



CITY COUNCIL MEETING

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

AGENDA

**June 17, 2013 (Immediately
following the millage rate
hearing)**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. EXECUTIVE SESSION
4. CEREMONIAL PRESENTATIONS, CITY ANNOUNCEMENTS, SPECIAL GUESTS:

Gu's Bistro Proclamation

5. ROLL CALL
6. APPROVAL OF MINUTES:

April 15, 2013

7. PUBLIC COMMENTS ON AGENDA ITEMS

8. REPORTS: DEPARTMENTS

- a) Mayor
- b) City Attorney
- c) Stormwater
- d) Police
 - Painting RFP
 - Air Conditioner Installation RFP
 - Maintenance Contract RFP
- e) Courts
- f) Public Works
- g) Library
- h) Parks & Recreation
- i) City Hall
 - CGI Agreement
- j) Planning & Zoning
- k) IT Department
- l) Finance
 - Second Read on FYE 2014 Budget Ordinance

9. PUBLIC HEARING

- Urban Redevelopment Plan II

10. OLD BUSINESS

- Establish Purchasing Authority for City Manager- City Manager Shawn Gillen
- Ordinance to Revise City Code to Authorize Administrative Powers to the City Manager- City Attorney Cecil McLendon Jr.
- Second Read on Ordinance to Amend Taxation Provision of Chapter 18- Finance Director Lisa Ferguson
- Discussion of Proposed Rules and Procedures for City Council Meetings- City Manager Shawn Gillen
- Second Read of Ordinance to Revised Agenda Procedures- City Manager Shawn Gillen

11. NEW BUSINESS

12. EXECUTIVE SESSION

13. REPORTS; COMMITTEES, COMMISSIONS, BOARDS AND APPOINTMENTS

14. PUBLIC COMMENTS

15. ADJOURNMENT



AGENDA ITEM REQUEST SHEET
JUNE 5, 2013

Subject: Gu's Bistro Proclamation

Date of Meeting: June 17, 2013

Budget Impact: ☐ Yes ☒ N/A

Budget Impact Amount: \$ N/A

Funding Source:

- ☐ Annual
- ☐ Capital
- ☐ Grant(s)/ Technical Assistance
- ☒ N/A

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

Department: Administrative

Department Head: Mayor

Action Requested: Mayor will present a proclamation to Gu's Bistro as June's "Business of the Month" for their recent recognition in the AJC as one the Metro area's best restaurants.

Respectfully,

S/Luke Howe
Assistant to the Mayor



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Painting RFP

Date of Meeting: June 17, 2013

Budget Impact: X Y N

Budget Impact Amount: \$ Sealed Bids

Funding Source:

(X) Annual

() Capital

() N/A

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: Review sealed bids to have the Police Department painted (interior only).

History, Facts, Issues: The interior of the Police Department is in dire need of painting. It is vital to keep the appearance of our building at a high level as we serve the public. The building has not been painted in several years and the walls and ceiling are now showing signs of wear.

Options: _____

Recommended Action: Approve sealed bid that is the most beneficial to the City Of Doraville.

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: Air Conditioner Installation RFP

Date of Meeting: June 17, 2013

Budget Impact: X Y N

Budget Impact Amount: \$ Sealed Bids

Funding Source:

(X) Annual

() Capital

() N/A

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: Review sealed bids to have a air conditioner unit installed in the Police Department server room.

History, Facts, Issues: We are relocating the server room to a larger area. The area that we are moving to is the old evidence room. Because of the sensitive nature of the temperature in a server room, it is imperative that we install a separate air condition unit to keep the room at the proper temperature. In the past, we have have issues with the temperature in the server that caused our server to go out of service, which takes the entire city network down.

Options: _____

Recommended Action: Approve sealed bid that is the most beneficial to the City Of Doraville.

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: Maintenance Contract RFP

Date of Meeting: June 17, 2013

Budget Impact: X Y N

Budget Impact Amount: \$ Sealed Bids

Funding Source:

(X) Annual

() Capital

() N/A

Regular Meeting (x)

Work Session ()

Recommendation ()

Policy/Discussion ()

Report ()

Other ()

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: Review sealed bids to seek a maintenance contract for the Police Department Facility.

History, Facts, Issues: Recently, we had a power outage at the Police Department and we could not get any electrical companies to respond at this critical moment. All the Most companies wanted cash money after business hour and I explained that is not possible. As a result, every company we call refused to come out. Our 911 center was greatly affected by the power outage as all power was out. By securing a maintenance service contract, we will have a company on call to respond in a reasonable time to all electrical related problems.

Options: _____

Recommended Action: Approve sealed bid that is the most beneficial to the City Of Doraville.

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

Administrative Comments and Recommendation: _____

Action Taken By Board: _____



AGENDA ITEM REQUEST SHEET
JUNE 5, 2013

Subject: CGI Agreement

Date of Meeting: June 17, 2013

Budget Impact: ☐ Yes ☒ N/A

Budget Impact Amount: \$ N/A

Funding Source:

- ☐ Annual
- ☐ Capital
- ☐ Grant(s)/ Technical Assistance
- ☒ N/A

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

Department: Administrative

Department Head: Mayor

Action Requested: Staff recommends agreement approval.

Background: In partnership with the National League of Cities and the U.S. Conference of Mayors, CGI Communications offers a cost-free Community Video Program. Through the program, selected communities receive a free, high-quality video that can be used on websites and virtual marketing mediums. The videos typically feature a welcome message from the mayor. They also highlight community strengths, attractions, quality of life, education, parks, etc. CGI makes their money from selling video ad space to local businesses.

We have been working with CGI for several weeks to facilitate this opportunity. The video production would typically cost between \$5-8,000 if we hired someone to do this. CGI has worked with communities across the country, including a handful in Georgia such as Norcross and Woodstock. In fact, Rip worked on the CGI project, while with the City of Norcross. He had a very good experience with them as well as all the cities we have reached out to. In order to participate, the City must execute an agreement with CGI. It has been approved by legal. It is attached. Please let me know your thoughts on this opportunity.

You can view the finished videos yourself by visiting CGI's Community Video Program website at (<http://www.relocate.org/>). You can also learn more about CGI by visiting their website at: <http://www.cgicompany.com/index.html>

Respectfully,

S/Luke Howe



The agreement between CGI Communications and the City of Doraville, Georgia shall be for a 1 year term from the date the videos go live on the www.doravillega.us website and shall automatically renew for 2 additional years.

1. We'll introduce your Chamber via our *Community Video Program*, which will link to your Chamber's Website from the Community Video Network (CVN).
2. We'll consult with you to script, videotape and edit from raw footage to final video, with professional voice-over and background music, a customized 60 second video, to be streamed on CVN and your Chamber's Website via our dedicated server in *Community Video Program* format.
3. We'll provide an additional chapter on Quality of Life and your choice of an Education or Relocation chapter. We will also provide a community organizations chapter to showcase nonprofits.
4. We retain all control and responsibility for our Content, which will comply with local community standards, including all advertisements, videos and links, which you agree to display to all users from a link on the Homepage of your Website.
5. Membership Fulfillment Program:
 - We will pay your Chamber 5% of any revenue we derive from each Chamber Member who participates in the *Community Video Program*.
 - In addition, we'll pay up to \$250.00 towards the first year of a new Chamber Membership from revenue we derive from non-member Program Sponsors who agree to join your Chamber.
 - *Full Transparency Program*: We will provide instant online account updates and make timely quarterly royalty payments to you.
6. You'll provide us with a signed Letter of Recognition/Introduction on Chamber Letterhead and the right to use the name and likeness of your director /president.
7. CGI Communications, Inc. will indemnify and hold the City of Doraville, GA harmless from and against all claims, damages, losses, and expenses arising out of or resulting from any willful misconduct or negligence in CGI's performance of this Agreement, unless such claims, damages, losses or expenses solely result from the City's negligence. For purpose herein, the term "City", includes the City's officers, employees, and agents.

The undersigned understand and agree to all the above terms and have full authority to sign this agreement.

Chamber: _____

Community Video Network _____

Signature: _____

Signature: _____

Nicole Rongo

Printed Name & Title: _____

Printed Name & Title: Nicole Rongo, Vice President
of Marketing

Date: _____

Chamber Website, Email and Phone: _____



URBAN REDEVELOPMENT PLAN II

JUNE 2013

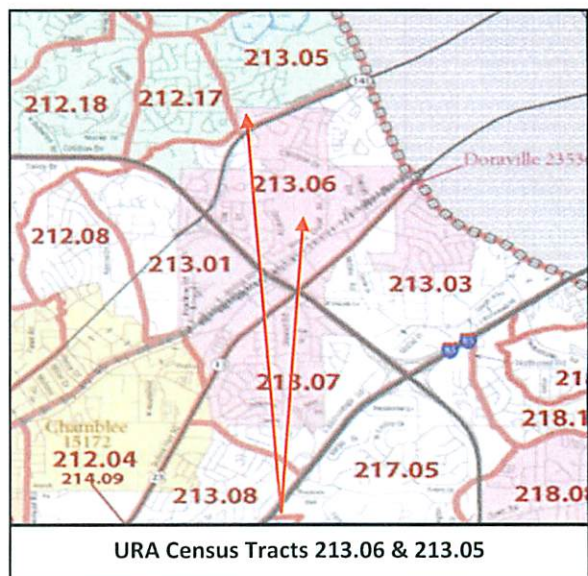
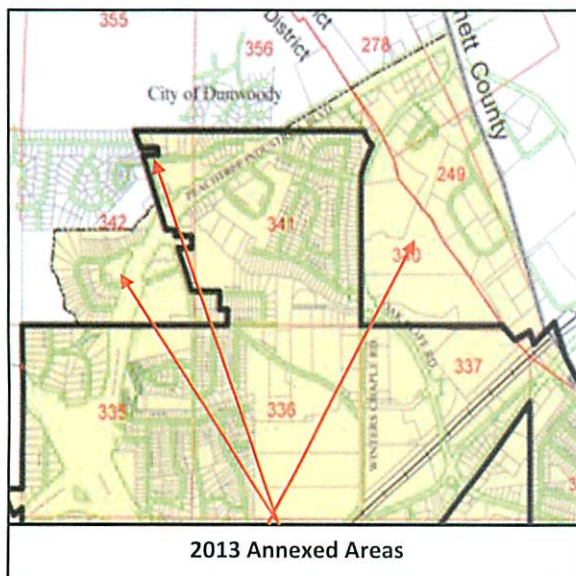
Purpose and Intent of the Doraville Urban Redevelopment Plan

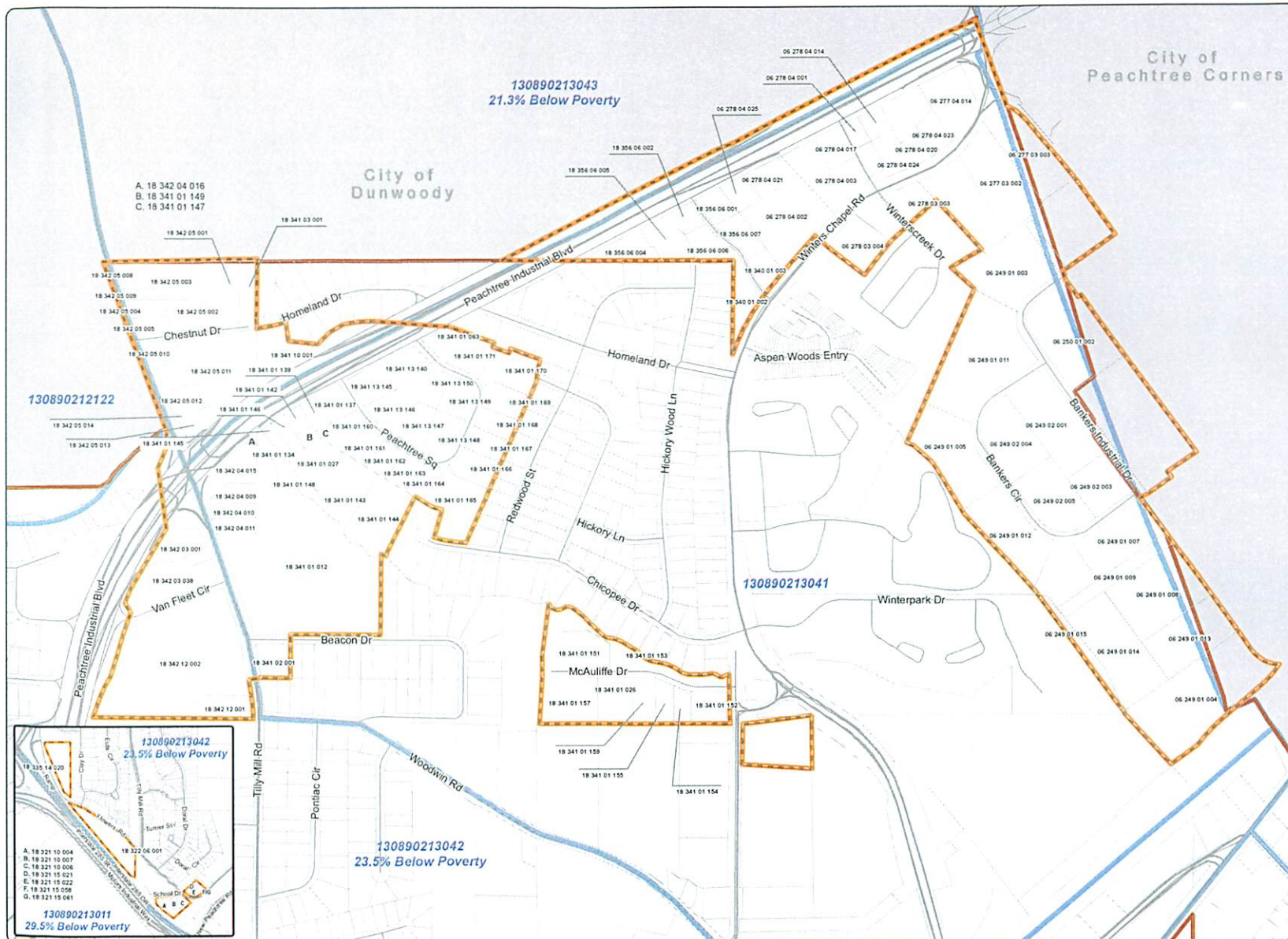
The City of Doraville Urban Redevelopment Plan II is intended to implement the ideas and measures communicated by adopted plans — most notably the City of Doraville Comprehensive Plan (2005-2025). The footprint of the Redevelopment Plan represents non-residential areas in Council District One — the northern third of the City. The area described herein is indicative of blight and other negative conditions that impair its future economic growth and prosperity. This Plan discusses those negative conditions and offers implementation tools enabled by Georgia law for redevelopment or the rectification of those conditions.

In conjunction with adoption of this Redevelopment Plan, the City will seek Georgia Opportunity Zone status, which would bring significant job tax credit advantages to the area's employers and enhance the image of the City as a preferred location for business. The Redevelopment Plan and Opportunity Zone designation will work together to produce an environment poised for revitalization.

Redevelopment Area Boundary

Positioned in the most northern section of town, the Urban Redevelopment Area II is bound by Peachtree Industrial Boulevard, the cities of Dunwoody and Peachtree Corners and the petroleum tank farms. Politically, the area is designated as Council District One. On January 1, 2013, the City expanded by approximately a half square mile as a result of Senate Bill 532. The annexation absorbed the "unincorporated (DeKalb) islands" that were created as a result of Dunwoody's 2008 incorporation. The map below (left) illustrates this territorial expansion. The bold line represents the City's pre-2013 borders. The corporate boundary expanded to the shaded yellow areas to the east and west of the northern section on January 1, 2013. A single commercial parcel in the northwest corner existed as an "island" onto itself until it was officially annexed on March 18, 2013 by an ordinance of the City Council. By an large, the URA is situated within Census tract 213.06. A small portion of the area north of Peachtree Industrial (14 commercial parcels) is included in tract 213.05. A map of the URA/ proposed Opportunity Zone is included on the following page.





City of Doraville
 3725 Park Avenue
 Doraville, Georgia 30340
 (770) 451-8745 - www.doravillega.us

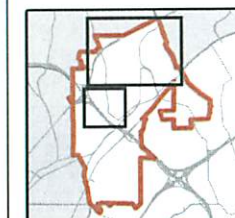
Urban Redevelopment Area/Opportunity Zone II

City of Doraville
 DeKalb County

June 6, 2013

Legend

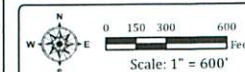
- Parcels
- Urban Redevelopment Boundary
- City Limits
- Local Roadways
- Major Roadways
- Census Block Groups (05-09)



Map Preparer: Rich Edinger, P.E.
 Clark Patterson Lee
 350 Town Center Ave
 Suite 201
 Suwanee, GA 30024

OZ Administrator: Luke Howe
 City of Doraville
 3725 Park Avenue
 Doraville, GA 30340

Opportunity Zone Location:
 City of Doraville, DeKalb County
 District 1H: Land Lots 321-322, 335,
 340-342 & 356-357
 District 6: Land Lots 277-278 & 249-250



Map Notes:
 All census block groups are identified; not all groups are above the 15% poverty level unless indicated. Poverty level as identified by the DCA based on 2012 Opportunity Zone mapping.

Disclaimer: All data is provided as is, with all faults, without warranty of any kind, either expressed or implied. This map is the property of the City of Doraville, Georgia and its assigns. All rights reserved.

Statistical Comparison

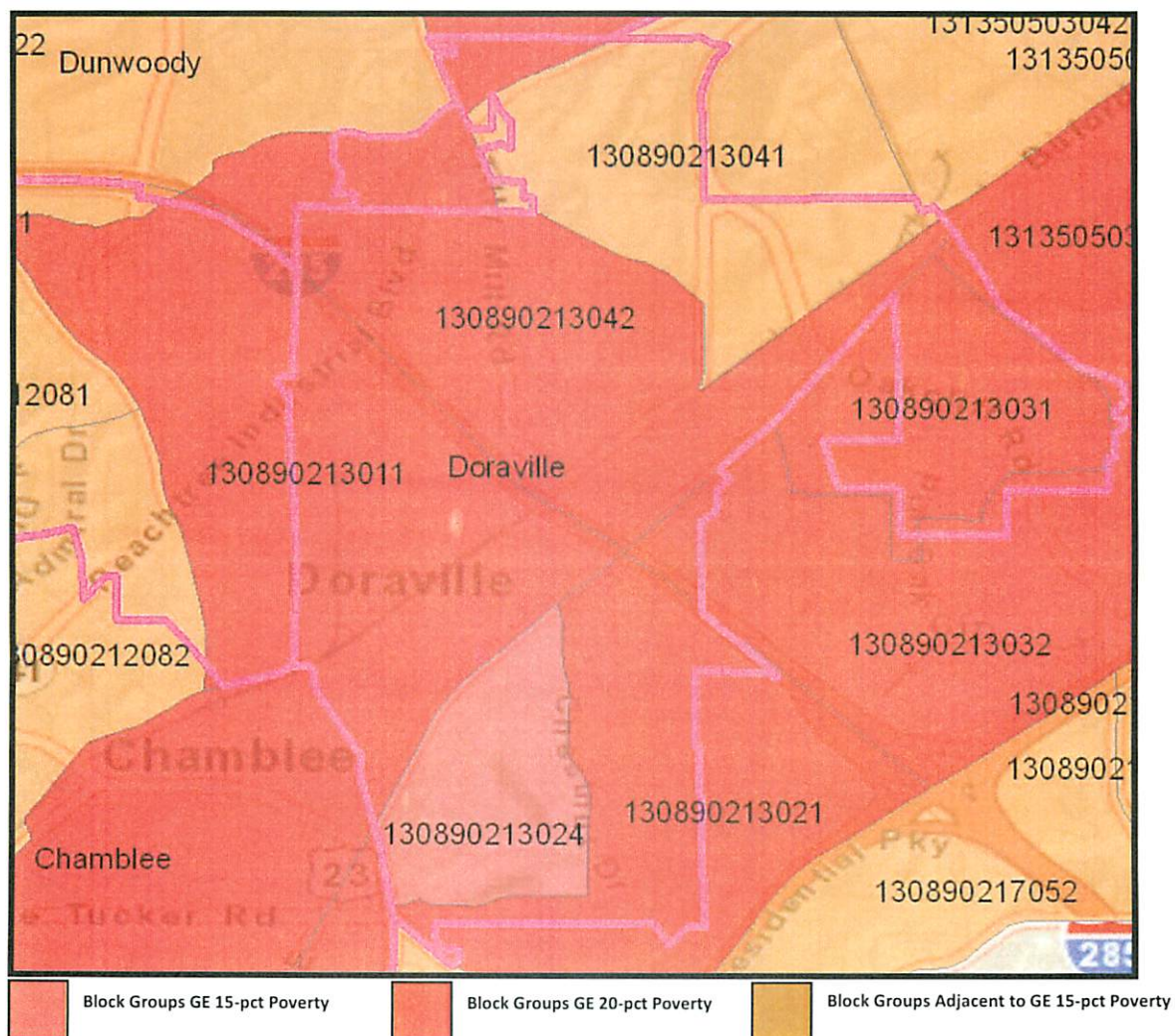
While unemployment rate for the 213.06 tract trails comparisons, it lags behind the region, county and city in household income and median home value. In educational attainment, the tract slightly edges the city by two percent, but falls well short of metro and county levels.

[illegible]

Source: U.S. Census Bureau 2010 ACS

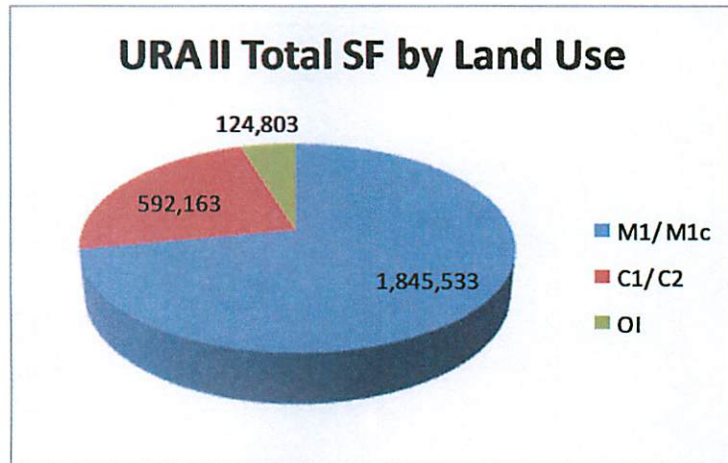
Poverty

For those living below the poverty level, the area outpaces metro and county levels. In order to qualify for Opportunity Zone status, an urban redevelopment area must be within or adjacent to a census tract with a 15 percent or greater poverty level. As the map below illustrates, the entire redevelopment area satisfies that requirement.



Land Use

The URA consist of 93 commercial parcels. The M1 and M1c or light industrial zoning classifications make up more than 50 percent (56 parcels) of the URA. It includes more than 1.8 million square feet of space. With the exception of 12 parcels, this use is concentrated in the Carlco/ McAuliffe, Northeast Atlanta and Peachtree Square parks. These "flex" or versatile developments can accommodate of-
fice, R&D, quasi-retail sales and industrial warehouse and distribution uses.



With nearly 600,000 square feet of space, the C1/ C2 or general commercial use makes up nearly 30 percent (30 parcels) of the URA. For the most part, it includes the Doraville Home Depot, the Tilly Mill Professional Center, Tilly Mill Crossing and Georgia Christian University, a 50,000 square foot facility between Winters Chapel Road and Peachtree Boulevard. Several smaller strip centers and stand-alone structures along Peachtree Industrial Boulevard make up about a third of the total C1/C2 space.

Finally, seven O-I (office/ institutional) parcels round out the area's land uses. 86 percent this is concentrated in the, seven-building, ten-acre Peachtree Renaissance Office Park. A Class C office development, Peachtree Renaissance is located between Winters Chapel and Peachtree Industrial. Several outlying parcels along Winters Chapel and north of Peachtree Industrial make up the remaining 14 percent of O-I.

The majority of the URA was included in the recent annexation. Its existing zoning was adopted by the City Council. At this time, the City does not anticipate any future changes in the current land use. The official City Zoning Map is located in the Appendix.

