



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 3, 2013 6:30 PM

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. EXECUTIVE SESSION**
- 4. CEREMONIAL PRESENTATIONS, CITY ANNOUNCEMENTS, SPECIAL GUESTS:**
 - Proclamation Presentation to Buford Hwy. Farmers Market
- 5. ROLL CALL**
- 6. APPROVAL OF MINUTES:**
- 7. PUBLIC COMMENTS ON AGENDA ITEMS**
- 8. REPORTS: DEPARTMENTS**
 - a) Mayor
 - b) City Attorney
 - c) Stormwater
 - Floodplain Management Ordinance Update
 - d) Police
 - e) Courts
 - f) Public Works
 - g) Library
 - h) Parks & Recreation
 - i) City Hall
 - 5921 New Peachtree Rd. Rental Building Proposal
 - j) Planning & Zoning
 - k) IT Department
 - l) Finance
 - Submission of 2014 Budget to Council
 - Second Read on Proposed Amendment to FY 2013 Budget
- 9. PUBLIC HEARING**
- 10. OLD BUSINESS**
 - Establish Purchasing Authority for City Manager- City Manager Shawn Gillen

11. NEW BUSINESS

- Ordinance to Revise City Code to Authorize Administrative Powers to the City Manager- City Attorney Cecil McLendon Jr.
- First 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
- First Read of Ordinance to Revised Agenda Procedures- City Manager Shawn Gillen
- First Read on FYE Budget Ordinance-Finance Director Lisa Ferguson

12. EXECUTIVE SESSION

13. REPORTS; COMMITTEES, COMMISSIONS, BOARDS AND APPOINTMENTS

14. PUBLIC COMMENTS

15. ADJOURNMENT



AGENDA ITEM REQUEST SHEET
May 5, 2013

Subject: Proclamation Presentation to Buford Hwy. Farmers Market

Date of Meeting: April 15, 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: May's "Business of the Month" is the Buford Highway Farmers Market. For twenty-five years, Buford Highway Farmers Market has been in the business of providing what you normally wouldn't find in a typical grocery store. As one of the City's biggest draws and revenue generators, BHFH has been a valued partner for more than twenty-five years. The store specializes in all types of Asian foods, especially Korean. In recent years, the business has grown and diversified our offerings to include foods from Mexico, Central and South American, the Caribbean, West Africa, Japan, China, Thailand, Vietnam, the Philippines, Eastern Europe and more. At no other store in metro Atlanta, will you find more ethnic food varieties under one roof.

Respectfully,

S/ Luke Howe
Assistant to the Mayor



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Floodplain Management
Ordinance Update

Date of Meeting: June 3, 2013

Budget Impact: No

Budget Impact Amount:

Funding Source:

() Annual

() Capital

() N/A

Regular Meeting (X)

Work Session ()

Recommendation ()

Policy/Discussion ()

Report ()

Other ()

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Action Requested: First read and discussion of ordinance

History, Facts, Issues: FEMA will adopt the new DFIRM Flood Maps on May 16 th and requires municipalities to adopt the updated maps. This ordinance changes the effective date for the new maps.

Options:

Recommended Action: First read and discussion of ordinance

Department: Stormwater

Department Head: S Strickland

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

STATE OF GEORGIA

CITY OF DORAVILLE

ORDINANCE NO. 2013-__

AN ORDINANCE TO AMEND THE CITY OF DORAVILLE, GEORGIA, CODE BY REVISING CHAPTER 8 (“FLOODPLAIN MANAGEMENT/FLOOD DAMAGE PREVENTION PLAN”), BY ADOPTING NEWLY ADOPTED FEMA FLOODPLAIN MAPS; AND FOR OTHER PURPOSES

WHEREAS, the Mayor and Council of the City of Doraville are charged with preserving the health, safety and welfare of the citizens of the City; and

WHEREAS, the City previously adopted the Floodplain Management Ordinance in Chapter 8 of the City Code, a portion of which adopted the Floodplain Map; and

WHEREAS, the Federal Emergency Management Agency (FEMA) has adopted a new Floodplain Map set to take effect on May 16, 2013 and in order to stay current and provide for the best protection for its citizens, the Mayor and Council wish to clarify the Ordinance by adopting the most-recently adopted FEMA Floodplain Maps.

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

Section 1

Chapter 8 (“Floodplain Management/Flood Damage Prevention Plan”) of the Code of Ordinances, City of Doraville, is hereby amended by revising Section 8-2 (“General Provisions”), subsection (d)(1) to read as follows:

Sec. 8-2. General Provisions

....

(d) *Basis for area of special flood hazard – Flood area maps and studies. For the purposes of this Chapter, the following are adopted by reference:*

(1) *The Flood Insurance Study (FIS), dated May 7~~16~~, 2013~~01~~, with accompanying maps and other supporting data and any revision thereto are hereby adopted by reference. For those land areas acquired by a municipality through annexation, the current effective FIS and data for DeKalb County are hereby adopted by reference.*

. . . .
. . . .
. . . .

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 its adoption by the Mayor and Council.

SO ORDAINED, this ____ day of _____, 2013.

CITY OF DORAVILLE, GEORGIA

Mayor

First Reading

Second Reading

ATTEST:

Sandra Bryant, Acting City Clerk (SEAL)

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
May 8, 2013

Subject: 5921 New Peachtree Rd. Rental Building Proposal

Date of Meeting: May 20, 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: Administrative

Department Head: Mayor

Background: For several years, the old Clinecare building located at 5921 New Peachtree Road, a city-owned property, has sat vacant. In that time, only about a half dozen inquiries have been made; but, until recently, a serious offer to lease the space has not been offered. In April, Pastor Jung Bell of Victory International Church, a non-denominational Christian church, has rendered an offer of \$1,600 per month plus aesthetic improvements. Pastor Bell is requesting an audience with the Mayor and Council to gauge the City's interest in moving forward with the conditional use process and lease drafting. The church would use the building's largest room for sermons and devotionals, but its primary use would be a base for the organization's food outreach program. Pastor Bell and her team will be on-hand for questions.

