



## CITY COUNCIL

Donna Pittman-Mayor

Robert J. Patrick-District 1  
Trudy Jones Dean – District 2  
Karen Pachuta – District 3

Pam Fleming – District 1  
Brian Bates – District 2  
Maria Alexander – District 3  
Mayor Pro-Tem

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## AGENDA

August 20, 2012 6:30 PM

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I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CEREMONIAL PRESENTATIONS, CITY ANNOUNCEMENTS, SPECIAL GUESTS:

- Resolution Honoring Det. Shane Wilson

IV. ROLL CALL

V. APPROVAL OF MINUTES:

- July 16, 2012.
- July 23, 2012.
- August 06, 2012.

VI. PUBLIC COMMENTS ON AGENDA ITEMS

VII. REPORTS: DEPARTMENTS

1. Mayor
2. City Attorney
3. Stormwater
4. Police
5. Courts
6. Public Works
7. Library
8. Parks & Recreation
  - Online Registration
  - Halpern Park Renovation
9. City Hall
  - Community Improvement District Presentation
  - DRAFT Doraville Urban Redevelopment Plan Public Hearing
10. Planning & Zoning
  - Expansion of Scope of Service to Existing Contracting to Include GIS Services
  - Admin. Review for Telecommunications Tower- Director of Planning and Development Joe Cooley
11. IT Department

12. Finance

- 2<sup>nd</sup> Read on Ordinance to terminate the GMEBS
- Resolution to Adopt Successor Plan Document and appoint successor trustee
- Proposal to change the Workers' Compensation deductible

VIII. PUBLIC HEARING

- Application for Rezoning of Parcels #18 310 04 025 & #18 310 04 027 located at 5312 Buford Hwy from C-2 Commercial to CT Commercial Transition- Director of Planning and Development Joe Cooley
- Amend Definition of Restaurant & Nightclubs, and Delete Discotheque from Sec. 23-910- Director of Planning and Development Joe Cooley

IX. OLD BUSINESS

- Website Link Policy-Councilmember Pam Fleming

X. NEW BUSINESS

- Ordinance Language regarding \$5,000.00 spending allowance-Councilmember Trudy Jones Dean

XI. REPORTS: COMMITTEES, COMMISSIONS, BOARDS AND APPOINTMENTS

XII. PUBLIC COMMENTS:

XIII. ADJOURNMENT:





# THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Resolution honoring Det. Shane Wilson

Regular Meeting (X)

Date of Meeting: August 20, 2012

Work Session ( )

Budget Impact: Y X N

Recommendation ( )

Budget Impact Amount: \$

Policy/Discussion ( )

Report ( )

Other ( )

Funding Source:

( ) Annual

( ) Capital

( ) N/A

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: No action is requested from the City Council but to allow a resolution honoring Det. Shane Wilson to be presented to his family by Georgia Association of Chiefs of Police Executive Director Frank Rotondo.

History, Facts, Issues: On November 14<sup>th</sup>, 2011, Det. Shane Wilson was killed in the line of duty while responding as the on-call detective to a home invasion robbery. For unknown reasons, Det. Wilson's name was left off of the State of Georgia Memorial Wall for officers killed in the line of duty. This decision was recently overturned and Det. Wilson's name will be rightfully placed alongside the other names of officers from the State of Georgia who lost their lives in the line of duty.

Options:

Recommended Action: Allow a presentation by Executive Director Frank Rotondo honoring Det. Shane Wilson.

Department: Police/Georgia Assoc. of Chiefs of Police

Department Head: John King/Frank Rotondo

Administrative Comments and Recommendation:

Action Taken By Board:

# THE CITY OF DORAVILLE

## AGENDA ITEM SHEET



THE CITY OF DORAVILLE  
AGENDA ITEM SHEET

Subject: Halpern Park Renovation

Regular Meeting ( x )

Date of Meeting: August 20, 2012

Work Session ( )

Budget Impact: x Y    N

Recommendation ( )

Policy/Discussion ( )

Report ( )

Other ( )

Budget Impact Amount: \$ \$25,000.00 HOST (\$50,000.00 Total)

Funding Source:

( ) Annual

( X ) Capital/HOST

( ) N/A

**CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE**

**Action Requested:** Request approval of an option to proceed with the Halpern Park renovation project and a contract to be finalized with chosen option.