Negative Conditions

Vacancies

Chief among the negative conditions that exist within the URA is a staggering overall vacancy rate of 20 percent. The M1/ M1c zoning classifications lead the three major land uses with 285,974 square feet of vacant space, representing 15.5% of the total industrial space available. With more than 215,000 square feet of available space, the Northeast Atlanta Industrial Park on Bankers Industrial Drive and Bankers Circle represents 75 percent of the URA's industrial vacancy. The Peachtree Square Industrial Park comes in second with nearly 40,000 square feet available, while the Carlco/ McAuliffe Park trails slightly with approximately 38,000 square feet.

Land Use	Total Space	Vacant Space	%
M1/ M1c	1,845,533	285,974	15.5%
C2/ C2	592,163	170,867	29%
OI	124,803	46,080	37%
Total	2,562,499	502,921	20%

Altogether, the URA edges the U.S. and Atlanta MSA industrial vacancy rates by one and a half percent. The good news is that the overall metro Atlanta industrial market has shown solid gains for the second the year in a row. What's even more encouraging is that the Northeast Atlanta submarket, of which Doraville and the URA belong, outpaced the rest of the metro area by netting more than 4 million square feet in absorption. Despite the gains, Northeast Atlanta is saddled with a 21 percent vacancy rate. While the area saw positive net absorption for bulk warehouse and shallow bay distribution facilities, flex facilities, on the other hand, experienced a negative net absorption of 117,676 square feet, according to Colliers International's 2012 Fourth Quarter Report. An illustration from the Collier's report, comparing the metro submarkets is located in the Appendix.

Use	URA	MSA	U.S.
Industrial	15.5%	13%	13%
Retail	29%	10.5%	13%
Office	37%	19%	15.5%

O-I Vacancy

From a percentage stand point, O-I (office-institution) leads all URA uses with a 37 percent vacancy rate (46,080 out of 124,803 total square feet). The Peachtree Renaissance (6675-6765 Peachtree Industrial Boulevard) and Perimeter Place (4016 Flowers Road) office parks accounts for all O-I vacancies. Built in 1972, the former is a Class C park with 43 percent vacancy. While classified as O-I, the latter is more flex. Built in 1985, Perimeter Place has 20,000 square feet available. Both properties are microcosms of the greater Northeast Atlanta submarket.

With a 22.4 percent vacancy rate, the sub-region is second only to the Downtown (22.7) and West Atlanta market (29%). The Northeast ended the Fourth Quarter of 2012 with a net absorption of -31,200 square feet; however, the year, as a whole, ended on a positive note with a net absorption of 397,573. According to Cassidy-Turley's Fourth Quarter 2012 Office Market Snapshot, the positive absorption reflects a steady rebound in Metro Atlanta's overall office market. The real estate data service expects this trend to continue as long as new office development remains limited and moderate job growth continues. While increasing demand for Class A space is projected for the metro area in 2013, Cassidy-Turley's outlook for Class B and C space is not as encouraging. According to their Third Quarter 2012 report, "lower quality product is not seeing nearly the same level of improvement," noting "vacancy for class B and C remains near historically high level." At that time, their respective vacancy rates were 19.3 and 17.2 percents, respectively. By year's end, their overall rates had increased slightly to 20.1 and 17.8 with absorption rates of 295,271 and -151,454.

Cassidy Turley Office Market Snapshot Atlanta • Fourth Quarter 2012										
SUBMARKET	TOTAL BLDG	INVENTORY	SUBLET VACANT	DIRECT VACANT	TOTAL VACANT	VACANCY RATE	Q4 12 NET ABSORPTION	YTD NET ABSORPTION	UNDER CONSTRUCTION	AVG. ASKING RENT (ALL CLASSES)
Downtown	161	22,329,247	320,052	4,740,886	5,060,938	22.7%	-12,364	-247,892	0	\$17.91
Midtown	142	18,809,148	207,913	3,418,638	3,626,551	19.3%	86,446	532,200	450,000	\$24.09
Buckhead	123	19,313,870	184,532	3,226,285	3,410,817	17.7%	-39,811	723,099	100,000	\$25.03
Central Perimeter	277	25,377,734	287,500	5,193,645	5,481,145	21.6%	121,134	837,651	0	\$20.04
North Fulton	431	23,052,883	192,432	4,496,694	4,689,126	20.3%	-262,193	-285,494	0	\$17.06
Northwest	580	31,226,609	235,316	5,909,449	6,144,765	19.7%	102,279	-176,204	16,650	\$18.10
Northeast	615	21,559,836	93,112	4,735,335	4,828,447	22.4%	-31,200	397,573	358,268	\$15.25
Northlake	467	17,280,379	62,805	2,529,173	2,591,978	15.0%	39,373	28,358	302,971	\$16.87
South Atlanta	367	11,243,498	55,504	1,659,361	1,714,865	15.3%	-38,826	105,683	0	\$15.90
West Atlanta	88	3,066,928	0	886,005	886,005	28.9%	9,316	21,042	0	\$12.93
ATLANTA MARKET TOTALS	3,251	193,260,132	1,639,166	36,795,471	38,434,637	19.9%	-25,846	1,936,016	1,227,889	\$18.74
Class A	411	96,634,152	1,295,263	18,134,162	19,429,425	20.1%	215,224	1,795,862	1,184,476	\$21.93
Class B	1,984	77,947,449	325,919	15,354,753	15,680,672	20.1%	-165,116	295,271	43,413	\$15.33
Class C	856	18,678,531	17,984	3,306,271	3,324,255	17.8%	-75,954	-151,454	0	\$14.14
TOTAL	3,251	193,260,132	1,639,166	36,795,186	38,434,352	19.9%	-25,846	1,939,679	1,227,889	\$18.74

C1/ C2 Vacancy

Percentage-wise, C1/ C2 uses trail O-I vacancy with an overall 29 percent rate (or 170,867 out of a combined 592,163 square feet). As with industrial and office, the lion's share of available space came with the annexation of the unincorporated "islands," accounting for 78 of the total vacancy.

About a 113,000 is directly attributed to the old Friday's Plaza. Built in the mid 1980s, the strip retail center is currently being marketed as Tilly Mill Crossing. Presently, it only has two tenants. Another notable development is the Tilly Mill Professional Center located at 4353 Tilly Mill Road. Constructed in 2008, the 13,800 square foot facility currently has over 7,200 square feet of space (53%) available. The remaining vacancies include a handful of C2 stand-alones buildings scattered along Peachtree Industrial. The good news is the properties enjoy good visibility and access. The not so good news is that the demographic isn't strong enough to prompt a mad rush among the big name retailers and restaurants that once populated the area.

Taking a step back, Cushman & Wakefield provide cautious optimism for the regional retail market. They cite a Moody's Analytics report that predicts three years of steady job growth — an annual average of 62,400 jobs for 2013-2015. They also cite population growth and rising household income as catalysts for retail growth, and, while this is true for the greater Atlanta region, the same cannot be said for the URA or Doraville. In fact, as the 2010 LCI and the first URP point out, the City is actually experiencing negative growth both in terms of population and household income. Furthermore, the Cushman & Wakefield's Fourth Quarter 2012 report indicates that the overall growth is largely attributed to mixed-use developments.

This bodes well for the GM site but not so much for aging strip centers. And again, as with industrial and office, the Northeast submarket is bringing up the rear regionally. With a 9.7 percent overall vacancy rate, it is second only to the West Metropolitan submarket.

GENERAL RETAIL MARKET STATISTICS						Mid-Year 2012			
Market	Existing Inventory		Vacancy			YTD Net Absorption	YTD Deliveries	Under Const SF	Quoted Rates
	# Blds	Total GLA	Direct SF	Total SF	Vac %				
Buckhead Ret	533	4,190,899	380,365	380,365	9.1%	23,158	0	68,829	\$26.62
Central Atl Ret	1,172	18,952,016	698,945	703,597	3.7%	(9,929)	0	300,000	\$18.44
Central Perimeter Ret	327	2,701,236	140,292	169,292	6.3%	13,864	0	0	\$16.58
Coweta County Ret	466	3,042,445	161,042	161,042	5.3%	10,125	0	0	\$14.29
Dekalb Ret	1,967	14,206,415	833,863	845,171	5.9%	98,271	0	85,300	\$13.41
Georgia 400 Ret	1,348	12,390,955	604,192	626,455	5.1%	70,141	45,554	19,330	\$14.24
Gwinnett Ret	2,640	23,606,872	1,399,320	1,429,236	6.1%	(58,849)	0	64,600	\$12.13
NE Atlanta Outlying Ret	584	5,113,732	386,241	497,199	9.7%	8,138	7,350	0	\$7.51
North Cobb Ret	1,881	15,933,533	1,189,793	1,212,297	7.6%	67,626	71,440	46,447	\$10.67
South Atlanta Ret	2,740	18,273,131	1,162,143	1,204,081	6.6%	(18,820)	0	5,000	\$9.49
South Cobb Ret	956	7,115,116	440,575	465,575	6.5%	75,146	0	87,050	\$12.86
South Metropolitan Ret	1,945	14,018,591	643,121	681,121	4.9%	46,635	0	77,397	\$9.58
West Metropolitan Ret	1,312	11,799,112	1,154,540	1,154,540	9.8%	(77,443)	16,308	0	\$9.59
Totals	17,871	151,344,053	9,194,432	9,529,971	6.3%	248,063	140,652	753,953	\$12.59

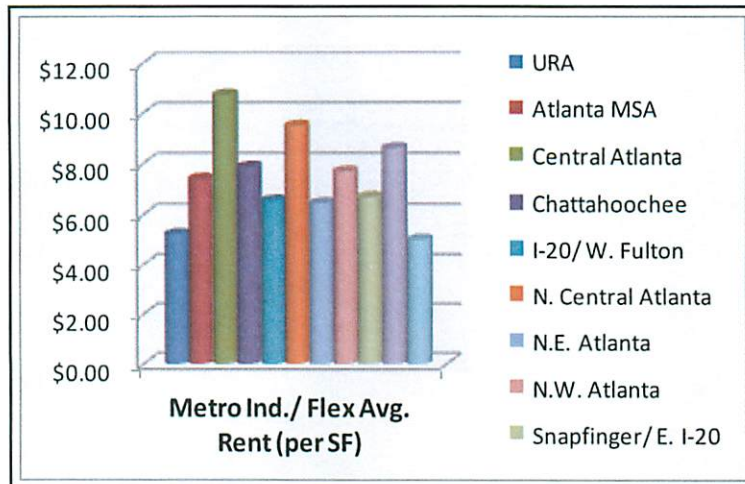
Source: CoStar Property®

Lower than Average Rents

According to the Georgia Department of Community Affairs' *A Guide to Using the Georgia Urban Redevelopment Act*, lower than average commercial rents per square foot presents a glaring indicator of blight particularly when coupled with high vacancies and visual blight.

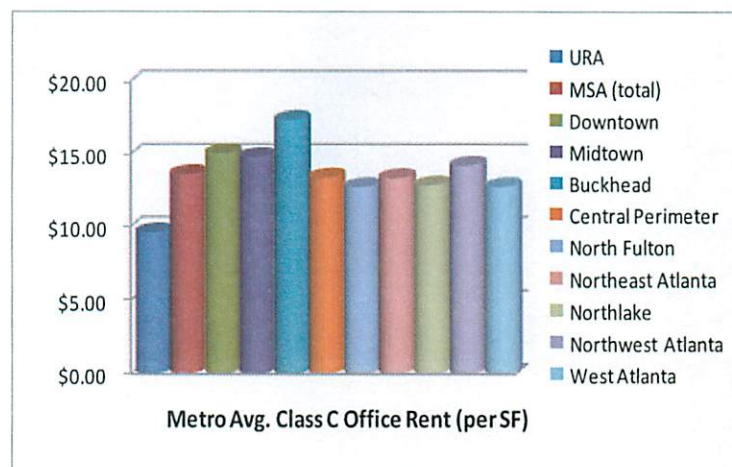
As the illustrations on the following page reveal, the average rent per square foot for the URA's M1/M1c (\$5.24) lags behind metro Atlanta's major industrial submarkets. The URA fairs slightly better than the Stone Mountain area, which trails the field. With an average of \$6.47 per square foot, the Northeast submarket, which includes Doraville and the URA, ranks third from last.

Industrial/ Flex (per SF)	
Market/ Submarket	Avg. Rent
URA	\$5.24
Atlanta MSA	\$7.40
Central Atlanta	\$10.74
Chattahoochee	\$7.88
I-20/ West Fulton	\$6.57
North Central Atlanta	\$9.50
Northeast Atlanta	\$6.47
Northwest Atlanta	\$7.70
Snapfinger/ East I-20	\$6.70
South Atlanta	\$8.61
Stone Mountain Area	\$5.01



Similarly, the average rent for Class C office space in the URA fetches a \$4 less than the metro average of \$13.60. The URA all major Class C submarkets. By the same token, the Northeast submarket (\$13.34), as a whole, barely edges the Northlake (\$12.83), West Atlanta (\$12.73) and North Fulton (\$12.72) submarkets.

Metro Class C Office Rent (per SF)	
Submarket	Avg. Rent (per SF)
URA	\$9.62
Atlanta MSA (total)	\$13.60
Downtown	\$15.05
Midtown	\$14.81
Buckhead	\$17.36
Central Perimeter	\$13.37
North Fulton	\$12.72
Northeast Atlanta	\$13.34
Northlake	\$12.83
Northwest Atlanta	\$14.20
West Atlanta	\$12.73



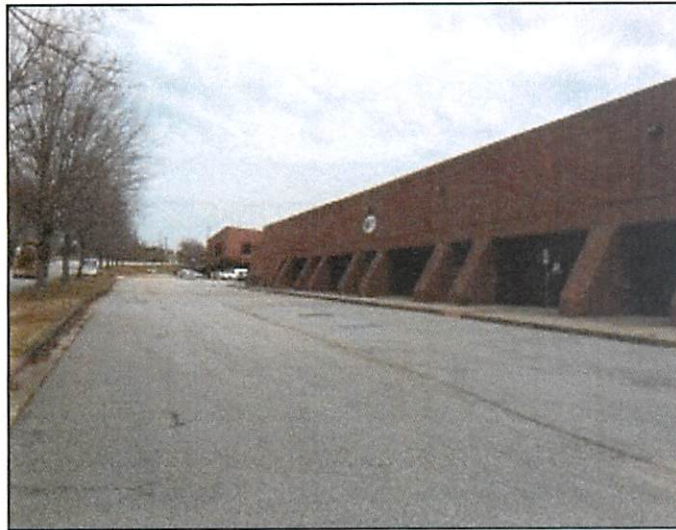
As far as retail space, the URA ranks second to last with an average rent of \$7.80 per square foot. The URA fares slightly better than the Northeast submarket, which trails the entire region with \$7.51 per square foot.

Metro Retail Rent (per SF)	
Submarket	Avg. Rent
URA	\$7.80
Buckhead	\$26.62
Central Atlanta	\$18.44
Central Perimeter	\$16.58
Coweta Co.	\$14.29
DeKalb	\$13.41
Gwinnett	\$12.13
Northeast Atlanta	\$7.51
South Atlanta	\$9.49
West Metro	\$9.59



Visual Blight







Consistency With Adopted Planning

This URP is consistent with the City Comprehensive Plan (2005-2025). The underscoring theme of the Comp Plan, of course, is City-wide redevelopment. Demonstrating their commitment to a vision predicated on redevelopment, the Comprehensive Plan has been adopted by the City of Doraville City Council. The strategies and goals of the plan form the crux of this redevelopment plan. The Comprehensive Plan even anticipates the recent annexations, applying the same redevelopment strategies and goals to those areas as well as the corporate limits at the time the plan was developed.

Needed Infrastructure

No new infrastructure is needed to support redevelopment in the area. Most local streets, however, are in great need of resurfacing. The City will leverage its annual Local Maintenance and Improvement Grant (LMIG) allocation to resurface streets that satisfy GDOT's PACES rating system.



Plan Impacts

Description of Parcels to be Acquired

The Redevelopment Plan does not require any parcels to be acquired by the City at this time. If circumstances should change such that property acquisition becomes a probability, is desired or necessary, the plan will be amended to reflect these changes.

Structures to be Demolished or Rehabilitated

There are no structures anticipated to be demolished. The plan will be updated in the event any changes occur in future actions.

Strategy for Relocating Displaced Residents

The City has determined the need for a relocation strategy is not necessary at this time. The City is targeting only unoccupied blighted or underdeveloped areas and therefore no relocation of residents shall occur due to the plan. Should the need arise and the displacement of residents becomes necessary in the future, the Plan shall be amended to include a relocation plan/strategy for displaced residents meeting any and all local, state or federal statutory requirements.

Covenants and Restrictions to be placed on Properties

No covenants or restrictions will be placed on properties at this time.

Plan to Leverage Private Resources for Redevelopment

Opportunity Zone

The City has identified several resources by which to encourage development in the target area. Upon adoption of the Urban Redevelopment Plan, the City will seek to establish an Opportunity Zone or Opportunity Zones to include the Doraville Urban Redevelopment Area II. Administered by the Department of Community Affairs, the Opportunity Zone program affords the state's highest Job Tax Credit of \$3,500 per employee. The incentive, which is available for new or existing businesses that create two or more jobs, can be taken against the business's Georgia income tax liability and payroll withholding tax. The program is intended to spur development or redevelopment in qualifying census tracts.

Enterprise Zone

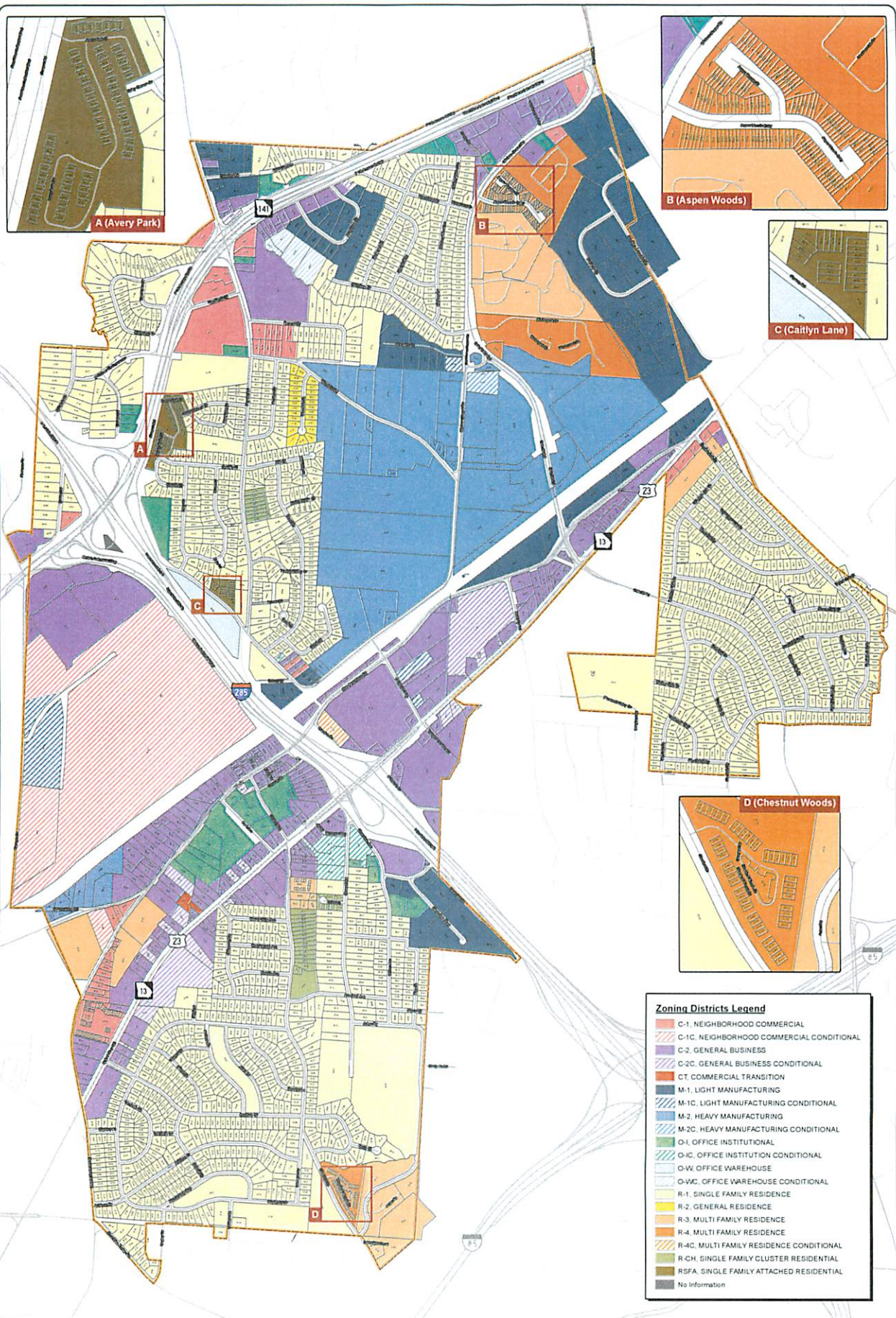
Upon adoption of the URP, the City may establish an Enterprise Zone in M1 areas with high vacancies. In 1997, the General Assembly enacted the Enterprise Zone Employment Act, recognizing the need for revitalization in many areas of Georgia. The State Enterprise Zone program intends to improve qualifying census tracts. The criteria for Enterprise Zone (EZ) designation are similar to Opportunity Zones. Unlike the OZ program, however, the EZ is a statutory abatement program. The state code (36-88-8 and 36-88-9), governing the EZ is included in the Appendix.

Strategy for Plan Implementation (TENTATIVE)

The City will serve as its own redevelopment agency in implementing the Plan. The schedule for implementing the Plan is as follows:

Public Hearing	June, 2013
Adoption of Plan	June, 2013
Establish Opportunity Zone	Late Summer/ Fall, 2013
Establish Enterprise Zone	Summer 2013
Promote and Offer Incentives Packages for New Businesses	Late Fall, 2013
Evaluate Code to Promote Redevelopment	Winter, 2013

APPENDIX



Zoning Districts Legend

	C-1, NEIGHBORHOOD COMMERCIAL
	C-1C, NEIGHBORHOOD COMMERCIAL CONDITIONAL
	C-2, GENERAL BUSINESS
	C-2C, GENERAL BUSINESS CONDITIONAL
	CT, COMMERCIAL TRANSITION
	M-1, LIGHT MANUFACTURING
	M-1C, LIGHT MANUFACTURING CONDITIONAL
	M-2, HEAVY MANUFACTURING
	M-2C, HEAVY MANUFACTURING CONDITIONAL
	O-1, OFFICE INSTITUTIONAL
	O-1C, OFFICE INSTITUTIONAL CONDITIONAL
	O-W, OFFICE WAREHOUSE
	O-WC, OFFICE WAREHOUSE CONDITIONAL
	R-1, SINGLE FAMILY RESIDENCE
	R-2, GENERAL RESIDENCE
	R-3, MULTI FAMILY RESIDENCE
	R-4, MULTI FAMILY RESIDENCE
	R-4C, MULTI FAMILY RESIDENCE CONDITIONAL
	R-CH, SINGLE FAMILY CLUSTER RESIDENTIAL
	RSFA, SINGLE FAMILY ATTACHED RESIDENTIAL
	No Information

the city of
Doraville
3725 Park Avenue
Doraville, Georgia 30340
(770) 451-4743 - www.doravillega.com

City Zoning Map
Including City of Doraville
Annexed Areas & Addresses
March 28, 2013

Legend

County Boundary Major Roads Parcels

City Boundary Local Roads

Scale: 1" = 1,200'
(11x17 sheet)

Map Notes: Zoning districts appear as of date of publication. District boundaries based on publication of latest zoning map prepared by Rock & Wood, August 2011. Parcel data from PinPoint County GIS, updated November 2012. Parcels with no address either have no current number or share the "parent parcel" address. Contact office for details.

Disclaimer: All data is provided as is, with all faults, without warranty of any kind, either expressed or implied. This map is the property of the City of Doraville, Georgia and its assigns. All rights reserved.

