CITY COUNCIL

Donna Pittman - Mayor
Bob Roche – District 2
Karen Pachuta – District 3
Pam Fleming – District 1
Brian Bates – District 2
Maria Alexander – District 3/Mayor Pro-Tem

AGENDA

August 15, 2011 6:30 PM

I. **CALL TO ORDER**

II. **PLEDGE OF ALLIGENCE**

III. **ROLL CALL**

IV. **APPROVAL OF MINUTES**:

- August 1, 2011

V. **CEREMONIAL PRESENTATIONS, CITY ANNOUNCEMENTS, SPECIAL GUESTS:**

VI. **PUBLIC COMMENTS ON AGENDA ITEMS**

VII. **REPORTS: DEPARTMENTS**

a. Mayor
b. City Attorney
c. Police
d. Courts
e. Public Works
f. Library
g. Parks & Recreation
h. City Hall
   - TEA Walk – Melissa McCain /Diana Lee
   - Elections Update
i. Planning & Zoning
   - Phase III Stormwater CIP – Steven Strickland
   - 1st Reading - Tree Removal Permit Ordinance – Steven Strickland

VIII. **OLD BUSINESS**

Public Hearing

1. 2nd Reading – Ordinance 2011-31 - Amend Charter – Reduce Council Pay - Cecil McLendon (1st read July 18, 2011)

Public Hearing

2. 2nd Reading - Ordinance 2011-33 - Amend Charter – Employee Appeals - Cecil McLendon (1st read July 18, 2011)

3. 2nd Reading - Revision of employee manual - appeal process – Cecil McLendon (1st read July 18)
4. Pension Plan

IX. **NEW BUSINESS**

1. Contract - Tai Chi Aerobics Classes – Scott Rodgers
2. Contract – 9th Inning Baseball, LLC – Scott Rodgers
3. Approve Zoning Map – Joe Cooley
4. Foreclosure Registry – Mayor Pittman
5. 1st Reading – Amendment to Sanitation Code, Section 15-44(5) – Mayor Pittman

X. **REPORTS: COMMITTEES, COMMISSIONS, BOARDS AND APPOINTMENTS:**

XI. **PUBLIC COMMENTS**:

XII. **EXECUTIVE SESSION:**

XIII. **ADJOURNMENT:**

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: TEA Walk Event

Date of Meeting: 8-15-11

Budget Impact: ___Y _X_ N

Budget Impact Amount: $ 0.00

Funding Source:
( )Annual
( )Capital
(X)N/A

Regular Meeting	(X)
Work Session	( )
Recommendation	( )
Policy/Discussion	( )
Report	( )
Other	( )

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

History, Facts, Issues: **HISTORY:** TEA Walk (Together Empowering Asian Americans) is our 7th annual community event by the Center for Pan Asian Community Services, Inc. (CPACS). This is an annual event, held every second Saturday of October for the past seven years. Each year, we walk in unity to celebrate the diversity of our community and to promote civic engagement. Our theme for this year's TEA Walk is "We Are One", inviting metro-Atlanta's diverse community to walk in solidarity as one family, one community, and one America. This is a family event and people of all ages and all backgrounds are welcome. **FACTS:** TEA Walk will be held on Saturday, October 8, 2011, at approximately 9AM-1PM, and is a 2-mile empowerment walk along Buford Highway (from Shallowford Road-Buford Highway to Park Avenue-Buford Highway and back – a repeat route from 2010). We had over 1,500 people participate last year and are expecting even more this year! We received approval from Chamblee Police and Doraville Police to hold this event. **ISSUES:** We are seeking approval from the Doraville City Council to hold this event on October 8th.

Options: There is no alternative date, this event is held rain or shine.

Recommended Action: Approve the date as applied for.

Business: Center for Pan Asian Community Services, Inc. (CPACS)

Name of Requestor: Chaiwon Kim, President & CEO

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: November 2011 Election Update

Date of Meeting: 8/15/11

Budget Impact: _X_Y ___ N

Budget Impact Amount: Approximately $5,000

Funding Source: Election Budget
( )Annual
( )Capital
( )N/A

Regular Meeting	(X)
Work Session	( )
Recommendation	( )
Policy/Discussion	( )
Report	(X)
Other	( )

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

History, Facts, Issues: See Attached

Options:

Recommended Action: No action required – information only

Department: City Clerk Department Head: Mayor Pittman

City of Doraville 2011 Municipal Election
November 8, 2011

On November 8, 2011 the City of Doraville will be holding an election for the four (4) year term of three council seats as well as the mayor seat.

