



CITY COUNCIL

Donna Pittman – Acting Mayor

Bob Roche – District 2

Karen Pachuta – District 3

Pam Fleming – District 1

Brian Bates – District 2

Maria Alexander – District 3

AGENDA

April 4, 2011
6:30 PM

I. **CALL TO ORDER**

II. **PLEDGE ALLIGENCE**

Hightower Elementary School - 5th grader Carlos Del Rello & Edwardo Del Rello 3rd Grader

III. **ROLL CALL**

IV. **APPROVAL OF MINUTES:**

V. **MAYOR'S COMMENTS:**

Recognition Bud Cummings – Maria Alexander/Karen Pachuta

VI. **DEPARTMENT REPORTS:**

Parks & Recreation

Renewal of contracts – American Pool – Moises Olguin – Bert Wells – Movies under the Stars. – Carol Stephens

VII. **PUBLIC COMMENTS ON AGENDA ITEMS:**

VIII. **OLD BUSINESS**

1. RFP Engineering Services – Councilmember Pam Fleming
2. Gravel Driveways – Pam Fleming
3. Alcohol Ordinance employee permit consumption on premises - Pam Fleming
4. City Attorney Services selection process - Pam Fleming
5. Nuisance Ordinance – Bob Roche
6. ARC Salary Survey – Brian Bates
7. Sanitation Code Section 15-46(b) – Maria Alexander

VIII. **NEW BUSINESS**

1. Juan Carlos Alcala – Request 30 Day Parking Permit Commercial Vehicle at 4213 Woodwin Court
2. Order of Business – Bob Roche

IX **REPORTS FROM COMMISSIONS**

X. **PUBLIC COMMENTS:**

XI. **ADJOURNMENT:**

THE CITY OF DORAVILLE

AGENDA ITEM SHEET



THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: City Engineering Services

Date of Meeting: January 18, 2011 2/11/11 2/22/11

Budget Impact: __?_Y_ N

Budget Impact Amount: \$?

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

Funding Source:

(x) Annual
() Capital
() N/A

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Action Requested: To follow the City of Doraville's policy to ensure that all contract service agreements are negotiated and signed by January 1 each year or a RFP has been submitted for same.

The City's policy for all contracts expires Dec.31st each year. Compliance to this policy is required.

History, Facts, Issues: Keck & Wood has been used exclusively for engineering services, plan reviews, map updates for the past three years without any form of contract or agreement. Our current Building Inspector is qualified and certified in Engineering Services.

Options: Consider utilizing the current Building Inspector until such time that a RFP can be processed and approved. Determine whether we include engineering services into the job description and qualifications of the Building Official.

Recommended Action: Send out an RFP for City Engineering Services. See Attached.

Department: City Council Member, Pam Fleming

Department Head: Mayor Ray Jenkins

Administrative Comments and Recommendation: _____

Action Taken By Board: _____



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Gravel Driveway Ordinance Section 5-40 Regular Meeting ()
Work Session (x)

Date of Meeting: February 7, 2011
Moved to Work Session Dated March 14, 2011
Moved to April 4, 2011

Recommendation ()

Budget Impact: Y X N

Policy/Discussion ()
Report ()
Other ()

Budget Impact Amount: \$ X

Funding Source:

() Annual
() Capital
(X) N/A

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: To follow up on the Gravel Driveway Exemption Ordinance approved to draft. Draft #1 dated July 22, 2010 was tabled for a work session; however, time is of the essence as March 21, 2011 for all gravel driveways to be removed is imminent.

History, Facts, Issues: A survey was done by QOL to determine the number of residents which would be affected by the financial burden to remove the gravel then replace with other materials. Approximately 300 homes will be affected. The ordinance approved on March 21, 2005 gave a six year replacement clause, however, no such notice was or has been given to these residents.

Options: Draft # 2 dated January 16, 2011 includes additions, deletions and corrections to Draft # 1 and also provides an example of the "Gravel Driveway Exemption Application". Please note that many of these residences received building permits for their gravel driveways many years ago and prior notice has not been afforded to any of these homeowners. Though Draft # 2 dictates registering the Gravel Driveway, without notification to all affected, many will not be in compliance and subjected to fines.