Enterprise Zone Act

§ 36-88-8. Tax exemption

(a)(1) The governing body of a local government or governments creating an enterprise zone shall include in the creating ordinance a provision to exempt qualifying business and service enterprises from state, county, and municipal ad valorem taxes that would otherwise be levied on the qualifying business and service enterprises not to exceed the following schedule:

(A) One hundred percent of the property taxes shall be exempt for the first five years;

(B) Eighty percent of the property taxes shall be exempt for the next two years;

(C) Sixty percent of the property taxes shall be exempt for the next year;

(D) Forty percent of the property taxes shall be exempt for the next year; and

(E) Twenty percent of the property taxes shall be exempt for the last year.

(2) For any qualifying business or service enterprise, the schedule provided for in paragraph (1) of this subsection may begin in any year during which an area has an enterprise zone designation. Such tax exemption may continue even if the area's enterprise zone designation has terminated. A minimum of five new jobs must be maintained for a qualifying business or service enterprise to maintain eligibility for the tax exemption provided pursuant to this Code section.

(b) If the project consists of new residential construction, residential rehabilitation, or other rehabilitation of an existing structure and the value of the improvement exceeds the value of the land by a ratio of five to one, then the exemption schedule in subsection (a) of this Code section shall also apply whether or not the project is carried out by a qualifying business or service enterprise.

(c) In no event shall the value of the property tax exemptions granted to qualifying business and service enterprises within an enterprise zone created by a city, a county, or both, exceed 10 percent of the value of the property tax digest of the creating jurisdiction or jurisdictions.

§ 36-88-9. Other tax incentives; reporting

(a) In addition to other incentives, the local governing body or bodies creating an enterprise zone may include in the creating ordinance an exemption or abatement from occupation taxes, regulatory fees, building inspection fees, and other fees that would otherwise have been imposed on a qualifying business. Such governing bodies may grant any of these incentives either when the enterprise is initially created or by subsequent resolution making such incentives applicable to an existing enterprise zone.

(b) Local governments shall report designations of enterprise zones to the department, providing sufficient information to identify at a minimum the geographic boundaries of the zones, the specific fees and taxes to be exempted or abated, and the beginning and end dates of the designation period. The time and manner of reporting shall be determined by the department.

UPDATE Market Comparisons

EXISTING PROPERTIES			VACANCY				ABSORPTION		DELIVERIES		U/C	RENT	
PROP TYPE	BLDG	TOTAL SF	DIRECT VCY %	SUB VCY %	TOTAL VCY SF	VCY CURR %	VCY PRIOR %	NET ABSORP CURR SF	NET ABSORP YTD SF	NEW SUPPLY CURR SF	NEW SUPPLY YTD SF	UNDER CONSTR SF	AVG RENT (NNN)
CENTRAL ATLANTA IND.													
Flex	95	2,822,083	10.6%	0.1%	301,151	10.7%	8.5%	(62,500)	(28,003)	-	-	-	\$10.37
Shallow-Bay	35	1,256,858	8.5%	-	107,090	8.5%	8.5%	-	(12,780)	-	-	-	\$2.33
Warehouse	255	11,654,653	13.4%	-	1,565,558	13.4%	12.8%	(69,235)	(384,310)	-	-	-	\$3.47
Total	386	15,733,594	12.5%	0.0%	1,973,799	12.5%	11.7%	(131,735)	(425,093)	-	-	-	\$4.40
CHATTAHOOCHEE IND.													
Flex	111	2,698,657	10.4%	-	279,849	10.4%	10.9%	13,646	(10,628)	-	-	-	\$7.86
Shallow-Bay	27	862,949	2.3%	-	20,000	2.3%	2.3%	-	92,870	-	-	-	\$4.00
Warehouse	359	17,701,348	8.2%	0.3%	1,504,693	8.5%	8.5%	(729)	(86,393)	-	-	-	\$4.20
Total	497	21,262,954	8.2%	0.2%	1,804,542	8.5%	8.5%	12,917	(4,151)	-	-	-	\$4.81
I-20 W / FULTON IND.													
Flex	98	3,063,527	14.2%	-	434,248	14.2%	15.4%	37,791	46,798	-	-	-	\$6.05
Shallow-Bay	218	12,773,329	12.0%	0.1%	1,540,601	12.1%	14.7%	335,411	248,177	-	-	-	\$2.56
Warehouse	774	74,917,904	13.2%	0.3%	10,078,031	13.5%	13.6%	92,198	1,125,330	-	-	653,484	\$2.88
Total	1,090	90,754,760	13.0%	0.2%	12,052,880	13.3%	13.8%	465,400	1,420,305	-	-	653,484	\$2.91
NORTH CENTRAL ATLANTA IND.													
Flex	252	8,494,501	22.2%	0.1%	1,888,722	22.2%	21.9%	(27,302)	(33,810)	-	-	-	\$9.48
Shallow-Bay	116	4,686,153	10.3%	-	480,622	10.3%	10.4%	7,518	(94,585)	-	-	-	\$6.02
Warehouse	399	15,223,109	9.4%	-	1,432,898	9.4%	10.2%	121,349	179,921	-	-	-	\$4.50
Total	767	28,403,763	13.4%	0.0%	3,802,242	13.4%	13.7%	101,565	51,526	-	-	-	\$6.38
NORTHEAST ATLANTA IND.													
Flex	646	18,704,570	20.4%	0.7%	3,947,282	21.1%	21.1%	(5,182)	(117,676)	-	27,502	-	\$6.31
Shallow-Bay	461	22,978,506	12.0%	0.1%	2,797,995	12.2%	13.1%	223,409	335,583	-	-	-	\$4.00
Warehouse	1,670	129,843,284	10.0%	0.2%	13,186,561	10.2%	10.6%	617,328	4,190,271	-	310,000	1,899,586	\$3.26
Total	2,777	171,526,360	11.4%	0.2%	19,931,838	11.6%	12.1%	835,555	4,408,178	-	337,502	1,899,586	\$3.60
NORTHWEST ATLANTA IND.													
Flex	306	9,954,243	14.6%	1.0%	1,556,558	15.6%	14.4%	(119,027)	(190,326)	-	-	-	\$8.40
Shallow-Bay	214	9,206,110	12.7%	-	1,172,383	12.7%	13.3%	52,538	213,073	-	-	-	\$3.48
Warehouse	820	42,687,794	11.1%	0.1%	4,775,101	11.2%	11.1%	(42,018)	1,140,393	-	-	-	\$3.90
Total	1,340	61,848,147	11.9%	0.3%	7,504,042	12.1%	12.0%	(108,507)	1,163,140	-	-	-	\$4.23
SNAPPINGER / I-20 EAST IND.													
Flex	119	2,950,345	6.0%	-	177,737	6.0%	6.5%	13,600	36,928	-	-	-	\$7.16
Shallow-Bay	103	4,702,223	9.2%	-	434,390	9.2%	9.3%	2,605	192,980	-	-	-	\$2.95
Warehouse	436	37,018,207	10.2%	-	3,759,811	10.2%	10.4%	98,258	236,818	-	-	-	\$3.03
Total	658	44,670,775	9.8%	-	4,371,938	9.8%	10.0%	114,463	466,726	-	-	-	\$3.11
SOUTH ATLANTA IND.													
Flex	233	5,375,457	11.2%	-	603,132	11.2%	9.4%	(97,692)	(161,826)	-	-	-	\$8.65
Shallow-Bay	214	13,316,216	17.5%	0.1%	2,338,428	17.6%	19.1%	208,548	374,175	-	-	-	\$3.23
Warehouse	1,186	129,033,830	12.4%	1.3%	17,745,394	13.8%	14.0%	341,298	74,881	-	1,060,640	1,968,508	\$2.77
Total	1,633	147,725,503	12.8%	1.2%	20,686,954	14.0%	14.3%	452,154	287,230	-	1,060,640	1,968,508	\$2.86
STONE MOUNTAIN IND.													
Flex	135	3,415,553	22.4%	0.6%	784,925	23.0%	23.8%	29,248	(14,469)	-	-	-	\$4.94
Shallow-Bay	164	6,910,645	14.1%	-	973,132	14.1%	14.5%	30,780	2,606	-	-	-	\$3.40
Warehouse	314	16,361,494	10.0%	-	1,641,931	10.0%	10.0%	(10,623)	44,835	-	-	-	\$3.17
Total	613	26,687,692	12.7%	0.1%	3,399,988	12.7%	12.9%	49,405	32,972	-	-	-	\$3.37
ATLANTA MARKET GRAND TOTAL													
Flex	1,995	57,478,936	16.9%	0.5%	9,973,604	17.4%	17.0%	(217,418)	(473,012)	-	27,502	-	\$7.40
Shallow-Bay	1,553	76,692,989	12.8%	0.1%	9,864,641	12.9%	14.0%	860,809	1,352,099	-	-	-	\$3.47
Warehouse	6,213	474,441,623	11.3%	0.5%	55,689,978	11.7%	12.0%	1,147,826	6,521,746	-	1,370,640	4,521,578	\$3.11
Total	9,761	608,613,548	12.0%	0.4%	75,528,223	12.4%	12.7%	1,791,217	7,400,833	-	1,398,142	4,521,578	\$3.40

QUARTERLY COMPARISONS AND TOTALS

Q4-12	9,761	608,613,548	12.0%	0.4%	75,528,223	12.4%	12.7%	1,791,217	7,400,833	-	1,398,142	4,521,578	\$3.40
Q3-12	9,761	608,613,548	12.2%	0.5%	77,319,440	12.7%	12.9%	2,336,646	5,609,616	1,155,640	1,398,142	3,792,925	\$3.39
Q2-12	9,758	607,457,908	12.5%	0.5%	78,500,446	12.9%	13.3%	2,272,963	3,272,970	215,000	242,502	2,368,531	\$3.45
Q1-12	9,757	607,242,908	12.8%	0.5%	80,558,409	13.3%	13.4%	1,000,007	1,000,007	27,502	27,502	1,930,047	\$3.44
Q4-11	9,756	607,215,406	13.0%	0.5%	81,530,914	13.4%	13.7%	1,846,015	8,841,047	114,769	2,216,998	242,502	\$3.51

NOTE: STATISTICAL SET INCLUDES ALL INDUSTRIAL PROPERTIES 10,000 SF AND UP, EXCLUDING HEAVY MANUFACTURING PROPERTIES. WHILE CoSTAR ATTEMPTS TO PROVIDE THE MOST ACCURATE DATA AT THE END OF EVERY QUARTER, REVISIONS ARE MADE THROUGHOUT THE YEAR ACCOUNTING FOR DISCREPANCIES IN PAST REPORTING.

SOURCE: CoSTAR PROPERTY, COLLIERS RESEARCH

City-Wide Demographics (pre and post annexation)

Area	2012	2013
Square Miles	3.6	4.04
Acres	2,304	2,585
Centerline Miles (Total)	51.67	64.7
Centerline Miles (Excludes State Routes)	34.17	47.2
Population Summary	2012	2013
Total Population	8,550	10,675
Population by Age		
0-4	8.20%	8.90%
5-9	7%	6.90%
10-14	5.60%	5.30%
15-24	14.70%	15.30%
25-34	20.20%	21.80%
35-44	15.50%	15.40%
45-54	12.20%	11.70%
55-64	8.90%	8%
65-74	4.50%	3.90%
75-84	2.40%	2.10%
85+	0.90%	0.70%
18+	75.70%	75.50%
Median Age	32	31
Population By Sex		
Males	4,579	5,674
Females	3,972	4,850
Population by Race/ Ethnicity		
Total Population	8,548	10,675
White Alone	43%	42.50%
Black Alone	11.60%	12.90%
American Indian Alone	0.80%	0.90%
Asian Alone	19.20%	16.40%
Pacific Islander Alone	0.30%	0.20%
Some Other Race Alone	21.30%	23.10%
Two or More Races	3.90%	4%
Hispanic Origin	44.50%	47.70%
Diversity Index	88.00%	88.70%
Income Summary		
Median Household Income	\$39,236	\$36,872
Per Capita Income	\$17.05	\$16,460
Avg. Household Income	\$53,057	\$49,551
Poverty	30%	31.20%
Unemployment	10%	10%

Source: Georgia Power/ Esri

Household Summary

Total Households	2,619	3,395
Average Household Size	3.26	3.14
Families	1,684	2,106
Avg. Family Size	4	4

Household by Income

< \$15,000	19.20%	19.80%
\$15,000 - \$24,000	12.80%	14.20%
\$25,000 - \$34,999	11.30%	12.80%
\$35,000 - \$49,999	18.40%	18.70%
\$50,000 - \$74,999	18.70%	16.80%
\$75,000 - \$99,999	6.80%	7%
\$100,000 - \$149,999	7.90%	6.90%
\$150,000 - \$199,999	2.70%	2.10%
\$200,000 +	2.30%	1.80%
Avg. Household Income	\$53,057	\$49,551

Housing Unit Summary

Total Housing Units	2,889	3,737
Owner Occupied Housing	42.30%	35.40%
Renter Occupied Housing Units	48.40%	55.40%
Vacant Housing Units	9.30%	9.20%
Median Home Value	\$151,956	\$150,626
Avg. Owner Occupied Home Value	\$158,313	\$157,711

Household by Type

1 Person	23.40%	26%
2+ People	76.60%	74%
Family Households	66%	62.40%
Husband-Wife	43.70%	39.70%
With Related Children	24.30%	22.60%
Other Family (No Spouse)	22.30%	22.80%
Other Family With Male Householder	9.30%	8.90%
With Related Children	4.50%	4.60%
Other Family with Female Householder	13%	13.90%
With Related Children	8%	9.20%
Non-Family Households	10.70%	11.60%
All Households with Children	38.10%	37.50%
Multi-Generational Households	6.30%	5.40%
Unmarried Partner Households	7.70%	8.70%
Male-Female	6.20%	7.10%
Same-sex	1.50%	1.60%

Households by Tenure & Mortgage Size

Owner Occupied	53.50%	40.50%
Owned with Mortgage	40.80%	31.50%
Own Free & Clear	12.70%	9%
Renter Occupied	46.50%	59.50%

Source: Georgia Power/ Esri

City-Wide Business Profile (post annexation)

Business Summary (2012)

Total Businesses	792
Total Employees	6,884
Total Population	8,363
Employee/ Resident Ratio	0.82

By SIC Code	Business		Employees	
	Number	Percent	Number	Percent
Agriculture & Mining	13	1.70%	81	1.20%
Construction	55	7%	558	8.10%
Manufacturing	28	3.60%	520	7.60%
Transportation	51	6.40%	496	7.20%
Communication	11	1.30%	37	0.50%
Utility	1	0.10%	7	0.10%
Wholesale Trade	64	8.10%	486	7.10%
Retail Trade Summary	217	27.30%	2,256	32.80%
Home Improvement	8	1%	202	2.90%
General Merchandise	4	0.60%	71	1.00%
Food Stores	26	3.30%	379	5.50%
Auto Dealers, Gas Stations, Auto Aftermarket	37	4.60%	609	8.90%
Apparel & Accessory Store	16	2%	37	0.50%
Furniture & Home Furnishings	20	2.50%	127	1.80%
Eating & Drinking Establishments	60	7.50%	646	9.40%
Miscellaneous Retail	46	5.90%	186	2.70%
Finance, Insurance, Real Estate Summary	63	7.90%	318	4.60%
Banks, Savings & Lending Institutions	19	2.40%	131	1.90%
Securities Brokers	5	0.60%	15	0.20%
Insurance Carriers & Agents	15	1.90%	52	0.80%
Real Estate, Holding & Other Investment	24	3%	120	1.70%
Services Summary	254	32%	1,940	28.20%
Hotels & Lodging	2	0.20%	50	0.70%
Automotive Services	39	4.90%	237	3.50%
Entertainment	14	1.70%	54	0.80%
Health Services	22	2.70%	127	1.80%
Legal Services	6	0.70%	18	0.30%
Educational Institutions & Libraries	9	1.20%	287	4.20%
Other Services	162	20.50%	1,166	16.90%
Government	7	0.90%	104	1.50%
Other	28	3.60%	81	1.20%
Totals	792	100%	6,884	100%

Source Georgia Power/ Esri

By NAICS Codes

Agriculture, Forestry, Fishing & Hunting	0	0%	1	0%
Mining	2	0.30%	13	0.20%
Utilities	0	0.00%	0	0%
Construction	59	7.40%	572	8.30%
Manufacturing	38	4.80%	571	8.30%
Wholesale Trade	63	8%	484	7%
Retail Trade	147	18.50%	1,568	22.80%
Motor Vehicle & Part Dealers	29	3.70%	575	8.40%
Furniture & Home Furnishings	7	0.90%	70	1%
Electronics & Appliances	12	1.60%	35	0.50%
Bldg Material & Garden Supplies	8	1%	202	2.90%
Food & Beverage	21	2.70%	381	5.50%
Health & Personal Care	14	1.80%	56	0.80%
Gasoline Stations	7	0.90%	34	0.50%
Clothing & Accessories	21	2.60%	58	0.80%
Sports Goods, Hobby, Book & Music	8	1%	30	0.40%
General Merchandise	4	0.60%	71	0.10%
Misc. Retail	12	1.60%	48	0.70%
Non-store Retailers	1	0.10%	9	0.10%
Transportation & Warehousing	35	4.50%	444	6.50%
Information	19	2.40%	110	1.60%
Finance & Insurance	41	5.10%	202	2.90%
Banking/ Credit	21	2.60%	134	1.90%
Securities, Commodities, Other Investments	5	0.60%	15	0.20%
Real Estate/ Rental Leasing	33	4.20%	156	2.30%
Insurance Carriers, Other Financial Vehicles	15	1.90%	52	0.80%
Professional Scientific/ Tech Services	63	7.90%	328	4.80%
Legal Services	7	0.90%	20	0.30%
Management of Companies & Enterprise	1	0.10%	4	0.10%
Administrative & Support & Waste Management	43	5.40%	398	5.80%
Education Services	11	1.50%	292	4.20%
Health Care & Social Assistance	28	3.50%	234	3.40%
Arts, Entertainment & Recreation	10	1.20%	25	0.40%
Accommodation & Food Services	61	7.70%	696	10.10%
Accommodation	2	0.20%	50	0.70%
Food Service & Drinking Places	60	7.50%	646	9.40%
Other Services (Except Public Admin.)	103	13%	601	8.70%
Auto Repair & Maintenance	35	4.40%	225	3.30%
Public Administration	7	0.90%	104	1.50%
Unclassified Establishments	28	3.60%	81	1.20%
Total	792	100%	6,884	100%

Source Georgia Power/ Esri



AGENDA ITEM REQUEST SHEET

Subject: Second Read on FYE 2014 Budget Ordinance

Date of Meeting: June 17, 2013

Budget Impact: ☐ Yes ☐ N/A

Budget Impact Amount: \$ _____

Funding Source:

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

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

Department: Finance

Department Head: Lisa Ferguson

This will be the second read on the ordinance to adopt the FYE 2014 Budget Ordinance.

Recommended Action: Adopt the FYE 2014 Budget as presented.

Attachments:

Proposed Budget as of June 3, 2013
Ordinance to adopt the FYE 2014 Budget

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Fund 100 - General Fund					
Taxes	6,107,096	3,628,876	5,998,686	6,408,667	409,981
Licenses and Permits	274,933	101,853	234,000	203,000	(31,000)
Intergovernmental Revenues	177,196	39,608	113,469	65,066	(48,403)
Charges for Services	278,852	46,504	137,802	127,320	(10,482)
Fines and Forfeitures	2,139,800	981,344	2,200,000	1,975,000	(225,000)
Investment Income	23,086	7,310	2,725	-	(2,725)
Contributions and Donations	16,352	1,034	2,500	2,500	-
Miscellaneous	137,539	40,720	66,000	71,000	5,000
Operating Transfers In			28,800	24,000	(4,800)
				-	-
Fund Balance				100,000	100,000
Total General Fund Revenues	9,154,854	4,847,249	8,783,982	8,976,553	192,571

	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
General Fund Departmental Budgets					
City Council	153,635	66,708	139,485	120,733	(18,752)
Mayor	280,481	98,035	199,771	39,723	(160,048)
City Administrator		-	80,846	325,316	244,470
Elections	12,374	-	-	20,000	20,000
General Administration	321,214	96,989	258,848	199,087	(59,761)
Finance	248,546	125,876	269,501	223,447	(46,054)
Legal	241,561	77,876	205,000	225,000	20,000
Information Technology	-	47,100	94,200	350,341	256,141
Facilities & Buildings	23,504	7,448	27,220	16,020	(11,200)
Municipal Court	432,696	203,249	424,976	430,087	5,111
Police	4,235,729	1,995,212	4,452,399	4,411,344	(41,055)
Animal Control	67,773	35,514	87,829	74,896	(12,933)
Public Works	741,184	329,251	684,112	575,510	(108,602)
Street Lights	180,755	74,594	180,000	185,000	5,000
Recreation	353,261	173,085	385,899	363,936	(21,962)
Recreation Programs				83,520	83,520
Swimming Pool	74,705	27,554	54,825	60,125	5,300
Parks	33,880	16,465	32,000	29,635	(2,365)
Library Administration	314,458	149,800	307,878	312,886	5,008
Planning and Zoning	247,991	125,314	290,802	310,595	19,793
Code Enforcement	124,235	61,027	120,795	131,759	10,964
					-
Interfund Transfers					-
To E911	414,535	125,299	422,181	487,594	65,413
To Sanitation	-	(82,145)			-
Contingency			65,416	-	(65,416)
	8,502,518	3,754,249	8,783,982	8,976,553	192,571

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
<i>Fund 210 - Confiscated Assets Fund</i>					
Revenues			385,285	385,000	(285)
Expenditures			385,285	385,000	(285)
Surplus/(Deficit)	-	-	-	-	-
<i>Fund 215 - Emergency 911 Fund</i>					
Revenues	554,479	171,546	572,181	617,594	45,413
Expenditures	574,119	211,186	572,181	617,594	45,413
Surplus/(Deficit)	(19,641)	(39,641)	-	-	-
<i>Fund 230 - Tree Bank</i>					
Revenues	33,394	15,000	15,000	15,000	-
Expenditures	7,450	11,495	15,000	15,000	-
Surplus/(Deficit)	25,943	3,505	-	-	-
<i>Fund 250 - Multiple Grants Fund</i>					
Revenues	411,881	-	25,000	55,250	30,250
Expenditures	411,881	25,000	25,000	55,250	30,250
Surplus/(Deficit)	-	(25,000)	-	-	-
<i>Fund 275 - Hotel/Motel Tax fund</i>					
Revenues	33,235	20,607	48,000	40,000	(8,000)
Expenditures	33,956	18,264	48,000	40,000	(8,000)
Surplus/(Deficit)	(721)	2,343	-	-	-
<i>Fund 280 - Motor Vehicle Rental Excise Tax Fund</i>					
Revenues				39,000	39,000
Expenditures	-	-	-	39,000	39,000
Surplus/(Deficit)	-	-	-	-	-
<i>Fund 330 - Homestead Option Sales Tax (HOST) Fund</i>					
Revenues	227,758	69,029	144,097	367,913	223,817
Expenditures	3,845	32,268	144,097	367,913	223,817
Surplus/(Deficit)	223,913	36,761	-	-	-
<i>Fund 505 - Stormwater Fund</i>					
Revenues	507,972	489,005	474,001	475,000	999
Expenditures	200,621	179,288	474,001	475,000	999
Surplus/(Deficit)	307,350	309,717	-	-	-
<i>Fund 540 - Solid Waste Fund</i>					
Revenues	404,627	345,227	362,000	420,999	58,999
Expenditures	366,828	123,269	362,000	420,999	58,999
Surplus/(Deficit)	37,799	221,958	-	-	-

