Council Agenda.

Financial Impact:

Upon approval of the budget amendment, funding in the amount of \$36,225 will be available in the Opioid Fund Org-21335101, and Project- 58004.

Recommended Motion:

Motion to approve Budget Amendment 21335101-04-27-26 in the amount of \$36,225 for the configuration of Emergency Medical Services (EMS) response bags and the purchase of Life Pack 1000 Automated External Defibrillator (AEDs) with Naloxone.

Presented by:

Pabel Troche, Fire Chief



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10396

MEETING DATE: April 27, 2026

DEPARTMENT: Community Development

ITEM TYPE: Approval

Approval of ZMC-0226-000003, a retaining wall over 6 feet for Fellowship Christian School.

Item Summary:

As part of their plan to relocate a modular classroom building, Fellowship Christian School is requesting approval for a concrete retaining wall with an approximate maximum height of 14'6". The location of the wall is not visible from any public street and is primarily viewed only from the school's football field.

Committee or Staff Recommendation:

On April 14, 2026, the Committees of Council recommended placing this item on the April 27, 2026 Mayor and Council Agenda.

Financial Impact:

N/A

Recommended Motion:

Motion to approve ZMCC-0226-000003, a retaining wall over six feet for Fellowship Christian School.

Presented By:

Jeannie Peyton, Director of Planning and Zoning



Memo

To: Mayor and City Council

From: Jeannie Peyton, Planning & Zoning Director

Date: March 23, 2026

Subject: Retaining Wall at Fellowship Christian School
ZMCC-0226 000003
1065 Woodstock Road

Enclosed, please find the plans for the above referenced application for a retaining wall over six feet. As part of their plan to relocate a modular classroom building, Fellowship Christian School is requesting approval for a concrete retaining wall with a maximum height of approximately 14' 3". It tapers down to 4'6" on one end (right), and 1'6" on the other end (left). The L shaped wall is approximately 250 feet in length. The location of the wall is not visible from any public street and is primarily viewed only from the school's football field.

The Community Development Department recommends approval of the retaining wall request.

38 Hill Street, Roswell, GA 30075
www.roswellgov.com



Aerial View



Area of enlarged site plan

Render view looking west

Attachment: ZMCC-0226 000003 Memo-Fellowship Christian School (Fellowship Christian School Retaining Wall)

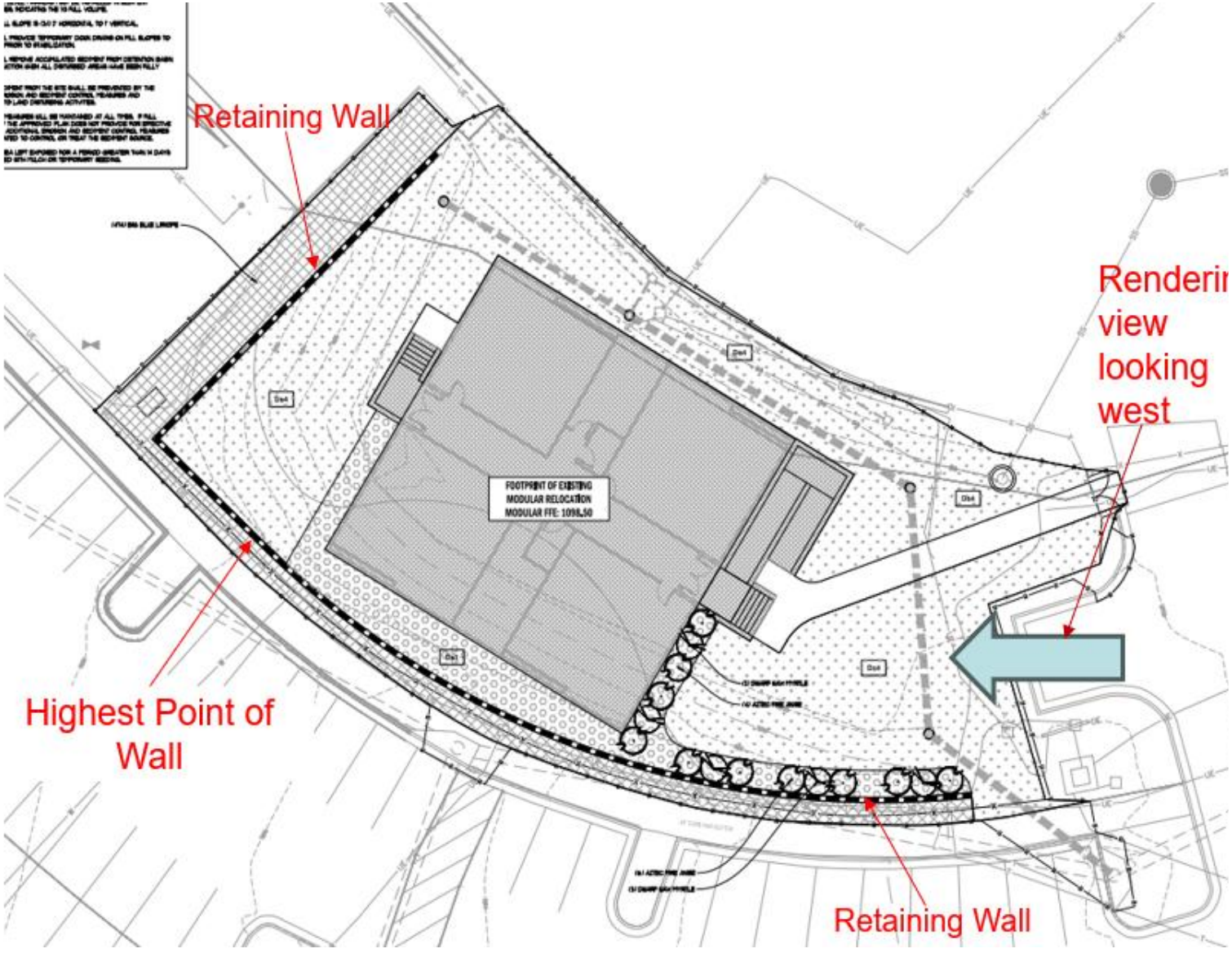
38 Hill Street, Roswell, GA 30075
www.roswellgov.com

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Enlarged Site Plan

1. ALL DIMENSIONS ARE IN FEET UNLESS OTHERWISE NOTED.
 2. ALL SLOPES ARE 3:1 HORIZONTAL TO 1 VERTICAL.
 3. PROTECT EXISTING OPEN DRAINAGE ON ALL SLOPES TO PREVENT EROSION.
 4. REMOVE ACCUMULATED DEBRIS FROM SLOPES IMMEDIATELY AFTER ALL DISTURBED AREAS HAVE BEEN FULLY RESTORED.
 5. EROSION CONTROL MEASURES SHALL BE INSTALLED AT ALL TIMES. IF FULL EROSION CONTROL MEASURES ARE NOT INSTALLED, THE APPROVED PLAN DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL MEASURES AND NO CONSTRUCTION SHALL BE PERMITTED UNTIL SUCH MEASURES ARE INSTALLED TO THE SATISFACTION OF THE LOCAL GOVERNMENT.
 6. ALL LOT SURFACES FOR A PERIOD GREATER THAN 14 DAYS BE MAINTAINED OR TEMPORARILY COVERED.



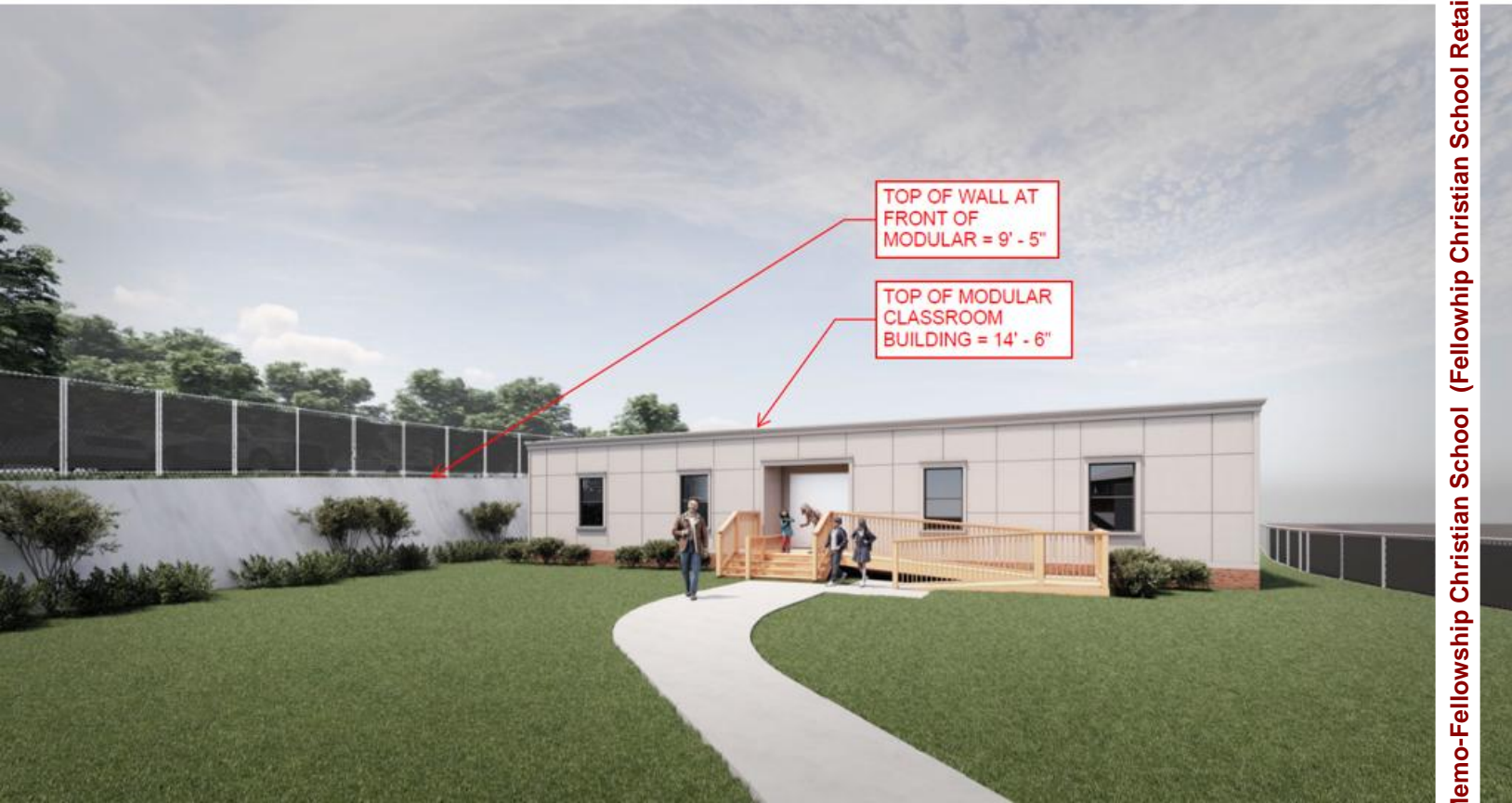
Attachment: ZMCC-0226 000003 Memo-Fellowship Christian School (Fellowship Christian School Retaining Wall)

