CITY COUNCIL

Donna Pittman - Mayor
Brian Bates – District 2
Maria Alexander – District 3
Pam Fleming – District 1
Trudy Jones Dean – District 2
Karen Pachuta – District 3

AGENDA

March 19, 2012 6:30 PM

I. **CALL TO ORDER**

II. **SWEARING IN NEW COUNCIL MEMBER ROBERT PATRICK**

III. **PLEDGE OF ALLEGIANCE**

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

V. **ROLL CALL**

VI. **APPROVAL OF MINUTES:**

VII. **PUBLIC COMMENTS ON AGENDA ITEMS**

VIII. **REPORTS: DEPARTMENTS**

a. Mayor
   - Parks and Recreation Director's Position

b. City Attorney

c. Police
   - Nurse Finders Contract Renewal

d. Courts

e. Public Works

f. Library

g. Parks & Recreation
   - Community Garden Policy

h. City Hall
   - Approve Staff Recommendation for HVAC/Lighting Upgrades

i. Planning & Zoning

- Signs Amendment Request - City Planning Development Director Joe Cooley (carried over from 3/5/12)

IX. **PUBLIC HEARING**

X. **OLD BUSINESS**

- City Manager Search –Councilmember Maria T. Alexander (carried over from 3/5/12)
- 2nd Reading of Ordinance to Revise PTO Policy - City Attorney Cecil G. McLendon Jr. (carried over from 3/5/12)
- Pension Plan- Karen Pachuta (carried over from 3/5/12)

XI. **NEW BUSINESS**

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

XIII. **PUBLIC COMMENTS:**

XIV. **EXECUTIVE SESSION:**

XV. **ADJOURNMENT:**

Doraville

AGENDA ITEM REQUEST SHEET
MARCH 14, 2012

Subject: **Lift Hiring Freeze for Parks & Recreation Dept. Director**

Regular	■
Work Session	□
Recommendation	■
Policy/Discussion	□
Report	□
Ceremonial	□
Other	□

March 19, 2012

Budget Impact: □Yes ■ N/A

Budget Impact Amount: $ N/A

Funding Source:

- □ Annual
- □ Capital
- □ Grant(s)/ Technical Assistance
- ■ N/A

Department: Administrative **Department Head:** Mayor

Action Requested: Requesting that Council temporarily lift hiring freeze to solicit applications/ resumes for the position of Parks & Recreation Dept. Director.

Background: Unfortunately, Scott Rodgers, the City's Parks & Recreation Director, tendered his letter of resignation on March 13, 2012. Mr. Rodgers, a resident of Athens, has accepted the same position closer to home. March 30, 2012 will be his last day with the City. In light of this development, I respectfully request that the hiring freeze be lifted so that a notice for the open position can be published Tuesday, March 20, 2012.

Respectfully,

Mayor Donna Pittman

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: NurseFinders Contract Renewal

Date of Meeting: March 19, 2012

Budget Impact: X Y ___ N

Budget Impact Amount: $_____

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

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

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Action Requested: Approve the NurseFinders contract to continue medical treatment for the inmates in the Doraville Jail.

History, Facts, Issues: The service is only used to take care of minor medical needs of inmates in the Doraville Jail. Previously, the vedor charged per inmate, but know they charge by the hour. This service is used very sparingly.

Options: _____

Recommended Action: Approve the renewal of the NurseFinders Contract.

Department: Police Department/ Brinkley Department Head: Chief John King

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: For Discussion COMMUNITY GARDEN POLICY

Date of Meeting: 3-19-12

Budget Impact: ___Y ✓N

Budget Impact Amount: $_____

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

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

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DUG HAS COME UP WITH A FINAL REVISION OF THE DUG GARDEN POLICY FOR PRESENTATION [redacted] TO THE CITY COUNCIL ON MARCH 19TH. ATTACHED IS THAT FINAL REVISION.