Action Requested: Direction in proceeding with conditional use process and lease drafting.

Attachments: Victory Church's proposal

Respectfully,

S/ Luke Howe
Assistant to the Mayor

April 16, 2013

Dear City of Doraville Council Members,

My name is Pastor Jung Bell of Victory International Church and I would first like to thank you for taking the time to read and consider this building rental proposal. For the purpose of this proposal I would like to begin with a brief introduction of "who we are" as a church. In 2002 I opened my church in Lawrenceville, GA under the denomination of the Church of God. I have been doing this ministry for eleven years now and have seen my church grow and change tremendously. During the past eleven years we have grown into a racially diverse congregation that has served individuals from all "walks of life." Many of our church members have, at one point in their lives, dealt with alcohol and sex addiction, substance abuse, mental illnesses such as schizophrenia, and family and relationship difficulties. However through their time in coming to our church services and individual counseling sessions with me, they have been delivered from these problems and dependences and are leading happier and more fulfilled lives, in and outside of the church. Additionally, God asked us seven years ago to begin the Food Outreach program but we did not fully understand its purpose. However during these last seven years we understand now that it has been for training purposes and to prepare us for moving to this new location so that we are better equipped for reaching out to those in need.

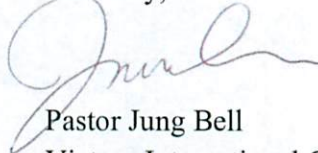
Two years ago God spoke to my heart to come and help the City of Doraville. Although there is a need in Lawrenceville I believe that there is a greater need in the Doraville/Chamblee area. During those two years and after prayer and deliberation we have finally decided to move to this area. For the last three months we have been scouring the Doraville and Chamblee area for the perfect relocation site. It is important to us that our new location has a great deal of foot traffic so that we may reach out to the many people that do not have cars. When we found this building we knew that is perfect for us and the purpose of our ministry. Through the ministry our goal is to help the spiritual needs of the people in this city. There are many people who have a desire and need for spiritual support but have difficulty finding it. We want to meet that need. Along with giving spiritual encouragement we want to be available to this community as well for those who are dealing with the same or similar issues as some of our own members have dealt with through prayer and counseling. It is our goal and mission to change the City of Doraville for the better through our outreach programs. It is not an easy task but I know from experience with working with drug and alcohol addicts that it takes several years for a person to reach a true "breakthrough." This is the heart of our ministry.

God has placed a special calling in my heart to reach out to people of the community. I have always felt led to help enrich the lives of the people spiritually and in other aspects of their lives. That is why in 2006 my church became affiliated with the Atlanta Community Food Bank

and has ever since been distributing food to our surrounding community. We are both USDA (Federal program) and SNAP (Georgia program) certified and always have two members from our church recertified every year. For the past seven years we have, on average, helped between 200-300 people through each distribution in our Food Outreach Program. Some of the types of food that have handed out have been assorted meats (800-1000lbs of chicken alone at each distribution), canned and frozen vegetables, breads, cereals, chesses, baby supplies (diapers, food, etc...), and various school supplies. We are open to the entire community and no one has ever been turned away. We would like to continue to bring this Food Outreach Program to your city. Another outreach program we are in the process of starting is a Backpack Outreach. We understand that many of the Doraville/Chamblee residents are financially stressed and we would love to help with that burden by providing school backpacks and various school supplies for their children. We have yet to start this program but it is in the process and we hope to have it available to the surrounding residents as soon as possible.

Above all, we know and believe that we are supposed to open up our ministry to these individuals and firmly believe that we can best do that by renting this building. By coming to this building we want to take care of it on the inside and the outside. It is our desire to bring new life to not only the people of this city but edifying the city itself through our work. We have no other agenda other than to serve the people and to help them in every way possible. With that in mind, now that we are in the process of moving we had to give up our previous church location and also ended up losing a few church members. All of the funding for our outreach programs are paid and provided for by the church and no other outside funding. However, we will do everything we can to work with you and will stretch our financial budget as much as possible. Subsequently, we are in the mindset that we are starting "fresh" and ask that you allow us to rent this property at the rate of \$1600/month. Again, we greatly appreciate all of your time and consideration for this proposal and look forward to the upcoming City Council meeting. May God bless you.

Sincerely,



Pastor Jung Bell
Victory International Church





**5921 NEW PEACHTREE RD, DORAVILLE GA.
BUILDING LEASE PROPOSAL**

A PROPOSAL TO DORAVILLE CITY COUNCIL:

4/16/2013



Victory International Church

About VIC and Our Plans for Doraville Community

Goals and Mission

- Reach out to the community through the Kingdom of God
- Family Support
- Food Outreach
- Prayer Support (Healing) by phone and/or individual counseling
- Teen Outreach
- Substance Abuse Support

Food Outreach

- To be held once a month
- Open to the public (average served: 250 individuals)
- Free of charge
- Foods/supplies available: canned/frozen assorted vegetables, assorted frozen meats (over 1000lbs), variety of breads and cheeses, cereals, assorted snacks and desserts, diapers, baby food, occasional school supplies
- VIC is a credited and certified (USDA and SNAP) agency affiliated with the Atlanta Community Food Bank

Plans for Community Improvement

Our Goal is to reach the people in the Doraville community. As a church, our main goal and purpose is to embrace our community and its people to offer Spiritual support and to bring spiritual awareness and understanding to those in need and desire of it. The current state of our growing and developing society only makes us more fervent in the desire to help those around us. By offering God's Word, prayer, and love through our services we believe a new hope can be ushered into the hearts of the people. It is through past experience that we recognize that when a person's heart and soul has been changed

through a spiritual awakening that their actions and their surroundings begin to change for the better. We plan the help this community one person at a time. When the people change for the better, the community will change for the better.