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Rendering of Wall Looking West



Attachment: ZMCC-0226 000003 Memo-Fellowship Christian School (Fellowship Christian School Retaining Wall)

38 Hill Street, Roswell, GA 30075
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Rendering of Wall Looking West In Relation to 6' Tall Figure



Attachment: ZMCC-0226 000003 Memo-Fellowship Christian School (Fellowship Christian School Retaining Wall)

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www.roswellgov.com

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Aerial View



Area of enlarged site plan

Rendering view looking west

Attachment: ZMCC-0226-000003 Fellowship Christian School Aerial View (Fellowship Christian



Rendering of Wall Looking West

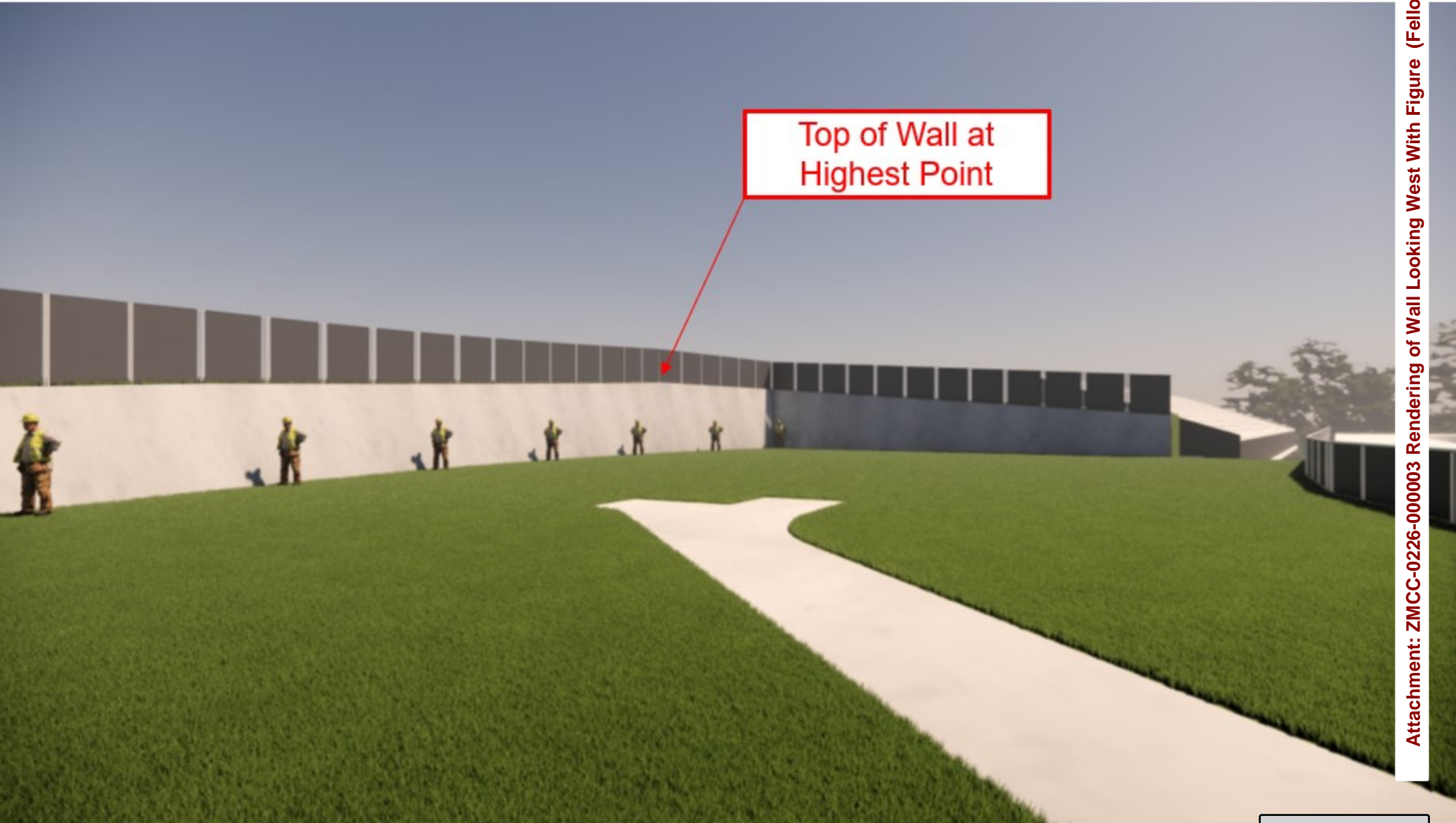


TOP OF WALL AT
FRONT OF
MODULAR = 9' - 5"

TOP OF MODULAR
CLASSROOM
BUILDING = 14' - 6"

Attachment: ZMCC-0226-000003 Rendering of Wall Looking West (Fellowship Christian

Rendering of Wall Looking West In Relation to 6' Tall Figure



Top of Wall at
Highest Point

Attachment: ZMCC-0226-000003 Rendering of Wall Looking West With Figure (Fellowhip



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10382

MEETING DATE: April 27, 2026

DEPARTMENT: Environmental/Public Works

ITEM TYPE: Resolution

Approval of a resolution to update Sanitation/Solid Waste Fees to include a "House/Garage Door" service fee for residents.

Item Summary:

The Solid Waste Utility proposes to establish a "House/Garage Door Service" fee for residents. This fee would be charged to residents who would like to have their garbage and recycling picked up at their house or garage vs. having it picked up at the street. Those residents who meet the Curbside Exemption criteria would be exempt from this fee.

Committee or Staff Recommendation:

On April 14, 2026 the Committees of Council recommended placing this Item on the April 27, 2026 Mayor and Council Agenda.

Financial Impact:

Revenues would be collected in Solid Waste Fund.

Recommended Motion:

Motion to approve a resolution to update Sanitation/Solid Waste Fees to include a "House/Garage Door" service fee for residents.

Presented by:

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

STATE OF GEORGIA
 COUNTY OF FULTON
 CITY OF ROSWELL

April 27, 2026

RESOLUTION TO ESTABLISH AND ADJUST SANITATION FEES

WHEREAS, the City of Roswell is a Georgia Municipal Corporation; and

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

WHEREAS, the Mayor and Council of the City of Roswell have determined that collection of solid waste from residences and commercial enterprises, and diversion of yard waste and recyclables from the waste stream are essential to the health, safety and general welfare of the citizens of Roswell, and

WHEREAS, the Code of Ordinances of the City of Roswell § 24.2.4 provides that a schedule of rates and service options for sanitation services shall be subject to adjustment from time to time by Mayor and Council; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to adjust such rates:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Roswell, Georgia that the fees for sanitation services in Attachment A shall apply to the provision of services provided. Such rates and service options imposed hereby shall become effective as established in Attachment A;

IT IS FURTHER RESOLVED by the Mayor and Council of the City of Roswell, Georgia that all other fees for applications shall remain in effect as currently established.

The above resolution was read and approved by the Mayor and Council of the City of Roswell, Georgia, on the 27th day of April, 2026.

 Mary Robichaux

 Nancy Long, City Clerk

(Seal)

Attachment: Resolution - Sanitation Fees 2026 (House/Garage Door Service Fee)

Attachment A

Solid Waste Fee

Residential	Current Rate	New Rate (Beginning May 1, 2026)
House/Garage Door	N/A	\$95.57



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10403

MEETING DATE: April 27, 2026

DEPARTMENT: Police

ITEM TYPE: Agreement

Approval of an Inmate Housing Agreement between Cherokee County and the City of Roswell.

Item Summary:

This agreement outlines the expectations and responsibilities of each organization in the successful housing of City of Roswell inmates. The agreement details the services, medical care, fee structure, and transportation components of inmates housed at the Cherokee County jail facility.

Committee or Staff Recommendation:

Staff recommends approval.

Financial Impact:

\$125.00 per inmate per day. Funding is available within the General Fund Operating Budget.

Recommended Motion:

Motion to enter into an Inmate Housing Agreement between Cherokee County and the City of Roswell.