**History, Facts, Issues:** The Halpern Park renovation project is set to move to construction, Phase I. Scope of work and final costs have been submitted from both Ed Castro Landscaping and Todd Smith Grading, Inc.; each have proposed options for moving forward and maintaining our projected budget. The estimates are outlined in the attached memo.

**Options:** 1) approve Todd Smith Grading (\$57,267.63) to complete Phase I with concrete trails, playground pads and 1 picnic pad (2 picnic pads and area around the existing pavilion removed from current plan to accommodate budget requirements)  
2) approve Ed Castro Landscaping (\$60,506.85) to complete Phase I with concrete trails, playground pads and area around the existing picnic pavilion (picnic pads removed from current plan to accommodate budget requirements).

**Recommended Action:** Approval of option 1, Todd Smith Grading. This approval should include a contingency of a set percentage (normally 10%) to prevent delays in construction for unexpected issues. This would involve the commitment of additional HOST funds. Please see attached memo and estimates for complete information and recommendation.

Department: Parks and Recreation

Department Head: Rip Robertson

Administrative Comments and Recommendation: \_\_\_\_\_

Action Taken By Board: \_\_\_\_\_



THE CITY OF DORAVILLE  
AGENDA ITEM SHEET AND COMMENTS

Subject: Expansion of Scope of Services to Existing Contract to Include GIS Services

Date of Meeting: 8/20/12

Budget Impact: ☒ Yes ☐ No

Budget Impact Amount: \$ within FY12-13 Planning & Development approved budget

Funding Source: ☒ N/A

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

~~CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE~~

**Action Requested:** Expansion of Scope of Work to Existing Contract for Commercial Plan Review with Clark, Patterson & Lee to include GIS services required as part of annexation process

**History, Facts, Issues:** The City will be annexing two new areas on Dec. 31, 2012. There is a immediate need for a Geographical Information System (GIS) for the Planning, Finance, and Police Departments. Initially an amount was placed in the proposed FY12-13 Budget to allow in-house GIS capabilities, but due to budget constraints was not feasible. A budget for contract GIS services was developed and approved as part of the FY12-13 budget. Previously the City had undergone the RFP process for commercial design review services. Clark Patterson & Lee (CPL) were selected based upon their qualifications and being the lowest hourly rate bidder. Bids ranged from \$75/hr. to \$120/hr. The City is under contract with CPL at \$75/hr. CPL has the capabilities of developing GIS to meet our needs and has experience is doing so locally, including the City of Dunwoody's GIS. Staff requests that Council approve the amendment to existing CPL to provide needed GIS services on an hourly rate of \$75/hr for GIS analyst and \$110/hr. for senior manager. \$16,500 was budgeted for GIS in FY12-13 Planning & Development budget to address annexation issues. Staff recommends that upon approval for amendment to the contract that the city authorize CPL to develop the needed GIS information system that would: 1) Use the city's existing parcel polygons information develop a parcel attribute table same as the City of Dunwoody's GIS attribute layer; 2) Using available aerial photography and tax parcel information create parcel polygons for the 2012 areas of annexation with the same attribute table; 3) Create centerline layer using same attributes; 4) Create a city boundary layer to include the city's new annexations. All such services would be provided as part of the existing amended contract at the hourly rates of \$75/hr for GIS analysts and \$110 for senior manager NOT TO EXCEED \$14,000.00. The existing FY12-13 budget would provide sufficient funding for additional needed services for Planning & Development, Economic Development and Financial departments NOT TO EXCEED the approved budget for Planning & Development.



THE CITY OF DORAVILLE  
AGENDA ITEM SHEET AND COMMENTS

Subject: Admin. Review for Telecommunications Tower

Regular Meeting ☒  
Work Session ☐  
Recommendation

Date of Meeting: 8/20/12  
☐

Budget Impact: ☐ Yes ☒ No

Policy/Discussion ☐  
Report ☐  
Other ☒

Budget Impact Amount: \$ n/a

Funding Source: ☒ N/A

**CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE**

**Action Requested:** Administrative Approval for installation of additional cabinet within lease area of T-Mobil Telecommunications Tower at 2001 Clearview Ave, Doraville.

