CITY COUNCIL

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

AGENDA

February 6, 2012 6:30 PM

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

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

IV. **ROLL CALL**

V. **APPROVAL OF MINUTES:**

January 3, 2012
January 17, 2012

VI. **PUBLIC COMMENTS ON AGENDA ITEMS**

VII. **REPORTS: DEPARTMENTS**

a. Mayor
   - Update on Finance Director's Position
   - Schedule February 20, 2012 Council Meeting- Holiday
b. City Attorney
c. Police
d. Courts
e. Public Works
f. Library
   - Present the 2011 annual report for the Doraville Library
g. Parks & Recreation
   - Community Garden Policy Discussion only (carried over from 1/17/12)
h. City Hall
i. Planning & Zoning

VIII. **PUBLIC HEARING**

IX. **OLD BUSINESS**

- 1st Reading of Ordinance Delete Fee Schedule from the Code – City Planner Joe Cooley (carried over from 1/3/11)
- Resolution to Adopt New Fee Schedule- City Planner Joe Cooley(carried over from 1/3/11)
- Commercial Window Tinting- Councilmember Brian Bates (carried over from 1/17/12)

- 2nd Reading- Budget Amendment- City Attorney Cecil G. McLendon Jr.
- Ordinance to Create Advisory Committees- City Attorney Cecil G. McLendon Jr.
- Capital Improvement Priority List- Councilmember Brian Bates (carried over from 1/17/12)
- Storm Water Discussion Only- Councilmember Karen Pachuta (carried over from 1/17/12)
- Solicit Health Insurance Quotes from Insurance Brokers- Councilmember Karen Pachuta (carried over from 1/13/12)

X. **NEW BUSINESS**

- Ordinance to Adopt Unpaid Lunch Policy- City Attorney Cecil G. McLendon Jr.
- Police Department Personnel-Chief King

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

XII. **CITIZEN AGENDA ITEMS**

- Addressing the lien system of the City of Doraville- Thomas Hart

XIII. **PUBLIC COMMENTS:**

XIV. **EXECUTIVE SESSION:**

- Legal Matters

XV. **ADJOURNMENT:**

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject:

Date of Meeting: February 6, 2012

Budget Impact: ___Y ✓ N

Budget Impact Amount: $ Ø

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

History, Facts, Issues: Present the 2011 Annual Report for the Doraville Library

Options:

Recommended Action:

Name: Department Head: Jamie D. Henry

Administrative Comments and Recommendation:

Action Taken By Board:

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: DISCUSSION ITEM ONLY COMMUNITY GARDEN POLICY

Date of Meeting: ~~1/17/2012~~ 2/6/12

Budget Impact: ___Y ___N

Budget Impact Amount: $ N/A

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

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

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History, Facts, Issues: SEE ATTACHMENT

Options: SEE ATTACHMENT

Recommended Action: SEE ATTACHMENT

Department: RECREATION

Department Head: SCOTT RODGERS

Administrative Comments and Recommendation:

Action Taken By Board:

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Delete Fee Schedule Ordinance

Date of Meeting: 2/6/12

Budget Impact: ___Y ___ N

Budget Impact Amount: $_____

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Delete Fee Schedule Ordinance

History, Facts, Issues: _____

Options: _____

Recommended Action: _____

Name: _____ Department Head: Joe Cooley

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Resolution to Adopt New Fee Schedule

Date of Meeting:

Budget Impact: ___Y ___ N

Budget Impact Amount: $_____

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

New Fee Schedule

History, Facts, Issues: _____

Options: _____

Recommended Action: _____

Name: _____ Department Head: _____

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

Doraville

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Commercial Window Tinting

Date of Meeting: ~~January 3, 2012~~ ~~4/12/12~~ 2/6/12

Budget Impact: ☐ Yes ☒ No

Budget Impact Amount: $_____

Funding Source:

☒ Annual ☐ Capital ☐ Grant ☐ N/A

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested:

Instruct Counsel to draft an ordinance prohibiting opaque window tinting covering 100% of storefront.

History, Facts, Issues:

Our current sign ordinance addresses maximum coverage of 30%. When asked if that was applicable to window tinting, the answer was no from our city solicitor. So, in order to address the excessive window tinting that poses a public safety threat along with a perception of illegal activity, a new ordinance needs to be written to address the percent tint and/or the percent window coverage allowed, if any.

Options: instruct counsel to draft an ordinance or not

Recommended Action:

Instruct counsel to research and draft an ordinance that is legal and enforceable.

Department: Council

Department Head: Mayor

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: **Amended Budget Ordinance**

Date of Meeting: January 17, 2012

Budget Impact: ___Y _X__ N

Budget Impact Amount: $____N/A_____

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Since June the City has been involved in a process of verifying and reconciling all of our accounts and Fund Balances and now that this process is complete, it has allowed the City to adopt a more traditional Budget Ordinance as here presented. This Ordinance does not change any of the worksheets or presumptions previously adopted by the Council in June. In the near future, the Council will be presented with the Second Amendment to the Budget which will incorporate the Stabilization Plan and mid-year review of numbers. That presentation will allow for an analysis of the adopted budget versus the (approximate) mid-year numbers and then the Council could have a more substantive discussion to making corrections to the budget as needed.