Presented by:

James W. Conroy, Chief of Police

INMATE HOUSING AGREEMENT

STATE OF GEORGIA
COUNTY OF CHEROKEE

This INMATE HOUSING AGREEMENT (hereinafter “Agreement”) is entered into this _____ day of _____, 20__ by and between CHEROKEE COUNTY, GEORGIA, a political subdivision of the State of Georgia, acting by and through its governing authority, the Cherokee County Board of Commissioners (hereinafter “County”), and the CITY OF ROSWELL, GEORGIA, a municipal corporation, acting by and through its governing authority, the Mayor and the Roswell City Council (hereinafter “City”), with both said entities existing under the laws of the State of Georgia (with each entity collectively being referred as “the Parties”). Such Agreement is hereby consented to by FRANK REYNOLDS in his capacity as the duly elected Sheriff of Cherokee County, Georgia.

WHEREAS, the County operates a jail facility in accordance with Federal, State, and local laws, standards, policies, and procedures for the detention of persons charged with violations of statutes of the State of Georgia and County Ordinances; and

WHEREAS, the Sheriff is recognized by law as the jailer of Cherokee County, and such duties include overseeing the inmates housed in said jail; and

WHEREAS, the City has no facility limited for the detention of persons arrested for violations of municipal ordinances and the City is desirous of entering into a contract with the County for the detention of persons charged with or convicted of violating a municipal ordinance and over such other matters as are by general law made subject to the jurisdiction of municipal courts; and

WHEREAS, the County has adopted and adheres to the “Jail Construction and Staffing Act” requirements as presented in O.C.G.A. § 15-21-90 and recognize that ten percent (10%) of all fines shall be paid to the County for the maintenance of the County Jail; and

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual covenants, promises, agreements, representations and warranties contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto do hereby covenant, promise, agree, represent and warrant as follows:

1. Housing of Inmate on Behalf of City. It is in the intent of this Agreement that, in pursuance of law enforcement in and for City and County, the County and the Sheriff will accept, book, and house Inmates for the City, subject to the terms of this Agreement.

2. Definitions.
 - (a) “Book” shall mean to (1) complete NCIC/GCIC fingerprinting and submit to the appropriate jurisdiction(s); (2) to complete and submit Offender Based Tracking System; and (3) to complete intake booking procedures.
 - (b) “The County” shall mean Cherokee County.
 - (c) “The City” shall mean the City of Roswell.
 - (d) The “County Commission” shall mean the Board of Commissioners of Cherokee County, Georgia.
 - (e) “County Manager” shall mean the County Manager of Cherokee County, Georgia as appointed by the Cherokee County Board of Commissioners.
 - (f) “City Administrator” shall mean the administrative head of the city government, appointed by the Roswell City Council.
 - (g) The “City Council” shall mean the Roswell City Council.
 - (h) “Inmate” means a person who is detained in the Jail by reason of being charged by the municipality with or convicted of a municipal offense or any other offense over which the Municipal Court has jurisdiction and such person remains in the jail solely because of the municipal charge(s).
 - (i) “Inmate Day” means any part of one (1) calendar day beginning at 12:00 a.m. midnight and ending at 11:59 p.m
 - (j) “Jail” shall mean the Cherokee County Adult Detention Center located at 498 Chattin Drive, Canton, Georgia 30115.
 - (k) “Jail Officer in Charge” means the Sheriff of Cherokee County, Georgia, or the person designated by him to have supervision of the Jail.
 - (l) “Sheriff” is the Jailer of Cherokee County, Georgia.

3. Term. This Agreement shall commence on June, 1, 2026 at 12:00 a.m. and shall continue in full force and effect for a term of one (1) year. This Agreement shall automatically

renew for additional terms of one (1) year unless terminated as specified herein.

Continuation of the Agreement shall be on the same terms and conditions as set forth in this original agreement.

4. Obligations of County and Sheriff. The County will accept into the Jail such Inmates as the City may request at the sole discretion of the Sheriff. The Sheriff shall accept the Inmates into the Jail and provide for the secure custody, care, and safekeeping of such Inmates in accordance with state and local laws, standards, policies and procedures applicable to the operation of the Jail. In addition to the usual information obtained and records maintained with respect to Inmates detained by Cherokee County, the Sheriff shall keep a record of the Inmates committed to the Jail, which record shall contain:
 - (a) the name of the person committed;
 - (b) the person's age, sex and race;
 - (c) the process under which the person was committed;
 - (d) the date of commitment to the Jail;
 - (e) under what order discharged.

5. Obligations of City. The City agrees to transport the Inmates to the Jail and release them to the custody of the Jail Officer in Charge. The Jail has the right to refuse an Inmate for processing who first needs or requires medical attention in the sole discretion of the Jail Officer in Charge. In the event of overcrowding or other situations that require the Jail Officer in Charge to refuse an Inmate from the City, City shall be responsible for transporting the Inmate to another suitable facility and shall bear the costs involved with such actions. City shall also be responsible for transporting such Inmates to and from the Jail to any Municipal Court proceedings for which said Inmate shall attend. City shall be responsible for storage of large property items of the Inmate, no larger than a standard book bag. Removal and return of the same Inmate, on the same charges, in a twenty-four (24) hour period by the City shall not constitute a new admission.

6. Supervision by Sheriff. All Inmates delivered to the Jail by the City shall be under the direct supervision and control of the Sheriff. The County agrees to release City Inmates

to City Police Officers designated by the City Police Chief on a time served basis. The City authorizes its Police Chief to designate to the Sheriff an early release date for any City Inmate based upon the then prevailing conditions and circumstances. Furthermore, the Judge of Municipal Court may terminate the sentence of any City Inmate upon transmittal of a written order.

7. Sheriff's Rules. All rules and regulations legally and constitutionally adopted and promulgated by the Sheriff for the operation of the Jail shall be applicable to Inmates and the Sheriff is granted the authority to enforce same, including the right to work Inmates within and without the confines of the Jail and allow Inmates to serve as trustees. The Sheriff agrees to release prisoners to the City to serve as trustees upon request of the City Police Chief and if otherwise available at Sheriff's discretion.

8. Expense Reimbursement by City. The Sheriff shall maintain physical custody of the Inmates and the County and the Sheriff shall furnish them food and clothing. All health care expenses, including transportation (ambulance), medical, dental, and/or prescription expenses incurred by the Inmate while at the Jail shall be the responsibility of, and billed to, the City. The City shall be responsible for all costs associated with providing and securing inmates receiving medical care outside the County Jail, including any costs incurred by the County in the event the City fails to timely assume such responsibilities as set forth herein.

9. Medical Care.
 - a. **Non-Emergency Medical Care.** Should a City inmate housed at the County Jail require non-emergency medical attention outside of the Jail, it shall be the responsibility of the City to transport the inmate to a medical facility and to maintain security of the inmate until such time as the inmate is medically cleared to return to the County Jail.

The decision of when non-emergency medical care is required shall be at the sole discretion of the Sheriff's representative (medical staff). The location of such non-emergency medical care shall also be determined by the Sheriff's representative;

provided, however, that if the City elects to transport the inmate, the City may select the medical provider or facility.

b. **Emergency Medical Care.** The County shall immediately notify the City of the need to remove any City inmate for emergency medical or dental care. If a City inmate requires emergency transport via ambulance, the County shall provide escort during transport. The City shall respond within a practicable time to the medical facility to assume responsibility for security and for returning the inmate to the County Jail upon medical clearance.

If medical staff certifies that emergency treatment is required, the City shall either provide for such treatment or remove the inmate from the County Jail at the earliest practicable time. In the absence of a timely response from the City, the County is authorized to arrange for such emergency medical or dental treatment, and the City shall reimburse the County for all costs incurred.

Failure of the City to respond and assume responsibility for security of a City inmate at an outside medical facility shall result in the City reimbursing the County for all associated expenses.

10. Payment by City. The City shall compensate the County at a rate of one hundred and twenty-five (\$125.00) per inmate per day. County shall bill the City for each Inmate Day provided on a monthly basis. Monthly billing shall list each City Inmate, the specific dates of confinement for each, and the total Inmate Days to be reimbursed. The invoice shall be submitted to the City and shall be due and payable within thirty (30) days. All additional charges which the County shall incur on behalf of City Inmates, including any medical expenses, transportation charges, or other charges as applicable in accordance with Section 8 of this Agreement, shall be billed to the City and shall be due and payable on or before thirty (30) days after the date of said bill. All bills not paid within thirty (30) days shall automatically bear a late charge in the amount of one percent (1%) per month for each delinquent month.

11. Jail Construction and Staffing Act. The County has adopted and adheres to the “Jail Construction and Staffing Act” requirements as presented in O.C.G.A. § 15-21-90 *et. seq.* and recognize that ten percent (10%) of all fines received by the City shall be paid to the County for the maintenance of the County Jail. Such obligation shall not be affected or altered under this Agreement. This fee shall be payable as collected to Cherokee County on the first day of each month and deposited in the County Jail Fund.

12. Bonding and Pre-Trial Matters. Bonding for City inmates shall be done by the City apart from the County Jail. Subsequent to release, the City shall provide the County with proper release authorization. It shall not be the responsibility of the County to provide or arrange bond hearings, preliminary hearings, trial or other court proceedings before any judicial officer as required by law for any City inmate. It shall be the responsibility of the City to provide Court appointed counsel for City inmates.

13. Termination of Agreement. This Agreement may be terminated by either Party, with or without cause, at any time upon sixty (60) days’ notice in writing delivered by certified mail to the proper official(s) identified herein.