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Revenues

Fund 100 - General Fund

Account Description	2013				
	2012 Actual	YTD as of 12/31/2012	Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Real property tax-current year	1,803,885	1,713,291	1,779,427	2,227,262	447,836
Public utility tax-current year	73,814	9,188	62,742	73,289	10,547
Heavy duty equipment tax	-	-	-	-	-
Real property tax-prior year	68,034	16,557	-	-	-
Personal property tax-current year	843,841	902,905	939,511	863,117	(76,394)
Motor vehicle	127,956	63,877	135,506	135,998	492
Railroad equipment	5,805	-	-	-	-
Public utility tax-prior year	54	-	-	-	-
Personal property-prior year	2,297	808	3,000	3,000	-
Real estate transfer (intangible)	2,438	2,993	1,500	2,500	1,000
Franchise taxes	633,398	22,687	600,000	600,000	-
Telephone	1,777	-	-	-	-
Alcoholic beverage excise	84,268	38,717	80,000	77,000	(3,000)
Local option mixed drink	7,032	4,452	4,500	9,000	4,500
Business and occupation taxes	2,059,015	435,583	2,000,000	2,000,000	-
Insurance premium taxes	390,712	415,001	390,000	415,000	25,000
Penalties and interest on delinquent taxes	2,771	2,817	2,500	2,500	-
Alcoholic beverages	17,009	2,900	18,000	19,500	1,500
Building and signs	190,473	60,158	165,000	138,000	(27,000)
Motor vehicle operators	56,300	38,445	40,000	45,000	5,000
Regulatory fees	11,150	350	11,000	500	(10,500)
Federal government grants	128,302	38,947	113,469	63,066	(50,403)
GEMA Grant-PD	19,797	-	-	-	-
Federal Gr- Vest Gra	-	661	-	2,000	2,000
State government grants	8,767	-	-	-	-
Local government unit	20,330	-	-	-	-
Bond administration	70,409	-	-	-	-
Election qualifying fee	10,512	-	-	10,000	10,000
Accident reports	16,893	7,731	15,000	15,000	-
Prisoner housing fee	94,492	-	-	-	-
Warrant contract	-	4,200	-	16,800	16,800
Streets and public	342	-	-	-	-
Background check fees	2,365	1,386	2,000	2,000	-
PD take home cars	1,933	-	-	-	-
Activity fees	54,417	21,607	63,387	-	(63,387)
Event admission fees	5,904	-	-	-	-
Spec Ev Receipts	-	1,158	-	-	-
Program fees	21,350	10,422	57,415	83,520	26,105
Bad check fees	235	-	-	-	-
Municipal	2,139,800	981,344	2,200,000	1,975,000	(225,000)
Interest revenues	23,086	7,310	2,725	-	(2,725)
Contributions and Donations	16,352	1,034	2,500	2,500	-
Rents and royalties	33,355	14,666	30,000	33,500	3,500
Miscellaneous	104,184	26,054	36,000	37,500	1,500
Transfers from Hotel Motel	-	6,664	28,800	24,000	(4,800)
	9,154,853	4,853,912	8,783,982	8,876,553	92,571

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 1110
City Council

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees	50,754	24,230	50,400	50,400	-
Group insurance	2,372	1,107	-	-	-
Social Security (FICA) contributions	2,730	1,380	3,125	3,125	0
Medicare	638	323	731	731	0
Retirement contributions	30,554	4,659	9,239	7,229	(2,010)
Workers' compensation	12,358	1,472	876	1,180	304
Professional	37,555	22,783	55,500	10,000	(45,500)
Insurance, other than employee benefits	11,879	10,754	15,614	29,518	13,904
Communications	270	-	-	-	-
Advertising	1,055	-	500	-	(500)
Printing and binding	626	-	500	600	100
Travel	-	-	500	1,500	1,000
Dues and fees	475	-	500	2,400	1,900
Education and training	-	-	1,000	13,550	12,550
General supplies and materials	2,368	-	1,000	500	(500)
	153,635	66,708	139,485	120,733	(18,752)

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 1310
Mayor's Office

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees	96,523	49,078	99,177	14,800	(84,377)
Overtime	1,673	809	-	-	-
Paid Time Off (PTO)	5,888	2,795	10,000	-	(10,000)
Holiday Pay	4,327	2,192	4,823	-	(4,823)
Group insurance	13,536	9,183	16,716	339	(16,377)
Social Security (FICA) contributions	6,205	3,237	7,068	918	(6,150)
Medicare	1,451	757	1,653	215	(1,438)
Retirement contributions	10,185	10,537	20,898	2,123	(18,775)
Workers' compensation	4,663	667	553	373	(180)
Professional	95,054	3,030	300	-	(300)
Technical	213	125	500	-	(500)
Cleaning services	620	-	-	-	-
Lawn care	111	22	250	-	(250)
Repairs and maintenance	820	109	1,000	-	(1,000)
Rental of equipment and vehicles	9,360	755	5,308	1,250	(4,058)
Insurance, other than employee benefits	3,986	3,587	5,205	4,920	(285)
Communications	7,867	4,001	12,000	6,460	(5,540)
Advertising	1,161	157	2,500	500	(2,000)
Printing and binding	223	100	500	100	(400)
Travel	-	1,061	1,000	500	(500)
Dues and fees	6,683	335	3,500	-	(3,500)
Education and training	-	925	1,120	2,770	1,650
Contract labor	4,437	141	900	-	(900)
General supplies and materials	578	351	1,000	1,000	-
Water/sewerage	1,505	3,189	800	220	(580)
Natural gas	1,338	275	1,500	285	(1,215)
Electricity	1,776	605	1,500	950	(550)
Gasoline	299	12	-	500	500
Food	-	-	-	1,000	1,000
Books and periodicals	-	-	-	500	500
	280,481	98,035	199,771	39,723	(160,048)

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 1320
City Manager

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees			24,750	149,655	124,905
Overtime				-	-
Paid Time Off (PTO)			4,500	12,385	7,885
Holiday Pay			450	7,150	6,700
Group insurance			3,127	26,450	23,323
Social Security (FICA) contributions			1,931	10,490	8,560
Medicare			431	2,453	2,022
Retirement contributions			2,376	16,508	14,132
Workers' compensation			512	570	59
Moving Expenses			17,000		(17,000)
Cell Phone Allowance				900	
Professional				12,000	12,000
Technical				500	500
Repairs and maintenance			1,000	2,000	1,000
Rental of equipment and vehicles				1,790	1,790
Insurance, other than employee benefits			2,500	9,839	7,339
Communications			500	7,460	6,960
Printing and binding			500	300	(200)
Travel			3,500	5,000	1,500
Dues and fees			12,670	16,050	3,380
Education and training			500	5,455	4,955
Contract labor				240	240
Other				-	-
General supplies and materials			500	1,500	1,000
Water/sewerage			500	3,170	2,670
Natural gas			500	550	50
Electricity			500	1,400	900
Gasoline			600	5,000	4,400
Books and periodicals			500	500	-
Small equipment			1,500	1,000	(500)
Pay Equity & Exempt Employee Contingency				25,000	25,000
	-	-	80,846	325,316	243,569

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 1400
Elections

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Technical	-	-	-	-	-
Rental of equipment and vehicles	-	-	-	-	-
Advertising	1,030	-	-	1,500	1,500
Printing and binding	-	-	-	-	-
Intergovernmental	11,343	-	-	18,500	18,500
	12,374	-	-	20,000	20,000

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 1500
General Administration

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees	86,586	31,152	105,062	65,885	(39,177)
Overtime	2,702	954	-	2,907	2,907
Paid Time Off (PTO)	17,433	3,757	15,000	10,000	(5,000)
Holiday Pay	5,048	1,456	5,856	3,318	(2,538)
Group insurance	27,549	8,973	28,869	17,305	(11,564)
Social Security (FICA) contributions	6,551	2,167	8,582	5,091	(3,491)
Medicare	1,532	507	2,007	1,191	(816)
Retirement contributions	15,277	12,794	25,374	11,248	(14,126)
Unemployment insurance	29,466	-	-	-	-
Workers' compensation	5,330	665	441	590	149
Professional	35,833	193		200	200
Technical	996	249		300	300
Cleaning services	1,550	-			-
Lawn care	218	22			-
Repairs and maintenance	381	234	1,500	2,000	500
Rental of equipment and vehicles	7,326	3,656	5,700	8,040	2,340
Insurance, other than employee benefits	9,935	5,369	7,807	9,839	2,032
Communications	9,615	3,906	8,150	9,055	905
Advertising	256	-	2,000	2,000	-
Printing and binding	6,790	4,148	12,800	13,100	300
Travel	64	551	2,500	2,500	-
Dues and fees	25,924	-	1,500	1,500	-
Education and training	1,582	801	2,500	3,500	1,000
Contract labor	1,618	141	500	348	(152)
Other	7,460	1,222	6,800	9,600	2,800
General supplies and materials	2,128	2,457	2,500	3,500	1,000
Water/sewerage	1,505	3,189	800	3,370	2,570
Natural gas	1,338	275	2,500	1,500	(1,000)
Electricity	2,176	1,175	2,500	2,600	100
Books and periodicals	15	-	100	100	-
Intergovernmental	7,030	6,976	7,500	8,500	1,000
	321,214	96,989	258,848	199,087	(59,762)

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 1510
Finance

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees	54,624	39,058	74,277	75,157	880
Temporary employees	661	-	-	-	-
Overtime	601	204	-	-	-
Paid Time Off (PTO)	3,898	1,380	10,000	10,000	-
Holiday Pay	1,762	1,692	3,723	3,723	(0)
Group insurance	21,083	17,391	24,308	25,478	1,170
Social Security (FICA) contributions	3,404	2,364	5,456	5,511	55
Medicare	796	553	1,276	1,289	13
Retirement contributions	10,185	8,134	16,132	12,622	(3,510)
Unemployment Insurance	-	4,290	-	-	-
Workers' compensation	5,444	(245)	295	393	98
Professional	111,066	41,910	95,000	33,485	(61,515)
Technical	5,095	-	7,800	19,400	11,600
Cleaning services	930	-	-	-	-
Lawn Care	3	10	-	-	-
Repairs and maintenance	879	-	6,960	6,500	(460)
Rental of equipment and vehicles	1,780	1,010	2,000	2,100	100
Insurance, other than employee benefits	9,052	3,575	5,205	9,839	4,634
Communications	4,342	1,654	4,100	4,100	-
Advertising	-	-	-	1,000	-
Printing and binding	95	-	650	250	(400)
Travel	-	182	500	-	(500)
Dues and fees	2,372	1,302	1,200	800	(400)
Education and training	-	608	1,000	1,000	-
Contract labor	1,065	232	300	300	-
Other	2,149	(1,660)	1,560	2,300	740
General supplies and materials	4,744	1,257	3,000	3,500	500
Water/sewerage	387	151	600	700	100
Natural gas	454	155	960	600	(360)
Electricity	1,675	672	2,000	2,400	400
Books and periodicals	-	-	500	500	-
Small equipment	-	-	700	500	(200)
	248,546	125,876	269,501	223,447	(47,055)

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 1530
Legal

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Professional	240,061	77,876	205,000	225,000	20,000
Contract labor	1,500				
	-				
	241,561	77,876	205,000	225,000	20,000

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept 1535
IT Services

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Professional Services	-	47,100	94,200	94,200	-
Capital Improvements-Technology				256,141	
	-	47,100	94,200	350,341	-

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 1565
Building & Plants

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Cleaning services	2,170				-
Lawn care	686	47	1,000	-	(1,000)
Repairs and maintenance	173	-	5,000	1,600	(3,400)
Contract labor	350	180	420	420	-
General supplies and materials	74	-	100	1,000	900
Water/sewerage	7,781	4,928	7,500	8,000	500
Natural gas	3,052	356	3,200	1,000	(2,200)
Electricity	9,217	1,937	10,000	4,000	(6,000)
			-		
	23,504	7,448	27,220	16,020	(11,200)

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 2650
Municipal Court

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees	176,903	86,319	168,657	170,679	2,022
Temporary employees	13,630	1,600	4,800	2,400	(2,400)
Overtime	1,143			-	-
Paid Time Off (PTO)	22,159	7,002	25,000	25,000	-
Holiday Pay	7,640	3,889	8,555	8,555	(0)
Group insurance	55,903	25,252	50,041	52,247	2,205
Social Security (FICA) contributions	12,776	5,906	12,835	12,811	(24)
Medicare	2,988	1,381	3,002	2,996	(6)
Retirement contributions	30,554	18,691	37,069	29,004	(8,065)
Unemployment insurance	2,970	-	495	-	(495)
Workers' compensation	15,358	4,602	6,637	8,946	2,309
Professional	21,982	9,250	30,000	30,000	-
Technical	16,425	5,500	15,000	16,500	1,500
Cleaning services	2,170	-		-	-
Lawn care	173	34	200	-	(200)
Repairs and maintenance	1,375	385	1,000	2,000	1,000
Rental of equipment and vehicles	1,313	1,620	4,000	3,500	(500)
Insurance, other than employee benefits	12,071	12,372	18,216	24,599	6,383
Communications	8,849	2,708	11,200	8,000	(3,200)
Advertising	-	-	500	-	(500)
Travel	76	73	400	400	-
Dues and fees	8,492	261	200	600	400
Education and training	225	300	750	750	-
Licenses	-	-	-	-	-
Contract labor	620	289	720	600	(120)
Other	1,593	5,450	2,800	10,000	7,200
General supplies and materials	2,776	1,530	8,600	6,700	(1,900)
Water/sewerage	2,428	2,052	2,000	2,500	500
Natural gas	1,544	426	3,000	1,800	(1,200)
Electricity	8,657	3,058	8,500	9,000	500
Books and periodicals	89	-	-	200	200
Small equipment	-	-	300	300	-
Machinery & equipment	-	3,500	-	-	-
Computers	-	-	500	-	(500)
Payments to other agencies	(186)	-	-	-	-
Payments to others	-	(200)	-	-	-
			-		
	432,696	203,249	424,976	430,087	5,110

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 3200
Police Department

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees	1,659,942	838,732	1,865,926	1,880,446	14,520
Temporary employees	-	-	-	-	-
Overtime	284,441	40,651	32,775	27,897	(4,878)
Paid Time Off (PTO)	296,959	98,562	250,000	230,000	(20,000)
Holiday Pay	107,230	39,343	95,735	89,266	(6,469)
Group insurance	511,543	273,393	469,160	538,043	68,883
Social Security (FICA) contributions	138,682	61,128	143,495	138,112	(5,383)
Medicare	32,434	14,296	33,559	32,300	(1,259)
Retirement contributions	274,982	210,896	418,268	312,386	(105,882)
Unemployment insurance	14,010	6,110	4,470	-	(4,470)
Workers' compensation	127,812	65,342	164,180	147,347	(16,833)
Professional	12,590	2,697	25,500	15,000	(10,500)
Technical	1,677	-	3,645	-	(3,645)
Cleaning services	1,391	-	-	-	-
Disposal (e.g., garbage pickup)	2,001	999	1,550	-	(1,550)
Lawn care	336	-	-	-	-
Repairs and maintenance	15,650	22,161	114,863	111,044	(3,819)
Rental of equipment and vehicles	20,026	6,561	21,241	20,541	(700)
Insurance, other than employee benefits	156,042	141,911	135,317	238,306	102,989
Communications	155,084	1,826	126,328	117,764	(8,564)
Printing and binding	3,272	229	5,800	5,800	-
Travel	26	989	4,000	4,000	-
Dues and fees	3,837	917	2,820	3,160	340
Education and training	-	225	23,000	23,000	-
Contract labor	1,680	445	1,000	1,000	-
Other	860	1,721	3,000	4,300	1,300
General supplies and materials	64,279	39,187	149,392	143,932	(5,460)
General supplies and materials	3,320	-	-	-	-
Medic Unit Supplies	-	-	1,224	1,500	276
Water/sewerage	1,701	277	2,000	500	(1,500)
Natural gas	10,078	1,560	9,500	8,700	(800)
Electricity	53,257	18,197	42,500	42,500	-
Gasoline	230,048	95,124	220,000	235,000	15,000
Food	20,284	4,216	15,500	14,500	(1,000)
Small equipment	19,005	-	-	-	-
Other supplies	250	-	-	-	-
Site Improvements	-	-	-	-	-
Machinery	-	7,518	11,900	-	(11,900)
Vehicles	-	-	25,000	25,000	-
Computers	11,004	-	17,250	-	(17,250)
Other Equipment	-	-	12,500	-	(12,500)
	4,235,729	1,995,212	4,452,399	4,411,344	(41,055)

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept 3910
Animal Control

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees	32,718	18,591	33,471	33,873	402
Overtime	2,200	-	-	-	-
Paid Time Off (PTO)	4,172	-	5,000	5,000	-
Holiday Pay	1,700	773	1,700	1,700	0
Group insurance	10,628	6,360	12,508	13,078	570
Social Security (FICA) contributions	2,249	1,112	2,491	2,516	25
Medicare	526	260	582	588	6
Retirement contributions	5,092	3,713	7,364	5,762	(1,602)
Workers' compensation	2,362	716	1,042	1,399	357
Professional	120	-	-	-	-
Disposal (e.g., garbage pickup)	-	105	400	-	(400)
Repairs and maintenance	176	-	500	500	-
Insurance, other than employee benefits	2,193	1,795	2,602	4,920	2,318
Communications	338	137	383	420	37
Printing and binding	186	-	200	200	-
Dues and fees	115	-	115	115	-
Education and training	-	-	400	525	125
General supplies and materials	177	406	1,350	500	(850)
Electricity	-	-	-	-	-
Gasoline	2,802	1,547	3,800	3,800	-
Food	19	-	-	-	-
Other Equipment	-	-	13,920	-	(13,920)
	67,773	35,514	87,829	74,896	(12,932)

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 4100
Public Works

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees	317,969	140,856	293,087	201,932	(91,155)
Overtime	178	-	-	-	-
Paid Time Off (PTO)	51,749	12,894	47,500	37,500	(10,000)
Holiday Pay	16,843	6,495	15,860	11,281	(4,579)
Group insurance	100,746	44,025	73,648	93,934	20,287
Social Security (FICA) contributions	21,947	9,599	22,100	15,544	(6,556)
Medicare	5,133	2,245	5,169	3,635	(1,534)
Retirement contributions	65,139	32,947	65,343	35,604	(29,739)
Unemployment insurance	5,262	-	877	-	(877)
Workers' compensation	31,068	23,296	42,889	55,828	12,939
Repairs and maintenance	2,146	382	5,000	1,500	(3,500)
Rental of equipment and vehicles	327	149	3,000	1,000	(2,000)
Insurance, other than employee benefits	36,482	19,046	27,324	36,898	9,574
Communications	3,126	1,804	3,000	2,954	(46)
Advertising	315	-	-	-	-
Contract labor	1,870	289	2,500	-	(2,500)
General supplies and materials	15,489	10,118	12,000	16,500	4,500
Water/sewerage	797	1,042	800	2,100	1,300
Natural gas	8,946	2,662	8,000	7,000	(1,000)
Electricity	10,533	3,836	10,000	8,000	(2,000)
Bottled gas	1,670	-	-	-	-
Gasoline	39,103	16,564	40,017	40,000	(17)
Other	27	-	-	-	-
Small equipment	1,075	-	2,000	2,000	-
Other supplies/Uniforms	3,154	1,002	3,000	2,300	(700)
Machinery	91	-	-	-	-
Other Equipment	-	-	1,000	-	(1,000)
Total Expenditures	741,184	329,251	684,112	575,510	(108,602)

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 4260
Street Lighting

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Electricity	180,755	74,594	180,000	185,000	5,000
	180,755	74,594	180,000	185,000	5,000

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 6100
Recreation

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees	77,488	43,480	93,170	89,409	(3,761)
Temporary employees	63,294	37,658	65,270	118,144	52,874
Overtime	4,018	2,547	-	-	-
Paid Time Off (PTO)	5,450	485	10,000	10,000	-
Holiday Pay	3,081	1,976	4,558	4,346	(212)
Group insurance	22,274	8,857	20,308	30,192	9,885
Social Security (FICA) contributions	9,071	5,368	9,952	15,274	5,323
Medicare	2,121	1,256	2,327	3,572	1,245
Retirement contributions	15,277	9,957	19,748	14,734	(5,014)
Workers' compensation	38,326	5,925	5,436	7,326	1,890
Professional	1,640	-	1,400	1,400	-
Services-Spec Events			15,302	-	(15,302)
Technical	14,238	4,681	10,000	-	(10,000)
Repairs and maintenance	6,073	884	8,000	5,000	(3,000)
Rental of equipment and vehicles	735	188	3,190	1,850	(1,340)
Insurance, other than employee benefits	6,843	16,302	25,737	9,839	(15,898)
Communications	1,043	658	2,000	1,250	(750)
Advertising	729	492	1,500	2,500	1,000
Printing and binding	868	83	2,000	1,000	(1,000)
Travel	-	602	1,000	1,000	-
Dues and fees	545	(10)	2,000	1,000	(1,000)
Education and training	160	350	500	1,000	500
Contract labor	4,231	1,248	11,000	-	(11,000)
Other	86	21	-	-	-
General supplies and materials	20,548	10,721	12,000	7,100	(4,900)
Water/sewerage	8,515	4,602	8,000	7,500	(500)
Natural gas	4,201	1,485	4,500	4,500	-
Electricity	23,837	11,126	25,000	24,000	(1,000)
Gasoline	1,446	527	1,500	1,500	-
Supplies/inventory purchased for resale	1,440	1,399	12,000	-	(12,000)
Small equipment	-	218	1,000	500	(500)
Other supplies/Uniforms	233	-	7,500	-	(7,500)
Sites	-	-	-	-	-
Site improvements	15,450	-	-	-	-
Vehicles	-	-	-	-	-
Other Equipment	-	-	-	-	-
Payments to other agencies	-	-	-	-	-
Payments to others	-	-	-	-	-
	353,261	173,085	385,899	363,936	(21,962)

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 6120
Recreation Programs

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees				-	-
Part time/Seasonal employees				24,450	24,450
Services-Spec Events				2,500	2,500
Technical				13,200	13,200
Rental of equipment and vehicles				500	500
Contract labor				13,320	13,320
General supplies and materials				1,400	1,400
Supplies/inventory purchased for resale				10,000	10,000
Other supplies/Uniforms				18,150	18,150
	-	-	-	83,520	83,520

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 6124
Swimming Pool

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Professional	19,600	7,956	35,000	35,000	-
Repairs and maintenance	6,725	4,086	3,000	3,000	-
Communications	421	166	1,000	500	(500)
Contract labor	21,641	800			-
General supplies and materials	655	316	2,000	1,500	(500)
Water/sewerage	19,735	11,661	9,000	15,300	6,300
Electricity	5,368	2,569	4,575	4,575	0
Small equipment	560	-	250	250	-
Property	-	-	-		-
			-		
	74,705	27,554	54,825	60,125	5,300

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 6200

Parks

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Lawn care	1,020	-	1,000	1,000	-
Repairs and maintenance	4,707	2,560	2,500	2,500	-
General supplies and materials	4,606	2,702	5,000	2,500	(2,500)
Water/sewerage	295	633	500	1,135	635
Electricity	20,441	9,172	20,000	20,000	-
Small equipment	2,812	1,398	3,000	2,500	(500)
Property	-	-	-	-	-
	33,880	16,465	32,000	29,635	(2,365)

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 6510
Library

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees	151,263	75,460	149,447	143,290	(6,156)
Part Time/Temporary employees	7,509	1,206	5,372	13,000	7,628
Overtime	203	-	-	-	-
Paid Time Off (PTO)	21,907	7,279	20,000	20,000	-
Holiday Pay	7,115	3,462	7,615	7,139	(476)
Group insurance	36,013	16,682	22,714	21,934	(780)
Social Security (FICA) contributions	11,228	5,346	11,268	11,373	105
Medicare	2,626	1,250	2,635	2,660	25
Retirement contributions	20,369	16,638	32,997	24,203	(8,794)
Workers' compensation	8,830	1,335	856	787	(69)
Technical	500	-	-	-	-
Cleaning services	2,170	-	-	-	-
Lawn care	173	34	500	-	(500)
Repairs and maintenance	336	(20)	4,000	2,500	(1,500)
Rental of equipment and vehicles	2,415	149	1,300	1,300	-
Insurance, other than employee benefits	8,118	7,170	10,409	24,599	14,190
Communications	1,183	380	1,100	1,100	-
Printing and binding	250	-	1,000	1,000	-
Travel	-	-	-	1,000	1,000
Dues and fees	270	-	400	400	-
Education and training	-	-	-	2,500	2,500
Licenses	75	-	100	100	-
Contract labor	1,428	760	4,000	5,000	1,000
General supplies and materials	1,918	1,818	5,000	5,500	500
Water/sewerage	3,026	732	3,000	3,000	-
Natural gas	3,212	935	4,000	3,500	(500)
Electricity	14,137	5,088	12,000	12,000	-
Books and periodicals	5,185	4,097	5,000	5,000	-
Intergovernmental	809	-	-	-	-
Payments to others	2,190	-	-	-	-
	314,458	149,800	304,713	312,886	8,172