Options: **Approve or not approve the Budget Amendment.**

Recommended Action: **Approve the Amended Budget.**

Department: _Finance_____ Department Head: _Mayor Donna Pittman___

Administrative Comments and Recommendation: _____

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Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: **Ordinance to Create Advisory Committees**

Date of Meeting: February 6, 2012

Budget Impact: ___Y _X__ N

Budget Impact Amount: $_____

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Section 1.02(34) of the City Charter currently allows the Council to create advisory committees to help advise the City and Council on certain designated matters. Per request of Councilmembers, attached is an Ordinance that sets up the process of creating the advisory committees and staffing them, and anticipates a Council Resolution for each Committee it wishes to create, designating staff, term, duties, etc. as Council deems necessary.

Options: Adopt the process of creating Advisory Committees or not.

Recommended Action: The City Attorney's Office recommends adoption of this Ordinance if the Council wishes to create Advisory Committees in the future..

Department: City Attorney Department Head: _Cecil G. McLendon, Jr.

Administrative Comments and Recommendation: _____

_____

_____

Action Taken By Board: _____

_____

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Doraville

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Capital Improvement Priority List

Date of Meeting: 1/17/12

Budget Impact: ☒ Yes ☐ No

Budget Impact Amount: $ Unknown

Funding Source:

☐ Annual ☒ Capital ☐ Grant ☐ N/A

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested:

Establish a city wide capital improvement plan with estimated funding and prioritization schedule.

History, Facts, Issues:

As present the city and departments do not have a master capital improvements plan and estimated funding cost. With the HOST monies being finally received, but restricted to capital improvements, we should begin to implement a citywide capital improvement prioritization plan and evaluate budget and safety priorities. We should have a 1, 3, 5, and 10 year plan, that should include items from our Short Term Work Program as adopted. Capital improvement list should include: Park Improvements; Building and Facility Improvements; New Building/Property Acquisition; and Sidewalk and Transportation Improvements.

Options: Establish a prioritization plan or not.

Recommended Action:

Have department heads provide Mayor with requested capital improvement projects and estimated costs. Assemble the list and provide to council for prioritization and budgeting.

Department: Council **Department Head:** Mayor

Administrative Comments and Recommendation:

Action Taken By Board:

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Storm Water

Date of Meeting: 2.16/12

Budget Impact: ___Y ___ N

Budget Impact Amount: $_____

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Storm Water - Discussion Only

History, Facts, Issues: Allocate monies spent performing street sweeping duties from Public Works budget to Stormwater.

Options: _____

Recommended Action: _____

Name: Karen Pachuta Department Head: _____

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Solicit health insurance quotes from insurance brokers

Date of Meeting: 01/3/12 - update 2/6/12

Budget Impact: ___ Y X N

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

Budget Impact Amount: $ Cost of hearing officer for revocation hearings

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Obtain health insurance quotes from various brokers or submit an RFP for health insurance brokerage services

History, Facts, Issues: The City has utilized the same insurance broker for its health insurance needs for at least 35 years. It is undetermined as to whether the City has obtained information or quotes from other competitive brokers within that time frame. With the rising cost of insurance, it would be in the City's best interest to at least open and explore additional avenues for health insurance. Because brokers will need to gather detailed claim information from our BCBS provider to obtain competitive quotes, this process should begin in the near future.

Options: 1) Continue to utilize the same health insurance broker without seeking competitive quotes; 2) Seek additional quotes from multiple health insurance brokers without selected broker in advance; 3) open a bid process to select one broker who will obtain various quotes

Recommended Action: Direct staff to either draft an RFP for insurance brokers or move forward and obtain health insurance quotes from both our current health insurance broker and also our current liability insurance broker (who indicated during interviews that they can also provide health insurance quotes)

Department: _____ Department Head: _____

Administrative Comments and Recommendation: _____

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Action Taken By Board: _____

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THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: **Ordinance to adopt Unpaid Lunch Policy**

Date of Meeting: February 6, 2012

Budget Impact: _X__Y ___ N

Budget Impact Amount: $_____

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

The Employee manual, in Section 4.2, currently provides that every employee is entitled to a 30-minute paid lunch. The City Council decided in the January 17, 2012 Council Meeting that they would like to amend the policy and require that employees, with certain exceptions, take required unpaid lunches during their work day. Because the currently existing policy is codified as part of the City of Doraville Code, before this policy is properly instituted, the Employee Manual needs to be amended by Ordinance (see attached Draft for First Read).

Options: If the Council wishes to move forward with the unpaid lunch policy, this Ordinance would need to be adopted.

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

Department: City Attorney Department Head: _Cecil G. McLendon, Jr.

Administrative Comments and Recommendation: _____

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Action Taken By Board: _____

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THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: POLICE DEPARTMENT PERSONNEL

Date of Meeting: 02 06 2012

Budget Impact: ___Y X N

Budget Impact Amount: $_____

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

History, Facts, Issues: THE POLICE DEPT. IS CURRENTLY SHORT 5 UNIFORM PATROL OFFICERS AND ONE DISPATCHER/E911.

Options: _____

Recommended Action: THE POLICE DEPT. WOULD LIKE TO REPLACE THE VACANT PATROL OFFICER POSITIONS AND DISPATCHER/E911 POSITION WITH 2 PATROL OFFICERS AND 2 DISPATCHERS. THE REMAINING SALARY WOULD BE USED FOR EMERGENCIES AND CONTINGENCIES.

Name: _____ Department Head: CHIEF JOHN KING

Administrative Comments and Recommendation: _____

Action Taken By Board: _____