**History, Facts, Issues:** RETEL Brokerage Services, Inc. has requested Administrative Approval to install a new 4'x7' equipment cabinet in conjunction with the replacement of two antennae on the T-Mobile telecommunications tower located at 2001 Clearview Ave. While there is no expansion of antennae on the tower, the replacement the antennas require the installation of a new equipment cabinet. As per City of Doraville Code of Ordinance Sec. 23-706(e)(2)(b) any placement of additional buildings or support equipment on an existing tower requires Administrative Approval from Mayor and Council. The site is question is located on land leased from the Comfort Inn adjacent to I-285.

**Options:** Grant or deny Administrative Approval.

**Staff Comments:** This is a modernization of equipment on an existing tower which requires Administrative Approval by Mayor and Council due to the installation of an additional 4'x7' equipment cabinet. The placement of the new equipment cabinet will be within the current tower lease area and staff anticipates no negative visual or safety impacts.

**Department:** Planning & Development

**Department Head:** Joe Cooley

**Action Taken By Board:** \_\_\_\_\_



## THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: 2<sup>nd</sup> Read on Ordinance to terminate the GMEBS  
Retirement plan

Date of Meeting: August 20, 2012

Budget Impact: \_\_\_Y \_\_\_N

Budget Impact Amount: \$\_\_\_N/A at this time

Funding Source:

- ☐ Annual
- ☐ Capital
- ☐ N/A

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

**CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE**

As part of the transfer of the retirement plan from GMEBS to OneAmerica/AUL, GMEBS is requiring that we pass an ordinance terminating the plan. I am attaching the termination letter received from GMA which outlines the process and the items required in the ordinance as well as the ordinance itself.

GMA requires that we adopt a successor plan and appoint a successor trustee before it will agree to transfer the assets. A resolution to accomplish this is on the agenda for tonight.

GMA will deduct a \$5,000 fee for services when the assets are transferred. However, OneAmerica will credit back the \$5,000 to make the plan whole once the plan transfers.

Options: Adopt termination ordinance

Recommended Action: Adopt termination ordinance.

Department: Finance

Department Head: Lisa Ferguson

Administrative Comments and Recommendation: \_\_\_The termination ordinance needs to be approved in conjunction with the resolution to adopt a new plan document and appoint trustees.

Action Taken By Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Resolution to Adopt Successor Plan Document  
And appoint successor trustee

Date of Meeting: August 20, 2012

Budget Impact: \_\_\_Y \_\_\_ N

Budget Impact Amount: \$\_\_\_N/A at this time

Funding Source:

( ) Annual

( ) Capital

( ) N/A

Council Meeting (X)

Work Session ( )

Recommendation (X)

Policy/Discussion ( )

Report ( )

Other ( )

**CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE**

As part of the transfer of the retirement plan from GMEBS to OneAmerica/AUL, GMEBS is requiring that adopt a successor plan document and appoint a successor trustee. The attached plan document is intended to be a restatement of the current plan at GMEBS. The adoption of this plan document is an interim step necessary to expedite the transfer of assets from GMEBS. Once the asset transfer is complete, the plan redesign process will begin and will ultimately result in a new plan document.

The plan documents attached are still draft documents as they still must be reviewed by outside legal counsel, Benefits Law Group. They will provide a letter stipulating that the plan document meets the requirements of IRC 401 (a) in lieu of an IRS determination letter as required by GMEBS. I have requested that the draft document be provided to us at the same time that it goes to the attorney for review as it is important that you have sufficient time to review it prior to the August 6<sup>th</sup> meeting.

The termination ordinance also requires that we appoint a successor trustee for the plan. This is a requirement stipulated by GMA and they will not transfer the assets unless a trustee is appointed. The resolution agreement names Donna Pittman, Mayor and Maria Alexander, Mayor Pro Tem as the successor trustees. The appointment of successor trustees is also an interim step necessary to expedite the transfer of the assets from GMEBS. This appointment can be revoked or changed at a later date by an action of the Council.