DeKalb County also has an election this year for the Special Local Option Sales Tax referendum (SPLOST). Because the residents of Doraville vote at City Hall for city elections and vote at a designated school for DeKalb County elections, the DeKalb County Board of Elections has applied to the Department of Justice to allow the SPLOST referendum to appear on the Doraville municipal ballot. This will allow residents to vote at one location as opposed to traveling to the City Hall for the municipal election and to their designated school for the DeKalb County election.

For the November 8, 2011 elections, all Doraville residents will vote at City Hall only.

If you would like to vote in the November 8, 2011 election, the deadline to register to vote is October 11, 2011.

Absentee voting will begin 21 days prior to the election and will be held at the DeKalb County Board of Elections located at 4380 Memorial Drive, Suite 300, Decatur, Georgia 30032. The hours of absentee voting are 8:30 am to 4:00 pm.

Per State Election Code there will be no advanced/absentee voting allowed on November 7, 2011.

Applications for absentee ballots can be requested by phone at 404-298-4020 or printed from their website at http://web.co.dekalb.ga.us/Voter/CurrentElectionInfo.html

Qualification packets are currently available at the Doraville City Hall located at 3725 Park Avenue, Doraville Ga. 30542

Qualifying dates and times are August 29, 2011 – September 2, 2011 between the hours of 8:30 am and 4:30 pm. at the Doraville City Hall, 3725 Park Avenue, Doraville Ga. 30542.

Candidates may collect campaign contributions prior to qualifying as long as the proper Declaration of Intention to Collect Campaign Contributions form is submitted to the Georgia Government Transparency and Campaign Finance Commission. These forms are available at the Doraville City Hall or at the State website http://ethics.georgia.gov/

In accordance with O.C.G.A. 21-2-132 (a) (1), the qualifying fees are set for the City of Doraville as follows:

Councilmember	District 1	$ 432.00
Councilmember	District 2	$ 432.00
Councilmember	District 3	$ 432.00
Mayor		$2,100.00

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Phase III Stormwater CIP

Date of Meeting: August 15, 2011

Budget Impact: Yes

Budget Impact Amount: $ 20,000.00 appx - CERM
$ 120,000.00 appx - construction

Funding Source: Stormwater
( )Annual
( )Capital
( )N/A

Regular Meeting	(X)
Work Session	( )
Recommendation	( )
Policy/Discussion	( )
Report	( )
Other	( )

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: City Council to approve entering into a contract with CERM for phase III – construction RFP and project management.

History, Facts, Issues: Phase III is construction repairs to the stormwater system – Capital Improvement Plan.

Options: Approve or identify required action

Recommended Action: Approval

Department: Stormwater

Department Head: S Strickland

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Tree Removal Permit Ordinance

Date of Meeting: August 15, 2011

Budget Impact: Yes

Budget Impact Amount: $ 25.00 Permit Fee

Funding Source:
( )Annual
( )Capital
( )N/A

Regular Meeting	(X)
Work Session	( )
Recommendation	( )
Policy/Discussion	( )
Report	( )
Other	( )

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: City Council to approve the two relevant ordinances – (1) Tree Removal Permit Ord and (2) Tree Permit Fee Schedule Ord

History, Facts, Issues: Clarify the Permit requirements

Options: Approve or identify needed changes

Recommended Action: Approval of the ordinances

Department: Arborist

Department Head: S Strickland

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Ordinance to Amend City Charter
To Reduce Compensation of City Council
Date of Meeting: July 18, 2011 / Aug 15, 2011

Budget Impact: _X__Y__N

Budget Impact Amount: $_$500/month/councilmember

Funding Source:
(X)Annual
( )Capital
( )N/A

Regular Meeting	(X)
Work Session	( )
Recommendation	( )
Policy/Discussion	( )
Report	( )
Other	( )

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: _____Adoption of attached Ordinances to Revise Section 2-07 of the City Charter to reduce compensation of City Councilmembers from $1,200 per month to $700 per month._____

History, Facts, Issues: _____Section 2.07 of the City Charter currently requires a compensation of $1,200 per month for each Councilmember. The City Council expressed their desire to reduce this salary to $700 per month and authorized a presentation of the attached Charter Amendment by Home Rule to revise the Charter to indicate same. This Ordinance is really two Ordinances that read the same per state law, but have two different numbers and do not require each to be two reads (but since they're the same, they'll be read twice anyway) but do require a vote and adoption at two consecutive Regular Council Meetings (hence the inclusion of two signature lines). An advertisement is required for three weeks straight prior to final adoption, which will be placed by the City Clerk in the DeKalb Champion. Per State Law, the City Clerk and the Superior Court Clerk will have a copy on file for review.___

Options: _____Not adopt the amendment and keep compensations the same_____

Recommended Action: ____Approve_____

Department: City Attorney Department Head: Cecil G. McLendon, Jr.