Recommended Action: Add wording to existing Ordinance 5-40 to include "Grandfathering" as of March 21, 2011 and add pervious materials as an option for new construction; or approve Draft # 2. See Documents Attached. **Additional options/proposals/compromises to consider below.**

Department: City Council Member, Pam Fleming

Department Head: Mayor Ray Jenkins



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Alcohol Ordinance 2010-31 & 2011 Application Regular Meeting (X)
Work Session ()
Date of Meeting: January 3, 2011 3/7/11 Recommendation ()
Policy/Discussion ()
Budget Impact: Y X N 4/4/11 Report ()
Other ()
Budget Impact Amount: \$ None

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

*Employee
Permits*

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: Council Review of Requirements for Renewal Permits and extension to deadline for all Applications.

History, Facts, Issues: The Alcohol Ordinance was first read on August 9, 2010 and adopted November 15, 2010. The original intent was to include penalties for "Sales to Minors", to determine distance requirements from residential neighborhoods, review and adopt new permit fees, and to provide an update to the existing code.

Options: _____

Recommended Action: To allow existing businesses to renew their Alcohol Privilege License without the need of the requirements set forth in the 43 Page License Application, the 7 Page Employee Permit Application, and the 51 Page Alcohol Ordinance.

Department: City Council Member, Pam Fleming
Department Head: Mayor Ray Jenkins

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: **Cite Property owners for Rooming House and leash law violations**

Date of Meeting: 4/4/2011

Budget Impact: ☐ Yes ☒ No

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

Budget Impact Amount: \$0

Funding Source: ☐ Annual ☐ Capital ☐ N/A

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Action Requested: **Modify nuisance ordinances to cite property owners as well as tenants for rooming house and leash law violations.**

History, Facts, Issues:

Rooming houses have been an ongoing nuisance, attracting crime and affecting property values. Citizens are increasingly frustrated at the lack of enforcement.

Options: Various

Recommended Action: Modify nuisance ordinances and enforcement efforts to cite property owners for nuisance violations.

Department: City Council - Bob Roche

Department Head: None

Administrative Comments and Recommendation: None

Action Taken By Board: N/A



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: City Attorney Services Selection Process
Submitted by: Pam Fleming

Date of Meeting: April 4, 2011

Budget Impact: Y N

Budget Impact Amount: \$

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

Funding Source:

(x) Annual

() Capital

() N/A

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: Mayor and Council to have reviewed and be ready to submit their top three(3) choices to be interviewed for City Attorney Services for the City of Doraville. Compilation at a Regular Meeting is needed for transparency and a proposed date for interviews to be discussed.

History, Facts, Issues: Freeman, Mathis, Gary and Mr. Weed were hired May 2008. In 2009, a vote was taken to send out a RFQ for City Attorney Services 3-3 Mayor broke the tie. In April 2010 request for a RFQ was an agenda item and the decision was to not request a RFP at that time since the FMG contract did not expire until May. The contract was never brought back up for discussion.

Thirteen Attorneys/Law Firms have submitted RFQ's for the position .

Options: Retain our current service provider until May 31, 2011 and/or rehire for an additional year. Or, select from the interviews a new provider with a start date of May 1, 2011 to provide a smooth transition.

Recommended Action: Select top three providers and propose an interview date.

Department: Council Member, Pam Fleming

Department Head: Acting Mayor Donna Pittman

Administrative Comments and Recommendation: _____

NO SUPPORTING DOCUMENTS ATTACHED OR NEEDED



THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Sanitation Code Section

Date of Meeting: April 4, 2011

Budget Impact: x Y ___ N

Budget Impact Amount: \$ unknown variable

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

Funding Source:

- () Annual
- () Capital
- (X) N/A

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: **Correction of known issues in Code Section # 15**

History, Facts, Issues: **In existing code Section 15-46 (b) "The City or its franchisee shall not be responsible for collecting or hauling discarded building material, dirt, rock or discarded furniture and appliances from private property, nor shall it be responsible for collecting or hauling trees, bushes or other vegetation from commercial tree trimmers, landscapers or building contractors except on a special fee basis."**