Our Pastor and Credentials

Pastor Jung Sun Bell

California Union University – Bachelors of Art
Church of God 3 yr Minister's Course

Licenses:

Exhorter License 1998

Licensed Minister 1999

Ordained Minister 2000

Victory International Church 2001-Present

Building Goals and Requirements

Financial Proposal

Rent: \$1600 per month

Due to the nature of our Church and the method in which we operate on donations only and most of the money is used to purchase food and clothing to help individuals, we would like to occupy the building with a lease of \$1600 per month. We will however improve the building through repainting, landscaping and interior improvements which will in turn benefit the owner in the long run. We have a history at our old location of using a shopping center suite in the Shannon Oaks shopping center in Lawrenceville, GA in which Graffiti and transients occupying the lot were a problem. After clean up and work with the police, the area is not only clean and safe but also a thriving shopping center with all units leased (previously there was only two units leased...ours and one other.)

Please feel free to contact our previous landlord as a reference. Her name is Diana Powell and she can be reached at 770-361-2388.

Why Building Meets Our Needs

Specific Room requirements

- Sanctuary/Meeting Space
- Food Storage Space
- Kitchen
- 2+ bathrooms

Plans for building enhancements and changes

Planned Enhancements

Our Goal for the building will be to make it aesthetically pleasing as well as warm and inviting. Upon leasing of the location we will complete the following items:

- Repaint Exterior Trim
- Pressure wash sidewalks and Brick exterior
- Plant Flowers and Azaleas around the building
- Put up exterior lights for parking lot safety
- Exterior sign in spec with city ordinance
- Paint interior and Carpet in front main area
- Replace exterior doors with something more sturdy
- Exterminate pests and bugs interior and exterior



Needed Modifications

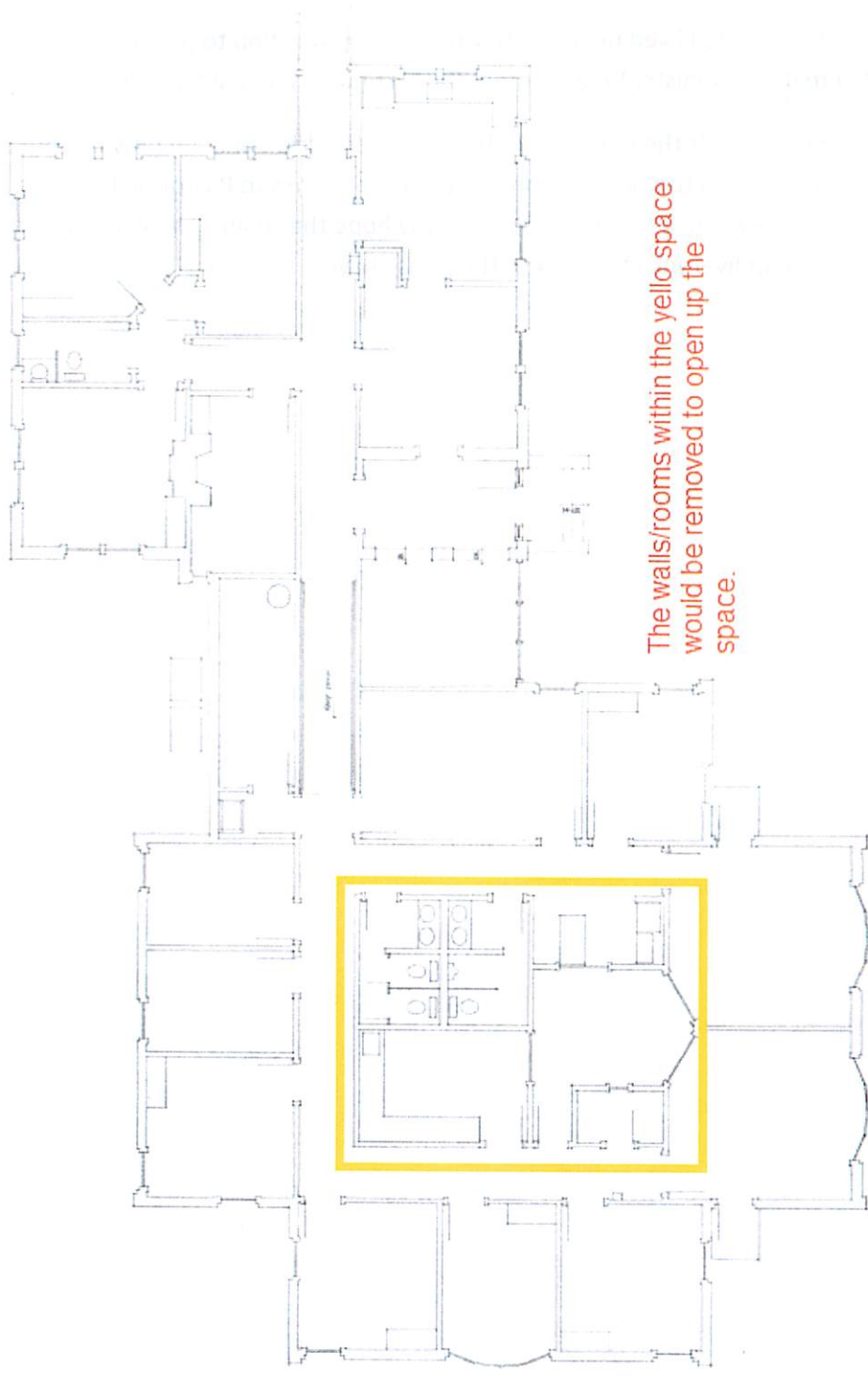
- Possible leaking in the roof as per slight water damage on inspection(photo to left)
- Remove a few walls at the front of the house on interior to open up the space for the main meeting area.
{See Attached Floorplan}