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: **Amendment of Employment Hearing Procedures**
Date of Meeting: July 18, Aug. 1, Aug. 15

Budget Impact: ___Y _X__ N

Budget Impact Amount: $____N/A_____

Funding Source:
( )Annual
( )Capital
( )N/A

Regular Meeting	(X)
Work Session	( )
Recommendation	(X)
Policy/Discussion	(X)
Report	( )
Other	( )

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

_The attached Memorandum, Charter Amendment and Ordinance are recommended revisions to the Employee Hearing Procedures in the Charter and the Employee Handbook. The recommendation is for the hearing rights to City Council be removed from the Charter and, should the Council desire to keep a form of due process for employee termination appeals, the recommendation is for the City Council to modify the Employee Handbook as presented in the attached Ordinance.

History, Facts, Issues: **_As with the Charter Amendment for Council compensation, the Home Rule Charter Amendment Ordinance is going on First Read twice on July 18th and will be up for a vote at two consecutive meetings on August 1 and 15. A Notice will be placed in the paper once a week for three weeks and a copy of the Ordinance will be sent to the Superior Court Clerk. The Amendment to Employee Handbook is up for First Read on the 18th and possible Second Read on August 15th to coincide with the final passage of the Charter Amendment.**

Options: ____To keep the hearing procedures as they are. To change the Charter but not the Employee Handbook. To pass these ordinances as is or to Change the Charter and eliminate the procedures in the Employee Handbook altogether._____

Recommended Action: __Adoption of Charter Amendment Ordinance and either deletion of the hearing procedures in Section 10.3.3 of the Employee Handbook altogether or adopt the recommended changes in the Ordinance.

Department: _Legal_____ Department Head: _Cecil G. McLendon_____

Administrative Comments and Recommendation: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: **Amendment of Employment Hearing Procedures**
Date of Meeting: July 18, Aug. 1, Aug. 15

Budget Impact: ___Y _X__ N

Budget Impact Amount: $____N/A_____

Funding Source:
( )Annual
( )Capital
( )N/A

Regular Meeting	(X)
Work Session	( )
Recommendation	(X)
Policy/Discussion	(X)
Report	( )
Other	( )

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

_The attached Memorandum, Charter Amendment and Ordinance are recommended revisions to the Employee Hearing Procedures in the Charter and the Employee Handbook. The recommendation is for the hearing rights to City Council be removed from the Charter and, should the Council desire to keep a form of due process for employee termination appeals, the recommendation is for the City Council to modify the Employee Handbook as presented in the attached Ordinance.

History, Facts, Issues: **_As with the Charter Amendment for Council compensation, the Home Rule Charter Amendment Ordinance is going on First Read twice on July 18th and will be up for a vote at two consecutive meetings on August 1 and 15. A Notice will be placed in the paper once a week for three weeks and a copy of the Ordinance will be sent to the Superior Court Clerk. The Amendment to Employee Handbook is up for First Read on the 18th and possible Second Read on August 15th to coincide with the final passage of the Charter Amendment.**

Options: ____To keep the hearing procedures as they are. To change the Charter but not the Employee Handbook. To pass these ordinances as is or to Change the Charter and eliminate the procedures in the Employee Handbook altogether._____

Recommended Action: __Adoption of Charter Amendment Ordinance and either deletion of the hearing procedures in Section 10.3.3 of the Employee Handbook altogether or adopt the recommended changes in the Ordinance.

Department: _Legal_____ Department Head: _Cecil G. McLendon_____

Administrative Comments and Recommendation: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: TAI CHI AEROBICS CLASSES

Date of Meeting: AUGUST 15

Budget Impact: ✓ Y ___ N

Budget Impact Amount: $ MINIMUM $300

Funding Source:
( )Annual
( )Capital
(✓)N/A

Regular Meeting (✓)
Work Session ( )
Recommendation ( )
Policy/Discussion ( )
Report ( )
Other ( )

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

WE WOULD LIKE TO ADD A TAI CHI AEROBICS CLASS TO OUR LIST OF PROGRAMS. THE CLASS WOULD TAKE PLACE IN OUR GYM ON THURSDAY MORNINGS FROM 8:30AM - 9:00AM IN RECURRENT SIX WEEK SESSIONS. THE CHARGE WOULD BE $30.00 PER SESSION

History, Facts, Issues: THE INSTRUCTOR WOULD BE MIRIAM HOLLAND. MIRIAM CURRENTLY TEACHES A SIMILAR CLASS AT THE NORTH DEKALB SENIOR CENTER. IF APPROVED MIRIAM WOULD RECEIVE 80% OF THE REVENUE AND THE CITY WOULD RECEIVE 20%

Options: _____

Recommended Action: I WOULD LIKE FOR YOU TO AGREE WITH THE TERMS OF THIS CONTRACT.