14. Amendments. This Agreement may be amended at any time by the written, signed consent of all the Parties.

15. Full Force and Effect. The Parties and the undersigned individual officers shall cause to be done all things necessary to execute this contract and give it full force and effect.

16. Severability. Should any part of this Agreement be invalidated or otherwise rendered null and void, the remainder of this Agreement shall remain in full force and effect.

17. Notice. All notices, request, demands, and other communications provided for in this Agreement shall be in writing and shall be sent either by first class United States certified mail, return receipt requested, delivered by overnight carrier, or personally delivered to the applicable party at the following addresses:

For County:
Cherokee County, Georgia
ATTN: County Manager
1030 Bluffs Parkway
Canton, Georgia 30114

For City:
City of Roswell
ATTN: City Administrator
38 Hill Street
Roswell, Georgia 30075

and

and

Cherokee County Sheriff's Office
ATTN: Sheriff
498 Chattin Drive
Canton, Georgia 30114

City of Roswell Police Department
ATTN: Chief of Police
1080 Holcomb Bridge Road
Roswell, Georgia 30076

- 18. Execution Powers. The undersigned officials are authorized to execute this Agreement on behalf of the Parties, and hereby confirm that such execution has been authorized by resolution or motion of the governing body of the respective Party.

- 19. Entire Agreement. The Parties acknowledge that this Agreement sets forth the entire agreement and understanding between the County and City. The Parties affirm that the only consideration for their agreement to execute, and their execution of the Agreement, are the terms as stated herein, and that there are no other promises or agreement of any kind which have caused them to execute this Agreement. This Agreement and the covenants and conditions contained herein shall be binding upon and in use to the benefit of each of the Parties hereto and their respective successors, assigns and successors in title. The Parties further acknowledge that they fully understand the meaning and intent of this Agreement, including but not limited to its binding effect. The Parties acknowledge that they have had the benefit of consulting an attorney before executing this Agreement. The Parties acknowledge that this Agreement shall supersede any and all previous agreements in place regarding the same subject matter.

- 20. Descriptive Headings. The titles, captions and paragraph headings are inserted for convenience only and are in no way intended to interpret, define, or limit the scope or content of this Agreement or any provision hereof.

Attachment: 2026 Inmate Housing Agreement - City of Roswell (Updated) (Cherokee County Inmate Housing Agreement)

21. Waiver. One party's waiver of the other party's breach of any provision, term, or condition contained in this Agreement, shall not be deemed to be a waiver of such provision, term, or condition or any subsequent breach of the same or any other provision contained in this Agreement unless it is in writing. No waiver or waivers shall serve to establish a course of performance between the Parties contradictory to the terms of this agreement.
22. Force Majeure. Neither Party shall be liable for any loss or damage suffered by the other Party, directly or indirectly, as a result of the first Party's failure to perform, or delay in performing, any of its obligations contained in this Agreement (except any obligations to make payments hereunder), where such failure or delay is caused by circumstances beyond the first Party's control or which makes performance commercially impracticable, including but not limited to fire, flood, storm or other natural disaster, explosion, accident, war, riot, civil disorder, government regulations or restrictions of any kind or any acts of any government, judicial action, power failure, acts of God or other natural circumstances.
23. Choice of Law/Venue. This Agreement shall be governed by the laws of the State of Georgia. The Parties agree that jurisdiction and venue for any dispute arising under this Agreement shall be in any court of competent jurisdiction located in Cherokee County, Georgia. Should any provision of this Agreement require judicial interpretation, it is agreed and stipulated by and among the Parties that the court interpreting or construing the same shall not apply a presumption that the terms, conditions and provisions hereof shall be more strictly construed against one party by reason of the rule of construction that an instrument is to be construed more strictly against the party who prepared the same.
24. Assignability. Neither Party shall assign any of the obligations or benefits of this Agreement.

IN WITNESS WHEREOF, the Parties have caused their duly authorized officers to hereunto set their hands and affix their respective seals as of the day and year first above written.

APPROVED by the Cherokee County Board of Commissioners
this ____ day of _____, 20 ____.

Signed On Behalf of Cherokee County, Georgia:

By: _____
HARRY B. JOHNSTON, Chairman Date _____

Attest: _____
CHRISTY BLACK, County Clerk Date _____

APPROVED by the City Council of Roswell
this ____ day of _____, 20 ____.

Signed On Behalf of City of Roswell, Georgia:

By: _____
MARY ROBICHAUX, Mayor Date _____

Attest: _____
NANCY LONG, City Clerk Date _____

CONSENTED TO BY:

FRANK REYNOLDS Date _____
Sheriff, Cherokee County, Georgia

Attachment: 2026 Inmate Housing Agreement - City of Roswell (Updated) (Cherokee County Inmate Housing Agreement)



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10371

MEETING DATE: April 27, 2026

DEPARTMENT: Environmental/Public Works

ITEM TYPE: Text Amendment

Approval of a text amendment to Articles 24.6, Adoption of Roswell Dredging Assistance Policy, Section 24.6.1 - Dredging Assistance Policy of the City of Roswell Code of Ordinances (First Reading).

Item Summary:

This is a text amendment to Article 24.6 Adoption of Roswell Dredging Assistance Policy, Section 24.6.1 Dredging Assistance Policy of the City of Roswell Code of Ordinances.

The text amendment proposes the following:

- Timeline by which a draft application is to be submitted to be evaluated for the following budget year.
- Timeline by which completed application is to be approved to be eligible for the following budget year.
- Timeline by which the Land Disturbance Permit is to be approved to be eligible for the following budget year.
- Clarification on elements to be evaluated when evaluating and prioritizing lakes/ponds.

Committee or Staff Recommendation:

On April 14, 2026 the Committees of Council recommended placing this Item on the April 27, 2026 Mayor and Council Agenda.

Financial Impact:

N/A

Recommended Motion:

Motion to approve the First Reading of a text amendment to Articles 24.6, Adoption of Roswell Dredging Assistance Policy, Section 24.6.1 - Dredging Assistance Policy of the City of Roswell Code of Ordinances.

Presented by:

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

STATE OF GEORGIA

First Reading: April 27, 2026

Second Reading:

CITY OF ROSWELL

ORDINANCE TO AMEND CHAPTER 24 “UTILITIES AND SERVICES”, ARTICLE 24.6 “ADOPTION OF ROSWELL DREDGING ASSISTANCE POLICY” OF THE CODE OF ORDINANCES OF THE CITY OF ROSWELL

WHEREAS, State law provides that the governing authority of each municipal corporation shall have legislative power to adopt clearly reasonable ordinances, resolutions, or regulations relating to its property and affairs; and

WHEREAS, the Mayor and Council of the City of Roswell are charged with the protection of the public health, safety and welfare; and

WHEREAS, the Mayor and Council now wish to amend the **City of Roswell Code of Ordinances** regarding the dredging assistance policy, **Chapter 24, Utilities and Services, Article 24.6 Adoption of Roswell Dredging Assistance Policy**:

NOW, THEREFORE, the Mayor and Council of the City of Roswell, pursuant to their authority, do hereby adopt the following amendment:

1.

Chapter 24 “Utilities and Services,” Article 24.6 “Adoption of Roswell Dredging Assistance Policy” of the Code of Ordinances of the City of Roswell, Georgia is hereby amended by deleting said Article and replacing it in its entirety by adding a new Article 24.6 entitled “Roswell Dredging Assistance Policy” which shall read as shown in Exhibit “A” attached hereto and incorporated herein:

2.

Severability. Should any court of competent jurisdiction declare any section or part of this Ordinance invalid or unconstitutional, such declaration shall not affect the validity of the Ordinance as a whole or any part thereof, which is not specifically declared to be invalid or unconstitutional.

3.

Repeal of Conflicting Provisions. All ordinances, parts of ordinances, or regulations in conflict herewith are repealed.

4.

Renumbering. It is the intention of the Mayor and Council, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances, City of Roswell, Georgia and the sections of this Ordinance may be renumbered to accomplish such intention.

This Ordinance shall take effect and be in force from and after the day of its adoption, the public welfare demanding it.

The above Ordinance was read and approved by the Mayor and Council of the City of Roswell, Georgia, on the _____ day of _____ 2026.

Approved:

Mary Robichaux, Mayor

Attest:

Nancy Long, City Clerk

SEAL

EXHIBIT “A”

Article 24.6 Roswell Dredging Assistance Policy

Section 24.6.1 Dredging Assistance Policy.