Victory International Church

Pastor Jung Sun Bell
Senior Pastor

4680 Bankside Way
Norcross, GA 30092
www.victoryinternationalchurch.com

E: victoryinternationalchurch@gmail.com
P: 404-997-9564



The walls/rooms within the yellow space would be removed to open up the space.

HEATING, VENTILATING & AIR CONDITIONING PLAN
10/1/2010

My name is Hector Moreno and this is my testimony:

For more than thirteen years I lived near death with a heavy addiction to alcohol. I lived without hope until I met this ministry Victory International Church and Pastor Bell.

I am Hector Moreno and I left the streets and the alcohol addiction and am now restored man. Thanks to the ministry Victory International Church and thanks to Pastor Bell and the whole congregation for now I am a free man. And it is my hope that many, many more people will be reached and have deliverance from these things as I have.

Hector Moreno

Hector Moreno



DEPARTMENT OF
BUSINESS AND RECORDS

CHURCH OF GOD

INTERNATIONAL OFFICES

2490 KEITH ST., P.O. BOX 2430, CLEVELAND, TENNESSEE 37320-2430

TELEPHONE 423/472-3361

FAX: 423/478-7245

April 11, 2013

To Whom It May Concern:

This is to verify that the Church of God, headquartered in Cleveland, Tennessee, is recognized and approved by the Internal Revenue Service as a tax-exempt non-profit organization under Section 501 (c) (3) of the Code. This exemption applies to the Church of God and all of its subordinates, which includes Doraville-Victory Christian International Church of God, file no. 12432, 2399-3 Lawrenceville Highway, Lawrenceville, GA 30044.

Enclosed for your information is a copy of the group exemption letter from the Internal Revenue Service.

If I can be of further assistance, please feel free to contact me.

Sincerely,

Julian B. Robinson, Director
Business and Records

JBR/skw

Enclosure

Department of the Treasury
OCT 26 1972



Internal Revenue Service
Washington, DC 20224

Date:

OCT 20 1972

In reply refer to:

T:MS:EO:R:1

Church of God
▷ Keith at 25th Street
Cleveland, Tennessee 37311

GEN#2358

Gentlemen:

Based on the information supplied, and assuming that your operations will continue to be as stated, we rule that you and your subordinates, as listed on your group exemption roster, are recognized as being exempt under section 501(c)(3) of the Internal Revenue Code.

This ruling does not extend to any subordinate which has previously received a ruling or determination letter holding that it is not exempt. Its qualifications to be included in this group ruling must be separately established.

Additionally, we have classified you and the subordinates you operate, supervise, or control, and which are covered by your notification to us, as organizations that are not private foundations as defined in sections 509(a)(1) and 170(b)(1)(A)(i) of the Code.

You are not required to file the Return for Organizations Exempt From Income Tax, Form 990, as you come within the exception contained in section 6033(a)(2)(A)(i) of the Code. Your subordinates are also not required to file the Form 990 if they qualify as churches or integrated auxiliaries of churches or otherwise come within the exceptions provided in section 1.6033-2(g) of the Income Tax Regulations.

You and your subordinates are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you or your subordinates are subject to this tax, an income tax return on Form 990-T must be filed. In this letter we are not determining whether any of your activities or those of your subordinates are unrelated trade or business as defined in section 513 of the Code.

You and your subordinates are not liable for social security (FICA) taxes unless you and they file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You and your subordinates are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Church of God

Contributions made to you and your subordinates by individuals are deductible by such donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes as provided in section 2055, 2106, and 2522 of the Code.

You should advise each of your subordinates of the provisions of this ruling, including the requirements for filing information or other returns.

Each year within 45 days after the close of your annual accounting period, please send the following to the Philadelphia Service Center, 11601 Roosevelt Boulevard, Philadelphia, Pennsylvania 19155, Attention: EOR Branch:

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates.
2. Lists of the names, mailing addresses, including Postal ZIP Codes, and employer identification numbers of subordinates that during the year
 - a. changed names or addresses;
 - b. were deleted from your roster; or
 - c. were added to the roster.
3. For subordinates to be added attach
 - a. a statement that the information upon which your present group exemption letter is based applies;
 - b. a statement that each has given you written authorization to add its name to the roster;
 - c. a list of those to which the Service previously issued exemption rulings or determination letters; and

Church of God

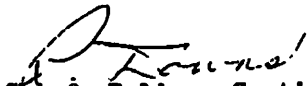
- d. a statement that none of the subordinates are private foundations as defined in section 509(a) of the Code.
- 4. If applicable, a statement that your group exemption roster did not change during the year.

This ruling does not apply to any of your subordinates organized and operated in a foreign country.

Please be sure to enter your employer identification number on all tax returns and in your correspondence with the Internal Revenue Service.

Your key District Director in Atlanta is being advised of this action.