The Trust Agreement document details the responsibilities of the trustees. However, it is a standard trust agreement and not all of the powers and responsibilities outlined will be required due to the type of retirement plan we have. Any changes in the plan document, in the nature of the retirement plan or the types of investments will be brought before the Council for a vote prior to adoption.

Options: Approve the resolution to adopt the successor plan document and the trust agreement and appoint the successor trustees.

Recommended Action: Approve the resolution to adopt the successor plan document and the trust agreement and appoint the successor trustees.

Department: Finance

Department Head: Lisa Ferguson



## THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Proposal to change the Workers' Compensation  
Deductible

Date of Meeting: August 20, 2012

Budget Impact: \_\_\_Y\_\_\_ N

Budget Impact Amount: \$\_\_\_N/A at this time

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

Funding Source:

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

**CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE**

As part of the renewal process for the Workers' Compensation insurance for the City of Doraville, Public Risk Underwriters has proposed that we change the deductible from \$0 to \$1,000. The premium savings will not be significant on the front end, but this move will ultimately help improve our experience rating and reduce our premiums in future years. The estimated premium savings for 2012-2013 will be \$3,559. More importantly, the increased deductible will result in smaller claims being paid out of pocket and therefore will not be reported to the national rating agency. All on the job accidents will still be reported to Public Risk Underwriters, but will have a lesser impact on our experience rating since they will be paid out of pocket.

The total dollar amount of the renewal for both liability insurance and workers' compensation was less than last year. The out of pocket deductibles will be funded using resources budgeted to pay the Workers' Compensation premiums.

Public Risk Underwriters also provided premium data for a \$2,500 deductible. The premium savings for this tier would be \$5,932. Due to the increases in deductibles for our other lines of coverage, it is in the best interest of the City to adopt a less aggressive deductible for the current renewal period so we are not recommending the \$2,500 deductible at this time.

Options: Approve the proposal to adopt a \$1,000 deductible for the Workers' Compensation insurance.

Recommended Action: Approve the proposal to adopt a \$1,000 deductible for the Workers' Compensation insurance.

Department: Finance

Department Head: Lisa Ferguson

Administrative Comments and Recommendation:

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Action Taken By Board: \_\_\_\_\_

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THE CITY OF DORAVILLE  
REGULAR CITY COUNCIL MEETING  
AGENDA ITEM SHEET

Subject: Application for Rezoning of Parcels # 18 310 04 025 & # 18 310 04 027  
located at 5312 Buford Hwy from C-2 Commercial to CT Commercial Tranistion

Date of Meeting: 7/20/2012

Budget Impact: ☐ Yes ☒ No

Budget Impact Amount: \$ n/a

Funding Source:

- ☐ Annual  
☐ Capital  
☒ N/A

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: Rezoning of property from C-2 to CT

**History, Facts, Issues:** The CT Commercial Transition zoning district was established by the City Council in 2008 "intended for parcels that have existing roll-up doors. The district provides a mixture of commercial, office, light industrial, and office warehouse style uses while allowing flexibility in their assemblage and configuration. Parcels must be three (3) acres or less in size." Properties eligible for CT zoning is limited to those within the block of parcels which front New Peachtree/Shallowford Roads/Buford Highway and Church/Drive/Stewart Road/New Peachtree Road. The existing parcel must be currently zoned C-2 or O-I. Split zoning of properties fronting on Buford Highway are not allowed. The subject property meets the criteria required in Sec. 23-914 CT. It currently has both offices and businesses with roll-up doors to the rear of the property. The rezoning will make the existing businesses legal conforming uses under the CT zoning district, while they are currently legal non-conforming under the C-2 zoning district. This is problematic for the owner and occupants in obtaining Occupational Tax Certifications for new businesses utilizing the spaces with the roll-up doors.