- (a) The city hereby declares that it is a matter of public health, safety and welfare to protect the water resources of the city and to satisfy standards regarding water quality and quantity.
- (b) Partnership policy. In conjunction with the city's program objective to increase the ability of the network of lakes and ponds to satisfy water quantity and quality objectives, and subject to satisfaction of the program criteria, the city may assist interested property owners in the dredging of their lakes and ponds by paying a portion of the cost of sediment removal or related construction costs as deemed appropriate by the city.
- (c) No program funds will be considered for reimbursement or disbursed unless the following are met prior to any construction:
 - (1) A dredging application is obtained from and submitted and recommended by the environmental/public works department of the city for approval;
 - (2) All applications recommended for approval by the city staff must receive the approval of the mayor and council prior to the commencement of the work;
 - (3) If the dredging project that is approved by mayor and council is split into phases, then each phase must be approved by mayor and council prior to the commencement of each phase of work. Each phase of a project is subject to annual budgetary approval as determined at the Mayor and Council’s sole discretion;
 - (4) Payment will be made only with respect to the actual cost of pre-approved work completed to the satisfaction of the city;
 - (5) Payment will be made only after execution of appropriate lien waivers, as determined solely by the city.
- (d) Dredging eligibility criteria. If a lake or pond has a drainage area of at least one hundred (100) acres or design storage of at least twenty (20) acre feet, it qualifies for dredging assistance. Owners of lakes or ponds which do not meet these criteria may petition the mayor and council for inclusion. The merits of including such lakes or ponds shall be reported to mayor and council by the department director of environmental/public works.
- (e) Reimbursement for approved applications.
 - (1) The city may reimburse approved applicants for approved project elements up to a maximum of fifty (50) percent of approved actual cost. The maximum reimbursement will be five hundred thousand dollars (\$500,000.00) per approved dredging project or lake. The maximum reimbursement per approved dredging project or lake may be split into multiple phases, so long as the cumulative reimbursement for all phases does not exceed the maximum reimbursement. Nothing contained herein shall obligate the City to expend or budget for any future expenditures past the current budget year. Once an approved project or lake has been completed, it will not be eligible for additional funds

- more frequently than every ten (10) years unless approved in advance by mayor and council.
- (2) Approved applications may be funded as funds are budgeted by mayor and council and allocated under the city's normal budget process. Upon approval applicants may be funded on a "first come first serve basis". The city is under no obligation to continue this policy and may re-prioritize the city's budget at any time.
 - (3) The applicant must submit satisfactory evidence that the pre-approved work has been completed together with:
 - a. An invoice with a copy of all applicable receipts; and
 - b. A summary of all applicable dredging expenses; and
 - c. Satisfactory lien waivers; and
 - d. Such other information as may be required by the city.
- (f). Application and dredging project requirements:
- (1) In order for the dredging of a lake or pond to be accepted into the program, the following criteria must be met:
 - a. Dredging plans must be submitted and approved by the environmental/public works department. Plans will need to meet the city land disturbance permitting requirements.
 - b. All work must be performed by a licensed and insured contractor hired by the applicant(s). Such contractor must have past experience sufficient to satisfy the city.
 - c. All work must be properly permitted by the city and all other appropriate governmental agencies.
 - d. Project design and dredging plans and specifications must be submitted to the city for review and approval thru the city design approval process. Dredging plans must, at a minimum, include details with respect to the spoilage of dredged material; such spoilage must be properly permitted by the city and all other appropriate governmental agencies. Details of the proposed dredging project, bank stabilization and other erosion control measures, during and after project completion, including all items necessary to satisfy city requirements to forestall future sedimentation and erosion, shall be provided to the city.
 - e. It is expressly understood that the city shall have no responsibility for the testing or disposal of hazardous wastes, or any other material collected in the project.
 - f. All work must begin within one (1) year of approval of the application by the mayor and council, provided mayor and council may extend such period in their sole discretion. An extension shall be requested and submitted in writing to the department director of environmental/public works.
 - (2) If the project is split into phases, then the following applies.
 - a. A plan showing the phases and the sequencing shall be submitted with the initial dredging application.

- b. Work for each phase must begin within one (1) year of approval of the application by the mayor and council, provided mayor and council may extend such period in their sole discretion. The City is under no obligation to budget for or expend any monies not in the current year's budget for any lake or project or phase of project. An extension shall be requested and submitted in writing to the department director of environmental/public works.
 - (3). The department director of environmental/public works shall consider the dredging assistance project in light of the city stormwater management program objectives and specifically address the following questions:
 - a. Whether the pond proposed for dredging is an essential part of the municipal drainage system based on a hydrology and water quality analysis of the drainage area.
 - b. Whether the work to be performed will benefit the citizens of Roswell as a whole.
- (g) Other requirements and limitations.
 - (1) Receipt of program funds will require the execution of a release in favor of the city, suitable to the city attorney, as to any and all claims for damages as a result of siltation or erosion.
 - (2) Dam maintenance and repair costs, including costs for appurtenant structures and facilities such as spillways, outlet control structures and gates, will not be reimbursed in any amount and are not part of dredging assistance. Landscaping improvements, road improvements or maintenance, and other items not directly related to dredging of the lake or pond, in the sole determination of the city's stormwater management division, shall not be eligible for reimbursement.
 - (3) Siltation of a lake or pond must not have been the predominant result of land disturbance activity on the part of the property owner(s) making application under the program or any predecessor in title of said property owner(s).
 - (4) Applicants shall execute, in favor of the city, a permanent easement to allow for access to the lake or pond by city personnel for inspection of the lake or pond and for any work deemed necessary by the city. If the applicant fails to complete the work as deemed necessary, the city may complete the work and assess the properties as allowed by the charter of the city.
 - (5) The city shall have the right to require upstream or downstream measures to minimize incoming sediment and the potential for channel erosion downstream (i.e. forebay). Such measures may be reimbursed as provided herein upon approval of the city.
 - (6) Applicants shall covenant to continue operation of the lake or pond for use as part of the city's stormwater management system according to plans approved by the city and must further covenant to make no changes to the lake or pond structure without the prior, written consent of the city. The form of covenants shall satisfy the city attorney as binding the real estate involved.

- CODE OF ORDINANCES CITY OF ROSWELL GEORGIA
 Chapter 24 - UTILITIES AND SERVICES
 Article 24.6 Adoption of Roswell Dredging Assistance Policy

Article 24.6 Adoption of Roswell Dredging Assistance Policy¹

Section 24.6.1 Dredging Assistance Policy.

- (a) The city hereby declares that it is a matter of public health, safety and welfare to protect the water resources of the city and to satisfy standards regarding water quality and quantity.
- (b) Partnership policy. In conjunction with the city's program objective to increase the ability of the network of lakes and ponds to satisfy water quantity and quality objectives, and subject to satisfaction of the program criteria, the city may assist interested property owners in the dredging of their lakes and ponds by paying a portion of the cost of sediment removal or related construction costs as deemed appropriate by the city.
- (c) No program funds will be considered for reimbursement or disbursed unless the following are met prior to any construction:
 - (1) A dredging application is obtained from and submitted and recommended by the environmental/public works department of the city for approval;
 - (2) All applications recommended for approval by the city staff must receive the approval of the mayor and council prior to the commencement of the work;
 - (3) If the dredging project that is approved by mayor and council is split into phases, then each phase must be approved by mayor and council prior to the commencement of each phase of work. Each phase of a project is subject to annual budgetary approval as determined at the mayor and council's sole discretion;
 - (4) Payment will be made only with respect to the actual cost of pre-approved work completed to the satisfaction of the city;
 - (5) Payment will be made only after execution of appropriate lien waivers, as determined solely by the city.
- (d) Dredging eligibility criteria. If a lake or pond has a drainage area of at least one hundred (100) acres or design storage of at least twenty (20) acre feet, it qualifies for dredging assistance. Owners of lakes or ponds which do not meet these criteria may petition the mayor and council for inclusion. The merits of including such lakes or ponds shall be reported to mayor and council by the department director of environmental/public works.
- (e) Reimbursement for approved applications.
 - (1) The city may reimburse approved applicants for approved project elements up to a maximum of fifty (50) percent of approved actual cost. The maximum reimbursement will be five hundred thousand dollars (\$500,000.00) per approved dredging project or lake. The maximum reimbursement per approved dredging project or lake may be split into multiple phases, so long as the cumulative reimbursement for all phases does not exceed the maximum reimbursement. Nothing contained herein shall obligate the City to expend or budget for any future expenditures past the current budget

¹Editor's note(s)—Ord. No. 2022-12-16, Exh. A, adopted December 12, 2022, repealed the former Art. 24.6., § 24.6.1, and enacted a new Art. 24.6 as set out herein. The former Art. 24.6 pertained to similar subject matter and derived from 2015-05-14, adopted May 27, 2015.

- year. Once an approved project or lake has been completed, it will not be eligible for additional funds more frequently than every ten (10) years unless approved in advance by mayor and council.
- (2) Approved applications may be funded as funds are budgeted by mayor and council and allocated under the city's normal budget process. Upon approval applicants may be funded on a "first come first serve basis". The city is under no obligation to continue this policy and may re-prioritize the city's budget at any time.
 - (3) The applicant must submit satisfactory evidence that the pre-approved work has been completed together with:
 - a. An invoice with a copy of all applicable receipts; and
 - b. A summary of all applicable dredging expenses; and
 - c. Satisfactory lien waivers; and
 - d. Such other information as may be required by the city.
- (f) Application and dredging project requirements:
- (1) In order for the dredging of a lake or pond to be accepted into the program, the following criteria must be met:
 - a. Dredging plans must be submitted and approved by the environmental/public works department. Plans will need to meet the city land disturbance permitting requirements.
 - b. All work must be performed by a licensed and insured contractor hired by the applicant(s). Such contractor must have past experience sufficient to satisfy the city.
 - c. All work must be properly permitted by the city and all other appropriate governmental agencies.
 - d. Project design and dredging plans and specifications must be submitted to the city for review and approval thru the city design approval process. Dredging plans must, at a minimum, include details with respect to the spoilage of dredged material; such spoilage must be properly permitted by the city and all other appropriate governmental agencies. Details of the proposed dredging project, bank stabilization and other erosion control measures, during and after project completion, including all items necessary to satisfy city requirements to forestall future sedimentation and erosion, shall be provided to the city.
 - e. It is expressly understood that the city shall have no responsibility for the testing or disposal of hazardous wastes, or any other material collected in the project.
 - f. All work must begin within one (1) year of approval of the application by the mayor and council, provided mayor and council may extend such period in their sole discretion. An extension shall be requested and submitted in writing to the department director of environmental/public works.
 - (2) If the project is split into phases, then the following applies.
 - a. A plan showing the phases and the sequencing shall be submitted with the initial dredging application.
 - b. Work for each phase must begin within one (1) year of approval of the application by the mayor and council, provided mayor and council may extend such period in their sole discretion. The City is under no obligation to budget for or expend any monies not in the current year's budget for any lake or project or phase of project. An extension shall be requested and submitted in writing to the department director of environmental/public works.