Sincerely yours,


Acting Chief, Rulings Section
Exempt Organizations Branch



AGENDA ITEM REQUEST SHEET

Subject: First Read on FYE 2014 Budget Ordinance

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	<input type="checkbox"/>
Recommendation	<input type="checkbox"/>
Policy/Discussion	<input type="checkbox"/>
Report	<input type="checkbox"/>
Ceremonial	<input type="checkbox"/>
Other	<input type="checkbox"/>

Department: Finance

Department Head: Lisa Ferguson

This will be the first read on the ordinance to adopt the FYE 2014 Budget Ordinance. The attached budget ordinance is subject to change depending on the discussion at the May 28th Budget Worksession.

Recommended Action: None

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 \$8,876,553, 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
Total Estimated General Fund Revenues	\$8,876,553

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 \$8,876,553, or as much as may be deemed necessary, not to exceed this amount and such sums shall be disbursed from the following:

City Council	\$134,828
Mayor's Office	111,653
City Administrator	216,963
Elections	20,000
City Clerk General Administration	288,441
Finance	222,148
Legal	225,000
Information Technology	94,200
Government Buildings	16,020
Municipal Court	426,186
Police and Jail	4,434,959
Animal Control	74,116
Public Works	663,717
Street Lighting	185,000
Recreation	362,003
Recreation Programs	83,520
Swimming Pool	60,125
Parks	29,635
Library	308,535
Planning and Zoning	307,506
Quality of Life	130,371
Transfers to Other Funds-E911	481,623
Total Estimated General Fund Expenditures	\$8,876,553

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 \$611,623.

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

Transfer in from General Fund	481,623
E911 Charges	130,000
Total Fund Revenues – E911	\$ 611,623

The following disbursements are authorized for the fiscal year 2014:

Operations	\$ 611,623
Total E-911 Fund Expenditures	\$ 611,623

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:

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

Subject: First Read on Proposed Amendment to FY 2013 Budget

Date of Meeting: May 20, 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

Background:

The City of Doraville currently owns a 2004 Crown Victoria. The Asset Forfeiture fund currently owns a 2008 Chrysler 300. The Police Department desires to transfer the Chrysler 300 to the General Fund for the use of the City Manager. The Police Department would then use Asset Forfeiture funds to purchase a new more fuel efficient vehicle to replace the vehicle being transferred thus reducing the cost of operating both the Police Department's new vehicle and the City Manager's vehicle.

The laws governing Asset Forfeiture funds require that the fund receive fair market value for the vehicle. Fair market value has been determined to be \$10,000 based on data from Edmunds.com. The City currently has an insurance claim pending for a wrecked police vehicle. The proceeds from this claim are expected to be approximately \$10,000.

The proceeds from the insurance claim are being amended into the revenue budget and a line item is being created in the City Manager's budget to purchase the Chrysler 300 from the Asset Forfeiture fund.

Analysis:

See Attachment.

If the police Asset Forfeiture funds are used to purchase the new car for the police department then the annual savings to the general fund for fuel in the vehicles is roughly \$2,642.

(If we assume the average gas price of \$3.70)

This equates to \$13,211 in savings for fuel over five years.

The maintenance savings on the Chrysler over the Crown Vic through 150,000 miles is \$5,127.50 if you take the midpoint between the high and low estimates.

Using these assumptions the total savings over five years is \$18,399.

The transfer from the general fund to the Police Seized Property Fund will be approximately \$10,000. (The transfer will use revenue from the sale of the Crown Victoria and the insurance payment for the wrecked squad)

This generates a net savings to the general fund of \$8,399.

Purpose:

To amend the current fiscal year budget to include proceeds from the insurance claim and provide a line item in the City Manager's budget from which to purchase the Chrysler 300 from the Asset Forfeiture fund.

2004 Crown Victoria
Mileage in thousands

	Minimum	Maximum
25	189.00	189.00
30	337.00	1,293.00
35	189.00	189.00
40	225.00	225.00
45	213.00	507.00
50	189.00	225.00
55	189.00	189.00
60	407.00	1,363.00
65	189.00	189.00
70	189.00	225.00
75	213.00	359.00
Maintenance costs for the next 50,000 miles	2,529.00	4,953.00
80	189.00	225.00
85	189.00	225.00
90	337.00	1,440.00
95	189.00	189.00
100	450.00	486.00
105	213.00	359.00
110	189.00	225.00
115	189.00	189.00
120	407.00	1,363.00
125	189.00	189.00
130	189.00	225.00
135	213.00	507.00
140	189.00	225.00
145	189.00	189.00
150	467.00	1,293.00
Maintenance costs through 150K	6,317.00	12,282.00

<http://repairpal.com/estimator>
<http://www.fueleconomy.gov/feg/bymake/Ford2004.shtml>

Calculation of cost to drive 500 miles

	14mpg city	19mpg hwy
Gallons required	35.71	26.32
Price per gallon	3.34	3.34
	\$ 119.29	\$ 87.89

Calculation of cost to drive 20,000 miles

	14mpg city	19mpg hwy
Gallons required	1,428.57	1,052.63
Price per gallon	3.34	3.34
	\$ 4,771.43	\$ 3,515.79

Price per gallon for regular unleaded gasoline at Quiktrip, Doraville GA as of 4/11/2013

Regular	3.34
Midgrade	3.39
Premium	3.54

2008 Chrysler 300

Mileage in thousands

	Minimum	Maximum
54	95.00	95.00
60	334.00	2,062.00
66	95.00	95.00
72	260.00	260.00
78	95.00	95.00
84	167.00	167.00
90	162.00	162.00
102	797.00	797.00
Maintenance costs for the next 50,000 miles	2,005.00	3,733.00
114	95.00	95.00
120	334.00	334.00
126	95.00	95.00
132	167.00	167.00
138	95.00	95.00
144	355.00	355.00
150	162.00	162.00
Maintenance costs through 150K	3,308.00	5,036.00