History, Facts, Issues: _____

Options: _____

Recommended Action: _____

Department: RECREATION Department Head: DONNA PITTMAN

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

the city of
Doraville
DIVERSITY | VITALITY | COMMUNITY

AGENDA ITEM REQUEST SHEET
MARCH 14, 2012

Subject: **Approve Staff Recommendation for HVAC/ Lighting Upgrades**

Regular	■
Work Session	□
Recommendation	■
Policy/Discussion	□
Report	□
Ceremonial	□
Other	□

March 19, 2012

Budget Impact: □Yes ■ No

Budget Impact Amount: $ N/A

Funding Source:

- □ Annual
- □ Capital
- ■ Grant(s)/ Technical Assistance
- □ N/A

Department: Administrative **Department Head:** Mayor

Action Requested: Council approve staff recommendation for HVAC unit procurement and installation.

Background: The City has $16,294.10 left over from the Energy Efficiency Community Block Grant (EECBG) of 2010. This grant is being administered by the Georgia Environmental Finance Authority who approved the Change-of-Scope request on 02/07/12. Based on an October 2011 energy audit conducted by Georgia Power, Heating, Ventilation and Air Conditioning (HVAC) upgrades were identified as energy saving measures. Upon reviewing the audit, GEFA recommended that the additional money be spent to upgrade HVAC units in addition to a lighting retrofit project at the Public Works building. The Public Works facility's existing lighting consists of 60 8 ft. T-12 fluorescent fixtures. The proposed replacement product is 60 8ft. T-8 fixtures, which are superior to the T-12 in efficiency.

Respectfully,

S/Luke Howe, Assistant to the Mayor

THE CITY OF DORAVILLE
AGENDA ITEM SHEET
Public Hearing

Subject: Ch. 14 - Signs Amendment Request

Date of Meeting: March 19, 2012

Budget Impact: ___Y _x_ N

Budget Impact Amount: $___

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

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

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Action Requested: To make modification of Ch. 14 Signs regarding flags and banner and procedures.

History, Facts, Issues: City Council requested that staff, City Attorney and the Planning Commission review Ch. 14 regarding regulation of flags and banners and draft language for proposed text changes

Options: Review ordinance and reject ordinance as written; review ordinance and pass as written; review ordinance and make modifications based upon Council and citizen input.

Recommended Action: Review ordinance, make modifications based upon Council and citizen input and defer decision until requested changes can be made and presented to Council for decision.

Department: Planning & Development Department Head: Joe Cooley

Submitted by: City Attorney

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: **Ordinance to Revise PTO Policy**

Date of Meeting: ~~February 21, 2012~~ 3.5.12

Budget Impact: ___Y _X__ N

Budget Impact Amount: $_____

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

The employee manual currently has certain PTO provisions that discusses accrual and use of the part time off. The City Council has requested revisions to these provisions to clarify period of accrual, use, and payment. The current draft of the Ordinance, if passed, would create monthly accruals by hours, for a maximum total of hours/days per year depending on the years of service of the employee. It provides for how and when these PTO hours may be taken (provisions which were not changed significantly from the currently Employee Manual), as well as how PTO is paid for upon voluntary termination or retirement of employees. The language was suggested by HR principals Phil Davis and Cherie Pritchard based on significant past experience of implementing said policies.

Options: To pass this Ordinance or to keep the policy as it currently remains in the Employee Manual.

Recommended Action: The City Attorney's Office recommends adoption of this Ordinance.

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: Pension RFQ follow-up

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

Date of Meeting: 3/19/12

Budget Impact: ___ Y X N

Budget Impact Amount: $ TBD

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

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Brief follow-up on pension RFQ

History, Facts, Issues: The City's current pension plan offers some of the highest government pension benefits in the state of Georgia. Two companies (BB&T and Ascension) have responded to the RFQ for revising retirement benefits. We also need to discuss what we want from our current plan through GMA.

Options: 1) In addition to scheduling presentations from BB&T and Ascension, schedule GMA to come to us with alternative plans for new hires. 2) Solicit new plan proposals from only BB&T and Ascension

Recommended Action: In addition to BB&T and Ascension, ask GMA to prepare a presentation for a solid alternative retirement plan to our current pension.

Department: _____ Department Head: _____

Administrative Comments and Recommendation: _____

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Action Taken By Board: _____

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