- (3) The department director of environmental/public works shall consider the dredging assistance project in light of the city stormwater management program objectives and specifically address the following questions:
- a. Whether the pond proposed for dredging is an essential part of the municipal drainage system based on a hydrology and water quality analysis of the drainage area.
 - b. Whether the work to be performed will benefit the citizens of Roswell as a whole.
- (g) Other requirements and limitations.
- (1) Receipt of program funds will require the execution of a release in favor of the city, suitable to the city attorney, as to any and all claims for damages as a result of siltation or erosion.
 - (2) Dam maintenance and repair costs, including costs for appurtenant structures and facilities such as spillways, outlet control structures and gates, will not be reimbursed in any amount and are not part of dredging assistance. Landscaping improvements, road improvements or maintenance, and other items not directly related to dredging of the lake or pond, in the sole determination of the city's stormwater management division, shall not be eligible for reimbursement.
 - (3) Siltation of a lake or pond must not have been the predominant result of land disturbance activity on the part of the property owner(s) making application under the program or any predecessor in title of said property owner(s).
 - (4) Applicants shall execute, in favor of the city, a permanent easement to allow for access to the lake or pond by city personnel for inspection of the lake or pond and for any work deemed necessary by the city. If the applicant fails to complete the work as deemed necessary, the city may complete the work and assess the properties as allowed by the charter of the city.
 - (5) The city shall have the right to require upstream or downstream measures to minimize incoming sediment and the potential for channel erosion downstream (i.e. forebay). Such measures may be reimbursed as provided herein upon approval of the city.
 - (6) Applicants shall covenant to continue operation of the lake or pond for use as part of the city's stormwater management system according to plans approved by the city and must further covenant to make no changes to the lake or pond structure without the prior, written consent of the city. The form of covenants shall satisfy the city attorney as binding the real estate involved.

(Ord. No. 2022-12-16, Exh. A, 12/12/2022)

Article 24.6 Adoption of Roswell Dredging Assistance Policy¹

Section 24.6.1 Dredging Assistance Policy.

- (a) The city hereby declares that it is a matter of public health, safety and welfare to protect the water resources of the city and to satisfy standards regarding water quality and quantity.
- (b) Partnership policy. In conjunction with the city's program objective to increase the ability of the network of lakes and ponds to satisfy water quantity and quality objectives, and subject to satisfaction of the program criteria, the city may assist interested property owners in the dredging of their lakes and ponds by paying a portion of the cost of sediment removal or related construction costs as deemed appropriate by the city.
- (c) No program funds will be considered for reimbursement or disbursed unless the following are met prior to any construction:
 - (1) A dredging application is obtained from and submitted and recommended by the environmental/public works department of the city for approval;
 - (2) All applications recommended for approval by the city staff must receive the approval of the mayor and council prior to the commencement of the work;
 - (3) ~~To be considered for the following year's budget, applicants shall submit a draft application prior to March 31st. The draft application shall include at a minimum an estimated itemized construction cost.~~
 - (4) ~~The complete application shall be approved prior to December 31st of the year in which the draft application is submitted.~~
 - (5) ~~The Land Disturbance Permit shall be approved prior to December 31st of the year in which the application is submitted.~~
 - (6) If the dredging project that is approved by mayor and council is split into phases, then each phase must be approved by mayor and council prior to the commencement of each phase of work. Each phase of a project is subject to annual budgetary approval as determined at the mayor and council's sole discretion;
 - (7) Payment will be made only with respect to the actual cost of pre-approved work completed to the satisfaction of the city;
 - (8) Payment will be made only after execution of appropriate lien waivers, as determined solely by the city.
- (d) Dredging eligibility criteria. If a lake or pond has a drainage area of at least one hundred (100) acres or design storage of at least twenty (20) acre feet, it qualifies as the minimum requirement for dredging assistance. Environmental/public works department shall also consider stormwater benefits, the downstream water quality impact of the lake or pond and the contributing drainage area of the lake or pond in determining prioritization of projects. Owners of lakes or ponds which do not meet these criteria may petition the mayor

Deleted: 3

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¹Editor's note(s)—Ord. No. 2022-12-16, Exh. A, adopted December 12, 2022, repealed the former Art. 24.6, § 24.6.1, and enacted a new Art. 24.6 as set out herein. The former Art. 24.6 pertained to similar subject matter and derived from 2015-05-14, adopted May 27, 2015.

and council for inclusion. The merits of including such lakes or ponds shall be reported to mayor and council by the department director of environmental/public works.

- (e) Reimbursement for approved applications.
- (1) The city may reimburse approved applicants for approved project elements up to a maximum of fifty (50) percent of approved actual cost. The maximum reimbursement will be five hundred thousand dollars (\$500,000.00) per approved dredging project or lake. The maximum reimbursement per approved dredging project or lake may be split into multiple phases, so long as the cumulative reimbursement for all phases does not exceed the maximum reimbursement. Nothing contained herein shall obligate the City to expend or budget for any future expenditures past the current budget year. Once an approved project or lake has been completed, it will not be eligible for additional funds more frequently than every ten (10) years unless approved in advance by mayor and council.
 - (2) Approved applications may be funded as funds are budgeted by mayor and council and allocated under the city's normal budget process. Upon approval applicants may be funded on a "first come first serve basis". The city is under no obligation to continue this policy and may re-prioritize the city's budget at any time.
 - (3) The applicant must submit satisfactory evidence that the pre-approved work has been completed together with:
 - a. An invoice with a copy of all applicable receipts; and
 - b. A summary of all applicable dredging expenses; and
 - c. Satisfactory lien waivers; and
 - d. Such other information as may be required by the city.
- (f) Application and dredging project requirements:
- (1) In order for the dredging of a lake or pond to be accepted into the program, the following criteria must be met:
 - a. Dredging plans must be submitted and approved by the environmental/public works department. Plans will need to meet the city land disturbance permitting requirements.
 - b. All work must be performed by a licensed and insured contractor hired by the applicant(s). Such contractor must have past experience sufficient to satisfy the city.
 - c. All work must be properly permitted by the city and all other appropriate governmental agencies.
 - d. Project design and dredging plans and specifications must be submitted to the city for review and approval thru the city design approval process. Dredging plans must, at a minimum, include details with respect to the spoilage of dredged material; such spoilage must be properly permitted by the city and all other appropriate governmental agencies. Details of the proposed dredging project, bank stabilization and other erosion control measures, during and after project completion, including all items necessary to satisfy city requirements to forestall future sedimentation and erosion, shall be provided to the city.
 - e. It is expressly understood that the city shall have no responsibility for the testing or disposal of hazardous wastes, or any other material collected in the project.
 - f. All work must begin within one (1) year of approval of the application by the mayor and council, provided mayor and council may extend such period in their sole discretion. An extension shall be requested and submitted in writing to the department director of environmental/public works.
 - (2) If the project is split into phases, then the following applies.

-
- a. A plan showing the phases and the sequencing shall be submitted with the initial dredging application.
 - b. Work for each phase must begin within one (1) year of approval of the application by the mayor and council, provided mayor and council may extend such period in their sole discretion. The City is under no obligation to budget for or expend any monies not in the current year's budget for any lake or project or phase of project. An extension shall be requested and submitted in writing to the department director of environmental/public works.
- (3) The department director of environmental/public works shall consider the dredging assistance project in light of the city stormwater management program objectives and specifically address the following questions:
- a. Whether the pond proposed for dredging is an essential part of the municipal drainage system based on a hydrology and water quality analysis of the drainage area.
 - b. Whether the work to be performed will benefit the citizens of Roswell as a whole.
- (g) Other requirements and limitations.
- (1) Receipt of program funds will require the execution of a release in favor of the city, suitable to the city attorney, as to any and all claims for damages as a result of siltation or erosion.
 - (2) Dam maintenance and repair costs, including costs for appurtenant structures and facilities such as spillways, outlet control structures and gates, will not be reimbursed in any amount and are not part of dredging assistance. Landscaping improvements, road improvements or maintenance, and other items not directly related to dredging of the lake or pond, in the sole determination of the city's stormwater management division, shall not be eligible for reimbursement.
 - (3) Siltation of a lake or pond must not have been the predominant result of land disturbance activity on the part of the property owner(s) making application under the program or any predecessor in title of said property owner(s).
 - (4) Applicants shall execute, in favor of the city, a permanent easement to allow for access to the lake or pond by city personnel for inspection of the lake or pond and for any work deemed necessary by the city. If the applicant fails to complete the work as deemed necessary, the city may complete the work and assess the properties as allowed by the charter of the city.
 - (5) The city shall have the right to require upstream or downstream measures to minimize incoming sediment and the potential for channel erosion downstream (i.e. forebay). Such measures may be reimbursed as provided herein upon approval of the city.
 - (6) Applicants shall covenant to continue operation of the lake or pond for use as part of the city's stormwater management system according to plans approved by the city and must further covenant to make no changes to the lake or pond structure without the prior, written consent of the city. The form of covenants shall satisfy the city attorney as binding the real estate involved.