Options: **Set a fee schedule and implement procedures so that we follow our codes. For City dump truck usage: \$ XX.XX per hour rate (average hourly salary + benefits of person(s) delivering and retrieving truck) + \$ 30.00 per ton dump fee. Weight receipts will be provided. Minimum charge to be (1) hour average salary + \$30.00. Implement a fee schedule to charge commercial tree companies a clean up fee if we wish to continue clean up of their work. (Please reference Steven Strickland e-mail of 03/04/2011)**

Recommended Action: **Implement fee schedule to match code.**

Department: **City Hall / Sanitation**

Department Head: _____

Administrative Comments and Recommendation: _____

Action Taken By Board: _____



THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: 4213 Woodwin Ct

Date of Meeting: 04.04.2011

Budget Impact: Y XN

Budget Impact Amount: \$ _____

Funding Source:

- () Annual
- () Capital
- () N/A

Regular Meeting	(<input checked="" type="checkbox"/>)
Work Session	()
Recommendation	()
Policy/Discussion	()
Report	()
Other	()

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: A 30 days permit to park
commercial vehicle at his address.
Juan Carlos Alcala (404) 916-3527

History, Facts, Issues: Purchase vehicle and trying to
get title, tags & insurance.

Options: _____

Recommended Action: _____

Department: _____ Department Head: _____

Administrative Comments and Recommendation: _____

Action Taken By Board: _____



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Section 2-33 - Order of Business (Agendas)
Bob Roche

Date of Meeting: April 4, 2011

Budget Impact: N

Funding Source:
(X)N/A

Regular Meeting (X)

Work Session ()

Recommendation ()

Policy/Discussion ()

Report ()

Other ()

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: Modify Council meeting agenda Ordinances 2-33 – 2-36 policies

History, Facts, Issues:

- o The City Charter specifies that City Council members may add items to Council meeting agendas. Currently, Council Members are limited to adding two new items per council meeting. City Staff have no such limits.
- o The Mayor's Comments Section of the agenda has been used to bypass the normal agenda sequence and priorities.
- o Citizen's comments are held after Mayor's comments. Because important items are added to Mayor's comments, Citizens are unable to comment on these items.

Options: Change the Agenda procedures

Recommended Action:

- o Add Pledge of Allegiance to Order of Business
- o Items under Mayor's comments will be restricted to Announcements, Presentations, Proclamations, and swearing in of Staff and elected officials.
 - o Change 2-33 (4) a: Ceremonial presentations, *and City Announcements*.
 - o Delete 2-33 (4) c: Other Items
 - o Except for ceremonial resolutions, items requiring a motion or vote are not allowed under Mayor's comments.
- o After Citizen's comments, council may move up agenda items by majority vote. (No Change)
- o Change 2-36 (G): Each Councilmember, *City Staff member*, member of the public, representative of a business or nonresident with the Mayor's permission, may place a maximum of two (2) new items on the agenda for consideration
- o Agenda Items are prioritized by group: Council Members first, then staff, citizens, Business people and others.
 - o Within each group, items are prioritized by date/time received.
- o Once an item has been added to an agenda, it is carried over to the next agenda as old business until it is resolved. (No Change)



THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: ARC Compensation Study

Date of Meeting: 2/22/11 MARCH 21

Budget Impact: ☐ Yes ☐ No

Budget Impact Amount. \$ 9000

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

Funding Source:

☐ Annual ☐ Capital ☐ Grant ☐ N/A

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Action Requested:

Approve the ARC proposal for compensation study.

History, Facts, Issues:

The city has no basis for salary offers or compensation adjustments. We are in need of a review of all positions and make recommendations on starting pay levels as well as compensation adjustments based upon certain specific factors specific to the job requirements such as education, certifications, and longevity of employment.

This will help in making hiring decisions and compensation offers as well as any adjustments made throughout.

Options: Approve the ARC proposal, look at other providers, conduct the study internally, do nothing.

Recommended Action:

Approve the ARC proposal or get proposals from additional providers.

Department: Council - Brian

Department Head: Mayor

Administrative Comments and Recommendation: _____

Action Taken By Board: _____