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 7410
Planning & Zoning

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees	139,366	69,765	140,695	145,039	4,344
Overtime	474	180	-	-	-
Paid Time Off (PTO)	11,205	3,476	15,000	15,000	-
Holiday Pay	6,460	3,067	6,748	6,997	249
Group insurance	10,981	9,166	12,508	26,812	14,303
Social Security (FICA) contributions	9,455	4,762	10,072	10,356	284
Medicare	2,211	1,114	2,356	2,422	66
Retirement contributions	15,277	14,743	29,240	23,721	(5,519)
Unemployment insurance	8,580	-	-	-	-
Workers' compensation	5,185	653	441	590	149
Professional	(3,097)	(912)	28,500	18,000	(10,500)
Technical	996	249	-	2,400	2,400
Cleaning services	1,205	-	-	-	-
Lawn care	80	22	50	-	(50)
Repairs and maintenance	755	109	1,500	900	(600)
Rental of equipment and vehicles	5,637	755	3,000	1,800	(1,200)
Insurance, other than employee benefits	10,972	5,366	7,807	14,759	6,952
Communications	5,776	4,106	6,500	6,500	-
Advertising	1,239	258	3,000	1,500	(1,500)
Printing and binding	66	188	500	1,000	500
Travel	1,814	121	2,500	2,000	(500)
Dues and fees	1,806	623	1,000	2,000	1,000
Education and training	1,630	1,205	10,600	10,600	-
Licenses	-	-	1,000	1,000	-
Contract labor	90	-	-	100	100
Other	221	441	-	650	650
General supplies and materials	4,837	1,390	7,500	5,000	(2,500)
Water/sewerage	1,505	3,189	700	700	-
Natural gas	644	276	500	650	150
Electricity	1,359	605	500	800	300
Gasoline	806	396	1,000	-	(1,000)
Books and periodicals	456	-	750	2,000	1,250
Small Equipment	-	-	-	800	800
Capital Items	-	-	-	6,500	6,500
	247,991	125,314	293,966	310,595	15,830

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 7450
Code Enforcement

Account Description	2013				
	2012 Actual	YTD as of 12/31/2012	Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Regular employees	59,760	26,803	57,374	58,077	704
Overtime	2,084	2,145	-	-	-
Paid Time Off (PTO)	6,510	2,751	10,000	10,000	-
Holiday Pay	3,112	1,353	2,976	2,976	(0)
Group insurance	22,247	11,556	20,016	26,079	6,062
Social Security (FICA) contributions	3,995	1,920	4,362	4,405	43
Medicare	934	449	1,020	1,030	10
Retirement contributions	10,185	6,503	12,896	10,090	(2,806)
Workers' compensation	5,302	590	295	393	98
Repairs and maintenance	51	-	200	200	-
Insurance, other than employee benefits	3,986	4,587	5,205	9,839	4,634
Communications	1,614	575	1,400	1,750	350
Printing and binding	-	802	1,200	2,500	1,300
Travel	534	-	620	820	200
Dues and fees	300	300	400	400	-
Education and training	594	-	400	600	200
General supplies and materials	1,663	140	900	900	-
Gasoline	1,363	554	1,000	1,700	700
Books and periodicals	-	-	530		(530)
	124,235	61,027	120,795	131,759	10,964

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 3800
Fund 215 E911

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Fund balance - E911 Fund	8,993				
E-911 charges-Landlines	130,950	70	150,000	130,000	(20,000)
E-911 Charges-Wirele	-	46,177			-
Operating Tmsfrs In	414,535	125,299	422,181	487,594	65,413
					-
Total Revenues	554,479	171,546	572,181	617,594	45,413
Regular employees	237,527	119,144	250,740	256,790	6,050
Part time				35,401	
Overtime	54,110	3,708	84,426	43,374	(41,052)
Paid Time Off (PTO)	39,353	12,646	40,000	40,000	-
Holiday Pay	12,760	5,173	12,207	12,332	125
Group insurance	64,159	5,246	34,936	64,492	29,556
Social Security (FICA) contributions	18,512	8,585	19,677	24,050	4,373
Medicare	4,329	2,008	4,602	5,625	1,023
Retirement contributions	40,738	23,335	55,536	43,899	(11,637)
Unemployment insurance	1,650	-	275	-	(275)
Workers' compensation	14,511	2,734	1,167	1,573	406
Purchased professional and technical services	-	-	-	-	-
Professional	300	275	900	1,200	300
Repairs and maintenance	-	-	-	-	-
Rental of equipment and vehicles	46,665	15,628	48,000	48,000	-
Insurance, other than employee benefits	36,975	12,705	18,216	39,358	21,142
Communications	385				-
Travel	-	-	1,500	1,500	-
Dues and fees	-	-	-	-	-
General supplies and materials	2,144	-	-	-	-
Computers				-	-
Total Expenditures	574,119	211,186	572,181	617,594	10,012

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Fund 230 Tree Bank Fund

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Fund balance - Tree Bank Fund	33,394	15,000	15,000	15,000	-
State government gra	5,000				
Interest revenues	648				
Total Revenues	39,041	15,000	15,000	15,000	-
Professional	5,565	11,495	7,500	15,000	7,500
Purchased professional and technical services	2,185				-
General supplies and materials	(300)	-	7,500		(7,500)
Total Expenditures	7,450	11,495	15,000	15,000	-

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Fund 250 - Multiple Grants Fund

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Fund balance - Grants	-		-	55,250	55,250
CDBG Grant	-				-
CDBG-Sidewalk	329,731				-
EECBG-Revenue	81,294				-
State Grants-DNR	-	-	25,000		(25,000)
Operating Trnsfrs In	856	25,000			-
Total Revenues	411,881	25,000	25,000	55,250	30,250
Site improvements	-	25,000	25,000	-	(25,000)
Site improvements	856			55,250	55,250
CDBG-Sidewalk	329,731				-
EECBG Grant Projects	81,294				-
Total Expenditures	411,881	25,000	25,000	55,250	30,250

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Fund 275 Hotel Motel

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Fund balance - Hotel/Motel tax Fund	721				
Hotel/motel	33,235	20,607	48,000	40,000	(8,000)
Total Revenues	33,235	20,607	48,000	40,000	(8,000)
Payments to other agencies	13,294	6,414	19,200	16,000	(3,200)
Operating transfers-To General Fund	20,662	11,851	28,800	24,000	(4,800)
Total Expenditures	33,956	18,264	48,000	40,000	(8,000)

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Fund 280 Motor Vehicle Rental Excise Tax

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Fund balance - MVRE Tax Fund					
MVRE				39,000	39,000
Total Revenues	-	-	-	39,000	39,000
TBD			-		-
Operating transfers-To General Fund		-	-	39,000	39,000
Total Expenditures	-	-	-	39,000	39,000

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Fund 330 HOST Capital Projects Fund

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Fund Balance	-			223,913	223,913
HOST Tax	227,758	69,029	144,097	144,000	(97)
Retained Earnings	-				
Total Revenues	227,758	69,029	144,097	367,913	223,817
Site Improvements	-	32,268	32,268		(32,268)
Infrastructure	3,845				-
Infrastructure	-	-	111,829	367,913	256,085
Total Expenditures	3,845	32,268	144,097	367,913	223,817

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 4320

Fund 505 Stormwater

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Fund balance - Stormwater Fund	-				
Stormwater utility c	496,447	484,703	474,001	475,000	999
Stormwater - prior y	10,888	542			
Interest revenues	637	3,760			
Total Revenues	507,972	489,005	474,001	475,000	999
Regular employees	43,087	27,720	52,453	53,087	634
Overtime	1,212	260	-	-	-
Paid Time Off (PTO)	3,981	1,385	7,500	7,500	-
Holiday Pay	1,731	1,038	3,462	3,462	(0)
Group insurance	6,332	4,831	10,582	11,299	717
Social Security (FICA) contributions	3,084	1,852	3,932	3,971	39
Medicare	721	433	920	929	9
Retirement contributions	6,153	4,885	11,625	9,096	(2,529)
Workers' compensation	4,614	1,323	4,903	3,568	(1,335)
Professional	35,992	4,955	150,000	150,000	-
Technical	35,371	123,425	174,671	177,258	2,587
Cleaning services	1,085				-
Lawn care	58	10	100		(100)
Repairs and maintenance	10,399	1,204	40,000	40,000	-
Rental of equipment and vehicles	1,730	850	750	750	-
Insurance, other than employee benefits	2,190	2,427	3,903	7,380	3,477
Communications	3,219	1,072	1,500	1,500	-
Education and training	169	-	1,000	-	(1,000)
Contract labor	270	147	100	200	100
General supplies and materials	(242)	-	1,500	1,500	-
Water/sewerage	387	151	500	500	-
Natural gas	454	118	500	-	(500)
Electricity	1,675	590	2,500	-	(2,500)
Gasoline	1,635	613	1,500	1,500	-
Small equipment	-	-	100	1,500	1,400
Depreciation	35,315				-
Total Expenditures	200,621	179,288	474,001	475,000	999

City of Doraville
FYE 2014 Proposed Budget
June 3, 2013

Dept. 4500
Fund 540 Solid Waste

Account Description	2012 Actual	YTD as of 12/31/2012	2013 Approved Budget	2014 Proposed Budget	Increase/ (Decrease)
Fund balance - Solid Waste Fund	7,598			37,799	30,201
Fi Fa	6,169	1,430	-		(6,169)
Sanitation	350,200	342,417	350,800	383,200	33,000
Bulk Waste Chgs	18,424	1,380	11,200		(18,424)
Sanitation penalties	1,603				(1,603)
Miscellaneous	20,632				(20,632)
Operating Transfers from General Fund	-	-	-		-
Total Revenues	404,627	345,227	362,000	420,999	16,372
Disposal (e.g., garbage pickup)	365,350	123,144	362,000	420,999	55,649
Other	162	111	-		(162)
Intergovernmental	1,315	15	-		(1,315)
Operating transfers	-	82,145	-		-
Total Expenditures	366,828	205,414	362,000	420,999	54,171

ORDINANCE 2013-___

**ORDINANCE TO PROVIDE FOR THE ADOPTION OF AN AMENDED BUDGET, ITS EXECUTION
AND EFFECT FOR THE FISCAL YEAR BEGINNING JULY 1, 2013
AND ENDING JUNE 30, 2014**

BE IT ORDAINED by the Mayor and City Council of the City of Doraville, Georgia:

Section I. The City previously adopted a Budget for fiscal year July 1, 2013 through June 30, 2014. There is hereby adopted for the fiscal year July 1, 2013 through June 30, 2014, an amendment for the City of Doraville, Georgia, as detailed herein. Amounts in this budget may be re-allocated within funds by approval of the Mayor as long as the total budgeted amounts do not exceed these appropriations by fund.

Section II. General Fund. The General Fund for the City of Doraville shall have an appropriation of \$8,976,553, for the general obligations and legal obligations in FY 2014.

General Fund revenues for the fiscal year are estimated as follows:

Taxes	\$6,408,677
Licenses and Permits	203,000
Intergovernmental Revenues	65,066
Charges for Services	127,320
Fines and Forfeitures	1,975,000
Contributions & Donations from Private Sources	2,500
Miscellaneous	71,000
Operating Transfers In	24,000
Fund Balance	100,000
Total Estimated General Fund Revenues	\$8,976,553

Should the total estimated revenues received exceed the amount estimated, the City Council shall allocate such excess to the General Fund subject to further action.

Section III. There is appropriated for the general operation and payment of certain legal obligations of the City of Doraville for the fiscal year 2014 a total of \$8,976,553, or as much as may be deemed necessary, not to exceed this amount and such sums shall be disbursed from the following:

City Council	\$120,733
Mayor's Office	39,723
City Administrator	325,316
Elections	20,000
City Clerk General Administration	199,087
Finance	223,447
Legal	225,000
Information Technology	94,200
Government Buildings	16,020
Municipal Court	430,087
Police and Jail	4,411,344
Animal Control	74,896
Public Works	575,510
Street Lighting	185,000
Recreation	363,936
Recreation Programs	83,520
Swimming Pool	60,125
Parks	29,635
Library	312,886
Planning and Zoning	310,595
Quality of Life	131,759
Transfers to Other Funds-E911	487,594
Total Estimated General Fund Expenditures	\$8,976,553

Section IV. Confiscated Assets Fund. There is hereby established a Confiscated Assets Fund for the City of Doraville with an appropriation of \$385,000.

Revenues for the Confiscated Assets Fund shall be from the following sources:

Fund Balance – Confiscated Assets Fund	385,000
Total Confiscated Asset Fund Revenues	\$ 385,000

The following disbursements are authorized for the fiscal year 2014:

Public Safety	385,000
Total Confiscated Asset Fund Expenditures	\$ 385,000

Section V. E911 Special Revenue Fund. There is hereby established an E-911 Fund for the City of Doraville with an appropriation of \$617,594.

Revenues for the E911 Fund shall be from the following sources:

Transfer in from General Fund	487,594
E911 Charges	130,000
Total Fund Revenues – E911	\$ 617,594

The following disbursements are authorized for the fiscal year 2014:

Operations	\$ 617,594
Total E-911 Fund Expenditures	\$ 617,594

Section VI. Tree Fund. There is hereby established a Tree Fund for the City of Doraville with an appropriation of \$15,000.

Revenues for the Tree Fund shall be from the following sources:

Fund Balance – Tree Fund	15,000
Total Tree Fund Revenues	\$ 15,000

The following disbursements are authorized for the fiscal year 2014:

Supplies – Trees	15,000
Total Tree Fund Expenditures	\$ 15,000

Section VII. Multiple Grants Fund. There is hereby established a Multiple Grants Fund for the City of Doraville with an appropriation of \$55,250.

Revenues for the Multiple Grants Fund shall be from the following sources:

LMIG - Multiple Grants Fund	55,250
Total Multiple Grants Fund Revenues	\$ 55,250

The following disbursements are authorized for the fiscal year 2014:

Purchased/Contracted Services	55,250
Total Multiple Grants Fund Expenditures	\$ 55,250

Section VIII. Hotel/Motel Tax Fund. There is hereby established a Hotel/Motel Tax Fund for the City of Doraville with an appropriation of \$40,000.

Revenues for the Hotel/Motel Tax Fund shall be from the following sources:

Taxes-Hotel/Motel	40,000
Total Hotel/Motel Tax Fund Revenues	\$ 40,000

The following disbursements are authorized for the fiscal year 2014:

Payments to Other Agencies	16,000
Transfer out to General Fund	24,000
Total Hotel/Motel Tax Fund Expenditures	\$ 40,000

Section IX. Rental Motor Vehicle Excise Tax Fund. There is hereby established a Rental Motor Vehicle Excise Tax Fund for the City of Doraville with an appropriation of \$39,000.

Revenues for the Rental Motor Vehicle Excise Tax Fund shall be from the following sources:

Taxes-Hotel/Motel	39,000
Total Rental Motor Vehicle Excise Tax Fund Revenues	\$ 39,000

The following disbursements are authorized for the fiscal year 2014:

Economic Development-TBD	39,000
Total Rental Motor Vehicle Excise Tax Fund Expenditures	\$ 39,000

Section X. Capital Projects Fund. There is hereby established a Capital Projects Fund for the City of Doraville with an appropriation of \$367,913.

Revenues for the Capital Projects Fund shall be from the following sources:

Fund balance	223,913
HOST Tax	144,000
Total Capital Projects Fund Revenue	\$ 367,913

The following disbursements are authorized for the fiscal year 2014:

Capital Outlay	367,913
Total Capital Projects Fund Expenditures	\$ 367,913

Section XI. Stormwater Management Fund. There is hereby established a Stormwater Management Fund for the City of Doraville with an appropriation of \$475,000.

Revenues for the Stormwater Management Fund shall be from the following sources:

Charges for Services – Stormwater	475,000
Total Stormwater Management Fund Revenue	\$ 475,000

The following disbursements are authorized for the fiscal year 2014:

Public Works-Stormwater	475,000
Total Stormwater Management Fund Expenditures	\$ 475,000

Section XII. Solid Waste Fund. There is hereby established a Solid Waste Fund for the City of Doraville with an appropriation of \$420,999.

Revenues for the Solid Waste Fund shall be from the following sources:

Fund Balance	37,799
Sanitation Fees	383,200
Total Solid Waste Fund Revenues	\$ 420,999

The following disbursements are authorized for the fiscal year 2014:

Purchased/Contracted Services	420,999
Total Solid Waste Fund Expenditures	\$ 420,999

SO RATIFIED AND ADOPTED by the Mayor and City Council of the City of Doraville, Georgia, in regular session assembled this ____ day of _____, 2013.

CITY OF DORAVILLE, GEORGIA

Mayor

First Reading

Second Reading

ATTEST:

(SEAL)
Sandra Bryant, Assistant City Clerk

APPROVED AS TO FORM:

Cecil G. McLendon, Jr., City Attorney

	Yea	Nay
Maria Alexander	<input type="checkbox"/>	<input type="checkbox"/>
Brian Bates	<input type="checkbox"/>	<input type="checkbox"/>
Pam Fleming	<input type="checkbox"/>	<input type="checkbox"/>
Karen Pachuta	<input type="checkbox"/>	<input type="checkbox"/>
Robert Patrick	<input type="checkbox"/>	<input type="checkbox"/>
Trudy Jones Dean	<input type="checkbox"/>	<input type="checkbox"/>



AGENDA ITEM REQUEST SHEET
JUNE 5, 2013

Subject: Urban Redevelopment Plan II Public Hearing

Date of Meeting: June 17, 2013

Budget Impact: ☐ Yes ☒ N/A

Budget Impact Amount: \$ N/A

Funding Source:

- ☐ Annual
- ☐ Capital
- ☐ Grant(s)/ Technical Assistance
- ☒ N/A

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

Department: Administrative

Department Head: Mayor

Action Requested: In accordance with the Urban Redevelopment Act, staff has arranged for a public hearing to be held to adopt a draft Urban Redevelopment Plan II. The Urban Redevelopment Area II/ proposed Opportunity Zone II encompasses commercial areas in Council District One.

Background: Recently, staff has been working on this proposed second Urban Redevelopment Plan, under the direction of Council. The basis for this initiative is found in the original Comprehensive Plan (2005-2025). The measure was subsequently identified as a goal in the 2011-2016 Short Term Work Program, which was adopted by the Council in August, 2011. Council adopted the original Doraville Urban Redevelopment Plan (URP) on August 23, 2012. Two amendments have since been made to the original on January 21, 2013 and March 4, 2013. The URP II constitutes an entirely new plan. Legal ad has been placed, advertising the required public hearing for June 17, 2013.

An adopted URP is required in order for local governments to apply for Opportunity Zone status as well as utilize the tools enabled by the Georgia Urban Redevelopment Act. Draft plans have been provided.

Respectfully,

S/Luke Howe
Assistant to the Mayor

**CITY OF DORAVILLE
COUNTY OF DEKALB
STATE OF GEORGIA**

RESOLUTION NO. 2013-03

A RESOLUTION OF THE CITY COUNCIL OF DORAVILLE, GEORGIA; TO ADOPT AN URBAN REDEVELOPMENT PLAN FOR AREAS WITHIN DORAVILLE, GEORGIA, PURSUANT TO THE PROVISIONS OF THE URBAN REDEVELOPMENT LAW, O.C.G.A. SECTION 36-61-1 ET SEQ.; TO APPROVE AN APPLICATION FOR AN OPPORTUNITY ZONE FOR ALL THE AREA ENCOMPASSED BY SUCH REDEVELOPMENT PLAN PURSUANT TO O.C.G.A. SECTION 48-7-40.1; TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE, AND FOR OTHER PURPOSES.

WHEREAS, the City Council of Doraville, Georgia (the "City") is the duly elected governing authority for the City; and

WHEREAS, it has been determined by the City Council of the City that there is a need for the revitalization and redevelopment of further areas of the City to develop and promote for the public good and general welfare housing, trade, commerce, and employment opportunities within the City; and

WHEREAS, it has been determined by the City Council of the City that within such areas there exist such conditions as: a predominance of buildings or improvements, both residential and nonresidential, which by reason of dilapidation, deterioration, age, vacancy or obsolescence are detrimental to the public health, safety or welfare; the presence of a substantial number of vacant, deteriorated, or deteriorating structures; predominance of defective or inadequate street layout; faulty lot layout in relation to size, adequacy, accessibility, or usefulness for present or future development; development impaired by transportation noise or by other environmental hazards; or a combination of such conditions that substantially impairs or arrests the sound growth of the City, retards the provisions of adequate housing accommodations, and constitutes an economic detriment and impairs the public health, safety, or welfare in the present condition and use; and

WHEREAS, it has been determined by the City Council of the City that it is in the public interest and is vital to the public welfare of the people of the City and of the people of the State of Georgia to revitalize and redevelop such areas of the City; and

WHEREAS, it has been found and determined by the City Council of the City that such areas meet the criteria of O.C.G.A. Section 36-61-7 and O.C.G.A. 36-61-2 (18) and should be designated as Urban Redevelopment Areas; and

WHEREAS, the City has prepared or had prepared a workable program to encourage needed urban rehabilitation, to provide for redevelopment, and to undertake such activities as may be suitably employed to achieve these objectives in the Urban Redevelopment Areas, to be known as the Doraville Urban Redevelopment Plan II, in the form attached hereto as Exhibit "A"; and

WHEREAS, the City has caused a public hearing on the adoption of the Doraville Urban Redevelopment Plan II, which was held pursuant to the provisions of O.C.G.A. Section 36-61-7 on June 17, 2013 at 6:30 p.m. at the Doraville City Hall; and

WHEREAS, it is determined by the City Council of the City that the Doraville Urban Redevelopment Plan II conforms to the general plan of the City as a whole; and

WHEREAS, it is determined by the City Council of the City that the Doraville Urban Redevelopment Plan II will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the rehabilitation or redevelopment of the Urban Redevelopment Area II by private enterprise; and

WHEREAS, Georgia law (O.C.G.A. 48-7-40.1) provides for the creation of an Opportunity Zone to assist in the redevelopment of Urban Redevelopment Areas; and

WHEREAS, the City finds that all of the Doraville Urban Redevelopment Area II qualifies for such a zone and seeks to redevelop the City to promote growth and improve the public health, safety, welfare, and property values; and

WHEREAS, the City finds that the area encompassed by the proposed Urban Redevelopment Area II has undergone significant changes and that an

Opportunity Zone would increase property values, promote economic development, and provide other benefits; and

WHEREAS, the City understands that adoption of the Doraville Urban Redevelopment Plan II will assist in the creation of an Opportunity Zone with the approval of the Georgia Department of Community Affairs; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Doraville, Georgia, that the City Council of Doraville, Georgia hereby adopts the 2013 Urban Redevelopment Plan II in the form attached hereto as Exhibit "A"; approves the submission of the Doraville Urban Redevelopment Plan II to the Georgia Department of Community Affairs for the purpose of applying for Opportunity Zone designation for all the area encompassed by said plan, together with an application for such designation; and

BE IT FURTHER RESOLVED that any and all resolutions in conflict with this resolution be and the same are hereby repealed.

APPROVED AND ADOPTED THE 17th DAY OF JUNE, 2013.

CITY OF DORAVILLE, GEORGIA

Donna Pittman, Mayor

ATTEST:

_____ (SEAL)
Sandra Bryant, Acting City Clerk

APPROVED AS TO FORM:

Cecil G. McLendon, Jr., City Attorney



THE CITY OF DORAVILLE AGENDA ITEM SHEET

**Subject: Establish Purchasing Authority for
City Manager**

Date of Meeting: May 20, 2013

Budget Impact: X Y N

Budget Impact Amount: \$_____ Depending

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

Funding Source:

()Annual

()Capital

() N/A

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Part of the changes to the Charter recently adopted by the Council create certain powers for the City Manager, including the powers to execute Agreements and sign checks up to a certain amount for budgeted items as established by the Mayor and City Council. This Agenda Item and attached Resolution asks the Council to set that purchasing authority of the City Manager, which would allow for the ability of the City Manager to streamline contracting and purchasing for the City up to said amount. The exact amount is left blank in the Resolution and left up to the discussion of the City Council.