<http://www.fueleconomy.gov/feg/bymake/Chrysler2008.shtml>

Calculation of cost to drive 500 miles

	15mpg city	22-23 MPG Hwy
Gallons required	33.33	22.73
price per gallon	3.34	3.34
	111.33	75.91
Fuel savings	7.95	11.99

Calculation of cost to drive 20,000 miles

	15mpg city	22-23 MPG Hwy
Gallons required	1,333.33	909.09
price per gallon	3.34	3.34
	4,453.33	3,036.36
Fuel savings	318.10	479.43

Price per gallon for regular unleaded gasoline at Quiktrip, Doraville GA as of 4/11/2013

Regular	3.34
Midgrade	3.39
Premium	3.54

Cost differential for City driving over 20,000 miles				Cost differential for City driving over 20,000 miles			
Price per gallon	Crown Vic 14 MPG	Chrysler 15 MPG	Annual Savings	Price per gallon	Chrysler 15 MPG	New Car 28 MPG	Annual Savings
3.34	4,771.43	4,453.33	318.10	3.34	4,453.33	2,385.71	2,067.62
3.45	4,928.57	4,600.00	328.57	3.45	4,600.00	2,464.29	2,135.71
3.50	5,000.00	4,666.67	333.33	3.50	4,666.67	2,500.00	2,166.67
3.55	5,071.43	4,733.33	338.10	3.55	4,733.33	2,535.71	2,197.62
3.60	5,142.86	4,800.00	342.86	3.60	4,800.00	2,571.43	2,228.57
3.65	5,214.29	4,866.67	347.62	3.65	4,866.67	2,607.14	2,259.52
3.70	5,285.71	4,933.33	352.38	3.70	4,933.33	2,642.86	2,290.48
3.75	5,357.14	5,000.00	357.14	3.75	5,000.00	2,678.57	2,321.43
3.80	5,428.57	5,066.67	361.90	3.80	5,066.67	2,714.29	2,352.38
3.85	5,500.00	5,133.33	366.67	3.85	5,133.33	2,750.00	2,383.33
3.90	5,571.43	5,200.00	371.43	3.90	5,200.00	2,785.71	2,414.29
3.95	5,642.86	5,266.67	376.19	3.95	5,266.67	2,821.43	2,445.24
4.00	5,714.29	5,333.33	380.95	4.00	5,333.33	2,857.14	2,476.19

Cost differential for Highway Driving over 20,000 miles				Cost differential for Highway Driving over 20,000 miles			
Price per gallon	Crown Vic 19 MPG	Chrysler 22 MPG	Annual Savings	Price per gallon	Chrysler 22 MPG	New Car 32 MPG	Annual Savings
3.34	3,515.79	3,036.36	479.43	3.34	3,036.36	2,087.50	948.86
3.45	3,631.58	3,136.36	495.22	3.45	3,136.36	2,156.25	980.11
3.50	3,684.21	3,181.82	502.39	3.50	3,181.82	2,187.50	994.32
3.55	3,736.84	3,227.27	509.57	3.55	3,227.27	2,218.75	1,008.52
3.60	3,789.47	3,272.73	516.75	3.60	3,272.73	2,250.00	1,022.73
3.65	3,842.11	3,318.18	523.92	3.65	3,318.18	2,281.25	1,036.93
3.70	3,894.74	3,363.64	531.10	3.70	3,363.64	2,312.50	1,051.14
3.75	3,947.37	3,409.09	538.28	3.75	3,409.09	2,343.75	1,065.34
3.80	4,000.00	3,454.55	545.45	3.80	3,454.55	2,375.00	1,079.55
3.85	4,052.63	3,500.00	552.63	3.85	3,500.00	2,406.25	1,093.75
3.90	4,105.26	3,545.45	559.81	3.90	3,545.45	2,437.50	1,107.95
3.95	4,157.89	3,590.91	566.99	3.95	3,590.91	2,468.75	1,122.16
4.00	4,210.53	3,636.36	574.16	4.00	3,636.36	2,500.00	1,136.36

City of Doraville
FY2013 Proposed Budget Amendment
May 20, 2013

	2013 Approved Budget	2013 Proposed Amendment	Increase/ (Decrease)
<i>Fund 100 - General Fund</i>			
Taxes	5,998,686	5,998,686	-
Licenses and Permits	234,000	234,000	-
Intergovernmental Revenues	113,469	113,469	-
Charges for Services	137,802	137,802	-
Fines and Forfeitures	2,200,000	2,200,000	-
Investment Income	2,725	2,725	-
Contributions and Donations from Private Sources	2,500	2,500	-
Miscellaneous	66,000	76,000	10,000
Operating Transfers In	28,800	28,800	-
			-
Total General Fund Revenues	8,783,982	8,793,982	10,000

	2013 Approved Budget		Increase/ (Decrease)
<i>General Fund Departmental Budgets</i>			
City Council	139,485	139,485	-
Mayor	199,771	199,771	-
City Administrator	80,846	90,846	10,000
Elections	-	-	-
General Administration	258,848	258,848	-
Finance	269,501	269,501	-
Legal	205,000	205,000	-
Information Technology	94,200	94,200	-
Facilities & Buildings	27,220	27,220	-
Municipal Court	424,976	424,976	-
Police	4,452,399	4,452,399	-
Animal Control	87,829	87,829	-
Public Works	684,112	684,112	-
Street Lights	180,000	180,000	-
Recreation	385,899	385,899	-
Swimming Pool	54,825	54,825	-
Parks	32,000	32,000	-
Library Administration	307,878	307,878	-
Planning and Zoning	290,802	290,802	-
Code Enforcement	120,795	120,795	-
			-
Interfund Transfers			-
To E911	422,181	422,181	-
Contingency	65,416	65,416	-
			-
	8,783,982	8,793,983	10,000