**Options:** Recommend Council grant the rezoning, grant rezoning with conditions or deny the rezoning application.

**Planning Commission Recommendation:** Approval – see attached PC minutes

**Staff Recommendation:** The subject property meets the criteria established by the City Council in Sec. 23-914 for rezoning from C-2 to CT zoning district. The existing parcel is developed as office and businesses with roll-up door. It is located on Buford Highway and is not split-zoned. This zoning district was developed to allow existing businesses



THE CITY OF DORAVILLE  
AGENDA ITEM SHEET AND COMMENTS

Subject: Amend Definitions of Restaurant & Nightclubs, and Delete discotheque from Sec. 23-910 Regular Meeting ☒  
Date of Meeting: 8/20/12 Work Session ☐  
Recommendation ☐  
Policy/Discussion ☐  
Report ☐  
Other ☐  
Budget Impact: ☐ Yes ☒ No  
Budget Impact Amount: \$ n/a  
Funding Source: ☒ N/A

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

**Action Requested:** Text amendment to zoning code to amend definitions of restaurants and nightclubs, and delete discotheque from Sec. 23-910 as an allowed use.

**History, Facts, Issues:** Text Amendment to City of Doraville Code Chapter 23 Zoning Art. IV Interpretations and Definitions Section 23-402 Definitions:

"Nightclub means a place of entertainment open at night serving food and/or liquor and providing music and space for dancing with or without a floor show. The principal business of a nightclub shall be entertaining, and the serving of alcoholic beverages shall be incidental thereto."

"Restaurant means a facility where food and beverages are offered for sale to the public for consumption at table or counters wither inside or outside the building on the lot. The serving of meals shall be the principal business conducted, with the serving of alcoholic beverages to be consumed on premises, music and dancing incidental thereto (serving of alcoholic beverages subject to alcoholic beverage licensing requirements). Incidental use does not include the "closing" of the restaurant to the general public in order to conduct an entertainment event at a charge. As an accessory use, take-out food and beverages for off-site consumption may be provided."

Deletion of "discotheque" from Sec 23-402 due to conflicts in text language.

**Options:** Approve text amendment; deny text amendment; approve text amendment with modifications.

**Staff Comments:** This is to clarify zoning code definitions and uses.

**Planning Commission Recommendation:** Approval of text changes – see attached PC minutes

**Department:** Planning & Development

**Department Head:** Joe Cooley



THE CITY OF DORAVILLE  
AGENDA ITEM SHEET

Subject: Website Link Policy

Date of Meeting: August 6, 2012  
~~July 16, 2012~~

Budget Impact: August 20, 2012  
\_\_\_Y\_\_\_XN

Budget Impact Amount: \$\_\_\_

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

Funding Source:

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

**CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE**

**Action Requested:** To draft a Web Site Policy for the City of Doraville similar to the Dunwoody Policy attached.

**History, Facts, Issues:** The City of Doraville does not have a policy to address links to and links from the City Website. In an effort to facilitate a positive marketing ability for the City of Doraville we need to communicate our best.

**Options:** Discuss and address adopting a policy for the inclusion of permitted Organizations, Neighborhood Associations, and Civic Organizations.

**Recommended Action:** Review the attached Website Link Policy and discuss for adopting a policy for the City of Doraville.

Department: City Council

Department Head: Mayor Donna Pittman

Submitted by: Pam Fleming

**Documentation attached..**

Dunwoody Website Link Policy 4 pages





# THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Ordinance Language regarding  
\$5,000 spending allowance

Date of Meeting: August 20, 2012

Budget Impact: Y X N

Budget Impact Amount: \$ \_\_\_\_\_

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

Funding Source:

( ) Annual

( ) Capital

( ) N/A

**CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE**

Action Requested: Revise current language in Ordinance 2.90 regarding the \$5,000 spending amount that does need Council approval. An example is the language change is:

"Mayor has signing and spending authority for budgeted items, not to exceed \$ \_\_\_\_\_ within these limits. This spending cannot be used for aggregate services, including the hiring of temporary firms or employees for the City or long-term contracts."

Options: Not change the language

Recommended Action: Change the language

Department: City Council

Department Head: City Council

Administrative Comments and Recommendation: \_\_\_\_\_

Action Taken By Board: \_\_\_\_\_