(Ord. No. 2022-12-16, Exh. A, 12/12/2022)

Table for Article 24.6 Proposed Changes

Section	Proposed Amendment
24.6.1(c)(3)	Inserted item. This text clarifies when draft application shall be submitted in relation to next budget year.
24.6.1(c)(4)	Inserted item. This text clarifies when final application shall be approved in relation to next budget year.
24.6.1(c)(5)	Inserted item. This text clarifies when the Land Disturbance Permit shall be approved in relation to next budget year.
24.6.1(c)(6)	Renumbered. Used to be 24.6.1(c)(3).
24.6.1(c)(7)	Renumbered. Used to be 24.6.1(c)(4).
24.6.1(c)(8)	Renumbered. Used to be 24.6.1(c)(5).
24.6.1(d)	Added text. This text clarifies items to be considered when evaluating applications.



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10393

MEETING DATE: April 27, 2026

DEPARTMENT: Economic Development

ITEM TYPE: Intergovernmental Agreement

Approval of Scope of Work (SOW) #2 with the Downtown Development Authority (DDA) regarding the former Independence High School.

Item Summary:

On January 13, 2025, the Mayor and Council approved an Intergovernmental Agreement with the Downtown Development Authority (DDA) to complete specific Scope of Work (SOW) related to various economic development projects brought forward by the City.

Each SOW outlines defined milestones, budgets, benchmarks, financial analysis, and other measurable components necessary to support successful project execution. A SOW is not considered binding until it is approved by Mayor and Council and a majority vote of the DDA. Upon approval, the City allocates a budgeted amount to the DDA for implementation of the specified scope.

The City is requesting approval of Scope of Work #2 with the DDA related to the former Independence High School Property Redevelopment Initiative located at 791 Mimosa Boulevard.

The City currently holds a right of first refusal and option to purchase the property through February 2027, should Fulton County Schools declare the site surplus. This SOW authorizes the DDA to lead pre-development efforts to position the City for a potential acquisition and redevelopment of the property in partnership with a qualified private developer.

Under this SOW, the DDA will develop a comprehensive project action plan, evaluate redevelopment concepts and partnership structures, and establish a development and negotiation strategy for Mayor and Council consideration. The DDA will also support developer identification and evaluation, subject to Council direction and approval.

This SOW does not obligate the City to exercise its purchase option or proceed with acquisition or redevelopment. All major decisions, including acquisition, developer selection, and any binding agreements, remain subject to approval by Mayor and Council.

Committee or Staff Recommendation:

Staff recommends approval of this item.

Agenda Item (ID # 10393)**Financial Impact:**

The Downtown Development Authority (DDA) will fund all third-party costs associated with this Scope of Work, including appraisals, due diligence, environmental assessments, and financial feasibility analysis. No City financial obligation will be incurred without prior approval by Mayor and Council.

Recommended Motion:

Motion to approve SOW #2 with the Downtown Development Authority regarding the Former Independence High School Property Redevelopment Initiative.

Presented By:

Darryl Connelly, Economic Development Director

**Roswell Downtown Development Authority
Scope of Work #2
Former Independence High School Property Redevelopment Initiative**

This Scope of Work (“SOW”) is entered into pursuant to that certain Intergovernmental Agreement between the City of Roswell, Georgia (the “City”) and the Roswell Downtown Development Authority (the “DDA”), dated January 13, 2024 (the “Agreement”).

This SOW shall not become binding until approved by the Mayor and Council of the City of Roswell.

Background

The City currently holds a right of first refusal and first option to purchase the former Independence High School property at 791 Mimosa Boulevard, Roswell, GA (the “Property”) through February 2027, if the Fulton County Schools declares the property is a surplus property.

To advance this opportunity, the City hereby engages the DDA under this SOW to lead the pursuit of a redevelopment project for the Property with a qualified developer.

It is contemplated that, subject to approval by Mayor and Council:

- A. The City would acquire the Property through exercise of its purchase option; and
- B. The City would subsequently transfer the Property to the DDA for redevelopment for economic development purposes and in partnership with a qualified developer.

Nothing herein obligates the City to exercise its purchase option or convey the Property absent further action by Mayor and Council.

Scope of Work

The DDA shall perform the following services:

Task 1: Comprehensive Project Action Plan

The DDA shall create and present to Mayor and Council for approval a comprehensive action plan and redevelopment program related to the Property.

The action plan shall:

- 1.1 Define a structured strategy for acquisition of the Property including designation of a lead negotiator for the project.

1.2 Identify and evaluate redevelopment concepts and potential partnership structures consistent with the City's Economic Development Strategy.

1.3 Establish key milestones, sequencing and deliverables.

1.4 Identify risks and mitigation strategies.

1.5 Be fully consistent with the City's adopted Economic Development Strategy and Comprehensive Plan.

1.6 The process shall adhere to the City's defined economic development process provided in Exhibit A of this SOW.

Task 2: Strategic Alignment with Economic Development Strategy

The DDA shall ensure that the proposed redevelopment project:

2.1 Aligns with the City's adopted Economic Development Strategy.

2.2 Advances the City's economic development objectives.

2.3 Is developed, where appropriate, as a supporting project under the City's Economic Development Strategy framework.

Documentation of this alignment shall be presented to Mayor and Council as part of the action plan and development strategy.

Task 3: Development and Negotiation Strategy

Prior to proceeding with formal negotiations or commitments, the DDA shall present to Mayor and Council for approval:

3.1 A detailed development strategy.

3.2 A proposed negotiation framework.

3.3 Identification of a qualified private development partner or recommended process for selection.

3.4 Preliminary financial feasibility considerations.

3.5 Capital stack evaluation strategy.

The DDA shall not enter into any binding agreement related to acquisition or redevelopment of the Property without prior approval of Mayor and Council.

Task 4: Developer Identification and Partnership

If authorized by Mayor and Council, the DDA shall:

- 4.1 Identify and evaluate qualified private developers.
- 4.2 Conduct or coordinate an RFQ/RFP process if directed.
- 4.3 Assess financial capacity, experience, and project alignment.
- 4.4 Present a recommended development partner to Mayor and Council for approval prior to execution of any development agreement.

5.0 Funding of Third-Party Costs

The DDA shall fund from its available fund balance all necessary third-party costs associated with this SOW, including but not limited to:

- Appraisals.
- Due diligence activities.
- Environmental assessments.
- Market and financial feasibility studies.
- Capital stack evaluation.
- Other professional services necessary to advance the Project.

All legal work shall be coordinated through the City's Legal Department in accordance with the Agreement.

6.0 Joint Interface with the School District

All interface and negotiations with the applicable School District regarding the Property shall be managed jointly by:

- A designated representative of the City; and
- A designated representative of the DDA.

Neither party shall independently enter binding commitments without approval of Mayor and Council.

7.0 Project Management

Project management services for this initiative shall be provided directly by City staff.

The DDA shall coordinate regularly with designated City staff and provide updates to Mayor and Council regarding:

- Progress toward acquisition.

- Development partner engagement.
- Financial and feasibility findings.
- Key decision points require Council direction.

8.0 Budget and Financial Responsibility

Except for third-party costs to be funded by the DDA as provided herein, no City financial obligation shall be incurred absent approval by Mayor and Council.

9.0 Term

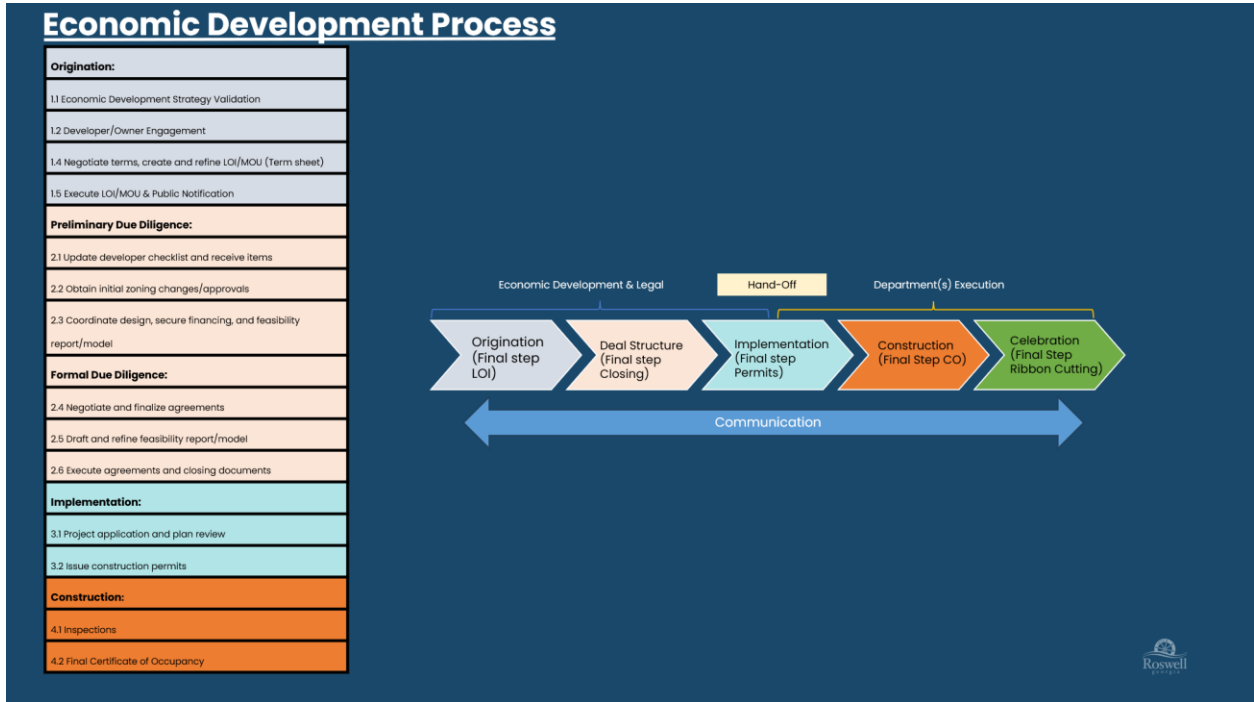
This SOW shall remain in effect until the earlier of:

- A. Completion of the redevelopment transaction.
- B. Expiration of the City's purchase option; or
- C. Termination pursuant to the Agreement.