City of Doraville
FY2013 Proposed Budget Amendment
May 20, 2013

	2013 Approved Budget	2013 Proposed Amendment	Increase/ (Decrease)
<i>Fund 210 - Confiscated Assets Fund</i>			
Revenues	385,285	385,285	-
Expenditures	385,285	385,285	-
Surplus/(Deficit)	-	-	-
<i>Fund 215 - Emergency 911 Fund</i>			
Revenues	572,181	70,000	70,000
Expenditures	572,181	70,000	70,000
Surplus/(Deficit)	-	-	-
<i>Fund 230 - Tree Bank</i>			
Revenues	15,000	-	-
Expenditures	15,000	-	-
Surplus/(Deficit)	-	-	-
<i>Fund 250 - Multiple Grants Fund</i>			
Revenues	25,000	25,000	-
Expenditures	25,000	25,000	-
Surplus/(Deficit)	-	-	-
<i>Fund 275 - Hotel/Motel Tax fund</i>			
Revenues	48,000	48,000	-
Expenditures	48,000	48,000	-
Surplus/(Deficit)	-	-	-
<i>Fund 330 - Homestead Option Sales Tax (HOST) Fund</i>			
Revenues	144,097	144,097	-
Expenditures	144,097	144,097	-
Surplus/(Deficit)	-	-	-
<i>Fund 505 - Water and Sewer Fund</i>			
Revenues	474,001	474,001	-
Expenditures	474,001	474,001	-
Surplus/(Deficit)	-	-	-
<i>Fund 540 - Solid Waste Fund</i>			
Revenues	362,000	362,000	-
Expenditures	362,000	362,000	-
Surplus/(Deficit)	-	-	-

City of Doraville
FY2013 Proposed Budget Amendment
May 20, 2013

Revenues

Fund 100 - General Fund

Account Description	2013 Approved Budget	2013 Proposed Amendment	Increase/ (Decrease)
Real property tax-current year	1,779,427	1,779,427	-
Public utility tax-current year	62,742	62,742	-
Real property tax-prior year	-	-	-
Personal property tax-current year	939,511	939,511	-
Motor vehicle	135,506	135,506	-
Personal property-prior year	3,000	3,000	-
Real estate transfer (intangible)	1,500	1,500	-
Franchise taxes	600,000	600,000	-
Hotel/motel	-	-	-
Alcoholic beverage excise	80,000	80,000	-
Local option mixed drink	4,500	4,500	-
Business and occupation taxes	2,000,000	2,000,000	-
Insurance premium taxes	390,000	390,000	-
Penalties and interest on delinquent taxes	2,500	2,500	-
Alcoholic beverages	18,000	18,000	-
Building and signs	165,000	165,000	-
Motor vehicle operators	40,000	40,000	-
Regulatory fees	11,000	11,000	-
Federal government grants	113,469	113,469	-
Accident reports	15,000	15,000	-
Warrant contract	-	-	-
Background check fees	2,000	2,000	-
Activity fees	63,387	63,387	-
Spec Ev Receipts	-	-	-
Program fees	57,415	57,415	-
Municipal	2,200,000	2,200,000	-
Interest revenues	2,725	2,725	-
Contributions and Donations from Private Sources	2,500	2,500	-
Rents and royalties	30,000	30,000	-
Miscellaneous	36,000	46,000	10,000
Transfers from Hotel Motel	28,800	28,800	-
	8,783,982	8,793,982	10,000

City of Doraville
FY2013 Proposed Budget Amendment
May 20, 2013

Dept. 1320
City Manager

Account Description	2013 Approved Budget	2013 Proposed Amendment	Increase /(Decrease)
Regular employees	24,750	24,750	-
Overtime			-
Paid Time Off (PTO)	4,500	4,500	-
Holiday Pay	450	450	-
Group insurance	3,127	3,127	-
Social Security (FICA) contributions	1,931	1,931	-
Medicare	431	431	-
Retirement contributions	2,376	2,376	-
Workers' compensation	512	512	-
Moving Expenses	17,000	17,000	-
Repairs and maintenance	1,000	1,000	-
Insurance, other than employee benefits	2,500	2,500	-
Communications	500	500	-
Printing and binding	500	500	-
Travel	3,500	3,500	-
Dues and fees	12,670	12,670	-
Education and training	500	500	-
General supplies and materials	500	500	-
Water/sewerage	500	500	-
Natural gas	500	500	-
Electricity	500	500	-
Gasoline	600	600	-
Books and periodicals	500	500	-
Small equipment	1,500	1,500	-
Vehicles	-	10,000	10,000
	80,846	90,846	10,000

ORDINANCE 2013-__

**ORDINANCE TO PROVIDE FOR THE ADOPTION OF AN AMENDED BUDGET, ITS EXECUTION
AND EFFECT FOR THE FISCAL YEAR BEGINNING JULY 1, 2012
AND ENDING JUNE 30, 2013**

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, 2012 through June 30, 2013. There is hereby adopted for the fiscal year July 1, 2012 through June 30, 2013, 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 \$8,793,982, for the general obligations and legal obligations in FY 2013.