Options: ____ To adopt this Resolution and establish clear purchasing authority for the City Manager or to leave as is.

Recommended Action: Adoption of this Resolution.

Department: City Hall Department Head: Shawn Gillen, City Manager

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

STATE OF GEORGIA
COUNTY OF DEKALB
CITY OF DORAVILLE

RESOLUTION NO. 2013 - ____

A RESOLUTION TO AUTHORIZE LEVEL OF PURCHASING
AUTHORITY FOR CITY MANAGER

- WHEREAS,** the Mayor and Council of the City of Doraville are duly elected governing authority of the City of Doraville, Georgia; and
- WHEREAS,** the Mayor and City Council recently adopted changes to the City Charter to create administrative powers for the City Manager; and
- WHEREAS,** pursuant to the new provisions of the City Charter, Section 2.07A(10) and (11), the City Manager shall have power to execute all lawful contracts of the City, sign all orders and checks within the established authority of the City Manager, to the extent same is funded in the City budget; and
- WHEREAS,** the Mayor and City Council, pursuant to the Charter, desire to establish the purchasing authority for the City Manager to sign Agreements and checks on budgeted items to be up to and including \$_____.

THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DORAVILLE HEREBY RESOLVE that the City Manager's purchasing authority to the extent provided under the City Charter shall be \$_____ for budgeted items. This Resolution shall become effective on July 1, 2013.

SO RESOLVED, this ____ day of _____, 2012.

Approved:

Donna Pittman, Mayor

Attest:

Sandra Bryant, Acting City Clerk
(Seal)

CITY OF DORAVILLE FINANCIAL POLICIES

PURCHASING POLICY

PURPOSE:

The City of Doraville will support a purchasing policy that provides quality goods and services that meet the need of the City. These goods and services will be acquired in a manner to maximize the value received for each tax dollar spent. Purchasing policies are designed to facilitate the effective delivery of municipal services while maintaining adequate financial controls.

All purchasing by local government units is regulated by State Law. Consequently, these laws will govern each employee's responsibility in all purchasing processes.

It will be the responsibility of each City employee to adhere to the purchasing process and procedures for the actual ordering/purchasing of goods and services, procedures for receiving and reporting purchases and procedures for payment of vendor invoices.

The City of Doraville encourages its staff to consider local purchasing when all factors are relatively equal.

Purchasing Procedures.

1. Purchase orders shall be issued for all purchases with the following exceptions:
 - a. Utility invoices-telephone, electric, natural and lp gas, waste management and cable,
 - b. Travel and mileage reimbursements,
 - c. United Parcel Service, FedEx, or other parcel delivery service.
2. A Purchase Order authorizes the vendor to ship and invoice materials, supplies, or services as specified.
3. Purchases with invoices from the same vendor of routine expenditures shall have a Purchase Order done weekly and submitted to the Finance Department every Tuesday at noon. Multiple invoices may be submitted on the same Purchase Order for purchases that occur in the same month.
4. Purchases without invoices that are made either by phone, internet, fax, or salesperson require a Purchase Order upon ordering item. Purchase Orders will be done by the cardholder for purchases made with a City credit card. Purchaser will provide the cardholder with the general ledger account number.

5. Merchandise that is returned shall be entered on a Purchase Order as a negative amount and the credit slip attached to the Purchase Order.
6. All Purchase Orders will be signed by an authorized signer before they are turned into the Finance Department.
7. The Purchase Order shall include: (1) a description of the item(s) to be purchased, (2) budget code to be charged (3) quantity, (4) cost (including tax and shipping). The purchase order shall be signed by the Department Head or designated employee. A purchase order shall not remain open for longer than one year.
8. When the goods or services are received, the person receiving goods or services will verify the quantity shipped matches the Purchase Order, verify satisfactory condition, date and sign Purchase Order. In cases where partial shipment is received, and the balance of the complete shipment is not to be immediately forthcoming, the department may follow the procedures above on a photocopy of the Purchase Order with the recommendation that the Finance Department process partial payment.
9. The Department Head is responsible for promptly remitting the shipping documents and endorsed Purchase Orders to the Finance Department for processing.
 - a. Training and Travel by Department Heads shall be approved by the City Manager (or designated person) prior to an event requiring overnight out of town travel. A Request for Training/Travel Form shall be submitted to the City Manager for approval prior to registration for the event. The City Manager shall sign all Travel Expense Reports (reimbursement request) prior to submission to the Finance Department for payment.
 - b. Employees may use their personal cell phones for City business and be reimbursed \$40 per month upon approval of the Department Head or City Manager and submission of required documentation.
10. The Department Head is responsible for ensuring that adequate funds are available in the budget for the item(s) requested
11. No expenditure or other obligation shall be made unless authorized by the budget and in compliance with 1 through 10 above.
12. The City Manager is authorized to approve expenditures in an amount not in excess of \$25,000.
13. The City Manager is authorized to approve and sign annual maintenance agreements in an amount not-to-exceed \$25,000. The invoice for an agreement will be listed on the bill list. A detailed list of these maintenance agreements will be provided to the City Council on a semi-

annual basis. In the absence of the City Manager, the Finance Director is authorized to approve and sign these agreements.

14. Small value purchases under \$1,500 may be made in the open market. Purchase Orders are still required for these purchases. This Policy cannot be circumvented by purchasing a group of similar or identical items costing more than \$1,500 and submitting a separate purchase order and invoice for each item.
15. Major categories of contracts:
 - a. Contracts between \$1,500 and \$25,000 shall be purchased by a minimum of two competitive prices solicited by phone or written quotation. Quotations will be attached to the purchase order and kept with the accounts payable files. The City Manager may approve exceptions to the Policy for purchases on the open market under \$25,000.
 - b. Contracts below the competitive-bidding threshold of \$100,000, but above \$25,000, either singly or in aggregate, shall be purchased either using the competitive-bidding process or by competitive quotes in writing from a minimum of three vendors whenever possible.
 - c. Contracts of \$100,000 or more shall be purchased through the competitive-bidding process solicited by public notice in the manner and subject to the requirements of the law governing contracts.
16. Bidding requirements cannot be avoided by splitting a contract into several contracts, unless materials or work are logically different transactions indicating two separate contracts.
17. Purchases more than the sealed bid limit may be made without sealed bids if one or more of the following is applicable:
 - a. City participates in the Statewide Contracts and Team Georgia Marketplace, the GSA Cooperative Purchasing program and other public and private purchasing cooperatives (such as the Western States Cooperative Alliance.)
 - b. Sole source of supply or proprietary item (See number 18 below),
 - c. Emergency expenditures (See number 19 below),
 - d. Purchase of used equipment where no competition exists.
 - e. Federal and State surplus property acquisitions.
 - f. Property obtained from other governmental agencies.
18. Where permitted by law, and notwithstanding any other provisions of the purchasing policy, a contract may be awarded for a supply, service or construction item without competition when the City Manager or Finance

Director and City Attorney determine in writing that there is only one source for the required item. The Department Head requesting the item will provide in writing an explanation stating why no other item will be suitable or acceptable to meet the need.

19. Where permitted by law, and notwithstanding any other provision of the purchasing policy, the City Manager or Finance Director, in consultation with the City Attorney, may authorize others to make emergency purchases where there exists a threat to public health, welfare, or safety under emergency conditions, provided such emergency purchase shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the contractor shall become a part of the procurement file. The above policy statement shall not apply to purchases that were caused from poor planning or scheduling by the Department Head.
20. Professional Services are considered to be unique and are not subject to the bid law even though the contract amount may exceed \$50,000. This group includes: architects, engineers, construction managers, attorneys, accountants, consultants, and other services requiring technical, scientific or professional training.
21. An Imprest Fund (petty cash) shall be maintained for the purchase of goods or services to a maximum of \$25.00. The documents necessary to use this system are a petty cash slip available from the Finance Department and a receipt for the goods or services purchased.

Imprest Funds shall not be used for the payment of salaries or personal expense reimbursements.
22. It is the policy of the City of Doraville that the following ethical principles shall govern the conduct of every employee involved, directly or indirectly, in the City procurement process.
 - a. Employees will avoid activities which would compromise or give the perception of compromising the best interests of the City of Doraville. Employees will not knowingly use confidential proprietary information for actual or anticipated personal gain.
 - b. Employees will avoid any activity that would create a conflict between their personal interest and the interest of the City. Conflicts exist in any relationship where a person is not acting in the City's best interest and may be acting in their own interest or the interest of someone associated with them. Such conflicts of interest would include being involved in any procurement in which:
 1. The employee or any member of the employee's family has a financial interest pertaining to the City procurement process;

2. A business or organization in which the employee, or any member of the employee's family, has a financial interest pertaining to the City procurement process, or
3. Any other person, business, or organization with whom the employees or a member of the employee's family is negotiating or has an arrangement concerning prospective employment.

If such conflicts of interest exist, the employee will notify the City Manager in writing and will remove him/herself from the City procurement process.

23. Employees will avoid the appearance of unethical or compromising practices in relationship, actions, and communications regarding the procurement process.
24. Employees will never solicit or accept money, loans, gifts, favors, or anything of value, from present or potential contractors which might influence or appear to influence a purchasing decision. If anyone is in doubt about whether a specific transaction complies with this policy, the person should disclose the transaction to the City Manager for a determination of compliance.
25. Employees will keep proposers' and contractors' proprietary information confidential if required, by a signed non-disclosure statement. The City Attorney must be consulted before any employee signs such a statement. Employees will keep City procurement information obtained from a Request for Proposal or Request for Qualifications confidential until after contract award if the solicitation provides for it to be kept secret.
26. The City of Doraville shall be environmentally conscious by encouraging the use of recycled products whenever practicable and in the best interest of the City.



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: **Ordinance to revise City Code to authorize
Administrative Powers to the City Manager**

Date of Meeting: _____

Budget Impact: ___Y___X___N

Budget Impact Amount: \$____N/A_____

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

Funding Source:

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

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Following the November, 2011, passage of the Referendum to change the City of Doraville form of government to that of a City Manager government, the City devised the qualifications and job description for the City Manager, as well as adopted, by Home Rule, an additional Charter Amendment, by Ordinance No. 2013-03, setting out the duties and responsibilities of the City Manager. In order to codify those administrative duties of the City Manager into various administrative provisions of the Code, this Ordinance revises the necessary sections to replace the Mayor, City Clerk, City Council or such other previously designated officer/employee in the role of the administrative responsibilities devised by said sections. Some sections are revised in their entirety where additional wording required revising in order to properly define the duties. The following is a break-down of the changes by Chapter:

Chapter 1: Replacing Mayor and City Clerk with City Manager or designee in Sections 1-13 (licenses denials) and 1-15 (appeals provisions) to denote City Managers authority to deny/revoke/suspend license. Section 1-14 (notice) was revised in its entirety as the section had several different people with power to deliver notices (including the City Marshall, a position that does not exist currently) and they were replaced with City Manager and Police Officer or their designees.

Chapter 2: Section 2-8 ("Officials, employees not to incur indebtedness without purchase order") was revised in its entirety in order to distinguish discipline responsibility between the City Council for elected officials and Council-appointed officers, and other employees supervised by the City Manager's Office. Section 2-36(d) and (e) were revised to transfer administration of the Clerk's Council Agenda from the Mayor and Council to the City Manager. Section 2-38 was deleted in its entirety in order to prevent clashing between Council and City Manager in administrative duties. Section 2-56 was deleted in its entirety as unnecessary. Sections 2-58 and 2-59 were revised to allow City Manager to wield

the appropriate emergency powers after declaration of Emergency by the Mayor. Section 2-62 and 2-63 were revised to allow for administrative overseeing of employees of the City by the City Manager. Sections 2-83, 2-84, 2-85, 2-86, 2-87 and 2-88 were revised to give budgetary authority to the City Manager. Sections 2-90 and 2-91 was revised to give City Manager authority to oversee the procurement process. Section 2-109 was revised to designate City Manager as custodian of the keys to City Hall. Section 2-113(a) was revised to transfer the agency for selling personal property of the City to the City Manager. Section 242(b), the Employee Manual, is being revised as follows: Section 1.4 of the manual will authorize the City Manager, not the Mayor, to publish a handbook; Section 2.6 will make sure the City Manager is aware of all EEOC actions first; Section 3.1.2 would authorize City Manager to approve position advertising expenditures and accept applications for employment; Section 3.4.2 would authorize City Manager to conduct annual pay range reviews; Section 4.2(B)(3) would authorize City Manager to make exceptions to the unpaid lunch rule; Section 5.3.1(C) designated City Manager's office as contact for military leave; Section 5.3.2 designated requests for "leave without pay" to be sent to the City Manager instead of Mayor and City Council; Section 7.2.1 authorizes the City Manager to obtain travel authorization from Mayor and City Council; Section 7.2.2(A)(3) delegates the City Manager to approve business meal expenses; Section 9.3 requires notification of any outside employment to be given to the City Manager; Section 9.7 requires notification of removal of City property by employee to the City Manager; Section 9.9.4 requires obtaining certain social media use permission from City Manager; Section 10.3.3(A), (B), (C), (D) and (F) designates the City Manager as receiver of Department Director complaints; Section 11 designates City Manager as receiver of separation notices. Section 2-243(f) was revised to grant authority to City Manager to approve access to City's computer system. Sections 2-244 and 2-245 have been deleted in their entirety as being redundant with the Employee Manual.

Chapter 3: Section 3-43 ("Random and Probably Audits") was amended to give authority to order random and probable cause audits to City Manager or designee; Section 3-45 ("Temporary Off Premises and Special Events Licenses") was amended to give authority to the City Manager, rather than City Council, to grant said licenses based on the criteria in the Section; Section 3-54 ("Food and Consumption on the Premises") was amended to remove City Council as the entity acting against a business due to a violation; Section 3-67 ("Alcoholic Beverage Tax") was amended to remove the Mayor as the person collecting tax returns and instead inserting City Manager or designee.

Chapter 5: Section 5-1 ("Building Permit Required") was amended to give authority to City Manager or designee to accept building applications instead of City Council; Section 5-57 ("Appointment of Inspectors") was amended to authorize the City Manager, not the City Council, to appoint building inspectors; Section 5-201 ("Definitions") was amended to replace Mayor and Council with City Manager as the appointees of the Building Official; Section 5-273(b) was amended to authorize City Manager, not City Council, to approve Tree Bank expenditures.

Chapter 6: Section 6-286 ("Authorized designee") was amended to give authority to notify cable franchisees of the rate to the City Manager and not the Mayor; Section 6-307 ("Revocation or Suspension of License") was amended to transfer revocation of massage license authority from Mayor to City Manager; Section 6-410 (Application for Occupation Tax Certificate") was amended by switching the authority to accept said applications for adult entertainment establishments from the Mayor to the City Manager; Section 6-416 ("Change of Location or Name") was amended to transfer authority to approve location change of adult entertainment establishment from Mayor and City Council to City Manager; Section 6-421 ("Revocation and Appeal") was amended by transferring authority to revoke adult entertainment licenses from the Chief of Police to the City Manager; Section 6-502 (Qualifications of Applicants") was amended to remove the automatic hearing right to City Council to bonding company revoked or suspended in different jurisdiction; Section 6-611 ("Enforcement; Violations") was amended by transferring authority of placing executions on delinquent businesses who have unpaid occupation taxes from the Mayor to the City Manager; Section 6-613 ("Denial, Suspension or Revocation of Occupation Tax Certificate") was amended to transfer authority to deny, suspend or revoke from Mayor to City Manager; Sections 6-965 ("Body crafter requirements and permit"), 6-966 ("Denial, Suspension or Revocation of Body Crafter Permit"), 6-967 ("Client Records"), Section 6-973 ("Enforcement and Penalties") were amended to transfer authority for issuing, enforcing and revoking Tattoo artist permits from Building Inspector to City Manager or designee; Section 6-971 has been deleted as duplicative of Section 6-966 ("Denial, Suspension or Revocation of Body Crafter Permit"); Section 6-1008 ("Suspension or Revocation of License") has been amended to transfer said authority to revoke CSTTOM licenses from Mayor to City Manager.

Chapter 8: Sections 8-2 ("General Provisions"), 8-4 ("Permit Procedures and Requirements") and 8-7 ("Variance Procedures") were amended to change authority to administer the Floodplain Management provisions from the Mayor to City Manager.

Chapter 10: Section 10-3 ("Noise") was amended to change the authority to grant deviations from the construction noise provisions from the City Council to the City Manager; Section 10-12 ("Sanitary Toilet Required") was amended to transfer authority to notify resident of said requirement from City Council to City Manager; Section 10-45 ("Failure to Pay Assessment; Issuance and Date of Execution") was amended to delete the term "Mayor" from the provision authorizing in whose name a nuisance lien is to be made on an abated property; Section 10-58 ("Penalties") was amended by transferring authority to revoke a business license in the event of a violation of the handbill ordinance from Mayor and City Council to City Manager or designee.

Chapter 11: Section 11-5(c) ("Posting of name and Telephone Number of Person to Contact in Emergency") was amended in its entirety to remove reference to suspension of business license after hearing by City Council as a duplicate provision to current hearing procedures in Section 1-15; Sections 11-12 ("Glue, other adhesives; Ownership, possession, purchase sale") and 11-12.1 ("Possession, transfer and sale of model glue and other solvents") were amended

to transfer the referenced authority for revocation of business licenses from City Council to City Manager or designee.

Chapter 13: Section 13-3 (“Qualified Attendant Required to be on Premises”) was amended to transfer authority to receive letter listing employees from above-ground storage facilities from City Council to City Manager.

Chapter 15: Section 15-4 (“Administration and Enforcement”) was amended to transfer authority to administer and enforce the sanitation provisions from the Mayor and City Council to City Manager.

Chapter 17.5: Section 17.5-2 (“Definitions”) was amended by changing the term “City Commission” to “City Council” and changing the phrase “Planning Commission” to “City Council” in the definition for “Comprehensive Plan.” “City Commission” was changed to “City Council” in Sections 17.5-22, 17.5-23, 17.5-29, 17.5-45, 17.5-46, 17.5-54, 17.5-71, 17.5-77, 17.5-104, 17.5-171, 17.5-172, and 17.5-174. “City Superintendent” was changed to “City Planner” in Section 17.5-42, 17.5-44, 17.5-47, and 17.5-71 to denote the person coordinating the acceptance and filing of final and revised plats.

Options: **Pass this Ordinance or revise.**

Recommended Action: **Adopt the attached Ordinance**

Department: Legal Department Head: Cecil G. McLendon

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

STATE OF GEORGIA

CITY OF DORAVILLE

ORDINANCE NO. 2013-__

AN ORDINANCE TO REVISE THE CITY OF DORAVILLE CODE TO AMEND ADMINISTRATIVE POWER PROVISIONS IN THE CODE IN CONJUNCTION WITH A TRANSFER OF CITY ADMINISTRATION TO A CITY MANAGER FORM OF GOVERNMENT; PROVIDE FOR REPEAL OF CONFLICTING ORDINANCES; TO PROVIDE FOR AN ADOPTION AND EFFECTIVE DATE; TO PROVIDE FOR CODIFICATION; AND TO PROVIDE FOR OTHER LAWFUL PURPOSES

WHEREAS, the voter of the City of Doraville approved a revisions of the City's Charter by Referendum on November 7, 2011, to change the City's form of government as of January 1, 2014 to a City Manager form of government; and

WHEREAS, the City Council has subsequently adopted by Ordinance No. 2013-03 additional revisions to the Charter pursuant the City's powers under Home Rule, on March 4, 2013, delineating the powers of the City Manager; and

WHEREAS, the powers of the City Manager are those of a Chief Administrative Officer of the City and the City Manager is thus tasked with administering the City Council's adopted policies, procedures, Ordinances and Resolutions; and

WHEREAS, the City Council hereby desires to amend the Code of the City of Doraville to reflect the administrative duties of the City Manager designated by the Charter; and

WHEREAS, the health, safety, welfare and aesthetics of the citizens of the City of Doraville shall be improved and protected by adoption and implementation of this Ordinance.

THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DORAVILLE, GEORGIA HEREBY ORDAIN:

Section 1

That the Code of Ordinances for the City of Doraville, Georgia, is hereby amended by revising Chapter 1, Section 1-13 ("Power to revoke permits or licenses"), Chapter 2, Section 2-36(d) ("Items on Agenda and Appearance before Council"), Section 2-59 ("Duration, extension of emergency powers"), Section 2-62 ("City Manager's Immediate Staff"), Section 2-63 ("Mayor and Council Communications on Personnel issues"), Section 2-83 ("Preparation by City Manager"), Section 2-84 ("Review by Council"), Section 2-85 ("When to be adopted"), Section 2-86 ("Manner of adoption"), Section 2-87 ("Modification during fiscal year"), Section 2-88 ("City Manager to Apprise Council of City's financial condition"), Section 2-90(a) and (b) ("Bids required; conditions; exceptions"), Section 2-91 ("Purchasing Authority of the City Manager"), Section 242(b) – Employee Manual Section 1.4 ("General Provisions"), Employee Manual Section 2.6 ("EEO Complaint Procedure"), Employee Manual Section 3.1.2(B) and (C) ("Recruitment and Selection"), Employee Manual section 3.4.2(A) ("Compensation and Administration), Section 4.2(B)(3) ("Hours of Work – Meal Time"), Section 5.3.1(C) ("Military Leaves of Absence"), Section 7.2.1(B) ("Travel – approval"), Section 7.2.2(A)(3) ("Business meals"), Section 9.3 ("Outside Employment"), Section 9.7 ("Use of City Property"), Section 9.9.4 ("Use Outside of Work"), Section 10.3.3(A), (B), (C), (D) and (F) ("Initial Complaints," "Review by Department Director," "Hearing," "Hearing Officer's Decision" and "Standard for Modifying Discipline"), and Section 11 ("Separation Procedures"); Section 2-243(f) ("Employee Use of Telecommunications Technology – Prohibited Uses"); Section 3-43 ("Random and Probable Cause Audits"); Section 3-67 ("Alcoholic Beverage Tax"); Section 5-273(b) ("Tree Replacement and Planting"); Section 6-286 ("Authorized Designee"); Section 6-307 ("Revocation or Suspension of License"); Section 6-410 ("Application for Occupation Tax Certificate"); Section 6-611 ("Enforcement; Violations"); Section 6-613 ("Denial, Suspension or

Revocation of Occupation Tax Certificate”); Section 8-4 (Permit Procedures and Requirements”); Section 8-7 (“Variance Procedures”) to replace the term “Mayor” with the term “City Manager or designee.” In case of Section 2-59, Section 2-85, Section 2-86, and Section 2-90(a), only the first instance of the term “Mayor” in this section shall be replaced. In case of Section 242(b) – Employee Manual Section 3.4.2(A), only the second instance of the term “Mayor” in this section shall be replaced. Section 10-45 (“Failure to Pay Assessment; Issuance and effect of Execution”) shall be amended to remove the term “Mayor” without replacement.

Section 2

That the Code of Ordinances of the City of Doraville, Georgia, is hereby amended by revising Chapter 1, Section 1-15(a)(1) and (b)(1) (“Hearing Procedures”); Section 6-1008 (Suspension or Revocation of Licenses”); Section 8-2 (“General Provisions”) to replace every instance of the phrase “Mayor or designee” with the phrase “City Manager or designee.”

Section 3

That the Code of Ordinances of the City of Doraville, Georgia, is hereby amended by revising Chapter 1, Section 1-15(a)(3) (“Hearing Procedures”); Section 242(b) – Employee Manual Section 5.3.2 (“Leave without pay”); Section 3-43 (“Random and Probable Cause Audits”); Section 3-45 (“Temporary Off-Premises and Special Event Licenses”); Section 3-54 (“Food and Consumption on the Premises”); Section 5-1 (“Building Permit Required”); Section 5-57 (“Appointment of Inspectors”); Section 5-201 (“Definitions”) – the definition of *Building Official*; Section 5-273(b) (“Tree Replacement and Planting”); Section 6-416 (“Change of Location or Name”); Section 10-3 (“Noise”); Section 10-12 (“Sanitary Toilet Required”); Section 10-58 (“Penalties”); Section 11-12 (“Glue, other adhesives; ownership, possession, purchase, sale”); Section 11-12.1 (“Possession, Transfer and Sale of Model Glue and Other

Solvents”); Section 13-3 (“Qualified Attendant Required to be on Premises”); Section 15-4(a) (“Administration and Enforcement”) to replace the terms “City Clerk” and/or “Mayor and City Council” and/or “City Council” and/or “Council” with the term “City Manager or designee.”