10. Compliance

The DDA shall comply with all applicable federal and state laws, including O.C.G.A. § 36-42-1 et seq., and all applicable City ordinances in performing this SOW.

EXHIBIT A



Attachment: DDA Scope of Work _2 Independence HS (Approval of SOW #2 with the DDA - Independence High School)



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10402

MEETING DATE: April 27, 2026

DEPARTMENT: Administration

ITEM TYPE: Contract

Approval of a parking services contract with 12 Oaks Parking LLC.

Item Summary:

The City of Roswell is contracting with 12 Oaks Parking to improve downtown parking through professional management of the Green Street parking deck, on-street and surface lot parking, and enforcement. This would include the implementation and rollout of parking operations with system monitoring and remote vending with 24-hour call service.

From May through December 2026, the pilot includes dedicated staff for operations, enforcement, and customer service at a fixed cost of approximately \$23,562 per month and will provide data to help guide future parking decisions.

Committee or Staff Recommendation:

N/A

Financial Impact:

Funding is available within the General Fund Operating budget.

Recommended Motion:

Motion to approve a parking services contract with 12 Oaks Parking LLC.

Presented by:

Bill Godshall, Chief Financial Officer

Parking Operations Proposal



Prepared for: The City of Roswell, GA
By: 12 Oaks Parking
April 2026

Scope of Parking Services

The Roswell-based, 12 Oaks Parking team will provide parking management, staffing, oversight, and consulting for the following elements of the Roswell parking program for the proposed pilot program period:

- The new Green Street Parking Deck
- The current On-Street/Surface Lot Parking Program (Canton St./Elizabeth Way/East Alley)
- Parking Enforcement/Compliance patrol staffing



Green Street Parking Deck

12 Oaks Parking's proposed support of the garage will include (but not limited to):

- Manage the rollout and implementation of the new garage operations.
- Daily operational management of the garage and systems.
- Systems connectivity and related items (internet/LPR cameras/firewall).
- PARCS (Parking Access and Revenue Control System) management and maintenance as needed.
- Monthly Parking and permit management (as needed).
- System monitoring and remote vending (24-hour call service at entrance/exit parking equipment and all kiosks).
- Financial, occupancy, and space turnover reporting to the City.
- Liability insurance coverage / risk management / claims management.
- Monthly garage power sweeping.

On-Street / Surface Lot Parking Program

12 Oaks will manage the current paid parking program covering the on-street and surface lots on Canton Street, Elizabeth Way, and East Alley.



- Manage, oversight, and upkeep of the point of sale (POS) kiosks and scan-to-pay signage collections.
- Implement any updated pricing policy decisions determined by the city.
- Program oversight designed to maximize value from the city parking assets, while cultivating parking space turnover in the downtown corridor.
- Financial, occupancy, and space turnover reporting to all aspects of the program.



Parking Enforcement & Compliance

12 Oaks will provide staff to routinely monitor, patrol, and enforce the City's parking assets:

- We provide enforcement staff and technology to ensure public compliance with the City's parking policies.
- This includes the issuance of Parking Charge Notices or citations for parking violations.
- 12 Oaks Parking's customer service team can also handle administration, payment collection, and appeals of Parking Charge Notices or citations (if needed).
- Our team is already patrolling the Downtown area administering this program at other private parking assets.
- Additionally, we perform this same program at the Sandy Springs municipal parking assets at City Springs.

Notice of Non-Compliance	
	
NOTICE	205-097-352
AMOUNT	\$25.00
PLATE#	TEST123
PLATE STATE	GA
MAKE/MODEL	BMW 3 Series
COLOR	Black
NOTICE	Failure to Register or Pay in Advance
ISSUE DATE	3/9/2026 8:53 AM Monday
ZONE	12 OAKS - CITY SPRINGS (M)
STAFF	ID 00194
<small>TO PAY OR APPEAL visit the website below. Any appeal must be submitted WITHIN 15 DAYS of the date of this notice. THIS INVOICE IS PRIVATELY ISSUED, IS NOT ISSUED BY A GOVERNMENTAL AUTHORITY, AND IS NOT SUBJECT TO CRIMINAL PENALTIES.</small>	
SCAN TO PAY	
PAY NOTICE BY 04/08/26 AFTER 04/08/26 \$25.00 \$50.00	
Pay Online Today at parkinginvoice.com	

Sample Citation

Financial Proposal

12 Oaks Parking proposes to operate the Roswell parking program on a Management Fee / Cost Reimbursement approach. Details of the structure are as follows:

- **Operating Expenses:** For the scope of services previously detailed, 12 Oaks proposes a fixed operating expense budget of \$257,000 annually (prorated to \$172,498 for the pilot period of May 1 – December 21, 2026). This covers our baseline labor and operational expenses for the parking programs (see cost breakdown on the following slides).
- **Management Fee:** 12 Oaks proposes a Management Fee of \$2,000 per month (\$16,000 total for the May-December 2026 pilot program period).
- **Monthly Invoicing:** 12 Oaks will invoice a fixed \$23,562 per month for reimbursement of Operating Expenses and Base Management Fee for the remainder of the pilot program period.

Financial Proposal (Staffing Assumptions)

The financial proposal assumes the following staffing assumptions for operating the Green Street Deck, Downtown On-street Parking Program, and Parking Enforcement and Compliance programs:

- **Staffing Assumptions**
 - Full-time, dedicated Roswell Parking Program Manager
 - Part-time Assistant Manager / Customer Service Representative
 - Full-time Parking Enforcement / Ambassador Associate
- **Staffing Cost Projections**
 - Salaries/Wages projected at \$148K annually
 - Payroll Related costs projected at \$35K annually (payroll taxes, employee benefits, worker's comp, recruiting, screening, payroll processing, uniforms)

Financial Proposal (Other Expenses)

This financial proposal assumes 12 Oaks Parking provides the following components of the city-wide parking operations (along with annual cost estimate summaries):

- **Claims/Insurance**: General, Automotive, Garage Keepers, Umbrella, Crime, EPL, and payment of claims up to policy deductible - \$13K annually
- **Supplies/Equipment**: Operating and office supplies, signage, computers/phone equipment, PARCS, etc. - \$20K annually
- **Software and Communications**: Internet, firewall, phones, monthly parking platform, garage remote monitoring, kiosks, etc. - \$13K annually
- **Banking/Credit Card/Accounting**: Credit card processing on revenue, banking costs, accounting system license - \$9k annually
- **Miscellaneous**: Monthly garage sweeping, vehicles & fuel, mystery shops, customer/resident appreciation, cost contingency - \$19K annually

About 12 Oaks Parking

- Founded in Roswell, GA in 2017, with our headquarters on Canton Street
- Operations in 18 U.S states, with over 1,100 team members
- We provide valet services, self-parking management, shuttle, event services, ambassador staffing, and parking enforcement services.
- Currently we provide services for the City of Sandy Springs, managing their garage, on-street parking, valet, and parking enforcement program.



Questions/Contact Us



12 Oaks Parking, LLC
970 Canton Street, Suite B
Roswell, GA 30075
www.12oaksparking.com

Jeremy Scott
jscott@12oaksparking.com
678-973-0348

**City of Roswell****Mayor and Council****AGENDA ITEM REPORT****ID # - 10425**

MEETING DATE: April 27, 2026
DEPARTMENT: City Attorney's Report
ITEM TYPE: Resolution

Approval of a Resolution of the Mayor and City Council of the City of Roswell, Georgia for the purpose of approving the exercise of eminent domain to acquire certain property situated in the City of Roswell, Fulton County, Georgia, for use for the transportation project known as Big Creek Parkway; and for the execution of any additional documents necessary relating to said use of eminent domain.

Item Summary:

Resolution Approving Condemnation for the Big Creek Parkway Transportation Project.

Committee or Staff Recommendation:

Staff recommends approval.

Financial Impact:

N/A

Recommended Motion:

Motion to approve a Resolution for the purpose of approving the exercise of eminent domain to acquire certain property situated in the City of Roswell for use for the transportation project known as Big Creek Parkway and for the execution of any additional documents necessary relating to said use of eminent domain.

Presented by:

Joe Cusack, Assistant City Attorney



City of Roswell
Mayor and Council
AGENDA ITEM REPORT

ID # - 10426

MEETING DATE: April 27, 2026
DEPARTMENT: City Attorney's Report
ITEM TYPE: Approval

Approval of a Waiver of Sidewalk Requirement for the dirt road at Lackey Road.

Item Summary:

Waiver of Sidewalk Requirement for dirt road at Lackey Road.

Committee or Staff Recommendation:

Staff recommends approval.

Financial Impact:

N/A

Recommended Motion:

Motion to approve a Waiver of Sidewalk Requirement for the dirt road at Lackey Road.

Presented by:

David Davidson, City Attorney



City of Roswell

Mayor and Council

AGENDA ITEM REPORT

ID # - 10423

MEETING DATE: April 27, 2026
DEPARTMENT: City Attorney's Report
ITEM TYPE: Closure

Recommendation to go into Closure at 5:30 PM on Monday, May 11, 2026 to Discuss Personnel, Litigation and/or Real Estate.

Item Summary:

Recommendation to go into Closure at 5:30 PM on Monday, May 11, 2026 to Discuss Personnel, Litigation and/or Real Estate.

Presented by:

David Davidson, City Attorney