Department: RECREATION Department Head: DONNA PITTMAN

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: FIELD USAGE AGREEMENT WITH 9TH INNING BASEBALL, LLC

Date of Meeting: AUGUST 15

Budget Impact: ✓ Y ___ N

Budget Impact Amount: $ 2000 PER TEAM

Funding Source:
(✓)Annual
( )Capital
( )N/A

Regular Meeting (✓)
Work Session ( )
Recommendation ( )
Policy/Discussion ( )
Report ( )
Other ( )

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

HEATH HONEYCUTT (GENERAL MANAGER & OWNER OF 9TH INNING BASEBALL, LLC) WOULD LIKE TO USE OUR BASEBALL FIELDS FOR HIS TEAMS TO PRACTICE WHEN WE ARE NOT USING THE FIELDS.

History, Facts, Issues: HEATH'S ORGANIZATION WOULD PAY THE CITY OF DORAVILLE $2,000 PER TEAM PER YEAR FOR HIS TEAMS TO PRACTICE DURING PERIODS OF TIME WHEN WE ARE NOT UTILIZING THE FIELDS. HE IS ANTICIPATING 6 TEAMS THE FIRST YEAR OF THE AGREEMENT

Options: ___

Recommended Action: I WOULD LIKE FOR YOU TO APPROVE THE FIELD USAGE AGREEMENT WITH 9TH INNING BASEBALL, LLC

Department: RECREATION

Department Head: DONNA PITTMAN

Administrative Comments and Recommendation: ___

Action Taken By Board: ___

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Adoption of Zoning Map

Date of Meeting: 8-15-11

Budget Impact: ☐ Yes ☒ No

Budget Impact Amount: $ n/a

Funding Source:

- ☐ Annual
- ☐ Capital
- ☒ N/A

- Regular Meeting ☒
- Work Session ☐
- Recommendation ☐
- Policy/Discussion ☐
- Report ☐
- Other ☐

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: Approval of updated zoning map.

History, Facts, Issues: The zoning map has been updated to include all conditional use permits and rezoning through 8-1-11, corrections previously identified by staff and council, and deletion of unnecessary information. Point of Information: Approval of zoning actions by the Council constitute a legal change in the zoning map. It is staff's opinion that the additional step of the Council periodically approving an updated map is not required in that the Council has already approved the change to the zoning map with the approval of applications for rezoning and/or conditional uses. The map should be in a format that would allow quick and easy updates on a regular basis (monthly as necessary depending on Council actions). The "official map" is the map maintained by the City through the Planning and Development Department.

Options: Approve map or not approve map

Recommended Action: Approval of map as submitted.

Department: Planning & Development **Department Head:** Zoning Administrator

Administrative Comments and Recommendation:

Action Taken By Board:

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject:

Date of Meeting: 8/15/11

Budget Impact: ___Y ___ N

Budget Impact Amount: $_____

Funding Source:
( )Annual
( )Capital
( )N/A

Regular Meeting (X)
Work Session ( )
Recommendation ( )
Policy/Discussion ( )
Report ( )
Other ( )

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Foreclosure Registry

History, Facts, Issues: I find that the lack of adequate maintenance and security of foreclused property affect the aesthetic and economic attributes of our city & neighborhoods

Options:

Recommended Action: To review with council and receive input for approval.

Department: _____ Department Head: _____

Administrative Comments and Recommendation:

Action Taken By Board:

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject:

Date of Meeting: 8/15/11

Budget Impact: ___Y ___ N

Budget Impact Amount: $_____

Funding Source:
( )Annual
( )Capital
( )N/A

Regular Meeting ( )
Work Session ( )
Recommendation ( )
Policy/Discussion ( )
Report ( )
Other ( )

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Removal of Garbage containers

History, Facts, Issues: Brought to my attention that the revised ordinance left out the time of removal

Options: possibly change the time of removal from 7:00pm to 9:00 pm.

Recommended Action: To Adopt Ordinance

Department: _____ Department Head: _____

Administrative Comments and Recommendation: _____

Action Taken By Board: _____