Section 4

That the Code of Ordinances of the City of Doraville, Georgia, is hereby amended by revising Section 6-421 (“Revocation and Appeal”); Section 6-965 (“Body Crafter Requirements and Permit”); Section 6-966 (“Denial, Suspension or Revocation of Body Crafter Permit”); Section 6-967 (“Client Records”); Section 6-973 (“Enforcement and Penalties”) to replace each instance of the phrase “Chief of Police” or “[City] Building Inspector” with the phrase “City Manager or designee.”

Section 5

That the Code of Ordinances for the City of Doraville, Georgia, is hereby amended by revising Chapter 1, Section 1-14 (“Notices: services of notices”) to read as follows:

Sec. 1-14. Notices: service of notices

Any notice required by this Code or the Doraville Zoning Ordinance may be served by either the City Manager or designee, an officer of the City police department, or by any other person who may be specifically authorized to give notice by a particular section or provision of the Code or the zoning ordinance.

Section 6

That the Code of Ordinances for the City of Doraville, Georgia is hereby further amended by revising Chapter 2, Section 2-8 (“Officials, Employees not to incur Indebtedness without Purchase Order”) to read as follows:

Sec. 2-8. Officials, employees not to incur indebtedness without purchase order.

No official or employee of the City shall have the authority to incur any indebtedness against the City without first securing a purchase order therefor from the purchasing agent as above provided. Any such official or employee found violating this section shall be held strictly accountable therefor and liable to removal from office within the discretion of the City Council (for elected officials or Council-appointed officials) or the City Manager (all other officials and employees).

Section 7

That the Code of Ordinances of the City of Doraville, Georgia, is hereby amended by revising Chapter 2, Section 2-36(e) ("Items on agenda and appearance before Council") to delete the phrase "The Council may waive this requirement by a majority of those members who are present at a meeting" and replace it with "The City Manager may waive this requirement."

Section 8

That the Code of Ordinances of the City of Doraville, Georgia, is hereby amended by revising Chapter 2, Section 2-58 ("Powers of City Manager after declaration of emergency") to read as follows:

Sec. 2-58. Powers of City Manager after declaration of emergency

After Mayor's declaration of Emergency, the City Manager or designee shall have the right to exercise any or all of the following powers:

- (a) To use employees of the City to assist in the safety and preservation of life, limb and property of the citizenry of the City.*
- (b) To close streets and sidewalks and to delineate areas within the City wherein an emergency exists.*
- (c) To impose emergency curfew regulations.*

- (d) *To close any and all municipally owned buildings and other facilities to the use of the general public.*
- (e) *To do any and all acts necessary and incidental to the preservation of life, limb and property of the citizenry of the City.*

Section 9

That the Code of Ordinances of the City of Doraville, Georgia, is hereby amended by revising Section 2-109 (“Surrender of Keys”) to read as follows:

Sec. 2-109. Surrender of Keys

The City Manager or designee shall be custodian of keys to the municipal buildings located within the City. It shall be the duty of every person to whom a key is issued under this section, upon suspension, discharge, removal or discontinuance of the services to the City, to immediately surrender such keys to the custodian.

Section 10

That the Code of Ordinances of the City of Doraville, Georgia, is hereby amended by revising Section 2-113(a) (“Sale of personal property; procedure”) to read as follows:

Sec. 2-113. Sale of personal property; procedure

- (a) *When it is deemed advisable to dispose of any personal property belonging to the City and used in the various departments thereof, or under the supervision of the City Manager or Mayor and Council, the sale of such property shall be made by the City Manager through a representative of the City Manager. The purchasing agent shall confer with the head of the department selling the property, with the view to getting the best price possible in making the sale. This section is not intended to authorize the sale of such property without a resolution of the*

Council, but where a resolution has, for any reason, provided for the sale of any such property belonging to the City, the sale of such property shall be supervised by the City Manager acting with the proper official of the City familiar with and in charge of the property proposed to be sold.

Section 11

That the Code of Ordinances of the City of Doraville, Georgia, is hereby amended by revising Chapter 6, Section 6-502 (“Qualification of Applicants”), relating to bonding companies, subsection (d), to read as follows:

Sec. 6-502. Qualifications of Applicants

...

...

...

(d) In the event the right of a bonding or professional surety company to conduct business is suspended or revoked in another jurisdiction, said suspension or revocation in another jurisdiction shall constitute grounds to suspend or revoke said license in the City of Doraville.

Section 12

That the Code of Ordinances of the City of Doraville, Georgia, is hereby further amended by revising Chapter 11, Section 11-5 (“Posting of Name and Telephone Number of Person to Contact in Emergency”), subsection (c), to read as follows:

Sec. 11-5. Posting of Name and Telephone Number of Person to Contact in Emergency

...

...

- (c) *Any person subject to the terms of this section who fails to comply with this section shall be punished as provided in Section 1-12 of this Code for each such offense, and upon a second or subsequent offense shall be subject to the suspension of his occupation tax certificate as issued by the City for a period not to exceed thirty (30) days, pursuant to the provisions of Chapter 6, Article IX and Section 1-15 of this Code.*

Section 13

That the Code of Ordinances for the City of Doraville, Georgia, is hereby further amended by revising Chapter 17.5 (“Subdivision Regulations”), Section 17.5-2 (“Definitions”) by replacing each term “City Commission” with “City Council” and by replacing the term “Planning Commission” with “City Council” in the definition for “Comprehensive Plan.” Furthermore, each instance of the phrase “City Commission” in Sections 17.5-22 (“Review of Preliminary Plat; Tentative Approval; Disapproval”), 17.5-23 (“What Approval of Preliminary Plats Constitutes”), 17.5-29 (“Certificates Shown on Preliminary Plat”), 17.5-45 (“Concurrence by City Commission”), 17.5-46 (“Approval by Chairman of County Board of Commissioners”), 17.5-54 (“Official Acknowledgment”), 17.5-71 (“Procedure for Revising Final Plat”), 17.5-77 (“Required Wording”), 17.5-104 (“Street Names”), 17.5-171 (“Where Subdivision Located in Path of Proposed Expressway, etc.”), 17.5-172 (“Park Sites”), and 17.5-174 (“Dedication of Parks and Playgrounds”) shall be replaced with the phrase “City Council.”

Section 14

That the Code of Ordinances for the City of Doraville, Georgia, is hereby further amended by revising Chapter 17.5 (“Subdivision Regulations”), Sections 17.5-42 (“Fee for Filing Final Plat”), 17.5-44 (“Submission to Planning Commission”), 17.5-47 (“Recordation”)

and 17.5-71 (“Procedure for Revising Final Plat”) to replace each instance of the phrase “City Superintendent” with “City Planner.”

Section 15

That the Code of Ordinances of the City of Doraville, Georgia, is hereby amended by deleting Sections 2-38, 2-56, 2-244 and 2-245, 6-971 in their entirety and leaving same “Reserved.”

Section 14

a. It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

b. It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section paragraph, sentence, clause or phrase of this Ordinance.

c. In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or

sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 15

All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

Section 16

This Ordinance shall be codified in accordance with state law and the Code of the City of Doraville, Georgia. This Ordinance shall become effective upon adoption.

SO ORDAINED, this ____ day of _____, 2013.

CITY OF DORAVILLE, GEORGIA

Mayor

First Reading

Second Reading

ATTEST:

_____(SEAL)
Sandra Bryant, Acting City Clerk

APPROVED AS TO FORM:

Cecil G. McLendon, Jr., City Attorney

	Yea	Nay
Maria Alexander	<input type="checkbox"/>	<input type="checkbox"/>
Brian Bates	<input type="checkbox"/>	<input type="checkbox"/>
Pam Fleming	<input type="checkbox"/>	<input type="checkbox"/>
Karen Pachuta	<input type="checkbox"/>	<input type="checkbox"/>
Trudy Jones Dean	<input type="checkbox"/>	<input type="checkbox"/>
Robert Patrick	<input type="checkbox"/>	<input type="checkbox"/>



AGENDA ITEM REQUEST SHEET

Subject: First Read on Ordinance to Amend Taxation Provisions of Chapter 18

Date of Meeting: June 3, 2013

Budget Impact: ☐ Yes ☐ N/A

Budget Impact Amount: \$ _____

Funding Source:

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

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

Department: Finance

Department Head: Lisa Ferguson

This will be the first read on the attached ordinance to amend the taxation provisions of Chapter 18. It has been determined that it may be appropriate to amend the City Code to correct some outdated portions and clarify some current portions of the Taxation chapter. We are updating the millage rate adoption deadline to a more realistic date of June 30. In addition, we are rewriting Chapter 18 to incorporate the collection schedule prescribed by DeKalb County since they now collect these taxes on our behalf.

Recommended Action: None

**STATE OF GEORGIA
CITY OF DORAVILLE**

ORDINANCE NO. 2013-_____

AN ORDINANCE TO AMEND CHAPTER 18 OF THE CITY OF DORAVILLE, GEORGIA CODE OF ORDINANCES RELATING TO TAXATION; AND FOR OTHER PURPOSES

WHEREAS, Article I of the Charter of the City of Doraville authorizes the City Council to levy any tax allowed by law; and

WHEREAS, the City of Doraville has heretofore adopted ordinances setting forth the imposition, assessment, and levying of ad valorem taxes and rental motor vehicle excise taxes; and

WHEREAS, Chapter 18 of the Code of Ordinances for the City of Doraville, Georgia provides for the manner and procedures for the levying of ad valorem taxes and rental motor vehicle taxes; and

WHEREAS, the Mayor and City Council have determined that it may be appropriate to amend the City Code to correct some outdated portions and clarify some current portions of the Taxation chapter:

NOW THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DORAVILLE, GEORGIA HEREBY ORDAIN:

Section 1

Chapter 18 ("Taxation") Section 1 of the Code of Ordinances, City of Doraville, is hereby amended to read as follows:

~~"Sec. 18-1. —Advertisement of tax sales~~ Tax liens and judicial foreclosure.

~~All sales under tax or other executions due the City, unless otherwise provided by law, shall be advertised for and in behalf of the City and shall be advertised in the official gazette unless required by law to be advertised in some other paper.~~

~~For any outstanding amounts due the City from taxes billed prior to the City utilizing the eCounty to collect taxes under this Chapter, the City may utilize any attachment, lien or sale procedure to collect outstanding amounts owed the City as allowed by law."~~

Section 2

Chapter 18 ("Taxation") Section 18-31 of the Code of Ordinances, City of Doraville, is hereby amended to read as follows:

"Sec. 18-31. – Establishment of rate.

The ad valorem tax rate for each year shall be established annually by the City Council by the end of June." ~~at its second meeting in May. City taxes shall be based on the returns for the county.~~

Section 3

Chapter 18 ("Taxation") Section ~~32~~ of the Code of Ordinances, of the Code of the City of Doraville, is hereby further amended by ~~striking the existing~~ revising Section 18-32 in its entirety and ~~replacing it with the existing~~ Section 36, to read as follows:

"Sec. 18-32. – Penalty for failure to file return. ~~Opening books for returns.~~

~~The City Clerk, as tax receiver and collector, shall open the City books for returns of taxes on the first day of January of each year, by and for the individual returns to be made by the property owners and taxpayers to the clerk and receiver for all property owned, held and subject to a tax return to and for taxation by the City on the first day of January of the year as required to be returned. Each person liable and subject to a tax return to the City and for taxation by the City, between the first day of January and the thirty first day of March, each year, shall fill out completely and answer fully all pertinent and applicable questions under oath administered by the tax receiver or by any person authorized to administer an oath or attest deeds in the state, as contained in the City tax return form furnished by the clerk as hereby adopted and sanctioned.~~

Where the owner of property fails to return the real property text by himself or his agent, as provided by law, the penalty for unreturned real property tax shall be five dollars (\$5.00) or ten (10) percent of the total taxes due, whichever is greater, for the year in question. Said penalty shall be added to the delinquent taxpayer's tax bill, and shall be in addition to the amount of ad valorem taxes due the City and also in addition to any costs and interest permitted by law. The penalty prescribed herein shall apply only to such property as the owner has acquired since his last tax return, and which was not returned prior to the expiration of the time for filing tax returns."

Section 4

Chapter 18 ("Taxation") ~~Section 33 of the Code of Ordinances, City of Doraville, is hereby further amended by striking the existing~~revising Section 18-33 in its entirety and replacing it to read as follows:

"Sec. 18-33. – Assessment of property for ad valorem taxes. Contents of return

~~Among other answers on the tax return and information required thereby, the property owner and taxpayer shall supplement the same and set forth in the tax return, as follows:~~

~~(1) The value, as required by state law, of all property, real and personal, owned, held, or controlled by him and subject to a tax return to the City and subject to taxation by the City.~~

~~(2) The number, size and location of all City lots owned, held or controlled by him subject to a tax return to the City and subject to taxation by the City, together with the name of the occupant of each.~~

~~(3) All other real estate owned, held or controlled by him in the City, not returned as City lots, subject to a tax return to the City and subject to taxation by the City, together with the name of the occupant of such real estate.~~

(a) The eCounty bBoard of tTax aAssessors is hereby designated to have the responsibility for assessment and valuation of property within the city limits. The eCity eCouncil shall adopt the assessments and valuations made by the Bboard of tTax aAssessors of the eCounty for all property located within the city limits, as may be established from year to year by the eCounty bBoard of tTax aAssessors.

(b) The eCity eCouncil authorizes the eCounty tTax eCommissioner to make such adjustments in the collection of individual items of tax, and to make such refunds as may be proper and necessary, by adding to or deducting from the distribution due the eCity at the next period of accounting, along with a stated explanation of the correction."

Section 5

Chapter 18 ("Taxation") Section 34 of the Code of Ordinances, City of Doraville, is hereby further amended by revising~~striking the existing~~ Section 18-34 in its entirety~~and~~ replacing it with the existing Section 40, to read as follows:

"Sec. 18-34. – Due date for taxes and penalty for failure to pay. Filing return; due date
The required tax return form shall be filled in, completed and answered under oath, on
the oath form attached as a part of such return form, and filed by each person liable for a
tax return and taxes to the City or by his agent or attorney in a like manner with the
Dekalb County Tax Commissioners Office as receiver between the second day of January
and the first day of March.

- (a) All ad valorem taxes due to the City for the year 2005 and each year thereafter*
shall be paid as follows: (i) one-half (1/2) on or before August 15; (ii) remainder
one-half (1/2) on or before November 15.
- (b) Any installment of ad valorem taxes due to the City which are not paid on or*
before the due date therefore shall have added thereto a penalty equivalent to ten
(10) percent of the amount due.
- (c) In addition, interest shall accrue on such unpaid taxes at the rate of one (1)*
percent per month beginning on January 2 following the November when such
taxes were due and continuing thereafter until paid in full. All interest shall be
computed at the rate of one (1) percent per month or for any fraction thereof."

Section 6

Chapter 18 ("Taxation") Section ~~35~~ of the Code of Ordinances, City of Doraville, is hereby further amended by revising ~~striking the existing~~ Section 18-35 ~~in its entirety and~~ replacing it to read as follows:

"Sec. 18-35. – Collection of delinquent taxes. When return not required

- ~~(a) Notwithstanding the foregoing provisions of this article, every person owning property subject to taxation within the City shall be relieved from the necessity of filing a return where such property had been previously returned by such taxpayer and where there has been no change in such property to be assessed for taxes. The City Clerk, as tax receiver and collector, is hereby directed and authorized that at the time of closing the tax books to accept the return of such taxpayer from the previous year when last filed for the purposes of taxation for the current year.~~
- ~~(b) The foregoing provision shall not apply, however, to apartments, duplexes, commercial, business and industrial properties. Any and all such property owners and taxpayers owning apartments, duplexes, business, commercial, and industrial property shall be required to file and make a return for the purpose of taxes.~~
- (a) The duty to collect by levy and sale, or otherwise, for delinquent taxes is hereby imposed upon the City Tax eCollector or his designee as issuing officer, and the eCounty sSheriff as execution officer. All levies of execution for delinquent taxes shall be in the name of the eCity. This duty may be contracted by the Ceity eCouncil to a third party.

- (b) It shall be the duty of the eCity tTax eCollector or his designee to comply with all provisions of state law for issuing, sale and transfer of tax executions and laws governing judicial sales and to:
- (1) Keep a file of all newspapers in which an official advertisement appears;
- (2) Keep an execution docket in which shall be entered a full description of all executions;
- (3) Maintain a book of all sales;
- (4) Maintain an index to the sales and executions.
- (c) The eCity tTax eCollector shall sign all levies, notices, advertisements, and the like in his name for the eCity.
- (d) Execution issued in the name of the eCity for delinquent ad valorem taxes shall be directed and delivered to the eCounty sSheriff, who shall enter the execution upon the docket to be kept in his office, and he shall proceed to enforce the collection of the execution in the manner prescribed by law.
- (e) The eCity tTax eCollector will issue all fieri facias (fi. fas.) for delinquent taxes and the eCounty Ssheriff shall execute such fi. fas. under the same procedures provided by law governing execution of such process from the superior court, or by the use of any other available legal process and remedies.
- (f) Costs for the issuance of each fi. fa. against a delinquent taxpayer under this article shall be as determined by the City Council and listed in the schedule of fees and charges maintained in the City Clerk's office."

Section 7

The remainder of Article II of Chapter 18 ("Taxation") of the Code of Ordinances, City of Doraville, comprising of Sections 18-36, 18-37, 18-38, 18-39, 18-40, and 18-31 isare hereby deleted in their entirety amended to read as follows:

~~Sec. 18-36. — Penalty for failure to file return.~~

~~Where the owner of property fails to return the property by himself or his agent, as provided by law, while the tax books are open, the penalty for unreturned property shall be five dollars (\$5.00) or ten (10) percent of the total taxes due, whichever is greater, for the year in question, and such sum shall be added to the delinquent taxpayer's tax bill. The penalty prescribed herein shall apply only to such property as the owner has acquired since his last tax return, and which was not returned prior to the expiration of the time for filing tax returns.~~

~~Sec. 18-37. — Notice to assessors of failure to return; assessment; notice of assessment.~~

~~Should any taxpayer fail or refuse to make his return during the required period, the City Clerk, as tax receiver, shall notify the tax assessors, and the assessors shall, from the best information they can secure, ascertain the amount of and value of such property not returned and assess the same against such delinquent taxpayer. The City Clerk shall thereupon mail to such taxpayer, at his last known address, a written notice of such assessment and the amount thereof.~~

~~Sec. 18-38. — Reserved.~~

~~Sec. 18-39. — Enforcement of collection.~~

~~Should any person fail or refuse to pay his taxes within the time prescribed in this article, the clerk shall immediately, at the expiration thereof, issue tax fi. fas. against all delinquent taxpayers and shall make a list thereof and shall also deliver the fi. fas.~~

to the levying officer, who shall proceed to enforce collection thereof by levy, advertisement and sale of the property subject thereto. In advertising and selling the property under tax fi. fa. or other process, the levying officer shall observe the rules and procedures governing sheriff's sales in this state.

~~Sec. 18-40. Due date for taxes and penalty for failure to pay.~~

~~(a) All ad valorem taxes due to the City for the year 2005 and each year thereafter shall be paid as follows: (i) one-half (1/2) on or before August 15; (ii) remainder one-half (1/2) on or before November 15.~~

~~(b) Any installment of ad valorem taxes due to the City which are not paid on or before the due date therefore shall have added thereto a penalty equivalent to ten (10) percent of the amount due.~~

~~(c) In addition, interest shall accrue on such unpaid taxes at the rate of one (1) percent per month beginning on January 2 following the November when such taxes were due and continuing thereafter until paid in full. All interest shall be computed at the rate of one (1) percent per month or for any fraction thereof.~~

~~(Ord. No. 232, § 1, 6-5-89; Ord. No. 93-21, § 1, 12-6-93; Ord. No. 05-12, § 1(C), 4-18-05)~~

~~Sec. 18-41. Costs for fi. fa.~~

~~Costs for the issuance of each fi. fa. against a delinquent taxpayer under this article shall be as determined by the City Council and listed in the schedule of fees and charges maintained in the City Clerk's office.~~

~~Secs. 18-42—18-50. Reserved.~~

"Sec. 18-36 -- 18-50. -- Reserved.

Reserved."

Section 8

Chapter 18 ("Taxation") is hereby further amended ~~Section 51 of the Code of Ordinances, City of Doraville, is hereby amended~~by revising Section 18-51 to include a subsection (b) to read as follows:

"Sec. 18-51. Granted, maximum amount; 70 year old exemption.

(a) Twenty-five thousand dollars (\$25,000.00) of the assessed value of the homestead of each resident of the City actually occupied by the owner as a residence and homestead for so long as the residence and homestead is occupied by the owner primarily as his or her residence is exempted from all City ad valorem taxation.

(1) This exemption shall also extend to and apply to those properties legal title to which is vested in one (1) or more title holders, if the residence is actually occupied by one (1) or more such owners as an actual residence. In such instance the exemption shall be granted to such properties, if claimed in the manner herein required by one (1) or more of the owners actually residing on such property.

(2) Such exemption shall also extend to those homesteads, title to which is vested in an administrator, executor, or trustee, if one (1) or more of the heirs or cestui que uses residing on such property shall claim the exemption as provided herein.

(3) *A portion of the homestead exemption shall be available for any owner of any improved property which is owned and occupied by the owners as follows:*

- a. *An owner of a duplex may claim one-half ($\frac{1}{2}$) of the homestead exemption if the duplex is his principal, primary residence. If the owner occupies both units as his principal, primary residence, he may claim the entire homestead exemption.*
- b. *An owner of a triplex may claim one-third ($\frac{1}{3}$) of the homestead exemption if the triplex is his principal, primary residence. If the owner occupies more than one (1) unit of the triplex as his principal, primary residence, he may claim that percentage of the homestead exemption as the number of units actually occupied by the owner bears to the total number of units in the triplex.*
- c. *An owner of a quadruplex may claim one-fourth ($\frac{1}{4}$) of the homestead exemption if the quadruplex is his principal, primary residence. If the owner occupies more than one (1) unit of the quadruplex as his principal, primary residence, he may claim that percentage of the homestead exemption as the number of units actually occupied by the owner bears to the total number of units in the quadruplex.*

(b) *A resident who becomes seventy (70) years old before January 1 of a particular year shall be entitled to a one hundred (100) percent exemption of assessed value*

of his or her homestead for the following year and each succeeding years as long as the property qualifies the resident for the homestead exemption."

Section 9

Chapter 18 ("Taxation") ~~Section 53~~ of the Code of Ordinances, City of Doraville, is hereby further amended by revising Section 18-53 in its entirety ~~striking the existing Section 53 and replacing it to read as follows:~~

"Sec. 18-53. Procedure.