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

Taxes	\$5,998,686
Licenses and Permits	234,000
Intergovernmental Revenues	113,469
Charges for Services	137,802
Fines and Forfeitures	2,200,000
Investment Income	2,725
Contributions & Donations from Private Sources	2,500
Miscellaneous	76,000
Operating Transfers In	28,800
Total Estimated General Fund Revenues	\$8,793,982

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 2013 a total of \$8,793,982, or as much as may be deemed necessary, not to exceed this amount and such sums shall be disbursed from the following:

City Council	\$139,485
Mayor's Office	199,771
City Administrator	90,846
City Clerk General Administration	258,848
Finance	269,501
Legal	205,000
Information Technology	94,200
Government Buildings	27,220
Municipal Court	424,976
Police and Jail	4,452,399
Animal Control	87,829
Public Works	684,112
Street Lighting	180,000
Recreation	385,899
Swimming Pool	54,825
Parks	32,000
Library	307,878
Planning and Zoning	290,802
Quality of Life	120,795
Transfers to Other Funds-E911	422,181
Contingency	65,416
Total Estimated General Fund Expenditures	\$8,793,982

Section IV. Confiscated Assets Fund. There is hereby established a Confiscated Assets Fund for the City of Doraville with an appropriation of \$385,285.

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

Fund Balance – Confiscated Assets Fund	385,285
Total Confiscated Asset Fund Revenues	\$ 385,285

The following disbursements are authorized for the fiscal year 2013:

Public Safety	385,285
Total Confiscated Asset Fund Expenditures	\$ 385,285

Section V. E911 Special Revenue Fund. There is hereby established an E-911 Fund for the City of Doraville with an appropriation of \$572,181.

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

Transfer in from General Fund	422,181
E911 Charges	150,000
Total Fund Revenues – E911	\$ 572,181

The following disbursements are authorized for the fiscal year 2013:

Operations	\$ 572,181
Total E-911 Fund Expenditures	\$ 572,181

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 2013:

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 \$25,000.

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

Halpern Park Grant – Multiple Grants Fund	25,000
Total Multiple Grants Fund Revenues	\$ 25,000

The following disbursements are authorized for the fiscal year 2013:

Purchased/Contracted Services	25,000
Total Multiple Grants Fund Expenditures	\$ 25,000

Section VIII. Hotel/Motel Tax Fund. There is hereby established a Hotel/Motel Tax Fund for the City of Doraville with an appropriation of \$48,000.

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

Taxes-Hotel/Motel	48,000
Total Hotel/Motel Tax Fund Revenues	\$ 48,000

The following disbursements are authorized for the fiscal year 2013:

Payments to Other Agencies	19,200
Transfer out to General Fund	28,800
Total Hotel/Motel Tax Fund Expenditures	\$ 48,000

Section IX. Capital Projects Fund. There is hereby established a Capital Projects Fund for the City of Doraville with an appropriation of \$144,097.

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

HOST Tax	144,097
Total Capital Projects Fund Revenue	\$ 144,097

The following disbursements are authorized for the fiscal year 2013:

Capital Outlay	144,097
Total Capital Projects Fund Expenditures	\$ 144,097

Section X. Stormwater Management Fund. There is hereby established a Stormwater Management Fund for the City of Doraville with an appropriation of \$474,001.

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

Charges for Services – Stormwater	474,001
Total Stormwater Management Fund Revenue	\$ 474,001

The following disbursements are authorized for the fiscal year 2013:

Public Works-Stormwater	474,001
Total Stormwater Management Fund Expenditures	\$ 474,001

Section XI. Solid Waste Fund. There is hereby established a Solid Waste Fund for the City of Doraville with an appropriation of \$362,000.

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

Sanitation Fees	362,000
Total Solid Waste Fund Revenues	\$ 362,000

The following disbursements are authorized for the fiscal year 2013:

Purchased/Contracted Services	362,000
Total Solid Waste Fund Expenditures	\$ 362,000

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"/>



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_____

Funding Source:

()Annual

()Capital

() N/A

Regular Meeting (X)

Work Session ()

Recommendation (X)

Policy/Discussion ()

Report ()

Other ()

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)



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_____

Funding Source:

() Annual

() Capital

() N/A

Regular Meeting (X)

Work Session ()

Recommendation (X)

Policy/Discussion ()

Report ()

Other (X)

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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 Probable 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 tax 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 Collector or his designee as issuing officer, and the County Sheriff as execution officer. All levies of execution for delinquent taxes shall be in the name of the City. This duty may be contracted by the City Council 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. fas. 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.~~

~~Sees. 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 amendedby 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.~~
- ~~e. 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.~~

~~(4) 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 ()
Budget Impact: ___Y___X___N Report ()
Other (X)

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

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"/>



AGENDA ITEM REQUEST SHEET

Subject: First Read on FYE 2014 Budget Ordinance

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 ordinance to adopt the FYE 2014 Budget Ordinance. The attached budget ordinance is subject to change depending on the discussion at the May 28th Budget Worksession.

Recommended Action: None

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 \$8,876,553, 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

Total Estimated General Fund Revenues	\$8,876,553
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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 \$8,876,553, or as much as may be deemed necessary, not to exceed this amount and such sums shall be disbursed from the following:

City Council	\$134,828
Mayor's Office	111,653
City Administrator	216,963
Elections	20,000
City Clerk General Administration	288,441
Finance	222,148
Legal	225,000
Information Technology	94,200
Government Buildings	16,020
Municipal Court	426,186
Police and Jail	4,434,959
Animal Control	74,116
Public Works	663,717
Street Lighting	185,000
Recreation	362,003
Recreation Programs	83,520
Swimming Pool	60,125
Parks	29,635
Library	308,535
Planning and Zoning	307,506
Quality of Life	130,371
Transfers to Other Funds-E911	481,623

Total Estimated General Fund Expenditures	\$8,876,553
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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 \$611,623.

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

Transfer in from General Fund	481,623
E911 Charges	130,000
Total Fund Revenues – E911	\$ 611,623

The following disbursements are authorized for the fiscal year 2014:

Operations	\$ 611,623
Total E-911 Fund Expenditures	\$ 611,623

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:

Sandra Bryant, Assistant City Clerk (SEAL)

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"/>