The homestead exemption shall be returned and claimed as provided herein.~~The homestead exemption shall be returned and claimed as provided herein:~~

- ~~(1) The person seeking homestead exemption under this division shall file, on or before May 31, 2005 and effective June 1, 2006 the application may be filed at any time during the year, however, for years 2006 and thereafter the application must be filed on or before March 1 for the current year. The application shall be filed within the Dekalb County Tax Commissioners Office. The failure to properly file the application and schedule shall constitute a waiver upon the part of the person failing to make the application for exemption for that year.~~
- ~~(2) The owner of a homestead which actually is occupied by the owner as a residence and homestead shall not have to apply for the exemption but one (1) time for so long as the owner remains in continuous occupation of the residence as a homestead. Each such exemption shall automatically be renewed from year to year so long as the owner continuously occupies the residence as a homestead.~~
- ~~(3) The application for the homestead exemption shall provide for:~~

- ~~a. A statement of ownership of the homestead, a complete description of the property on which homestead exemption is claimed, when and from whom the property was acquired, the kind of title held, and the amount of liens, if any, and to whom due.~~
- ~~b. The approval of the application by the person authorized.~~
- ~~c. A form of oath shall be provided and shall be administered to the person seeking the homestead exemption, which oath may be administered and witnessed by the City Clerk, or any person authorized by law to administer oaths.~~
- ~~d. The City Clerk shall deliver to any interested person the forms prescribed for the claiming of the exemption. The applicant must answer all questions correctly to be entitled to an approval of the application.~~
- ~~e. The City Clerk shall receive all applications for homestead exemption and shall file and preserve the applications.~~
- ~~f. The City Clerk after receiving the application for homestead exemption shall determine the eligibility of the applicant to claim the exemption and whether the application is approved or disapproved.~~
- ~~g. Any person denied the homestead exemption herein granted shall have the right to appeal the decision of the City Clerk to the City Council at the next regularly scheduled City Council meeting.~~
- ~~h. Any appeal from the decision of the City Council shall be as required by law, and the applicant whose application is denied shall have the right to appeal such decision to the Superior Court of the County.~~

~~(1) A resident who becomes seventy (70) years old before January 1, of a particular year shall be entitled to a one hundred (100) percent exemption of assessed value of his or her homestead for the following year and each succeeding years as long as the property qualifies the resident for the homestead exemption.~~

~~(a) A person shall not receive the homestead exemption granted by this Article unless the person or person's agent files an application with the governing authority of the City of Doraville, or the designee thereof, giving such information relative to receiving such exemption as will enable the governing authority of the City, or designee thereof, to make a determination regarding the initial and continuing eligibility of such owner for such exemption. The governing authority of the City, or designee thereof, shall provide application forms for this purpose.~~

~~(b) The exemption shall be claimed and returned as provided in Code Section 40-5-50.1 of the O.C.G.A., as amended. The exemption shall be automatically renewed from year to year as long as the owner occupies the residence as a homestead. After a person has filed the proper application as provided in this Article, it shall not be necessary to make application thereafter for any year, and the exemption shall continue to be allowed to such person. It shall be the duty of any person granted the homestead exemption under this Article to notify the governing authority of the City of Doraville, or the designee thereof, in the event that person for any reason becomes ineligible for that exemption."~~

Section 10

All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

Section 11

This Ordinance shall be codified in accordance with state law and the Code of the City of Doraville, Georgia. This Ordinance shall become effective upon its adoption by the Mayor and Council.

SO ORDAINED, this ____ day of _____, 2013.

CITY OF DORAVILLE, GEORGIA

Mayor

First Reading

Second Reading

ATTEST:

_____(SEAL)
Sandra Bryant, Acting City Clerk

APPROVED AS TO FORM:

Cecil G. McLendon, Jr., City Attorney

	Yea	Nay
Maria Alexander	<input type="checkbox"/>	<input type="checkbox"/>
Brian Bates	<input type="checkbox"/>	<input type="checkbox"/>
Pam Fleming	<input type="checkbox"/>	<input type="checkbox"/>
Karen Pachuta	<input type="checkbox"/>	<input type="checkbox"/>
Trudy Jones Dean	<input type="checkbox"/>	<input type="checkbox"/>
Robert Patrick	<input type="checkbox"/>	<input type="checkbox"/>



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: **Ordinance to revise Chapter 2 of City Code
to delete certain Agenda Procedures and to
adopt Rules and Procedures for Council Meetings**

Regular Meeting (X)
Work Session ()

Date of Meeting: _____

Recommendation (X)
Policy/Discussion ()
Report ()
Other (X)

Budget Impact: ___Y___X___N

Budget Impact Amount: \$___N/A_____

Funding Source:

() Annual
() Capital
() N/A

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This Agenda Item is actually two items intertwined. First, there is a proposed Rules and Procedures for Council adoption which is a comprehensive document creating the procedures by which Council Meetings and other Open Meetings would proceed, including decorum, Agendas, public comments, public hearings, committees, etc. To adopt these Rules and Procedures without having it placed in the City Code allows for flexibility to revise as necessary. Alongside this document is an Ordinance for First Read to revise what would be conflicting provisions for Agenda and Council Meeting Administration in the City Code, in Chapter 2, Article II, currently. These are set for adoption concurrently.

Options: **Adopt or revise these Rules and Procedures and Ordinance.**

Recommended Action: **Adopt the attached Ordinance and Rules and Procedures.**

Department: City Manager Department Head: Shawn Gillen

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

RULES AND PROCEDURES FOR CITY COUNCIL MEETINGS AND PUBLIC HEARINGS

Section 1. Open Meetings. All meetings of the Mayor and City Council shall be held in accordance with the provisions of Title 50, Chapter 14 of the Official Code of Georgia Annotated. The public shall be afforded access to meetings other than Executive Sessions, in compliance with Georgia law. Only Executive Sessions held in accordance with Georgia law may be closed to the public.

Section 2. Executive Sessions. Executive sessions of the Council may be held for the purpose of discussing topics exempted from public access requirements by Title 50, Chapter 14 of the Official Code of Georgia Annotated. Meetings will only be closed to the public for the purposes allowed within State law.

(a) Non-Exempt Topics. If a Council Member attempts to discuss a non-exempt topic during an Executive Session, the Mayor shall immediately rule that Council Member out of order and such discussion shall cease. If the Council Member persists in discussing the non-exempt topic, the Mayor shall adjourn the meeting immediately.

(b) Procedure For Entering Into Executive Sessions. No Executive Session shall be held except pursuant to a majority affirmative vote of the City Council Members present with the vote taken in a public meeting. The minutes of the public meeting shall reflect the names of the Council Members present, those voting for the Executive Session, and the specific reasons for the Executive Session. All votes taken on items discussed in Executive Session shall be taken in an open meeting.

(c) Executive Session Minutes.

(1) Executive Sessions Discussing Real Estate Acquisition. Minutes of an Executive Session in which the acquisition of real estate is discussed shall be taken in the same manner as minutes of an open meeting (Section 21) and shall be available for public inspection except that any portion of the minutes identifying the real estate shall be redacted until such time as the action for acquisition of the real estate is taken, or decision is reached that the proposed acquisition is to be terminated, abandoned or until court actions are to be initiated through the use of condemnation proceedings.

(2) Other Executive Sessions. Minutes of Executive Sessions devoted to any permissible topic other than land acquisition shall be maintained by the clerk in accordance with State of Georgia law.

(d) Mayor or Presiding Officer Affidavit. The Mayor or other presiding officer shall execute an affidavit stating, under oath, that the Executive Session was devoted to topics exempt from the public access requirements. The affidavit shall include the specific

exemption to the open meetings law. The City Attorney shall review and approve the form of the affidavit to be utilized, as well as the completed affidavit to be executed for each Executive Session. The affidavit shall be notarized and filed with the minutes of the open meeting.

[Cross Reference: O.C.G.A. §§ 50-14-2, 5-14-3 and 50-14-4]

Section 3. Visual and Sound Recordings. Visual, sound, and visual and sound recordings shall be permitted for all public hearings, as long as such recordings are in accordance with State law.

[Cross-reference: O.C.G.A. § 50-14-1(c)]

Section 4. Quorum. A quorum must be present for conducting meetings of the City Council. A quorum is four (4) members of the City Council. Any Council Member may raise a point of order directed to the Mayor or presiding officer if he or she believes that a quorum is not present. If, during the course of a meeting, a Council Member or Council Members leave and a quorum no longer exists, the meeting may not continue. If a quorum is not attained within thirty (30) minutes, the meeting may be rescheduled by the Mayor or presiding officer with the approval of the Council Members present.

Section 5. Mayor. As provided in Article III, Section 3.01 of the City Charter, the presiding officer of the City Council shall be the Mayor. As presiding officer, he or she is responsible for the orderly conduct of the meeting. In order to fulfill this duty, the Mayor shall enforce the rules of procedure that are adopted by the City Council. The Mayor shall be impartial and conduct the meetings in a fair manner. The Mayor may name a Sergeant-at-Arms to assist in maintaining the orderly conduct of the Council Meetings. As provided in Article II, Section 2.10, the Mayor is treated as one of the Council Members for quorum purposes, and the Mayor may vote only when there is a tie.

Section 6. Mayor Pro-Tempore. The Council shall select a Mayor Pro-Tempore from the Council Members at the first meeting following each general election by a majority vote. The Mayor Pro-Tempore shall fulfill the duties of the Mayor if the Mayor is not in attendance. The Mayor Pro-Tempore shall serve a term of two years and until a successor is elected and qualified.

Section 7. Presiding Officer. If the Mayor and the Mayor pro-tem are absent or otherwise unable to serve as presiding officer at a meeting and a quorum of Council Members is present, the remaining Council Members shall select a Council Member to serve as presiding officer of the meeting until either the Mayor or Mayor pro-tem is present at the meeting.

Section 8. Parliamentarian. The City Attorney shall serve as the parliamentarian for City Council meetings.

Section 9. Amendments to the Rules. Any amendments to the rules of order shall be submitted by a Council Member in writing to the city manager three business days before a regular meeting of the City Council. The proposed amendment shall be included in the agenda

for that meeting and distributed to all Council Members. All amendments require a two-thirds vote of the Council to be adopted.

Section 10. Suspending the Rules of Order. Rules of Order may be suspended in the case of an emergency. A motion to suspend the rules requires a second, is debatable, and requires a two-thirds vote of the Council. Rules governing quorums, voting methods and requirements (Article II, Section 2.10), the notification to Council Members of meetings (Article II, Section 2.09) and rules necessary for compliance with state law may not be suspended; provided, however, that, in the event that a state of emergency is declared by the Governor or other authorized state official, the City Council may waive time-consuming procedures and formalities imposed by state law.

[Cross-reference: O.C.G.A. § 38-3-54]

Section 11. Regular Meetings. Regular meetings of the City Council shall be held at a time determined by majority vote of the City Council, but shall include at least one regular meeting per month, as provided in Article II, Section 2.09 (c). All regular meetings shall be held in the City Council meeting room, provided however, that other sites are allowed prior to the opening of City Hall or as provided by other sections of this document. A notice containing the foregoing information shall be posted and maintained in a conspicuous place available to the general public at the regular meeting place of the City Council. Prior to the establishment of a regular meeting place, the public notice shall be posted at the location at which the meeting will be held. Prior to each Regularly Scheduled Meeting, there shall be a Work Session scheduled for one (1) hour prior to the Meeting. No item on the Work Session shall also appear at the Council Meeting that same day. The Work Session Agenda shall be as follows:

1. Call to Order
2. Roll Call
3. Public Comment (limited to 10 minutes, 3 minute per person)
4. Work Session Discussion Items
5. Other Business
6. Adjournment

[Cross-reference: O.C.G. A. § 50-14-1(d)]

Section 12. Meetings Other Than Regular Meetings. The City Council may meet at times and locations other than those regularly scheduled meetings.

(a) Special Meetings and Rescheduled Regular Meetings. A regular meeting may be canceled, rescheduled, recessed or moved to a new location within the City by the Mayor or by a majority of the Council in office for any reason. As provided in Article II, Section 2.09 of the City Charter, special meetings of the City Council may be held on call of the Mayor and one (1) councilmember or three (3) council members. Notice of such special meetings shall be served on all other members personally, by registered mail or by electronic means at least 24 hours in advance of the meeting. Such notice shall not be required, if the Mayor and Council Members are present when the Special Meeting is called. Such notice of any Special Meeting may be waived by a Council Member in

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writing before or after such a meeting. Attendance at a meeting shall also constitute a waiver of notice on any business transacted in such Council Member's presence. Only the business stated in the call may be transacted at the Special Meeting. Notice to the public shall be given in accordance with State law.

(b) Meetings With Less Than 24 Hours Notice. When emergency circumstances occur, the City Council may hold a meeting as allowed by State law. When such meetings are to be held, the clerk shall provide notice to the legal organ of the city and to each member of the city governing authority as soon as possible. The notice shall include the subjects expected to be considered at the meeting. In addition, the minutes shall reflect the reason for the emergency meeting and the nature of the notice given to the media and public.

[Cross-reference: O.C.G.A. § 50-14-1(d)]

(c) Meetings During a State of Emergency. When it is imprudent, inexpedient or impossible to hold City Council meetings at the regular meeting place due to emergency or disaster resulting from manmade or natural causes, as declared by the Governor or other authorized state official, the City Council may meet anywhere within or outside of the city. Such a meeting may be called by the Mayor and one councilmember or three (3) Council Members. At the meeting, the Council Members shall establish and designate emergency temporary meeting locations where public business may be transacted during the emergency. Any action taken in such meetings shall have the same effect as if performed at the regular meeting site.

[Cross reference: O.C.G.A. §§ 50-14-1(d), 38-3-54, 38-3-55]

(d) Policy Committee of the Whole. Policy Committee of the Whole meetings shall be held at a time determined by majority vote of the City Council, but shall include at least one meeting per month. The Policy Committee of the Whole shall review and provide suggestions and opinions on items submitted by the City Manager regarding Ordinances and Policies that the City is or will be undertaking and which, in the City Manager's opinion, needs additional review and comment prior to the item coming before the full Mayor and Council Board at a Council Meeting or Work Session. The Policy Committee of the Whole shall be composed of the members of the City Council.

The order of business of the Policy Committee of Whole shall be as follows:

1. Call to Order
2. Roll Call
3. Minutes
4. Approval of Meeting Agenda
5. Public Comment (limited to 20 minutes, 3 minute per person)
6. Reports and Presentations
7. Unfinished Business
8. New Business
9. Other Business
10. Adjournment

No final action shall be taken on items before the Policy Committee of the Whole. Items on the agenda may be referred to the regular council meeting or Work Session for review or final action.

Section 13. Order of Business. All regular City Council meetings, except for Work Sessions as delineated above, shall substantially follow an established order of business. The order shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Minutes
5. Approval of Meeting Agenda
6. Public Comment
7. Consent Agenda
8. Organizational and Procedural Items
9. Reports and Presentations
10. Unfinished Business
11. New Business
12. Other Business
13. Adjournment

Section 14. Agenda. The City Manager shall prepare an agenda of subjects to be acted on for each meeting. Work session topics and Council agenda items shall be submitted consistent with the process established by the City Manager. An agenda approval meeting shall be held by the City Manager and the Mayor to finalize the agenda. The agenda shall be made available to the City Council at least one (1) day before every City Council meeting.

(a) Changing The Agenda. The order of the agenda may be changed during a meeting by a majority vote of the City Council. A new item, other than a zoning decision, may be added to the agenda by a majority vote of the City Council only if it becomes necessary to address the item during the meeting. An existing item may be removed from the agenda by the majority vote of the City Council.

(b) Agenda Must Be Made Public. The agenda of all matters to come before the City Council shall be made available to the public upon request and shall be posted at the meeting site as far in advance as reasonably possible, but not less than 24 hours prior to the start of the meeting. Notice of the agenda for emergency meetings will be handled in accordance with State law.

[Cross-reference: O.C.G.A. §§ 50-14-1(e)(1) and 36-66-4]

Section 15. Consent Agenda. A consent agenda may be prepared by the City Manager for the City Council to unanimously adopt motions on routine items. Any items of business that are expected to receive unanimous approval without debate may be placed on a consent agenda. At

the appropriate time of the meeting, the Mayor shall read all of the items on the consent agenda. If a Council Member objects to an item being on the consent agenda, the Council Member shall direct the move of that particular item to the regular agenda. Following the reading of the consent agenda, the Mayor may ask for unanimous approval of the items on the consent agenda. If there are no objections, all the items on the consent agenda shall be approved by a majority vote of the City Council.

Section 16. Decorum. All Council Members shall conduct themselves in a professional and respectful manner. All remarks shall be directed to the Mayor and not to individual Council Members, staff, or citizens in attendance. Personal remarks are inappropriate and may be ruled out of order. A Council Member may not speak at a meeting until he or she has been recognized by the Mayor. All comments made by a Council Member shall address the motion that is being discussed. The Mayor shall enforce these rules of decorum. If a Council Member believes that a rule has been broken, he or she may raise a point of order. A second is not required. The Mayor may rule on the question or may allow the City Council to debate the issue and decide by majority vote.

Section 17. Voting. Under normal circumstances, passage of a motion shall require the vote of at least four (4) Council Members, and must receive the affirmative vote of a majority of those voting at which a quorum is present. Voting on the adoption of ordinances shall be by voice vote and the vote shall be recorded in the record, but any member of the City Council shall have the right to request a roll-call vote and such vote shall be recorded in the journal.

Except as otherwise provided in the City Charter, the affirmative vote of a majority of the Council Members present shall be required for the adoption of any ordinance, resolution or motion.

Section 18. Abstentions. No Council Member shall abstain from voting except in the case of a conflict of interest or if absent when a motion being voted upon was made. If a conflict of interest does exist, the Council Member shall provide a specific explanation of the conflict, and the explanation shall be recorded in the journal.

Section 19. Public Participation. Public participation in meetings of the City Council shall be permitted in accordance with the provisions of this section.

- i. **Public Comments.** The floor shall be open for public comments at no less than one point during the meeting. The public comments section will be provided immediately following the approval of the meeting agenda. This public comments period will last a maximum of thirty minutes, and speakers' comments will be limited to three (3) minutes each. No speaker shall yield time to another person.

The presiding officer, at his or her discretion, may also call for additional public comment periods during the meeting whenever the presiding officer has a reasonable belief that such additional public input would be advantageous in guiding a specific Council decision.

These public comment periods will also be limited to fifteen minutes. Individual speakers are limited to three (3) minutes each. All members of the public wishing to address the City Council shall submit their name and the topic of their comments to the city clerk prior to the start of any meeting held by the City Council; provided, however, that if the applicants of rezoning actions or individuals who wish to oppose a rezoning action have contributed more than \$250 to the campaign of a Council Member, the individual shall file a campaign disclosure form as required by O.C.G.A. § 36-67A-3 at least five (5) calendar days prior to the first hearing by the City Council. Individuals will be held to established time limits. These limits may be waived by a majority vote of the City Council.

[Cross-reference: O.C.G.A. § 36-67A-3]

(b) Public Hearings. The City Council may schedule public hearings for the purpose of soliciting public comment on any subject of interest to the City Council. Hearings may be held immediately prior to, during or following a meeting of the City Council or at such other places and times as the City Council may determine. Hearings require at least ten (10) minutes per side. These limits may be waived by a majority vote of the City Council. No official action shall be taken during any such public hearing. Hearings on zoning decisions shall be governed in accordance with the zoning policies and procedures.

[Cross-reference: O.C.G.A. §§ 36-66-4 and 36-66-5]

(c) Decorum. Members of the public shall not make inappropriate or offensive comments at a City Council meeting and are expected to comply with the rules of decorum that are established for Council Members. Individuals violating any rules of the City Council may be ruled out of order by the Mayor or on a point of order made by a Council Member. A majority vote of the City Council shall rule on the point of order. An individual violating the rules of decorum may be removed from the meeting at the direction of the Mayor.

Section 20. Meeting Summary. A summary of the subjects acted upon in a meeting and the names of the Council Members present at a meeting shall be prepared by the City Clerk and made available to the public for inspection within two business days of the adjournment of the meeting. This summary will be noted as unofficial prior to adoption by the Council of the minutes for the meeting. *[Cross-reference: O.C.G.A. § 50-14-1(e)(2)]*

Section 21. Minutes. The clerk of the City Council shall promptly record the minutes for each City Council meeting. The minutes shall specify the names of Council Members present at the meeting, a description of each motion or other proposal made at the meeting, the name of the Council Member who proposed each motion, the name of the Council Member who seconded each motion, and a record of all votes. In the case of a roll call vote, the name of each Council Member voting for or against a proposal shall be recorded. It shall be presumed that a Council Member has voted in the affirmative unless the minutes show otherwise. More detailed information may be included in the minutes at the request of the City Council.

The City Council shall approve the minutes before they may be considered as an official record of the City Council. The minutes shall be open for public inspection once approved as official by the City Council but in no case later than immediately following the next regular meeting of the City Council. A copy of the minutes from the previous meeting shall be distributed to the City Council in the agenda package for the following meeting. The minutes of the previous meeting shall be corrected, if necessary, and approved by the City Council at the beginning of each meeting. A majority vote is required for approval. Conflicts regarding the content of the minutes shall be decided by a majority vote. Upon being approved, the minutes shall be signed by the Mayor and attested to by the clerk of the City Council.

[Cross-reference: O.C.G.A. § 50-14-1(e)(2)]

Section 22. Procedure and Deadline. The Mayor and City Manager are authorized to establish detailed procedures and deadlines as necessary to ensure the effective organization of Council proceedings and orderly handling of business to come before the Council, in accordance with the Rules and Procedures adopted by the Mayor and Council.

Section 23. Roberts Rules of Order. This document shall serve as the rules and procedures of the Mayor and City Council. In the absence of applicable rules and procedures which may from time to time be encountered during the public meetings, Roberts Rules of Order shall be followed.

Section 24. Deferrals. If five (5) or fewer members of the City Council are present at the meeting, and upon request of the Mayor or a member of the City Council at such meeting, an item up for vote can be deferred for one (1) meeting. This “normal course” deferral may not be repeated for any item deferred in accordance with this provision.

STATE OF GEORGIA

CITY OF DORAVILLE

ORDINANCE NO. 2013-__

AN ORDINANCE TO REVISE CHAPTER 2 ("ADMINISTRATION"), ARTICLE II ("CITY COUNCIL") TO DELETE MEETING AGENDA AND ORDER OF BUSINESS PROVISIONS FROM THE CODE; TO PROVIDE FOR REPEAL OF CONFLICTING ORDINANCES; TO PROVIDE FOR AN ADOPTION AND EFFECTIVE DATE; TO PROVIDE FOR CODIFICATION; AND TO PROVIDE FOR OTHER LAWFUL PURPOSES

WHEREAS, Chapter 2 ("Administration") of the City Code currently contains several provisions in Article II ("City Council") that set out the Agenda process and Order of Business for City Council Meetings; and

WHEREAS, the Mayor and City Council are considering a comprehensive set of Rules and Procedures for Council Meetings that would provide a clearer and more orderly process for Council Meetings and would conflict with the currently existing provisions in Chapter 2 of the City Code; and

WHEREAS, the Mayor and City Council find that, in order to have appropriate flexibility in its meeting procedures, said Rule and Regulations are best kept out of the Code of the City to allow for faster revision if necessary in the future; and

WHEREAS, the Mayor and City Council believe that said Rules and Procedures will enhance public discourse at City Council Meetings and be a more productive mode of conducting business in public meetings.

THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DORAVILLE, GEORGIA HEREBY ORDAIN:

Section 1

That the Code of Ordinances for the City of Doraville, Georgia, is hereby amended by revising Chapter 2 ("Administration"), Article II ("City Council"), by deleting Sections 2-33 ("Order of Business"), 2-34 ("Points of Order"), 2-35 ("Robert's Rules of Order") 2-36 ("Items on Agenda and Appearance before Council"), 2-38 ("Councilmen appointed to departments") and 2-39 ("Mayor ex officio member of committees") in their entirety and renumbering the remaining Sections of Chapter 2, Article II accordingly.

Section 2

a. It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

b. It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section paragraph, sentence, clause or phrase of this Ordinance.

c. In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or

sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 3

All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

Section 4

This Ordinance shall be codified in accordance with state law and the Code of the City of Doraville, Georgia. This Ordinance shall become effective upon adoption.

SO ORDAINED AND EFFECTIVE, this ___ day of _____, 2013.

CITY OF DORAVILLE, GEORGIA

Mayor

First Reading

Second Reading

ATTEST:

_____(SEAL)
Sandra Bryant, Acting City Clerk

APPROVED AS TO FORM:

Cecil G. McLendon, Jr., City Attorney

	Yea	Nay
Maria Alexander	<input type="checkbox"/>	<input type="checkbox"/>
Brian Bates	<input type="checkbox"/>	<input type="checkbox"/>
Pam Fleming	<input type="checkbox"/>	<input type="checkbox"/>
Karen Pachuta	<input type="checkbox"/>	<input type="checkbox"/>
Trudy Jones Dean	<input type="checkbox"/>	<input type="checkbox"/>
Robert Patrick	<input type="checkbox"/>	<input type="checkbox"/>